



Village of Grantsburg

Village Board of Trustees Meeting

Monday, January 10, 2022

The Board of Trustees for the Village of Grantsburg met on Monday, January 10, 2022 at 6:00 p.m. in the Library Learning Center at 415 S. Robert Street, Grantsburg, Wisconsin.

Present: President Terrance Kucera, Trustee Diane Barton, Trustee Greg Peer, Trustee Caylin Muehlberg, Trustee Leo Janke, Trustee Kayla Woody, Trustee Hank Java.

Others: Police Chief Dan Wald, Deputy Clerk/Treasurer Allison Longhenry, Library Director Lynett Yoerg, Greg Marsten-Burnett County Sentinel, Cindy Michaelson-Inter County Leader, Mark & Marivel Harmon-Fired Up Bistro, Jim & Patty Melin, Craig Cadmus, Brent Kapfer-Ascend Coffee, Dean Hanaker, Brent Blomberg, Todd Satter-Joker's, Corinne Scheele, David Corty & Lisa Britton-all from Corinne & Dave's Pub.

Call to Order President Kucera called the Village Board meeting to order at 6:00 p.m. Clerk/Treasurer Meyer conducted roll call. The pledge of allegiance was recited.

Correspondence Included in the Board packets for their review: Burnett County Administration newsletter; Golf financials for November and YTD; Grantsburg Revitalization Operation (GRO) letter thanking participants for Christmas displays at Memory Lake Park.

Minutes President Kucera asked if there were any changes, corrections or additions to the presented minutes from the following meetings: December 13th Recreation Committee; December 13th Village Board. No changes, corrections or additions were proposed. **Minutes were accepted as presented.**

BOARD, STAFF and COMMITTEE REPORTS

Public Works 1) DPW Konobeck was unable to attend. 2) Village salting sidewalks. This matter was referred to the Public Work's Committee for further study.

Police Chief 1) Chief Wald asked if anyone had questions on the monthly police report. There were none. Chief Wald let the Board know his department was awarded funding for vests in the amount of \$1,098. We also received reimbursement from Burnett County for a July mental health transport in the amount of \$1,165. Chief Wald reported he would be joining the Fire Chief, Burnett County Sheriff and Burnett County Chief Deputy at a meeting being held by Northern Natural Gas Company tomorrow. Trustee Janke asked how the no parking ordinance enforcement was going. Chief Wald said the consistency is helping get compliance, which is the goal.

Clerk/Treasurer 1) C/T Meyer informed the Board she is busy preparing for the auditors who will be on site January 24 – 28. 2) A list of license and permits issued since the last meeting was included in the Board's packet. 3) The cash report was presented showing a checking account balance of \$257,959.85 after all vouchers are paid.

Library 1) Lynett Yoerg, Library Director went thru the monthly Library report showing December 2021 activity and January 2022 programs.

Fire Association Trustee Barton gave the Fire Association report including minutes from the December 20, 2021 Grantsburg Fire Association meeting.

Committee Recommendations

Recreation Committee 1) Trustee Muehlberg reported the Recreation Committee discussed adding a Community Center rental option for medium size groups using one-half of the gymnasium for events. **Motion by Trustee Muehlberg, second by Trustee Barton to add an option for 31 to 75 individuals using one-half of the gymnasium at a rate of \$25 per hour, minimum of 2 hours with a maximum rental of \$150 per day to the Community Center rental agreement. Motion passed unanimously.** 2) Trustee Muehlberg also reported the committee met with Grantsburg School Superintendent Josh Watt and District Finance Manager Kerri Oachs regarding the need for a divider in the Community Center to allow the gymnastics equipment to remain up when one-half of the Center is rented out. Watt and Oachs understood the need for the separation and would take this request to the School Board for consideration. **Motion by Trustee Muehlberg, second by Trustee Barton to renew the rental agreement with the Grantsburg School District for rental of the Community Center for gymnastic instruction for 2022 at a rate of \$7.00 per hour with weekend events and non-instructional use paying the full Community Center rental. Motion passed unanimously.** 3) The committee discussed doing an inventory of supplies in the Community Center kitchen and adding necessary supplies to be available for rentals. Further research will take place.

Administration Subcommittee: Personnel Committee **Motion by Trustee Janke, second by Trustee Woody to approve the creation of an Administration subcommittee called Personnel Committee to set guidelines for the yearly employee review process, including reworking the evaluation form and to approve the appointment of President Kucera, Trustee Woody and Trustee Java to the Personnel Committee. Motion passed unanimously.**

Madsen Pest Management proposals C/T Meyer explained the food shelf has been having a mouse problem and has contacted Madsen Pest Management for assistance. Madsen suggested inspecting and treating the entire Village Office building for maximum effectiveness. **Motion by Trustee Java, second by President Kucera to contract with Madsen Pest Management for monthly pest control service for 6 months and then for quarterly service for 6 months at a total yearly cost of \$325.00. Motion passed unanimously.**

6:30 p.m. Jim Melin. Melin appeared to request authorization to construct a 1,500 square foot shed in the front yard of his property at 460 E. North Avenue due to the lot design of his property along the river. The shed would be 150 yards off E. North Avenue which is his front yard. The Village's current accessory structure ordinance does not allow front yard placement for detached accessory buildings. The Board asked if Melin had talked to his neighbors about the

proposed shed and its' placement. Melin indicated he had not but would do that and come back to the Board next month. **Motion by Trustee Woody, second by Trustee Peer to table Jim Melin's request for front yard placement of a shed on his property at 460 E. North Avenue until the March 14, 2022 Village Board meeting. Motion passed unanimously.**

Lee Moyer request. Moyer submitted a request to move a 576 square foot garage that has been converted into a house into the Village for placement on a lot he owns on N. Park Street. C/T Meyer explained the Village code of ordinances does not have a minimum square footage but has a minimum house size of 24' X 36' (864 square feet) for manufactured homes that has been used as guidance in the past. Trustee Peer would like to see a site plan and building permit application submitted. C/T Meyer was asked to contact Uniform Dwelling Code (UDC) Inspector Dennis Quinn to see if he inspects footings and foundations for houses being moved into the Village. **Motion by Trustee Peer, second by Trustee Janke to postpone a decision until the February Village Board meeting. Motion passed unanimously.**

6:45 p.m. Dave Doskey A request was received from Dave Doskey, manager of the Grantsburg Area Food Shelf housed in the Village Office building, to hold monthly food distribution for the Grantsburg School District area "Friends in Need" program at the Village Office building's southwest parking lot area. **Motion by Trustee Java, second by Trustee Muehlberg to allow Dave Doskey to use the southwest parking area for monthly food distribution for the Grantsburg School District area "Friends in Need" program. Motion passed unanimously.**

Tax Increment District #5 C/T Meyer explained the auditors would like an official motion to authorize funds held in Tax Increment District #5 be used to make debt service payments on the downtown project. **Motion by Trustee Muehlberg, second by Trustee Peer to authorize the cash balance in Tax Increment Financing District #5 be used to make loan payments for the 2018-2019 Community Development Block Grant (CDBG) Downtown Project as discussed at budget time. Motion passed unanimously.**

Bills **Motion by Trustee Janke, second by Trustee Java to approve payment of the bills as presented:**

Checks #34075-34144	\$274,997.23
Payroll vouchers #V7684-V7721	\$36,138.85
ACH/EFTPS payments	\$113,112.12
Total	<u>\$424,248.20</u>

Motion passed unanimously.

7:00 p.m. Brent Kapfer Kapfer, owner of Ascend Coffee, LLC asked the status of the Class "B" Beer/"Class B" Liquor license. The Board members indicated they still had questions and decided to send the matter to Administration Committee for further consideration. **Motion by Trustee Java, second by Trustee Woody to have the Administration Committee meet and come back with a recommendation on the license. Motion passed**

unanimously.

Adjournment President Kucera adjourned the Village Board meeting at 7:05 p.m.

Sheila Meyer
Clerk/Treasurer