



The Village Administration Committee met on Monday, October 21st at 3:15 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

President Terrance Kucera called the Administration Committee Meeting to order at 3:15 p.m.

Call to Order; Roll Call; Pledge of Allegiance

THE ADMINISTRATION COMMITTEE WILL CONVENE INTO CLOSED SESSION to conduct interview(s) for the Water/Sewer Operator position 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.” App Job Ad Job Description Questions

Motion by Trustee Java second by Trustee Peer to convene into closed session. Motion carried.

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 carried.

Any motions needed from closed session

Motion by Trustee Java second by Trustee Peer to recommend the Village Board hire Peter Denn as the Water/Wastewater Operator. Motion carried.

2025 Health & Dental Insurance

Clerk/Treasurer Meyer presented information on the state insurance plan and a variety of plan options through Medica. Meyer explained that the state option gets very confusing and limits where employees could receive care and has open enrollment options quarterly. Meyer suggested the Village choose from Medica plan options for the beginning of 2025 then further review state options for possible enrollment later in the year. The committee asked Meyer to further review plan options with employees then return to the committee for further discussion.

No motions made.

Purchase Variable Frequency Drive (VFD)/Soft Start for Main Lift Station

DPW Erickson presented purchase options for a VFD or soft start for the main lift. Either option would help minimize the wear on the pump. The VFD would be \$10,450 and may be eligible for Focus on Energy savings. The soft start would be \$9,633 and would not be eligible for FOE funds. This purchase may be able to be used on the new lift station that is planned in the upcoming wastewater treatment plant project.

Motion by Trustee Java second by President Kucera to recommend the Village Board approve the purchase of a variable frequency drive for the main lift not to exceed \$10,450. Motion carried.

Community Center Kitchen proposal

Clerk/Treasurer Meyer and Deputy Clerk/Treasurer Longhenry reported a request to upgrade the community center kitchen to a commercial kitchen which would allow for groups to prepare food for sale. Longhenry contacted the state food licensing department to verify what upgrades would be required to allow for commercial use. The committee agreed that this may be a good revenue option but if the required upgrades cost too much, the committee felt it would not be a good time due to budget constraints. The committee requested Village staff to determine upgrade requirements associated costs and return to the committee for further discussion.

No motions made.

Possible lease of Village-owned property to Superior Fuel

Clerk/Treasurer Meyer reviewed a request to approach Superior Fuel to lease the Village-owned property located to the west of the Grantsburg Rod and Gun club. This may be a revenue option that would put the land to use as it cannot be sold or developed. The committee agreed this may be a good option for both parties and requested Meyer to reach out to Superior Fuel and return to the committee if they have interest.

No motions made.

Memory Lake Survey

The committee reviewed updates from the WI DNR and asked Clerk/Treasurer Meyer to request that questions regarding owning property in or around Memory Lake be removed, as they want to have all Village properties to complete the survey. Meyer shared that Renee with SEH can put the lake survey on hold for 45-60 days which would still allow her to complete by the end of May if the Village decides to continue with the project. The committee asked Clerk/Treasurer Meyer to notify SEH to put the lake plan on hold until survey results are compiled.

No motions made.

Adjournment

President Kucera adjourned the meeting at 4:58 pm.

Allison Longhenry
Deputy Clerk/Treasurer