



June 11, 2018

Regular Board Meeting

The Village of Grantsburg Board of Trustees met on Monday, June 11, 2018 at 6:00 p.m. at the Grantsburg Village Office, Village Board Room – 316 S. Brad Street, immediately following (2) Public Hearings at the same location.

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, Mike Longhenry
Village Trustee, Caylin Muehlberg

Absent: Village Trustee, Greg Peer
Village Trustee, Russell Stone

Others: Village Clerk, Patty Bjorklund
Village Treasurer, Sheila Meyer
Public Works Director, Chris Bartlett
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

Larry Stotz of Stotz & Company was present and discussed the 2017 Audit and TIF Audit. He wanted the board to closely look at the Management Letter and make sure that the board be diligent in making written policy and that all policies are followed. Use of organizational charts and updated job descriptions are important as well. This is part of the Uniform Grant Guidance by the Federal Government. He stated that if federal money is expended, the written policies must be done. Full and modified accrual reporting were detailed. He also discussed the Risk Assessment portion. He would like to make sure that every disbursement that's being paid is initialed by the signers of the payment. Larry also did his independent report as part of the audit. Part of that report discussed the management responsibilities and his responsibilities. He wanted the board to know that the Village of Grantsburg is in good financial shape. The TIF Audit Report was also detailed. He wanted the board to know that in the future, the board needs to look to the future to working with the TIF Districts and the use of those dollars. He would like the board to do their due diligence and look ahead for the time that all taxing districts for TIF dollars have to share those dollars. He didn't want the board to be surprised by those events. Village Treasurer, Meyer suggested that the board look at the Management's Discussion and Analysis Section of the Audit. It's a summary of the whole audit and is an easier introduction into the audit.



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Mike Jehlicka – Pilot at the Grantsburg Municipal Airport discussed an airport courtesy car. He had worked on checking with Shell Lake, WI; Rush City, MN; Osceola, WI and Siren, WI to see what their procedures were for letting pilots use courtesy cars and the insurance coverage for those cars. The purpose of the courtesy car is for pilots to use if they want to go into town and get a meal, do shopping, visit relatives or see the sights of the area. It gives them an opportunity to get those errands done. Mike stated that they are not easily available for just anyone to use. A lot of the cars have a placard on the side of the car identifying them. The question is how to maintain and fuel them. The pilots always refuel the car after use. The maintenance is usually done once or twice a year. If it's something that needs to be done, the Airport Association would look into helping with the costs. They are currently working on trying to raise funds for the airport. Mike will continue to give reports after more research. He felt this is a positive way to get pilots into our area. This is information that he would like the board to consider for future as well as refurbishing the runway and a terminal building. He wants the board to take a flight with the pilots to look at the Cumberland, WI Airport and other airports. The airport improvements were done with Entitlement Funds. He said it is a very nice airport. Village Trustee, Muehlberg stated that the courtesy car is a nice addition to get pilots into our area.

Joe Cremin and Sarah McLain were present from Starwire Technologies to discuss placement of antennas on the south water tower, as well as placement of communication poles in the village to extend the coverage. They had been at 2 previous board meetings which were tabled to allow the village more time to research this request with S.E.H, the village's engineering firm. Since those meetings, Public Works Director, Bartlett and Village Clerk, Bjorklund had spoken with Dale Rosmos, S.E.H.'s tower specialist. He had given guidance at no cost to the village. He had presented a sample contract which Bartlett had emailed to Starwire. He noted that if the work was to proceed on this project, the cost would be substantially more, and those costs should be charged to Starwire. The estimated cost of \$3,000 - \$5,000 included structural studies and engineered drawings for placement of the antennas as well as their management plan. Their recommendation was to also charge at minimum \$500 per month, not the \$100 that Starwire had proposed. Bartlett didn't feel the \$100 monthly cost justifies the liability. He isn't comfortable with the tower being used by Starwire. Bartlett also noted that once the antennas are placed on the tower, it becomes a communications tower and not just a water tower. He didn't feel comfortable with the OSHA liabilities there. The tower is the village's responsibility and would fall under guidelines as owner of the tower for any activities that place on the tower. Joe and Sarah were not agreeable with the costs and recommendations.

Village President, Ebersold asked for a roll call voice vote to start the voting process with the amended contract that was brought before the board at the May 14, 2018 Board Meeting with \$100 per month terms. Village Treasurer, Meyer stated that the attorney would need to look at the contract.

Village Trustee, Barton moved to allow Starwire Technologies to place its antennas on the south water tower, but the motion died for a lack of a second.

Dale Bistram was present on behalf of the GRO Committee. He presented a campground plan that his brother-in-law, Brent P. Michalek who works with other municipalities and has done so for over 20 years. He had created the plan at no cost to the village. Approximate costs for Phase 2 Campground Extension of the James N. McNally Campground were \$133,000 to \$168,000. Road, Electric, Water for the bathhouse and sites, sewer for pumphouse and bathhouse were detailed. The site would be 38 units at 40' x 40'. The type of campers that this would attract would be millennials and temporary campers, not seasonal campers. The site



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plan is geared toward pop-up style camping and tent camping. Dale stated that he started the process along with local business owners after reading the GRO Grantsburg minutes where they were looking at ways to expand the area. The plan was created on the urging of some local business owners and himself to encourage people coming into the area as well as moving into the area. Kristina Kelly-Johnson also discussed her thoughts for discussion that took place at their GRO Meeting regarding their desire to get this going. She noted that the GRO Committee wants to help with this process. Village Treasurer, Meyer noted that there is DNR funding available for this venture, and the site would need to be engineered with sewer included. Village President, Ebersold noted that there are Burnett County recreation funds available as well for this. Village Treasurer, Meyer would like the board to look at the existing site for future expansion. She stated that if the volleyball court were removed, another 2 – 3 sites would easily be adapted there.

Village Trustee, Muehlberg moved, seconded by Village Trustee, Coy to approve creation of an Ad-Hoc Park and Recreation Committee. The committee will consist of community members as well as board members.

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

Approval of Minutes

May 14, 2018 Plan Commission Meeting
May 14, 2018 Organizational Meeting
May 14, 2018 Public Hearing CDBG-PF
May 14, 2018 Public Hearing Special Assessments Wisconsin Avenue
May 14, 2018 Regular Board Meeting
May 29, 2018 Administration Committee Meeting
June 4, 2018 Special Board Meeting

Village Trustee, Longhenry 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 May 14, 2018 be suspended since all board members received copies of the same prior to tonight's meeting.

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

New Communications

Thorne Carter Artist Wall Agenda for 2018 was presented for June 2018 – September 2018. Village Trustee, Coy would like to see a variety of art and not just graffiti “style” art there. Village Treasurer, Meyer had included 2 Burnett County Treasurer Tax Deed Properties in members’ packets. Curtis Harmon Contact Form discussing his desire for a skateboard park, Dale Bistram Contact Form discussing later time for street closure of the Memorial Day Parade next year and looking at the procedure of food trucks. He wants the village to disallow them. John McNally Contact Form to allow Starwire Technologies to place antennas on the water



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tower. May 2018 County Administration Newsletter was included as well as an invite from Burnett Garden Club for their 30th Anniversary Party Invitation.

Board and Staff Reports

1) Public Works a) Director Report. Public Works Director, Bartlett noted that there was an unfortunate mishap with the new wheel loader. While pushing up the brush pile, a log came over the top of the bucket and hit the front window. It caused it to crack. A new window will need to be installed at a cost of \$448.10 + installation. The claim will not be turned in to insurance. John Erickson will be starting on June 21, 2018 as the new Public Works Crew Member. He is filling the vacancy left by Brenin Stevens. The street sweeper was here for 7 days and the company came back an additional day with their skid-steer broom and vac truck. The cost Bartlett agreed to pay him was \$3,500. Last year there was no sweeping in the fall. The previous winter, the village used 216.86 tons of salt sand. Last year 240.77 tons was used through February. There was more salt spread due to the normal winter. This most likely attributed to the extra sweeping as well as the vacuum truck. Bartlett will ask that the Pelican sweeper is used in the future. They were a good company to work with and he would like to continue using them this fall. Burnett County Highway Commissioner, Mike Hoeffs wanted to make the village aware that the DOT has approved the installation of the cell tower just west of the Drive Inn on State Highway 70. The village needs to make sure that the installation company follows our ordinances and clear zone requirements with Burnett Medical Center/Hospital. Bartlett wanted it known that he has requested that the village go with a different engineering firm for the sewer department. He talked with 3 different engineering firms and discussed the future of the plant. The current engineering firm was confident in the system we have and that to meet the new requirement of 1ppm phosphorous limit in our new permit, we just have to add more chemicals. They didn't have any long term ideas except maybe adding a baffle or a mixer in the contact zone. Cooper also agreed that the addition of more chemicals would get us down to the new limit. They were more open to new ideas of going to seepage cells or an option of possible irrigation. They agree that getting away from chemicals as much as we can is the way to go. Bartlett agreed. The current engineer wasn't receptive to it and said it wasn't worth the cost. The 3rd firm had a little different idea that after talking with Kay from Wisconsin Rural Water Association (WRWA) thought it may not work. It would basically be to try and turn our lagoons into a partial Activated Sludge system with nonanoxic area with additional pumps. He noted that it is a big decision switching engineers, but he feels things were missed in the past and the current situation is one of them. Changing the location of adding Ferric after Pond 1 was a good decision, but failing to realize that the manhole houses 3 gate valves that control the flow of the entire system was in that manhole. After the last 4 years, adding an acid to this manhole has been very corrosive and has corroded the valves in the manhole. This has caused our 2nd treatment pond to be bypassed. There is only 1 pond doing the treatment. The most cost efficient solution is to replace the valves. He has informed the DNR of the situation and plan on working with them on how to make the repairs. He recommends going with Cooper Engineering for \$3,000 to \$6,000 to help the village with a Facility Plan to submit to the DNR and to work with for the foreseeable future. The current firm quoted a price of \$4,100. The CMAR scored 3.41. There was a score of a C for the Biochemical Oxygen Demands (BODs). The limit was over for the past 3 months. The sewer lagoons turn over twice a year, and all lagoons have the same issue. It happened that the ponds turned over the end of April through the beginning of May and this caused the overage for both months. The score will not be as well for this year. The cause has not been determined, and the crew can fix the situation. Street work for crack seal will be done by Burnett County Highway Department. Fahrner Asphalt will do spray patching for 3 days. Burnett County will chip seal and do a fog on the following streets: East Madison from E. North Avenue to dead end, South Maple Street and Maple Circle. The fogging should help secure the pea rock.



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This was an issue from last year's chip sealing. A-1 Excavating is planning on starting the Wisconsin Avenue Utility Improvements around August 20, 2018. They will be finishing up on a job in Dresser, WI and then head over here. They will need to extend the completion date to October 10, 2018 instead of October 1, 2018. He will be looking to possibly add a change order to the project already. There are two catch basins located on the SE corner of Brad Street and Wisconsin Avenue. The one on the Brad side is caving in and needs a lot of work. The one on Wisconsin will be one the village crew cannot fix themselves. They were built with large bricks and they are falling into the catch basin. It was not a good design.

2) Police Department a) *Police Report* May 1, 2018 – May 31, 2018. Police Report was distributed to all members of the board in their packets. There were 162 cases. Police Chief, Schinzing was not at the meeting. b) *Discussion/Action: Property Maintenance/Ordinance Officer Position/Building Inspector/Funding.* Since Police Chief, Schinzing and Village Trustee, Peer (who is the Chairman for the Public Safety Committee) were absent, this discussion will be tabled until the July 9, 2018 meeting.

3) Village Administration a) *Clerk Report.* Village Clerk, Bjorklund presented her June 11, 2018 Clerk Report. There were 26 Operator's License issued; there were 4 Land Use/Building Permits issued. There was a Temporary Class "B" Retailers license issued to Burnett County Agricultural Society for a wedding on June 9, 2018 – June 10, 2018. There was an extension to a Food Truck License for Steve's Chuckwagon issued for 8 days. b) *Treasurer's Cash Report, Budget to Actual.* Village Treasurer, Meyer presented her Cash Report and Budget to Actual Report.

4) Library a) *Director Report.* Library Director, Kelly-Johnson's June 2018 report was included in all members' packets. There were 2,556 visits to the library, 18 programs and 559 participants in those programs. There will be a book signing with Brad McDonald, Grantsburg First Graders field trip to the library; Preschool Storytime; Summer Cinema showing of "Peter Rabbit"; Science Museum of Minnesota; Indianhead Rock, Gem & Mineral Club. Kids earn tickets for the Back to School Carnival when they check-out books and attend library programs. Grantsburg Public Library has been awarded 2018 Teens' Top Ten Book Giveaway from the Young Adult Library Services Association, a division of the American Library Association. They are one of 50 libraries in the nation to receive the award. The Grantsburg High School Band performed at storytime on May 23, 2018.

5) Fire Association a) *Fire Inspections.* There were a total of 36 inspections completed. Of those, a total of 20 will need to be re-inspected. There are no new violations. b) *Fire Association Report.* The Fire Association researched setting up penalties for individuals who are repeat inspection offenders. The Wisconsin Department of Safety & Professional Services, whose representative is Rick Somerfeld, does the fire inspections and collects the money from the fines. They are going to pursue this option.

8) Grantsburg Golf Course a) *January – May 2018 Financial Reports were included in members' packets.*

9) Pool a) *Pool Manager Report.* Pool Manager, Sarah Covey was unable to attend the meeting. Public Works Director, Bartlett read her report. The grand opening was June 2, 2018. There were 35 swimmers despite the all-day rain. The pool received a cheese machine for nacho's and soft pretzels that was purchased. The Hockey Association borrowed them their Slushie machine. There are 4 kids trained to be lifeguards. There were many suggestions the trainer had for the pool. He suggested a new pool rescue backboard. He referred one that is \$343 + shipping. The current one is in bad shape. He also suggested an Automated External Defibrillator (AED) machine which range in price of \$1,200 - \$1,700. She is currently



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working on planning a family day at the pool with fun games and activities. She is also looking for some fun activities to have to get more parents at the pool.

- 6) Administration Committee – Nothing new to report.
- 7) Ambulance Committee – Nothing new to report.
- 10) Memory Lake Campground – Nothing new to report.
- 11) Airport – Nothing new to report.
- 12) Public Property – Nothing new to report.
- 13) Cemetery Association – Nothing new to report.
- 14) Public Safety Committee – Nothing new to report
- 15) Infrastructure Committee – Nothing new to report
- 16) Housing Authority – Nothing new to report
- 17) Plan Commission – Nothing new to report
- 18) Fair Association – Nothing new to report

Unfinished Business

Village Clerk, Bjorklund would like all members of the board to review the current Grantsburg Emergency Operations Plan that is in their Google Drive. She would like to have this approved in the very near future. A plan needs to be implemented shortly she noted. The discussion will be tabled until the July 9, 2018 Village Board Meeting where the plan will possibly be approved.

Continued Discussion/Action

A-1 Excavating, Inc. had been approved as the contractor for the Wisconsin Avenue Street and Utility Improvements in the summer of 2018. The village attorney did review the contracts and insurance certificates. Due to the late nature of the opinion by him that arrived just 10 minutes prior to the meeting, the board opted to table discussion of signing and dating the contracts until the July 9, 2018 meeting for proceeding on the project once execution of the contract is completed.

Cooper Engineering presented a short form of agreement between Village of Grantsburg and Cooper Engineering Company for a Phosphorus Removal Project. It was the recommendation of Public Works Director, Bartlett to do the agreement for the removal of phosphorus at the sewer ponds for an estimated cost of \$5,990.

Village Trustee, Coy moved, seconded by Village Trustee, Longhenry to approve the contract between the Village of Grantsburg and Cooper Engineering for Phosphorus Removal at the sewer ponds in the amount of \$5,990.

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg

Nays: NONE

Motion to approve: Carried

The Compliance Maintenance Annual Report (CMAR) was available in Google Drive for all members.



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Village Trustee, Longhenry moved, seconded by Village Trustee, Barton to approve CMAR Resolution #18-12 for approval of the CMAR.

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

Liquor, Beer, Wine and Cigarette Licenses were read for the following businesses:

- Denny's Downtown Lanes (Class "B" Beer and "Class B" Liquor, Cigarette)
- Hummer's Rendezvous (Class "B" Beer and "Class B" Liquor, Cigarette)
- The Den (Class "B" Beer and "Class B" Liquor License)
- American Legion Post No. 185 (Class "B" Beer and "Class B" Liquor)
- Minit Mart ("Class A" Liquor and Class "A" Beer, Cigarette)
- Grantsburg Sinclair ("Class A" Liquor and Class "A" Beer, Cigarette)
- Grantsburg Family Foods (Class "A" Beer License, Cigarette)
- Grantsburg Golf Course (Class "B" Beer License)
- T-Dawgs Bar Grill Event Center (Class "B" Beer and "Class B" Liquor License)
- Grantsburg Country Store ("Class A" Liquor and Class "A" Beer License, Cigarette)
- Dollar General Store #17495 ("Class A" Liquor and Class "A" Beer, Cigarette)
- Mia Mangia, LLC ("Class B" Beer & "Class C" Wine License)
- Family Dollar Store (Cigarette)

Village Trustee, Coy moved, seconded by Village Trustee, Barton to approve all liquor, beer, beer/wine and tobacco licenses for a period beginning July 1, 2018 through June 30, 2019.

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

Appointment of Nancy Longhenry by Village Trustee, Larry Ebersold to the Zoning Board of Appeals was discussed. This is a 3-Year Term. The term is set to expire April 2021.

Village President, Ebersold moved, seconded by Village Trustee, Coy to appoint Nancy Longhenry to the Zoning Board of Appeals for a 3-Year Term set to expire April 2021.

Ayes: Ebersold, Barton, Coy, Muehlberg
Nays: NONE
Abstain: Longhenry
Motion to approve: Carried

Mark Harmon made a request for a 20' x 5' Wall Sign at his new business located at 625 State Road 70.



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Village Trustee, Muehlberg moved, seconded by Village Trustee, Longhenry to approve the 20' x 5' Wall Sign at Mark Harmon's new business located at 625 State Road 70.

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

Gerald Breyer dba Generous Jerry's Fireworks to set up and sell fireworks at the Grantsburg Family Foods location parking lot from June 24, 2018 – July 5, 2018 was presented.

Village Trustee, Barton moved, seconded by Village Trustee, Coy to approve the Fireworks Permit for Generous Jerry's Fireworks to set up and sell fireworks at the Grantsburg Family Foods Location parking lot from June 24, 2018 – July 5, 2018.

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

The ACH requirements with Community Bank of Grantsburg were discussed. The Village of Grantsburg will need to designate the senior administrator of the business online banking product. As the senior administrator, they are authorized to make transfers between village accounts via online banking product. ACH origination daily limit would be the combined total for payroll and water and sewer if they are processed on the same day.

Village Trustee, Muehlberg moved, seconded by Village Trustee, Barton to approve Village Treasurer, Meyer as the senior administrator of the business online banking product and also as senior administrator, she is authorized to make transfers between village accounts via online banking product.

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

The following bills were presented for approval:

- General Checks (#31218 - 31276) - \$98,814.29
- Payroll Checks (Voucher's: V5173 – V5213) - \$32,274.29
- ACH/EFTPS - \$69,288.84

TOTAL: \$200,377.42

Village Trustee, Barton moved, seconded by Village Trustee, Longhenry to approve bills in the amount of \$200,377.42.

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg



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Nays: NONE
Motion to approve: Carried

Village Trustee, Longhenry moved, seconded by Village Trustee, Coy to adjourn the Regular Board Meeting at 8:35 p.m.

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

Submitted by:

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