



March 12, 2018

## Regular Board Meeting

The Village of Grantsburg Board of Trustees met on Monday, March 12, 2018 at 6:00 p.m. at the Grantsburg Village Office, Village Board Room – 316 S. Brad Street.

The Regular Board Meeting was called to order 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, Gary “Goob” Coy  
Village Trustee, Caylin Muehlberg  
Village Trustee, Greg Peer  
Village Trustee, Russell Stone

Absent: Village Trustee, Jared Woody

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

### Scheduled Members of the Public Discussion/Action

Dan Penzkover of S.E.H. discussed the Supplemental Letter Agreement dated March 12, 2018 which authorizes and described the scope, schedule, and payment conditions for implementation of the CDBG-PF Grant Application and CDBG-PF Grant Administration for Downtown Improvements in the Village of Grantsburg. Dan noted that the village has looked at doing several projects for the last 3-4 years and this is an opportunity for the village to get the project funded for 50%. He noted that Saige Henkel who is a senior at University of Wisconsin-Madison is currently working on a Capstone Project which would help the village with revitalization of the downtown area. The GRO Committee and Village Representatives are also working on revitalization of the downtown area. The grant is a federal grant that is administered through the Wisconsin Department of Administration. This is (HUD) Housing and Urban Development money. The purpose of the grant would be to benefit the downtown community. He noted that the downtown project fits in line with the scope of funding. He stated that S.E.H. would work with the village to formulate a good plan and application to possibly obtain the grant. He noted that the grant is highly competitive. He stated the cost of the application is \$9,000, however; if the village is not awarded the funding the cost would be the initial \$4,500 that is paid (or 50% of that portion of the project.) The application is due to the state on May 24, 2018. He would like to meet with the various entities for the project to get the application put together. The scope of the project would



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consist of replacing street lighting; resolve flooding issues in basements of downtown businesses which are public safety concerns as well as connectivity for (ADA) Americans with Disabilities Act sidewalks, ramps, etc. He stated that S.E.H. and groups that are working on the project will need to find as many needs as possible to increase potential funding. He stated affordability is key to the village as well. The grant amount is a maximum funding of 50% or \$500,000. There is a 30 – 60 day review period. The village would hear back from the state sometime around the 3<sup>rd</sup> week of July. The state would give the village the opportunity to review the application and the funding package they present. The village would have 45 days to accept it. At that time, it could be brought back to the board and either accept or deny. At that time, the board could start to design a package for 2019 construction. He stated that (TAP) Transportation Alternatives Program Grants through the WI DOT have been applied for in the past, however; they have been unsuccessful. The funds are very limited the grant is highly competitive. Village Trustee, Muehlberg asked how often a community can apply for the CDBG funding. Dan stated every year is acceptable. Village President, Ebersold asked if there were criteria that would help obtain better scoring for obtaining the funding. Dan noted that any impact that would help with scoring such as ADA components, flooding, public health, public safety and general benefit to the community are positive for award. If the board accepts the proposal, S.E.H. will meet with representatives that would help decide the scope of the project including the GRO Committee, Public Works Director, Bartlett and others that could help with the implementation of the application. There are also financial documents that Village Treasurer, Meyer would also need to put together. A resolution would also need to be approved at the April 2018 Regular Board Meeting. After this process, the Grant Administration would take place for \$25,000. The general administration of the project would take place during the design and construction phase of the project for a period up to 16 months. Administration costs performed by the village would reduce this amount that the village pays. Village Trustee, Muehlberg asked where the \$4,500 would come from to pay for the 1<sup>st</sup> ½ of the application fee. Village Treasurer, Meyer noted that the money could come out of the current budget, and if the money is not available, it would come out of cash. Once the grant is approved, the remainder of costs would come out of the grant monies and could be budgeted for 2019. In the past a loan has been taken out.

***Village Trustee, Muehlberg moved, seconded by Village Trustee, Barton, to approve the CDBG Grant Application for \$9,000 payable in two parts with \$4,500 due upon submittal of the grant application and the second half due only if the Village receives grant funding. Payment will also be for CDBG Grant Administration in the amount of \$25,000 if the grant is obtained.***

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

### Approval of Minutes

January 8, 2018 Regular Board Meeting  
January 8, 2018 Village Caucus Meeting  
February 12, 2018 Regular Board Meeting  
February 27, 2018 Airport Committee Meeting  
March 8, 2018 Administration Committee Meeting



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***Village Trustee, Peer moved, seconded by Village Trustee, Coy, to accept the minutes as presented. And that the reading of the minutes from the Board of Trustees Meeting held on February 12, 2018 be suspended since all board members received copies of the same prior to tonight's meeting.***

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

### **New Communications**

USDA Loan/Grant Summaries; February 2018 County Administration Newsletter; GRO Committee February 7, 2018 Minutes.

### **Board and Staff Reports**

**1) Public Works a) Director Report.** Public Works Director, Bartlett informed the board that on Saturday, March 10, 2018, around 5:00 a.m., he received a call from Burnett County Dispatch that there was a water main break on West St. George Avenue. It only affected 2 houses there. A locate was done at 9:00 a.m. this morning. The water main was dug up and it was fixed by 1:30 p.m. today. According to the mapping, he thought the water main was a 6" main, however; he discovered it was an 8" main. Also, the break was farther to the east than the mapping stated. He didn't think the water loss was significant. Premier Outdoor Services was also contacted. The contract for sweeping services costs will remain the same as last year. Spring costs will be \$2,450 and fall will be \$2,450. He also looked at Well #3 costs for pulling and maintenance. It turns out that it is cheaper to have the well pulled and replaced. The budgeted amount is \$15,600. Public Works Director, Bartlett noted that for \$8,500 the well can be pulled and replaced. It is with a different company, and the company that was used before came in higher than the budgeted amount. Well #3 is older than Well #2 that was replaced previously. The 4H Club that is currently doing firewood at Memory Lake Campground chooses not to do that any longer. They are all younger members and not able to do the work. The 4H Leader is looking at having another club step in and do that work. If that doesn't happen, more research to fill that job will take place. A logger recently inquired about select cutting trees in Public Land within the village. He will coordinate a day and time with Public Works Director, Bartlett to look at available trees that could be taken with a Forester. They are just reviewing the sites and will propose a dollar amount for harvesting of those trees and if they are of value. Public Works Director, Bartlett thought this was a good idea as long as there is care in taking the trees and if there is value there. This will be no cost to the village. He will report his findings to the board. The clutch is going in the Sander. He had budgeted costs for repair in 2015. There currently is a back-up 1994 truck that could accommodate the sander as well as the grader in the event of a snow event. It was the hope that the repair could wait until this summer. He is hoping to have Burnett County do the repair if needed. Village Trustee, Stone mentioned that he would like to see the grader used more to clean the streets. Discussion ensued.

**2) Police Department a) Police Report** February 1, 2018 – March 1, 2018 Police Report was distributed to all members of the board in their packets. There were 85 cases. Police Chief, Schinzing discussed the fact that cars were ticketed during the recent snow event. He noted that his department has been quite busy with difficult cases and time consuming cases. He mentioned the fact that he and Officer, Dan Wald recently went to a Law Enforcement Leadership Conference in WI Dells, WI. He heard from a speaker from a Mother of a victim of the Sandy Hook School Shooting. He noted that at the end of the month, there will be trainings for events such as this with local police departments. It will be on a small scale which will be the initial event and



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people responding. He noted that it is rapid response and what to do in the first few minutes of the event. There will be table top and simulation training. He noted that Church Security/Safety training will take place at the PD this Thursday. He noted that there will also be one next week in Polk County at the Frederic PD. There are also significant mental health issues that are being dealt with by local law enforcement. Police Chief, Schinzing spoke with Byron Hopke, Social Work Supervisor for the Behavioral Health Unit of Burnett County. He asked if the county had something available for training with officers to help deal with these issues. There is potential mental health training for all officers that could take place if a grant is obtained by him he noted. He is concerned that the high number of situations with drugs and mental health are stressful for all officers. The pool is shrinking of good police officers because of the stress and complexities of the job he noted.

### Scheduled Members of the Public Discussion/Action

Kristina Kelly-Johnson spoke to the fact that the GRO Committee met recently and wanted to have the Village of Grantsburg support with reducing speed on Highway 70 from 40 to 35 mph in the village limits. Another goal of the committee would be to put a crosswalk across Highway 70 from Pine Street. Also a safe school zone in the area of the schools. She is coming to the village to see if this is something that is a goal of the village's as well. Pam Davies, also of the GRO Committee also noted that a crosswalk has to be done between 2 sidewalks. She knows that this will take some time, but the first priority is to reduce the speed in the village. She did speak with the Wisconsin Department of Transportation in Superior, WI. She noted that the individual she spoke with told her to send a letter from either from the Village Clerk or interested individuals for this concern. She also stated that a speed study needs to be done as well. She noted that the change could possibly take place by Memorial Day if approved. Police Chief, Schinzing noted that consistency is done throughout the Village of Grantsburg, Town of Alpha and Village of Siren at 40 mph. This was part of the Highway Safety Committee's study that has been done with the Wisconsin Department of Transportation. He noted that criteria of accidents are also researched. Kristina had spoken to Spooner DOT and the individual there spoke to the fact that speed studies are usually based on 85% of speed that is traveled on a stretch of highway. The estimate of traffic traveling on the stretch of highway through the Village of Grantsburg was approximately 40 mph. Pam also mentioned the possibility of a blinking traffic signal speed board that would help curtail the speed. Police Chief, Schinzing has one currently that is placed near the school zone. It might be nice to place one on the west end of the village.

***Village Trustee, Muehlberg moved, seconded by Village President, Ebersold, to approve the GRO Committee to draft a letter for reducing speed from 40 to 35 mph on State Highway 70 and reduce the speed as a safe area in the School Zone and extend there. Once the draft letter is created, the Village President can review and have the Village Clerk send in to the Wisconsin Department of Transportation.***

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

Pam Davies showed an aerial view with proposed map of the Fitness Trail on village-owned property between the Grantsburg Municipal Swimming Pool and Highway 70. This would be a complex and very visible from the highway. The trail was spearheaded by Kelly Gerber. There was also an aerial view with proposed map of the Fitness Trail on school-owned property. Part of the money to do the trail with 15 – 20 stations is from a



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\$10,000 grant from Farmers Telephone Company and its subsidiary Grantsburg Telcom.Net for equipment on the trail. It's an area where individuals can walk or run and work out at the various stations. DSGW Architects are doing the design. Determination of where the trail will go is not finalized, however; the School District would prefer the trail not be placed on school property. It would interfere with school activities. Village Trustee, Coy agreed as he is a Football Coach and part of the area at the school is where they practice. The trail would either be asphalt or limestone. The preference is to place the trail in the vicinity of the municipal pool. The proposed path would be around the west, south and east sides of the swimming pool and extend southward to Highway 70. The design would possibly contain a "splash pad" along the east side of the swimming pool. There would also be a handicapped playground area as well. The Girl Scouts are willing to help with the fundraising for that venture.

***Village Trustee, Muehlberg moved, seconded by Village Trustee, Coy, to approve proposed use of village-owned property by the municipal pool in some form for the fitness trail after meeting with Public Works Director, Bartlett for the proposed area. At that time, final approval will be made by the Village Board for the completed proposed trail.***

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

Pam Davies detailed the Olson Drive trail project. She noted that the committee wants to improve the appearance and usefulness of the trail to attract visitors and locals. It is their hope to start the trail on the south end of Olson drive to the river by Memory Lake. There would be benches and wildflowers placed there. It is a safety hazard currently, but the trail would help with public safety. The area will take some grading and widening. The trail would run on the west side and in a small area adjacent to the snowmobile trail. The hope would be to attract runners, walkers, bikers and handicapped individuals to enjoy the scenic beauty. A grant in the amount of \$22,500 was given to GRO from Farmers Independent Telephone Company and its subsidiary Grantsburg Telcom.net for materials to help put in the trail. The path would be limestone in nature and there may be boardwalk included in the narrow part of the trail as well. Village Treasurer, Meyer noted that by the Grantsburg sign off of Highway 70 is an ideal spot where the curb cut is there for parking. Pam detailed the fact that when the previous board was in office, they approved the plan for the trail. She will keep giving updates from GRO for the trail. Bids will be obtained for the cost of the project. Fundraising will take place for this venture. Village Trustee, Barton stated that at a recent League of WI Municipalities conference there was information for State grants that are available for trails.

Farmers Independent Telephone Company and its subsidiary Grantsburg Telcom.net also issued \$4,500 for trail kiosk development at Memory Lake Park. Fundraising will take place for this venture.

**3) Village Administration** a) *Clerk Report.* Village Clerk, Bjorklund presented her March 12, 2018 Clerk Report. There were no Operator's License issued; there was a Land Use/Building Permit issued to Ben and Nicki Peterson of 101 N. Oak Street for a Remodel, Deck/Porch for a value of \$100,000. The results of the February 20, 2018 Spring Primary Election to narrow the field for Justice of the Supreme Court was presented. b) *Treasurer's Cash Report, Budget to Actual.* Village Treasurer, Meyer presented her Cash Report and Budget to Actual Report.



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**4) Library** a) *Director Report.* Library Director, Kelly-Johnson's March 2018 report was included in all members' packets. She noted that 13 local organizations used a Library Meeting Room in 2018. The featured reader in March is Officer Klatt and his ten favorite books were detailed. She wanted to remind everyone that on Tuesday, March 20, 2018 there will be a Candidate Forum that will take place at 5:30 p.m. This will be put on by the League of Women Voters.

**5) Fire Association** a) *Fire Inspections Discussion took place.* Village Trustee, Barton stated that there were 24 total fire inspections done with 22 done in the village. There were 9 violations that will need to be corrected by the April 9, 2018 Regular Village Board Meeting and reported by Fire Chief, Cory Barnette who does the inspections. There are 19 fire personnel and several have gone through the 1<sup>st</sup> round of training.

**6) Administration Committee.** a) *New Pool Manager was hired.* Her name is Sarah Covey.

***Village Trustee, Peer moved, seconded by Village Trustee, Coy, to approve the hire of Sarah Covey as Pool Manager to take care of pool summer of 2018.***

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

**7) Ambulance Committee.** There is nothing new to report at this time.

**8) Grantsburg Golf Course.** There is nothing new to report at this time.

**9) Pool.** There is nothing new to report at this time.

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

**11) Airport.** a) *Airport Agreement with Burnett Dairy.* The agreement is to allow dumping of whey on the fields there and trap gophers. The agreement commences on April 1, 2018 and continues until March 31, 2019. Village Trustee, Muehlberg also noted that the dairy will help with improvements on the driveway going into the airport as their truck does damage there. The agreement is for \$1,500 per year.

***Village Trustee, Muehlberg moved, seconded by Village Trustee, Peer, to approve the Airport Agreement with Burnett Dairy from April 1, 2018 through March 31, 2019.***

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

Village Trustee, Muehlberg discussed the rustic campground at the Airport. This was discussed with Matt Messina, Airport Development Engineer of the Wisconsin Bureau of Aeronautics who was present at the February 27, 2018 Airport Committee Meeting. The only issue he noted with having a rustic airport there was that the property would have to be separated and designated as a campground and not be included in the airport property. The property would be released from the airport itself. The campground would not have to fall under the Federal Grant guidelines for the Entitlement Dollars since it would not be airport property. The campground would fall under the State Guidelines. It would be released for Department of Administration



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purposes. Matt noted at that time, that he would help connect us with proper individuals to facilitate the project. The property would be next to Crex Meadows to the west of the airport.

**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.** Village President, Ebersold noted that there is a need for a citizen member to serve on the Plan Commission. The term is a 3-year term and will run April 2018 – April 2021. Village Trustee, Muehlberg asked Joe Sturdevant who was in the audience if he was interested in being on the committee. He volunteered to be on the committee. Village President, Ebersold and the board thanked him for his commitment to do so.

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

### Unfinished Business

None at this time.

### Scheduled Members of the Public Discussion/Action

Public Works Director, Bartlett detailed the Spring Clean-up for 2018. The clean-up will take place May 14, 2018 – May 20, 2018. Cost to the village for dumpsters is \$600. Televisions and computer monitors may not be included. He's working with Waste Management to see if there is a reasonable price for them. He's waiting to hear from them. Most recycling businesses charge by the weight. The cost to residents is \$10 for a full bucket and \$5 for a half bucket. Tires are \$5 each. He said prices and procedures are like last year, with the exception of televisions and computer monitors. The spring clean-up is for residential customers only. Kristina Kelly-Johnson mentioned that the GRO Committee would like to work with the village for clean-up of the downtown area. They would like to line it up during the spring clean-up. She asked if there was a specific area that needs to be cleaned. She mentioned painting buildings, benches or various tasks. It would be volunteer activity. Public Works Director, Bartlett will give her some ideas.

***Village Trustee, Muehlberg moved, seconded by Village Trustee, Coy to approve the Spring Clean-up in the village from May 14, 2018 – May 20, 2018.***

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

Nays: NONE

Motion to approve: Carried

Hanging Pots that hold flowers are currently being used on the light poles in the village and Dean Faulhaber who owns Wood River Garden Store does the hanging pots for the village. He proposed better pots that had wires and would be able to spin in the wind and wouldn't break as easily as the chains that are currently on the pots. The new pots last a few years and hold moisture better. The cost last year was \$675 for the baskets with plantings. Soil is changed every couple of years.



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***Village Trustee, Muehlberg moved, seconded by Village Trustee, Coy to pay up to \$900 for flowers and planting and replacement of new pots with Wood River Garden Store for 2018.***

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

Hank Java Cleaning Contract was discussed to clean the village building (Village Hall/Community Center and Village Office) with the exception of the library for a period of April 1, 2018 – September 30, 2018. Cost to him would be \$1,000 per month.

***Village Trustee, Muehlberg moved, seconded by Village Trustee, Barton to approve Hank Java’s contract for cleaning services for April 1, 2018 – September 30, 2018 with the village. The cost of cleaning with him will be \$1,000 per month.***

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

June 2, 2018 Carlyle Sherstad 5K/10K Run/Walk Event Signage was discussed. Burnett Medical Center had requested approval to place safety signage on the following roadways during the Carlyle Sherstad 5K/10K Run/Walk event: Madison Avenue, Maple Street, and North Avenue. The event would be planned for the Saturday Morning of Big Gust Days which falls on June 2, 2018. They are requesting approval by letter for this request.

***Village Trustee, Peer moved, seconded by Village Trustee, Muehlberg to approve Burnett Medical Center’s request to place safety signage on Madison Avenue, Maple Street and North Avenue for the 5K/10K Run/Walk Event on June 2, 2018.***

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

The following bills were presented for approval:

- General Checks (#31021 - 31077) - \$370,863.05
- Payroll Checks (Voucher’s: V5047 – V5079) - \$30,154.09
- ACH/EFTS - \$32,216.15

**TOTAL: \$433,233.29**

***Village Trustee, Barton moved, seconded by Village Trustee, Coy to approve bills in the amount of \$433,233.29.***

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



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***Village Trustee, Stone moved, seconded by Village Trustee, Barton to adjourn the Regular Board Meeting at 7:45 p.m.***

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

Submitted by:

Patty Bjorklund – WCMC, CMC, CMTW  
Village Clerk, Deputy-Treasurer  
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