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# Town Of Grantsburg 10-12-2023, 6 pm

## Town Board Meeting Minutes

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### Call to Order

A meeting of the Town Board of the Town of Grantsburg was held at the Town Hall on 10-12-2023. Attendees included Town Board Chairman Dana Shultz, Town Board Supervisor Scott DeRocker, Town Board Supervisor Marian Nelson and Deputy Clerk/Treasurer Terri Knode. Town of Grantsburg Clerk/Treasurer Toni Carter was unable to attend the meeting. Chairman Shultz called the meeting to order at 6:00 pm.

### Pledge of Allegiance

Chairman Shultz asked all in attendance to stand, face the flag and recite the Pledge of Allegiance.

### Approval of Agenda Order

Chairman Shultz asked to amend the agenda to move the Water Commission Update up in order to be right after the approval of last meeting minutes. Chairman Shultz made a motion to approve the amended meeting agenda order. Supervisor DeRocker seconded the motion. Motion carried.

### Approval of Last Meeting Minutes

Supervisor Nelson made a motion to approve the last regular meeting minutes. Supervisor DeRocker seconded the motion. Motion carried.

### Water Commission Update

- Approval of Letter for approval/engagement of Legal Counsel

Reviewed letter of agreement for legal representation from Jarchow Law Firm. The letter needs to be approved and signed by the town board of the Town of Grantsburg and the town board of the Town of West Marshland. Chairman Shultz made the motion to sign this letter with the Town of West Marshland. Supervisor Nelson seconded the motion. Motion carried and the letter was signed by the Town Board.

- Signing of response letter to James Yach outlining the role of the Water Commissioner

Reviewed response letter to James Yach outlining the role of the Water Commissioner for the Town of Grantsburg and the Town of West Marshland. Supervisor Nelson made a motion to sign the letter. Supervisor DeRocker seconded the motion. Motion carried and the letter was signed by the Town Board.

### Mark Harmon Suzuki shop restaurant

Mark Harmon wants to move his restaurant from the Village of Grantsburg to the Town of Grantsburg. He wants to move it to the former Suzuki shop that he owns. He has already applied for a driveway permit with the Town of Grantsburg. Craig Conroy from Burnett County informed Mark that he should call the Land Use office at Burnett County to ensure that he is meeting all the Burnett County requirements. The Town Board of Grantsburg has no opposition to Mark moving his restaurant into the Town of Grantsburg.

## Craig Conroy from Burnett County to talk about the Burnett County Comprehensive Plan

Craig Conroy from Burnett County was invited to the Town Board meeting to talk about the Burnett County Comprehensive Plan and the Land Use map. He stated that the plan committee had a meeting on 10-9-23 at Burnett County to discuss the Land Use maps that were emailed out to all the Towns. Craig stated that all the Towns will be sent a hard cover map to review. The deadlines for the map review to be completed have been extended into 2024. Craig stated that we can ask for help to work through our Towns Comprehensive Plan from the County.

## Citizen Input (Limit of 5 minutes per person/group)

No input from the citizens.

## Chairman Report

Town Board Chairman Shultz stated that double stripes will be painted on West River Road on the curves.

## Fire Association Report

Chairman Shultz read through the Grantsburg Fire Association Board meeting minutes. The minutes will be in the October folder.

## Road Maintenance Position Committee

Deputy Clerk/Treasurer Terri Knode stated that the Committee met twice and developed a job description and employee handbook. An ad for the seasonal snowplow operator was also developed and submitted to ICCPA for publication.

## Fall Clean Up

Jason Daskocil from H&J Dumpsters & Disposal, LLC came to talk about the cost of his dumpsters and the types of items that he will collect. Jason handed out his pricing sheet to the Town Board. The Town Board decided to have the cleanup activity in the Spring. He would require a month's notice before the cleanup.

## Borg Road Culvert

The work on the culvert has been completed. It will have a gravel cover until Spring.

## Town of Grantsburg Comprehensive Plan Commission Formation and Approval

Supervisor Nelson talked about the need for the Town of Grantsburg Comprehensive Plan to be reviewed. The Town of Grantsburg would need to form a Comprehensive Plan Commission with the approval of the Town Board. The Comprehensive Plan Commission should have 4 to 6 members and can have a combination of Board Members and Citizens. Motion to approve the formation of the Town of Grantsburg Comprehensive Plan Commission made by Chairman Shultz, seconded by Supervisor DeRocker. Motion carried. Supervisor Nelson will be the facilitator of the Commission. Supervisor DeRocker volunteered to be on the Commission. Supervisor Nelson asked that the Town of Grantsburg Comprehensive Plan be added to the Town of Grantsburg website.

## Snow Shoveling

The Town Board decided to use the same person that was used last year to shovel the sidewalks around the Town Hall.

## Split Clerk/Treasurer Position in 2024

Deputy Clerk/Treasurer Terri Knode talked about splitting the position in 2024. Town Clerk/Treasurer Toni Carter was not able to attend the meeting. The Town Board decided to table this decision until next month when both the Town Clerk/ Treasurer and the Deputy Clerk/ Treasurer will be attendance.

## Town Hall Closed 10-24-23 due to the WTA Convention

Notice will be posted on the Town Hall Door and the website.

## Debit Card Discussion

The Town Board decided to table this discussion until next month when the Town Clerk/Treasurer Toni Carter will be in attendance.

## Correspondence Review

Deputy Clerk Terri Knode reviewed the correspondence received in the last month. This correspondence will be filed in the October folder.

## Clerk/Treasurer Financial Report / Payment of invoices

Deputy Clerk/Treasurer Terri Knode read the Town of Grantsburg financial report. The report is on file in the October folder. Chairman Shultz made a motion to accept the financial report. Supervisor DeRocker seconded the motion. Motion carried.

Chairman Shultz made a motion for payment of the invoices for the month. Supervisor De Rocker seconded the motion. Motion carried.

## Next month agenda items

- Point and pay.

- Budget hearing reminder.

- Town of Grantsburg Comprehensive Plan Commission.

- Split Clerk/Treasurer position in 2024.

- Debit Card Discussion.

- Seasonal employee snowplow operator.

- Discuss vacation for regular road maintenance position.

## Adjournment

Supervisor DeRocker made a motion to adjourn the meeting at 8:00 pm. Supervisor Nelson seconded the motion. Motion carried.

Respectfully submitted, Terri Knode, Deputy Clerk/Treasurer, Town of Grantsburg