



February 12, 2018

Regular Board Meeting

The Village of Grantsburg Board of Trustees met on Monday, February 12, 2018 at 6:00 p.m. at the Grantsburg Village Office, Village Board Room – 316 S. Brad Street.

The Regular Board Meeting was called to order by Village President, Larry Ebersold.

Village President, Larry Ebersold led everyone in the Pledge of Allegiance.

Village President, Larry Ebersold welcomed guests.

Roll Call

Present: Village President, Larry Ebersold
Village Trustee, Diane Barton
Village Trustee, Gary “Goob” Coy
Village Trustee, Caylin Muehlberg
Village Trustee, Greg Peer
Village Trustee, Russell Stone
Village Trustee, Jared Woody

Absent: Police Chief, Jeff Schinzing

Others: Village Clerk, Patty Bjorklund
Village Treasurer, Sheila Meyer
Public Works Director, Chris Bartlett
Library Director, Kristina Kelly-Johnson
News Director – BurnettWire, Steve Briggs
Reporter – Inter-County Leader, Gregg Westigaard
Editor – Burnett County Sentinel, Jonathan Richie
As well as featured guests and other members of the public.

Scheduled Members of the Public Discussion/Action

Dan Penzkover of S.E.H. discussed the Supplemental Letter Agreement dated February 12, 2018 which authorizes and described the scope, schedule, and payment conditions for Consultant’s work on the Project described as: Engineering Design and Construction Services – Wisconsin Avenue, from South Oak Street to South Brad Street. There will be approximately 850 feet of Wisconsin Avenue to be reconstructed between South Oak Street and South Brad Street. Reconstruction is to include water main replacement, partial sanitary sewer main replacement, sewer and water laterals as applicable, curb & gutter, new asphalt pavement and concrete sidewalk. The Design Phase Services are in the amount of \$36,400. The work was completed in the fall of 2017. Construction Phase is in the amount of \$34,700. The Construction Services will be completed by April 1, 2018, with an anticipated bid date in May 2018. Construction services to take place between May and October 2018. The Project will be handled through the Safe Drinking Water Loan Program which is funded through the WI DNR. The project was applied for last fall and the village scored high and has been funded with the grant. Payments for the work will be in accordance with the rate schedule in place at the time the work is performed. Principal Forgiveness has not been funded, however; the ranking was high and based on past history, the village’s chances of some possible Principal forgiveness (PF) for the project and low interest loan (approximately 1% - 1.2%) are possible. This is never a guarantee, but Mr. Penzkover will inform the board by



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the end of July 2018 if the Principal Forgiveness portion is approved. This will pay for the project costs which are estimated at \$350,000. The grant would with the DNR paying 60% and the village paying 40%. The design would be ready for submittal for the funding and moving forward with the application. Costs for the project would be \$73,460 for Watermain; \$31,940 for the Sanitary Sewer and \$185,740 for Street Construction.

Village Trustee, Barton moved, seconded by Village Trustee, Peer, to approve the Engineering Design and Construction Services Contract with S.E.H. for Wisconsin Avenue from South Oak Street to South Brad Street for a total estimated fee of \$71,000.

Ayes: Ebersold, Barton, Coy, Muehlberg, Peer, Stone, Woody
Nays: NONE
Motion to approve: Carried

Carmen Bouchie was present to discuss amending their current Food Shelf Contract with the Village of Grantsburg. Carmen is the President of the Grantsburg Food Shelf. The Food Shelf is comprised of 10 area churches that help run the food shelf. Terri Andersen is the Manager. Steve Briggs is the Secretary/Treasurer. They were open last month 1 Saturday for 2 hours. She would like to apologize for violating the lease due to the overage of hours. The Food Shelf wanted to be open one Saturday a month, because some families can't go to the Food Shelf during the weekdays. She realized that the Food Shelf which is a Non-Profit Agency is in violation of the terms of their lease with the Village of Grantsburg. She is asking that they are able to extend their hours one Saturday a month for a total of 2 hours each month. She is asking that the Food Shelf be able to pay as they go for the hours (2 additional for 1 Saturday a month) until the end of September. At that time, they will look at the additional hours to see if that works for the Food Shelf. She is asking for an addendum to the current contract to reflect the fact that they would like to use the food shelf for 1 Saturday a month for 2 hours additional from January 2018 – September 2018. The cost would be \$12.50 more per month for those months. The current Food Shelf Agreement is from November 1, 2017 – November 1, 2018. Ms. Bouchie would like to be put on the October 8, 2018 Village Board Meeting Agenda to discuss if they would like to continue with the amended terms. The current contract would be amended with that change. The current contract reads that a minimum of 100 hours annually are the requirement of the agreement at \$6.25 per hour. This is the Non-Profit charge. The Food Shelf currently operates 4 hours per week x 52 weeks annually = 208 hours per year. The additional hours would equal 18 hours, and are over the requirement of their lease.

Village Trustee, Muehlberg moved, seconded by Village Trustee, Barton, to approve the addendum to the current contract which states the Grantsburg Food Shelf will be providing an additional 2 hours per month at \$6.25 per hour for an additional 18 hours for the contract through the end of September 2018. The fee will be an additional \$12.50 per month, which the Food Shelf will pay until September 2018. At the October 8, 2018 Village Board Meeting, the Food Shelf and Village Board will review the contract with possible changes adding the 2 hours per month.

Ayes: Ebersold, Barton, Coy, Muehlberg, Peer, Stone, Woody
Nays: NONE
Motion to approve: Carried



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Cathy McCabe was present and was approached by Kristina Kelly-Johnson who had been working with Brent Erickson who is the son of Bruce Erickson. The family wanted to make a donation for improvements to the east side of the Community Center entrance which are the double doors where the gymnastics enters. She was asked for her design expertise for implementing changes requested by the family for upgrading that space. She was present to discuss those changes with the Village Board who manages the building and its improvements. She did propose her ideas to Mr. Erickson, and he was in favor. She didn't propose a budget for those enhancements, but he didn't deny any of the ideas. She did speak with some of the contractors in the area to get their input as to the feasibility of the project. The roofline would be a pent roof style that extends over the entrance. It looks similar to a dormer "style" addition and it is a structure that would allow the moisture to drip into the adjoining flower/shrub areas. It would attach to the area of the building over the double doors. It would have a base on it so that signage could be put there. The signage would match the existing signage. The doors need to be painted to match everything. The gable roof would match the current metal roof, so continuity would be there. It would extend from the building 4' – 4-1/2'. This would protect people from the elements. A post on either side would be a welcome addition she thought, parallel to the sidewalk or parallel to the building to accommodate benches and trash receptacles that would match the exterior. The cement pad would most likely be extended depending on which way the benches would be placed. There is a light above the door, and her proposal is to have it removed and moved elsewhere and replaced with spotlights. Village President, Ebersold would like to try the trash receptacles that would be used there and eventually work with the GRO Committee to incorporate them with the downtown area. Ms. McCabe will proceed with the design and present as more is done to the board. The board was very receptive to this.

Kristina Kelly-Johnson discussed the Grantsburg Revitalization Organization (GRO) Committee Meeting that took place on Wednesday, February 7, 2018 at 11:00 a.m. There were many GRO Committee members present, including Village President, Ebersold. She would like to afford the village board the ability to receive information from the (GRO) as well notifications for times of meetings. The majority of the board would like to receive the communications. The Capstone Project was discussed. It is being done by Saige Henkel who is a student of the University of WI – Madison Department of Planning Landscape Architecture. She agreed to work with the GRO Committee as part of her schooling to create Placemaking for the village. The plan she created is approximately 40+ pages and will grow. It is to help create a more welcoming area for the downtown. This would include trees, benches, pedestrian intersections which would be wider and more visible and safer. More updates will be given on this project. A fitness trail is in the works in an area by the school. It will go through the woods there with activity signage for equipment along the trail. There is funding available and bids will go out this spring. There is currently a trail kiosk that will be in place by the golf course and the Sinclair Gas Station. The signage will help with information for visitors to the area. There are plans for a second one to be erected near Memory Lake. The Light Post receptacles were discussed for the downtown light poles. They would be separate from the receptacles that are currently on the poles. They would go up 8' or so. This would allow main street businesses the ability to plug in decorations on the poles. There is also a downtown committee that will be putting out a survey through the GRO asking what the downtown businesses would like to see for improvements to the downtown. The downtown needs the businesses to be an active part of the process. The bike lanes were also discussed. The lanes would be painted so they are more visible. They are a connecting piece to the fitness trail, Memory Lake and possible airport campground. The potential crosswalk was discussed on Highway 70 by the stoplight. The GRO Committee was wondering if when the village applies for the Transportation Alternative Project (TAP) through the WI DOT, could this get incorporated as part of the funding for this? Mr. Penzkofer was present, and he detailed the process for applying. The deadline has already passed on January 26, 2018. Village Trustee, Barton asked about having our Police



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Chief look into funding for safety. He stated that the TAP program is a very competitive bidding process. He noted that the village has applied 3 times already, and they did not score well. It is more transportation geared. The process could be looked at by our Police Chief for safety, rather than go through the grant for the project he thought. He will come back on March 12, 2018 and discuss the CDBG funding (which is a State Grant) with the village in combination with the Capstone Project through GRO as well as other funding opportunities. Kristina noted that Mr. Wade Vitalis would like to put in a mini-golf course by his restaurant on State Highway 70, but is not willing to do so until there is safe crossing on the highway for pedestrians. Village President, Ebersold would also like to mention that lights going down the dam were also discussed. Public Works Director, Bartlett noted that the lights could be vandalized. Solar lights were an option. More discussion will follow at a future time on all items.

Approval of Minutes

January 11, 2018 Public Safety Committee Meeting
January 11, 2018 Administration Committee Meeting
January 24, 2018 Airport Committee Meeting
February 5, 2018 Administration Committee Meeting
February 7, 2018 Special Board Meeting
February 8, 2018 Airport Committee Meeting

Village Trustee Peer, moved, seconded by Village Trustee, Coy, to accept the minutes as presented.

Ayes: Ebersold, Barton, Coy, Muehlberg, Peer, Stone, Woody
Nays: NONE
Motion to approve: Carried

New Communications

Burnett County Towns Association 10/26/17, 1/25/18 Minutes & 1/25/18 Agenda; January 2018 Burnett County Administration Newsletter; and Governor Walker Treasurer's Appreciation Week Proclamation. Village Trustee, Peer had attended the January 25, 2018 Towns Association Meeting and stated he got to see a prototype of the new Burnett County Humane Society Building. He stated that they need approximately \$12,000 per year to operate. If each municipality contributed \$500 yearly, this would help keep the new Burnett County Humane Society location operable in the future. He would like the board to look at this for future budgeting purposes. There will be an open house for the new A & H Ambulance garage. Jim Tolbert, Emergency Management Director also noted that there are trainings that need to be taken by village officials to satisfy the Federal Emergency Management Agency that are mandatory to receive Emergency Aids from them. Village Clerk, Bjorklund is working with him and the village board to set those trainings. He noted that the next Town's Association Meeting will take place on April 26, 2018 at the Burnett County Government Center in Room 160. Village President, Ebersold will attend that meeting.

Board and Staff Reports

1) Public Works a) Director Report. Public Works Director, Bartlett informed the board that there have been exceedances in the phosphorous at the sewer plant. The weekly testing has been over the limit since December 20, 2017. He thought it had peaked and was going down, but unfortunately it is staying over the



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3mg/L. The limit is 2.20 mg/L. The detention time for 1 pond is an average of 60 days. It means if something happens, it can't be caught until then. The phosphorous is treated with a chemical. He also checked to see if there is any time period when a low amount of chemical was pumped. He will be talking to Jerry at S.E.H. to see if he has any ideas. There might be a problem with too much sludge in the ponds. He noted that suspended solids are going up. He suspects the ponds are the problem. The problem will continue to be looked at. It can't be really fixed until the spring. The effluent and phosphorous levels are usually done every 2 months, but he noted that he's being more proactive and doing more investigation monthly.

Well #3 repairs or replace discussion took place. Public Works Director, Bartlett got pricing on doing pulling of the well. The quote after the 1st of the year came back over what he budgeted. The newest quotes have come back cheaper. The idea to make it cheaper is to just plan on replacing all components instead of inspecting. The price drops significantly if the well isn't brought back to the shop for inspection. The replacement worst case scenario is \$15,000 - \$16,000 for total replacement. The only issue in just repairing it is the fact that it hasn't been looked at since the early 1990's. He noted that chances are that the well is bad. He will keep it under budget. The budgeted amount is \$15,500.

Public Works Director, Bartlett has ordered 31 Kamstrup water meters. When spring arrives, the crew will start installing them.

The broom hasn't broken yet, but it was only used once.

The 650 truck is having the brakes fixed at Burnett County Highway Department. The labor cost will be cheaper than the \$75 per hour labor cost charged by others.

2) Police Department a) January 1, 2018 – February 1, 2018 Police Report was distributed to all members of the board in their packets. There were 74 cases. Police Chief, Schinzing was not present as he is attending training at the Kalahari Resort in Wisconsin Dells, so there was nothing new to report.

3) Village Administration a) *Clerk Report.* Village Clerk, Bjorklund presented her February 12, 2018 Clerk Report. There were no Operator's License issued; there were no Land Use/Building Permits issued. The results of the January 16, 2018 "Special Election" to fill the vacancy left by State Senator District 10 were detailed. b) *Treasurer's Cash Report.* Village Treasurer, Meyer presented her Cash Report. There was no Budget to Actual Report.

4) Library a) *Director Report.* Library Director, Kelly-Johnson's February 2018 report was included in all members' packets. She detailed her report. She said that 86% of village residents have library cards. There were 235 library programs held. There were 6,813 people who attended programs. There were 8,749 log-ins to the public Wi-Fi. There are 11 upcoming programs taking place from: February 13, 2018 – March 5, 2018. Library Employee Kim Hinrichs is retiring in April 2018. She has served the library for 17 years.

Village Trustee, Muehlberg who is also a member of the Grantsburg Library Board would like to have the board look at the library's request to use the vacant lot for various uses. They would include: walking path to the library, amphitheater additional to the one located at Memory Lake Park, parking space. The library will present their ideas at a future meeting. The Farmer's Market would still be a presence in the green space.

5) Fire Association a) *Fire Inspections Discussion took place.* Village Trustee, Barton stated that there were 24 total fire inspections done with 21 done in the village. There were 8 violations that will need to be corrected



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by the March 12, 2018 Regular Village Board Meeting and reported by Fire Chief, Cory Barnette who does the inspections. New firefighters are needed.

6) Administration Committee. a) *New crewmember was hired. His name is Brenin Stevens and he will start his employment February 26, 2018.* b) *On Call Policy Approval Discussion took place. There were changes made at the February 5, 2018 Administration Committee Meeting to the policy.*

Village Trustee, Peer moved, seconded by Village Trustee, Stone, to approve the On Call Policy with changes by the Administration Committee.

Ayes: Ebersold, Barton, Coy, Muehlberg, Peer, Stone, Woody
Nays: NONE
Motion to approve: Carried

c) *Village Clerk Pay Rate Discussion.* Village President, Ebersold noted that at the January 5, 2018 Administration Committee Meeting Village Clerk, Bjorklund had a review. As part of her hire, all new hires are probationary for a period of one-year. During her review her pay rate was discussed. The Administration Committee gave her a cost of living increase for 2018 at 60¢ per hour with a merit increase of 20¢ per hour retroactive to January 1, 2018.

Village Trustee, Stone moved, seconded by Village Trustee, Woody, to approve Village Clerk, Bjorklund's Cost of Living Increase of 60¢ and 20¢ merit increase retroactive to January 1, 2018 by the Administration Committee.

Ayes: Ebersold, Barton, Coy, Muehlberg, Peer, Stone, Woody
Nays: NONE
Motion to approve: Carried

7) Ambulance Committee. a) *North Ambulance Quarter 4, October 1, 2017 – December 31, 2017 numbers were presented.* b) Village Trustee, Stone and Ambulance Committee Representative had attended an Ambulance Committee Meeting at A & H Senior Center at 7:00 p.m. After the meeting, the representatives present toured the new ambulance garage. He stated it was a very nice facility. The A & H garage was funded with money from 3 townships and mass mailings were sent out to the public requesting donations. To date, \$176,000 was raised for construction of the building. To date \$131,000 has been spent. The property is zoned commercial, so costs for that were higher. The ambulance only needs to spend \$20,000 for blacktop, and the money left over from the fundraising will be spent on a backup generator. One question a lot of the members from the committee had were when North Ambulance lists the nature of calls; the category of "No Transport" needs to have better explanations. The calls were at 8.25%. There are still areas of concern amongst the committee, therefore explaining the need for quarterly meetings to address those concerns. He noted that a part-time ambulance will need to be added in the summertime and weekends and that will need to be paid for. He also noted that it was discussed how often 3 ambulances are out at 1 time, so mutual aid is needed from elsewhere. The next meeting is scheduled for April 18, 2018 at the Grantsburg Ambulance Garage.

8) Grantsburg Golf Course. Financial Statements for December 2017 and 2017 Profit & Loss Comparison were presented.



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9) Pool. There is nothing new to report at this time.

10) Memory Lake Campground. There is nothing to report at this time.

11) Airport. a) *Hangar #7 Noncompliance Discussion.* Hangar #7 was sold by Rolf Turner to Kurt Leaders on January 25, 2018. A Bill of Sale was provided to Village Clerk, Bjorklund and handed out to members. The lease will be from February 1, 2018 – February 1, 2028. The annual rent is \$157.90 and will be paid on January 1st of each year. Personal Property taxes will also need to be paid annually. Mr. Leaders also presented a Certificate of Insurance which is good from January 29, 2018 to January 29, 2019. Scott Nillisen of Chanhassen, MN had expressed his interest in that hangar. He did express interest in building a hangar at the airport if he could not purchase Hangar #7. More discussion will take place at a future airport meeting for his desire to build there. Since the hangar was sold to Mr. Leaders, it is no longer in noncompliance with the village. Mr. Leaders will be storing his plane there. Future inspections of hangars will take place shortly to verify that all hangar owners are in compliance with their lease that states: *“that the Lessee shall utilize the hangar for primarily airport related items. Hangars cannot be used for living quarters.”*

Village Trustee, Muehlberg moved, seconded by Village Trustee, Peer, to approve Hangar #7 Lease with Kurt Leaders effectively starting February 1, 2018 and running until February 1, 2028.

Ayes: Ebersold, Barton, Coy, Muehlberg, Peer, Stone, Woody
Nays: NONE
Motion to approve: Carried

There will be a future Airport Committee Meeting on Tuesday, February 27, 2018 to discuss the Entitlement Dollars at the Grantsburg Airport. Matt Messina, EIT - Airport Development Engineer for the Wisconsin Bureau of Aeronautics will be at that meeting.

12) Public Property Committee. There is nothing to report at this time.

13) Cemetery Association. There is nothing to report at this time.

14) Public Safety Committee. There is nothing to report at this time.

15) Infrastructure Committee. There is nothing to report at this time.

16) Housing Authority. a) *Mike Giles appointment to the Grantsburg Housing Authority for a term expiring March 1, 2023.*

Village Trustee, Stone moved, seconded by Village Trustee, Coy, to approve Mike Giles Appointment to the Grantsburg Housing Authority for a term expiring March 1, 2023.

Ayes: Ebersold, Barton, Coy, Muehlberg, Peer, Stone, Woody
Nays: NONE
Motion to approve: Carried

17) Plan Commission. Village President, Ebersold noted that there is a need for a citizen member to serve on the Plan Commission. The term is a 3-year term and will run April 2018 – April 2021. Kathy Palmquist will no longer serve on the committee after this term.



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18) Fair Association. There is nothing to report at this time.

Unfinished Business

None at this time.

Scheduled Members of the Public Discussion/Action

David W. Platt, Attorney for Godfrey Kahn, S.C. legal representation for DGI – Grantsburg, LLC (the “Developer”) Dollar General Store, presented the evidence of completion of the project (Dollar General Store) per the requirements of the Development Agreement dated September 29, 2016 between the Village of Grantsburg and DGI – Grantsburg, LLC. The documents were provided per Section II(C) of the agreement that states that the Developer shall provide the Village (i) evidence of completion of the Project, and (ii) receipts for the Qualified Expenditures.

Village Trustee, Peer moved, seconded by Village Trustee, Muehlberg to approve the Evidence of Completion of the Dollar General Store that was submitted.

Ayes: Ebersold, Barton, Coy, Muehlberg, Peer, Stone, Woody

Nays: NONE

Motion to approve: Carried

The following bills were presented for approval:

- General Checks (#30937 - #30942 & 30954 – 31021) - \$389,310.82
- Payroll Checks (Voucher’s: V5015 – V5046 and checks 16165 - 16172) - \$33, 892.11
- ACH/EFTS - \$34,673.42

TOTAL: \$457,876.35

Village Trustee, Barton moved, seconded by Village Trustee, Woody to approve bills in the amount of \$457,876.35.

Ayes: Ebersold, Barton, Coy, Muehlberg, Peer, Stone, Woody

Nays: NONE

Motion to approve: Carried

Village Trustee, Woody moved, seconded by Village Trustee, Stone to adjourn the Regular Board Meeting at 8:00 p.m.

Ayes: Ebersold, Barton, Coy, Muehlberg, Peer, Stone, Woody

Nays: NONE

Motion to approve: Carried



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Submitted by:

Patty Bjorklund – WCMC, CMC, CMTW
Village Clerk, Deputy-Treasurer
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