



Village of Grantsburg

316 Brad Street South
Grantsburg, WI 54840

Administration Committee Meeting Minutes

The Village Administration Committee met on Tuesday, September 23rd, 2025, at 2:00 p.m. in the Village Board room, 316 Brad St S, Grantsburg, WI 54840.

Present: Chairman/President Rick Lindberg
Trustee Greg Peer
Trustee Hank Java

Others: Clerk/Treasurer Sheila Meyer
Director of Public Works John Erickson
Police Chief Jared Woody
Trustee John Addison
Trustee Sam Campeau

President Lindberg called the Administration Committee Meeting to order at 2:00 p.m. The Pledge of Allegiance was recited.

2026 Budget Prep

Clerk/Treasurer Meyer reviewed current staffing structure and wages. Along with Chief Woody, DPW Erickson, and Deputy Clerk/Treasurer Longhenry reviewed requests for staffing changes and wage adjustments. Chief Woody indicated Officer Hoyt withdrew his application so the department would be advertising for a new officer. He discussed wage offerings for full-time officers and indicated it may be difficult to hire when comparing ours to area departments. As a result of increased duties and time requirements, staff requested to hire a public works administrative assistant at 20 hours per week that was previously absorbed by Deputy Clerk/Treasurer Longhenry. With increase in police administrative duties, Chief Woody requested his administrative assistant move from 24 hours per week to 40 hours. DPW Erickson requested a wage adjustment based on an area wage survey of other municipalities. Deputy Clerk/Treasurer Longhenry requested a wage adjustment once she assumes the role of Clerk/Treasurer and requested to advertise for her replacement beginning in October. The committee discussed the staffing requests and adjustments as part of 2026 budget prep. Clerk/Treasurer Meyer reviewed the budget preparation process and indicated a draft of the general fund budget would be reviewed at the upcoming October 6th committee meeting.

Discussion on open containers during festivals/events

The committee reviewed a request from Nicki Peterson and GRO to have open containers allowed during the upcoming Grantoberfest event on the closed streets during the designated event hours from 10 a.m. to 3 p.m. The committee discussed the need for potential extra enforcement if this would be allowed at other events such as Rock the Block or Watercross along with the need for liquor liability insurance from the event sponsors. Clerk/Treasurer Meyer reviewed samples of special event applications that could be used in the future for all village events. The committee

requested more time to research the process and to review the request at the upcoming Special Village Board Meeting scheduled for September 29th.

No motions made.

The meeting was adjourned at 4:33 p.m.

Allison Longhenry
Deputy Clerk/Treasurer