



October 8, 2018

## Regular Board Meeting

The Village of Grantsburg Board of Trustees met on Monday, October 8, 2018 at 6:00 p.m. at the Grantsburg 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, Greg Peer  
Village Trustee, Russell Stone

Absent: Village Trustee, Mike Longhenry  
Village Trustee, Caylin Muehlberg

Others: Village Clerk, Patty Bjorklund  
Village Treasurer, Sheila Meyer  
Public Works Director, Chris Bartlett  
Library Director, Kristina Kelly-Johnson  
Reporter – Inter-County Leader, Ed Emerson  
As well as featured guests and other members of the public.

### New Communications

The board members were presented the September 2018 Burnett County Administration Newsletter in their packets.

### Scheduled Members of the Public Discussion/Action

Lisa Slater, Burnett County Law Enforcement Citizen Auxiliary was present. She explained that the Auxiliary is a group of volunteers that work with the Burnett County Sheriff’s Office and helps with extra duties there. She said that they have evolved from help with traffic control to more fundraising efforts. She stated that the last 2 years, their job has been to spearhead all fundraising efforts to obtain Tracker the Canine Deputy for the Burnett County Sheriff’s Department for drug problems. She stated that 6 months after the Sheriff asked for their help, they had a canine dog. Her reason for coming to the board was her concern that Police Chief, Schinzing had uninvited the Burnett County Sheriff’s Department from coming to the Grantsburg National Night Out. She stated that she called him, and he stated that was the case due to litigation between the 2 departments. She felt that it is important for the community to participate in the fundraising efforts and they were not afforded the opportunity. She would like to try to fundraise for another canine dog and is hopeful to do so in the future. Tracker currently works evenings, and the hope is to obtain another dog that can go to schools, etc. She wanted to just convey her concern with what happened. Village President, Ebersold noted that discussion had taken place with Police Chief, Schinzing regarding this issue. Village Trustee, Barton discussed the fact that a lot more



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precipitated the events. It was unfortunate that the canine dog and his deputy were not included because of that. Discussion ensued. Village President, Ebersold thanked Ms. Slater for coming.

Bryan Cunningham, Project Engineer for Short Elliott Hendrickson, Inc. (SEH) presented a pay request for Payment No. 1 from A-1 Excavating, Inc. for construction of Wisconsin Avenue Street and Utility Improvements in the amount of \$177,685.15 for work completed through September 26, 2018 in an email to Village Clerk, Bjorklund. Village Trustee, Barton asked when the completion date for the project is. Public Works Director, Bartlett stated October 15, 2018, however; the rain may delay that somewhat.

***Village Trustee, Barton moved, seconded by Village Trustee, Coy to approve pay request No. 1 from A-1 Excavating, Inc. for construction of Wisconsin Avenue Street and Utility Improvements in the amount of \$177,685.15 for work completed through September 26, 2018.***

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

### Approval of Minutes

September 10, 2018 Public Property Committee Meeting  
September 10, 2018 Public Safety Committee Meeting  
September 10, 2018 Plan Commission  
September 10, 2018 Village Board Meeting  
September 11, 2018 Infrastructure Committee Meeting  
September 13, 2018 Administration Committee Meeting  
September 17, 2018 Special Board Meeting  
October 4, 2018 Public Property Committee Meeting  
October 4, 2018 Administration Committee Meeting

***Village Trustee, Coy moved, seconded by Village Trustee, Stone, to accept the minutes with changes as presented. And that the reading of the minutes from the Board of Trustees Meeting held on September 10, 2018 be suspended since all board members received copies of the same prior to tonight's meeting.***

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

### Continued Discussion/Action

Carol Zeiler, Grantsburg Lions Club was present to discuss the Grantsburg Lions Club permission to once again use the campground and Memory Lake park for the Holiday in the Park Event. Kelly Gerber, of the GRO Decorations committee has agreed to help promote the event. The event would be extended somewhat than what was previously done. She is proposing to begin on November 16, 2018 with teardown approximately January 11, 2019. She realizes that all the displays are sometimes frozen in, so the two entities are including tips on preventing this from happening with the invitation letter. She noted that the Lions Club will cover all



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liability insurance for the event. Village Trustee, Stone asked if campers will be disrupted by this. Village Treasurer, Meyer noted that most campers are gone at that time. That shouldn't be an issue. Village Trustee, Coy would like to decorate the dam in honor of his brother Steve Coy who was a village public works crew member and had passed away. He noted that this was something his brother did with the village decorations. Public Works Director, Bartlett thought LED decorations would be better used there with the old lights blowing fuses.

***Village Trustee, Barton moved, seconded by Village Trustee, Peer, to to allow the Grantsburg Lions Club and the GRO Decorations Committee to promote the Holiday and The Park Event at James N. McNally Campground and Memory Lake Park from November 16, 2018 with teardown approximately January 11, 2019.***

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

### **Board and Staff Reports**

- 1) Public Works a) Director Report.** Public Works Director, Bartlett discussed the sander truck. It is being painted this week and he noted that it might be able to be picked up by the end of the week. Monarch is scheduled to pave Wisconsin Avenue this week. He stated that Kurt Tyberg started last Monday. He helped Public Works Crewmember, Bistram finish jetting sewers that week. If people are getting a sewer smell in their house, he recommends pouring water down their floor drains and any sink that isn't used regularly. The sewer jetter has the tendency of sucking floor drains dry. The new McNally Industries building is on its way in the Industrial Park. The dirt work for the building was done last week and the cement work will begin as soon as the weather cooperates. Flushing the hydrants may begin this fall. It depends on the weather and the late start. He noted that the process will begin at the dead ends and go from there. He is in the process of finding another company to do the sweeping in the village this fall. He has sent 2 companies maps of the village showing where the sweeping can take place. He was just informed last week that the company that has done the work in the past will no longer do it. Next week, the plan is to blow out the water lines at the pool, campground and cemetery. He had Dave Ferris, Burnett County Conservationist review the bank issues at the campground. He stated that rip-rap of some sort will be needed there. The Village Engineer will need to be involved per DNR requirements. He pointed out other areas of concern. Bartlett noted that the next heavy rain, the runoff will need to be observed at the campground. The cost to fix this won't be inexpensive. He will have the Village Engineer look on the 25<sup>th</sup> of this month. There may need to be short-term solutions to keep it from getting worse. The effluent testing has begun again at the sewer plant. The first test for phosphorous was over the limit and the 2<sup>nd</sup> was right at the limit. He is hopeful that the trend for compliance continues. The village office has been in contact with Village Engineer, Bryan Cunningham of S.E.H. and we have set up a meeting to finalize plans for the CDBG project and set up a timeline. He will be helping new Water/Sewer Operator Erickson take samples and give him instruction on the water and sewer. He will be testing this fall for his Wastewater Certification. Both crewpersons Erickson and Tyberg will be taking the exam to obtain their CDL permits this week. He is also working on Budget numbers with Village Treasurer, Meyer.



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- 2) **Police Department** a) *September 1, 2018 – October 1, 2018 Police Report.* The report was included in all board members' packets.
- 3) **Village Administration** a) *Clerk Report was read.* Village Clerk, Bjorklund stated that there were 4 Operator's Licenses issued. There were 6 Land Use/Building Permits issued. There was 1 Temporary Class "B" Retailers License issued. Steve's Chuckwagon extended their license for 3 days. Village President, Ebersold asked about the increases to food truck licenses that was discussed at a previous meeting. Village Clerk, Bjorklund stated that she will notify the 2 food truck vendors that sell in the village that costs will increase in 2019. She thought that was the direction that the board wanted to go with. She will do that soon. She also detailed upcoming election information. There will be Absentee Voting at Shady Knoll on October 17, 2018 @ 1:00 p.m. Pre-Lat Testing on the voting machines will take place on October 22, 2018 @ 11:00 a.m. Public Test Testing on the voting machines will take place on October 29, 2018 @ 11:00 a.m. and the General Election will take place in the village on November 6, 2018 from 7:00 a.m. – 8:00 p.m. b) *Treasurer Cash Report was read by Village Treasurer, Meyer.* c) *Budget to Actual Report was read by Village Treasurer, Meyer.*
- 4) **Library** a) *Library Director Report was read.* Library Director, Kelly-Johnson stated that in September there were 3,109 visits to the library. There were 22 programs offered and 735 program participants. Teens and Tots Story Time took place. High School students in Michelle Taylor's Independent Living class will be learning about child development in the classroom and creating Storytime lesson plans for the children based on what they learn. On Thursday, October 18, 2018 the kids are getting out of school early. She noted the library is open and welcomes students to come. Books on Tap will be held on Thursday, November 1, 2018 @ 7:00 p.m. at Brickfield Brewing, 130 W. Olson Drive, Grantsburg, WI.
- 5) **Fire Association** a) *Fire Inspections were passed out to all board members.* There were 36 Fire Inspections Completed. All violations that have not been fixed or have proof of being fixed within 60 days of the violation will be sent to WI Department of Safety and Professional Services (DPS). In 2017 there were 205 inspections. Year to date in 2018 there were 281 inspections done. b) *Village Trustee, Barton read the Fire Association Report.* There were 82 incidents to date as compared to the 66 incidents reported last year. There is a table that records the number of medical assist calls there are (frequency/etc.) The Fire Department Website is getting updated. Jay Gilhoi is hired to help complete that task. It should be done in the next month or so. The state mandated that insurance must be carried for personnel. The cost will be \$1,653 for the entire department. The board approved that payment for first responders. There are 20 active fire fighters. She noted that 1 member is doing entry-level training. There is 1 fire fighter on suspension until proof of insurance is provided. Engine #3 sprung a leak to the tank, she stated that Chief, Barnette is working with EAM and the insurance company on how to fix and pay for it. The likelihood that it is because of the accident to the tanker is being researched. Village Trustee, Coy wanted clarification on the village not getting anything done for rectifying violations. Village President, Ebersold described the process for rectifying violations and how they are being reported from now on to the State Inspector of the State of Wisconsin will address the violations. Village Trustee, Stone wanted clarification as to what type of insurance the Fire Association is paying for personnel. Village Trustee, Barton noted that it is for death and disability issues (i.e. life insurance.)



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**6) Administration Committee** a) *Chapter 172 Property Maintenance Code.* Village Clerk, Bjorklund noted that she would like all board members to review the changes that have been made. The board needs to review for possible approval at the November 12, 2018 Village Board Meeting of the full ordinance. b) *Chapter 387 Nuisances Village of Grantsburg and Chapter 160 Nuisances Village of Osceola.* Village Clerk, Bjorklund noted that the Administration Committee will review and present draft at the November 12, 2018 Village Board Meeting.

**10) Memory Lake Campground** a) *Proposed Future Expansion.* Bryan Cunningham, Engineer for S.E.H. had presented a rough engineering draft with fees estimated for a concept sketch of the addition to the Memory Lake Campground by email. The new campground will be located west of the existing Village campground on Olson Drive. The design includes approximately 30 sites, with gravel road and camping pads. He noted that the work would disturb more than 1 acre, there would be both erosion control and post-construction storm water management (pond or other treatment) required for the project. He noted that work for the design could be done with their architects, or may work with a local builder, depending on the overall needs of the building. The figures presented were preliminary which included \$3,500 for engineering costs to facilitate the addition of some new campsites at the existing campground. The costs did also include preliminary check estimates around \$120,000 - \$150,000 for the basic campground infrastructure. A grinder pump or small lift may need to be added as well if sanitary sewer cannot be drained by gravity. The basic scope categories for engineering would include basic campground design, permitting for storm water and utility services, wetland delineation and report, bidding, contract documents and administration, floodplain management and construction engineering and representation (if desired) \$57,000. The total cost for engineering does not include design of bathroom/shower house, electrical design, wetland fill permitting, property survey or CSM work, Archeological, Historical, or Environment contamination investigations, grant application or administration, soil borings and landscaping design. Public Works Director, Bartlett did note that the 72-hour notice for evacuation for floodplain notification would need to be addressed in the Village of Grantsburg Code. Discussion ensued. The board and campground committee will investigate ways to notify campers there more effectively. Dale Bistram wanted to know that there are several people that are still interested in the campground. Village President, Ebersold noted that a sign with red, yellow, green like the Smokey the Bear Sign at the DNR could alert people camping about the flood danger. Village Trustee, Peer asked if there are any available seasonal sites left for next year. Village Treasurer, Meyer noted that it appears that there may be no available sites available at this point. She will give a report about this at the Monday, October 15, 2018 Budget Meeting.

**12) Public Property Committee** a) *Golf Course Lease.* The committee recommended to take the Golf Course Lease to the Full Board with change to Section 2.4 page 5 from December 1<sup>st</sup> to September 1<sup>st</sup>. The lease runs January 1, 2019 – January 1, 2022.

***Village Trustee, Coy moved, seconded by Village Trustee, Barton, to sign the lease between the Village of Grantsburg and the Golf Course LLC. The Lease runs January 1, 2019 – January 1, 2022.***

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



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**17) Plan Commission** a) *Keith Anderson (owner) and Indianhead Credit Union (applicant) for a conditional use permit for a proposed Credit Union on a Parcel located on 214 Highway 70 East (Parcel ID: 07-131-2-38-19-14-5 15-361-018000).* Village President, Ebersold noted that the Plan Commission wished to grant the request from Indianhead Credit Union for the Conditional Use Permit for building a new Credit Union with 2-drive through areas.

***Village Trustee, Peer moved, seconded by Village Trustee, Stone to approve Keith Anderson (owner) and Indianhead Credit Union (applicant) for a conditional use permit for a proposed Credit Union on a Parcel located on 214 Highway 70 East (Parcel ID: 07-131-2-38-19-14-5 15-361-018000).***

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

- 7) Ambulance Committee – Nothing new to report.**
- 8) Grantsburg Golf Course – Nothing new to report.**
- 9) Pool – Nothing new to report.**
- 11) Airport – Nothing new to report.**
- 13) Cemetery Association – Nothing new to report.**
- 14) Public Safety Committee – Nothing new to report**
- 15) Infrastructure Committee – Nothing new to report**
- 16) Housing Authority – Nothing new to report**
- 18) Fair Association – Nothing new to report**

### Unfinished Business

Village Clerk, Bjorklund noted that there are items that are unfinished. Discussion took place at a previous Board Meeting regarding 464-5 (F) Repair and Replacement of Sidewalks. She is still waiting on the advice of the Village Attorney on how to proceed. She will keep the board apprised. Xcel Gymnastics had asked to be on the October 8, 2018 Agenda, but wasn't sure if they were able to attend. Discussion will take place at the November 12, 2018 Village Board Meeting. ATV Ordinance Review of Routes will also need to be discussed at a future meeting.

### Continued Discussion/Action

Kathy Lund, Grantsburg Varsity Gymnastics Coach had made a request for Open Gym at the Community Center from: 5:30 p.m. – 7:30 p.m. every Sunday. Lara Lerud was present, and she noted that it was for the High School Varsity Team to practice gymnastics. She wanted it known that their season does not start until November 6, 2018, so they would need practice on those extra days. She stated that the High School girls are not allowed to be coached at this time before November 6, 2018. The only time that they could practice would be during an open gym time or a Captain's practice. She noted that this is not an Open Gym per se, but practice for the High School gymnasts only. Village President, Ebersold asked if they would see a need for Open Gym after November 6<sup>th</sup>. Lara stated there would not be a need.

***Village President, Ebersold moved, seconded by Village Trustee, Coy to approve Kathy Lund, Grantsburg High School Gymnastics Coach request for Open Gym for the Grantsburg High School***



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**Gymnastics Team every Sunday until November 6, 2018 from 5:30 p.m. – 7:30 p.m. at the Grantsburg Community Center.**

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

**Village Trustee, Barton moved, seconded by Village Trustee, Stone to approve Trick or Treat Hours in the Village of Grantsburg from 5:00 p.m. – 8:00 p.m. on October 31, 2018.**

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

Christine Carney had applied for 2 wall signs at the establishment that she is renting from Howard Kroll at 121 W. Madison Avenue. The business name is the Pink Squirrel. Village Trustee, Barton asked Village Clerk, Bjorklund if the signs met the criteria. She noted that they did.

**Village Trustee, Peer moved, seconded by Village Trustee, Stone to approve the 2 signs for the Pink Squirrel request by Christine Carney located at 121 W. Madison Avenue.**

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

The following bills were presented for approval:

- General Checks (#31728 – 31790 + Voided Checks) - \$259,967.31
- Payroll Checks (Voucher's: V5949 – V5984) - \$32,762.32  
(Check #'s: 16526 – 16527)
- ACH/EFTPS - \$41,182.70

**TOTAL: \$333,912.33**

**Village Trustee, Barton moved, seconded by Village Trustee, Coy to approve bills in the amount of \$333,912.33.**

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

**Village Trustee, Barton moved, seconded by Village Trustee, Coy to adjourn the Regular Board Meeting at 7:20 p.m.**

Ayes: Ebersold, Barton, Coy, Peer, Stone



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Nays: NONE  
Motion to approve: Carried

Submitted by:

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