



January 8, 2018

## Regular Board Meeting

The Village of Grantsburg Board of Trustees met on Monday, January 8, 2018 at 6:00 p.m. at the Grantsburg Village Office, Village Board Room – 316 S. Brad Street.

Village President, Larry Ebersold made the announcement that Village Employee, Steve Coy passed away suddenly yesterday. He notified everyone present that there will be a Visitation for him at Grace Baptist Church in Grantsburg, WI from: 5:00 p.m. – 8:00 p.m. on: Friday, January 12, 2018. His Funeral will take place at Grace Baptist Church in Grantsburg, WI on: Saturday, January 13, 2018 at 2:00 p.m. Village President, Ebersold gave the floor to Village Trustee, Greg Peer to lead the individuals in attendance for a moment of prayer.

The Regular Board Meeting was called to order after the dedication and prayer by Village President, Larry Ebersold.

Village President, Larry Ebersold led everyone in the Pledge of Allegiance.

Village President, Larry Ebersold welcomed guests.

### Roll Call

Present: Village President, Larry Ebersold  
Village Trustee, Diane Barton  
Village Trustee, Caylin Muehlberg  
Village Trustee, Greg Peer  
Village Trustee, Russell Stone  
Village Trustee, Jared Woody

Absent: Village Trustee, Gary “Goob” Coy

Others: Village Clerk, Patty Bjorklund  
Village Treasurer, Sheila Meyer  
Public Works Director, Chris Bartlett  
Police Chief, Jeff Schinzing  
Library Director, Kristina Kelly-Johnson  
Grantsburg Library Board President, Ken Kutz  
News Director – BurnettWire, Steve Briggs  
Reporter – Inter-County Leader, Gregg Westigaard  
Editor – Burnett County Sentinel, Jonathan Richie  
Videographer/Reporter – We Are Grantsburg, Bob Rombach  
As well as featured guests and other members of the public.

### Approval of Minutes

December 11, 2017 Plan Commission Meeting  
December 11, 2017 Regular Board Meeting  
December 21, 2017 Airport Committee Meeting  
January 5, 2018 Airport Committee Meeting



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January 5, 2018 Administration Committee Meeting

***Trustee Muehlberg moved, seconded by Trustee Woody, to accept the minutes as presented with corrections to December 21, 2017 Airport Committee Meeting and January 5, 2018 Administration Committee Meeting. And that the reading of the minutes from the Board of Trustees Meeting held on December 11, 2017 be suspended since all board members received copies of the same prior to tonight's meeting.***

Ayes: Ebersold, Barton, Muehlberg, Peer, Stone, Woody  
Nays: NONE  
Motion to approve: Carried

### New Communications

Bowmar Appraisal Letter introducing Michael S. Kochaver and The Sharp Tale Newsletter.

### Board and Staff Reports

**1) Public Works a) Director Report.** Public Works Director, Bartlett informed the board that the crew is dealing with the loss of their co-worker, Steve Coy. He has spoken to Police Officer, Dan Wald and Police Chief, Jeff Schinzing about possibly needing them to assist with the snowstorm coming this Thursday. With the time of the year we will need to think about putting a job posting out sooner than later. He would like to see an Administration Meeting to discuss this soon. Winter is when we need all hands on deck for snow emergencies and other emergencies he stated.

There was a water leak from 12/26/17 – 12/28/17. The county was hired to come and do the digging. They charged the village just under \$1,000 to do the dig. He stated that they were able to use fill from behind the Crex Sign to fill the hole back up. The leak was located on Highway 70 basically straight out from the pool. The main was 12' deep. The main located approximately 100 yards to the west is 5' deep, and this is why it took longer than usual to find the leak. He stated that a culvert was hit in the area while digging took place. He stated that it will need to be repaired in the spring. He estimated that 640,000 gallons were lost. The water customers were cooperative with the repair that took almost 4 hours.

The broom broke on the lawn tractor used to sweep the sidewalks. This time the bill was \$500. Public Works Director, Bartlett will be looking to replace or look for an alternative style for next year. So far \$1,700 has been invested to repair the broom. A new one is \$4,500.

The Christmas decorations were taken down today and the banners were put up. Public Works Director, Bartlett and his crew did this with Burnett County's boom truck. While he had the county boom truck here, a tree was pruned. The boom truck wasn't quite tall enough. He has spoken with an individual who had given an estimate of \$1,800 to cut down the trees that need attention at the cemetery. He is licensed.

Maurer Power sent a bill for repair of street lights and to put in up to date fuses in the lights they worked on. The cost was \$2,704 for 16 hours of work. He will check into quotes from other companies. The problem is that others are all farther away, but he will do some investigating. He will make sure that Maurer Power gives pricing before the work is done in the future. Village President, Ebersold mentioned that in the future the



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village should look into a boom truck. Public Works Director, Bartlett stated that there just isn't adequate space for storage, but it is certainly something the village could look at in the future.

### Scheduled Members of the Public Discussion/Action

Karl Anderson was present to discuss his desire to place a pole building north of his existing building. Village President, Ebersold noted that at the December 11, 2017 Plan Commission Meeting, a recommendation was made at that time to allow Mr. Anderson to place the building on his property north of his existing building. He had also applied for a Building Permit for placement of that structure. Mr. Anderson passed out a drawing of the proposed building to the village board. The Conditional Use Permit Application and Building Permit Application as well as paperwork associated with that request were included in members' packets.

***Trustee Peer moved, seconded by Trustee Woody, to approve Mr. Karl Anderson's request for Conditional Use Permit as well as Building Permit for placement of his storage shed located north of his existing building on his property located at 613 N. Pine Street.***

Ayes: Ebersold, Muehlberg, Peer, Stone, Woody

Nays: Barton

Motion to approve: Carried

**1) Public Works – Continued:** *b) Purchase Truck/One-Ton/Dump Box Discussion.* Public Works Director, Bartlett had obtained a bid on December 11, 2017 from Fiedler Ford, Inc. Craig Fiedler, Sales had given him a quote for a 2018 F-350 Super Duty Regular Cab Chassis Cab XL 4x4 with Dual Rear Wheels and 145 Inch Wheelbase (60 Inch Cab to Axle.) Public Works Director, Bartlett did ask for an extra heavy alternator for this truck which is called an Extra Extra Heavy Duty 240 Amp Alternator. He requested power windows. Village Trustee, Stone asked what size the box is on the quoted truck. Public Works Director, Bartlett stated it is 8 foot 2. He will be using this for cold mix. He stated it will be a perfect size for hauling cold mix and brush. The current truck is too high for that purpose. Village Trustee, Stone asked how high the deck is on the proposed truck. Public Works Director, Bartlett asked for the lowest profile truck available. It is approximately 4 feet. Village President, Ebersold stated that tires can make a difference in the deck height. The MSRP for this truck works out to be \$41,810, but Mr. Fiedler will be able to sell this truck to the village for \$30,528. The price does not include any tax, title or license fees. Public Works Director, Bartlett presented options for a dump body. Usually the one-ton truck is included with the dump box with options included. The dump body quoted is Stainless steel and includes a Boss 8'2" V-XT Plow. Quoted price that he is recommending is \$47,479. This came under budget. Instead of a crane, he would like to purchase a winch that goes on a receiver hitch with a cost of \$900. City of St. Croix Falls, WI crew has the same set-up and it works well for parking lots and around the wells he stated. The budgeted amount for purchase of the one-ton truck was ranging in price of \$48,000 - \$62,000. He noted that the cost of the F-350 and One-Ton with Box came in well below budget. Village Trustee, Stone asked if they are gas or diesel. Public Works Director, Bartlett stated that he is going with gas rather than diesel.

*c) Village Crew Comp./Overtime Discussion.* Public Works Director, Bartlett would like to allow the crew to get time and a half for any hours they have to work due to an emergency. The only exception for this is for if they get called in and it takes less than an hour to take care of the problem. They are already getting compensated for coming in. He would like to make the crew have the ability to not have to make up the time during the week worked for emergencies. A normal call is for scheduled events that need attention. He stated that most of the



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time, the crew uses a half a day on Friday to use up their 4 hours for those situations. He is saying that any call that is less than an hour has to be used as compensatory time in the pay period. He feels he should have the authority to take into consideration special circumstances for allowing items to go on compensatory time or not. Weeks are Saturday through Friday for the crew. Village Trustee, Barton asked what Wisconsin State Law is for call-in time. Public Works Director, Bartlett noted that there are several variations to that law. The law was researched after he started working for the village. The village pays \$20 for being on call. Response time has to be 45 minutes for the crew. Village Trustee, Barton noted that at a previous job she worked on-call pay was 2 hours regardless of how much time it took to perform the work. Public Works Director, Bartlett wanted this policy put in place so extra time and a half is not taken. He also wanted it noted that if there is a planned project, that needs to be taken into consideration. It's planned, so the time should be taken into consideration where time is taken off on Friday. The compensatory time hours can be accumulated up to 40 hours and must be taken off within 12 months.

***Trustee Muehlberg moved, seconded by Trustee Peer, to amend the Overtime/Compensatory Time Policy to reflect the fact that compensatory time shall be issued at 1-1/2 times the hours worked for over 40 hours per week. Call out time is 2 hour minimum. Compensatory time for Public Work Crew members for weekend rounds along with any call out time hours that are less than an hour actually worked should be used when possible, hour for hour in the same week. Supervisor may also schedule time off for planned events or projects to limit the overtime. All remaining hours are to be 1-1/2 times the hours worked over 40 hours per week. The compensatory time hours can be accumulated up to 40 hours and must be taken off within 12 months. This only applies to hourly village crew employees.***

Ayes: Ebersold, Barton, Muehlberg, Peer, Stone, Woody

Nays: NONE

Motion to approve: Carried

**2) Police Department** a) December 1, 2017 – January 1, 2018 Police Report was distributed to all members of the board by paper copy. Police Chief, Schinzing had nothing new to report.

**4) Library** a) *Director Report.* Library Director, Kelly-Johnson's January 2018 report was included in all members' packets. She detailed her report. She said just about every week patrons are really appreciative of the new hours. She appreciates the village board for allowing the extended hours at the library. In her report, December statistics were highlighted. There were 12 programs offered. The program attendance was 1,091, and total visits to the library were 2,997. There are 4 programs being offered for the month of January 2018. They are: Hot reads for Cold Nights Adult Reading Program; Cookie Club; Chess Club and Family Fort Night.

b) *Invite to hold February '18 Board Meeting at Library.* Library Director, Kelly-Johnson invited the board to hold their monthly Village Board Meeting at the Grantsburg Public Library. She also highlighted the February 2018 Program Event Dates: February 13, 2018 \*Free Donuts Morning; February 14, 2018 \*Free book for kids at Preschool Storytime; February 15, 2018 \*Free school early release program; February 16, 2018 \*Free card replacement day and February 12-16 \*Blind date with a book display. Village President, Ebersold thanked Library Director, Kelly-Johnson for the invitation and stated the board will hold their February 12, 2018 Regular Board Meeting at the library.

c) *Village/Library Policy for Village Crew Work Performed.* Grantsburg Library President, Ken Kutz was present to discuss a Special meeting that took place with their Library Board of Trustees on December 18,



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2017. Topic of discussion was village crew pay for work done at the library. Village President, Ebersold was in attendance at that meeting as a guest. As a result of that meeting, Village President, Ebersold put discussion of the Village/Library Policy for Village Crew Work Performed on tonight's Regular Board Meeting Agenda for discussion. There was a substantial amount of work done on the acoustic panels at the library. The bill was unexpected, but the library board paid the bill. After discussion at that meeting, the library board was accepting of being charged the rate of \$31.64/hour for work after the first 4 hours on projects. The village would cover the first 4 hours of work done there. Discussion also took place in regards to what the library board and village board will do going forward for determining the costs being charged. At the meeting, it was determined that emails would change hands or a hand written note for that determination. Mr. Kutz would like a policy going forward that the village crew would continue to do their normal work on the library. However, if a project comes up that would utilize the village crew in a more than normal capacity, which would be more than 4 hours of the village crew's time, the library would pay for that. Anything under 4 man hours, the village would pay for. Another thing the library board would like to add to the policy is if the hours are over 4, the library board would like an estimate for cost of that work in advance.

***Trustee Muehlberg moved, seconded by Trustee Woody, to adopt a policy that details utilization of village crew's time in more than normal capacity at the Grantsburg Public Library, which would be more than 4 hours of the village crew's time. The library would pay for those hours. Anything under 4 man hours, the village would pay for. Also, if the hours are over 4, the library board would like an estimate for cost of that work in advance at the Grantsburg Public Library.***

Ayes: Ebersold, Barton, Muehlberg, Peer, Stone, Woody  
Nays: NONE  
Motion to approve: Carried

**3) Village Administration** a) *Clerk Report.* Village Clerk, Bjorklund presented her January 8, 2018 Clerk Report. There was (1) Operator's License issued to: Melissa Dahl for The Den which is good until June 30, 2019. There were no Land Use/Building Permits issued. The results of the December 19, 2017 "Special Primary" Election to fill the vacancy left by State Senator District 10 were detailed. b) *Treasurer's Cash Report.* Village Clerk, Meyer presented her Cash Report. There will be no Budget to Actual Report until next month. She also noted that the December 2017 Budget to Actual Report will be included in the Audit Report. The Auditor's will be here late January to perform their work with Village Treasurer, Meyer.

**5) Fire Association** a) *Fire Inspections Discussion took place.* Village Trustee, Barton stated there were 28 fire inspections completed in the county with 17 of those done in the Village of Grantsburg. There are no re-inspections due. The simple violations that need to be addressed will need to be done by the February 12, 2018 Village Board Meeting. b) *Fire Association Report Discussion took place.* Village Trustee, Barton stated the Grantsburg Fire Association Meeting was held at the Grantsburg Fire Hall on, December 18, 2017 at 6:00 p.m. All municipalities with the exception of West Marshland and Trade Lake were present. At that meeting, it was detailed that there were 85 calls in 2017 compared to the 64 calls in 2016. Sale took place of 1984 manual transmission Tender #6 at Wisconsin Surplus in an amount of \$2,460. It was sold to a local individual. At the December 6, 2017 Grantsburg Volunteer Fire Department meeting, Cory Barnette was elected Fire Chief. Currently, the Fire Inspector and the Fire Chief is Cory Barnette. Currently, the Fire Inspector reports his findings to the Fire Chief. To help with checks and balances at this time, the association chairperson will be reviewing monthly inspection reports provided by Fire Chief, Barnette. There are 20 active members, and





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that will decrease to 19 at the end of December. Derek Zeiler will be retiring the end of January 2018. Three fire fighters passed the 1<sup>st</sup> stage of training. After 1 year of training and off of probation, fire fighters will receive their Firefighter Certification #1. The new fire truck is now in service. New firefighters are needed.

**6) Administration Committee.** a) *Village Clerk Pay Rate Discussion.* Village President, Ebersold noted that at the January 5, 2018 Administration Committee Meeting Village Clerk, Bjorklund had a review. As part of her hire, all new hires are probationary for a period of one-year. During her review her pay rate was discussed. The Administration Committee gave her a cost of living increase for 2018 at 60¢ per hour with a merit increase of 20¢. He noted that all Administrative/Salaried and Regular Employees will be reviewed in 2018. Village Clerk, Bjorklund has already been reviewed.

b) *Police Sponsorship Discussion.* Village President, Ebersold detailed discussion involving John Erickson who is currently employed as an Ordinance Officer with the Village of Grantsburg. He is currently a full-time Jailer/Dispatcher with Burnett County. He has his Minnesota certification as a police officer. He does not have his Wisconsin certification as a police officer and wishes to do so. He stated that the training is \$5,000 and is reimbursable. The training is 40 hours per week from June 2018 – November 2018. He wants to have his time and mileage reimbursed for going to the training. Police Chief, Schinzing stated he would be a good candidate as an officer with the Grantsburg Police Department. The Administration Committee made a recommendation to sponsor Mr. Erickson for schooling to obtain his Wisconsin Academy Police Officer licensure. As part of that recommendation, the mileage and wages are to be paid. Village Treasurer, Meyer provided budgeted amounts to help the board make their determination. Currently, the Ordinance Officer is budgeted \$4,198 for 2018. Additional patrols are \$8,600 for 2018. Costs to sponsor Mr. Erickson are 720 hours @ \$15.60 per hour equals \$11,232 in class attendance. Payroll taxes are \$860. Health Insurance benefits are questionable. He would look into obtaining insurance coverage through the state. Mileage hours are \$4,534 for 90 days at 3 hours per day. Mileage is \$598 for 122 miles for 90 hours @ 0.0545 per mile. Village President, Ebersold would like to have this issue brought before the Public Safety Committee for discussion and their recommendation is given before a decision is made. Village Trustee, Peer felt that after looking at the figures this should be a budgeted item for 2019. The figures were more than was anticipated. He felt it would drain resources this year. He wondered if this is something that the Public Safety Committee could look at as well. Village Trustee, Woody is worried that unemployment would be an issue. If Erickson is hired full time during the academy, and after the academy he is not employed, will he file for unemployment? He would like to see a contract put into place. The Public Safety Committee will meet in the near future to discuss this issue.

***Trustee Muehlberg moved, seconded by Trustee Woody, to adjourn the Regular Board Meeting at 7:00 p.m. to go into the Village Caucus Meeting.***

Ayes: Ebersold, Barton, Muehlberg, Peer, Stone, Woody  
Nays: NONE  
Motion to approve: Carried

***Village President, Ebersold opened the Regular Board Meeting at 7:30 p.m. following the Village Caucus Meeting.***

### **Scheduled Members of the Public Discussion/Action**



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“Class B” Liquor and Class “B” Beer License Approval for MT Wallets, LLC dba The Den took place. Tom Amsden and Melissa Dahl were present to discuss the possibility of obtaining that license for the period of January 9, 2018 – June 30, 2018. They are purchasers of the old Dreamers St. Croix Grille building. They plan on doing renovations there and opening their business in early June 2018. They will have a simple grand opening with Hors D’oeuvres and cocktails.

**7) Ambulance Committee.** Village Trustee, Stone and Ambulance Committee Representative noted that there will be an Ambulance Committee meeting at the A & H Ambulance Garage on January 17, 2018.

**8) Grantsburg Golf Course.** There is nothing to report at this time. Mr. Addison did not have any financial reports to present for December 2017.

**9) Pool.** a) *Advertisement for a Pool Manager Discussion.* The discussion took place to have an Administration Committee Meeting to put together a Pool Manager Advertisement to fill that position.

***Trustee Barton moved, seconded by Trustee Stone, to have an Administration Committee Meeting to discuss an ad to advertise for a Pool Manager.***

Ayes: Ebersold, Barton, Muehlberg, Peer, Stone, Woody

Nays: NONE

Motion to approve: Carried

**10) Memory Lake Campground.** There is nothing to report at this time.

**11) Airport.** a) *Hangar #7 Noncompliance Discussion.* Scott Nillisen of Chanhassen, MN was present to discuss the fact that he had spoken to Rolf Turner who owns Hangar #7. He would like to purchase the hangar for placement of his aircraft there. Mr. Nillisen stated that he is asking too much for sale of his hangar. He said the hangar is in need of many repairs. It has a dirt floor and rotting timbers. Village Clerk, Bjorklund had sent Mr. Turner a certified letter on December 21, 2017. The letter detailed the fact that since Mr. Mike Jehlicka no longer stores his plane in Mr. Turner’s hangar; he is in violation with the terms of his hangar lease with the Village of Grantsburg. The lease agreement states: “*that the Lessee shall utilize the hangar for primarily airport related items. Hangars cannot be used for living quarters.*” The hangar is currently unoccupied with airport related items. Village Clerk, Bjorklund asked him what his intentions were within the 30 days after receipt of the letter in regards to sub-lease of the hangar, sale of the hangar or storage of his own airplane or airport related items. She also checked the USPS website to see if he had picked up the certified letter that was sent by her. She had also given him a call earlier in the day to see when he will pick up his letter. He said he would before it is mailed back on January 12, 2018 for non-acceptance at the post office by him. He was confused by the terms of the lease. She had emailed him another copy so he understood the terms. The Airport Committee will meet in the future to discuss Mr. Turner’s lease.

b) Setting up a savings account for the airport was discussed on the recommendation of the Airport Committee for fundraising and donations for improvements at the airport. Village Treasurer, Meyer will set up the savings account for those funds. When bills need to be paid for improvements at the airport from the funds raised, she will do so out of the Village of Grantsburg Checking Account and do a transfer from savings back into the village checking.



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***Trustee Barton moved, seconded by Trustee Muehlberg, to have Village Treasurer, Meyer set up a savings account once there are monies to be deposited there for the purpose of saving fundraising, donated dollars for improvements at the airport.***

Ayes: Ebersold, Barton, Muehlberg, Peer, Stone, Woody  
Nays: NONE  
Motion to approve: Carried

**12) Public Property Committee.** There is nothing to report at this time.

**13) Cemetery Association.** There is nothing to report at this time.

**14) Public Safety Committee.** There is nothing to report at this time.

**15) Infrastructure Committee.** There is nothing to report at this time.

**16) Housing Authority.** There is nothing to report at this time.

**17) Plan Commission.** There is nothing to report at this time.

**18) Fair Association.** There is nothing to report at this time.

### **Unfinished Business**

None at this time.

### **Scheduled Members of the Public Discussion/Action**

Bill rates for service by Public Works discussion took place. In an earlier portion of the meeting, Ken Kutz, President of the Grantsburg Library Board asked specific questions regarding costs for services the Public Works crew performs at the library. Village of Grantsburg Machinery and Labor Charges were looked at that were revised on: April 28, 2014. Village Treasurer, Meyer stated that Labor rates have remained consistent with the 2014 average crew wage with benefits (e.g. \$31.60 per man hour.) That would be the charge for work done in accordance with the Village/Library Policy for work done by the Village Crew at the Grantsburg Public Library after 4 hours of work is done.

Resolution #18-01 was presented. Steve Hoffman, Crex Meadows State Wildlife Area of the WI Department of Natural Resources – Bureau of Wildlife Management had presented the Resolution to proclaim May 19, 2018 as International Migratory Bird Day.

***Trustee Muehlberg moved, seconded by Trustee Barton to approve Resolution #18-01 proclaiming May 19, 2018 as International Migratory Bird Day.***

Ayes: Ebersold, Barton, Muehlberg, Peer, Stone, Woody  
Nays: NONE  
Motion to approve: Carried





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Ordinance 10-1-21(c) was discussed. Parking during snow removal was the topic of discussion. The ordinance reads *"Immediately after or during any snowfall of two (2) inches or more, parking of any motor vehicle or other apparatus that will interfere with snow removal shall be prohibited on any street within the Village of Grantsburg limits until such time as the snow has been removed to the curb or to the edge of the street."* Village President, Ebersold says it's not being enforced. Village Trustee, Stone and Village Trustee, Barton agreed. The consensus of the board was to ticket with a village fine when cars are still parked after the snow falls over 2 inches. The discussion will continue in a future Public Safety Committee Meeting. The village code will also be looked at during future meetings per this discussion.

Humane Society of Burnett County, Inc. Donation Discussion took place. The Grantsburg Police Department had noted to Village President, Ebersold that 8 animals were taken at the Humane Society in 2017. The last time a donation was made to them was in 2016 Village Treasurer, Meyer stated.

***Trustee Peer moved, seconded by Trustee Barton to give a donation to the Humane Society of Burnett County, Inc. in the amount of \$100.***

Ayes: Ebersold, Barton, Muehlberg, Peer, Woody  
Nays: Stone  
Motion to approve: Carried

The following bills were presented for approval:

- General Checks (#30891 - #30936) - \$57,568.20
- General Checks (#30943 - 30953) - \$21,993.10
- Payroll Checks (Voucher's: V4981 - V5014 and checks 16159 - 16164) - \$31,264.83
- ACH/EFTS - \$52,450.97

**TOTAL: \$163,277.10**

***Trustee Barton moved, seconded by Trustee Stone to approve bills in the amount of \$163,277.10.***

Ayes: Ebersold, Barton, Muehlberg, Peer, Stone, Woody  
Nays: NONE  
Motion to approve: Carried

***Trustee Woody moved, seconded by Trustee Stone to adjourn the Regular Board Meeting at 8:00 p.m.***

Ayes: Ebersold, Barton, Muehlberg, Peer, Stone, Woody  
Nays: NONE  
Motion to approve: Carried

Submitted by:

Patty Bjorklund – WCMC, CMC, CMTW



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Village Clerk, Deputy-Treasurer  
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