



October 29, 2019

Administration Committee Meeting

The Administration Committee met on Tuesday, October 29, 2019 at 5:00 p.m. at 316 S. Brad Street, Grantsburg, WI.

Present: Village President/Chairman, Michael Longhenry
Trustee Diane Barton
Trustee Greg Peer

Others: Police Chief, Dan Wald
Allison Longhenry, Deputy Clerk/Treasurer
Chris Bartlett, Director of Public Works (DPW)

President and Committee Chairman Longhenry called the Administration Committee Meeting to order at 5:00 p.m.

The Pledge of Allegiance was recited.

Discussion/Action: Property Maintenance & Nuisance Ordinance. The Committee reviewed the draft Property Maintenance Ordinance with their suggested changes from previous meetings. **Motion by President Longhenry, second by Trustee Peer to recommend the Village Board approve the draft Property Maintenance Ordinance as presented. Motion carried**

Discussion/Action: Smoking Ordinance. The Committee reviewed the draft Smoking Ordinance with their suggested changes from previous meetings. **Motion by Trustee Barton, second by President Longhenry to recommend the Village Board approve the draft Smoking Ordinance as presented. Motion carried.**

Discussion/Action: Street Parking Ordinance a) During snow removal b) Length of time. a) Discussion was held regarding cars parked on the street when the snow is being removed to the curb. DPW Bartlett and Police Chief Wald felt that the most important issue is educating the residents and getting compliance. They will work together this season to reduce the number of incidents. The Committee suggested mailing a newsletter to Village residents mid-November informing/reminding them of the snow parking policy, the new skating rink, the property maintenance ordinance, thanking residents for their patience during the downtown project, etc. Clerk/Treasurer Meyer estimated the postage cost at \$350. Discussion was held on overnight parking on Main Street/Madison Avenue, especially from Pine to Oak. **Motion by President Longhenry, second by Trustee Peer to recommend the Village Board approve no parking on Madison Avenue from Oak Street to Pine Street from 3:00 a.m. to 7:00 a.m. and to send a newsletter mid-November to Village residents informing/reminding them of several items and issues. Motion carried.** b) the Village's current parking ordinance does not allow parking on Village streets for a period of 48 or more consecutive hours in the same location at any time. **Motion by Trustee Barton, second by President Longhenry to recommend the Village Board leave the existing Ordinance "as is" with 48-hour parking allowed. Motion carried.**

Discussion/Action: Ordinance Officer. Police Chief Wald asked the Committee about the money that had been budgeted for an Ordinance Officer in 2019. Clerk/Treasurer Meyer indicated that the amount had been absorbed into other expenses and was not available. Police Chief Wald asked about the possibility of including one extra 8-hour shift per week for a part-time police officer to do ordinance

enforcement for 2020 at an estimated cost of \$9,000. President Longhenry informed him that nothing has been included in the 2020 draft budget. Police Chief Wald informed the Committee that his department would try to handle ordinance enforcement during their normal shifts for 2020 and report back on how it is working. **Motion by President Longhenry, second by Trustee Barton to recommend the Village Board put the Ordinance Officer on hold for now. Motion carried.**

Discussion/Action: Part-time Police. Police Chief Wald reported he has several individuals he will be adding as part-time police officer.

Discussion/Action: Water Filtration Options/Costs. DPW Bartlett reported he has met and discussed the manganese issue with a water specialist from our engineering firm, S E H. The specialist indicated he could do an independent study to include testing, doing a final report of his findings and being available to answer questions/concerns from the public for \$10,000. DPW Bartlett reported he has only received a couple of calls regarding the manganese notice and will be taking 20 water samples, in various areas of the Village, starting tomorrow. He recommended waiting to see what the results of these tests are before deciding anything further.

Discussion/Action: Sewer Lift Station – Cost of Backup Pump. DPW Bartlett presented a quote for \$26,021 from EP Electric Pump for a backup pump at the main sewer lift station located at the campground. The backup pump would need both a right and left-handed impeller so it could be used for either of the current pumps in the event one had to be repaired. The Committee thought this cost was too high for a backup pump that may or may not be used. DPW Bartlett asked to keep the \$4,000 in the 2020 budget for installing a bypass to allow the use of a pump from a neighboring municipality if needed.

Discussion/Action: Purchase 2 Spare Light Poles for Downtown. DPW Bartlett reported the contractors on the CDBG Downtown Project were shipped two additional streetlight poles, in error, and have asked if the Village is interested in purchasing both at a cost of \$9,000. The Committee put this on hold for now.

Discussion/Action: Adjournment. Motion by Trustee Barton, second by Trustee Peer to adjourn the meeting at 6:00 p.m.

Sheila Meyer
Clerk/Treasurer