



Village of Grantsburg

316 Brad Street South
Grantsburg, WI 54840

Administration Committee Meeting Minutes

The Administration Committee met on Monday, May 11, 2026, at 2:00 p.m. in the Village Board room, 316 Brad St S, Grantsburg, WI 54840.

Present: President Rick Lindberg and Trustee Hank Java

Others: Trustee John Addison, DPW John Erickson, Police Chief Jared Woody, Officer Travis Swenston, Justin Jensen and Jason Jensen - Crex Rehab Properties, and Paul Sommerfeld

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.

Village Fees Schedule.

Clerk/Treasurer Longhenry presented the Village's fee schedule for the committee's review. She indicated the schedule was last reviewed in 2023 and shared a recommendation from the Public Safety committee that would create a new fee for storage/shipping containers. She asked the committee to review for discussion at a future meeting.

No motions made.

Village Office building hours.

Clerk/Treasurer Longhenry reviewed the Village Office schedule changes approved in January that have staff working on site Tuesdays and Thursdays with the building closed to the public. She indicated it has benefited the Village Office as new staff are trained in and as she acclimates to her new role.

Motion by Trustee Java, second by President Lindberg to recommend the Village Board extend the current schedule keeping the office closed to the public on Tuesdays and Thursdays through to the end of the year at minimum. Motion carried.

Shred-It contract.

Clerk/Treasurer Longhenry presented a contract for shredding services through Shred-It for secure destruction of Village Office documents and indicated the Police Department has a procedure in place for their documents.

Motion by Trustee Java, second by President Lindberg to recommend the Village Board approve the Shred-It contract for bi-monthly service with a fee of \$65.64 for each pick-up. Motion carried.

Police Squad equipment.

Chief Woody presented a quote for the new police squad equipment that was included in the 2026 budget. He indicated it is less than the original bid but does not include a tonneau cover which he expects to be under \$1,000. He commented that the quote includes taking the useable equipment from the Ford squad truck for more cost savings.

Motion by President Lindberg, second by Trustee Java to recommend the Village Board approve the quote from Macqueen for the new police squad equipment for not more than \$15,000.00. Motion carried.

Closed session was moved earlier on the agenda.

Motion by Trustee Java, second by President Lindberg to convene into closed session. Motion carried.

THE ADMINISTRATION COMMITTEE WILL CONVENE INTO CLOSED SESSION to discuss personnel items pursuant to Wis. Stats. 19.85 (1) (f) “Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.”

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

Motion by President Lindberg, second by Trustee Java to reconvene into open session. Motion carried.

Motion by Trustee Java, second by President Lindberg to recommend the Village Board approve a partnership with Hakes Wellness to provide support services to police officers on an as needed basis. Motion carried.

Crex Property Rehab was moved earlier on the agenda.

Crex Property Rehab – Justin Jensen, Jason Jensen – requirement for utility connection.

Clerk/Treasurer Longhenry reported that the Village staff was able to speak with DNR staff during a recent water system survey. She indicated that mandatory utility connection is not a DNR requirement but is up to each municipality, and most municipalities require connection. The DNR rep shared that some municipalities that do allow private wells and/or septic systems often charge the property owner an annual fee comparable to one years' worth of water and/or sewer fees, so the municipality does not lose user fees that help operate the systems. Clerk/Treasurer Longhenry indicated that there have been multiple requests in the past due to similar circumstances at the Crex Property Rehab property, and all have been told utility connection is mandatory. Trustee Java indicated he was under the assumption at the April meeting that the Crex Property Rehab project was preemptively approaching the board for their request, he was not aware that the original plan was to connect to utilities and this request came after the fact. Java also commented that this may be a valuable thing to look at in the future to improve salability but can't allow a change to the mandatory connection requirement without changing everything. Justin requested that if the Village requires connection, he will ask the Village help pay for cost of connection as there is no stub at the property and he expects it was missed when the main was installed. Jason commented that the property will need a grinder pump due to elevation of the sewer main on Benson, and that pump has lots of potential for issues. Both Jensens indicated they would much rather connect to utilities but due to the high cost of connecting and potential equipment issues, private services seem to be the best option for their property. The committee discussed potential for more requests for private services. The Jensens felt their property is unique and it would be unlikely more people in the Village would request private services, but possibly it would help develop and bring more tax dollars for people to build on outlying properties like theirs. President Lindberg commented the Village may have some cost share if the stub was missed. Trustee Java recused himself from the vote and due to lack of quorum, the agenda item was tabled until the Village Board meeting at 4:30.

No motions made.

Paul & Kate Sommerfeld, 661 N. Linden Street –primary structure special exception.

Paul reapproached the board requesting a variance to be allowed to live on his bus on his property while his home is built. The Village Board made a motion in January stating the Sommerfelds would be fined a monthly ordinance violation of \$185 for the months of January, February, March, and April and if the ordinance violation was not corrected, fines would move to daily fines on May 1st or would be reassessed by the Village Board. Paul indicated that their plan was to live on their land until the house is built and would like to continue so that they can be onsite to get their house built faster and for security of their property. The committee asked Paul if he had a solid plan for a date that the house would be livable, Paul indicated that they would like to be in by fall but there are a lot of variables when building and didn't want to give a for sure date. The committee felt that the board should have full discussion on this matter and tabled this item for the Village Board meeting after 4:30.

The meeting was adjourned at 3:55 p.m.

Allison Longhenry
Clerk/Treasurer