



November 11, 2019
Village Board Meeting

The Village of Grantsburg Board of Trustees met on Monday, November 11, 2019 at 6:00 p.m. at the Village Office, 316 Brad Street S, Grantsburg, WI 54840.

Present: Village President, Michael Longhenry
Village Trustee, Diane Barton
Village Trustee, Greg Peer
Village Trustee, Caylin Muehlberg
Village Trustee, Russell Stone
Village Trustee, Julie Roberts
Village Trustee, Joe Sturdevant

Others: Police Chief, Dan Wald
Director of Public Works, Chris Bartlett
Allison Longhenry, Deputy Clerk-Treasurer
Kristina Kelly-Johnson-Library Director
Jonathan Richie, Burnett County Sentinel
Becky Strabel, Inter County Leader
John & Judy Peterson, Larry & LuAnn Ebersold, Brent Blomberg,
Steve Briggs (arrived at 7:05 p.m.)

President Longhenry called the Village Board meeting to order at 6:00 p.m. The Pledge of Allegiance was recited. President Longhenry thanked Trustees Stone and Sturdevant for the service in the military.

6:15 p.m. Discussion/Action: Judith Peterson. Judith Peterson, owner of 464 E. North Avenue, appeared before the Village Board to discuss the possibility of purchasing a portion of the Village-owned parcel east of their property. The Peterson's driveway currently crosses the Village parcel and they would like to purchase a strip of land approximately 66' wide by approximately 300' deep so they would own the property their driveway is currently on. **Motion by Trustee Muehlberg, second by Trustee Stone to refer the matter to the Administration Committee for further review. Motion carried.**

Discussion/Action: Minutes. Motion by Trustee Muehlberg, second by Trustee Stone to approve the minutes of the following meetings as presented: **October 14, 2019 Village Board; October 15, 2019 Recreation Committee; October 15, 2019 Public Property Committee; October 15, 2019 Infrastructure Committee; October 15, 2019 Administration Committee; October 21, 2019 Special Village Board; October 29, 2019 Administration Committee; November 4, 2019 Recreation Committee. Motion carried.**

Acknowledgements. A letter of thanks will be sent to Steve & Raylene Swanson for their generous donation of an American flag to be displayed in the Community Center. The Village Board also acknowledged an anonymous donor that donated \$2,500 to be used toward the purchase of lights for the outdoor skating rink that will be at Memory Lake Park.

Correspondence. Included in the Trustee's meeting packets were Director of Public Work's Report, Police Chief's Report, Clerk/Treasurer's Report, Cash Report, Budget to Actual Report, Fire Inspections, Burnett County Administration Newsletter and Burnett County Towns' Association meeting minutes.

Board, Staff and Committee Reports.

Public Works. Discussion/Action: Skating Rink. DPW Bartlett reported he can purchase rubber mats for the bathhouse/warming house & bathrooms for \$200 and is still looking for a heater for the building. The Board was very appreciative of the anonymous donation of \$2,500 for lights at the skating rink. **Motion by Trustee Muehlberg, second by Trustee Peer to have DPW Bartlett purchase lights and have them installed for the outdoor skating rink at a cost of up to \$2,500 donated by an anonymous donor for this purpose. Motion carried.**

Library. Library Director, Kelley-Johnson gave the Library report. **Discussion/Action: Community Center request.** Director Kelley-Johnson asked the Board for use of the Community Center on Fridays from January 3, 2020 to February 28, 2020 from 10:00 to 11:30 a.m. for the Wee Play Program. The Library was previously given permission to use the Community Center for this program on Fridays 10:00 to 11:30 a.m. from October 4, 2019 to November 22, 2019. This request was referred to the Recreation Committee.

Administration Committee Recommendations: Discussion/Action: a) Property Maintenance Ordinance b) Smoking Ordinance. **Motion by Trustee Peer, second by Trustee Barton to send the draft Property Maintenance Ordinance and Smoking Ordinance to Attorney Anders Helquist, Weld Riley, S.C., for his review. Motion carried. c) Street Parking Ordinance, During snow removal and length of time.** **Motion by President Longhenry, second by Trustee Sturdevant to leave the 48-hour limitation on the length of parking as it is in the current Ordinance. Motion carried.** Signs will be posted downtown for "No Overnight Parking from 3 a.m. to 7 a.m. on Madison Avenue from Pine Street to Oak Street".

6:30 p.m. Discussion/Action: Karl Anderson – Tanker. Karl Anderson informed the Board that he has removed a tanker from behind the Fiedler Ford building and discovered that it is an original tanker car from the Blueberry Special train that ran into and out of Grantsburg. He has purchased the frame and wheels that go with the tanker to complete the tanker train car. Anderson asked the Board if they were interested in having the tanker car on display somewhere along Memory Lake. It could be displayed on tracks on a gravel base with a sign stating its' history. Trustee Muehlberg suggested having the Recreation Committee talk with members of the GRO Committee regarding this. The rest of the Board agreed.

Board, Staff and Committee Reports (continued)

Fire Association. Trustee Barton gave a report from the October 21, 2019 Fire Association meeting. 93 runs to date as compared to 94 runs YTD in 2018. There are currently 23 fire fighters on the roster. Trustee Barton informed the Board of the 2020 training schedule for the Fire Department. President Longhenry informed the Board that Trustee Sturdevant will now be the Village representative on the Fire Association Board, relieving Trustee Barton from the responsibility since she has taken on the Recreation Committee recently.

Ambulance Reports. Trustee Stone gave his quarterly report from the Ambulance Committee meeting held on October 16, 2019 at the Webster Fire Hall. North Ambulance is looking at the possibility of adding a fourth ambulance in the next contract. Having two ambulances for transfers may provide enough revenue to pay for the fourth ambulance, lower the cost to the County and provide better service. Clerk/Treasurer Meyer sent the census numbers to Darwin Brown for use in calculating the municipality's assessment amounts. North Ambulance's 3rd Quarter, 2019 reports were included for the Board's review.

Airport. The Board discussed an email from Matt Messina, Airport Development Engineer, WisDOT/DTIM/Bureau of Aeronautics indicating that he found some as-built drawings from 1992 which show 2" of asphalt on 6" base course. This would allow the Village to pulverize the existing asphalt, mix it with the existing base, compact the new base mixture and pave with 4" of new asphalt. Messina's cost estimate for this is \$1,200,000, so the Village 5% share, would be \$60,000. A preliminary design contract could be done as a state aid project and the Village would be responsible for 20% of this contract amount. Volunteer Manager Kleiss' email was shared with the Board reporting Messina's findings regarding the runway base and Kleiss' conversations with airport managers supporting the airport projects. The Village Board discussed where the Village's portion of the proposed projects would come from. The Board felt the Village was "not there yet" financially to go forward with the airport projects. Trustee Muehlberg will communicate this to the pilots. DPW Bartlett reported the crew will be taking trees down on the property east of the airport starting next week. Clerk/Treasurer Meyer reported Howard Davis, C.M., Airport Compliance Manager with WisDOT/Bureau of Aeronautics emailed, after he received a copy of the Certified Survey Map of the future campground at the airport, that an aviation easement needs to be retained on the campground parcel to ensure no structures are erected which are hazardous to aircraft. The Board instructed C/T Meyer to contact an attorney to complete this easement paperwork.

Recreation Committee Discussion/Action: Recommendations a) Community Center/Meeting Room Rental Contract. The suggested changes to the Community Center/Meeting Room Rental Contract were explained by the Recreation Committee: **Motion by President Longhenry, second by Trustee Sturdevant to approve the recommended changes to the Community Center/Meeting Room Rental Contract effective for all new rentals as follows: Full Community Center rent \$300 + \$150 damage deposit and rentals by non-profit organizations, rentals for charity events, fundraisers, showers, graduations, birthdays, funerals, etc. \$100 + \$50 damage deposit. The Meeting Room rental and the Fob/Key Deposit of \$50 each will remain the same. Vaping was added to smoking as prohibited and the age for a person to be in charge of an activity in the Community Center was changed from 18 years to 21 years of age. Motion carried. b)**

Community Center Long-term Rental Agreement with the Grantsburg School District. The Recreation Committee recommends increasing the rental per hour rate and the storage monthly rate. The current rates have been in effect since 2014. **Motion by Trustee Peer, second by Trustee Barton to approve the recommended changes to the Community Center Long-term Rental Agreement with the Grantsburg School District, for the gymnastics program, to increase the hourly rental from \$6.25 per hour to \$7.00 per hour and the storage room rental from \$75 per month to \$100 per month effective 1/1/2020 to 12/31/2020. Motion carried.** The revised contract will be sent to the Grantsburg School District for their approval. **c) Skating Rink Rules.** **Motion by President Longhenry, second by Trustee Muehlberg to approve the Skating Rink rules as presented by the Recreation Committee. Motion carried.**

7:00 p.m. Discussion/Action: a) 2020 Budget Hearing **Motion by President Longhenry, second by Trustee Stone to open the 2020 Budget Hearing. Motion carried.** President Longhenry asked if anyone had question about the 2020 budgets presented for the General Fund, Water Utility Fund, Sewer Utility Fund or Storm Water Utility Fund. Members of the Village Board asked several questions and deleted \$3,000 for new steel on the yellow shed, changed the campground tree replacement from \$1,000 to \$500 and decided that they would have to borrow \$51,580 to pulverize and repave a portion of E. Benson Avenue. **Motion by President Longhenry, second by Trustee Barton to close the 2020 Budget Hearing at 7:10 p.m. Motion carried.** **b) Adoption of the 2020 Budgets.** **Motion by Trustee Peer, second by Trustee Roberts to adopt the 2020 budgets, with changes, as follows: General Fund Revenues \$1,550,851 and Expenditures \$1,550,851; Capital Projects Revenues \$51,580 and Expenditures \$118,580; Water Utility Fund Revenues \$291,480 and Expenditures \$293,654, Depreciation/Amortization \$45,138; Sewer Utility Fund Revenues \$243,900 and Expenditures \$237,260, Depreciation/Amortization \$58,877; Storm Water Utility Fund Revenues \$72,500 and Expenditures \$57,533, Depreciation/Amortization \$26,738. Motion carried.** **c) Set 2019 Levy, Collected in 2020.** **Motion by Trustee Muehlberg, second by Trustee Barton to set the Village 2019 levy, collected in 2020 at \$432,872. Motion carried.**

Discussion/Action: Purchase 2 Spare Light Poles \$9,000. DPW Bartlett explained that the contractors on the CDBG Downtown Project ordered 2 extra light poles in error and are asking if the Village wants to purchase them for a discounted price of \$9,000. Although some of the Board felt it would be good to have the spare poles in inventory, they did not feel the Village had the money to purchase them right now. **Motion by Trustee Muehlberg, second by Trustee Sturdevant to not purchase the 2 extra light poles from the project contractors for \$9,000. Trustee Peer opposed. Motion carried.**

Discussion/Action: Contract for 2020 UDC Services. **Motion by Trustee Muehlberg, second by Trustee Barton to renew the contract for Uniform Dwelling Code (UDC) services with Dennis Quinn, North Lakes Mechanical Consulting Services, Inc. for 2020. Motion carried.**

Discussion/Action: Approval of Transfers to Taxroll. **Motion by Trustee Muehlberg, second by Trustee Stone to approve the list of delinquent utilities and special assessments to be transferred to taxroll. Motion carried.**

Discussion/Action: 2020 to 2022 Contract for Assessor Services. Motion by Trustee Muehlberg, second by Trustee Peer to approve the contract with Bowmar Appraisal, Inc. for assessor services for 2020 at \$7,150, 2021 at \$7,300 and 2022 at \$7,450. Motion carried.

Discussion/Action: Election Grants Memorandum of Understanding. Clerk/Treasurer Meyer explained the election grant being offered by Wisconsin Elections Commission to enhance election security. The grant is specifically for computer hardware, software, IT support and election security training for up to \$1,200. Motion by President Longhenry, second by Trustee Peer to authorize Clerk/Treasurer Meyer to submit the paperwork to apply for the Election Security Grant from the Wisconsin Elections Commission. Motion carried.

Discussion/Action: Water Treatment Project, S E H Plan and Proposal. DPW Bartlett informed the Board he is taking samples and documenting everything regarding the high manganese in the Village's water. He plans to shut down Well #3 and use Well #1 and #2 so he can take samples and see if the manganese levels decrease. Bartlett is getting proposals from engineering firms for a pilot program that would need to be approved by the WI DNR. The Board discussed the plan and proposal from S E H to do the sampling, documenting and reporting to the Village Board. The Board felt comfortable with DPW Bartlett proceeding with what he is currently doing.

Discussion/Action: Charge for Water Used for Fires in the Village. DPW Bartlett reported that approximately 686,000 gallons of water was used, from a hydrant, to fight a house fire that ignited when the natural gas line was hit by a contractor at 136 W. St. George Avenue in October 2019. Bartlett felt the contractor, homeowner or Grantsburg Fire Department should be charged for the large amount of water used to fight this fire. The cost of the water is approximately \$1,200. The Board asked Bartlett to check how area municipalities handle this and report back.

Discussion/Action: Request to use Community Center. Kathy Lund, Grantsburg High School Gymnastics coach, asked about renting the Community Center on Wednesdays after school from December 2nd to February 28th for a CLC gymnastics class. The high school team does not practice on Wednesdays. Motion by Trustee Muehlberg, Second by Trustee Barton to allow Kathy Lund to rent the Community Center on Wednesdays from December 2, 2019 to February 28, 2020 for an after school CLC gymnastics class. Motion carried.

Discussion/Action: Nomination Papers for Trustees. Clerk/Treasurer Meyer explained the process for individuals wanting to be on the ballot for the Spring Election for the position of Village Trustee. Trustees Peer, Muehlberg and Roberts are the incumbents for the 2020 election.

Discussion/Action: Request to Pay Trustees Quarterly, Not Yearly. Trustee Muehlberg asks if other Village Board members would like to be paid quarterly instead of yearly, like the current process. The other trustees were satisfied with the current process.

Discussion/Action: A-1 Excavating Pay Request #3, Change Orders #4, #5 #6. Motion by President Longhenry, second by Trustee Stone to approve Pay Request #3 from A-1 Excavating for the CDBG Downtown Project in the amount of \$244,780.68 and to approve change orders #4

and #5 regarding the crushed blacktop and change order #6 extending the final completion date from October 25, 2019 to May 22, 2020. Motion carried.

Discussion/Action: Approval of Bills. Motion by Trustee Peer, second by Trustee Stone to approve payment of the following bills:

General checks #32553-#32604	\$829,104.30
Payroll #V6576-V6610	\$33,099.69
ACH/EFTPS	<u>\$46,130.84</u>
TOTAL	\$908,334.83

Motion carried.

Discussion/Action: Adjournment. Motion by Trustee Roberts, second by Trustee Stone to adjourn the meeting at 7:50 p.m. Motion carried.

Sheila Meyer
Clerk/Treasurer