



Village of Grantsburg

316 Brad Street South
Grantsburg, WI 54840

Administration Committee Meeting Minutes

The Village Administration Committee met on Monday, December 8th, 2025, at 2:30 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
Trustees John Addison, Leo Janke, Kim Korhonen
Others: Paul & Kate Sommerfeld, Issac Steinmeyer with SEH

President Lindberg called the Administration Committee Meeting to order at 2:32 p.m. The Pledge of Allegiance was recited.

Grantsburg School's rental agreement for the Community Center

Village staff presented updated hours from the gymnastics program for the 2026 season. In the past, practice times were 2 hours, which allowed for other community use of the space during gymnastics season. Now, with longer practice times, the space is not available until after 7pm on weeknights. The 2025 contract fee was based on 2-hour practice as well. The committee discussed the increase in practice time.

Motion by Trustee Java, second by Trustee Peer to define practice times for the gymnastics program from 3:30 p.m. to 6 p.m. Monday – Friday during the previously defined WIAA gymnastics season and to have legal review the contract before sending to the Grantsburg School board for their final review. Motion carried unanimously.

DPW John Erickson – Water/Sewer Operator employment ad

The committee choose to move this item to the Village Board meeting following this meeting at 4:00 p.m.

Zoning Exception Form

Village staff presented a draft document that would be used for any special exceptions allowed by the Village Board. The committee reviewed and requested the document be sent to legal for review and to bring back to the next meeting for discussion.

No motions made.

3:00 Paul & Kate Sommerfeld, 661 N. Linden Street – Using a bus as primary structure special exception

Village staff reviewed history with the Sommerfelds and current zoning violations. The Sommerfelds were present to request an exception to live on their bus while they build a home on their lot. Due to unforeseen circumstances discussed at the meeting, the Committee chose to table the request until next month to allow the applicants time to review their application and take next steps.

No motions made.

3:15 Issac Steinmeyer, SEH – Water Treatment Plant preliminary design

Issac presented the preliminary plans for the Water Treatment Plant planned for the treatment of manganese at Well #1 and #2. He reviewed the building plans and timeline for the project. In order to apply for Safe Drinking Water Loan funds, final plans would need to be approved in January 2026 with construction to begin in 2027. The committee reviewed the plans presented and requested Issac return to the January meeting with final plans for approval.

No motions made.

THE ADMINISTRATION COMMITTEE WILL CONVENE INTO CLOSED SESSION pursuant to Wis. Stats. 19.85 (1) (e) to discuss matters pertaining to a collective bargaining agreement which for competitive or bargaining reasons requires a closed session.

THE ADMINISTRATION COMMITTEE WILL RECONVENE INTO OPEN SESSION pursuant to Wis. Stats. 19.85 (2).

Any motions needed from closed session

The committee choose to move the Closed session to the Village Board meeting following this meeting at 4:00 p.m.

The meeting was adjourned at 4:02 p.m.

Allison Longhenry
Deputy Clerk/Treasurer