



December 10, 2018

Regular Board Meeting

The Village of Grantsburg Board of Trustees met on Monday, December 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
As well as featured guests and other members of the public.

Approval of Minutes

November 12, 2018 Plan Commission Meeting
November 12, 2018 Village Board Meeting
November 27, 2018 Administration Committee Meeting
November 27, 2018 Special Board Meeting
November 27, 2018 Public Safety Meeting
November 30, 2018 Administration Committee Meeting
December 5, 2018 Administration Committee Meeting

Village President, Ebersold moved, seconded by Village Trustee, Stone, to accept the minutes as presented. And that the reading of the minutes from the Board of Trustees Meeting held on November 12, 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

New Communications



December 10, 2018

Regular Board Meeting

The board members were presented in their packets Dennis Tweedale's Retirement Letter from the League of Wisconsin Municipalities; November 2018 County Administration Newsletter; Northwest Alliance Community Foundation Donation Letter and The Arc MN Letter.

Scheduled Members of the Public Discussion/Action

None currently.

Board and Staff Reports

- 1) **Public Works** a) *Director Report was read.* Public Works Director, Bartlett stated that Water/Sewer Technician and Crew Member, John Erickson had completed the 2 out of 7 tests that are required for his certification. He also passed his Commercial Driver's License (CDL) as did Crew Member, Kurt Tyberg. The donation from the Erickson Family Trust to put up the canopy for the Community Center was completed. The dam Christmas lights are up thanks to Village Trustee, Coy and family and friends. Potholes were filled last Friday throughout the village. Crew Member, Bistram will be taking vacation at the end of the year. The village crew will be smaller because of this. There were 3 larger oaks that were removed by the village crew at the golf course. This was done so that a new tee could be placed at box 4 at the golf course. Inventory is being done for the end of the year.
- 2) **Police Department** a) *November 1, 2018 – December 1, 2018.* The Police Report was presented in board members packets by Police Chief, Schinzing. He also noted that the Burnett County Jail did not accept a prisoner who had to be taken to the emergency room at Burnett Medical Hospital from the Village of Grantsburg. The bill for that visit was sent to the Village of Grantsburg in the amount of \$3,800. Police Chief, Schinzing questioned the hospital financial department if they would give the village forgiveness on the bill. They stated that they would deduct 20% of the cost. He felt the fees were exorbitant. The board will revisit later and not pay the bill at this time.
- 3) **Village Administration** a) *Clerk Report was read.* Village Clerk, Bjorklund stated that there no Operator's Licenses issued. There were 2 Land Use/Building Permits issued. There were no Temporary Class "B" Retailers Licenses issued. She also detailed the Type "A" Notice for the April 2, 2019 Spring Election. The notice listed the upcoming offices of: Village President and (3) Village Trustee Seats as well as the Incumbents. She also noted that the village is no longer doing a Village Caucus. The circulation of Nomination Papers starts on December 1, 2018 and ends on January 2, 2019. All interested individuals wishing to get placed on the ballot need to file the proper paperwork by that time. b) *Treasurer Cash Report was read by Village Treasurer, Meyer.* c) *Budget to Actual Report was read by Village Treasurer, Meyer.*
- 4) **Library** a) *Library Director Report was read.* Library Director, Kelly-Johnson was absent. Village Trustee, Muehlberg stated that in November there were 4,299 visits to the library. There were 36 programs offered and 358 program participants. The library held its first ever, cake decorating competition on November 16, 2018. There will be a Free Family matinee movie on Thursday, December 27, 2018 @ 2:00 p.m. Santa Day was held on December 1, 2018. There were over 700 people in attendance. Countdown to Noon Year's Eve will be held on December 31, 2018 at noon. There will be a Stuffed Animal Storytime & Sleepover held on Wednesday, December 26, 2018. Pick



December 10, 2018

Regular Board Meeting

up your buddy on Thursday, December 27, 2018 and see what they did overnight. The Children's Area is receiving renovations with a playhouse area and tactile play equipment for children ages 0 – 12. b) *Discussion/Action: Resolution #18-14 For County Library Levy Exemption.* Village Clerk, Bjorklund had submitted Resolution #18-13 for County Library Levy Exemption at last month's meeting, however; the information on that resolution was not correct. The village needed to figure amounts based on Burnett County Clerk's figures. Therefore, the new Resolution is being presented.

Village Trustee, Muehlberg moved, seconded by Village Trustee, Barton to approve Resolution #18-14 for County Library Levy Exemption.

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

5) Fire Association a) Fire Inspections were reviewed. For the Village there are 24 inspections due with those inspections completed. There are 3 re-inspections due with those completed. Total inspections completed were 27. In 2017 there were 299 inspections done at this time. Total inspections for 2017 were 328. In 2018, inspections done to date are 284 and year to date 307 with re-inspections. Trustee, Barton noted that there were 98 total calls this year compared to 76 calls last year at this time. At the November 19, 2018 Burnett County Fire Association, it was noted that the department is down 2 members currently, because one is moving out of town and one entry level is unable to serve due to their work schedule. Also, 1 member is out due to injury, possibly until January. Fire officer training was done on December 5, 2018. Four department members are done with driver/operator training the week of November 19, 2018. Ice training was done on December 1, 2018. The leaking tank on Engine 3 has been fixed and the repairs covered by insurance. Miscellaneous valves on Engine 1 were fixed by EAM. A new air compressor was needed for the garage and purchased. The next Burnett County Fire Association Meeting will be held at Siren on December 12, 2018. The WITC Advisory Committee discussed changes to Entry Level Classes and looking at other online options. Fire Chief, Barnette will be attending the March 22, 2019 meeting at Rice Lake, WI and will be providing input on the items noted by the Advisory Committee.

6) Administration Committee a) *Discussion/Action: Amend Employee Handbook for Village of Grantsburg.* Employee Manual Changes consisted of Lunches and Breaks for the Village Crew. It is proposed to read as follows: Lunch – Employees shall receive one-half (1/2) hour unpaid lunch break, which normally occurs midway through the shift. Breaks – Each employee may be entitled to two (2) fifteen (15) minute breaks during his/her work shift as determined by the supervisor or Director of Public Works. Snows plowing, emergencies or large projects – In these situations, a break or lunch will be up to the supervisor or Director of Public Works. The need to work without one or both will be at his/her discretion. Also, Fire Department and/or Emergency responders. It is proposed to read as follows: Pay the employee the difference between their hourly rate for the fire department and their hourly rate for the village.

Village Trustee, Longhenry moved, seconded by Village Trustee, Barton to approve changes as noted by January 1, 2019 for Lunches and Breaks for the Village Crew and Fire Department and/or Emergency Responders.



December 10, 2018

Regular Board Meeting

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

Discussion ensued regarding if an employee who wishes to resign from employment with the Village of Grantsburg shall be paid for any earned, unused vacation hours, personal hours & compensatory hours not to exceed maximum allowed. Employees leaving employment with the Village must return all Village-owned property prior to the last day of work. Failure to return any Village-owned property by the last day of work would result in withholding on their last check. This was changed after discussion regarding compensatory time was established for the Employee Handbook.

Village Trustee, Muehlberg moved, seconded by Village Trustee, Coy to approve the verbiage as described for Leave Employment section of the handbook effective January 1, 2019.

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

8) **Grantsburg Golf Course** a) *October 2018 Financials; January – October 2018 Year to Date Financials were presented in all members' packets.*

14) **Public Safety Committee** a) *Discussion/Action: Open all streets to ATV/UTV traffic except for Madison Ave. from the corner of Pine St. and the corner of Oak St. Also, James Ave. from Robert St. to the schools and Johnson St. from State Hwy. 70 to the schools. Also, marking entrances in and out of the village. Discussion Ensued.*

Village Trustee, Peer moved, seconded by Village Trustee, Stone to open all streets to ATV/UTV traffic except for Madison Ave. from the corner of Pine St. and the corner of Oak St. Also, James Ave. from Robert St. to the schools and Johnson St. from State Hwy. 70 to the schools. Also marking entrances and exits in and out of the village.

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

b) *Discussion/Action: Ordinance Amendment #05-18 Purchase or possession of tobacco and vapor products by minors. The amendment will address the purchase or possession of tobacco and vapor products in the village by minors. This will be added to: § 344-9 of the Village Municipal Code.*

Village Trustee, Longhenry, seconded by Village Trustee, Coy to approve Ordinance Amendment #05-18 Purchase or possession of tobacco and vapor products by minors. The change will be made to § 344-9 of the Village Municipal Code.

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



December 10, 2018

Regular Board Meeting

Nays: NONE
Motion to Approve: Carried

Ordinance Amendment #06-18 Harassing or obscene communications. The amendment addresses harassing or obscene communications. This will be added to: § 407-6 of the Village Municipal Code.

Village Trustee, Coy, seconded by Village Trustee, Longhenry to approve Ordinance Amendment #06-18 Harassing or obscene communications with changes made to the title which are different than the Agenda item which states: #06-18 Harassing or obscene telephone calls. The change will be made to § 407-6 of the Village Municipal Code.

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

Ordinance Amendment #07-18 Smoking. The amendment addresses Smoking and Vaping in Educational Facilities. This will be added to: § 407-29 of the Village Municipal Code.

Village Trustee, Coy, seconded by Village Trustee, Longhenry to approve Ordinance Amendment #07-18 Smoking. The change will be made to § 407-29 of the Village Municipal Code.

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

c) Discussion/Action: Police Department Administrative Assistant. This discussion took place at the Special Board Meeting held at 5:30 p.m.

- 7) Ambulance Committee – Nothing new to report.
- 9) Pool – Nothing new to report.
- 10) Memory Lake Campground – Nothing new to report.
- 11) Airport Committee – Nothing new to report.
- 12) Public Property Committee – Nothing new to report.
- 13) Cemetery Association – 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 noted that discussion took place at a previous Board Meeting regarding 464-5 (F) Repair and Replacement of Sidewalks. She received correspondence from Village Attorney, Anders Helquist of Weld Riley, SC. He sent a proposed ordinance revision to Section 464-5 (F)(1) regarding sidewalk repairs.



December 10, 2018

Regular Board Meeting

The ordinance creates consistency with 464-5(F)(4)(d). The information was received just a few hours prior to the meeting, so discussion will take place at the January 14, 2019 Village Board Meeting she stated. She will place discussion on that agenda.

Continued Discussion/Action

Pay Request #3 was received in the amount of \$22,856.70 from A-1 Excavating, Inc. Total contract amount is \$302,285.00 and total amount earned is \$286,513.90.

Village Trustee, Coy moved, seconded by Village Trustee, Longhenry to approve Pay Request #3 in the amount of \$22,856.70 from A-1 Excavating, Inc.

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

Village Treasurer, Meyer detailed WEA Trust/Western WI Municipal Consortium Option #3 and Option #4. With Option 3 Single deductible is \$2,000 and Family is \$4,000. Once the deductible is met, coinsurance is 100% and the co-insurance for employees is \$0. With this option, the Village could use an HRA (Health Reimbursement Account) to pay claims. With Option 4, Single deductible is \$3,000 and Family is \$6,000. Once the deductible is met, coinsurance is 100% and the co-insurance for employees is \$0. With this option, the Village could use an HSA (Health Savings Account) to pay claims. Discussion Ensued.

village Trustee, Muehlberg moved, seconded by Village Trustee, Barton to approve WEA Trust/Western WI Municipal Consortium Option #3 with Village Contribution of \$1,000 Single HRA and \$2,000 Family HRA and 50¢ cost of living raise. Or, Option #4 with Village Contribution of \$1,500 Single HSA and \$3,000 Family HSA and 75¢ cost of living raise. The employees who are currently on full insurance with the village will vote for which coverage they prefer. The chosen option will be effective January 1, 2019.

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

Village Treasurer, Meyer submitted 2018 Budget Changes to the board to review. General Fund & Capital Projects Fund total revenues under budgeted were \$68,704. General Fund & Capital Projects Fund total additional expenditures over budget were \$30,143. Water Fund additional revenues were \$7,500. Total Water Fund expenditures over budget were \$2,650. Sewer Fund expenditures over budget were \$6,900. Storm Water Fund expenditures under budget were \$4,500.

Village Trustee, Muehlberg moved, seconded by Village Trustee, Longhenry to approve the 2018 Budget Changes.

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



December 10, 2018

Regular Board Meeting

Village Trustee, Stone moved, seconded by Village Trustee, Muehlberg to approve Fryberger, Buchanan, Smith & Frederick, P.A. as bond counsel for issuance of \$144,922 Water System Revenue Bond, for a loan from the State of Wisconsin Safe Drinking Water Loan Program.

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

Village Trustee, Peer moved, seconded by Village Trustee, Coy to approve Resolution #18-15 Authorizing the Issuance and Sale of up to \$144,922 Water System Revenue Bond, Series 2018 to cover expenses for the Wisconsin Avenue Project.

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

Village Trustee, Muehlberg moved, seconded by Village Trustee, Stone to approve the Wisconsin DNR FAA (Financial Assistance Agreement) which was included in Resolution #18-15 and will be signed as a separate document.

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

Village Trustee, Barton moved, seconded by Village Trustee, Stone to approve Class "A" Beer and "Class A" Liquor License for EG Retail, LLC dba Minit Mart, LLC for a period of: December 11, 2018 – June 30, 2019.

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

Village Trustee, Coy moved, seconded by Village Trustee, Barton to approve Cigarette/Tobacco License for EG Retail, LLC dba Minit Mart, LLC for a period of: December 11, 2018 – June 30, 2019.

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

Discussion to appraise 216 N. Oak Street Parcel ID: 07-131-2-38-19-14-5 15-546-015000. Also, request of ownership of 216 N. Oak Street from Burnett County. A letter was submitted to Nate Ehalt, Burnett County Administrator and Don Taylor, Burnett County Chairman requesting ownership be transferred back to the village for future remediation and redevelopment. There is a developer interested in purchasing this lot from the village to build a duplex in the spring. The developer owns the lot to the north of this property and is putting a duplex there also. The request was to have the Burnett County Board consider this at their next County Board Meeting. The board will table this discussion until the January 14, 2019 Village Board Meeting.



December 10, 2018

Regular Board Meeting

Village Trustee, Coy moved, seconded by Village Trustee, Peer to approve the December 2018 Snow Policy with changes to Ordinance References within the Policy.

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

The following bills were presented for approval:

- General Checks (#31849 – 31909) - \$209,658.06
- Payroll Checks (Voucher's: V6021 – V6040) - \$33,575.62
(Check #'s: 16530 – 16539)
- ACH/EFTPS - \$31,416.54

TOTAL: \$274,650.22

Village Trustee, Muehlberg moved, seconded by Village Trustee, Coy to approve bills in the amount of \$274,650.22.

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

Village Trustee, Longhenry moved, seconded by Village Trustee, Stone to adjourn the Regular Board Meeting at 8:00 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
December 10, 2018