



September 10, 2018

## Regular Board Meeting

The Village of Grantsburg Board of Trustees met on Monday, September 10, 2018 at 6:00 p.m. at the Grantsburg 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, Mike Longhenry  
Village Trustee, Caylin Muehlberg  
Village Trustee, Greg Peer  
Village Trustee, Russell Stone

Absent: None

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

### New Communications

The board members were presented the August 2018 Burnett County Administration Newsletter and Grantsburg Community Center Enhancements in their packets.

### Scheduled Members of the Public Discussion/Action

Bryan Cunningham & Dan Penzkover of Short Elliott Hendrickson, Inc. (S.E.H.) were present. Bryan discussed the Engineering Design and Construction Services – 2019 Downtown CDBG Improvements with their company. The grant issued is up to \$380,000 from the Wisconsin Department of Administration with the same amount matched by the Village of Grantsburg. The Design Phase Services (\$62,000) include: Topographic Survey, Street Design, Utility Design, Street Light Design, Preparation of Plan Documents, Phase 1 Environmental Investigation of Downtown Area, Permitting & Agency Coordination Meetings, Project Meetings and Administration and Bidding Services. The Construction Phase Services (\$50,000). Design services will be performed in 2018 and early 2019, with an anticipated bid date in February 2019. Construction services to take place between May and October 2019. The estimated design engineering fee is subject to a total not-to-exceed amount of \$62,000 including expenses and equipment. The construction services fee is to



September 10, 2018

## Regular Board Meeting

be billed on an hourly (time and materials) basis estimated to be \$50,000, including expenses and equipment, for a total estimated fee of \$112,000. Village President, Ebersold would like the Grantsburg Revitalization Committee (GRO) to attend the meetings for the construction planning. Brian noted that there will be a kick-off meeting in early October and the GRO committee will be invited to that. There will also be a Public Meeting that will take place once the design is complete. This is a requirement of the CDBG grant funding.

***Village Trustee, Peer moved, seconded by Village Trustee, Barton to approve the Supplemental Letter Agreement for Engineering Design and Construction Services for 2019 Downtown CDBG Improvements with S.E.H. for a total estimated fee of \$112,000.***

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

### Approval of Minutes

August 13, 2018 Plan Commission Meeting  
August 13, 2018 Regular Board Meeting  
August 22, 2018 Administration Committee Meeting  
August 27, 2018 Special Board Meeting  
August 28, 2018 Airport Committee Meeting

***Village Trustee, Barton moved, seconded by Village Trustee, Coy, to accept the minutes with changes as presented. And that the reading of the minutes from the Board of Trustees Meeting held on August 13, 2018 be suspended since all board members received copies of the same prior to tonight's meeting.***

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

### Board and Staff Reports

**1) Public Works** a) *Compliance Maintenance Annual Report (CMAR) DNR Response for 2017 Public Works* Director, Bartlett discussed the Annual DNR CMAR Overall Response. The facility has received a grade point of 3.41, which equates to a grade of B. This is a good score and reflective of a well-run wastewater utility. DNR Reviewer, Michelle Balk asked for the continued good work and remember to review the CMOM (Capacity, Management and Maintenance) for the Sanitary Sewer Collection System. The certification in Subclass SS (Sanitary Sewage Collection System) has begun being added to permits on reissuance. Operators should pursue certification accordingly. b) *Director Report.* Public Works Director, Bartlett gave his report. He noted that on August 24, 2018, lightning hit in the village and affected Well #1. It took out the SCADA (Supervisory Control and Data Acquisition) system. The next day, the system was repaired. The bill has not arrived. Village Treasurer, Meyer asked if an insurance claim was filed. Bartlett is waiting on the bill and will proceed with filing of insurance if necessary. The Wisconsin Avenue Street/Utility Project has started on Tuesday, September 4, 2018. On Thursday, September 6, 2018 a gas line was hit while digging. It was not the contractor's fault. The gas company had marked incorrectly. All water lines are in place. They will put in



September 10, 2018

## Regular Board Meeting

services tomorrow once the water testing is done. By the end of the week, all sewer and water should be in place. The roads should be ready to be graded and be ready for cement for curb and gutter. At next month's meeting, Public Works Director, Bartlett will ask the board's approval of extending the width of a resident's driveway and also the addition of a driveway. One wants to be wider than our ordinance by 15' and the other request is for the driveway to fit the needs to be part of an existing driveway. The village ordinance states that there needs to be 10' between driveways unless the board approves. The temporary public works crew employee started last Tuesday and has been working on jetting sewers with Public Works Crew Member, Bistram. He is very capable and doing a good job Bartlett stated. Public Works Water/Sewer Operator, Erickson has been very effective installing the new meters. He only has 7 left to install. He is starting to test meters as well. He is very organized and taking ownership of the water and sewer. The cement slab at the Kozak building is being taken up by Darrell Nyrene. A-1 Excavating has a crusher and will crush the cement at half the price quoted by Darrell and the rock crushed size will be smaller. Bartlett noted that he may purchase some for a reasonable price. The plow truck is in Fridley, MN getting the new box put on it. It should be ready by the end of September.

**2) Police Department** a) *Police Report August 1, 2018 – August 31, 2018.* Police Report was distributed to all members of the board in their packets. There were 107 cases. Police Chief, Schinzing noted that recently, for 4 days in a row, his department dealt with methamphetamine-induced individuals. There was a serious accident in the village on August 24, 2018 on Highway 70. The individual started in Alpha, WI trying to run people off of the road heading west toward the village. He eventually crashed into another vehicle. Chief, Schinzing has met with the Village Attorney from Weld, Riley, Prenn & Ricci Law Firm regarding the 420 N. Pine Street issue. He is waiting to hear the outcome as to what action the village board can take. The Grantsburg PD recently received a grant award of \$4,000 from the Click It or Ticket campaign sponsored by the Wisconsin D.O.T. Bureau of Transportation.

**3) Village Administration** a) *Clerk Report.* Village Clerk, Bjorklund presented her report. There were 5 Operator's Licenses presented. There were 3 Land Use/Building Permits presented. Results of the August 14, 2018 Partisan Primary were also detailed. b) *Treasurer's Cash Report* c) *Budget to Actual* d) *Discussion/Action: Personal Property Tax Write-Off Statement Edling Funeral Home.* e) *Discussion/Action: Void and Re-Issue Outstanding Checks.* Village Treasurer, Meyer presented her Cash Report and Budget to Actual Report. She also noted that the Draft Budgets will be ready by Thursday, October 4, 2018.

***Village Trustee, Muehlberg moved, seconded by Village Trustee, Longhenry, to write off the Personal Property Tax for Edling Funeral Home in the amount of \$510.37 for Tax Year 2013.***

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

***Village Trustee, Muehlberg moved, seconded by Village President, Ebersold, to approve voiding checks from Village of Grantsburg Checking at US Bank, and reissue of checks from Village of Grantsburg Checking at Community Bank for outstanding checks in the amount of \$1,084.43.***

Ayes: Ebersold, Barton, Coy, Longhenry, Muehlberg, Peer, Stone  
Nays: NONE



September 10, 2018

## Regular Board Meeting

Motion to approve: Carried

### Continued Discussion/Action

McKenna Marek, President of the Grantsburg Hockey Association was present as well as: Rick Quimby, Past-President; Jolene Meyer, Treasurer; Melissa Janes, Vice-President; Damon Johnson, Board Member; Dan Adolphson, Board Member and Andy Janes, Board Member. McKenna presented the Income and Expense Report from January 1, 2017 – December 31, 2017. Expenses were \$83,500 and Income was \$56,650. There were 8 families registered in the 2017 season and 11 players in the 2017 season. There has been a shortfall, and at the Annual Meeting next week there will be discussion regarding the course of action to take. Rick Quimby stated in 2012 the Association had \$140,000 - \$150,000 in the account. The money was raised and used for the Watercross. Since then, the money has been used for operating expenses and the account which has been the buffer for the Hockey Association, is depleted. The current mortgage on the hockey building is \$250,000. Sterling Bank has offered to pay the principal if there is outside support to help with sustaining payments for the building. The Hockey Association will only be responsible for the interest payments if support is garnered. He noted that there is a potential buyer for the building. If nothing changes, the building will be taken by the bank, or possibly sold. The Association only has a small number of individuals running it, Quimby stated. The yearly operating budget is approximately \$90,000. He stated that from November – March, the building is used for hockey. The remaining months, the building sits empty. A dual-use of the building would be ideal. The biggest problem is the concrete cost. The concrete is a specific formula and it would cost at least \$180,000. He noted that Grantsburg Watercross will be safe for 1 more year if something were to happen to the building. The Grantsburg Hockey Association for the purposes of the Watercross is a Non-Profit Organization. He has committed to heading it for 2019. He reiterated the fact that numbers are declining for Watercross as he stated at a recent Village Board Meeting. He asked the village for ideas how to keep the building open. He stated in the next month, the Association will decide what they will do with the building. Village Trustee, Muehlberg recommended speaking with the GRO Committee for ideas. Village President, Ebersold thanked the Association for coming and wished them well.

Lara Lerud, Xcel Gymnastics was present to discuss her 2018 – 2019 Contract. She had written a letter conveying her request for change of the contract and this was included in all board members' packets. She was asking if the village and her group could work together to come up with a better system than is currently being used for tear-down of her equipment. She was asking for a month notice for tear-downs. She has difficulty in obtaining help to tear down the space. When an event happens, at the Community Center and only uses  $\frac{1}{2}$  (or less) of the space, it is a lot of work to do the tear-down. She stated it takes a couple of hours for tear-down on a Thursday evening which means cutting class time short. Most events that happen on the week-ends need the space cleared Thursday Evening for Friday and Saturday use. The space is available on Sunday for setting up the gymnastics area. The floor is the most difficult piece of equipment to tear down. There are 3 rolls of carpet, half a dozen rolls of foam, 64 top boards, 64 spring boards, and 50 floor boards that need to be disassembled and loaded onto carts to be removed from the gym. It takes  $\frac{3}{4}$  of the time during set ups and tear downs to accomplish this. She stated if the floor was left up, the other equipment would be put away in the closets. She suggested putting caution tape to surround the "floor exercise" area and have the renters sign a liability release form for insurance purposes. She stated this would be of immense help to herself and her gym families. The floor could be set up in the corner 42' x 42'. The floor is less than a foot high. The floor could go in the NE Corner, not in the NW Corner. Village President, Ebersold asked how much income is obtained for rentals at the Community Center. Village Treasurer, Meyer didn't have the figures, but it is approximately \$2,000 - \$3,000 per year. He asked Lara what her rent is, and she stated \$6.25 per hour



September 10, 2018

## Regular Board Meeting

which equates to \$400 - \$500 per month. Village Trustee, Coy asked about the damage to her floor. There is damage done to the floor. Lara also noted that it does damage when it is taken down each time and it has to be repaired. She took out a \$12,000 loan in 2012 to purchase the floor. He also asked how many students are in gymnastics and how much does her organization obtain for the cost. Village Treasurer, Meyer stated in the past it was under advisement of the Insurance Company to not leave equipment in the area. Village Trustee, Barton asked if she could purchase fencing to block off the area. Discussion ensued. The board left the board room and looked at the gymnastics space. Village President, Ebersold asked how many students are in the program. She stated that ½ of the teams have left. There are approximately 45 students currently. Village Trustee, Coy expressed concerns from the community. He noted that it is a Community Center that is funded by taxpayer dollars. He would not want to see that go away entirely for just a gymnastics venue. He asked what she makes for doing the classes. Lara stated that she is a Non-Profit Organization. She charges \$47/month for Pre-School; \$55/month for Beginner and \$75/month for Advanced – Intermediate Students. He asked if the board charged more per month would she be able to afford that cost. She stated that she would be able to if she did not have to tear down any longer. Her contract is a yearly contract. Village Clerk, Bjorklund will check with the Village Insurance and report back to the Village Board at the October 8, 2018 Board Meeting. The discussion for the Lara Lerud – Xcel Gymnastics Contract will be revisited at that time.

### Continued Board and Staff Reports

**3) Administration** *f) Information Technology (IT) for Village Office and Police Department.* Village Treasurer, Meyer presented 4 quotes for Information Technology Services. This was done because Crex Techs went out of business. They were the village's provider of those services. The proposals for services that were presented were from Travis Swanson of Carey's Communications/Radio Shack; Professional "Technology" Tutor; Easy I.T. Guys; and Jim Patrangelo of Grantsburg Schools. Jim was only interested in helping out during an emergency. He charges \$75/hour with a 1 hour minimum. Travis Swanson would charge \$275/month for a maximum of 5 hours per month with additional services \$65/hr. Easy I.T. Guys from St. Croix Falls is proposing we purchase a server and have all of the office computers backed up to it. The server and set up costs are approximately \$1,665. One-time costs for cleaning up existing computers, setting up online backups and disaster recovery as well as remote access software are \$820. Monthly recurring costs for online backup, disaster recovery and antivirus needs are \$180 (\$2,160/year). We would be in the BF-VIP 25 for 25 programs and would get 25% off any fixed rate or hourly services needed for troubleshooting and repairs. Professional "Technology" Tutor from Siren, Sara Reimann/Owner is proposing we get setup and use cloud backups that she can monitor from her office. She could do most maintenance and trouble shooting from her office, as well as using remote access. The yearly contract price for 10 hours of support, remote software, antivirus and cloud backup for 7 computers is \$1,730. The license for Microsoft Office 2016 (so all computers are the same) is \$190. She also included prices to update the computers as needed. There were no costs included for replacement of tablets. Costs to replace all computers as needed were \$10,730.00. Village President, Ebersold asked Library Director, Kelly-Johnson what the schedule for replacement that they use was. She stated that the recommendation is every 6 years. The Grantsburg PD front office computer was purchased in 2011, squad room back computer in 2014, Public Works Director Computer in 2013, Public Works Assistant Computer in 2014, Village Clerk, Computer in 2012, Village Treasurer, Computer in 2012, but has been overhauled with Windows 10 which was installed in 2016. Village Trustee, Peer would like to put this as a line item yearly from year to year. This would help with the Replacement Schedule of replacement, repair of all computers. Village Treasurer, Meyer is only looking at IT services which include on-site, remotely, back-up and anti-virus protection. The computers can be looked at as needed and with a possible schedule for replacement.



September 10, 2018

## Regular Board Meeting

***Village Trustee, Muehlberg moved, seconded by Village Trustee, Stone, to approve Professional “Technology” Tutor’s proposal for Cloud Back-up, Anti-Virus and Hourly On-Site Computer Support as needed until the proposed package for all services will be looked at for possible approval for a year’s contract when the budget is reviewed before year-end 2018 for the 2019 Budget.***

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

**4) Library a) Director Report.** Library Director, Kelly-Johnson presented her September 2018 report. There were 3,653 visits to the library in August. There were 28 programs offered. There were 1,047 program participants. Grantsburg Public Works crew member, John Erickson entertained over 25 children and their families at the August 22 Story Time Program. There were 869 entries for the summer program prizes. Each entry represents three books, which calculates into 2,607 books read. Summer reading prize winners are: Jaleigh Frazee, Gwendolyn Van Steenwyck, Kinsley Danielson and Anneliese Snyder. There will be various Special Events coming up in September.

**5) Fire Association a) Fire Inspections.** Village Trustee, Barton read the report. She stated that the Fire Levy is up approximately \$200 from last year. Year to date inspections are 245 where last year there were 187. She stated that the fire person wages are up over \$6,000 because of all of the calls.

**8) Grantsburg Golf Course a) August 2018 Profit & Loss b) January – August 2018 Profit & Loss Previous Year Comparisons were presented.** Net income is up 24%.

**11) Airport a) Campground at Airport b) Courtesy Car & Advertising on Car c) Bikes stored at Airport.** Campground at the Airport was discussed. Village Clerk, Bjorklund will contact Matt Messina again of the WI Dept. of Transportation – Bureau of Aeronautics regarding progress of the Airport Campground. She will report her findings at a future meeting. Village Trustee, Muehlberg mentioned that the Airport Pilots would like a few bikes stored at the airport in the terminal building for their use. She is also working on advertising for the airport car. She will report her findings at a future meeting.

**17) Plan Commission a) Keith Anderson (owner) and Indianhead Credit Union (applicant) for a conditional use permit for a proposed Credit Union on a Parcel located on 214 Highway 70 East (Parcel ID: of 07-131-2-38-19-14-5 15-361-018000).** Village President, Ebersold discussed the Plan Commission Meeting/Public Hearing that occurred prior to tonight’s Village Board Meeting. The Plan Commission did not want to act on the conditional use permit because of information that was shared by Frank Becvar during that Meeting/Public Hearing. Village Clerk, Bjorklund will follow-up with Indianhead Credit Union to see how they want to pursue with their request and possibly address at a future Plan Commission Meeting/Public Hearing and forward that request or information to the village board at a future meeting.

**6) Administration Committee – Nothing new to report.**

**7) Ambulance Committee – Nothing new to report.**

**9) Pool – Nothing new to report.**

**10) Memory Lake Campground – Nothing new to report.**



September 10, 2018

## Regular Board Meeting

- 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
- 18) Fair Association – Nothing new to report

### Continued Discussion/Action

Village of Grantsburg Code 464-5 F (1) Repair or Replacement of Defective Sidewalks was discussed. Village Clerk, Bjorklund noted that there is confusion with Chapter 464 Streets and Sidewalks Article II of the Code. Specifically, § 464 F (1) and § 464 F (4) d. There seems to be a problem with the 2 sections. There seems to be conflicting parts of both sections. In § 464 F(1), it states: *“If the property owner shall fail to so repair or remove and replace such sidewalk for a period of 20 days after service of the notice provided in § 66.0907, Wis. Stats., the Village Board shall cause the necessary repairs or construction of such sidewalk, and 50% of the total cost of such repair or construction shall be entered upon the tax roll as a special tax against said lot or parcel of land; the Village shall be responsible for the remaining 50%.”* In § 464 F (4) d, it states: *“Default of owner. If the owner, neglects for a period of 20 days after service of notice under Subsection F(4)(c) to lay, remove, replace or repair the sidewalk, the Village may cause the work to be done at the expense of the owner as a special charge. All work for the construction of sidewalks shall be let by contract to the lowest responsible bidder except as provided in § 62.15(1), Wis. Stats.”* Village Clerk, Bjorklund is really unsure how we can change the two sections to make them the same. This is confusing, and they should be tied together somehow. Village Treasurer, Meyer would like to make the 2 sections easier to understand and work with each other. She noted that in the past, owners were always assessed the full cost of replacement of sidewalks that needed repair.

***Village Trustee, Peer moved, seconded by Village Trustee, Barton to approve Village Clerk, Bjorklund the ability to check with General Code to see if they can help with combining the wording to make it easier to understand as described. If they cannot, then ask the Village Attorney his advice for proceeding with making the code easier to understand and less conflicting.***

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

The following bills were presented for approval:

- General Checks (#31665 – 31727) - \$420,993.04
- Payroll Checks (Voucher’s: V5894 – V5948) - \$37,548.10  
(Check #'s: 16514 – 16525)
- ACH/EFTPS - \$37,146.39

**TOTAL: \$495,687.53**



September 10, 2018

## Regular Board Meeting

***Village Trustee, Barton moved, seconded by Village Trustee, Longhenry to approve bills in the amount of \$495,687.53.***

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

### **Unfinished Business**

Zoning Officer and Building Inspector, Property Maintenance Ordinance and Employee Manual were discussed. Zoning Officer and Building Inspector will be discussed further at 2019 Budget Discussion. Employee Manual will also be discussed at that time. Property Maintenance Ordinance will be discussed at the Thursday, September 13, 2018 Administration Committee Meeting.

***Village Trustee, Longhenry moved, seconded by Village Trustee, Barton to adjourn the Regular Board Meeting at 8:20 p.m.***

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

Submitted by:

Patty Bjorklund – WCMC, CMC, CMTW  
Village Clerk, Deputy-Treasurer  
September 10, 2018