

Grantsburg Village Board Meeting February 13, 2017

The Village of Grantsburg Board of Trustees met on Monday, February 13, 2017 at 6:00 p.m. at the Grantsburg Public Library, 415 S. Robert Street, Grantsburg, Wisconsin. Present: Village President, Glenn Rolloff; and Trustee's Rod Kleiss, Greg Peer, Larry Ebersold, Diane Barton, and Caylin Muehlberg. Absent: Trustee, Scott DeRocker. Others: Clerk/Patrice Bjorklund; Treasurer/Sheila Meyer; Public Works Director, Chris Bartlett; Police Chief, Jeff Schinzing; Library Director, Kristina Kelly-Johnson; Marcia Clifford – General Code; Mark Dahlberg; Brent Blomberg; Jim Tolbert – Burnett County Emergency Management Director; Vincent Zilka; Scott Hanson; LouAnn Ebersold and Gail Potvin.

1. The meeting was called to order at 6:00 p.m.
2. The Pledge of Allegiance was recited.
3. Village President, Rolloff introduced guests, Marcia Clifford and Jim Tolbert.
4. Discussion/Action: Approval of Minutes from the following meetings: January 9, 2017 Plan Commission Meeting; January 9, 2017 Regular Board Meeting and February 8, 2017 Airport Committee Meeting. **Motion by Barton, seconded by Peer to approve the minutes with a change to Gregg Westigaard to Peer in closing of Caucus. Carried with changes.**
5. Board and Staff Reports. 1) Public Works a) *Director Report.* Bartlett gave a brief report. He sold a Slit Seeder on the Wisconsin Surplus site for \$750. Couplings for the Pay loader arrived after the first snowfall after purchase of the loader so the crew could use at that time. WI DNR was notified that the generator that was purchased and arrived that was required by them. Paul's Sheeting came and looked at a roof leak at the community center. Cost was \$500 for 2 hours of work. A thorough inspection for leaks was done as well. Spring Clean-up will take place the 3rd week of May. Focus on Energy selling LED lights for \$2/apiece. Chris ordered 250 lights. Keyless entry system will be installed by Monday, February 19, 2017. 2) Police Department a) *January 1, 2017 – February 1, 2017 Police Report presented by Chief, Schinzing.* b) Chief's Conference that was held in Madison. Mental Health Issues were on the forefront. Frigid Five will also take place on Saturday, March 2, 2017. c) Three will be a Public Safety Meeting held on February 28, 2017 @ 9:00 a.m. to discuss various issues. 3) Village Administration. The Clerk and Treasurer reports were discussed and reviewed. 4) Housing Authority. No Report. 5) Fire Association) Barton gave a brief report. Firefighters are still needed. Fire Association will not be storing the County Plow Truck in their building. It will be stored elsewhere because of road salt accumulation and damage to the cement floor. 6) Library a) *Director Report.* Kristina Kelly-Johnson discussed Act 150 & 420 Reimbursements Calculation. b) Where's Waldo Hunt. c) Zoo mobile from Duluth. d) Romantic Movie Night Events were also discussed. 7) Plan Commission. No Report. 8) Parks. a) Rod Kleiss reported insufficient snow to ski. Skiing has probably ended for the season. b) Barton discussed the Fair Board is looking for ideas for fair shows at the grandstand. A Monster Truck Show may take place. The fair will be held August 25 – 28. 9) Airport. a) Peer noted that the Hangar Lot Lease

was worked on. Will be presented for approval at a later portion of the meeting. 10) Cemetery Report. a) Bartlett stated 5 trees need to be removed from Riverside Cemetery. He will look at using the county lift as an option to hiring a tree service to remove the 5 oak trees that are in need of removal. 11) Golf Course a) Profit and Loss Statements were presented.

6. Communications: January 2017 Burnett County Newsletter was presented; January 26, 2017 Town's Association Meeting and Ambulance Meeting;
7. Discussion/Action: Marcia Clifford – General Code Contract. Marcia presented the General Code Proposal for Codification Services for the Village of Grantsburg. She stated that the cost to recodify the codes that the village currently has is \$8,440 with a \$995 Annual Maintenance Fee. Rolloff inquired if it is a "Cloud-based" system. She stated no. She also noted that General Code has their own server. Kleiss asked when the company was started. Marcia stated over 50 years ago. It was started by an attorney in Rochester, New York. She stated that the company has over 100 employees and 2,500 clients. The village will own their code once implemented. It can be accessed online, email, mobile device, etc. The process will take 4 – 8 months to complete with Clerk, Bjorklund doing the word processing by implementing the current code with the Village of Siren's model (who is also a client) and gain approval once complete with the board and public. After discussion, a motion was made by Rolloff to implement the village code through General Code for \$8400 with the yearly \$995 maintenance fee. With the process taking 4 – 8 months for completion. Motion was seconded by Peer. Carried.
8. Guest, Jim Tolbert – Burnett County Emergency Management Director: Jim is replacing Rhonda Reynolds who was the Director for 5 years. He stated that she will help him in the transition for 6 months. He noted that there will be a Sky Warn class coming on Wednesday, March 29, 2017 at the Grantsburg Fire Hall from 6:30 – 8:30 p.m. He also wanted the board to know that he can help with the Emergency Plan for the village in the event that a disaster does happen. As always, he wanted the village to know that the county is available to help with emergency and disaster needs.
9. Discussion/Action: ICompass Meeting Manager Pro Quote (AgendaNotes): Treasurer/Meyer discussed the Meeting Manager Pro Software. The annual cost is \$3500. The capabilities of the program are the fact that it helps with the iPad® use for AgendaNotes for all participants of the board. Currently, the board uses the "free" version of AgendaNotes. Meyer noted that it limits the ability to store more than 3 meetings on the board/other member's iPads®. She also mentioned that it is very cumbersome to navigate. Clerk/Bjorklund has just started using it and Meyer would like to see a system that is easy for both she and Bjorklund to navigate in preparation for meeting packets for the board. They are both new to the process. After much discussion, the board would like to see further information regarding this software and its capabilities. Meyer along with Bjorklund will gather information for the March 2017 Meeting for discussion and possible approval.
10. Discussion/Action: Resolution #17-01 International Migratory Bird Day: Lauren Finch, Wildlife Educator/Technician for Crex Meadows State Wildlife Area – WI Dept. of Natural Resources had presented a 2017 Resolution for renewal of the Village of Grantsburg's

Bird City Wisconsin Title for approval. Motion by Rolloff to approve the Resolution; seconded by Muehlberg. Carried.

11. Discussion/Action: Joe Schmugge – 111 Madison Avenue W.: Chief, Schinzing noted that the front door of his Mr. Schmugge's building is always left open. The interior has been stripped by vandals. The bricks to the exterior of the building are cracked and may fall onto the sidewalk along Main Street. He feels the building is unsafe. He has spoken with Mr. Schmugge about his concerns. Clerk/Bjorklund mentioned that Mr. Schmugge had mentioned that the building will be put up for sale and the broken windows are boarded. Chief, Schinzing also informed Mr. Schmugge that homeless people had squatted on the property in the past. Rolloff noted that if the building sells to the right individual, they may invest the time to bring the building back to a good state. He would like to have Chief, Schinzing and Public Works Director, Bartlett secure the building after speaking with Mr. Schmugge. Hopefully, this will help with the Public Safety aspect of this issue.
12. Discussion/Action: Airport Hangar Lease: As previously stated in an earlier portion of the meeting, the Airport Committee moved to have the full board approve and adopt the revised Village of Grantsburg Airport Lot Lease (Non-Commercial) as their own. The lease will be the new lease. Once the old leases expire, the new lease will take effect if approved. Motion was made by Peer to approve the lease; seconded by Ebersold. Carried (Kleiss abstained.)
13. Discussion/Action: Airport Default of Hangar Leases: The board directed Clerk/Bjorklund to send certified letters to notify those airport hangar tenants who are in default of their lease agreements. The Village of Grantsburg's right to take possession of premises will go into effect if the terms are not met in 30 days.
14. Discussion/Action: Luedtke Landscaping & Tree Service Tree Removal Estimate: The estimate was presented for removal of (5) oak trees at Riverside Cemetery. Bartlett will research all options for the best price to remove the trees. As mentioned in an earlier portion of the meeting, a lift may be used by the village crew as well. He will report his findings at the March 2017 Regular Board Meeting.
15. Discussion/Action: Deborah A. Clementson Sale of Property: Priscilla had presented a letter to the Village Board in their packets. She, along with her aunt, Dolores Johnson will be selling her aunt and Dolores' sister's property on 224 N. Oak Street in the village. The property is zoned commercial and is situated near other property owned by the village. Chief, Schinzing is encouraging the village to meet with the 2 sellers to see what they would be willing to sell the property for. Rolloff encouraged the Administration Committee to decide on a date in the near future to discuss. He will keep Clerk/Bjorklund apprised of a potential time and date for the meeting so she can coordinate with the 2 sellers and the committee.
16. Discussion/Action: WI Independent Assessing Officers Assoc. Dues: Included in all board members packets was a request from the WI Independent Assessing Officers Assoc. for joining the non-profit organization for \$100 per year. The board felt that the assessor for the village should join, not the village. Motion was made by Rolloff to not be part of this organization; seconded by Muehlberg. Carried.

17. Discussion/Action: Approval of Payment of Bills: The following bills were presented for approval:

- General Checks (#30166 - #30247) - \$327,204.95
- Payroll Checks (Voucher #: 4480 – Voucher #: 4513) - \$30,326.78
- ACH/EFTS - \$49008.46

TOTAL: \$406,540.19

Motion to approve bills in the amount of \$406,540.19 was made by Rolloff, seconded by Barton. Carried.

Motion to adjourn at 8:40 p.m. was made by Muehlberg, seconded by Kleiss. Carried.

Submitted by:

Patrice Bjorklund, Clerk
February 13, 2017