



Village of Grantsburg

316 Brad Street South
Grantsburg, WI 54840

Administration Committee Meeting Minutes

The Administration Committee met on Monday, April 13, 2026, at 2:00 p.m. in the Village Board room, 316 Brad St S, Grantsburg, WI 54840.

Present: President Rick Lindberg and Trustees Greg Peer, and Hank Java

Others: Trustee John Addison, DPW John Erickson, Police Chief Jared Woody, and Justin Jensen and Jason Jensen with Crex Rehab Properties.

Call to Order. President Lindberg called the Administration Committee Meeting to order at 2:00 p.m. Clerk/Treasurer Longhenry conducted roll call. The Pledge of Allegiance was recited.

West Anderson Ave & Robert St quote. DPW Erickson presented an updated quote for West Anderson Ave and Robert St to be resurfaced that came in under the amount budgeted for 2026. **Motion by Trustee Java, second by Trustee Peer to recommend the Village Board approve the quote from Monarch Paving Company to pulverize and pave West Anderson Avenue from Oak Street North to Harrison Avenue East for \$42,500.00 and to pave Robert Street South from State Road 70 East to the south dead-end for \$4,300.00. Motion carried unanimously.**

2031 State Highway 87 parking lanes. DPW Erickson reviewed the project set for 2031 to pave State Highway 87/Pine Street South from State Road 70 south to State Road 87. He was asked by WI-DOT if the Village would like to have the parking lanes along Pine Street South included in the project, left alone, or removed and turned into a wide shoulder for WI-DOT to maintain. The committee asked for estimated cost to resurface before deciding.

WTP soil borings. DPW Erickson presented a contract from Professional Services Industries (PSI) to perform soil borings for the upcoming Water Treatment Plant Project. SEH reviewed three proposals and PSI came in as low bidder. SEH confirmed that the costs associated with soil borings can be included in reimbursement from funds through grant and principal forgiveness programs. **Motion by Trustee Java, second by Trustee Peer to recommend the Village Board approve Professional Services Industries (PSI) as the agency to perform soil borings in preparation for the WTP at a cost of \$9,950.00 and accept the contingencies in place for costs to cover further settlement analysis if clay soils are encountered as detailed in the presented contract. Motion carried unanimously.**

Shop garage door quote. DPW Erickson presented the low bid he received from Hasser to replace the south side garage door at the shop. The committee discussed alternatives including purchasing a door and opener from Menards potentially for less, and have it installed by Hasser or other installer. **Motion by Trustee Peer, second by Trustee Java to recommend the Village Board accept the bid from Hasser Garage Door Inc. to replace and install a new garage door and opener, and to dispose of the old garage door at the cost of \$3,615.00. Motion carried unanimously.**

Squad pickup order. Chief Woody reviewed a denial received for dealer financing for the new squad pickup as they do not provide financing to municipalities. Chief Woody spoke with Bryan at Community Bank for alternative financing options. The Village Board reviewed the included terms for Community Bank financing, either a 5 or 6-year loan compared to the original dealer terms. **Motion by Trustee Java, second by Trustee Peer to recommend the Village Board approve a 5-year loan at a 4.6% interest rate with Community Bank to pay for the 2026 Dodge Ram Pick-up through Link Chrysler Dodge Jeep Ram. Motion carried unanimously.**

Community Center use – Rick Lindberg. Rick requested the \$300 rental fee for Community Center use be waived for his hockey rink fundraiser event April 25, 2026. **Motion by Trustee Java, second by Trustee Peer to recommend the Village Board waive the \$300 rental fee for resident Rick Lindberg to host a hockey rink fundraiser event on April 25th, 2026, from 11 a.m. – 5 p.m. President Lindberg abstained. Motion carried 2-0.**

Hockey Rink Location – Rick Lindberg. Rick requested the Administration Committee think of an ideal spot for the hockey rink to be placed so that he can inform people that attend his fundraising event April 25th. Several locations were reviewed including to the west of the pool, south of the yellow shed at the Village Office, to the north of the Village Office, and north of Memory Lake. Trustees Java and Addison had reviewed the site south of the yellow shed and felt that was the best option as it is a relatively flat surface limiting excavation costs, has ample parking, is near the Police Department to deter vandalism, and eliminated the need to fundraise for a warming house as the vestibule in the Village Office building could serve as a warming area and provide bathrooms. Rick felt the area to the west of the pool where the existing exercise trail is located would be the best location for the rink. The committee and staff discussed concerns regarding the lack of a hydrant available at the pool location, the need for excavation and a warming house, the costs of re-routing the fitness trail and moving equipment, and DPW Erickson noted the area receives runoff from the Baptist church parking area which may cause issues. The Administration committee did not make a motion but felt the location south of the yellow shed was the best option.

Community Center Rental agreement with Grantsburg School District. Clerk/Treasurer Longhenry reviewed clarifying details in the contract that were presented by Josh Watt and Keri Oachs and were included in the packet. The only changes to the contract included keeping the contract terms to start in 2025 which would include the original detail of the cost share for the room divider panels between the Village paying one-third and the School District paying two-thirds, including the storage room rental fee to have an annual increase by CPI, and fixing a formatting error for section 16. **Motion by President Lindberg, second by Trustee Peer to recommend the Village Board approve the changes made to the Community Center Rental Agreement with Grantsburg School District and forward to the School District for their approval. Motion carried unanimously.**

Crex Property Rehab – requirement for utility connection. Justin Jensen and Jason Jensen of Crex Property Rehab requested the Administration Committee grant them a variance to not require their new home build to be connected to Village water and sewer services. The Jensen's indicated it would cost an estimated \$25,000 to connect to the water and sewer system due to the road needing to be cut, then repaired, and the installation of a grinder pump which is required due to the elevation of the sewer main and distance to the home. They indicated if allowed, this would help keep the 3-bedroom, 2-bathroom home they are building affordable and they would follow all state rules and regulations governing private wells and septic systems. The committee discussed the current ordinances requiring hook

up to both the water and sewer systems for all properties. They directed staff to connect with the WI DNR to see if private water and sewer systems were allowed and if there are concerns about allowing such a variance. The committee provided no decision to the Jensen's and indicated a decision may not be made in time for their project but required utility connections may be reviewed for future projects. Staff indicated there may be a special board meeting before the May 11th meeting, and if so, they would include the Jensen's on that agenda for further discussion.

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 Trustee 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 Trustee Java, second by Trustee Peer to reconvene into open session. Motion passed unanimously.

Motion by Trustee Peer, second by Trustee Java to recommend the Village Board hire Police Officer Travis Swenston at a rate of \$22.51 will he attends Law Enforcement Training Academy beginning June 2026 and upon successful completion of academy increase to the base wage of \$28.51 with a probationary period to be 1 year following completion of academy. Motion carried unanimously.

Motion by Trustee Java, second by Trustee Peer to recommend the Village Board approve the police academy agreement to include corrections; Northwoods Technical College, Rice Lake, WI, as the Law Enforcement Training Academy location, academy wage of \$22.51 per hour, meal allowance amounts as determined by the Wisconsin Department of Justice Law Enforcement Standards Board reimbursement guidelines, post academy wage of \$28.51 per hour, and include that if the employee voluntarily terminates employment with the Village, they are responsible to reimburse the Village on a pro-rated basis for any Law Enforcement Training Academy expenses not covered by the Wisconsin Department of Justice. Motion carried unanimously.

The meeting was adjourned at 3:57 p.m.

Allison Longhenry
Clerk/Treasurer