



Village Board of Trustees Meeting Monday, April 8, 2024

The Board of Trustees for the Village of Grantsburg met Monday, April 8th, 2024, at 6:00 p.m. in the Village Board Room, 316 S. Brad Street, Grantsburg, Wisconsin.

Present: President Terrance Kucera, Trustee Diane Barton, Trustee Greg Peer, Trustee Leo Janke, Trustee Hank Java, Trustee John McNally

Absent: Trustee Maurice (DJ) Henderson

Others: Police Chief Mitchell Olson, Director of Public Works John Erickson, Library Director Lynett Yoerg, Greg Marsten Burnett County Sentinel, Derry & Pam Peterson, and Jeremiah Wendt SEH. Clerk/Treasurer Sheila Meyer and Brian Reilly with Ehlers attended via Zoom.

Call to Order President Kucera called the Village Board meeting to order at 6:00 p.m. The pledge of allegiance was recited.

Public Comments No one appeared.

Minutes President Kucera asked if there were any changes, corrections, or additions to the minutes presented from the following 2024 meetings: March 11th Administration Committee, March 11th Village Board, March 28th Special Village Board. None were proposed. **Minutes were approved as submitted.**

Appearance: Pam Peterson 1) request for street closures June 1, 2024, for Big Gust Days same as in years past.

Motion by Trustee Java second by Trustee Peer to approve a street closure for Big Gust Days on Saturday, June 1st, 2024, from 6 a.m. to 4 p.m. to include Madison Ave from Olson Dr W to Robert St S, Brad St S from Olson Dr E to Madison Ave E, Olson Dr E from Pine St N to Brad St S, and Oak St N from Olson Dr W to Madison Ave W. Motion carried.

2) Chamber of Commerce Update

An outline was provided in the packet. Pam shared that she worked with Brian Vilstrup, the Chamber president, to help revive the group. She presented a list of chamber members that have responded to her membership letter that was sent out to all Grantsburg businesses, including the Village. Trustee Peer suggested contacting individuals as well, as there may be community members interested in participating. Pam would like to have a discussion regarding the relationship between the Grantsburg Chamber and GRO with the Village another time to get a clear direction on what role the chamber will have. Pam will first work on getting members, then would like to partner with the school, GRO, and the Village to get a sign for Leo Chenal. Pam requested use of the 'Start Here' Grantsburg logo. Deputy Clerk/Treasurer Longhenry will confirm who owns the logo and will follow up with Pam directly.

Motion by Trustee Peer second by Trustee Barton to approve the Village join the Grantsburg Area Chamber of Commerce for a cost of \$50 per year. Motion carried.

Public Hearing 6:15 p.m.

President Kucera called the Public Hearing to order at 6:25 p.m. Deputy Clerk/Treasurer Longhenry read the Public Hearing Notice. President Kucera asked for anyone wishing to speak in favor of the conditional use application. Pam and Derry Peterson shared that they plan to continue to operate the restaurant at 133 State Road 70 West as a drive-in seven days a week for the summer season. They have put in an offer and will close June 1st if their offer and conditions are accepted. President Kucera asked if anyone wished to speak against the conditional use permit application. No one spoke. President Kucera closed the Public Hearing at 6:27 p.m. The Trustees asked about hours of operation, if indoor and outdoor service would continue and the Plan Commission's recommendation. Pam said they would start with seven days a week open 11 a.m. to 8 or 9 p.m. and they would continue to have both indoor and outdoor service. President Kucera stated the Plan Commission recommended the Village Board approve the application.

Motion by Trustee McNally second by Trustee Barton to approve the conditional use application by Derry and Pam Peterson for a drive in located at 133 State Rd 70 West (07-131-2-38-19-23-2 01-000-014000). Trustee Java abstained from the vote. Motion carried.

Derry and Pam Peterson left the meeting.

Correspondence Included in the board packets for their review: Burnett County Administration newsletter; Golf financials.

STAFF REPORTS:

Public Works DPW Erickson reviewed his report included in the packet reporting that the community center floor had some repairs and was refinished, the payloader tires were delivered, the crew handled a sewer back up on North Pine with no resulting damage, the ductile iron saw arrived which will allow for more safe and faster repair of watermains, and he and Kurt attended the annual Wisconsin Rural Water Conference during the only snow storm this season. DPW Erickson wanted to thank Chief Olson and Trustee Java for their help with snow removal while he and Kurt were at the conference.

Police Chief Olson provided the department's monthly incident report and calls for service in the packet. He also reported the new squad was delivered, Andrew Tyler has completed Phase 2 of academy and will graduate on May 22nd, and Rock the Block will be on Saturday, April 13th with Officer Getts, Andrew, and part-timers providing coverage. Chief Olson shared the meat raffle put on by Hummer's Rendezvous, Squirrel's Unlimited, and Shotgun Willy's on March 29th raised \$16,000 outfitting 64 officers from Grantsburg PD, Siren PD, Webster PD, Burnett County Sheriff's Department and Pine County Sheriff's Department with body armor. Trustee Barton asked that the speed signs along E James Ave going up to the school be looked at to make sure they are all correct.

Clerk/Treasurer Deputy Clerk/Treasurer presented a list of licenses and permits issued since the last meeting, the cash report showing a checking account balance of \$82,657.05 and a Treasury account balance of \$533,763.10.

Library Director Yoerg reviewed programming over the last month and plans for summer programming. She also requested extended use of the community center to include the entire school year. They would continue to meet on Friday mornings from 10 – 11:30 a.m. so it would not interfere with gymnastics, and they would relocate if a paying renter had the space reserved.

Motion by Trustee Java second by Trustee Janke to allow the library Wee Play program extend their agreement for use of the community center Fridays from 10-11:30 a.m. to include the entire school year. Ayes – Trustee McNally, Trustee Java, Trustee Janke, President Kucera, Trustee Peer. Nays – Trustee Barton. Motion carried.

Fire Association Trustee Barton reported that the Fire Department hired a grant writer to assist in preparing a grant application for SCBA gear replacements. The grant would be for \$177,779 and the department's cost would be \$8,465. Trustee Barton also indicated that there was discussion of purchasing the Nelson School for a fire, EMS, and officer training facility.

Resolution 2024-02 Clerk/Treasurer Meyer provided an overview of the two resolutions for financing for the industrial park expansion project. She indicated that there are two loans needed because the EDA requires the Village to have both the match money and the award grant money available as this grant is a reimbursement grant. The Village hired Ehlers to assist with this process and they submitted proposals on behalf of the Village to seven financial institutions, two of which were returned, one from Community Bank in Grantsburg, and the other from Huntington Bank. Brian Reilly with Ehlers also provided detail on the need for two loans. He indicated that both loans are for interim financing, because TID #6 has not produced any increment yet. Once the project is complete the Village will evaluate long-term financing options. Resolution 2024-02 or Series A would provide interim financing to cover the Village's match. For Series A, Huntington Bank offered a rate of 4.9% plus fees of \$5,000 to cover an attorney review and Community Bank offered a rate of 5.25% with a \$750 fee, no attorney review required. The difference in the rates would result in about a \$17,000 extra cost if Community Bank is selected.

Director Yoerg left the meeting.

Resolution 2024-03 Clerk/Treasurer Meyer explained that Series B financing is required to cover the EDA match. She indicated these funds would be used minimally as it would be to cover bills from the project until EDA sends reimbursement. Brian with Ehlers reviewed the structure and rates for Resolution 2024-03 or Series B. He said the two responses to proposals included Huntington at a rate of 5.55% plus fees of \$5,000 to cover an attorney review, and they would also require that 100% of the funds be drawn at time of closing, increasing the interest. Community Bank provided a rate of 5.75%, with a \$1500 fee and unlimited draws during the life of the loan. The committee discussed the Community Bank proposal would be the best option due to the unlimited draws feature which would decrease the interest cost compared to Huntington's proposal.

Brian indicated that proposals for both Series A and B from Community Bank could be acted on tonight as they do not require an attorney review. Trustee McNally asked if there are businesses planned to buy lots in the expansion because he feels this could be a risky financial move for the Village. Clerk/Treasurer Meyer indicated there have been a few interested parties, but nothing guaranteed. Meyer continued to explain that many TID districts put in the infrastructure required to help attract new businesses and recognized it is a risky investment but without the infrastructure in place, it is very difficult to attract potential businesses.

The board asked what the timeline is for approving these loans. Brian indicated that the Huntington proposals expire on April 9th but may be able to hold for a day or two and Clerk/Treasurer Meyer indicated that for the project to start, EDA requires all funding be in place. A preconstruction meeting is scheduled for April 16th and the contractor would like to start as soon as possible after that. Trustee McNally asked if any personal contact was made with Community Bank. Clerk/Treasurer Meyer indicated that the proposals were sent from the Village, but no Village representative made contact directly with the bank. President Kucera suggested contacting the Community Bank President to see if there was any option for improving the terms on one or both proposals they provided.

Motion by Trustee Java second by Trustee Janke to recess the meeting to allow President Kucera to contact Community Bank. Motion carried.

Motion by Trustee Java second by Trustee Janke to resume the meeting. Motion carried.

President Kucera indicated that Community Bank President Ted Gerber was able to improve rates for Series A from 5.25% to 5.05% and Series B from 5.75% to 5.50%. Brian Reilly indicated that the resolutions would need to be updated therefore could not be approved tonight. The Village Board agreed to postpone this discussion to a later date.

Motion by President Kucera second by Trustee Peer to postpone the discussion of Resolution 2024-02 and Resolution 2024-03 to Monday, April 15th at 5 p.m. to allow Brian Reilly to redraft both resolutions with the updated rates from Community Bank. Motion carried.

Brian left the meeting.

SEH Engineering Jeremiah Wendt, with SEH, provided overview of the contract with SEH to prepare and submit an Aquatic Plant Management for \$50,050. It was clarified that this would only be an addition to the overall Memory Lake Management Plan and would not include any work for potential dredging projects. An APM plan is required by WI DNR and will require regular updates in the future.

Motion by Trustee Peer second by Trustee Janke to approve the contract with SEH for a Memory Lake Aquatic Plant Management Plan for \$50,050. Motion carried.

Chief Olson left the meeting.

SEH Engineering Jeremiah Wendt, with SHE, reviewed documents included in the packet 1) Authorizing Resolution to Commit Matching Funds & Certification of Match Funds Secured, 2) Authorize Resolution to submit CDBG Application, 3) Authorize Resolution to Adopt Fair Housing Ordinance, 4) Fair Housing Ordinance, 5) Policy for Non-Violet Civil Rights Demonstrations/Prohibiting the Use Excessive Force and Enforcing State/Local Law Prohibiting Physically Barring of Entrances/Exits, 6) Residential Anti-Displacement and Relocation Assistance Plan (RADRAP). Jeremiah explained each of these resolutions are required to apply for CDBG funds for the WWTP Improvement Project.

The matching funds resolution states that the Village will guarantee they are able to cover the 2:1 match funds of \$500,000. The Village would use the funds from the Clean Water Fund as a portion of the \$500,000. Deputy Clerk/Treasurer Longhenry commented that the 2019 Downtown project received CDBG funding and had adopted a fair housing ordinance at that time to comply with funding requirements. Jeremiah shared that these updates would replace any existing ordinances in the Village's code to be sure all language is current.

Motion by Trustee Peer second by Trustee McNally to approve the resolution to commit matching funds and certification of match funds secured of \$500,000. Motion carried.

Motion by Trustee Peer second by Trustee Java to approve the resolution to submit CDBG application. Motion carried.

Motion by Trustee Java second by Trustee Janke to authorize the resolution to adopt the included fair housing ordinance to supersede any current fair housing ordinance for the Village. Motion carried.

Motion by Trustee McNally second by Trustee Java to adopt the policy for non-violent civil rights demonstrations/prohibiting the use of excessive force and enforcing state/local laws prohibiting physically barring of entrances/exits. Motion carried.

Motion by Trustee Peer second by Trustee Java to adopt the Residential Anti-Displacement and Relocation Assistance Plan (RADRAP). Motion carried.

Jeremiah indicated he would work with Village staff to schedule the public hearing for citizen participation as another requirement of CDBG funding and hold the public hearing for the facility plan as required by the DNR at the same meeting.

Jeremiah left the meeting.

Payment of Bills Motion by Trustee Janke, second by Trustee Java to approve payment of the bills as presented:

Checks #35664-35703	\$186,836.18
Payroll vouchers #V8796-V8833	\$35,307.14
ACH/EFTPS payments	<u>\$44,856.02</u>
Total	\$266,999.34

Trustee McNally asked about the increase on the Grantsburg Telcom bill. Deputy Clerk/Treasurer Longhenry indicated the increase was due to the one-time \$5,000 wi-fi installation costs.

Motion passed unanimously.

Trustee reports, concerns, etc.

Trustee Peer shared that the Grantsburg Rotary Club is partnering with GRO to sponsor a BINGO event at Hummer’s Event Center on Sunday, April 21st as a Splash Pad fundraiser. Trustee Peer also commented that he is participating on a housing committee at Burnett County that will work to address the county wide housing shortage. Lastly, Trustee Peer reminded the board that the Board of Review meeting will be held on Wednesday, May 8th from 3-5pm.

Trustee McNally asked about the fees for the Village’s TextMyGov service. Deputy Clerk/Treasurer Longhenry indicated that they had not contacted the company yet to see if they could cancel the service. The board reviewed the use of the service as a text alert service for the village residents to remind them of service changes, events, etc. Trustee McNally suggested taking the time to increase the number of residents using the service and increase the number of alerts being sent out. Deputy Clerk/Treasurer Longhenry said she will increase advertising for the service in the newsletter and on Facebook.

Adjournment The meeting was adjourned at 8:30 p.m.

Allison Longhenry
Deputy Clerk/Treasurer