



The Village Administration Committee met on Monday, November 11 at 4:30 p.m. in the Village Board room, 316 Brad Street S, Grantsburg, WI 54840.

Present:                   President Terrance Kucera  
                                  Trustee Greg Peer  
                                  Trustee Hank Java

Others:                    Clerk/Treasurer Sheila Meyer  
                                  Director of Public Works John Erickson  
                                  Superior Fuel Ryan & Emily Gunderson

President Terrance Kucera called the Administration Committee Meeting to order at 4:31 p.m.

### **Call to Order; Roll Call; Pledge of Allegiance**

#### **Superior Fuel Company – possible lease of Village-owned property**

Clerk/Treasurer Meyer was asked to invite Superior Fuel Company to attend a meeting to discuss the potential of leasing a Village-owned parcel located outside the Village limits. Ryan with Superior Fuel was present and expressed his interests in leasing the property where Superior Fuel would place a bulk propane tank. They had been looking for a parcel with highway traffic visibility, long-term lease arrangement, and a more central location between their Spooner, Wisconsin and Askov, Minnesota locations. Ryan explained this parcel would suit all their needs but would like to alter the access road to make it easier for trucks to enter. Clerk/Treasurer Meyer would send Ryan the Wisconsin DOT contact that would handle any highway access changes. The committee felt this was a good use of otherwise unusable property that could also produce revenue. The committee asked if Ryan would send a sample lease agreement and Clerk/Treasurer Meyer to review a draft agreement with our attorney to present at the next meeting.

**No motions made.**

**Ryan and Emily left at 4:47 p.m.**

#### **Rental of Community Center agreements a) Grantsburg School District b) Village Church**

Clerk/Treasurer Meyer presented the current contracts for the school district and church. She reported there are still issues with gymnastics not moving to half gym and renters still playing on gymnastics equipment. The committee discussed the need for a divider to better control the division of space and limit exposure to renters playing on the gymnastics equipment. The committee asked Clerk/Treasurer Meyer to reach out to the Grantsburg School District Athletic Director to discuss the need for a divider. No other cost increases were discussed at this time.

Clerk/Treasurer Meyer indicated there were no issues with the Village Church rental this year and the committee did not discuss any cost increases at this time.

Clerk/Treasurer Meyer was asked to present updated contracts at the next meeting.

**No motions made.**

**Water Treatment Plant (manganese removal) Pilot Study-Well No. 1 & Well No. 2 – SEH Amendment #1 (additional testing)**

DPW Erickson presented Amendment #1 for the pilot study at Well #1 and #2. DPW Erickson requested SEH complete additional testing for bacteria that was found in Well #3 which was not included in the original testing plan. The additional testing totaled \$1690.

**Motion by Trustee Java second by Trustee Peer to recommend the Village Board approve SEH Amendment #1 for the Pilot Study-Well No. 1 & Well No. 2 in the amount of \$1690. Motion carried.**

**Village Employee Manual – change to Licenses and Certification**

Clerk/Treasurer Meyer presented updates to the Employee Manual which would require employees with water/wastewater and/or CDL certifications to payback the associated costs on a prorated basis if they were to voluntarily or in-voluntarily end employment with the Village of Grantsburg. This policy mimics the process in-place for officers who are sent through police academy by the Village. This new requirement would be effective for employees hired after January 1<sup>st</sup>, 2025.

**Motion by President Kucera, second by Trustee Peer to recommend the Village Board require employees with water/wastewater and/or CDL certifications to payback the associated costs if they were to voluntarily or in-voluntarily end employment with the Village of Grantsburg at a rate of less than one year of complete service: 100% of the costs must be reimbursed; greater than one year, but less than two years: 66% of the costs must be reimbursed; greater than two years, but less than 3 years: 33% of the costs must be reimbursed; greater than three years: zero owed to the Village. Motion carried.**

**2025 Health and Dental Insurance Options**

Clerk/Treasurer Meyer provided a review of health and dental plan options with the associated costs to both the Village and the employees. Medica was the best option available through Jensen-Sundquist. The plan reviewed in column E fit into the budget for 2025 with the Village paying 90% of the premium and employees paying 10%. The deductibles for both single and family plans doubled from the 2024 plan and the premiums would increase for everyone as well. This plan would leave room in the budget to increase the family HSA by \$1,000 and single HSA by \$500 to offset some of the increased cost to employees in premiums and deductibles.

**Motion by Trustee Java second by Trustee Peer to recommend the Village Board approve the MIC PP WI 6250 – HSA Silver employee health plan for 2025 at the 90/10 cost share and increase the family HSA contribution by \$1000 and single HSA contribution \$500. Motion carried.**

**Adjournment**

President Kucera adjourned the meeting at 5:30 pm.

Allison Longhenry  
Deputy Clerk/Treasurer