



Village of Grantsburg

316 South Brad Street
Grantsburg, WI 54840

Village Board Meeting Agenda Monday, December 8, 2025 at 4:00 p.m. Village Board Room, 316 S. Brad Street

The Village Board of Trustees will discuss the following items and take action as needed:

1. **Call to Order; Roll Call; Pledge of Allegiance**
2. **4:15 p.m. Public Hearing:** [Conditional Use Permit request](#) from Crex Development Corporation-Todd Engstrand, owner of 824 Gateway Street, for a liquor store.
Plan Commission's recommendation
3. **4:30 p.m. Isaac Steinmeyer, SEH,** [Water Treatment Plant preliminary design](#)
4. **5:15 p.m. – 5:50 p.m. THE VILLAGE BOARD WILL CONVENE INTO CLOSED SESSION** to review applications and interview candidates for the Deputy Clerk/Treasurer position pursuant to Wis. Stats. 19.85 (1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility."
5. **THE VILLAGE BOARD WILL RECONVENE INTO OPEN SESSION pursuant to Wis. Stats. 19.85 (2).**
6. **Any motions needed from closed session**
7. **Public Comments:** 30 minutes per meeting/5 minutes per speaker. Pursuant to WI Statutes § 19.83(2) and 19.84(2), the public may present matters; however, they cannot be discussed or acted upon until specific notice of the subject matter of the proposed action can be given.
8. **Correspondence:** [BC Administration newsletter](#); S E H [project update report](#); Golf [Financials](#)
9. **Minutes** from the following 2025 meetings: [November 10th Administration Committee](#); [November 10th Village Board](#);
10. **[Liquor license application](#)** received from REKN Enterprises, LLC, dba Crex Liquors, 824 Gateway Street, Stanley T. Engstrand, Agent
11. **[Appointment of election workers](#)** for 2026-2027 election cycle
12. **[2026 Recycling Attendant Agreement](#)** with Recycling Control Commission, Spooner
13. **[2026 Inspection Agency Services Agreement](#)** with [REM Inspecting, LLC](#), Amery
14. **[The Village Church of Grantsburg contract](#)** – Community Center and Storage Room #1
15. **Staff Reports**
 - A) Public Works Director 1) [DPW report](#)
 - B) Police Chief 1) Police [report & graph](#)
 - C) Clerk/Treasurer 1) [License/permits issued](#) 2) [Cash Report](#) 3) [2025 budget changes](#)
 - D) Library Director 1) [Library report](#)
16. **Committee Reports:**
Administration Comm recommendations: 1) Community Center rental agreement with School District
2) Water/Sewer operator employment ad 3) [Zoning Exception form](#) 4) [Sommerfeld exception request](#)
17. **Payment of Bills**
18. **Market & Johnson change orders** [#1](#) [#2](#) [#3](#) [#5](#) [#6](#) [#7](#)
19. **Trustee reports, concerns, etc.** (no action will be taken at this meeting)
20. **THE VILLAGE BOARD 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.
21. **THE VILLAGE BOARD WILL RECONVENE INTO OPEN SESSION pursuant to Wis. Stats. 19.85 (2).**
22. **Any motions needed from closed session**
23. **Adjournment**

Sheila Meyer, Clerk/Treasurer

**** Appearance times/agenda order may change at the discretion of the Village Board****

Posted December 4, 2025, Village of Grantsburg website www.villageofgrantsburg.gov, Village Office 316 South Brad Street; Community Center 315 South Robert Street; Grantsburg Public Library 415 S. Robert Street

The Village Office is handicapped accessible. If you need any other special accommodations please contact the Village Clerk, 316 S. Brad Street, Grantsburg, Wisconsin – (715) 463-2405.



Start here.

VILLAGE OF GRANTSBURG

316 S. Brad Street
Grantsburg, WI 54840
715-463-2405
FAX 715-463-5555
office@villageofgrantsburg.gov

CONDITIONAL USE PERMIT APPLICATION

PROPERTY OWNER: <i>Crex Development</i>	MAILING ADDRESS: <i>2849 210th St. Luck, WI 54853</i>	TELEPHONE: <i>715-554-1135</i>
APPLICANT (IF DIFFERENT FROM OWNER):	MAILING ADDRESS:	TELEPHONE:
PROPERTY ADDRESS: <i>824 Gateway St, Grantsburg</i>		
PARCEL ID #: <i>07-131-2-38-19-23-1 01-000-017000</i>		
EXISTING ZONE: R-1 ☐ R-2 ☐ R-3 ☐ R-4 ☐ B-1 ☐ B-2 ☒ B-3 ☐ I-1 ☐ A-1 ☐ A-2 ☐ PUD ☐		
EXISTING USE: <i>Convention Center</i>		
DESCRIPTION OF PROPOSED USE: <i>Liquor Store</i>		
I/We understand that the application fee of \$300.00 is due at the time of submitting this application. This amount is not refundable if my/our application is denied.		
<i>[Signature]</i> _____ Property Owner Signature (required if applicant is different than the owner)		<i>11-3-25</i> _____ Date
<i>[Signature]</i> _____ Applicant Signature		<i>11-3-25</i> _____ Date

For Office Use Only

DATE APPLICATION RECEIVED: *10/5/25* DATE FEE PAID: *11/5/25*
DATE PERMIT GRANTED: _____ DATE PERMIT DENIED: _____



Chapter 595. Zoning

Article III. Zoning Districts

§ 595-26. B-2 Highway Commercial District.

- A. Purpose. The B-2 Highway Commercial District is intended to provide for the orderly and attractive grouping at appropriate locations along principal highway routes of those businesses and customer services which are logically related to and dependent upon highway traffic, or which are specifically designated to serve the needs of such traffic.
- B. Permitted uses. The following are permitted uses in the B-2 District:
- (1) Governmental, cultural, and public buildings or uses, such as fire and police stations, community centers, libraries, public emergency shelters, parks, playgrounds and museums.
 - (2) Class 2 collocation of a new mobile service facility on an existing support structure without substantial modification, per § 595-98.
 - (3) Breweries.
- C. Conditional uses. The following are conditional uses in the B-2 District:
- (1) Amusement activities.
 - (2) Automobile and truck retail services.
 - (3) Automobile repair and fuel services.
 - (4) Bars and taverns.
 - (5) Gasoline service stations.
 - (6) Gift, novelty and souvenir sales.
 - (7) Hotels, motels and tourist courts.
 - (8) Nightclubs and dance halls.
 - (9) Restaurants.
 - (10) Sales, service and installation of tires, batteries and accessories.
 - (11) Residential dwelling units.
 - (12) Animal hospitals, shelters and kennels.
 - (13) Clinics.
 - (14) Public assembly uses.
 - (15) Commercial recreation facilities.

- (16) Off-season storage facilities.
- (17) Lodges and fraternal buildings.
- (18) Nursing homes.
- (19) Nursery and day-care centers.
- (20) Retirement homes.
- (21) Drive-in food and beverage establishments.
- (22) Drive-banks.
- (23) Drive-in theaters.
- (24) Vehicle sales and service.
- (25) Public parking lots.
- (26) Sewage disposal plants.
- (27) Utilities; siting and construction of any new mobile service support structure and/or facility or a Class 1 collocation of a new mobile service facility on an existing support structure, per § **595-98**.
- (28) Mobile home sales.
- (29) Log stacks area, provided that they are located a minimum of 60 feet from the center of adjacent public road rights-of-way.
- (30) Farm implements sales.
- (31) Other uses listed as either permitted or conditional uses in § **595-25**.
- (32) Other uses similar to or customarily incidental to any of the above uses.
- (33) Tattoo parlors.
[Added 7-15-2024 by Ord. No. 2024-02]

D. Area, height and yard requirements.

- (1) Lot.
 - (a) Building area: 20,000 square feet.
 - (b) Width: minimum 90 feet.
- (2) Building height: maximum 35 feet.
- (3) Yards.
 - (a) Street: minimum 80 feet (may include parking).
 - (b) Rear: minimum 20 feet.
 - (c) Side: minimum 20 feet each side.

Chapter 595. Zoning

Article III. Zoning Districts

§ 595-25. B-1 General Commercial District.

A. Purpose. The B-1 District is intended to provide an area for the business, financial, professional and commercial needs of the community, especially those which can be most suitably located in a compact and centrally located business district.

B. Permitted uses. The following are permitted uses in the B-1 District:

- (1) Paint, glass and wallpaper stores.
- (2) Hardware stores.
- (3) Department stores, variety stores, and general merchandise stores.
- (4) General grocery stores, supermarkets, fruit and vegetable stores, delicatessens, meat and fish stores and miscellaneous food stores.
- (5) Candy, nut or confectionery stores.
- (6) Dairy products stores, including ice cream stores.
- (7) Parks.
- (8) Furniture, home furnishings, floor covering and upholstery shops/stores.
- (9) Restaurants, lunch rooms and other eating places, except drive-in type establishments.
- (10) Taverns, bars and other drinking places with permit by the Village Board.
- (11) Drugstores and pharmacies.
- (12) Liquor stores.
- (13) Antique stores and secondhand stores.
- (14) Sporting goods stores and bicycle shops.
- (15) Bookstores, not including adult books.
- (16) Stationery stores.
- (17) Jewelry and clock stores.
- (18) Camera and photographic supply stores.
- (19) Gift, novelty and souvenir shops.
- (20) Florist shops.

(21) (Reserved)^[1]

[1] *Editor's Note: Former Subsection B(21), Tobacco and smokers' supplies stores, was repealed 7-10-2023 by Ord. No. 2023-02.*

(22) News dealers and newsstands.

(23) Wholesale merchandise establishments, only for retail items listed above; e.g., Subsection **B(18)** would allow wholesale camera sales.

(24) Banks and other financial institutions.

(25) Offices of insurance companies, agents, brokers and service representatives.

(26) Offices of real estate agents, brokers, managers and title companies.

(27) Miscellaneous business offices.

(28) Heating and plumbing supplies (provided all material storage is inside a building).

(29) Retail laundry and dry-cleaning outlets, including coin-operated laundries and dry-cleaning establishments, commonly called laundromats and launderettes, tailor shops, dressmakers' shops, and garment repair shops, but not garment pressing establishments, hand laundries, or hat cleaning and blocking establishments.

(30) Photographic studios and commercial photography establishments.

(31) Barbershops, beauty shops and hairdressers.

(32) Shoe repair shops and shoe shine parlors.

(33) Trade and contractors' offices (office only).

(34) Advertising agencies, consumer credit reporting, news agencies, and employment agencies.

(35) Duplicating, blueprinting, photocopying, addressing, mailing, mailing list and stenographic services; small print shops.

(36) Computer services.

(37) Commercial parking lots, parking garages, and parking structures.

(38) Watch, clock and jewelry repair services.

(39) Motion-picture theaters, not including drive-in theaters.

(40) Miscellaneous retail stores.

(41) Offices/clinics of physicians and surgeons, dentists and dental surgeons, osteopathic physicians, optometrists, massage therapists, counselors and chiropractors, but not veterinarians' offices.

(42) Law offices.

(43) The offices, meeting places, churches, and premises of professional membership associations; civic, social, and fraternal associations; business associations, labor unions and similar labor organizations; political organizations; religious organizations; charitable organizations; or other nonprofit membership organizations.

(44) Engineering and architectural firms or consultants.

(45) Accounting, auditing and bookkeeping firms or services.

(46) Professional, scientific, or educational firms, agencies, offices, or services, but not research laboratories or manufacturing operations.

(47) The offices of governmental agencies and post offices.

(48) Public transportation passenger stations, taxicab company offices, and taxicab stands, but not vehicle storage lots or garages.

(49) Telephone and telegraph offices.

(50) Day-care centers; public and private schools.

(51) Class 2 collocation of a new mobile service facility on an existing support structure without substantial modification, per § **595-98**.

(52) Breweries.

(53) Uses customarily incident to any of the above uses.

C. Conditional uses. The following are permitted as conditional uses in the B-1 District, provided that no nuisance shall be afforded to the public through noise, the discharge of exhaust gases from motor-driven equipment, unpleasant odors, smoke, steam, harmful vapors, obnoxious materials, unsightly conditions, obstruction of passage on the public street or sidewalk, or other conditions generally regarded as nuisances, and provided that where operations necessary or incident to the proper performance of these services or occupations would tend to afford such nuisances, areas, facilities, barriers, or other devices shall be provided in such a manner that the public is effectively protected from any and all such nuisances. These uses shall be subject to the consideration of the Village Board with regard to such matters.

(1) Miscellaneous repair shops and related services.

(2) Garment pressing establishments, hand laundries, or hat cleaning and blocking establishments.

(3) Establishments engaged in the publishing and printing of newspapers, periodicals or books.

(4) Farm supplies, wholesale trade.

(5) Establishments engaged in the retail sale of automobiles, trailers, mobile homes, or campers.

(6) Stores for the sale and installation of tires, batteries, mufflers or other automotive accessories.

(7) Gasoline service stations; provided, further, that all gasoline pumps, storage tanks and accessory equipment must be located at least 30 feet from any existing or officially proposed street line.

(8) Establishments engaged in the daily or extended-term rental or leasing of house trailers, mobile homes or campers.

(9) Establishments engaged in the daily or extended-term rental or leasing of passenger automobiles, limousines or trucks, without drivers, or of truck trailers or utility trailers.

(10) Establishments for the washing, cleaning or polishing of automobiles, including self-service car washes.

(11) Hotels, motor hotels, motels, tourist courts, tourist rooms, etc.

(12) Farm implement sales.

(13) Mini-warehouses.

(14) Outdoor sports facilities or beer gardens at licensed premises (see § **330-20** of Chapter **330**, Intoxicating Liquor and Fermented Malt Beverages, of this Code).

(15) Animal hospitals; pet shops (excluding kennels).

(16) Undertaking establishments.

- (17) Public facilities and uses, including governmental, cultural, and public buildings or uses, such as fire and police stations, community centers, libraries, public emergency shelters, parks, playgrounds and museums.
- (18) Siting and construction of any new mobile service support structure and/or facility or a Class 1 collocation of a new mobile service facility on an existing support structure, per § **595-98**.
- (19) Residential dwellings located on the first (ground) floor, provided that there is no residential area fronting the primary street and residential dwellings are located on the second floor.
- (20) Campgrounds.
[Added 9-11-2023 by Ord. No. 2023-06]
- (21) Tattoo parlors.
[Added 7-15-2024 by Ord. No. 2024-02]

D. Lot, yard and building requirements.

- (1) Lot frontage: minimum 60 feet.
- (2) Lot area: minimum 6,000 square feet.
- (3) Principal building.
 - (a) Front yard, minimum: none.
 - (b) Side yard, minimum: 10 feet if side yard is necessary to be compatible with neighborhood; otherwise none.
 - (c) Rear yard, minimum: 25 feet if rear yard is necessary to be compatible with neighborhood; otherwise none.

Note: Preexisting structures may be nonconforming. In blocks in the business districts which are already developed, the dimensional requirements of this chapter can be modified if in the opinion of the Zoning Board of Appeals such action would be in keeping with the purpose of this chapter where a practical difficulty or hardship would result from a literal enforcement of the requirements.

- (4) Building height: maximum 45 feet.
- (5) Percent of lot coverage: maximum 90%.
- (6) Alley setback: minimum 15 feet.

E. Other development regulations.

- (1) A site development plan, prepared in accordance with § **595-115**, shall be submitted before a permit can be granted for any expanded or new use in this district.
- (2) No outdoor storage of any material shall be permitted in this district except within enclosed containers or properly screened, as determined by the Village Board.
- (3) No lighting shall be permitted which would glare from this district onto any street right-of-way or onto any adjacent property.

VILLAGE OF GRANTSBURG

NOTICE OF PUBLIC HEARING

**DECEMBER 1, 2025, AT 4:00 P.M. &
DECEMBER 8, 2025, AT 4:15 P.M.**

Take notice that the Plan Commission and the Village Board of the Village of Grantsburg will meet on December 1, 2025, in the Village Board Room, 316 S. Brad Street, Grantsburg, Wisconsin, to consider a conditional use permit application received from Crex Development Corporation (Todd Engstrand) owner, to operate a liquor store at 824 Gateway Street (parcel #07-131-2-38-19-23-1 01-000-017000). This parcel is zoned B-2 Highway Commercial District, and this use is listed as conditional in this zoning district.

The Plan Commission will hold a Public Hearing on December 1, 2025, at 4:00 p.m. to hear all interested persons, their agents, or attorneys and will make a recommendation to the Village Board thereafter.

The Village Board will hold a Public Hearing on December 8, 2025, at 4:15 p.m. to hear all interested persons, their agents, or attorneys and will make a decision thereafter.

For additional information please contact Allison Longhenry, Village Deputy Clerk/Treasurer, at 316 S. Brad Street. Phone: 715-463-2405

Dated this 14th day of November, 2025.

Allison Longhenry, Deputy Clerk/Treasurer



Village of Grantsburg

316 South Brad Street
Grantsburg, WI 54840

Date: November 14, 2025

From: Allison Longhenry, Deputy Clerk/Treasurer

Re: Conditional Use Permit application from
Crex Development Corporation (Todd Engstrand)
owners of 824 Gateway Street

Enclosed is a Notice of Public Hearing for a conditional use permit application received from Crex Development Corporation (Todd Engstrand), owner, to operate a liquor store at 824 Gateway Street (parcel #07-131-2-38-19-23-1 01-000-017000). This parcel is currently zoned B-2 Highway Commercial District, and liquor stores are conditional in this district.

You are being sent this notice as the property may be near or adjacent to property that you own.

If you have any questions, please contact me at 715-463-2405.

Thank you.

Enclosure: Notice of Public Hearing

Michael Conrow
463 State Rd 70 E
Grantsburg, WI 54840

Grantsburg School District
Attn: Superintendent Watt
480 James Ave E
Grantsburg, WI 54840

Scott Witte
135 S Grey Ave
Rush City, MN 55069

Burnett Properties LLC
8111 Oakview Dr N
Maple Grove, MN 55369



Building a Better World
for All of Us®

MEMORANDUM

TO: Village of Grantsburg, WI
FROM: Short Elliott Hendrickson Inc.
DATE: December 03, 2025
RE: Water Treatment Plant - Preliminary Design Summary
SEH No. GRANT 84168

This memo is intended to outline the results of the preliminary design process for the Village of Grantsburg's proposed water treatment plant to serve the existing water system and remove iron and manganese from the drinking water at Wells 1 and 2. This memo will address the following:

- Project Background
- Design Parameters
- Proposed WTP Facilities
- Site Utilities
- Engineer's Opinion of Probable Cost

PROJECT BACKGROUND

The Village of Grantsburg's water supply system consists of three (3) raw water production wells, including Wells No. 1, 2 and 3 located within the system service area. A water treatment plant currently treats Well No. 3 for iron and manganese, while Wells 1 and 2 are untreated. All wells pump to two water towers which feed and pressurize the Village's water distribution system.

A pilot study was conducted by SEH for the Village of Grantsburg in 2024 to test filter media performance, chemical addition and loading rates for the removal of iron and manganese at Wells 1 and 2. As determined in the Pilot Study, Wells 1 and 2 both have average manganese concentrations above the WDNR NR 140 standard limit of 0.3 mg/L and average iron concentrations below the EPA secondary standard limit of 0.3 mg/L. The Village has decided to pursue treatment to remove iron and manganese in the water system and improve water quality for its residents.

Contaminants	EPA Primary Standard	EPA Secondary Standard	WDNR NR 140	WDNR NR 809 Secondary Standard
Iron	-	0.3 mg/L	-	0.3 mg/L
Manganese	-	0.05 mg/L	0.3 mg/L	-

	Iron (mg/L)			Manganese (mg/L)		
	Min	Max	Avg	Min	Max	Avg
Well 1	0.01	0.14	0.02	0.60	0.69	0.66
Well 2	ND	0.06	0.02	0.70	1.09	0.94

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 10 North Bridge Street, Chippewa Falls, WI 54729
SEH is 100% employee-owned | sehinc.com | 715.720.6200 | 800.325.2055 | 888.908.8166 fax

DESIGN PARAMETERS

Location: Well No. 1 is located near the center of the water system on Burnett Avenue between Oak Street and Pine Street. Since Well 1 is located on a Village owned parcel with sufficient space to construct a water treatment plant, this location was chosen since it is central to the distribution system and will minimize construction of raw water piping from Wells 1 and 2. Well No. 2 is located approximately 500-feet west of Well 1 on Burnett Ave.

Treatment: The pilot study determined that pyrolusite was most effective at removal of iron and consistent with other media tested for removal of manganese. Chlorine addition was identified as the pre-filter oxidation method that resulted in the longest filter run times before backwashing was required. The pilot study recommends 36 inches of pyrolusite filter media in pressure filters at a rate of 6-8 gpm/ft². Compared to gravity filtration, pressure filtration results in a smaller footprint and allows for pumping directly from the wells to the elevated storage towers without the need for a clearwell or high service pumps.

WTP Design Flow Rated Capacity: Wells 1 and 2 are both furnished with pumps rated for a capacity of approximately 180 gpm. With the installation of larger pumps, the wells are capable of supporting higher production, however, the Village is not projected to experience an increase in water demands through 2045. The water treatment plant design capacity was selected to be 400 gpm to support the current capacity of the existing wells with the ability to increase production flows by 10% in the future.

Pumping Capacity Analysis: The WDNR analyzes pumping capacity of a water system based on ‘firm capacity’, which is the water system’s pumping capacity with its largest well out of service. Recommended pumping capacity is providing sufficient water supply for an average day demand within 12 hours at firm pumping capacity AND providing sufficient water supply for maximum day demands within 18 hours at firm pumping capacity. Wells 1 and 2 provide sufficient production for Average Daily Demands (ADD) of 140,200 gpd with approximately 6.5 hours of pump run time. To meet Maximum Daily Demands (MDD) of 408,000 gpd, the wells must run over 18 hours for existing demands, and approximately 15 hours for future projected water demands. Due to the projected decrease in future water demands, it is anticipated that the Village’s water system has sufficient pumping supply. See the tables below for additional information.

Existing and Future Water Demand Summary:	EXISTING	FUTURE
Village Population	1,309	1,023
Annual Water Pumped (Gallons)	51,157,200	39,953,265
Adjusted Average Day Demand (Gallons per Day)	140,157	109,461
Average Day Demand per Capita (Gallons per Day)	107	107
Max. Day Water Pumped (Gallons)	408,000	318,532

Water Supply Capacity:	EXISTING	FUTURE
Well No. 1 Pump Rate (GPM)	180	180
Well No. 2 Pump Rate (GPM)	180	180
Well No. 3 Pump Rate (GPM)	244	244
Firm Water Supply – Wel 1 and 2 only (GPM)	360	360
Hours of Pumping for Ave. Day at Firm Capacity	6.49	5.07
Hours of Pumping for Max. Day at Firm Capacity	18.89	14.75

Water System Water Storage Analysis:

WDNR recommends a minimum average day demands being supplied in storage and sufficient storage to provide fire flow protection. The Village's two water towers provide 300,000 gallons of storage which is sufficient for existing and projected future conditions. See table below for additional information.

Water Storage Requirements:	EXISTING	FUTURE
Fire Demand (GPM)	1,154	1,021
Fire Duration (Minutes)	120	120
Volume of Water Required for Fire (Gallons)	138,438	122,547
Volume of Water for Peak Hour Demand (Gallons)	29,160	22,800
Volume of Water for Operation Equalization (Gallons)	10,800	10,800
Available Firm Supply (Gallons)	43,200	43,200
Net Storage Required (Gallons)	135,198	112,947
Existing Water Storage (Gallons)	300,000	300,000
Existing Effective Water Storage-80% Full (Gallons)	240,000	240,000
Excess Water Storage (Gallons)	104,802	127,053

Existing Well Facilities: Well 1 and 2 well pumps have recently been pulled and evaluated by a well contractor. Based on the well log for Well No. 1, it was not apparent the existing well construction complied with WDNR 811 code. But based on the evaluation and information available at this time, it appears to comply with current WDNR standards. Therefore, it is proposed to demolish the existing Well 1 wellhouse and house the well inside the new WTP.

Well No. 2 is proposed to be demolished and converted to a pitless unit. A new raw water main will connect Well No. 2 to the new WTP. Outside of key construction activities where one well at a time may need to be removed from service. Both wells could remain in service during construction of the proposed water treatment plant, if needed.

PROPOSED WTP FACILITY

A 2,175 SF facility is proposed consisting of a main filter room, electrical room, mechanical room, lab/office, chlorine dosing room, spare chemical room, bathroom and storage room. The building construction consists of CMU block, brick veneer, LP smart siding, wood trusses, and architectural shingles. Different iterations of the floorplan and exterior finishes were evaluated through preliminary design, with the preferred alternative attached. The main building access point will be a man door entry in the lab/office area. A garage door is planned for additional access and to allow future removal of larger equipment, if necessary. ***See attached preliminary architectural floor plan and exterior elevations.***

The Well No. 1 wellhead discharge piping will be located in a well annex. This is to allow the remainder of the building to meet building setbacks to the property line and allows for a lower roof line over the well to pull the downhole equipment. Well No. 2 raw water piping will enter the building near Well No. 1 and combine in an influent header prior to entering the filters. Vertical pyrolusite pressure filters are proposed with a total treatment design capacity of 400 gpm at a loading rate of 6 gpm/ft². The current layout shows 5 – 4.5' diameter vessels, but other filter configurations are still being considered based on

supplier input and cost analysis. Effluent process piping then discharges water from the building and out to the distribution system. Backwash waste piping will be routed to the mechanical room where it will discharge to an air break structure. ***See attached preliminary process plan and sections.***

The chemical feed rooms will have interior and exterior access. This allows for chemical delivery from the driveway and operator access from inside the building. The spare chemical room is proposed to house additional chemical dosing equipment such as sodium permanganate if additional oxidation capabilities are required in the future. The mechanical room will house the air compressor, which is required to operate pneumatic filter valves, as well as the air break discharge to the backwash waste storage tank. It is beneficial to house these systems separately from the filter room due to sanitary conditions and noise suppression. The electrical room will house electrical service equipment and panels separately from the process floor to keep equipment protected from moisture and corrosion.

SITE PLAN AND UTILITIES

Site Plan: The proposed WTP building is located to house Well No. 1 in the northeast corner of the building. Driveway access is from Burnett Ave., along the west side of the building. The lab/office, and chemical feed rooms are accessible from the driveway. The proposed backwash storage tank is located on the west side of the site. ***See attached preliminary site plan.***

Raw Water Main: Roughly 600 feet of 6-inch raw water main will need to be constructed between Well No. 2 and the new WTP. Another 50 feet of 6-inch finished water main will need to be constructed to connect the treated water effluent from the WTP to the distribution system.

Sanitary Sewer: Approximately 325 feet of sanitary water main will need to be constructed to connect the sanitary facilities and backwash effluent to the Village's existing sanitary sewer system on Oak Street. Backwash water will discharge from the WTP building to a backwash storage tank capable of holding an entire backwash cycle's volume of water. Discharge from the backwash storage tank will be controlled to the sanitary system through a flow control valve to avoid overwhelming the Village's waste water treatment facilities with flow surges.

Street Reconstruction: Currently, a reconstruction of Burnett Avenue between Well No. 1 and 2 is proposed. This includes excavation, base course placement, curb and gutter, and asphalt paving. This is recommended due to the required raw water main installation and sewer installation along Burnett Avenue.

Electric and Gas Service: Electrical service will need to be supplied to power equipment, instrumentation and controls, and building facilities. A backup generator will be installed to power the facilities in the event of a power outage. The generator is proposed to be powered by natural gas, if available. Natural gas is proposed to be extended to serve the building for heat water and the backup generator. However, if gas service is not readily available on Burnett Avenue and cost prohibitive, it is not a requirement for the facility.

ENGINEER'S OPINION OF PROBABLE COST

The preliminary opinion of probable cost is \$4,940,000 including estimated construction costs with 20% contingency. Other costs including engineering, interim financing, loan closing, etc. that will be incurred throughout the project which are not included in the above estimate. Cost estimates will be updated and further developed throughout final design of the project.

Well 1 & 2 - WATER TREATMENT PLANT	ESTIMATED COST
CONTRACTOR GENERAL CONDITIONS AND REMOVALS	\$ 370,000
BUILDING CONSTRUCTION	\$ 820,000
PLUMBING AND HVAC	\$ 375,000
ELECTRICAL, SCADA, ONSITE GENERATOR	\$ 650,000
WTP SITE CIVIL WORK	\$ 130,000
ROAD RECONSTRUCTION - BURNETT AVE (ROAD ONLY)	\$ 160,000
UTILITIES-RAW WATER MAIN, FINISHED WATER, SANITARY SEWER, BWT	\$ 230,000
PRESSURE FILTRATION EQUIPMENT, PROCESS PIPING, CHEMICAL FEED	\$ 1,380,000
CONSTRUCTION SUBTOTAL	\$ 4,120,000
Contingency (20%)	\$820,000
TOTAL ESTIMATED CONSTRUCTION COST	\$ 4,940,000

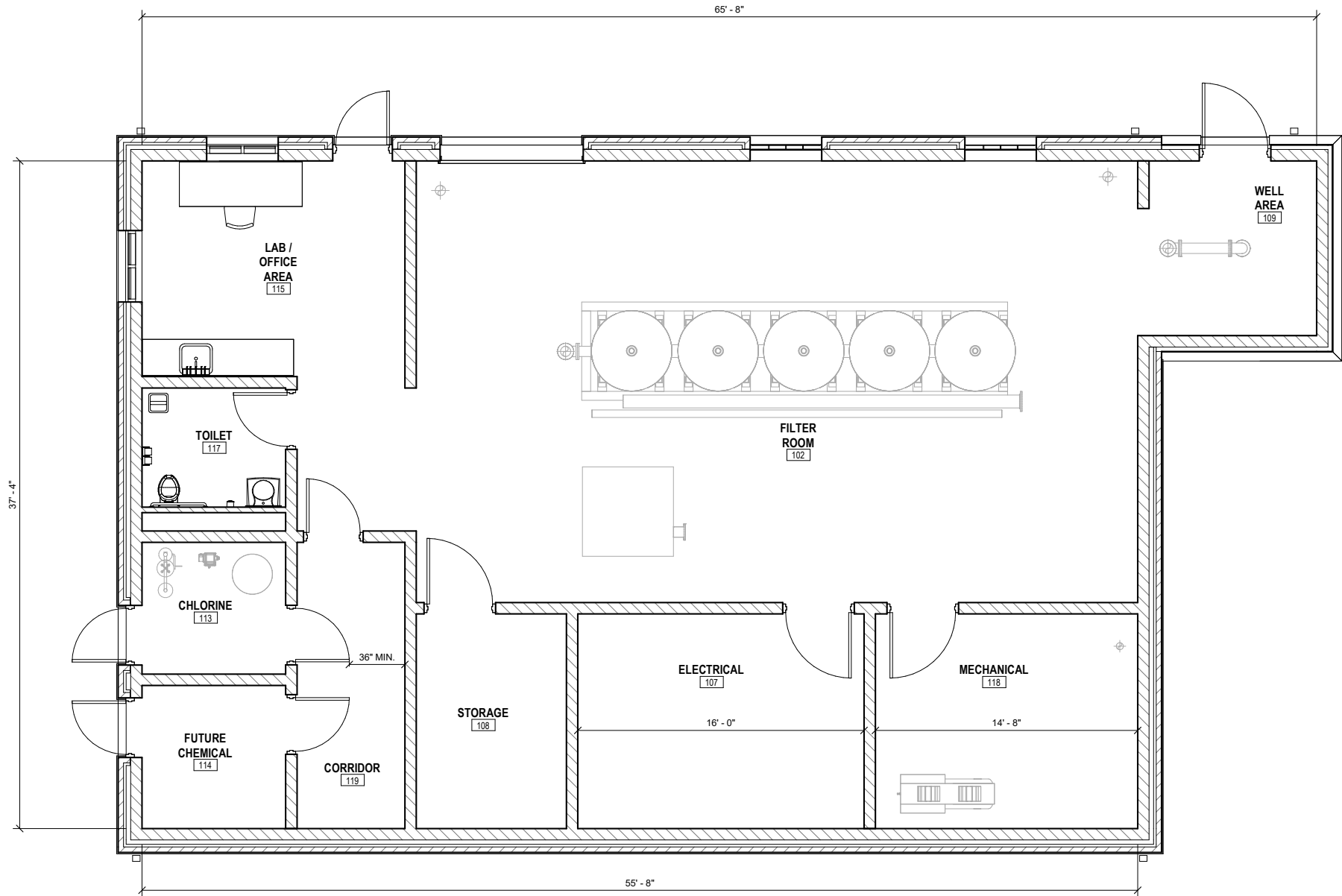
DAL/ICS

Attachments:

- Architectural Floor Plan and Elevations
- Process Plan and Sections
- Civil Site Plan

x:\fj\g\grant\184168\4-prelim-dsgn-rpts\43-prelim-dsgn\design basis memo\12-01-2025 - grantsburg - wtp preliminary design memo.docx

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1
A1 PRELIMINARY FLOOR PLAN
1/4" = 1'-0"



Project Owner

GRANTSBURG WATER TREATMENT PLANT

121 Burnett Ave W
Grantsburg, WI 54840

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SEH Project	184168
Checked By	JRL
Drawn By	JRL

Project Status	Issue Date
PRELIMINARY DESIGN	12/2/2025

REVISION SCHEDULE		
REV. #	DESCRIPTION	DATE

PRELIMINARY FLOOR PLAN



NORTHEAST VIEW



SOUTHWEST VIEW

GRANTSBURG WATER TREATMENT PLANT

121 Burnett Ave W
Grantsburg, WI 54840

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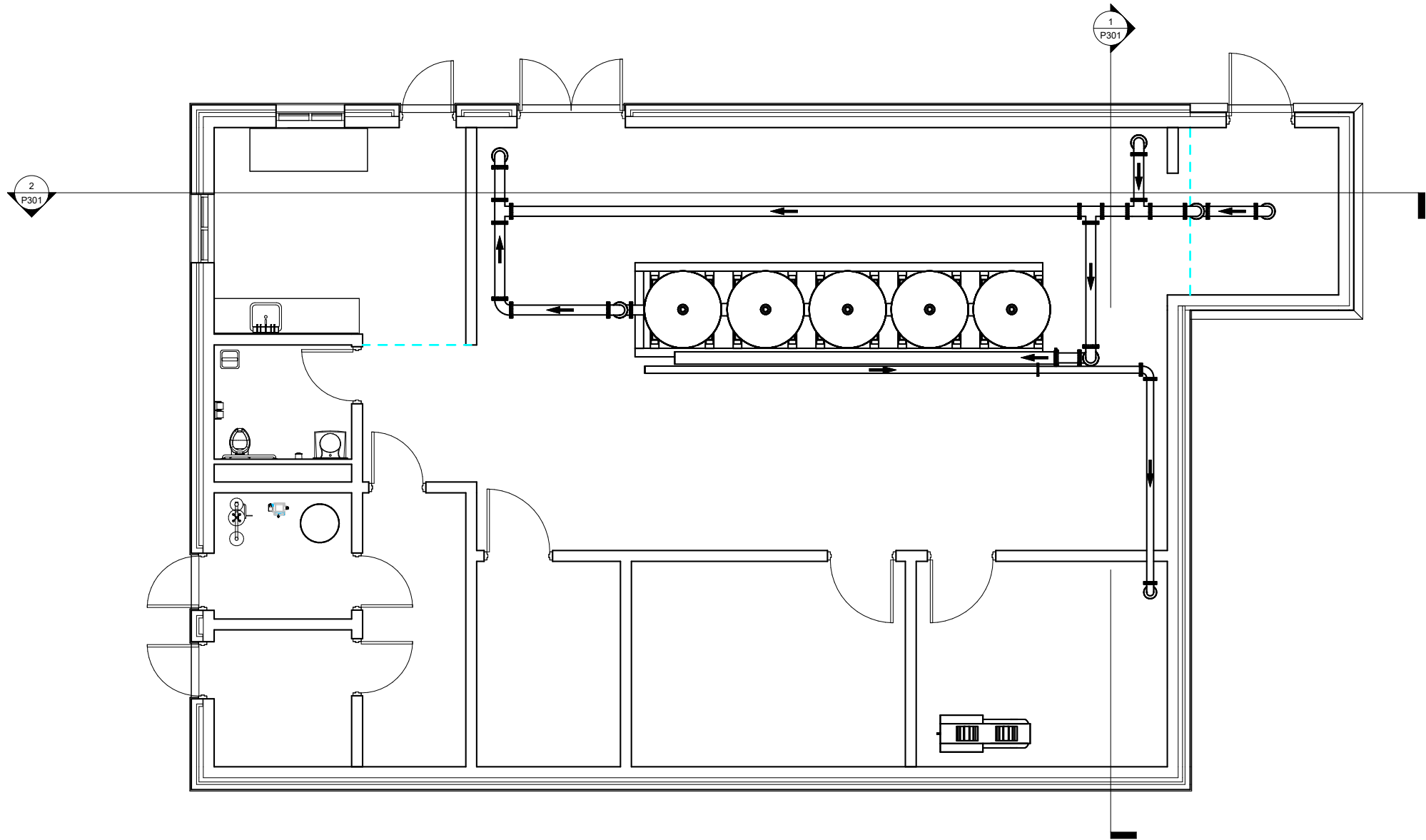
SEH Project 184168
Checked By JRL
Drawn By JRL

Project Status Issue Date
PRELIMINARY DESIGN 12/2/2025

REVISION SCHEDULE		
REV. #	DESCRIPTION	DATE

3D VIEWS

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1
P101
LOWER LEVEL PLAN
1/4" = 1'-0"
0 2 4 8'



NOT FOR
CONSTRUCTION

Project Owner

GRANTSBURG WATER TREATMENT PLANT

121 Burnett Ave W
Grantsburg, WI 54840

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SEH Project 184168
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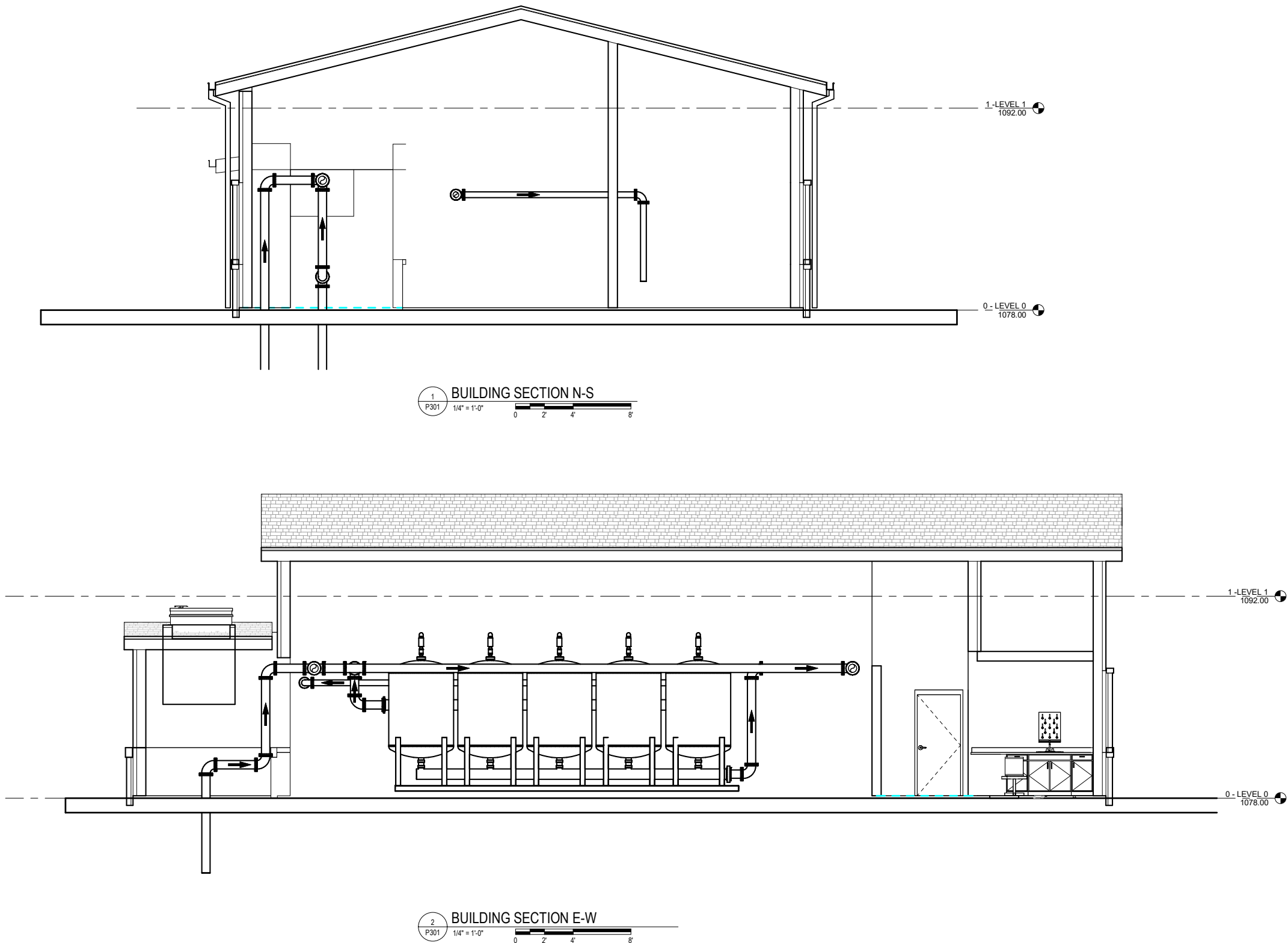
Project Status Issue Date
PRELIMINARY DESIGN 12/1/25

REVISION SCHEDULE		
REV. #	DESCRIPTION	DATE

PLAN

P101

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NOT FOR
CONSTRUCTION

Project Owner

GRANTSBURG WATER TREATMENT PLANT

121 Burnett Ave W
Grantsburg, WI 54840

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SEH Project 184168
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Drawn By JRL

Project Status Issue Date
PRELIMINARY DESIGN 12/1/25

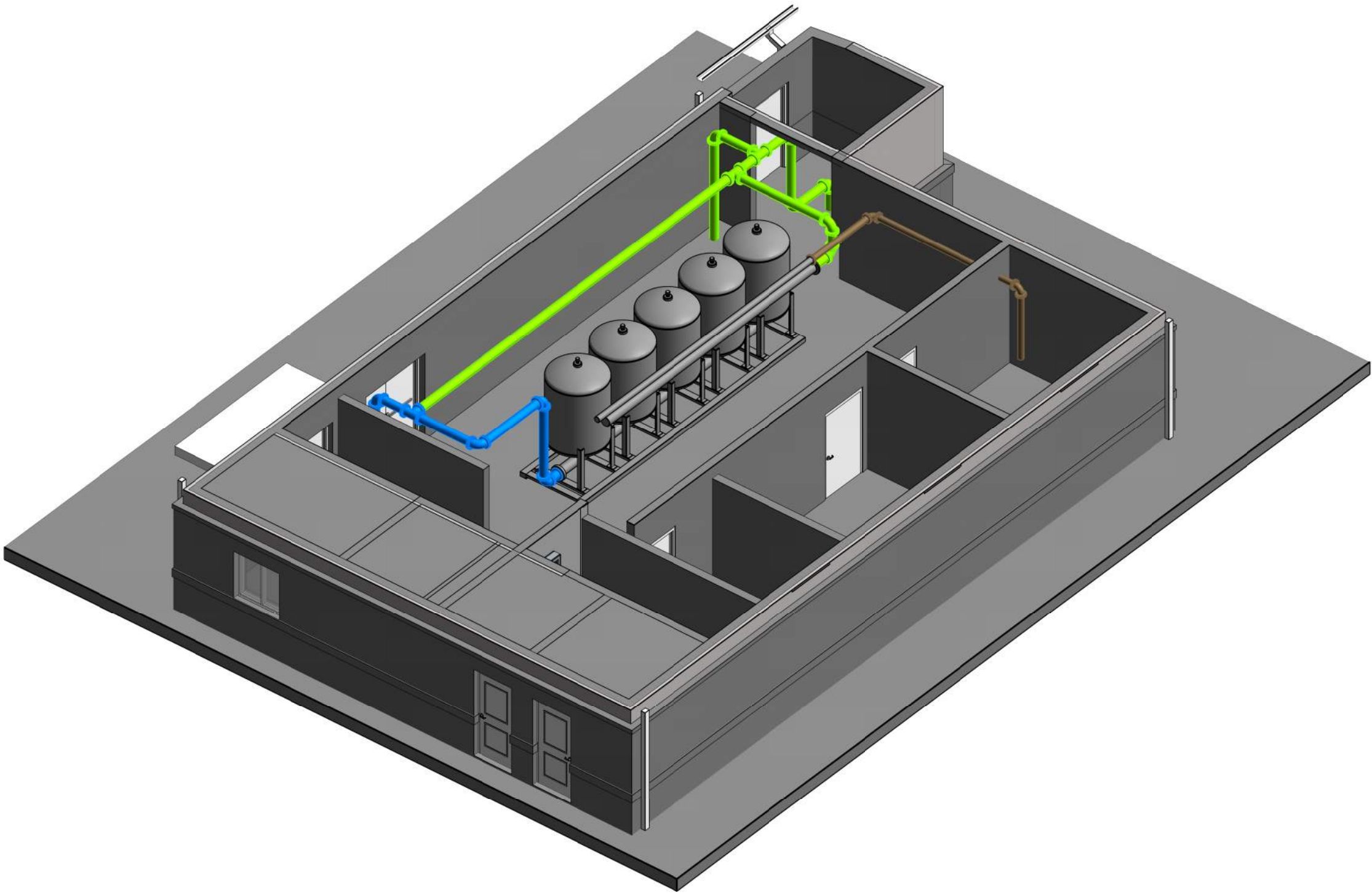
REVISION SCHEDULE

REV. #	DESCRIPTION	DATE
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SECTIONS

P301

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1 3D VIEW
P302



NOT FOR
CONSTRUCTION

Project Owner

GRANTSBURG WATER TREATMENT PLANT

121 Burnett Ave W
Grantsburg, WI 54840

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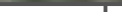
SEH Project	184168
Checked By	JRL
Drawn By	JRL

Project Status	Issue Date
PRELIMINARY DESIGN	12/1/25

REVISION SCHEDULE		
REV. #	DESCRIPTION	DATE

SECTIONS



DRAWN BY: <u>DL</u>					 PHONE: 715.720.6200 10 NORTH BRIDGE STREET CHIPPEWA FALLS, WI 54729-2550 www.sehinc.com	GRANTSBURG WTP	PRELIMINARY SITE LAYOUT (5) 4.5' VERTICAL FILTERS	PROJECT NO. 104168	-
CHECKED BY: <u>JS</u>	-	-	-	DATE 12/01/2025				-	
	NO.	BY	DATE	REVISIONS					



County Administration Newsletter

Vision & Stewardship

Issue 133

November 2025

Administration

County Approves 2026 Budget

Burnett County's 2026 proposed budget reflects months of dedicated work by fiscal staff, department heads, and elected officials, resulting in a responsible plan that supports employees, maintains services, and advances long-term priorities. State-imposed levy limits continue to restrict how much new revenue the County can generate, limiting local control. For 2026, the County was planning for no more than \$95,000 in additional levy capacity, and the proposed budget reflects \$22,613 in allowable new levy. This amount set entirely by state formulas rather than our County Board.

Despite the constraints, the County met many of its goals for capital investments, staffing and infrastructure. Specifically, the budget continues the County's commitment to infrastructure by fully funding the planned \$1,250,000 investment in road improvements. The budget includes a one-step movement and 1% trend forward for employees in the step program, resulting in a 3.5% increase. A 5% increase for employees in the merit range was also approved, helping reduce wage compression. Funding is included for an updated compensation analysis in 2026 to support competitive and equitable pay over the coming years. Furthermore, our ability to keep insurance premiums at a 4% increase, with no plan design changes, is in part due to the focus staff place on maintaining healthy lifestyles.

Operational improvements also move forward in 2026. A part-time courtroom security officer is funded to support courthouse safety, and the County formally established a Facilities Management Department to better coordinate building operations. Planning for future space needs continues as well, with \$100,000 allocated for architectural and engineering work related to the second-floor remodel project.

To balance the budget the County is utilizing transfers from the infrastructure, capital equipment, sales tax, and workforce development funds, along with an increase of \$200,000 in timber revenue. In addition, anticipated Tribal Headquarters funding, estimated between \$180,000 and \$200,000, was not incorporated into the 2026 plan, but is anticipated to be received once rules or are established and released by the Department of Administration.

The overall proposed budget totals \$37.3 million, with a levy of \$11.6 million and a mill rate of 2.19. Through careful planning, strategic investments, and continued partnership between staff and the County Board, Burnett County remains committed to supporting its workforce, sustaining essential services, and preparing responsibly for the future. A huge thank you once again to all our elected officials and staff whom spent many hours discussing, developing, and ultimately approving our 2026 budget.

-Nate

Sheriff's Office

Paws and Claws Supply Drive!



The Burnett County Sheriff's Office 911 Communications Center recently wrapped up its **Paws and Claws Supply Drive** in honor of National Humane Society Appreciation Week. Thanks to the generosity of county staff and community members, a large collection of food, toys, cleaning supplies, and other items - along with \$330 in cash donations - was donated to the **Humane Society of Burnett County**. The Sheriff's Office extends sincere appreciation to everyone who contributed and to the Humane Society staff for their ongoing dedication to caring for local animals in need.

Maintenance

Old man winter is coming!

As winter arrives in Burnett County, the Facilities Department is prepared to keep county buildings safe and accessible for employees and the public. Below is a brief overview of our snow-removal process and what to expect this season.

Snow Removal Process

We monitor weather closely and begin preparations before each storm. Snow removal typically starts early in the morning to clear entrances, parking lots, sidewalks, and emergency access points before the workday. Because the PSF and 911 Dispatch Center operate 24/7, our team may be called in at any time, including nights and weekends.

Priority Areas

- Main building entrances
- Public walkways & ADA-accessible routes
- Employee parking lots
- 24/7 911 Dispatch areas
- PSF Sally port entrances/exits

Equipment

- Plow trucks: F-250 with Boss V-plow & Ford Ranger with straight blade
- Yamaha ATV with plow
- Snowblowers & shovels

How You Can Help

- Use cleared walkways
- Report icy spots or drifting snow promptly
- Use caution around snow-removal equipment
- Park within designated areas so plows can access all areas



Clerk of Court

Court Staff Employee Engagement 2025

Court staff got together after work on November 4 and went out to dinner at Adventures before attending a Mosaic Tree making class through Communities United in Education at the Siren High School. Fair to say we all enjoyed the night -- creating mosaics and memories. 😊 We would like to thank the County Board and Administration for offering the employee engagement program, it is very much appreciated by this department.



ENHANCING SAFETY AND PROMOTING WELLNESS

Through Harm Reduction



This holiday, celebrate health, safety, and compassion.

Our Public Health Vending Machines provide free access to harm reduction and wellness supplies for everyone — anytime, no judgment.



CALL or TEXT 715-733-1680

CALL 715-349-7600

Locations:

Danbury Community Center
& Sand Lake Tribal Center

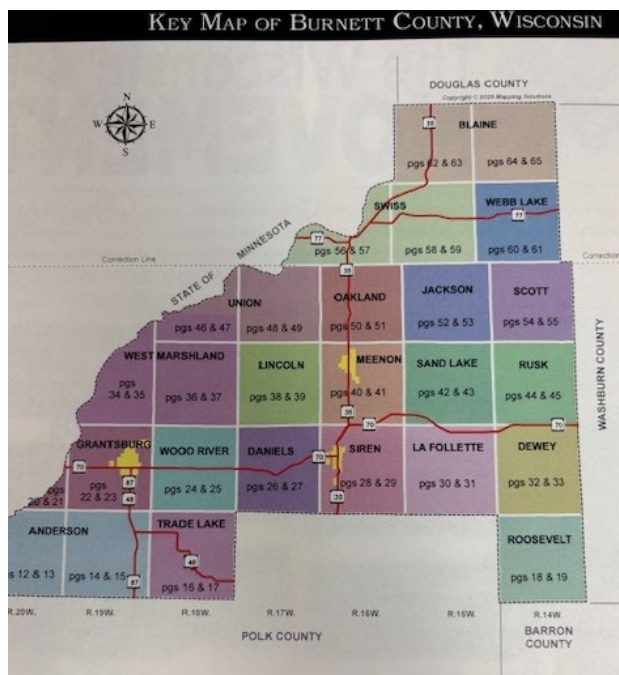
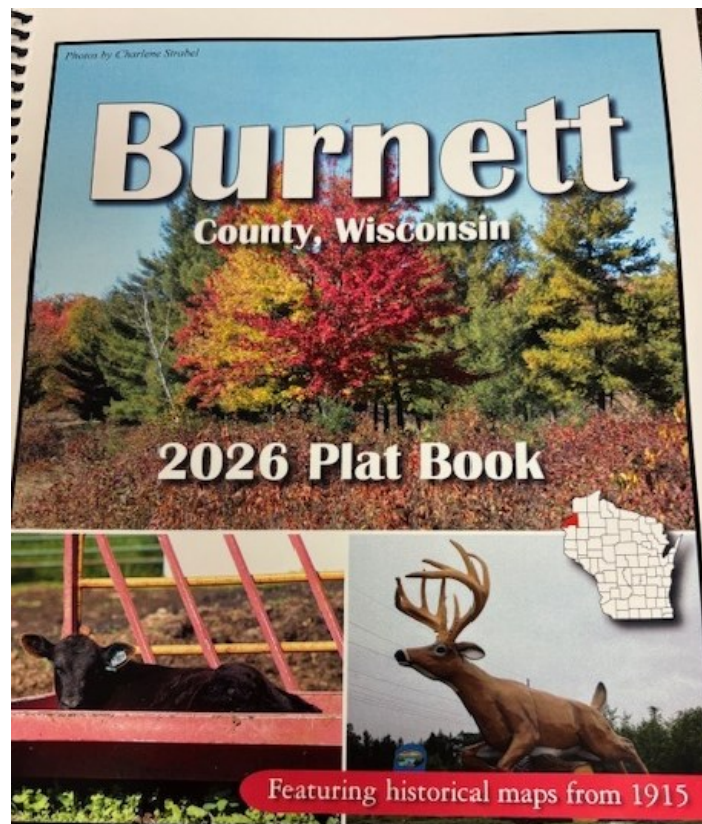


UW-Extension

There are two exciting things in the Burnett Co 4-H world:

1) Holiday Cookie Box fundraiser on sale until December 7th then we may have cookie/treat trays available for a free will donation in the breakroom starting December 8th. Free delivery to Burnett County employees on Monday, December 8th.

2) HOT OFF THE PRESS & at the BC Gov. Center! Support 4-H!! 2026 Burnett County Plat Books Are Available! The new edition of the Burnett County plat book is available for purchase at the County Clerk's office in Siren. The cost remains the same as the last edition at \$32.00, which includes tax; an additional \$12.00 is required for shipping, for a total of \$44.00. The plat books include road and property maps as well as 2024 aerial photos for all county municipalities. (I heard there are also some historical maps, too!) All plat book profits support Burnett County 4-H programs



Aging and Disability Resource Center



Take a NOURISH Step!

November: Nourishing Connections: Celebrating Food, Family, and Culture

November FUN Days!

11/2: Cookie Monster Day

11/10: Sesame Street Day

Chat about your
favorite
characters.

11/15: Clean out your Fridge Day

Find Tips
from the CDC at
this link

<https://www.cdc.gov/foodsafety/pdfs/5-Steps-to-Clean-Your-Refrigerator.pdf>

11/18: Mickey Mouse Day!



More at
brownielocks.com

As we honor Diabetes Awareness Month, Native American Heritage Month, Family Stories, and Caregiver Month, we celebrate the powerful connection between food, family, and culture. From managing diabetes to embracing Native traditions and recognizing the vital role of caregivers, each story reminds us that nourishment is more than what's on our plate—it's how we connect, support, and sustain one another.

For centuries, Indigenous people across Wisconsin have viewed food as both nourishment and medicine, relying on traditional diets rich in nutrients, vitamins, and minerals from the land and water. Foods such as fish, wild game, berries, and especially wild rice—long harvested by tribal communities—provided vital nutrients like magnesium that support heart and metabolic health. Traditional practices like growing the “Three Sisters” (corn, beans, and squash) also reflected a deep understanding of balance, sustainability, and nutrition. You can view a 5 minute video for a simple, Three Sisters Soup at this link.

<https://youtu.be/E0lKTuj2tZc?si=sWEnAnlrqg77YKKS>

Today, with heart disease and diabetes ranking among the leading causes of death for Native Americans, these ancestral diets remind us of the powerful link between traditional foods and lifelong wellness—truly illustrating that “food is medicine.” We applaud and acknowledge the outstanding efforts in the state to reintroduce traditional foods!

Recipe Websites that can Help you Take a NOURISH Step!



Diabetes Recipe Hub <https://diabetesfoodhub.org/recipes>

Native American Recipes <https://www.firstnations.org/knowledge-center/recipes/>

***NOURISH stands for: Nutrient-Rich Foods, Omega-3s & Healthy Fats, Understand, Recipes, Increase Protein & Fiber, Sugar & Sodium Awareness, and Hydrate.**

Aging and Disability Resource Center – continued



Sweet Potato Baking Tips



November is also Sweet Potato Month!

Mashed sweet potato can replace pumpkin purée, mashed banana, or part of the fat in muffins, quick breads, pancakes, and cookies.

1. Choose the right potatoes:

Use orange- or red-skinned sweet potatoes — they're naturally sweet and moist, ideal for baking.

2. Roast, don't boil (if possible):

Roasting concentrates flavor and sweetness by reducing water content. Boiling can make the mash watery, which may affect baking texture.

3. Cool before mixing:

Let the mashed sweet potatoes cool before adding to batters. Adding them hot can melt butter or curdle eggs.

4. Adjust liquid and sugar:

Mashed sweet potatoes add both moisture and natural sweetness, so you can usually reduce added sugar and liquid (milk, oil, etc.) by about ¼.

5. Measure carefully:

Recipes typically refer to mashed, not whole sweet potatoes — about 1 cup mashed equals 1 medium potato.

6. Enhance with warm spices:

Cinnamon, nutmeg, ginger, and allspice complement the flavor beautifully.

7. Combine with fats for tenderness:

Sweet potatoes work best in baked goods that include some fat (butter, oil, or yogurt) to keep the crumb soft and prevent gumminess.

Sesame Street

Unscramble the word and name the beloved Sesame Street character.

1. OMLE _____
2. IGB DIRB _____
3. CKOEIO ROSETMN _____
4. GOERVR _____
5. IENER _____
6. TERB _____
7. SAOCR HTE UHGRCO _____
8. IMEKR _____
9. MSSY YPGGI _____



Hydration Tip: Apple Cider

Nov. 18th is Apple Cider Day!

Many of us love apple cider this time of year, either hot with a cinnamon stick or cold. Just a reminder to be safe when drinking it. Buy pasteurized cider and store it in the fridge at or below 40°F. Freeze it for longer storage.

Unpasteurized cider, even if refrigerated, can contain harmful bacteria and should be avoided, especially by children, the elderly, pregnant women, and those with weakened immune systems.

Word Scramble Answers

1. Elmo 2. Big Bird 3. Cookie Monster 4. Grover 5. Ernie 6. Bert 7. Oscar the Grouch 8. Kermit 9. Miss Piggy



If you want more pep, take a NOURISH Step!

For more information visit: gwaar.org/nourishstep

GWAAR Nutrition Team Pam VanKampen, RDN, CD 11/25



Welcome!

... WELCOME TO THE TEAM

Hello! I'm Nicole Sear, the new Foster Care/Kinship Coordinator for the HHS Children and Families Unit.

I have more than 20 years of experience in human services, supporting individuals with developmental disabilities, chemical dependency, and mental health challenges.

I previously served as Program Manager at Diversified Services Inc., where I oversaw community-based, pre-vocational, and day service programs for adults with disabilities. Prior to that, I worked as Program Manager at Udac Inc. in Duluth, MN, and held multiple roles in residential mental health care, gaining deep expertise in crisis intervention, treatment planning, and advocacy.

Rooted in the Danbury and Blaine communities, I value collaboration, trust, and honoring family legacies. Outside of work, I enjoy spending time outdoors, including hunting, camping, hiking, and exploring waterfalls, watching Christmas movies, drinking coffee, and spending time with my Family. I am happily married to my husband, Dan. We have one son, Elijah.

I love animals. We have two dogs, two cats, one rabbit, and 40,000 honeybees.

We are beekeepers!



NICOLE SEAR

Thank You

**The Lounge Committee
wants to thank everyone
for a successful
Worksgiving!**



\$351.81 was collected for Shop with a Cop!





VILLAGE OF GRANTSBURG SEH PROJECTS MONTHLY UPDATE

November 25, 2025

Copies to: Sheila Meyer, John Erickson and Allison Longhenry (Village of Grantsburg)
Dan Penzkover, Bryan Cunningham, Jeremiah Wendt, Derrick Bacha, Jeff
Nussbaum, Isaac Steinmeyer, Jana Nyhagen, Bridget Anderson, Brea Grace,
Thad Webb, Dylan Friss and Henry Elling (SEH)

I. Industrial Park Project

- A. The bushes along the west private property line were removed and replanted and all project warranty work has been completed.

II. WWTP/Main Lift Station Project

- A. Work continues at the South Lift Station and WWTP and a progress meeting was held on Nov. 18th.
- B. SEH is working on the final WDNR permit for land application of sludge and will revise everything for spring application.
- C. The Village requested that monthly pay requests be submitted, so they don't become too large.
- D. Watermain work will take place in the spring of 2026.

III. Campground Expansion/WDNR Stewardship Project

- A. All work has been completed.
- B. SEH will provide as-built record plans for the project.

IV. Water Treatment Plant Project

- A. SEH will review the design WTP floor plans, site layouts, and cost estimates with Village staff on Dec. 2nd, prior to presenting them to the Village Board on Dec. 8th.
- B. A WDNR Safe Drinking Water Loan Program ITA/PERF was submitted on Oct. 31st.

V. STH 70 (State Line to 350' East of Johnson St.) WisDOT Paving Project

- A. Construction currently proposed in 2030

Profit and Loss Comparison

Grantsburg Golf Course LLC

January 1-November 30, 2025

DISTRIBUTION ACCOUNT		TOTAL
	JAN 1 - NOV 30 2025	JAN 1 - NOV 30 2024 (PY)
Income		
Cart Rental		
Power Cart	38,005.00	33,500.00
Total for Cart Rental	\$38,005.00	\$33,500.00
Green Fees	56,846.93	48,427.00
Memberships	25,715.00	23,910.00
Merchandise Sales		
Beer	18,976.00	15,634.00
Clothing	2,602.00	2,196.00
Food	1,003.00	907.50
Golf Items	6,138.00	5,926.00
Pop	5,422.80	5,505.00
Total for Merchandise Sales	\$34,141.80	\$30,168.50
Storage		150.00
Trail Fees		125.00
Total for Income	\$154,708.73	\$136,280.50
Cost of Sales		
Gross Profit	\$154,708.73	\$136,280.50
Expenses		
Bank Service Charges	197.27	231.21
General Administration		
Accounting	1,524.00	1,716.84
Organizational Expense	136.00	575.00
Licenses & Permits		608.00
Total for General Administration	\$1,660.00	\$2,899.84
General Operation	\$3,060.35	\$3,086.60
Chemicals and Fertilizer	1,281.84	1,049.73
Gas & Oil	3,737.60	3,527.11
Repairs & Maintenance	1,573.62	2,092.47
Small Equip Purchases	1,934.67	1,346.87
Total for General Operation	\$11,588.08	\$11,102.78
Insurance Expense	2,626.00	2,563.00
Merchandise purchased		
Beer	9,013.52	9,754.89
Clothing	2,909.90	2,357.50
Food	554.43	479.83
Golf Items	7,173.03	8,526.37
Pop	6,126.90	5,208.40
Total for Merchandise purchased	\$25,777.78	\$26,326.99
Office Supplies	\$556.02	\$534.69
Postage		108.43
Total for Office Supplies	\$556.02	\$643.12
Payroll Expenses		
Taxes	5,446.24	5,282.01
Wages	68,495.00	66,390.82

DISTRIBUTION ACCOUNT	TOTAL	
	JAN 1 - NOV 30 2025	JAN 1 - NOV 30 2024 (PY)
Total for Payroll Expenses	\$73,941.24	\$71,672.83
Professional Fees	400.00	400.00
Repairs and Maintenance	10,045.79	7,473.24
Sales Tax Paid	9,704.60	8,112.45
Square Fees	2,598.88	1,580.74
Telephone Expense	432.27	410.88
Utilities		
Electricity	1,341.91	1,193.33
Water & Sewer	6,651.30	676.22
Total for Utilities	\$7,993.21	\$1,869.55
Federal Income Tax		794.85
Rent Expense		11,754.00
Total for Expenses	\$147,521.14	\$147,835.48
Net Operating Income	\$7,187.59	-\$11,554.98
Other Income		
Other Expenses		
Net Other Income		
Net Income	\$7,187.59	-\$11,554.98



Village of Grantsburg

316 Brad Street South
Grantsburg, WI 54840

Administration Committee Meeting Minutes

The Village Administration Committee met on Wednesday, November 10th, 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
Easy IT Chuck Van Duynhoven
Grantsburg Housing Authority Director Jeremy Gronski
Others: Nicholas Kimble and Anna Lohse

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

Nichola Kimble – accessory/shed ordinance

Committee decided to move this item later in the meeting.

Easy It Guys – hardware proposal

Village staff requested an Easy It representative attend an Administration meeting to discuss a recent quote for replacement of the Village's firewall, network switches, and wireless access points. The initial quote increased the Village's monthly expense for IT services by \$405.00. Chuck with Easy IT provided a packet that reviewed the details of the quote, the need for replacement of the items that are at end of life, and alternatives to lessen the monthly cost. Chuck explained that hardware as a service allows the cost of the of these bigger items to be spread over their useful life which can be easier for budgeting. The packet also reviewed the difference between residential network equipment and service needs versus government.

The committee also discussed the Village Office building's wiring for network items is outdated and unorganized which poses increased cyber security risks to all network equipment. The committee discussed re-wiring at the same time as the network equipment is replaced, which would allow for the removal of unnecessary switches that only increase security risks and costs. Trustee Java suggested the Village work with school district technology staff to provide guidance on such a project since Easy IT does not complete wiring projects.

Rental agreements 1) Grantsburg Area Food Shelf 2)Village Church

Committee decided to move this item later in the meeting.

Jeremy Gronski – Director, Grantsburg Housing Authority/Crexway Court – possible merging of Village and Burnett County Housing Authorities

Jeremy provided a brief overview of the Grantsburg and Burnett County Housing Authorities. He indicated that budget cuts to HUD (U.S. Department of Housing and Urban Development) and unstable funding in the past has limited Crexway Court to maintain the building and make updates as needed. He suggested after working with HUD and WEDA (Wisconsin Economic Development Association) that it would be most financially beneficial for Grantsburg Housing and Burnett County Housing Authorities to merge and transfer properties out of HUD and into WEDA funding programs. The committee had concerns that Grantsburg residents may lose housing options if a merger occurs. Jeremy indicated that bylaws could be written to ensure Grantsburg residents are on the board and represented. The process would take 3-5 years and a representative from WEDA could meet with the board to provide more details on a merger before moving forward. The committee asked for more information on the process and details regarding ownership of the Grantsburg Housing Authority facility should it be sold.

No motions made.

Nichola Kimble – accessory/shed ordinance

Nicholas and Anna requested that the board provide them with a variance to build a shed on their property with no principal structure present. They plan to build a home and would like to have a shed on the property to store supplies and tools during the project. Currently a shed cannot be placed on a parcel without a primary structure present per Village ordinances. Nicholas and Anna indicated their plan to build is 3-5 years out as they are wanting to pay for the project without financing. The committee discussed allowing a variance to help promote building in the Village and indicated the ordinance violation and fines that would incur if the primary structure is not built within the agreed upon time frame.

Motion by Trustee Peer, second by Trustee Java to recommend the Village Board allow owners Nicholas Kimble and Anna Lohse to build a shed at 310 Centennial Street North with the agreement to have a primary structure built within 5 years. Motion carried unanimously.

Rental agreements 1) Grantsburg Area Food Shelf 2)Village Church

The Grantsburg Area Food Shelf agreed to the contract as presented for a term of 5 years with a \$300 quarterly fee. Village staff indicated no issues regarding the contract.

Motion by Trustee Java, second by Trustee Peer to recommend the Village Board approve the contract with the Grantsburg Area Food Shelf for a term of 5-years at the cost of \$399 per quarter and the cost of their wi-fi access point. Motion carried unanimously.

The committee discussed the current contract with the Village Church for use of the community center on Sunday mornings and rental of one storage room. The Village staff indicated no issues regarding the contract. The committee asked to have the church review the contract and return it to the Village Board for approval in December.

No motions made.

The meeting was adjourned at 3:44 p.m.

Allison Longhenry
Deputy Clerk/Treasurer



Village of Grantsburg

Village Board of Trustees Meeting

Monday, November 10, 2025

The Board of Trustees for the Village of Grantsburg met on Monday, November 10, 2025, at 4:00 p.m. in the Village Board Room, 316 S. Brad Street, Grantsburg, Wisconsin.

Present: President Rick Lindberg, Trustee Greg Peer, Trustee Leo Janke, Trustee Hank Java

Absent: Trustee John Addison.

Others: Police Chief Jared Woody, DPW John Erickson, Deputy Clerk/Treasurer Allison Longhenry, Library Director Lynett Yoerg, Greg Marsten-Burnett County Sentinel, Kim Korhonen, Matt Chadwick, Amy Chadwick & son.

Call to Order. President Lindberg called the Village Board meeting to order at 4:00 p.m. Clerk/Treasurer Meyer conducted roll call. The pledge of allegiance was recited.

Trustee vacancies. President Lindberg acknowledged three letters of interest received for the two Trustee vacancies from Matt Chadwick, Kim Korhonen, and Diane Barton. President Lindberg asked Chadwick and Korhonen to introduce themselves and say a little about themselves. **Motion by Trustee Java, second by Trustee Janke to accept the letters of interest and appoint Matt Chadwick and Kim Korhonen to fill the two Trustee vacancies. Chadwick will serve the term to expire in April of 2027 and Korhonen will serve the term to expire in April of 2026. Motion passed unanimously.**

Matt Chadwick and Kim Korhonen were sworn in by Clerk/Treasurer Meyer and joined the other Trustees at the table.

Public Comments. No one appeared.

Correspondence. Included in the Trustee packets were the Burnett County Administration newsletter and the monthly project update report from S E H.

Minutes. President Lindberg asked if there were any changes, corrections or additions to the minutes presented from the following 2025 meetings: October 13th Administration Committee; October 13th Village Board; October 15th Administration Committee; October 15th Board of Review; November 5th Administration Committee. None were proposed. **Minutes were accepted as presented.**

STAFF REPORTS

Public Works DPW Erickson informed the Trustees of items happening since the last board meeting including installing a new sign at the west campground, street line painting, removed flowers, put up winter banners, winterized Village owned facilities and removed seasonal meters. DPW Erickson reported the streetlight at Summit and Pine Street should be installed the first week in December, the effluent flow meter failed and was replaced at the Wastewater Treatment Plant, and Advance Meter Testing will be hired to perform all commercial cross connection inspections in the future. Trustee Janke will work on establishing an outdoor skating rink once weather permits. Vendors may start setting up for Christmas in the Park on December 1st.

Police Chief Woody informed the Trustees that Administrative Assistant Lee is out on medical leave, and he will have his incident report and graph for September available at the December meeting. Chief Woody also reported his department participated in the drug takeback day, handed out candy at the Fire Hall on Halloween, participated in a multi home search warrant on N. Nelson Street that resulted in six arrests, and has been very busy working on a suspicious fire that took place at McNally Industries.

Library Director Yoerg presented the library report showing a recap of October programming and several programs scheduled for November. Yoerg reported the library received a \$700 donation from the Grantsburg Lions Club and she is working with Burnett Medical Center to have them give out information, at well baby checkups, about reading programs held at the library.

Administration Clerk/Treasurer Meyer presented the license and permits report showing several building permits issued including one for a new home, the cash report with a checking account balance of \$124,750.69 after all vouchers are paid, and a Treasury account balance of \$1,275,115.23, and the actual to expected budget report showing 2025 actual revenues and expenditures as compared to 2025 budgeted figures.

C/T Meyer also asked the Board to approve adding Deputy C/T Longhenry to the Village's online banking account at Community Bank. **Motion by Trustee Java, second by President Lindberg to add Deputy Clerk/Treasurer Longhenry to the Village's online banking account at Community Bank with President Lindberg as the Business Principle, Clerk/Treasurer Meyer assigned Senior Administrator and Deputy Clerk/Treasurer Longhenry added as a user with her own token for login purposes. Motion passed unanimously.**

COMMITTEE REPORTS

Administration Committee. 1) Accessory building/shed ordinance. C/T Meyer and Deputy C/T Longhenry explained more requests are being received from property owners to build an accessory building/shed/garage on their property prior to having a primary structure on the

property. Nickolas Kimble and Anna Lohse came to the Administration Committee with such a request. **Motion by Trustee Peer, second by Trustee Janke to approve the application received from Nickolas Kimble and Anna Lohse to construct a garage on their vacant property located at the south end of Centennial Street N., provided they construct a primary structure within 5 years. Motion passed unanimously.** All future requests will be presented to the Village Board for consideration.

2) Computer hardware. Chuck Van Duynhaven with Easy IT Guys, the Village's IT management company, appeared at the Administration Committee and explained that a lot of the Village's computer infrastructure and security hardware is outdated and has been pieced together over the years. Chuck went through the proposal to bring the Village current on equipment which would cost an additional \$270 per month for the next 3 years. This would include the Village bringing new wiring from the mechanical room to the Village Office and Police Department. Trustee Java offered his services along with Jesse Byers help in pulling new wiring.

Motion by Trustee Java, second by Trustee Peer to agree to the proposal received from Easy IT Guys for replacing and/or upgrading the computer infrastructure and security hardware at an additional cost of \$270 per month for the next 3 years. Motion passed unanimously.

3) Grantsburg Area Food Shelf. **Motion by President Lindberg, second by Trustee Janke to approve the 5-year rental agreement between the Village and the Grantsburg Area Food Shelf for the space they use in the Village Office building from November 1, 2025 to October 31, 2030 at a cost of \$6.25 per hour they are open plus \$25 per month for each year of this agreement for continual storage. Motion passed unanimously.**

4) The Village Church. This will be considered at the December meeting.

5) Merging Village and Burnett County Housing Authorities. Jeremy Gronski, Executive Director of both Housing Authorities attended the Administration Committee meeting to start the conversation about merging the two Housing Authorities. This is in the very early stages with more discussions to come.

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

Checks #36703-36745	\$108,959.04
Payroll vouchers V9746-V9761	\$36,722.50
ACH/EFTPS payments	\$43,907.20
Total	<u>\$189,588.74</u>

Motion passed unanimously.

Motion by Trustee Java, second by Trustee Janke to approve payment to Market and

Johnson, Inc., contractor on the WWTP project, for pay request No. 3 for \$238,953.50 and pay request No. 4 for \$549,461.95. Motion passed unanimously.

Spring election. The Trustees were reminded that paperwork for the Spring election candidates will be available at the Village Office on December 1st.

THE VILLAGE BOARD 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.

Motion by Trustee Java, second by Trustee Peer to convene into closed session at 4:45 p.m. Motion passed unanimously.

THE VILLAGE BOARD WILL RECONVENE INTO OPEN SESSION pursuant to Wis. Stats. 19.85 (2).

Motion by Trustee Java, second by President Lindberg to reconvene into open session at 5:00 p.m. Motion passed unanimously.

Labor Agreement. No motion was needed or made from closed session.

5:03 p.m. Budget Hearing. President Lindberg called the 2026 Budget Public Hearing to order. C/T Meyer read the Notice of Public Hearing. President Lindberg asked for anyone wishing to speak in favor of the 2026 Budgets. No one spoke. President Lindberg asked for anyone wishing to speak against the 2026 Budgets. No one spoke. The Public Hearing was closed at 5:05 p.m.

Motion by Trustee Java, second by Trustee Peer to approve the 2026 General Fund budget as presented with revenues of \$1,768,098 and expenditures of \$2,007,292. Motion passed unanimously. (A loan received in 2025 will be held over to pay off a State Trust Fund loan on January 2, 2026, in the amount of \$239,194 to balance the budget).

Motion by President Lindberg, second by Trustee Java to set the 2025/collected in 2026 tax levy at \$535,582. Motion passed unanimously. (This amount includes the allowable levy plus \$42,000 for new debt service payments).

Motion by Trustee Java, second by Trustee Janke to approve the 2026 budgets for the Water Utility Fund with revenues of \$400,529.11 and expenditures of \$441,894.74 including principal payments on long-term debt of \$109,883.22 and depreciation costs of \$100,789.76; the Sewer Utility Fund with revenues of \$577,412.30 and expenditures of \$386,239.65 including principal payments on long-term debt of \$55,039.17 and depreciation costs of \$86,729.65; the Storm Water Utility Fund with revenues of \$77,966.45 and expenditures of \$54,474.66 including principal payments on long-term debt of \$18,396.55 and depreciation costs of \$34,554.74. Motion passed unanimously.

Library Director Yoerg thanked the Board for including an additional \$5,000 contribution to the

library for 2026 and indicated they would use the money to be open from 9 a.m. to noon on Saturdays in 2026.

Trustee reports, concerns... Trustee Peer reported that the airport trial was completed and it may be several months before Judge Tolan makes a ruling.

Adjournment The Village Board meeting was adjourned at 5:10 p.m.

Sheila Meyer
Clerk/Treasurer

APPLICATION FOR LICENSE

To the Village Board, Village of Grantsburg, Burnett County, Wisconsin the undersigned:

REKN Enterprises LLC
DBA Crex Liquors
824 Gateway Street
Stanley T. Engstrand, Agent

Hereby applies for a "Class A" Liquor and Class "A" Beer License to be used from December 8, 2025, to June 30, 2026.

The Village Board will consider this application on December 8, 2025, at the monthly Village Board meeting.

Dated: November 25, 2025
Allison Longhenry, Deputy Clerk/Treasurer
Village of Grantsburg

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only	
Municipality	VofG
License Period	12/2025-6/30/2026

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer \$ 54 ☐ Class "B" Beer \$ _____
- ☒ "Class A" Liquor \$ 270 ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____ ☐ Reserve "Class B" Liquor \$ _____
- ☐ "Class C" Liquor (wine only) \$ _____

Fees	
License Fees	\$ <u>324</u>
Background Check Fee	\$ <u>—</u>
Publication Fee	\$ <u>40</u>
Total Fees	\$ <u>364</u>

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship) REKN Enterprises LLC		
2. Business Trade Name or DBA Crex Liquors		
3. FEIN <u>39-5153608</u>	4. Wisconsin Seller's Permit Number <u>456-1032205557-04</u>	
5. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization		
6. State of Organization WI	7. Date of Organization <u>10-29-25</u>	8. Wisconsin DFI Registration Number <u>600-1032205557-03</u>
9. Premises Address <u>824 Gateway St.</u>		
10. City Grantsburg	11. State WI	12. Zip Code 54840
13. County Burnett	14. Governing Municipality: ☐ City ☐ Town ☒ Village of: <u>Grantsburg</u>	15. Aldermanic District
16. Premises Phone	17. Premises Email	18. Website
19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.		
20. Mailing Address (if different from premises address) <u>Same</u>		
21. City	22. State	23. Zip Code

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No If yes, list the details of violation below. Attach additional sheets if necessary.		
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol . . ☐ Yes ☒ No beverages.
- If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.
3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? . . ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.
4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.
- 4a. Name of Business Entity REXN Enterprises LLC 4b. Business Entity FEIN 39-5153608
5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Engstrand	Stanley Todd	owner	715-554-1135
Kaiser	Ethan	owner	715-308-3744
Rivard	Luke	owner	715-491-0903
Nesvold	Terry	owner	715-417-1152

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Engstrand		First Name Stanley		M.I. T
Title Owner/Agent		Email engstrandtrucking@yahoo.com		Phone (715) 554-1135
Signature 			Date 11-9-25	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk 11-13-2025	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

State Rd 70

Darrell's
Hardware

physical
Therapy

putt n
stuff

HR Block

pizza
place

T-Dawg's

crex
Liquors

Gateway ST.

Alcohol Beverage
Individual QuestionnaireDate
11-3-2025

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

REKN Enterprises LLC

2. Business Trade Name or DBA

Crey Liquors

3. Entity Type (check one)

☐ Sole Proprietor☐ Partnership☒ Limited Liability Company☐ Corporation☐ Nonprofit Organization**Part B: Individual Information**

1. Last Name

Engstrand

2. First Name

Stanley

3. M.I.

T

4. Relationship to Business (Title)

Owner/Agent

5. Email

engstrandtrucking@yahoo.com

6. Phone

(715) 554-1135

7. Home Address

2849 210th St.

8. City

Luck

9. State

WI

10. Zip Code

54853

11. Date of Birth

03/28/69

12. Drivers License/State ID Number

E523-7986-9108-02

13. Drivers License/State ID State of Issuance

WI

Part C: Address History1. Do you currently live in Wisconsin? ☒ Yes ☐ No

If yes, provide the month and year when you permanently moved to Wisconsin

(MM/YYYY)

03/1969

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1	City	State	Zip Code
2849 210th St.	Luck	WI	54853
Previous Address 2	City	State	Zip Code
Previous Address 3	City	State	Zip Code
Previous Address 4	City	State	Zip Code
Previous Address 5	City	State	Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State	County	State	County	State	County	State	County
WI	Polk						
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 11-13-25
--	------------------

Alcohol Beverage
Individual QuestionnaireDate
11/05/2025

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (Individual name if sole proprietor)

REKN ENTERPRISES LLC

2. Business Trade Name or DBA

CREX LIQUORS

3. Entity Type (check one)

☐ Sole Proprietor☐ Partnership☒ Limited Liability Company☐ Corporation☐ Nonprofit Organization

Part B: Individual Information

1. Last Name

KAISER

2. First Name

ETHAN

3. M.I.

A

4. Relationship to Business (Title)

MEMBER

5. Email

KAISER.ETHAN@GMAIL.COM

6. Phone

(715) 308-3744

7. Home Address

2975 240TH ST

8. City

GRANTSBURG

9. State

WI

10. Zip Code

54840

11. Date of Birth

10/26/85

12. Drivers License/State ID Number

K2602018538600

13. Drivers License/State ID State of Issuance

WI

Part C: Address History

1. Do you currently live in Wisconsin? ☒ Yes ☐ No

If yes, provide the month and year when you permanently moved to Wisconsin

(MM/YYYY)

10/1985

2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.

Previous Address 1

2975 240TH ST

City

GRANTSBURG

State

WI

Zip Code

54840

Previous Address 2

City

State

Zip Code

Previous Address 3

City

State

Zip Code

Previous Address 4

City

State

Zip Code

Previous Address 5

City

State

Zip Code

3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.

State

County

State

County

State

County

State

County

WI

POLK

WI

DUNN

WI

EAU CLAIRE

WI

BROWN

State

County

State

County

State

County

State

County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances?..... ☐ Yes ☐ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated Open container on public sidewalk	Location Eau Claire, WI	Conviction Date 07/01/2009
Penalty Imposed fine	Was sentence completed?..... ☒ Yes ☐ No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed?..... ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed?..... ☐ Yes ☐ No	

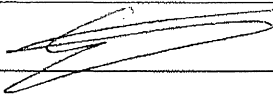
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances?..... ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature



Date

11/5/25

Alcohol Beverage
Individual QuestionnaireDate
11/10/2025

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor) REKN Enterprises LLC	
2. Business Trade Name or DBA	
3. Entity Type (check one) ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization	

Part B: Individual Information

1. Last Name Rivard		2. First Name Lukas		3. M.I. C
4. Relationship to Business (Title) owner/partner		5. Email lrivard13@gmail.com		6. Phone (715) 491-0903
7. Home Address 409 Coulee Trl.				
8. City Hudson		9. State WI	10. Zip Code	11. Date of Birth 10/13/86
12. Drivers License/State ID Number R163-5238-6373-03			13. Drivers License/State ID State of Issuance WI	

Part C: Address History

1. Do you currently live in Wisconsin?				☒ Yes ☐ No			
If yes, provide the month and year when you permanently moved to Wisconsin				(MM/YYYY) 09/1989			
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1 1019 St Croix St N		City Hudson		State WI		Zip Code	
Previous Address 2		City		State		Zip Code	
Previous Address 3		City		State		Zip Code	
Previous Address 4		City		State		Zip Code	
Previous Address 5		City		State		Zip Code	
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State WI	County st. croix	State	County	State	County	State	County
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances?..... ☒ Yes ☐ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated DWI	Location St. Croix County, Hudson WI	Conviction Date 01/05/2005
Penalty Imposed fine	Was sentence completed?..... ☒ Yes ☐ No	
Law/Ordinance Violated OWI 2nd	Location Eau Claire WI	Conviction Date 01/05/2006
Penalty Imposed fine, outpatient, 10 days in jail	Was sentence completed?..... ☒ Yes ☐ No	
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed	Was sentence completed?..... ☐ Yes ☐ No	

2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances?..... ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature

Lukas Rivard

Date

11/10/2025

Alcohol Beverage
Individual QuestionnaireDate
11/8/25

All individuals involved in the alcohol beverage business must complete this form, including:

- sole proprietor
- all officers, directors, and agent of a corporation or nonprofit organization
- all partners of a partnership
- members and agent of a limited liability company

Your alcohol beverage application or renewal is not complete until all required Individual Questionnaires are submitted.

Part A: Business Information				
1. Legal Business Name (individual name if sole proprietor) mbm RIFKN Enterprises LLC				
2. Business Trade Name or DBA CPEX LIQUORS				
3. Entity Type (check one)				
☐ Sole Proprietor	☐ Partnership	☒ Limited Liability Company	☐ Corporation	☐ Nonprofit Organization

Part B: Individual Information				
1. Last Name NESVOLD		2. First Name TERRY		3. M.I. R
4. Relationship to Business (Title) CO-OWNER		5. Email TERRYNESVOLD@HOTMAIL.COM		6. Phone 715-47-1152
7. Home Address 708 Summit STR				
8. City OSCEOLA		9. State WI	10. Zip Code 54020	11. Date of Birth 10/18/55
12. Drivers License/State ID Number N214-8165-5378-08			13. Drivers License/State ID State of Issuance	

Part C: Address History							
1. Do you currently live in Wisconsin? ☒ Yes ☐ No							
If yes, provide the month and year when you permanently moved to Wisconsin (MM/YYYY) 10/55							
2. List in chronological order all of your addresses within the last 5 years. Attach additional sheets if necessary.							
Previous Address 1 SAME AS ABOVE		City	State	Zip Code			
Previous Address 2		City	State	Zip Code			
Previous Address 3		City	State	Zip Code			
Previous Address 4		City	State	Zip Code			
Previous Address 5		City	State	Zip Code			
3. List all states and counties you have lived in as an adult. Attach additional sheets if necessary.							
State	County	State	County	State	County	State	County
State	County	State	County	State	County	State	County

Continued →

Part D: Criminal History

1. Have you ever been convicted of any offenses (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or of any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 1, please list details of each conviction below. Attach additional sheets as needed.

Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No
Law/Ordinance Violated	Location	Conviction Date
Penalty Imposed		Was sentence completed? ☐ Yes ☐ No

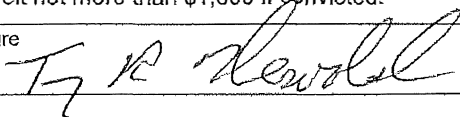
2. Are charges for any offenses currently pending against you (excluding traffic offenses unless related to alcohol beverages) for violation of any federal, Wisconsin, or another state's laws or any county or municipal ordinances? ☐ Yes ☒ No

If yes to question 2, describe nature and status of pending charges using the space below. Attach additional sheets as needed.

Part E: Attestation

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I certify that I am not prohibited from participating in this business due to any involvement in another tier of the alcohol beverage industry as a restricted investor. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature



Date

11/8/25

Alcohol Beverage
Appointment of AgentDate
11/03/2025

Agent Type (check one)

☒ Original (no fee) ☐ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

REKN Enterprises LLC

2. Business Trade Name or DBA

Crex Liquors

3. Entity Type (check one)

☒ Limited Liability Company☐ Corporation☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☒ Municipal Retail License ☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Engstrand

2. First Name

Stanley

3. M.I.

T

4. Email

engstrandtrucking@yahoo.com

5. Phone

715-554-1135

6. Home Address

2849 210th St.

7. City

Luck

8. State

WI

9. Zip Code

54853

10. Date of Birth

03-28-1969

11. Drivers License/State ID Number

E523-7986-9108-02

12. Drivers License/State ID State of Issuance

WI

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire* (licensee) or
Form AB-300, *Alcohol Beverage Personal Questionnaire* (permittee)? ☒ Yes ☐ No3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Business Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Engstrand</i>		First Name <i>Stanley</i>		M.I. <i>1</i>
Title <i>owner</i>	Email <i>Engstrand Trucking@yahoo.com</i>		Phone <i>715-554-1135</i>	
Signature <i>State Treasurer</i>			Date <i>11-13-25</i>	

Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Engstrand</i>		First Name <i>Stanley</i>		M.I. <i>1</i>
Signature <i>State Treasurer</i>			Date <i>11-13-25</i>	

Appointment of Election Inspectors for a term to end December 31, 2027

State law requires that election inspectors be appointed by the Village Board for a two-year term in odd years. Each of the following have worked elections in the past or would like to work at an election in the future. Please appoint the following individuals as election inspectors to a two-year term to end 12/31/2027 and include in your motion to allow the Clerk to appoint inspectors, not listed below, on an as needed basis throughout this term.

Baker, Judith	Inspector
Beckmann, Todd	Inspector
Bergman, Paul	Inspector
Bergman, Yvonne	Inspector
Branstad, Julie	Inspector
Carlson, Lois	Chief Inspector
Chadwick, Jim	Inspector
Coy, Stacy	Inspector
Dahl, Linda	Inspector
Davies, Pamela	Chief Inspector
Ekblad, Jon	Inspector
Lindh, Diane	Inspector
Peterson, Judith	Chief Inspector
Tebow, Joy	Inspector
Thoreson, Deb	Chief Inspector



INSPECTION AGENCY SERVICES AGREEMENT

THIS AGREEMENT is made by and between the Village of Grantsburg, of Burnett County, Wisconsin, a municipal corporation (hereinafter "Municipality") and REM Inspecting LLC (hereinafter "REMI"), of 1014 110th Ave, Amery Wisconsin.

WHEREAS, the Municipality intends to hire a Wisconsin certified inspection agency to provide UDC and Camping unit permitting and inspection services per SPS320.06 and SPS327.06 of the Wisconsin Administrative code.

WHEREAS, REMI intends to provide permitting and inspection services via Wisconsin certified inspection agency(s), certified Inspector(s), and administrative personnel.

NOW THEREFORE, the Municipality and REMI, in consideration of the parties' mutual understandings, promises and representations as hereinafter set forth, do agree as follows:

APPOINTMENT:

The Municipality hereby designates and appoints REMI to provide permitting and inspection services at the direction and oversight of the Municipality.

REM INSPECTING LLC WILL PROVIDE,

1. Personnel that will issue permits per the municipalities' requirements.
2. Certified inspector(s) with UDC construction, plumbing, electrical, HVAC licenses.
3. Inspection reports per the municipalities' requirements.
4. An annual update report to the board.
5. Consultation to citizens, contractors, owners and others as needed.
6. Other services as outlined in writing and mutually agreed upon.

THE MUNICIPALITY WILL PROVIDE,

1. Any written municipal requirement(s) that REMI is to follow.
2. Any Municipality documents required by the Municipality
3. Any Municipality training required by the Municipality
4. Contact numbers of municipal officials who can be contacted during and after hours

RECORDS:

1. REMI will maintain open permit and inspection records. A copy of the open permit will be emailed to the municipality upon issuance.
2. REMI intends to turn over the closed permit documents to the Municipality via electronic means for long term storage at the beginning of each year.
3. All permit applications, plans, and inspection reports shall be deemed public record and open to the public for review at the REMI office during normal business hours upon a formal request and assistance fee.

COMPENSATION:

1. REMI shall calculate permit and inspection fees according to the attached and incorporated fee SCHEDULE A.
2. Subsequent SCHEDULE A revisions shall take effect at the start of a new term, and revisions shall be reviewed by the municipality.
3. Any other work not associated with a permit or inspection fee shall be invoiced to the requesting person on a time and expense rate as listed in schedule A.
4. Invoices shall be paid monthly, unless otherwise agreed to in writing.

INSURANCE:

REMI will maintain general and professional liability insurance coverage for the duration of the contract. The Municipality upon request can be added as an additional insured.

TERM OF AGREEMENT:

1. This agreement shall commence on the date both parties sign the agreement
2. The agreement shall be based on a one (1) year term.
3. The term shall auto renew on 1 January until terminated.

TERMINATION:

Notwithstanding the previous Term of Agreement provision, either party upon 60 days written notice to the other party may terminate this agreement, without cause.

NOTICE:

1. Any notice required or permitted to be given under this agreement shall be given in writing either by personal delivery or by certified mail, postage prepaid or via email acknowledgment by both parties.
2. To the Municipality's current address
3. To REMI: REM Inspecting, LLC, 1014 110th Ave., Amery, WI 54001, Dan@reminspecting.com

STATUS OF INSPECTOR:

Both parties acknowledge that the relationship created by this agreement is that of independent contractor for the purposes of compensation and not that of employer and employee. As inspector, it is intended that REMI shall be considered an agent and official of the Municipality for the purpose of administration and enforcement of all applicable statutes, ordinances, and regulations and shall have the authority to act on behalf of the Municipality for this purpose.

WAIVER OF BREACH:

The waiver by the Municipality of the breach of any provision of this agreement by REMI shall not be deemed a waiver by the Municipality of any subsequent breach.

NON-ASSIGNMENT:

Neither party may assign or delegate any of its rights under this Agreement, either voluntarily or involuntarily, whether by merger, consolidation, dissolution, operation of law, or any other manner, except with the prior written consent of the other party.

GOVERNING LAW:

This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin, without giving effect to the conflict of law provisions thereof.

ENTIRE AGREEMENT:

This Agreement and the schedules attached hereto contain the entire understanding between and among the parties and supersede any prior written or verbal understandings and agreements among them respecting the subject matter of this Agreement.

[Signatures on next page.]

[Signature page of Inspection agency Agreement]

REM Inspecting LLC:

Name: Daniel Kegley

Date: 3 December 2025

Signature: 

Title: President/CEO

Municipality:

Name: _____

Date: _____

Signature: _____

Title: _____

Name: _____

Signature: _____

Title: _____



Village of Grantsburg Long-Term Rental Agreement Community Center & Storage Room

This agreement, made and entered this 8th day of December 2025 by and between,

Village of Grantsburg
316 S Brad St
Grantsburg, WI 54840
Hereinafter referred to as “the Village”

And

The Village Church of Grantsburg
Hereinafter referred to as “The Village Church”

1. The Village hereby grants to The Village Church use of the Community Center located at 315 S. Robert St, for a weekly Sunday School program.
2. This agreement shall be effective from January 1, 2026 – December 31, 2026. The fee for this time period will be \$7.00/hour for a minimum of 100 hours annually. A schedule of hours will need to be provided to the Village Office for review/approval. All events outside of the weekly Sunday School program will be at full Community Center rental fees.
3. The Village Church shall also pay the Village \$50.00 per month for the length of this Agreement for use of Storage Room #1.
4. The Village retains the right to use or rent the Community Center for other activities and The Village Church agrees to remove any and all equipment from the Community Center at the date and time indicated by the Village.
5. No commercial, permanent signage can be installed on the Village’s property. A temporary short-term portable sign may be displayed during activity hours but must be removed when the Community Center is rented for other activities. No Village phone numbers shall be published for the purpose of contacting the renter.
6. No alterations of the Community Center and/or Storage Room #1, including holes, permanent marking, or removal of any building items of any kind, is permitted without written pre-approval of the Village Board.

7. During usage, all State and Federal laws including but not limited to Fire Regulations, OSHA, EPA or UBC guidelines must be met. Entrance and egress clearances shall be intact to ensure safe departures in lieu of any emergency. Electrical panel clearances must allow constant access.
8. The Village Church is responsible for cleaning the portion of the Community Center used including cleaning, sweeping, and mopping of floors to original condition prior to the facility being used by another group or individual, removal of garbage on a regular basis and picking up after weekly Sunday school program. Excessive wear and tear of floors, walls, appliances, or any items requiring repair will be returned to original condition at the renter's expense.
9. The Village will provide The Village Church with keys for the facility. All keys/fobs shall be returned to the Village at the end of this agreement. No keys/fobs shall be duplicated, or lock replacement shall be paid by the renter.
10. The Village Church may not sublease the rented area without written approval of the Village.
11. The Village Church will carry liability insurance for its use of the Community Center with coverage in the amount of one (1) million dollars minimum with the Village listed as an additional insurer.

Village of Grantsburg
Rick Lindberg, President

Date

Village Church of Grantsburg

Date

Attest:

Sheila Meyer, Clerk/Treasurer

Date

Public Works Report December 8th,2025

Events: Christmas in the park is currently happening, construction will not Interfere, and activities will take place like usual.

Parks: The skating rink at the campground is now set up and should be available for skating very soon.

Snow and ice: We had our first snowfall events; our plow truck was down for a couple days during the storm. Thanks to Grantsburg township who help with salt/sand while we were down.

Water: Well 2 is back online after the rehab and waiting for our new discharge head to arrive.

Misc: We are going to keep running the ad for water/wastewater operator as we had very little interest in the position.

Director of Public Works

John Erickson



Grantsburg Police Department

Law Total Incident Report, by Nature of Incident

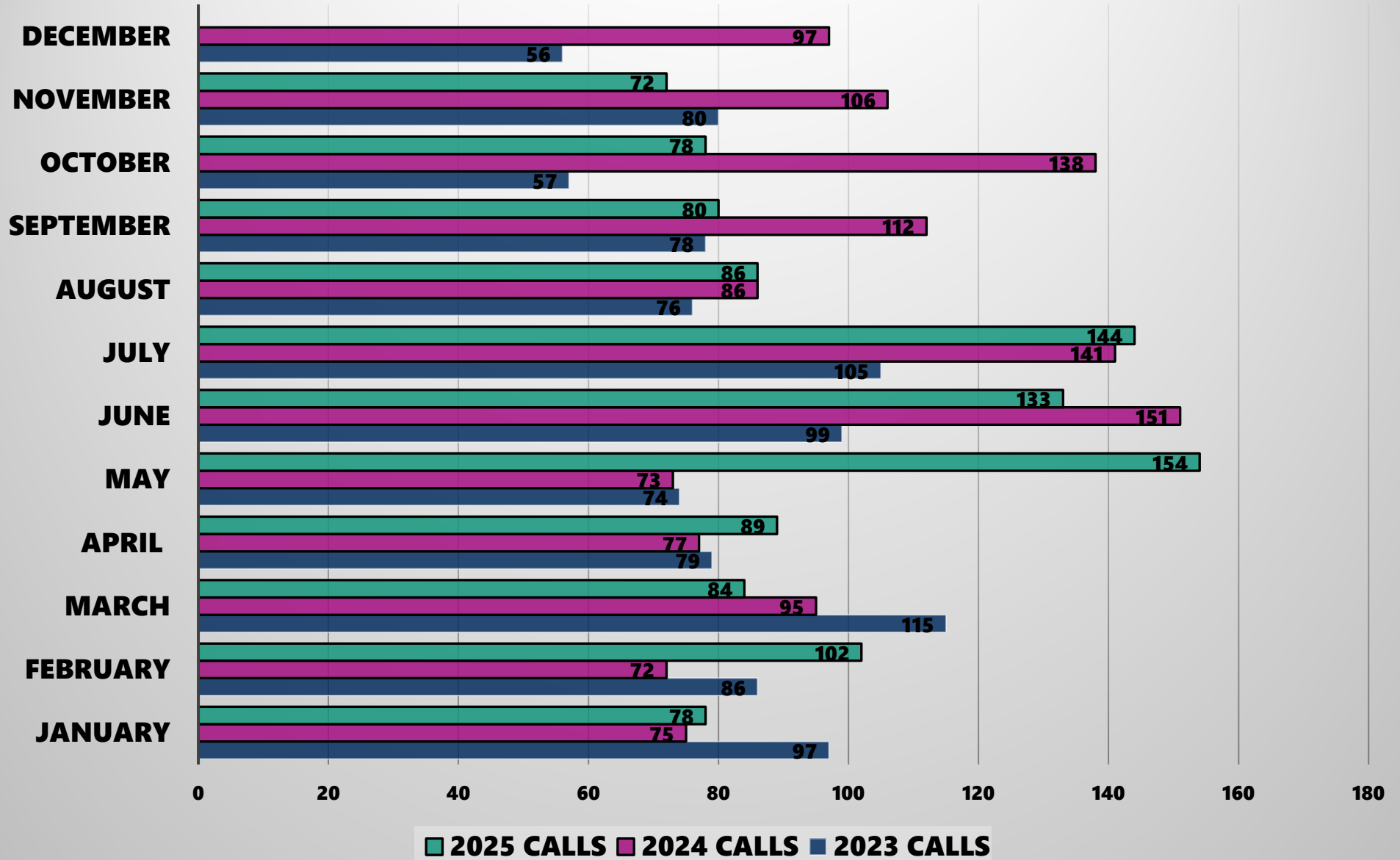
<u>Nature of Incident</u>	<u>Total Incidents</u>
Car vs Deer	1
Acc Prop Damage- MV	1
Alarm	3
Fire Alarm	1
Warrant/Prob/Arrest	1
Agency Assistance	4
Assist Citizen	3
Disturbance	2
Erratic Driver	1
Struct Fire/Veh Fire	1
Harassment	1
Juvenile Problem - School	1
Medical Emergency	2
Ordinance Violation	33
Paper Service/Writs	1
Sex Assault- Adult & Juv	1
Suicidal Subject	1
Suspicious Person, Circumstnce	6
Theft/Shoplift	4
Traffic Stop	4

Total reported: 72

Report Includes:

All dates between '00:00:00 11/01/25' and '23:59:59 11/30/25', All agencies matching 'GPD', All natures, All locations, All responsible officers, All dispositions, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes

GRANTSBURG POLICE DEPARTMENT CALLS FOR SERVICE



Village of Grantsburg
License & Permits Issued
December 8, 2025

Building Permits

25-35 Ralph Britton, 703 S Russell St – siding & decks

25-36 Daniel Clugston, 322 S Pine St - fence

Operator Licenses

25-75 Beth Larson – Country Store

25-76 Hunter Sanford – Lucky Seven

VILLAGE OF GRANTSBURG

GENERAL CHECKING ACCOUNT

BALANCE	11/10/2025		\$124,750.69
WWTP CWF loan - 2nd draw		+	\$1,010,176.50
Transfer to Treasury Acct		-	\$150,000.00
RECEIPTS	11/10-11/30/2025	+	\$539,107.87
CHECKS PD	11/10-11/30/2025	-	\$1,057,283.86
CHECKS #36746-36770	\$985,407.87		
PAYROLL V9762-V9791	\$32,339.11		
ACH/EFTPS +Oct void/ACH	\$39,536.88		
CHECKING ACCT BALANCE	11/30/2025		<u>\$466,751.20</u>
RECEIPTS	12/1-12/8/2025	+	\$9,986.19
CHECKS PD	12/1-12/8/2025	-	\$12,931.17
CHECKS #	\$0.00		
PAYROLL #V	\$0.00		
ACH/EFTPS	\$12,931.17		
CHECKING ACCT BALANCE	12/8/2025		<u>\$463,806.22</u>
VOUCHERS TO APPROVE	12/8/2025		<u>\$36,091.17</u>
CHECKING ACCT BALANCE	12/8/2025		<u><u>\$427,715.05</u></u>
Treasury Account Balance	12/8/2025		<u><u>\$1,429,828.94</u></u>

VILLAGE OF GRANTSBURG
NOTICE OF 2025 BUDGET CHANGES

NOTICE IS HEREBY GIVEN that on Monday, December 8, 2025, the Village Board of the Village of Grantsburg met and approved the following changes to the 2025 Budget.

<u>GENERAL FUND</u>	<u>2025 Budget</u>	<u>2025 Changes</u>	<u>Adjusted 2025 Budget</u>
REVENUES:			
Taxes			
Property Tax	\$488,924	\$0	\$488,924
Other	\$66,195	\$0	\$66,195
Special Assessments	\$0	\$0	\$0
Intergovernmental	\$633,773	\$0	\$633,773
License	\$18,400	\$10,000	\$28,400
Fines & Penalties	\$4,000	\$0	\$4,000
Service Charges	\$317,786	(\$15,000)	\$302,786
Misc. Funding	\$80,200	\$57,106	\$137,306
Other Funding	\$51,173	\$346,815	\$397,988
TOTAL REVENUES	\$1,660,451	\$398,921	\$2,059,372
EXPENDITURES:			
General Government	\$235,328	\$48,900	\$284,228
Public Safety	\$522,048	(\$36,912)	\$485,136
Public Works	\$458,621	(\$13,450)	\$445,171
Health & Human Services	\$14,870	(\$530)	\$14,340
Leisure & Recreation	\$212,435	\$99,840	\$312,275
Debt Service	\$161,649	\$0	\$161,649
Other Financing Uses	\$55,500	\$0	\$55,500
TOTAL EXPENDITURES	\$1,660,451	\$97,848	\$1,758,299

Rick Lindberg, President
Sheila Meyer, Clerk/Treasurer

3.Directors Report:

Programming:

November programming recap:

- Adult D & D- 11
- Tuesday book club-7
- Wee Play-59
- Storytime-48
- Chess Club- 57
- GeoGuessr- 0
- Teen Book Club- 11
- Nerd Night- 52
- Knitting group- 4
- Pumpkin decorating- 15

December Programming:

- Strategy Games, Readers Roundtable, Nerd Night, GeoGuessr

Past 12 Months - Checkouts



Overdrive by Format

Kindle Book	95	▲
OverDrive Listen	391	
OverDrive Magazine	94	
OverDrive Read	172	
Pending (Audiobook)	7	
Pending (eBook)	3	

Checkouts by Act 150 Location

BUR *Grantsburg Village*	242	▲
BUR Anderson Town	105	
BUR Daniels Town	69	
BUR Grantsburg Town	208	
BUR Meenon Town	15	
BUR Oakland Town	9	
BUR Siren Town	9	
BUR Siren Village	26	
BUR Trade Lake Town	120	
BUR Union Town	1	
BUR West Marshland Town	168	
BUR Wood River Town	126	
ILL-Wisconsin	3	
x POL Sterling	23	
x POL West Sweden town	15	▼

Checkouts by format

BLU-RAY	6	▲
BOARD BOOK	51	
BOOK	759	
BOOK AND AUDIO	1	
CASS MUSIC	1	
CD UNABRIDGED	23	
DVD	162	
GAME DISC/CARTRIDGE	2	
GRAPHIC NOVEL	97	
ILL	7	
KIT	7	
LARGE PRINT	26	
MAGAZINE	6	
SCORE	2	





Village of Grantsburg

316 South Brad Street
Grantsburg, WI 54840

ZONING EXCEPTION AGREEMENT

This agreement is made on this 8th day of December 2025, between:

Owners:

Nicholas Kimble & Anna Lohse
12 Vincent Avenue S
Minneapolis, MN 55405
("Owners")

And

Village of Grantsburg

316 S Brad St
Grantsburg, WI 54840
("Village")

This Agreement ("Agreement") is made and entered into between the Village of Grantsburg ("Village") and the property owners of the parcel located at 310 Centennial St N, Grantsburg, WI 54840, Parcel ID 07-131-2-38-19-14-1 01-000-011300 ("Owners").

1. Purpose and Approval of One-Time Variance

The Village Board has approved a one-time variance allowing the Owners to construct a shed/accessory structure on the above-described parcel prior to the construction of a primary structure. This variance is granted solely to promote development and growth within the Village and is not precedent setting.

2. Applicability of All Other Zoning Standards

Except for the allowance to build an accessory structure prior to a primary structure, the shed/accessory structure must comply with all other applicable Village of Grantsburg zoning ordinances, including but not limited to size, height, use, and setback requirements.

3. Timeline for Construction of Primary Structure

The Owners agree that a primary residence will be constructed on the parcel within a five-year period, which shall commence January 1, 2026, and end December 31, 2030.

For purposes of this Agreement, "constructed" or "completed" shall mean that the primary residence has been built to the point that a final inspection or certificate of occupancy may be issued, or to another standard mutually agreed upon by the Village and Owners in writing.

4. Removal Requirement if Primary Structure Is Not Completed

If the Owners fail to complete construction of the primary residence within the period of January 1, 2026, through December 31, 2030, the Owners agree that the shed/accessory structure shall be removed from the property at the Owners' sole cost and expense within 90 days following written notice from the Village.

If the Owners fail to remove the structure within that period, the Village reserves the right to take any enforcement action permitted by law or ordinance, including removal of the structure and assessment of costs to the property.

5. Non-Transferability of Variance

This variance is granted specifically to the current Owners and is non-transferable unless the Village Board approves such transfer in writing. Any future purchaser or successor in interest must either (a) assume this Agreement in writing as a condition of purchase, or (b) remove the accessory structure prior to transfer.

6. Acknowledgement of Ordinance Exception

The Owners acknowledge that current Village ordinances do not allow the construction of an accessory structure prior to a primary structure and that this Agreement constitutes a limited exception approved by the Village Board on a one-time basis.

7. Entire Agreement

This document constitutes the full understanding between the Parties. Any amendments must be in writing and approved by the Village Board.

8. Signatures

By signing below, the Parties agree to the terms and conditions of this Agreement.

PROPERTY OWNERS:

Printed Name: _____ Date: _____

Signature: _____

Printed Name: _____ Date: _____

Signature: _____

VILLAGE OF GRANTSBURG:

Authorized Representative Printed Name: _____ Title: _____

Signature: _____ Date: _____

Allison Longhenry

From: Paul and Kate <pksummerfeld@yahoo.com>
Sent: Wednesday, December 3, 2025 4:12 PM
To: Allison Longhenry
Subject: RE: zoning permit

This email comes from outside the organization.

Do not click links or open attachments unless it is an email you expected to receive.

Good afternoon,

You are correct that we will continue living on our property throughout the building process in the same manner that we discussed with the board when we rezoned our lots back in May of 2024. The support we received then was so encouraging and we hope to continue to receive the same encouragement and support as we move forward in obtaining our zoning permit so that we can obtain our building permit so that we then can connect with the bank to see what is needed in moving forward with the loan process.

All these things take time and we appreciate the Village's continued patience and support as we move forward in taking the needed steps that were outlined by the board when we sold our home in Pine City to move here in June of this year.

We know that it is a goal and desire to expand the population of the Village of Grantsburg and we hope to help support that desire and goal as we move forward in our plans in building roots here.

If there is anything we need to bring or further information we need to know before the meeting on Monday, please don't hesitate to reach out.

Thank you!

On Wed, Dec 3, 2025 at 3:05 PM, Allison Longhenry
<DeputyCT@villageofgrantsburg.gov> wrote:

Hello,

We have your permit review and variance request listed for 3:00 at the Administration Committee on Monday, December 8th. At this meeting, the board will discuss the current living situation on your lot as it does not comply with Village ordinances. I assume with the application for a dwelling permit, you were hoping to continue living on the parcel throughout the construction process?

Allison Longhenry

Deputy Clerk/Treasurer

From: Paul and Kate <pksummerfeld@yahoo.com>
Sent: Saturday, November 29, 2025 1:26 PM
To: Allison Longhenry <DeputyCT@villageofgrantsburg.gov>
Subject: Re: zoning permit

This email comes from outside the organization.

Do not click links or open attachments unless it is an email you expected to receive.

Good afternoon, Paul works until 2:30 so we wouldn't be able to get there until after 3:00, would that be acceptable?

Also to clarify, our zoning permit application is to build a primary structure, correct? That is at least what our goal was.

[Yahoo Mail: Search, Organize, Conquer](#)

On Sat, Nov 29, 2025 at 1:18 PM, Allison Longhenry

<DeputyCT@villageofgrantsburg.gov> wrote:

Hi Paul & Katherine,

The Village Board is reviewing zoning applications that have requests for a variance to Village Ordinances. The Administration Committee would meet with you, review your application and any variance requests you may have about living on a parcel without a primary structure. The next Administration Committee meeting will be Monday, December 8th between 2-4pm. Please let me know if you would be able to attend that meeting to discuss your current application.

Thank you,

Allison Longhenry

Deputy Clerk/Treasurer

Public Works Administrative Assistant



Start here.

PHONE (715) 463-2405
EMAIL office@villageofgrantsburg.gov
WEBSITE www.villageofgrantsburg.gov
ADDRESS 316 S Brad St, Grantsburg WI 54840

Elected Officials and Members of Village Committees: In order to comply with Open Meeting Act requirements, please limit any reply to only the sender of this electronic communication.

Confidentiality Notice:

This transmission may contain information that is privileged, confidential, legally privileged, and/or exempt from disclosure under applicable law. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or use of the information contained herein (including any reliance thereon) is STRICTLY PROHIBITED. Although this transmission and any attachments are believed to be free of any virus or other defect that might affect any computer system into which it is received and opened, it is the responsibility of the recipient to ensure that it is virus free and no responsibility is accepted by the Village of Grantsburg, as applicable, for any loss or damage arising in any way from its use. If you received this transmission in error, please immediately contact the sender and destroy the material in its entirety, whether in electronic or hard copy format. Thank you.



Start here.

VILLAGE OF GRANTSBURG

316 S. Brad Street
Grantsburg, WI 54840
715-463-2405
FAX 715-463-5555

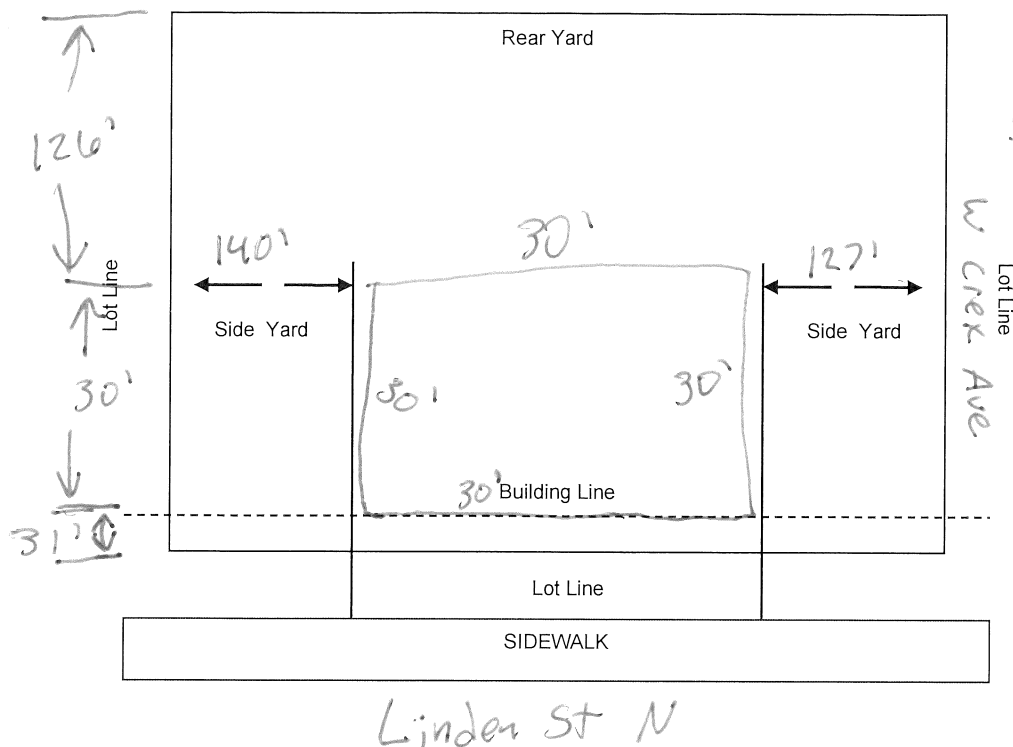
ZONING - RAZING - FENCE - SIGN PERMIT APPLICATION

OWNER'S NAME: Paul & Kate Sommerfeld	MAILING ADDRESS: 661 Linden St N Grantsburg, WI 54840	TELEPHONE: 715-497-8171
GENERAL CONTRACTOR NAME: Jeremiah Steck / Cornerstone	MAILING ADDRESS: Grantsburg, WI 54840	TELEPHONE: 763-245-3522
PROJECT LOCATION: 661 Linden St N, Grantsburg WI 54840		
PROJECT TYPE: <u>Dwelling</u> New Building Construction ☒ Sq. Footage of Home: <u>900</u> Alterations ☐ Repairs ☐ Addition ☐ Razing ☐ Garage ☐ If garage Detached ☐ or Attached ☐ Storage Shed/Accessory Building ☐ Deck/Porch ☐ Sign ☐ Fence ☐ Other ☐		
ZONING DISTRICT: R-1 ☐ R-2 ☒ R-3 ☐ R-4 ☐ B-1 ☐ B-2 ☐ B-3 ☐ I-1 ☐ A-1 ☐ A-2 ☐ PUD ☐		
All permit applications require the applicant properly mark their property lines and stake out where the addition/new building/garage/storage shed/accessory structure/deck/fence/sign etc. is going to be placed. <i>Please note: Single wide mobile (manufactured) homes are only allowed in the PUD District.</i>		
FOR GARAGES/STORAGE SHEDS: Total square feet of the proposed garage/storage shed: _____ Total square feet of ALL garages on property (including detached and attached): _____ Total number of storage sheds on property: _____ Total square feet of ALL storage sheds on property: _____		
RAZING (\$20 PERMIT FEE) Structure to Raze: House ☐ Garage ☐ Shed ☐ Other ☐		
FENCE (\$25 PERMIT FEE) If fence will be placed on property line, approval letters from all affected neighboring property owners are attached. Yes ☐ No ☐ N/A ☐		
SIGNS (\$25 PER SIGN) Type of sign(s): wall ☐ ground ☐ projected ☐ roof ☐ shopping center/Industrial Park directory ☐ Square footage of proposed sign(s): _____ Total square footage of each type of sign located on property: Wall _____ Ground _____ Projected _____ Roof _____ Directory (Shopping/Industrial) _____		
UDC PERMIT REQUIRED FOR ALL NEW ONE- AND TWO-FAMILY DWELLINGS INCLUDING ADDITIONS, ATTACHED GARAGES TO HOMES AGED 1980 AND NEWER. UDC Permit Required? Yes ☒ No ☐ Contact Dan Kegley with REM Inspecting at 715-497-3458. A zoning permit will be required from the Village BEFORE the applicant may be issued a UDC permit.		

COMMERCIAL STRUCTURES: State approved plans through the State of Wisconsin Department of Commerce Safety and Buildings may be necessary depending on the type of project. If state approved plans are necessary, a copy of the plans must be submitted with this application.

Contact Information for the State of Wisconsin Department of Commerce Safety and Buildings
 www.commerce.state.wi.us/SB/ Hayward Office: 715-634-8114

Please fill in all dimensions and locate all buildings, including accessory structures.



Permit Fees: Building/Zoning Permits \$20.00 Minimum plus \$1.00 for each \$1,000 of construction costs.

COMPLETION DATE	ESTIMATED COST	FEE DUE
possibly summer or fall 2026	\$ 117,508.27	\$ 137

CONDITIONS OF APPROVAL

This permit is issued pursuant to the following conditions:

The applicant agrees to comply with the Wisconsin Uniform Dwelling Code, State of Wisconsin Statutes, Municipal Ordinances of the Village of Grantsburg, and with the conditions of this permit; understands that the issuance of the permit creates no legal liability, express or implied, on the Municipality; and certifies that all the above information is accurate. I also understand that addressing storm water issues are the responsibility of the owner. Failure to comply with the above conditions may result in suspension or revocation of this permit or other penalty.

The Village of Grantsburg is not an enforcement authority for private restrictive covenants in place for certain subdivisions. Applying for and obtaining this permit **DOES NOT** provide any authority to violate any restrictive covenants that govern the property described in this application. Please review any Restrictive Covenants that may apply to your property prior to submitting this application.

[Signature]
 Applicant Signature

10-20-25
 Date

For Office Use Only

PERMIT NUMBER: _____ DATE ISSUED: _____

PARCEL #: _____ AMOUNT/DATE PAID: _____

VILLAGE OFFICE APPROVAL: _____

VILLAGE OF GRANTSBURG

CHECK REGISTERS

December 8, 2025

1	\$1.63
2	(\$228.86)
3	\$788,415.45
4	\$2,577.75
5	\$13,629.90
6	\$13,156.39
7	\$154.97
8	\$1,000.00
9	\$195,837.45
10	\$26,555.47
11	\$52.25
12	\$2,529.65
13	\$13,601.81
14	\$288.50
15	\$12,642.67
16	\$887.48
17	\$35,203.69
TOTAL	\$1,106,306.20

12/04/2025 2:48 PM

In Progress Checks - Quick Report - Regular

Page: 1

ALL Checks by Payee

ACCT

GENERAL CHECKING - COMM BANK

Dated From: 12/09/2025

From Account:

Thru: 12/09/2025

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	12/09/2025	ANDERSON'S COLLISION MECHANICAL TOWING PD '24 Durango oil change	99.71
	12/09/2025	BURNETT DAIRY CO-OP fuel oil	1,311.08
	12/09/2025	CINTAS CORPORATION VO Rug & PW Uniform service	426.67
	12/09/2025	COMMERCIAL TESTING LAB INC. Water & Sewer testing	599.40
	12/09/2025	CORE & MAIN LP water system supplies	1,423.86
	12/09/2025	CTW WELLS & PUMPS Well #2 rehab & inspection	29,718.00
	12/09/2025	DARRELL'S HARDWARE HANK Garage - supplies	53.94
	12/09/2025	DIGGERS HOTLINE INC. November locates	18.70
	12/09/2025	GET IT DONE SERVICES & RENTAL lift rental	118.75
	12/09/2025	SECURIAN FINANCIAL GROUP INC. Life Insurance	80.50
	12/09/2025	USA BLUE BOOK water testing supplies	1,328.08
	12/09/2025	WI DNR Gen WW Systems Hicks	25.00
		Grand Total	35,203.69

12/04/2025 2:48 PM

In Progress Checks - Quick Report - Regular

Page: 1

ALL Checks by Payee

ACCT

GENERAL CHECKING - COMM BANK

Dated From: 12/08/2025

From Account:

Thru: 12/08/2025

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	12/08/2025	AMAZON CAPITAL SERVICES Library - Collection - Print	430.11
	12/08/2025	E O JOHNSON CO. INC Library - copy machinen lease	143.59
	12/08/2025	GRANTSBURG TELCOM Library- phone, voice, fax	66.97
	12/08/2025	MIDWEST TAPE Library- AV/DVD	189.38
	12/08/2025	NORTHERN WATERS LIBRARY SERVICE Library - people counter	57.43
		Grand Total	887.48

12/04/2025 2:47 PM

Check Register - Quick Report - Manual

Page: 1

ALL Checks

ACCT

GENERAL CHECKING - COMM BANK

Dated From:

From Account:

Thru: 12/10/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH 12/06/2025		AMERICAN EXPRESS/AMAZON	2,088.45
Manual Check		office supplies, envelopes, IT, etc.	
ACH 12/05/2025		AT&T MOBILITY	253.86
Manual Check		PD & PW cell phones	
ACH 12/01/2025		EASY IT GUYS LLC	2,195.50
Manual Check		managed IT services	
ACH 12/10/2025		NORTHWESTERN WI ELECTRIC	8,104.86
Manual Check		electric service	
Grand Total			12,642.67

12/03/2025 10:14 AM

Check Register - Quick Report - Manual

Page: 1

ALL Checks

ACCT

GENERAL CHECKING - COMM BANK

Dated From: 12/03/2025

From Account:

Thru: 12/03/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	12/03/2025	UNITED HEALTHCARE	19.40
Manual Check		Vision & STD ins - Oct - Dec	
ACH	12/03/2025	MEDICA INSURANCE COMPANY	174.29
Manual Check		Health ins - Oct - Dec	
ACH	12/03/2025	HEALTH PARTNERS	94.81
Manual Check		Dental ins - Oct - Dec	
		Grand Total	288.50

11/25/2025 11:05 AM

Payroll Register Totals Only Report

Page: 1

Check Date: 11/26/2025

PAYRL

From Employee:

From Dept: 000 Old Dept. 00

Thru Employee:

Thru Dept: 880 Cmpgrd Host-OLD

Pay Periods: 11/08/2025 Thru: 11/21/2025

Total Checks: 8

(Male: 4 Female: 4)

Earnings:

Regular Pay	19,100.02	640.00	Hours
ON CALL	40.00		

	19,140.02		

Withholdings:

Federal	978.05
Social Security	1,149.09
Medicare	268.73
Wisconsin	729.89
Deferred Comp.	408.40
Health, etc Ins	606.32
Union Dues	67.50
WRS Contrib.	1,330.23

	5,538.21

NET PAY 13,601.81

Flexible Time Off:

	<u>Earned</u>	<u>Used</u>
Comp. Hours	0.75	0.00
Sick Hours	0.00	8.00
Vacation Hours	0.00	32.25
	-----	-----
	0.75	40.25

11/25/2025 10:40 AM

Payroll Register Totals Only Report
Check Date: 11/26/2025

Page: 1
PAYRL

From Employee:
Thru Employee:

From Dept: 899 Library BiWeekl
Thru Dept: 899 Library BiWeekl

Pay Periods: 11/08/2025 Thru: 11/21/2025

Total Checks: 7 (Male: 2 Female: 5)

Earnings:

Regular Pay	3,087.24	174.75	Hours

	3,087.24		

Withholdings:

Federal	20.35
Social Security	185.28
Medicare	43.34
Wisconsin	39.92
Health, etc Ins	98.71
WRS Contrib.	169.99

	557.59

NET PAY 2,529.65

Flexible Time Off:	<u>Earned</u>	<u>Used</u>
Sick Hours	0.00	1.00
Vacation Hours	0.00	7.25
	-----	-----
	0.00	8.25

GENERAL CHECKING - COMM BANK

ALL Checks

Posted From: 11/30/2025 From Account:
Thru: 11/30/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	11/30/2025	COMMUNITY BANK	52.25
	Manual Check	checking analysis charge	
		Grand Total	52.25

11/26/2025 12:52 PM

Check Register - Quick Report - Manual

Page: 1

ALL Checks

ACCT

GENERAL CHECKING - COMM BANK

Dated From:

From Account:

Thru: 11/28/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	11/21/2025	VILLAGE WATER/SEWER UTIL.	1,092.15
	Manual Check	water/sewer utilities	
ACH	11/14/2025	WI Dept. of Revenue	1,704.80
	Manual Check	State w/h 10/16 to 10/31	
ACH	11/28/2025	WI RETIREMENT SYSTEM	10,988.37
	Manual Check	Retirement- October	
ACH	11/26/2025	US BANK	856.24
	Manual Check	Library - Outreach program	
ACH	11/13/2025	EFTPS PAYMENTS	4,330.16
	Manual Check	EFTPS S/S & Federal w/h	
ACH	11/13/2025	EMPOWERMENT RETIREMENT SERVICES	408.40
	Manual Check	Deferred comp w/h	
ACH	11/28/2025	WI DEPARTMENT OF REVENUE	731.08
	Manual Check	Sales tax - Oct	
ACH	11/28/2025	WI Dept. of Revenue	778.06
	Manual Check	State w/h 11/1 - 11/15	
ACH	11/26/2025	EFTPS PAYMENTS	4,291.28
	Manual Check	EFTPS S/S & Federal w/h	
ACH	11/26/2025	EMPOWERMENT RETIREMENT SERVICES	408.40
	Manual Check	Deferred comp w/h	
ACH	11/21/2025	WEX BANK	966.53
	Manual Check	PD fuel	
Grand Total			26,555.47

11/26/2025 3:35 PM

Check Register - Quick Report - ALL

Page: 1

ALL Checks

ACCT

GENERAL CHECKING - COMM BANK

Dated From: 11/26/2025

From Account:

Thru: 11/26/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
36751	11/26/2025	BURNETT CO. CLERK 2025 dog license fees	585.00
36752	11/26/2025	BURNETT CO. SENTINEL Publications, employment ads, supplies	1,321.15
36753	11/26/2025	FILPRO Sewer filters	276.48
36754	11/26/2025	FRYBERGER LAW FIRM WWTP revenue bond council	15,000.00
36755	11/26/2025	HAWKINS INC. Water and sewer chemicals	4,943.35
36756	11/26/2025	HICKS, ALLAN Work boots	100.00
36757	11/26/2025	INTER-CO COOP PUBLISHING Police, Deputy C/T, WS Op job ads	684.10
36758	11/26/2025	JESSICA KRUSE Refund - 5 prepaid CC rentals	100.00
36759	11/26/2025	JT TREE SERVICE Remove golf course tree (insurance pd)	7,375.00
36760	11/26/2025	LEE, LARISSA Misc. reimbursement & PD halloween candy	136.55
36761	11/26/2025	LONGHENRY, ALLISON Misc. reimbursement	69.23
36762	11/26/2025	LUDVIGSON LAW OFFICE Legal services - police	680.00
36763	11/26/2025	MEYER, SHEILA Misc. reimbursement	24.07
36764	11/26/2025	MSA PROFESSIONAL SERVICES INC TID services and meeting	1,416.42
36765	11/26/2025	NORTHLAND SIGNS replace decals on police squad	280.00
36766	11/26/2025	QUALITY RESOURCE GROUP INC Utility invoices	944.02
36767	11/26/2025	S E H Engineering	63,909.20
36768	11/26/2025	WELD RILEY S.C. Legal services - personnel issue	53.00
36769	11/26/2025	WI DEPARTMENT OF TRANSPORTATION James & Johnson Street project	97,584.88

11/26/2025 3:35 PM

Check Register - Quick Report - ALL

Page: 2

ALL Checks

ACCT

GENERAL CHECKING - COMM BANK

Dated From: 11/26/2025

From Account:

Thru: 11/26/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
36770	11/26/2025	YELLOW RIVER ADVERTISING & DESIGN Campground advertising	355.00
Grand Total			195,837.45

11/18/2025 9:03 AM

Check Register - Quick Report - ALL

Page: 1

ALL Checks

ACCT

GENERAL CHECKING - COMM BANK

Dated From: 11/18/2025

From Account:

Thru: 11/18/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
36750	11/18/2025	LINK AUTO CDJR - RICE LAKE LLC	1,000.00
		Downpayment on 2026 Dodge RAM 1500 squad	
		Grand Total	1,000.00

GENERAL CHECKING - COMM BANK

ALL Checks

Posted From: 11/13/2025 From Account:
Thru: 11/13/2025 Thru Account:

Check Nbr	Check Date	Payee	Amount
36747	11/13/2025	LEE, LARISSA Misc. reimbursement	61.67
36748	11/13/2025	LONGHENRY, ALLISON Misc. reimbursement	69.23
36749	11/13/2025	MEYER, SHEILA Misc. reimbursement	24.07
Grand Total			154.97

12/03/2025 10:14 AM

Check Register - Quick Report - Manual

Page: 1

ALL Checks

ACCT

GENERAL CHECKING - COMM BANK

Dated From: 11/06/2025

From Account:

Thru: 11/15/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH 11/06/2025		AMERICAN EXPRESS/AMAZON	971.28
Manual Check:		Admin, PD, W/S, supplies, IT services...	
ACH 11/15/2025		TEAMCARE	12,185.11
Manual Check:		Non police insurance - Oct	
		Grand Total	13,156.39

11/11/2025 2:48 PM

Check Register - Quick Report - ALL

Page: 1

ALL Checks

ACCT

GENERAL CHECKING - COMM BANK

Dated From: 11/12/2025

From Account:

Thru: 11/12/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
36746	11/12/2025	MARKET & JOHNSON	788,415.45
		WWTP Pay request #3 & #4	
		Grand Total	788,415.45

11/11/2025 1:40 PM

Payroll Register Totals Only Report
Check Date: 11/13/2025

Page: 1
PAYRL

From Employee:
Thru Employee:

From Dept:
Thru Dept:

Total Checks: 8 Pay Periods: 10/25/2025 Thru: 11/07/2025
(Male: 4 Female: 4)

Earnings:

Regular Pay	19,100.02	640.00	Hours
ON CALL	80.00		

	19,180.02		

Withholdings:

Federal	981.76
Social Security	1,151.57
Medicare	269.31
Wisconsin	732.25
Deferred Comp.	408.40
Health, etc Ins	606.32
Union Dues	67.50
WRS Contrib.	1,333.01

	5,550.12

NET PAY 13,629.90

Flexible Time Off:

	<u>Earned</u>	<u>Used</u>
Comp. Hours	2.75	0.00
Sick Hours	0.00	12.00
Vacation Hours	0.00	14.00
	-----	-----
	2.75	26.00

11/11/2025 1:56 PM

Payroll Register Totals Only Report

Page: 1

Check Date: 11/13/2025

PAYRL

From Employee:

From Dept: 899 Library BiWeekl

Thru Employee:

Thru Dept: 899 Library BiWeekl

Pay Periods: 10/25/2025 Thru: 11/07/2025

Total Checks: 7

(Male: 2 Female: 5)

Earnings:

Regular Pay 3,168.09 180.00 Hours

3,168.09

Withholdings:

Federal 37.00

Social Security 190.31

Medicare 44.51

Wisconsin 45.81

Health, etc Ins 98.71

WRS Contrib. 174.00

590.34

NET PAY

2,577.75

Flexible Time Off:

Earned

Used

Sick Hours 0.00

1.00

Vacation Hours 0.00

4.25

0.00

5.25

12/03/2025 9:31 AM

Check Register - Quick Report - Manual

Page: 1

ALL Checks

ACCT

GENERAL CHECKING - COMM BANK

Dated From: 10/31/2025

From Account:

Thru: 10/31/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	10/31/2025	US BANK	-228.86
	Manual Check	8/4 payment - credit paid	
		Grand Total	-228.86

12/01/2025 11:48 AM

Check Register - Quick Report - Manual

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ALL Checks

ACCT

GENERAL CHECKING - COMM BANK

Dated From: 10/31/2025

From Account:

Thru: 10/31/2025

Thru Account:

Check Nbr	Check Date	Payee	Amount
ACH	10/31/2025	US BANK	1.63
	Manual Check	KJs Fresh Market - staff bday	
		Grand Total	1.63



Building a Better World
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December 3, 2025

RE: Change Order Proposal #1
Village of Grantsburg
Grantsburg WWTP Improvements
SEH No. 184139 71.50

John O'Hearn
Senior Project Manager
Market and Johnson, Inc.
VIA E-MAIL: johearn@market-johnson.com

Dear Mr. O'Hearn:

SEH has reviewed Change Order Request (COR) #01 for the precast embed and rebar revisions associated with Construction Bulletin #1, as summarized in your submittal dated November 7, 2025. The change is approved in the amount of \$1,133.07. This change does not modify the Contract Time.

Construction Bulletin #1 provided construction drawing changes associated with foundation rebar and precast concrete that resulted from the shop drawing review process. The drawing changes required additional rebar.

Please let me know if you have any questions.

Sincerely,

Dylan Friss, PE
Wastewater Engineer IV
(Lic. WI)

Attachment(s): COR #01 (Market & Johnson), Construction Bulletin #1 (SEH)

cc: Thad Webb, SEH
Jeremiah Wendt, SEH
Village of Grantsburg

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December 3, 2025

RE: Change Order Proposal #2
Village of Grantsburg
Grantsburg WWTP Improvements
SEH No. 184139 71.50

John O'Hearn
Senior Project Manager
Market and Johnson, Inc.
VIA E-MAIL: johearn@market-johnson.com

Dear Mr. O'Hearn:

SEH has reviewed Change Order Request (COR) #02 associated with Work Change Directive No. 1 for the watermain alignment revision. Based on the documentation provided and confirmation from McCabe Construction that the change results in no anticipated cost impact. The work in this area will be paid at the original unit price values. COR #02 is approved in the amount of \$0.00. This change does not modify the Contract Time.

The watermain alignment was adjusted to follow the approved Village Right of Way.

Please let me know if you have any questions.

Sincerely,

Dylan Friss, PE
Wastewater Engineer IV
(Lic. WI)

Attachment(s): COR #02 (Market & Johnson), WCD No.1 (SEH)

cc: Thad Webb, SEH
Jeremiah Wendt, SEH
Village of Grantsburg

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December 3, 2025

RE: Change Order Proposal #3
Village of Grantsburg
Grantsburg WWTP Improvements
SEH No. 184139 71.50

John O'Hearn
Senior Project Manager
Market and Johnson, Inc.
VIA E-MAIL: johearn@market-johnson.com

Dear Mr. O'Hearn:

SEH has reviewed Change Order Request (COR) #03 related to the splitter box depth and rebar revisions associated with WCD #02, as described in your submittal dated November 7, 2025. No cost impact to the Contract and no modification to the Contract Time are requested.

COR #03 is approved with no change in Contract price or time.

Please let me know if you have any questions.

Sincerely,

Dylan Friss, PE
Wastewater Engineer IV
(Lic. WI)

Attachment(s): COR #03 (Market & Johnson), WCD#2 (SEH)

cc: Thad Webb, SEH
Jeremiah Wendt, SEH
Village of Grantsburg

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December 3, 2025

RE: Change Order Proposal #5
Village of Grantsburg
Grantsburg WWTP Improvements
SEH No. 184139 71.50

John O'Hearn
Senior Project Manager
Market and Johnson, Inc.
VIA E-MAIL: johearn@market-johnson.com

Dear Mr. O'Hearn:

SEH has reviewed Change Order Request (COR) #05 associated with Field Order #03 to construct the main Wastewater Treatment Facility building (BLDG 20) 10 feet south of the original plan location. COR #05 requests no cost impact to the Contract and no change to Contract Time. COR #05 is approved with no modification to the project price or time.

The building relocation was allowed at the Contractor's request to provide additional separation between the excavation for the building footing and the liner of the adjacent lagoon.

Please let me know if you have any questions.

Sincerely,

Dylan Friss, PE
Wastewater Engineer IV
(Lic. WI)

Attachment(s): COR #05 (Market & Johnson), Field Order No.3 (SEH)

cc: Thad Webb, SEH
Jeremiah Wendt, SEH
Village of Grantsburg

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December 3, 2025

RE: Change Order Proposal #6
Village of Grantsburg
Grantsburg WWTP Improvements
SEH No. 184139 71.50

John O'Hearn
Senior Project Manager
Market and Johnson, Inc.
VIA E-MAIL: johearn@market-johnson.com

Dear Mr. O'Hearn:

SEH has reviewed Change Order Request (COR) #06 for the FRP embed and grating modifications associated with FO-04 (UV Channel Grating Changes), as outlined in the submittal dated November 7, 2025. The change is approved in the amount of \$2,112.86. This change does not modify the Contract Time.

Additional grating materials were needed to coordinate grating mounting details with the UV equipment provided, and to provide grating over the UV equipment that was omitted from the contract documents.

Please let me know if you have any questions.

Sincerely,

Dylan Friss, PE
Wastewater Engineer IV
(Lic. WI)

Attachment(s): COR #06 (Market & Johnson), Field Order No.4 (SEH)

cc: Thad Webb, SEH
Jeremiah Wendt, SEH
Village of Grantsburg

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December 3, 2025

RE: Change Order Proposal #7
Village of Grantsburg
Grantsburg WWTP Improvements
SEH No. 184139 71.50

John O'Hearn
Senior Project Manager
Market and Johnson, Inc.
VIA E-MAIL: johearn@market-johnson.com

Dear Mr. O'Hearn:

SEH has reviewed Change Order Request (COR) #07 for the splitter box dimension adjustments associated with Field Order No. 5, as submitted on November 7, 2025. COR #7 does not request additional contract price or time. COR #07 is approved in the amount of \$0.00. This change does not modify the Contract Time.

Field Order No. 5 clarified dimensions of the dividing walls between the various chambers within the splitter box.

Please let me know if you have any questions.

Sincerely,

Dylan Friss, PE
Wastewater Engineer IV
(Lic. WI)

Attachment(s): COR #07 (Market & Johnson), Field Order No.5 (SEH)

cc: Thad Webb, SEH
Jeremiah Wendt, SEH
Village of Grantsburg

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