



The Village Administration Committee met on Monday, May 13 at 2:00 p.m. in the Village Board room, 316 Brad Street S, Grantsburg, WI 54840.

Present: Chairman/President Terrance Kucera
Trustee Hank Java
Trustee Greg Peer

Others: DPW John Erickson
Clerk/Treasurer Sheila Meyer
Chief Mitchell Olson
Wood River Campground, Mike Janke
GRO/Watercross, Knute Norenberg

Chairman/President Kucera called the Administration Committee Meeting to order at 2:00 p.m. The Pledge of Allegiance was recited.

TID #5 Development Agreement with Wood River Campground, LLC.

Clerk/Treasurer Meyer reviewed the TID #5 Development Agreement included in the packet. Meyer indicated that Mike Janke requested TID funds to assist with building a 15-unit storage facility at 213 North Pine Street. This agreement would allow Janke to use tax increment funds to pay for qualified expenses up to a total of \$60,000. This development incentive would be paid annually to Janke after real estate taxes are paid. The yearly development incentive would be the lesser of the total real estate tax paid on the project or \$3,530. This amount would be paid up to the \$60,000 or until the TID district closes. President Kucera asked if this is the standard process for businesses requesting TID funds. Clerk/Treasurer Meyer confirmed this is the process used as it is up to the business to request the funds then the Village would prepare an agreement, and payments would be made on a 'pay as you go' basis.

Motion by Trustee Peer second by President Kucera to recommend the Village Board approve the TID #5 Development Agreement with Wood River Campground LLC as presented. Motion carried.

Mike Janke left the meeting.

Memory Lake Aquatic Plant Management (AMP) plan 1) additional SEH costs to expedite the AMP for harvesting permit

Clerk/Treasurer Meyer reported that due to the requests from GRO to expedite the AMP and for more meetings, fees from SEH could increase from the originally contracted amount. The committee discussed setting a budget amount for future management of Memory Lake like other non-essential Village services. The committee asked Clerk/Treasurer Meyer to follow up with the WI DNR and SEH to see what future lake management should look like and how much they expect it to cost.

No motions made.

Uniform Dwelling Code

Deputy Clerk/Treasurer Longhenry and Clerk/Treasurer Meyer reported to the committee that the Village is only responsible for requiring UDC permits and inspections for new one- and two-family dwellings. The Village can include additional inspections and permitting requirements for other projects such as accessory structures, decks, additions, etc. Deputy Clerk/Treasurer Longhenry confirmed with DSPS that the Village can require inspection of electrical and plumbing in accessory structures, but it is not a state requirement, and these structures are not included under the UDC. The committee discussed updating the code of ordinances to reflect the permitting and inspecting process that has been in place in the Village prior to the new UDC inspector. The committee asked Village staff to update the code and present it at the June committee meeting for final approval. The committee discussed the current contract with the Village's UDC inspector. They asked staff to reach out to other UDC inspectors for requests for contracts.

Motion by Trustee Peer second by Trustee Java to recommend the Village Board end the Village's contract with REM Inspecting for UDC inspections. Motion carried.

Motion by Trustee Java second by Trustee Peer to update the Villages code of ordinances to only require UDC permits and inspections for new 1- and 2- family dwellings. Motion carried.

Ordinance Changes 1) modular vs manufactured 2) cigarette, tobacco & vaping license 3) alcohol license 4) tattoo shops

Clerk/Treasurer Meyer reviewed the definitions for modular vs manufactured home as stated in the Village's code. The current code allows for manufactured homes in areas beyond the planned unit development (PUD) in error. The committee agreed that modular homes would continue to be allowed in all residential districts, but manufactured homes would only be allowed in a PUD as intended. The committee also recommended updating the year requirement for mobile homes in the Village to be no older than fifteen years. The committee asked Clerk/Treasurer Meyer to update the code to reflect the committee's suggestions and present it at the June committee meeting for final approval.

Clerk/Treasurer Meyer indicated that a board member had suggested including requirements for product placement for alcohol and tobacco retailers ahead of the 2024 license renewals. The committee discussed requiring licensees to have all tobacco, vape, and liquor products either locked or behind a teller counter to limit theft and access for minors. The committee asked Clerk/Treasurer Meyer to review other ordinances to provide examples of what other communities are doing.

Knute Norenberg joined the meeting.

Clerk/Treasurer Meyer indicated that the Village received a request for a tattoo parlor to come to the Village. She indicated that our code does not reference tattoo parlors. The committee discussed license requirements for a tattoo parlor. The committee directed Clerk/Treasurer Meyer to put tattoo parlor under the B-1 list of conditional uses and present it at the June committee meeting for final approval.

No motions made.

The committee provided Knute with an update regarding the earlier discussion on the AMP for Memory Lake and the extra costs.

Knute Norenberg left the meeting.

Burnett Medical Center – Go for the Gust Race requests

Clerk/Treasurer Meyer indicated the request from BMC for the annual Go for the Gust Race included in the packet is the same as in years past. Chief Olson indicated he would have officers scheduled to assist with traffic control.

Motion by President Kucera second by Trustee Peer to approve the request from Burnett Medical Center for the Go for the Gust Race. Motion carried.

Chairman/President Kucera adjourned the meeting at 3:43 p.m.

Allison Longhenry
Deputy Clerk/Treasurer