



September 14, 2020
Village Board Meeting

The Village of Grantsburg Board of Trustees met on Monday, September 14, 2020 at 6:00 p.m. at the Library Learning Center, 415 S. Robert Street, Grantsburg, WI and also via zoom.

Present: Village President Michael Longhenry, Trustees Diane Barton, Greg Peer, Russell Stone, Leo Janke, Joe Sturdevant.

Absent: Trustee Caylin Muehlberg

Others: Director of Public Works Chris Bartlett, Library Director Sara Christopherson, Library Board President Duke Tucker, Riverside Cemetery President Larry Ebersold, Brandon Willger, CPA of Two Rivers Accounting LLC, Brent Blomberg.

Others via zoom: Deputy Clerk/Treasurer Allison Longhenry, Jonathan Richie-Burnett County Sentinel

CALL TO ORDER President Longhenry called the Village Board meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

ACKNOWLEDGEMENTS Blueberry Rentals will be sent a letter of appreciation for the duplexes built on N. Oak Street.

MINUTES. Motion by Trustee Janke, second by Trustee Barton to approve the following minutes as presented: Village Board August 10, 2020; Airport Committee August 17, 2020; Recreation Committee August 17, 2020; Administration Committee August 17, 2020; Property Committee August 26, 2020; Infrastructure Committee August 26, 2020. Motion carried

CORRESPONDENCE. Included in the Board packets were: Police Chief's Report; DPW Report; Clerk/Treasurer's (C/T) Reports: 1) License/Permits Issued 2) Cash Report 3) Budget to Actual Report; Burnett County Newsletter; Deer hunt letter; population estimate; Golf Course financial reports.

BOARD, STAFF & COMMITTEE REPORTS

Public Works: 1) Memory Lake. Motion by Trustee Janke, second by Trustee Barton to authorize Clerk/Treasurer Meyer to investigate the permit process for dredging Memory Lake and report back to the board. Motion carried. 2) Water Manganese update, SDWL ranking. DPW Bartlett reported WI DNR approval of the project is expected shortly.

Library: 1) Director's Report. Director Sara Christopherson gave the library report. 2) Library President Report. Library Board President Duke Tucker informed the Board the Library had offered Christopherson the Library Director position and she accepted. They are advertising for an Assistant Library Director/Marketing Specialist. The Village Board congratulated Christopherson on her new position as Library Director and thanked Tucker for the update. 3) Library Board Appointment. Motion by Trustee Barton, second by President Longhenry to appoint Dagny Norenberg to the Library Board for a term to expire Motion carried.

Fire: Trustee Sturdevant informed the Board the Fire Department currently has 22 members, 2 on probation. There have been 80 incidents to date in 2020 compared to 79 at this time in 2019. The Fire Association Board is looking at a 2% increase in their budget for 2021. Various firefighters are participating in the following training: entry, inspector, officer, grain bin rescues and school bus extraction.

Recreation Committee: 1) 2021 Campground rates and policy. The committee met and reviewed 2021 rates at the James N. McNally campground. A recommendation was made for the Board's consideration. **Motion by Trustee Janke, second by Trustee Peer to update the 2021 rates at the James N. McNally campground to \$1,600 for seasonal sites and \$1,650 for seasonal river sites; \$550 for monthly rentals; \$170 for weekly rentals; \$33 for daily rentals and \$28 for daily tent rental sites. A minimum of two (2) nights rental will be required on holiday weekends and a deposit of one-half of the rental fee will be required on all weekend, weekly and monthly rentals. Motion carried.**

2) 2021 Seasonal camper agreement. Motion by President Longhenry, second by Trustee Janke to approve the 2021 Seasonal Camping Agreement with date and dollar amount changes. Motion carried.

6:30 p.m. Brandon Willger, CPA of Two Rivers Accounting, LLC Willger presented the 2019 Audit Report for the Village. Willger explained two findings listed in his letter to management and Village Board; 1. limited segregation of duties and 2. doing a risk assessment yearly. Limited segregation of duties is common in small municipalities with limited staff. Willger highlighted several of the financial statements within the report and thanked Village staff for their cooperation during the audit.

BOARD, STAFF & COMMITTEE REPORTS (continued)

Administration Committee 1) COVID-19 Case Response Plan The Administration Committee presented a draft Covid-19 Response Plan, for Village employees, to the Board for their review. Discussion ensued. Several Trustees felt some changes needed to be made; change 30 day paid leave if an employee was off work due to COVID-19 related illness to 10 days; and require employees to use their sick and vacation time before any paid leave would take effect. **Motion by President Longhenry, second by Trustee Janke to approve the draft COVID-19 Response Plan for Village employees with the following changes: 15 days of paid leave will be available to Village employees, out of work due to COVID-19, once all of their sick leave has been used. Motion carried.** C/T Meyer will distribute the plan to all full-time Village employees.

2) iPad Replacement The Administration Committee looked into replacing the current iPads used by board members and staff for meeting information. The current iPad were purchased in 2012 and can no longer be updated when problems occur. **Motion by Trustee Peer, second by Trustee Barton to approve the purchase of eleven (11) new iPads, keyboards and cases at a cost of approximately \$4,000 plus shipping. Motion carried.**

3) Officer Bridgett Getts one-year review The Administration Committee met with Police Chief Wald regarding Getts' job performance. Chief Wald had positive things to say and felt Officer Getts

deserved a pay increase. **Motion by Trustee Peer, second by Trustee Barton to remove Officer Bridget Getts from probation and increase her hourly wage by \$1.00 per hour effective August 23, 2020. Motion carried. Trustee Stone opposed.**

Request from Dave Volkmann A request was received from Dave Volkmann, owner of the Grantsburg Inn Motel, Car Wash and Apartments to build a third duplex behind the motel. The current lot and buildings are not compliant with the Village's current Code of Ordinances. C/T Meyer was asked to contact the Village attorney to see how Volkmann's property could be brought into compliance so the third duplex could be built.

Airport Referendum and Explanation C/t Meyer asked the board if they wanted to host informational meetings regarding the November 3rd airport referendum. The board felt public meetings had been held and chose to include the sample referendum and explanation in the 3rd quarter water/sewer invoices. They will also be posted around town and be published in the local newspaper.

Postage Machine lease The current lease on the postage machine in the Village Office will be up in the spring of 2021. With the need for a new ink cartridge, at a cost of \$200, it was suggested we lease a new machine now, which comes with a free ink cartridge that lasts about one year. **Motion by President Longhenry, second by Trustee Janke to enter into a new five-year lease with Office Enterprises, Inc. for a new postage machine. Motion carried.**

Residential trash & recycling contract The contract was received from Waste Management for residential trash and recycling pickup in the Village. Waste Management was chosen at a previous meeting. **Motion by Trustee Barton, second by Trustee Janke to approve the five (5) year contract with Waste Management for residential (under 10 units) trash and recycling pickup at the rates listed in the contract. Motion carried.**

Grantsburg School District request The Grantsburg School District has inquired about renting the Community Center for a two (2) month period to store and display items they will be listing on the WI Surplus site. The semi-annual sale held in the past was cancelled due to COVID-19. The Board discussed the request. **Motion by Trustee Peer, second by President Longhenry to allow the Grantsburg School District to rent the Community Center to store and display items listed for sale on the WI Surplus site at a fee of \$150 per month for two (2) months.** Discussion ensued with several board members feeling the rental fee was not enough. **Motion revised by Trustee Peer, second by President Longhenry to allow the Grantsburg School District to rent the Community Center to store and display items listed for sale on the WI Surplus site at a fee of \$300 per month for two (2) months. Motion carried.**

Riverside Cemetery Larry Ebersold, President of Riverside Cemetery board, appeared to ask the Village Board for an additional donation of \$5,000 for 2020 to cover the cemetery mowing costs. Ebersold reported with interest percentages down and fewer lots being sold, the Cemetery Association is not generating enough money to pay for mowing. The Riverside Cemetery Board will be holding their annual meeting on April 5th of 2021 and may have to consider disbanding at that

time. If the Cemetery Association disbands, the management, maintenance and upkeep of the cemetery becomes the responsibility of the municipality the cemetery resides in by WI State Statutes. If a cemetery becomes the responsibility of a municipality, the perpetual care funds may be accessed and used. **Motion by Trustee Peer, second by Trustee Stone to issue a check for \$5,000 to the Riverside Cemetery Association for 2020 mowing and expenses. Motion carried.**

CDBG Downtown Project The board expressed their displeasure with the gouges in the new blacktop on Madison Avenue and asked if the parking stalls were laid out by the engineers. President Longhenry asked DPW Bartlett if he was satisfied with the project. DPW Bartlett informed the board he was assured, by Monarch Paving, that the gouges will eventually wear off and that the parking stalls conformed to State codes. The driving lanes are narrow when large pickups are parked on Madison Avenue as trucks have gotten longer and longer. **Motion by President Longhenry, second by Trustee Peer to issue final payment to A-1 Excavating, Inc. in the amount of \$16,965.31 on the CDBG Downtown project. Motion carried.** Trustee Peer asked if the Village had received all of the grant money. C/T Meyer reported that \$25,000 had been held until the project was finalized and a request will now be made to WI Department of Administration for this money.

Sewer Pilot Project DPW Bartlett informed the board he had received the testing schedule required by the WI DNR for the sewer pilot program of subsurface drip irrigation as a discharge alternative at the wastewater treatment facility . The WI DNR testing requirements would cost \$4,600 for the rest of 2020 and approximately \$13,000 per year for the next two (2) years. DPW Bartlett felt more research and discussion were needed with the engineers and WI DNR before this project should be considered.

Sale of Hangar **Motion by President Longhenry, second by Trustee Stone to approve the sale of Dave Stieper' s hangar #6 to Jay Hunziker . Motion carried.**

Airport Entitlement Money. **Motion by President Longhenry, second by Trustee Janke to transfer the Village's 2016 and 2017 Airport Entitlement money to other airports. Motion carried.**

Resignation of Sara Covey A letter of resignation was received from Sarah Covey as swimming pool manager. President Longhenry asked the board if Administration Committee could invite Covey to a meeting for an exit interview. The board agreed.

Bills. **Motion by Trustee Barton, second by Trustee Janke to approve payment of the following bills:**

Checks #33129-33187	\$ 102,393.54
Payroll vouchers #V6957-V7009, 16598-605	\$ 48,080.60
ACH/EFTPS payments	\$ 36,189.29
Total	<u>\$ 186,663.43</u>

Motion carried.

Adjournment. Motion by Trustee Janke, second by Trustee Barton to adjourn the meeting at 8:05 p.m. Motion carried.

**Sheila Meyer
Clerk/Treasurer**