



The Village Administration Committee met on Monday, December 9 at 3:30 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  
                  Chief of Police Jared Woody  
                  GRO – Watercross, Ben & Nicki Peterson, Dagny Norenberg, Nell Polzine  
                  Commercial Recreation Specialists Jeff Corniea – via Zoom  
                  SEH Bryan Cunningham – via Zoom

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

President Terrance Kucera called the Administration Committee Meeting to order at 3:30 p.m.

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

The committee discussed the lease sample included in the packet and reviewed questions from the attorney including lease term, rent increases, payment terms, insurance requirements, renewal options, and environmental/safety requirements. The lease samples were from current Superior Fuel leases used in both Minnesota and Wisconsin locations. The committee directed Clerk/Treasurer Meyer to review the questions with the attorney and return to the committee in January with a final lease option.

**No motion made.**

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

The committee discussed the dividers that were presented by the GSD at the December Administration Meeting. Clerk/Treasurer Meyer provided the committee with a furniture panel option that was more aesthetically pleasing and would cost around \$9,000 for four panels. The committee discussed paying 1/3<sup>rd</sup> of the panel costs and the school district paying 2/3<sup>rd</sup> of the costs over a couple years. The school district requested to have the lease extended since they will be investing in a divider. The committee discussed including an annual cost of living increase using language like the Superior Fuel Lease agreement. The lease would also need to include that the school district is responsible for installing and removing the panels when ½ gym rentals are scheduled. The committee requested Clerk/Treasurer Meyer to have the Village's attorney review the lease updates and provide to the committee for approval at the next meeting.

**No motions made.**

### **2025 REMI contract for UDC inspections**

Clerk/Treasurer Meyer received a call from Dan Kegley with REM Inspecting today. Dan said he would be agreeable to the contract updates Sheila explained so REM would only inspect new 1-2 family buildings and additions to homes newer than 1980. Meyer will return to the committee with an updated UDC ordinance for review.

**No motions made.**

### **SEH Contract Amendments a) Industrial Park Expansion Project b) Campground**

Bryan with SEH presented an amendment to the engineering fee for the Industrial Park Expansion Project. He explained the additional \$9,800.00 was due to additional storm water work that has already been completed. The committee reviewed the project wrap up which will be complete in January 2025 when the sewer lift electrical work will be completed.

Clerk/Treasurer Meyer explained that the Village is responsible for 45% of the overall project costs and the final pay request from McCabe Construction showed the project came in under budget.

**Motion by President Kucera motion by Trustee Peer to recommend the Village Board approve the Industrial Park Expansion Project engineering fee contract amendment from SEH for an additional \$9,800.00. Motion carried.**

Bryan reviewed another engineering fee amendment for the campground expansion project. The amendment for \$5,259.00 included additional work for sewer pump design, storm sewer design, DSPS review, and costs for the extended timeline for the project as initial applications were submitted in 2021 and project completion is planned for 2025. Clerk/Treasurer Meyer reviewed the remaining \$9,500 left to pay for engineering services on the project.

**Motion by Trustee Peer second by President Kucera to recommend the Village Board approve the Campground Expansion Project engineering fee contract amendment for an additional \$5,259.00. Motion carried.**

### **GRO – Nicki Peterson a) Street closures b) Splash pad**

Nicki provided an update on the splashpad project with a quote and project renderings included in the meeting packet. She reported that the GRO Splashpad group has fundraised \$154,000 which will cover the project including site work and electrical install with plans to use any remaining funds, if any, to pay for the cost of water usage. The project plans to start as soon as weather allows in Spring 2025. The committee reviewed questions with the GRO group and Splashpad manufacturer regarding insurance, life expectancy, safety concerns, ongoing maintenance, and usage. Jeff with Commercial Recreation Specialists reviewed the project details, including review of materials, expected maintenance needs, and potential usage. Clerk/Treasurer Meyer indicated the splashpad will be covered under the Village's insurance like the other parks and recreation facilities. Nicki asked the committee if they have a plan for covering the ongoing costs for water usage. The committee indicated they would assist with cost coverage for the 2025 season and would review along with all other items during the 2026 budget preparation.

**Motion by Trustee Java second by Trustee Peer to recommend the Village Board approve installation of a splashpad on the Swimming Pool property and pay for the splashpad's 2025 water usage with costs reviewed in the 2026 budget cycle for future years. Motion carried.**

The committee thanked the GRO group for their fundraising efforts that will allow this project to be completed.

President Kucera requested Nicki meet with Chief Woody and DPW Erickson to review safety protocols and street closures for 2025 GRO events prior to submitting street closure requests.

**No motions made.**

**Memory Lake Aquatic Plant Management plan survey results**

Clerk/Treasurer Meyer explained that survey results are included in the meeting packet for the committee to review and the Village had 19.5% participation.

**No motions made.**

**Adjournment**

President Kucera adjourned the meeting at 5:09 pm.

Allison Longhenry  
Deputy Clerk/Treasurer