



Village of Grantsburg

Administration Committee Meeting

Wednesday, October 6, 2021

The Administration Committee for the Village of Grantsburg met on Wednesday, October 6, 2021 at 2:00 p.m. at the Village Office, 316 S. Brad Street, Grantsburg, Wisconsin.

Present: Chairman/President Kucera, Trustee Peer, Trustee Muehlberg

Others present: Director of Public Works (DPW) Jerry Konobeck, Police Chief Dan Wald, Deputy Clerk/Treasurer Allison Longhenry, Jordan Knutson, Trustee Java (joined at 3:25 p.m.)

Call to Order Chairman/President Kucera called the Administration Committee meeting to order at 2:00 p.m. The Pledge of Allegiance was recited.

Golf Course lease. President Kucera asked Jordan Knutson, Grantsburg Golf, LLC and golf course manager if he had any changes to the lease between the Village and Grantsburg Golf, LLC. The current lease expires January 1, 2022. Knutson indicated he had no changes and was satisfied with the terms. Knutson did indicate he would like to change the putting green to a chipping area, which would see more usage. He will also be eliminating the current sand traps on the course. **Motion by Trustee Muehlberg, second by Trustee Peer to recommend the Village Board renew the lease with Grantsburg Golf, LLC for the golf course property and operations effective January 2, 2022 and expiring January 1, 2025. Motion carried unanimously.**

Personnel Manual changes. The committee review the current Personnel Manual. **Motion by President Kucera, second by Trustee Peer to recommend the Village Board approve the following changes to the Village's Personnel Manual; replace Village President with Village Board in the Performance Review, remove the section allowing personal use of Village-owned vehicles, equipment, tools and supplies, and eliminate the specific number of rotations listed in the On Call Policy section. Motion passed unanimously.**

2022 Budget The committee discussed items to be included in the 2022 draft budget including Cemetery Management software, health insurance, wages, etc.

VILLAGE BOARD WILL CONVENE INTO CLOSED SESSION to perform a six-month review of the Director of Public Works pursuant to Wis. Stats. 19.85 (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility." Motion by Trustee Peer, second by Trustee Muehlberg to convene into closed session. Motion passed unanimously.

VILLAGE BOARD WILL RECONVENE INTO OPEN SESSION pursuant to Wis. Stats. 19.85 (2).

Motion by Trustee Peer, second by Trustee Muehlberg to reconvene into open session.

Motion passed unanimously.

Motion from Closed Session. Motion by Trustee Peer, second by Trustee Muehlberg to recommend the Village Board increase Director of Public Works Jerry Konobeck' s wage by \$2.00 per hourly. Motion passed unanimously.

Adjournment. Chairman/President Kucera adjourned the Administration Committee meeting at 3:30 p.m.

Sheila Meyer
Clerk/Treasurer