



Village of Grantsburg

316 Brad Street South
Grantsburg, WI 54840

Administration Committee Meeting Minutes

The Village Administration Committee met on Monday, January 12th, 2026, at 2:00 p.m. in the Village Board room, 316 Brad St S, Grantsburg, WI 54840.

Present: Chairman/President Rick Lindberg, in at 3:26
President Pro Tem/Trustee Greg Peer
Trustee Hank Java via phone

Others: Clerk/Treasurer Sheila Meyer
Director of Public Works John Erickson
Police Chief Jared Woody
Deputy Clerk/Treasurer Sarah Longhenry
Trustees John Addison
Others: Paul Sommerfeld, Alan Kortan, Issac Steinmeyer, Dan Penscover with SEH

President Pro Tem Peer called the Administration Committee Meeting to order at 2:02 p.m. The Pledge of Allegiance was recited.

THE ADMINISTRATION COMMITTEE WILL CONVENE INTO CLOSED SESSION to review personnel compensation, benefits and concerns 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."

Motion by President Pro Tem Peer, second by Trustee Java to convene into closed session. Motion carried unanimously.

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

Motion by President Pro Tem Peer, second by Trustee Java to reconvene into open session. Motion carried unanimously.

Any motions needed from closed session.

Motion by President Pro Tem Peer, second by Trustee Java to recommend the Village Board move all Village Employees to the same vacation schedule and increase the comp hours maximum to 50 hours as detailed in the Police union contract. Motion carried unanimously.

Motion by President Pro Tem Peer, second by Trustee Java to recommend the Village Board continue the established insurance stipend for Larissa Lee, Allison Longhenry, and Sheila Meyer for the duration of the contract for TeamCare health insurance for single coverage. Motion carried unanimously.

Motion by President Pro Tem Peer, second by Trustee Java to recommend the Village Board approve the Village Office to be closed to the public on Tuesdays and Thursdays for a trial period through May 8th to be reviewed at the May Village Board meeting. Motion carried unanimously.

Motion by Trustee Java, second by President Pro Tem Peer to recommend the Village Board reject the stipend request from Officer Getts. Motion carried unanimously.

Grantsburg School's rental agreement for the Community Center

Clerk/Treasurer Meyer reported the school is reviewing the contract and has provided no other updates.

No motions made.

Zoning Exception form

Clerk/Treasurer Meyer presented the zoning exception form that was reviewed by legal and will be the format for any zoning exceptions moving forward.

Motion by President Pro Tem Peer, second by Trustee Java to recommend the Village Board approve the use for the Zoning Exception form for all Zoning Exceptions moving forward. Motion carried unanimously.

Grantsburg Landfill Plan Modification Request

DPW Erickson reviewed the history of the monitoring wells located near the WWTP that were installed after the dump was closed. In 2021 through 2023 the Village was made aware that the monitoring wells should have been sampled since their installation, which was the first time the Village was made aware of those requirements. DPW Erickson worked with the WI DNR and SEH to locate and sample the wells. After no communication since 2023, the DNR communicated the need to properly terminate groundwater monitoring and permanently abandon the monitoring wells. Erickson presented a contract with SEH for their assistance to complete the final requirements to abandon the wells for \$7,000.00. The cost of sampling and WI DNR review fee of \$1650.00 is not included in the SEH contract.

Motion by President Pro Tem, second by Trustee Java to recommend the Village Board approve the contract with SEH for the Grantsburg Landfill Plan Modification for \$7,000.00. Motion carried unanimously.

Paul & Kate Sommerfeld, 661 N. Linden Street – Using a bus as primary structure special exception Chief Woody provided the committee with a history of the Sommerfeld property and concerns regarding zoning violations. Paul was present with his new contractor Alan Kortan, to request to live on their renovated bus for the duration of their home building project which they hope to be complete in winter of 2026. The committee thanked Paul and Alan for attending and for their desire to build in the Village but voiced concerns with living in a bus and the potential issues it could cause throughout the Village. The committee discussed past situations where property owners were allowed to have a camper on site to stay on the weekends while building, not to live in permanently. They continued to discuss the need to follow Village ordinances, so all properties are held to the same standards.

Motion by Trustee Java, second by President Pro Tem Peer to recommend the Village Board fine Paul and Kate Sommerfeld of 661 N Linden Street, Grantsburg, \$185 each month of January, February, March, and April as long as their bus is used as a primary residence, to reassess in May and if violation continues move to daily fine of \$185.00. Motion carried unanimously.

Isaac Steinmeyer-SEH, 1) CDBG Grant Application and Administration agreement 2) SDW Grant Application and Administration agreement 3) Agreement for Final Design and Bidding – Treatment Plant for Wells #1 and #2

Dan Penskov reviewed the CDBG and SDW Grant Applications and Administration Agreements.

Issac Steinmeyer reviewed the Final Design and Bidding process for the Water Treatment Plant for Wells #1 and #2. He reviewed questions from previous meeting, sharing that population estimates from the WI DOR were updated after the WWTP project. He confirmed the water treatment plant will provide sufficient supply under both population scenarios and the layout would allow for space if flow rate ever needed to be increased. President Lindberg requested information regarding the useful live compared to cost for both a shingle roof and a metal roof be discussed during the bidding process. Issac indicated that asbestos and lead paint management costs are included in the project, but soil borings are not included for either the treatment plant building or the utility installations on West Burnett Avenue.

Clerk/Treasurer Meyer reviewed financing for the project and would be structured similarly to the Industrial Park project, with temporary financing before grant funding is received. Also, to cover costs, a rate case with the WI PSC would be done to review user rates once bid amounts are in. Both Dan and Sheila indicated it is very likely to get funding due to the Village's economic demographic.

Motion by Trustee Peer, second by Trustee Jave to recommend the Village Board approve the Supplemental Letter Agreement with SEH for the Water Treatment Plant Well 1 and 2 – Amendment 1 to include Task 2 – Final Design for \$547,500.00. Motion carried unanimously.

Motion by Trustee Peer, second by President Lindberg to recommend the Village Board approve the Supplemental Letter Agreement with SEH for CDBG grant application for \$19,000

and administration of the grant for \$29,000.00 Motion carried unanimously.

Motion by Trustee Java, second by President Lindberg to recommend the Village Board approve the Agreement for Professional Services with SEH for SDW application for \$9,750 and administration for \$33,150. Motion carried unanimously.

Adjournment

The meeting was adjourned at 3:54 p.m.

Allison Longhenry
Deputy Clerk/Treasurer