



# Village of Grantsburg

## Board of Trustees Meeting

### Monday, March 8, 2021

The Village of Grantsburg Board of Trustees met remotely via zoom on Monday, March 8, 2021 at 6:00 p.m.

Present via zoom: President Michael Longhenry, Trustee Diane Barton, Trustee Greg Peer, Trustee Caylin Muehlberg, Trustee Russell Stone, Trustee Joe Sturdevant, Trustee Leo Janke.

Others via zoom: Police Chief Dan Wald, Deputy Clerk/Treasurer Allison Longhenry, Village crew John Erickson, Kurt Tyberg and Tracy Blakeslee, Library Director Sara Christopherson, Jonathan Richie-Burnett County Sentinel, Becky Strabel, Inter-County Leader, Terry Kucera, Rod Kleiss, Brent Blomberg, Dan Penzkover and Bryan Cunningham of S E H.

**CALL TO ORDER** President Longhenry called the Village Board meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

**MINUTES** Motion by Trustee Janke, second by Trustee Peer to approve the following minutes as presented: February 8, 2021 Administration Committee; February 8, 2021 Village Board; February 10, 2021 Special Village Board; February 15, 2021 Special Village Board; March 2, 2021 Administration Committee. Motion passed unanimously.

**CORRESPONDENCE** Included in the Board packets for their review: Police Chief's report, Clerk/Treasurer reports, Burnett County Administration newsletter; Farm, Feral & Stray brochure.

### **BOARD, STAFF and COMMITTEE REPORTS**

**Police** 1) **No parking ordinance time and location.** Police Chief Wald reported the number of overnight parking tickets written as of March 6<sup>th</sup> as 30 citations. Wald requested changing the no parking start time from 10 pm to 12 midnight based on the number and nature of complaints and requests received from residents. He also suggested adding Oak Street from Madison Avenue to Olson Drive to the "no parking 3 a.m. to 6 a.m. on Madison Avenue from Oak Street to Pine Street" due to the open hours at the American Legion. **Motion by Trustee Muehlberg, second by Trustee Barton to change the no overnight parking on village streets ordinance #511-15 from 10 p.m. to 6 a.m. to 12 midnight to 6 a.m. and to add Oak Street from Madison Avenue to Olson Drive to the "no parking from 3 a.m. to 6 a.m."** . Motion passed unanimously.

**Public Works** 1) **Safety gear.** Prices were presented for outdoor bibs/coveralls for the public works' crew from Huebsch. **Motion by President Longhenry, second by Trustee Janke to purchase coveralls for each of the public works' crew from Huebsch at a price of \$100 each with one \$15 cleaning per year. Motion passed unanimously.** 2) **No parking signs** A price of \$123.50 was provided from Bureau of Correctional Enterprises for ten (10) signs to be installed at all of the Village entrance points with the No Parking on Streets dates and times. **Motion by Trustee Barton, second by Trustee Sturdevant to approve the**

**purchase of ten (10) signs to be placed at the 10 entrance points to the Village with No Parking on Village Streets Nov 1 – April 1, 12 a.m. to 6 a.m. from Bureau of Correctional Enterprises for \$123.50. Motion passed unanimously.**

**Library** Director Sara Christopherson gave the monthly library report with February usage and program updates.

**Fire Association.** Village rep Trustee Sturdevant gave the Fire Association report indicating 16 calls to date in 2021 as compared to 13 at this time in 2020. Trustee Sturdevant also informed the Board the Fire Department would not be using Village and/or Township owned equipment due to liability issues.

**Plan Commission** President Longhenry summarized the Plan Commission meeting and reported the Plan Commission recommended approval of the Conditional Use Permit application received from Mark Harmon, Owner and Damion Meyer/Naked Meat Company, applicant for a small USDA meat processing and retail business to be located on State Highway 70 with conditions attached. **Motion by Trustee Barton, second by President Longhenry to follow the Plan Commission recommendation and grant the Conditional Use Permit to Mark Harmon, owner and Damion Meyer dba Naked Meat Co, applicant for a small USDA meat processing and retail shop to be located on a portion of a parcel located on State Road 70 (Parcel ID: 07-131-2-38-19-23-2 01-000-015001) across the highway from the golf course and Burnett Medical Center, provided an access is granted from WI Department of Transportation and also provided Meyer work with one of the owners of the Drive In (located east of the proposed business), Wade Vitalis, for an agreeable entrance. Motion passed unanimously.**

**Administration Committee Recommendations** 1) **Utility Inventory Software** Deputy Clerk/Treasurer Longhenry explained the complex excel spreadsheet currently used to keep track of water/sewer meter information, hydrant information, CCI information, etc. Workhorse Software, the current software used for Utility Billing, Payroll, Accounting, Receipting and Miscellaneous Billing offers a Utility Inventory software that interfaces with the current modules for \$3,100 with \$555 yearly maintenance fee. The Administration Committee recommended purchasing the software module. **Motion by President Longhenry, second by Trustee Barton to purchase the Utility Inventory software module from Workhorse Software for a purchase price of \$3,100 with a yearly maintenance fee of \$555. Motion passed unanimously.**

## **NEW BUSINESS**

**Manganese Project** 1) **Award bid** Gary Strand, engineer with Cooper engineering, reported on the bid opening for the manganese project that took place on March 3<sup>rd</sup>. Only one bid was received from Spring Lake Contracting, Inc. in the amount of \$504,000, which is approximately 16% higher than expected due to rising costs of materials like copper and steel, since the estimate was prepared in June 2020. Strand indicated the bid needed to be awarded by the end of March or the entire process would have to be restarted and that in his experience with

rebidding projects, bids rarely came in lower than the first round of bids. Strand further explained approval would be required from the WI Public Service Commission for the higher project amount prior to awarding the bid. Cooper Engineering would also check with the WI DNR on the availability of additional funds for the project. The board felt there was no other option but to go forward with the project at the higher cost. **Motion by President Longhenry, second by Trustee Peer to award the Water Manganese Project to Spring Lake Contracting, Inc., in the amount of \$504,000 provided approval is received from WI PSC for the higher project amount and provided additional funds are available from WI DNR Safe Drinking Water Fund. Motion passed unanimously.**

**Custodial Contract Renewal. Motion by Trustee Barton, second by Trustee Janke to renew the Custodial Contract for cleaning the Village Office building with Hank Java at \$1,000 per month from April 1, 2021 to September 30, 2021. Motion passed unanimously.**

**CWS Security Upgrade** The security company, CWS Security, provided cost estimates to convert the existing fob system at the Village Office Building and Library to a cloud-based system and a panel upgrade. These upgrades would allow entire building lock-down, fob tracking, fob use tracking and assigning fobs from anywhere. **Motion by Trustee Janke, second by Trustee Sturdevant to approve the purchase and installation of the cloud-based fob system and panel upgrade as proposed by CWS Security for \$744.58. Motion passed unanimously.** Trustee Sturdevant requested a quote to add the fob entrance to the village office internal door.

**Village of Grantsburg Housing Authority easement request.** The Village of Grantsburg Housing Authority's inspection received from Housing and Urban Development (HUD) indicated the Housing Authority's parking lot entrance and some of their parking is currently located on a Village-owned parcel where one of the Village's well houses is located. HUD is requiring the Housing Authority to obtain an ingress/egress and parking easement from the Village. Clerk/Treasurer Meyer checked with Attorney Todd Anderson who said he could prepare the easement for approximately \$250. **Motion by President Longhenry, second by Trustee Peer to grant the ingress/egress and parking easement to the Grantsburg Housing Authority provided the Housing Authority maintains the blacktop surface and pays any fee involved in the drafting and recording the easement. Motion passes 6-1. Ayes: President Longhenry, Trustees Barton, Peer, Muehlberg, Stone and Sturdevant. Nay: Trustee Janke.**

**Village of Grantsburg Housing Authority board appointments.** 1) Terri Stone 2) Murray Markovitz. **Motion by President Longhenry, second by Trustee Barton to appoint Terri Stone to a five-year term on the Village of Grantsburg Housing Authority Board of Commissioners to end March 1, 2026 and to appoint Murray Markovitz as the alternative resident representative while the current resident rep is on medical leave. Motion passed with Trustee Stone abstaining.**

**Comprehensive Outdoor Recreation Plan** Clerk/Treasurer Meyer indicated the Village

would need an updated Comprehensive Outdoor Recreation Plan to file with the WI DNR Knowles Nelson Stewardship Grant application for the new campground. The current plan was provided for the board's review. Changes, additions or deletions should be communicated to C/T Meyer before the next Village Board meeting in April.

**BILLS** Motion by Trustee Janke, second by Trustee Barton to approve the bills as presented:

Checks #33471-33517	\$466,351.49
Payroll vouchers #V7187-V7222,16618-626	\$38,260.75
ACH/EFTPS payments	\$31,973.59
Total	<u>\$536,585.83</u>

Motion passed unanimously.

**VILLAGE BOARD WILL CONVENE INTO CLOSED SESSION** 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 Janke, second by Trustee Barton to go into closed session. Motion passed unanimously.

Village employee wage adjustments were discussed.

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

Motion by Trustee Janke, second by Trustee Stone to reconvene into open session. Motion passed unanimously.

Motion by President Longhenry, second by Trustee Janke to approve wage increases for the Village staff as presented in closed session effective March 1, 2021. Motion passed unanimously.

**ADJOURNMENT** Motion by Trustee Janke, second by Trustee Barton to adjourn the Village Board meeting at 7:45 pm. Motion passed unanimously.

Sheila Meyer  
Clerk/Treasurer