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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING**  
**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**  
**ON JANUARY 3, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the Regular Board to order on Monday, January 3, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting, properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustee Casey Haime, Linda Ellenberger, Carol Koskovich, Julie Ruud, and Brenda Jelinek. Andy Podratz was absent from the meeting until 5:45 p.m.

**ALSO, PRESENT**

Erik Gulbrandsen, Keith Wehmhoefer, Bill Hallock, and Clerk-Treasurer Janel Lee.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich to approve the agenda. 6-Ayes. Motion carried.

**MINUTES – PUBLIC BUDGET HEARING 12.06.2021**

Motion by Haime, seconded by Ruud to approve the public budget hearing meeting minutes from December 6, 2021. 6-Ayes. Motion carried.

**MINUTES – REGULAR BOARD MEETING 12.06.2021**

Motion by Haime, seconded by Ellenberger to approve the regular board meeting minutes from December 6, 2021. 6-Ayes. Motion carried.

**DECEMBER TREASURER'S REPORT**

Motion by Haime, seconded by Ruud to approve the December 2021 treasurer's report and vouchers 31244-31298. Payroll vouchers: V3439-3464, 6-Ayes. Motion carried.

**PUBLIC COMMENT** – Citizens do not feel it is fair to be charged for snow removal if the village is putting the snow on the sidewalks. The streets crew works very hard to remove snow and open streets after a snowfall and remove any residual snow off the sidewalks due to clearing the roads. Charges for non-snow removal by citizens per ordinance do not pertain to snow accumulation from clearing village streets.

**STREETS/VILLAGE HALL NEEDED REPAIRS**

The Elgin Sweeper motor requires repair and currently has an oil leak; the cost for a rebuilt motor is \$1700.00. Motor to come from MacQueen Equipment. Motion by Ruud, seconded by Jelinek to order the rebuilt motor from MacQueen for \$1700.00. 6-Ayes. Motion carried. Discussion held on additional repairs for a new motor for the truck sander as it is no longer working. The new motor can be repaired in-house and will cost \$1200.00. Clerk Lee informed the board that the village hall furnace needed to be fixed as it was no longer providing heat to the hall. Paul's Sheet Metal was called to repair the furnace heating components and circuit board.

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**REGULAR BOARD MEETING****PAGE TWO****JANUARY 3, 2022**

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**PUBLIC WORKS**

A lengthy discussion was held on the need for new well controls for the water tower. The auto mode on the water tower to control the water level is no longer working and caused the water tower to overflow during the Christmas holiday. As a result, Hallock and Wehmhoefer are manually maintaining the water level and will have to do so until the controls are fixed. The cost to replace the water tower controls through Quality Flow Systems will be \$38,600.00 with additional cellular costs as the analog (landline) phone lines are obsolete. Motion by Ellenberger, seconded by Ruud, to have Hallock go ahead and do what he needs to do to get the water tower controls fixed. 6-Ayes. Motion carried. Repair funds to be borrowed from the Sewer Extension fund.

**GENERAL CORRESPONDENCE & CLERK UPDATES**

Clerk Lee updated the board on the Fire and Ambulance run report through December.

Ambulance Calls: Town of Brooklyn 30; Town of Chicog 37; Town of Frog Creek 8; Town of Minong 99; Village of Minong 74; and Mutual Aid 16. Fire Calls: Town of Brooklyn 11; Town of Frog Creek 6; Town of Minong 21; Village of Minong 12; and Mutual Aid is 8.

**VILLAGE HALL CAMERA SYSTEM**

Clerk Lee updated the board on the new camera system approved by the board back in 2020. The 1080P wireless security eight-camera system is now available and ordered from Amazon with a three-year warranty and tech support.

**POLICE HEALTH & LICENSES – POLICE REPORT**

Motion by Podratz, seconded by Ellenberger to accept the police report as presented. 7-Ayes. Motion carried.

**MULTIPLE DOG LICENSE**

Motion by Podratz, seconded by Ellenberger to approve Kruse's 2022 multiple dog license. 7-Ayes. Motion carried.

**PARKS & RECREATION – CAMPGROUND UPDATE & MONTHLY TREASURERS REPORT**

The board reviewed the campground monthly treasurer's report for December. There were no significant changes from the previous month, and no motions were made.

**LANDFILL - UPDATE**

Ellenberger informed the board that Chad Barth was hired to replace Troy Waggoner as the new transfer station attendant. The board reviewed and discussed the transfer station minutes from November.

**FINANCE AND PERSONNEL – None.****PUBLIC COMMENT – None.****UPCOMING AGENDA ITEMS**

Chief Gulbrandsen to get two more squad car quotes with government pricing. Clerk Lee will bring water rate increase information to the next meeting and research eligible ARPA funds to cover some of the water tower repair costs.

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**REGULAR BOARD MEETING****PAGE THREE****JANUARY 3, 2022**

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**NEXT REGULAR BOARD MEETING** - Monday, February 7, 2022, at 5:00 p.m.**ADJOURN:**

Motion by Podratz seconded by Ellenberger to adjourn. 7-Ayes. Motion carried. Meeting adjourned. 6:06 p.m.

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Village President

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Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON FEBRUARY 7, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the Regular Board to order on Monday, February 7, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustee Casey Haime, Linda Ellenberger, Carol Koskovich, Julie Ruud, and Brenda Jelinek and Andy Podratz.

**ALSO, PRESENT**

Erik Gulbrandsen, Bill Hallock, Teresa Anderson, Eva Johnston, and Clerk-Treasurer Janel Lee.

**AGENDA**

Motion by Lee, seconded by Podratz to approve the agenda. 7-Ayes. Motion carried.

**MINUTES – REGULAR BOARD MEETING 01.03.2022**

Motion by Haime, seconded by Ellenberger, to approve the regular board meeting minutes from January 3, 2022. 7-Ayes. Motion carried.

**JANUARY TREASURER'S REPORT**

Motion by Haime, seconded by Ellenberger to approve the January 2022 treasurer's report and vouchers 31299-31358. Payroll vouchers: V3465-3496, 7-Ayes. Motion carried.

**PUBLIC COMMENT** – Eva Johnston from the Washburn County Housing Authority gave a general update to the board on the housing improvements, tenancy, and vacancies at Edgewood Apartments.

**GENERAL CORRESPONDENCE AND CLERK UPDATES**

Clerk Lee updated the board on correspondence regarding the community COVID vaccine outreach program from Indianhead Community Action Agency. Clerk Lee to include the resource information on the Village website. \*\*The Village auditors will be at the Village from February 8 to the 11<sup>th</sup>, possibly less, depending upon how much they get done on-site. \*\*Dan Sears submitted the Popple Shoot Trail Races liability insurance for the upcoming marathon event in May at the campground. \*\*Correspondence from Joshua Suehring from Wittenberg, Wisconsin, is interested in buying any old Christmas decorations used on utility poles or streetlights. Clerk Lee to check if there are any financial issues with selling the old decorations.

**BUSINESS 53 UPDATE**

Teresa Anderson from MSA updated the board on the final pay request for the retainer held for the Business 53 rehabilitation project and the last change order to the overall project. Motion by Haime, seconded by Ruud to approve final change order No. 5 for a project cost decrease of \$1,329.28. 7-Ayes. Motion carried.

Motion by Lee, seconded by Podratz, to pay out the final retainer on the Business 53 project for \$51,213.80. 7-Ayes. Motion carried.

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**REGULAR BOARD MEETING****PAGE TWO****FEBRUARY 7, 2022**

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**PUBLIC WORKS/STREETS**

**Tires for New Welder:** William Hallock presented three quotes for the tires on the welder. Quotes as follows:

Wolverine Tire: \$272, no mounting; Weems After Hours: \$280, includes mounting; and Pomps: \$406, no mounting. Motion by Podratz, seconded by Ellenberger to approve Weems After Hours to install new tires on the welder for \$280.00. 7-Ayes. Motion carried.

**Water Tower Update:** William Hallock informed the board that the new well controls are finished and working as expected.

**PUBLIC WORKS/STREETS CONTINUED**

**ARPA Funding – Well Controls/ARGIS Online Mapping System:** Brief discussion held by the board and Clerk Lee on the best use of the ARPA funding. Motion by Lee, seconded by Haime to split the cost of the ARCGIS Online mapping system. 60% of the cost to come from the Sewer Utility, and 40% of the cost to come from the Water Utility, for a total of \$12,500.00. 7-Ayes. Motion carried. Motion by Lee, seconded by Haime, to use the ARPA funding of \$26,417.29 to pay for most of the well control repairs costing \$38,600.00; the remaining balance for the water tower repairs is to be paid from the Water Extension fund for \$12,182.71. 7-Ayes. Motion carried.

**PSC-SIMPLIFIED RATE CASE**

Clerk Lee presented the application steps needed to start the simplified rate case for the Water Utility to the board. The Water rates have not been updated since 2017. The target date to increase water rates would be the start of the third quarter or July 2022.

**POLICE HEALTH & LICENSES – POLICE REPORT**

Motion by Podratz, seconded by Ellenberger to accept the police report as presented. 7-Ayes. Motion carried.

**MULTIPLE DOG LICENSE**

Motion by Podratz, seconded by Ellenberger to approve the multiple dog licenses for 815 Greenhaven St; 209 7<sup>th</sup> Ave W; 511 Business 53; and 905 Shell Creek Rd. 7-Ayes. Motion carried. Clerk Lee will ensure all dogs have updated rabies certificates before releasing the multiple dog tags.

**PARKS & RECREATION – CAMPGROUND UPDATE & MONTHLY FINANCIALS**

The board reviewed the campground monthly treasurer's report for January. Motion by Podratz, seconded by Ruud, to approve the January financials for the campground. 7-Ayes. Motion carried.

**ALL-TERRAIN VEHICLE GRANT #ATV-4460 AWARD LETTER**

A brief discussion was held on the campground expansion grant award letter. Motion by Podratz, seconded by Ruud, to accept the ATV-4460 Grant of \$277,464.00 and project advance payment of \$208,098.00 to start the process of expanding the Village of Minong ATV Campground. 7-Ayes. Motion carried.

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**REGULAR BOARD MEETING****PAGE THREE****FEBRUARY 7, 2022**

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**LANDFILL - UPDATE**

Ellenberger informed the board that Steve Clink is the new transfer station attendant and is doing a great job. The landfill is also planning to install a new overhead garage door and have its camera system updated and repaired by Trulock.

**FINANCE AND PERSONNEL**

Clerk Lee will schedule a Finance meeting to continue working on the employee handbook updates and go over water/sewer expenditures and payroll account expenditures.

**PUBLIC COMMENT – None.****UPCOMING AGENDA ITEMS**

Chief Gulbrandsen to get two more squad car quotes with government pricing. Clerk Lee to research more on the Federal Bi-Partisan bill and the opportunity to use some of those funds for the State of Wisconsin toward the STH-77 project and other road projects on the 5-year road plan. Engineers CBS Squared, Inc. will be reaching out to Clerk Lee for recommendations to the Village.

**NEXT REGULAR BOARD MEETING - Monday, March 7, 2022, at 5:00 p.m.****ADJOURN:**

Motion by Podratz seconded by Ellenberger to adjourn. 7-Ayes. Motion carried. Meeting adjourned. 6:41 p.m.

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Village President

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Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON MARCH 7, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the Regular Board to order on Monday, March 7, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustee Casey Haime, Linda Ellenberger, Carol Koskovich, Julie Ruud, Brenda Jelinek, and Andy Podratz.

**ALSO, PRESENT**

Keith Wehmhoefer, Jerry Smith, Jane Michalek, Tyler Hastings, Kitty Waggoner, and Clerk-Treasurer Janel Lee.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich to approve the agenda. 7-Ayes. Motion carried.

**MINUTES – REGULAR BOARD MEETING 02.07.2022**

Motion by Haime, seconded by Ruud, to approve the regular board meeting minutes from February 7, 2022. 7-Ayes. Motion carried. Corrections to include “accept” rather than “approve” the police report; and a correction on meeting attendance and motion made by Andy Podratz.

**FEBRUARY TREASURER'S REPORTS**

Motion by Haime, seconded by Ellenberger to approve the February 2022 treasurer's report and vouchers 31359-31408. Payroll vouchers: V3497-3522, 7-Ayes. Motion carried.

**FEBRUARY CAMPGROUND TREASURER'S REPORT**

Motion by Haime, seconded by Podratz to approve the February treasurer's report for the campground. 7-Ayes. Motion carried. Clerk Lee to get Trustee Ruud follow-up information on how the credit card payment fees work.

**PUBLIC COMMENT** – Jane Michalek spoke to the board about starting a dog park at the old Minong Area Youth Ball Fields. Jane to work with Clerk Lee on further information and bring this item back up for discussion on the next board meeting agenda.

**FARMER'S MARKET – KITTY WAGGONER**

Kitty Waggoner requested that the board allow her to use the small ballfield area next to the Wild River Trail for the farmer's market. Kitty is looking at other options but wanted to know if the board had any objections to her using that area. The board expressed no objections to the use of that space.

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**REGULAR BOARD MEETING****PAGE TWO****MARCH 7, 2022**

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**GENERAL CORRESPONDENCE & CLERK UPDATES**

Clerk Lee informed the board that the Business 53 Local Road Improvement Program-Supplement (LRIP-S) request for reimbursement of \$750,000.00 was submitted by her on February 22, 2022, via email to the State of Wisconsin. The application was received, but the link to the reimbursement package was corrupted. Therefore, clerk Lee resubmitted the request on March 4, 2022, at 9:32 a.m. to Patrick Vander Sanden at the Department of Transportation State of Wisconsin.

**Surplus Decorations for Sale:** According to Village Ordinance Sec. 12-119 -Disposal of Surplus Village Property, the Village board, can make a motion to declare that the old unused Christmas decorations are “surplus” and therefore allow them to be sold. Motion by Podratz, seconded by Ruud, to declare the old Christmas decorations surplus inventory and make them available for sale. 7-Ayes. Motion carried. Clerk Lee and Keith Wehmhoefer will reach out to Joshua Suehring for a price and negotiate the sale.

**Water Running Update for Water & Sewer:** Clerk Lee reminded the board to continue telling citizens if they are approached to continue running their water due to the dangerous frost levels.

**Property & Liability Insurance Exclusions:** Clerk Lee informed the board that the current property and liability insurance company will exclude protection of personal or non-public information and cyber attacks or breaches as part of the Village’s policy for the 2022-2023 renewal. Clerk Lee will reach out to Spectrum Insurance for a quote for a new property, liability, and work comp policy for the Village of Minong.

**REMINDERS**

Clerk Lee reminded the board that the Spring Election is April 5, 2022. The poll opens at 7:00 a.m. and closes at 8:00 p.m. There will also be a Zoning Board of Appeals Public Hearing and Meeting on March 21, 2022, starting at 4:30 p.m. Zoning meeting to follow the Public Hearing at 4:45 p.m. Open Book and Board of Review: Open book will be held on May 5, 2022, starting at noon and board of review will be held May 12, 2022, beginning at 5:00 p.m.

**PARKS & RECREATION -CAMPGROUND EXPANSION**

Tyler Hastings from CBS Squared, Inc. presented the preliminary campground expansion plans. Hastings suggested that work get put on hold until the wetland delineation study is completed in May. The tentative timeline is to put bids out for the job in June and start work in mid-July 2022.

**PUBLIC WORK'S/STREETS**

Tyler Hastings from CBS Squared, Inc. spoke briefly to the board about the Federal Bi-Partisan Infrastructure Bill funds available for road work. The STH-77 project is ineligible for funding as it is a State-owned highway. Only local roads are eligible, and there will be funding available each year for the next five years at 80% funding from the Bill. 20% of the cost would be paid by the Village of Minong for each project. Clerk Lee to work with Bill Hallock and Tyler Hastings on what roads on the five-year road plan can qualify for this funding.

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**REGULAR BOARD MEETING**  
**PAGE THREE**  
**MARCH 7, 2022**

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**POLICE HEALTH & LICENSES – POLICE REPORT**

Motion by Podratz, seconded by Ellenberger to accept the police report as presented. 7-Ayes. Motion carried.

**MULTIPLE DOG LICENSE**

Motion by Podratz, seconded by Ellenberger to approve the multiple dog licenses for McGraw. 7-Ayes. Motion carried.

**LIQUOR LICENSE APPROVALS**

Motion by Podratz, seconded by Koskovich to approve the “Class A”/Class “A” Liquor License and Tobacco License for Edwards Oil, Inc. DBA Lucky Seven. 7-Ayes. Motion carried. Minit Mart, LLC submitted a letter to surrender the licenses on April 5, 2022. The scheduled closing/sale date to Edwards Oil, Inc.

Motion by Podratz, seconded by Ruud to approve the Minong Summer Days Class “B”/”Class B” Retailer’s License for August 12<sup>th</sup> – 14<sup>th</sup>, 2022. 7-Ayes. Motion carried.

**LANDFILL - UPDATE**

The board reviewed the minutes from the January 4 and January 11 landfill meetings. Ellenberger reported that there are no issues to report on the landfill. However, Ellenberger is still waiting on an update on the camera installation. Steve Clink reported one load for the landfill this year.

**FINANCE AND PERSONNEL - None**

**PUBLIC COMMENT – None.**

**UPCOMING AGENDA ITEMS**

The board requested that the dog park be listed on the next agenda and what roads can qualify for the Federal Bi-Partisan Infrastructure Bill funding.

**NEXT REGULAR BOARD MEETING - Monday, April 4, 2022, at 5:00 p.m.**

**ADJOURN:**

Motion by Podratz seconded by Ellenberger to adjourn. 7-Ayes. Motion carried. Meeting adjourned. 6:10 p.m.

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Village President

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Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON APRIL 4, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the Regular Board to order on Monday, April 4, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustee Casey Haime, Linda Ellenberger, Carol Koskovich, Julie Ruud, Brenda Jelinek, and Andy Podratz.

**ALSO, PRESENT**

Erik Gulbrandsen, Bill Hallock, Kevin Pagorek, Shelby Barnard, Jerry Smith, and Clerk-Treasurer Janel Lee.

**AGENDA**

Motion by Haime, seconded by Koskovich to approve the agenda. 7-Ayes. Motion carried.

**AWARD OF APPRECIATION – ANDY PODRATZ, TRUSTEE**

Andy Podratz was given an award of appreciation by the Village Board members in honor of his dedicated eighteen years of service to the Village of Minong Corporate Board and the Village of Minong.

**MINUTES – REGULAR BOARD MEETING 03.07.2022**

Motion by Lee, seconded by Ellenberger, to approve the regular board meeting minutes from March 7, 2022. 7-Ayes. Motion carried.

**MARCH TREASURER'S REPORT AND VOUCHER APPROVAL**

Motion by Haime, seconded by Ellenberger to approve the March 2022 treasurer's report and vouchers 31409-31465. Payroll vouchers: V3523-3552, 7-Ayes. Motion carried.

**MARCH CAMPGROUND TREASURER'S REPORT**

Motion by Haime, seconded by Podratz, to approve the March treasurer's report for the campground. 7-Ayes. Motion carried.

**PUBLIC COMMENT**

Members of the public attending had no comments.

**SHELBY BARNARD – JACK LINK'S RUNNING WITH SASQUATCH – 5K**

Shelby Barnard and Kevin Pagorek requested the Village Board approve the upcoming Running with Sasquatch 5K run/walk that will start and end at the Jack Link's Aquatic and Activity Center. Motion by Lee, seconded by Podratz, to approve the 5K race for Sunday, June 12, 2022. 7-Ayes. Motion carried. The board asked for an update on the race logistics closer to the event.

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**REGULAR BOARD MEETING****PAGE TWO****APRIL 4, 2022**

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**CLERK UPDATES & GENERAL CORRESPONDENCE**

Governor Evers has signed a proclamation that Municipal Treasurers Appreciation Week is April 17 – 23, 2022. The board expressed their appreciation to Clerks Lee and Bouma for their hard work. \*Correspondence sent to Clerk Lee from Trustee Podratz about the Wisconsin Town's Association article for the Bipartisan Infrastructure Law funding bridge program for rural infrastructure. Trustee Podratz asked Bill Hallock if the Main St crossing, Shell Creek culverts could be covered under this funding. Bill Hallock did not think so but will find out more information. \* A correspondence was received addressed to the village board from Jerry Burkett, Vice Chair for Vilas County. The enclosed letter and resolution asked other municipal governments to support modifying levy limits to combat the rising costs of inflation, energy, and competition in the labor market. \* Governor Evers is declaring April 4-8 as Tornado and Severe Weather Awareness Week. On April 7, Wisconsin will conduct its annual statewide tornado drill at 1:45 p.m. and 6:45 p.m. Clerk Lee to put a message out on Minong Know Your Community to let residents know about the drill.

**REMINDERS**

Clerk Lee implemented a new reminder calendar for board members with upcoming meetings and events. \*A finance meeting is to be held on April 20, 2022, at 3:00 p.m. \*Open Book will be held May 5, 2022, from noon until 2 p.m. \*Board of Review will be held May 12, 2022, from 5:00 p.m. to 7:00 p.m. for all board members to attend.

**PARKS & RECREATION**

**Dog Park Discussion:** The board held a brief discussion on the proposed dog park that the Minong Area Youth is considering for the old ball fields at the end of Link Street. Clerk Lee reached out to Assessor Steve Nordquist about the ownership and non-profit status of the ball fields. As long as the ownership remains with the Minong Area Youth Organization, it will remain tax-exempt unless they change the use of the ballparks to something that is non-benevolent. The board has no objection to the potential dog park as long as the youth organization takes on all liability and responsibility for maintenance.

**Campground Expansion Update CMP-EXP-ATV-4460:** Clerk Lee updated the board on the grant funding status for the campground. 75% or \$208,098.00 of the requested campground grant funds have been received and deposited into a separate bank account. A book of checks will need to be ordered to pay for project expenses and engineering fees. We are still on schedule for the delineation study to be done in May to approve the location of the new campsites. No further expenses will be incurred until the delineation study is complete.

**PUBLIC WORK'S/STREETS**

Land Information Officer Nathan Nelson reached out to Bill Hallock to get approval from the board for a State grant-funded address sign replacement project in the Village. The board had no objection. Washburn County will pay for the signs with State funding, and the Village Public Works/Streets employees will install the new signs.

**POLICE HEALTH & LICENSES – POLICE REPORT**

Motion by Podratz, seconded by Ellenberger, to accept the police report as presented. 7-Ayes. Motion carried.

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**REGULAR BOARD MEETING**  
**PAGE THREE**  
**APRIL 4, 2022**

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**Cusick Resignation:** Chief Officer Erik Gulbrandsen informed the board that Shaun Cusick's last day was March 31, 2022. He also briefly discussed with the board about taking more time to do research before hiring another officer.

**Multiple Dog License(s) for Approval:**

Motion by Podratz, seconded by Koskovich to approve the multiple dog licenses for Maher/Gutz and Gonske. 7-Ayes. Motion carried.

**Delinquent Dog License List for Citation and Late Fees:** Clerk Lee presented the list of single and multiple dog owners who have failed to get their dog license by the April 1 deadline. The list was submitted to Chief Officer Gulbrandsen to issue citations per dog to all four dog owners listed. **Letter to the District Attorney regarding delinquent multiple dog license.** Motion by Podratz, seconded by Ellenberger to approve the letter from the board to the district attorney regarding a citizen who refuses to pay the required multiple dog license for 2022. 7-Ayes. Motion carried.

**LANDFILL UPDATE**

Linda Ellenberger updated the board on the installation of the new access security cameras at the transfer station. The installation will include running power from the main to the gate for the cameras, a power outlet at the poles, and a 30 amp breaker in the basement of the transfer station. Transfer station minutes reported 5 loads for January with an average of 10.6 and a total of 53.3 tons. \$52 in E-waste and tires, \$165 in appliances, and \$1.50 in bulbs.

**FIRE AND AMBULANCE QUARTERLY UPDATE**

The board reviewed the quarterly report of Ambulance and Fire calls for January through March.

**FINANCE AND PERSONNEL**

**Finance Minutes for Approval 03.28.2022:** Motion by Ruud, seconded by Haime, to approve the March 28 finance meeting minutes with corrections. 7-Ayes. Motion carried. Clerk Lee to complete corrections for "ro" which was intended to be the word "or" in the board orientation manual. Correction to employee handbook section 2.6 to include the wording under retirement "Voluntary employment termination initiated by the employee meeting age and length of service as defined by the Wisconsin Retirement System as well as any other criteria for retirement from the Village of Minong" in the revised recommendation section to the village board.

**Review Board Member Orientation Manual:** Clerk Lee presented each board member with a copy of the Board Member Orientation Manual. Recommendation from the finance committee to have each board member review it for changes, additions, or deletions by the next board meeting. Motion by Ruud, seconded by Haime, to postpone approval for discussion at the May board meeting. 7-Ayes. Motion carried.

**Review and Approve Employee Handbook Changes: All detailed changes approved by the Village Board can be found in the finance minutes from March 28, 2022.**

Motion by Koskovich, seconded by Ellenberger to approve finance committee revised section 2.3 Employment Categories Full-Time and Part-Time Employment. 6-Ayes. Motion carried. Chairman Lee abstained. The purpose of the change was to streamline and clarify employment categories from the old version.

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**REGULAR BOARD MEETING****PAGE FOUR****APRIL 4, 2022**

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Motion by Haime, seconded by Podratz to include finance committee recommendation to add a new paragraph to section 2.3 for Independent Contractors and Consultants to the handbook. 6-Ayes. Motion carried. Chairman Lee abstained. The purpose of the addition is to add that independent contractors and consultants are not eligible for employee benefits.

Motion by Ruud, seconded by Ellenberger to update section 2.6 Employment Termination. 6-Ayes. Motion carried. Chairman Lee abstained. The purpose of the revision was to streamline the retirement section and reference section 5.4 for more detail on sick leave benefit payouts.

Motion by Haime, seconded by Ellenberger to approve the new addition to section 5.4 Sick Leave Benefits. 6-Ayes. Motion carried. Chairman Lee abstained. The purpose of the change is to add a three-month minimum notice requirement to be fully eligible for the sick leave payout benefit. If less time is unavoidable, village board approval is necessary for notice of fewer than three months.

Motion by Ruud, seconded by Haime, to approve the updated language for section 3.5 Work Schedules to include a new standard workweek explanation and start times for full-time employees. 6-Ayes. Motion carried. Chairman Lee abstained.

Motion by Haime, seconded by Koskovich to approve the new language in section 3.6 Compensatory Time to include that sick leave, bereavement leave, or time spent on ambulance or fire calls cannot be considered hours worked in calculation over time. 6-Ayes. Motion carried. Chairman Lee abstained.

**PUBLIC COMMENT**

Members of the public attending had no comments.

**UPCOMING AGENDA ITEMS**

Clerk Lee to prepare the new handbook changes from the April 20 finance meeting. Discussion and pending approval for the new Board Member Orientation Manual.

**NEXT REGULAR BOARD MEETING** - Monday, May 2, 2022, at 5:00 p.m.

**ADJOURN:**

Motion by Podratz seconded by Ellenberger to adjourn. 7-Ayes. Motion carried. Meeting adjourned. 6:51 p.m.

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Village President

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Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON MAY 2, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the Regular Board to order on Monday, May 2, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustee Casey Haime, Linda Ellenberger, Carol Koskovich, Julie Ruud, and Brenda Jelinek. Wayne Miller was absent.

**ALSO, PRESENT**

Erik Gulbrandsen, Bill Hallock, Keith Wehmhoefer, Luke Butzler, and Clerk-Treasurer Janel Lee.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich to approve the agenda. 6-Ayes. Motion carried.

**MINUTES – REGULAR BOARD MEETING 04.04.2022**

Motion by Haime, seconded by Ellenberger, to approve the regular board meeting minutes from April 4, 2022. 6-Ayes. Motion carried.

**APRIL TREASURER'S REPORT AND VOUCHER APPROVAL**

Motion by Haime, seconded by Ellenberger to approve the April 2022 treasurer's report and vouchers 31466-31515. Payroll vouchers: V3553-3575, 6-Ayes. Motion carried.

**APRIL CAMPGROUND TREASURER'S REPORT**

Motion by Ruud, seconded by Jelinek, to approve the April treasurer's report for the campground. 6-Ayes. Motion carried.

**PUBLIC COMMENT**

Members of the public attending had no comments.

**PRESENTATION BY FIRSTNET – LUKE BUTZLER**

Luke Butzler from FirstNet presented their phone plan and associated benefits for emergency communications and first responders to the board. Motion by Lee, seconded by Ellenberger, to postpone a decision on the new plan until the June 6, 2022, regular board meeting. 5-Ayes. Motion carried. Lee abstained. Clerk Lee to get more detail on associated costs to the base phone plan.

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**REGULAR BOARD MEETING****PAGE TWO****MAY 2, 2022**

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**KITTY WAGGONER – REQUEST FOR FUNDING**

Kitty Waggoner requested that the board donate funds to help pay for the portable bathrooms for the farmers' market she organizes. The board asked Kitty to come back to the June 6<sup>th</sup> regular board meeting with a report of other funding sources.

**KITTY WAGGONER – REQUEST FOR FUNDING CONTINUED**

Kitty also requested funds to help pave the senior center parking lot. Motion by Lee, seconded by Ellenberger, to give all \$402.51 in donation funds left toward paving the parking lot. 1-Aye, 5-Nays. Motion failed. Motion by Haime, seconded by Ruud, to give \$150.00 toward paving the senior center parking lot. 6-Ayes. Motion carried.

**UPDATE COMMITTEE APPOINTMENTS**

Chairman Lee and the board reviewed the committee appointments. Motion by Ellenberger, seconded by Koskovich to appoint Larry Lee as planning commission chairman. 5-Ayes. Motion carried. Lee abstained.

There are two citizen vacancies on the Planning Commission Committee. Clerk Lee to put a notice on Minong Know Your Community about the open positions. Chairman Lee appointed Keith Wehmhoefer as a citizen member for the planning commission committee.

Chairman Lee appointed Brenda Jelinek as Chairwoman for the Zoning Board of Appeals (ZBA), and Keith Wehmhoefer was appointed for a three-year term on the ZBA as a citizen member. In addition, Julie Ruud will serve on the ZBA as the planning commission member.

Chairman Lee appointed Brenda Jelinek as chair for the Police, Health, Licenses – Streets, Alleys, and Utilities Committee. Carol Koskovich will remain on this committee, and Wayne Miller was appointed as the new committee member. Linda Ellenberger will remain the appointed Landfill committee member.

Lee stated there would be no change to the committee appointments of Chairman Casey Haime and members Linda Ellenberger and Julie Ruud for the Parks, Recreation, Public Property, Finance, Insurance and Personnel, Fire and Ambulance Committee.

Chairman Lee stated that William Hallock would remain as Weed Commissioner and Carol Koskovich will stay as the Fire and Ambulance Board member in the absence of the Village President.

**PARKS & RECREATION**

**Campground Expansion Update CMP-EXP-ATV-4460:** CBS Squared, Inc. will be submitting plans for DNR water and sewer review the week of May 9. Advertisements for bid to expand the campsites will go out at the end of May. Planned construction is still on track to start after the 4<sup>th</sup> of July holiday weekend. The wetland delineation study should be done before advertising for bids gets published to expand the campsites. The board will not consider CBS, Squared, Inc.'s request for an additional

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**REGULAR BOARD MEETING****PAGE THREE****MAY 2, 2022**

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\$2,000 added to their fee for a survey until the design plans, pond design size, and drainage issues on Denninger Drive are completely discussed and presented to the board. Clerk Lee to reach out to the owner of CBS Squared, Inc. and speak to the owner about communication issues.

Motion by Lee, seconded by Haime, to adjourn the regular board meeting and resume in approximately five minutes. 6-Ayes. Motion carried. Meeting adjourned at 6:50:34 p.m. and continued at 6:59:10 p.m.

**PUBLIC WORK'S/STREETS**

**Play Park Building:** A brief discussion was held with Bill Hallock on the demolition of the damaged play park building. Motion by Lee, seconded by Haime, to put the demolition hauling work out for bid. 6-Ayes. Motion carried. The board also discussed salvaging the garage doors and putting them up for sale.

**STH 77 Project Update & Five Year Road Plan (BIL) 2023-2026:** A brief discussion was held on canceling the agreement with CBS Squared Inc. Motion by Ruud, seconded by Ellenberger, to discontinue the contract for CBS Squared, Inc for STH 77 project. 6-Ayes. Motion carried.

Clerk Lee updated the board on the progress of potential financing for the STH 77 project scheduled to start in the summer of 2023. There are no State grants or BIL options for a “State-Owned” highway to help fund the project, and the connecting highway aids that Clerk Lee was researching would require the Village to take on maintenance for all of the portion of STH 77 that runs through the Village of Minong to receive that quarterly aid. Clerk Lee reached out to Teresa Anderson from MSA and will meet with her and Bill Hallock on May 5 at 9:00 a.m. to go over any other possible options for funding the STH 77 project. Clerk Lee and Hallock will also be working with MSA on prospects for 2023-2036 (BIL) funding for roads listed on the five-year road plan and get that application for 80/20 funding submitted by the June 3 deadline.

**LRIP PROJECT 17453 – RAILROAD STREET. DENNINGER DRIVE TO 7<sup>TH</sup> AVE WORK TO BE PERFORMED BY THE WASHBURN COUNTY HIGHWAY DEPARTMENT**

The board reviewed the State Municipal Agreement (SMA) for the LRIP Project – 17453. Project ID: 39508802304 Program: MSILT; County of Washburn; Recipient: Village of Minong. Once the LRIP resurfacing project is complete, the Village will receive LRIP/State Funds totaling \$6755.68.

A brief review and discussion of the new construction estimates from the Washburn County Highway Department (WCHD) were held. Motion by Ruud, seconded by Jelinek, to approve the latest estimate for construction work from the WCHD for \$32,093.92. 6-Ayes. Motion carried. Further discussion was held on the need for pulverizing work before overlay with hot mix asphalt. Motion by Ruud, seconded by Haime, to approve the pulverizing estimate for construction work by WCHD for \$3783.66. 6-Ayes. Motion carried.

Motion by Ruud, seconded by Ellenberger, to have the Washburn County Highway Department perform the pulverizing and resurfacing work for the entire LRIP Project – 17453. 6-Ayes. Motion carried.

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**REGULAR BOARD MEETING****PAGE FOUR****MAY 2, 2022**

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**POLICE HEALTH & LICENSES – POLICE REPORT**

Motion by Haime, seconded by Koskovich, to accept the police report as presented. 6-Ayes. Motion carried.

**Increase Wage for New Officer:** A lengthy discussion was held with Chief Officer Gulbrandsen on the need for a wage increase for any new potential officer. Chief Gulbrandsen was asked to come to the next finance committee meeting on May 16, 2022, at 5:00 p.m. and bring his information on officer wages for the committee to review. The board also discussed the possibility of not getting another officer and going with one village officer. Clerk Lee to reach out to the Clerk's List to find out what other municipalities of our size are paying their officers for full and part-time wages.

**Multiple Dog License(s) for Approval:**

Motion by Lee, seconded by Jelinek, to approve the multiple dog licenses for Cashman/Arrigo, providing the license be fully paid. 6-Ayes. Motion carried. A brief discussion was held on waiving the late fees for Cashman/Arrigo. Motion by Lee, seconded by Ruud, to waive the late fees as a one-time courtesy. 6-Ayes. Motion carried.

**LANDFILL UPDATE**

Linda Ellenberger reported that there will be a new fee of \$7 per truckload for brush and leaves.

**GENERAL CORRESPONDENCE AND CLERK'S UPDATES**

**Spectrum Health Insurance:** Clerk Lee informed the board that she would be submitting another application for the Spectrum Coop Health Insurance.

**ARPA (American Rescue Plan Act) Funds Reporting Update:** Clerk Lee let the board know that the first-year reporting for ARPA was completed by the deadline of April 30, 2022. So far, Lee has not received specific notification from the State for a date on when the second half of the ARPA funds will arrive in the amount of \$26,324.14.

**FINANCE AND PERSONNEL**

**April Finance Minutes for Approval:** Motion by Haime, seconded by Ellenberger, to approve the finance committee minutes from April 20, 2022. 6-Ayes. Motion carried.

**Approval for the Board Member Orientation Manual:** Motion by Jelinek, seconded by Haime to approve the new Board Member Orientation Manual as presented. 6-Ayes. Motion carried.

**Review and Approve Employee Handbook Changes:** The full description of the revised section can be reviewed in the Finance & Personnel Committee Meeting Minutes from April 20, 2022.

Motion by Haime, seconded by Ruud to approve the revised section 5.7 Jury Duty. 5-Ayes. Motion carried. Lee abstained. The purpose of the revision was to clarify the wording that only four hours per

**REGULAR BOARD MEETING****PAGE FIVE****MAY 2, 2022**

day will be paid if on jury duty, and vacation time can be used by the employee to cover that day's unpaid work hours.

Motion by Rudd, seconded by Haime, to approve the wording changes and additions for section 6.1 and remove redundant content that appears in the bulleted paragraph for section 6.1 Internet Usage. 5-Ayes. Motion carried. Lee abstained.

Motion by Haime, seconded by Ellenberger, to approve and include the new section for 6.1, Social Media Policy, in the employee handbook. 5-Ayes. Motion carried. Lee abstained.

**Review and Approve Employee Handbook Changes Continued:** There was a lengthy discussion on Section 5.4 for Sick Leave Benefits and Sick Leave Retirement Benefits. Revisions from the finance committee included removing the word "regular" from full and part-time employees. Add the wording: "For all new employees as of May 2, 2022, an employee can accrue 720 hours maximum of sick leave time. Sick leave accrual will remain at 960 hours for all existing employees. The committee also struck out the wording for "calendar days" for section 5.4.

A further discussion for section 5.4 included a revision to the Sick Leave Retirement Benefit wording recommended by the finance committee and the number of hours new employees can accrue as sick time and be paid out at retirement age. **Revised Sick Leave Retirement Benefit:** After 10 years of employment and upon retirement only, the Village of Minong will pay out any remaining sick leave benefit hours accumulated in one lump sum, but no more than 960 hours at the employee's compensation rate at the time of retirement as defined by the Wisconsin Retirement System. \*For all new employees, as of May 2, 2022, sick leave retirement benefit payouts will be 50% of the accumulated sick hours with a maximum of 360 hours to be paid out at the time of retirement.

**Revised Sick Leave Retirement Benefit Section by the Full Village Board:** Jelinek suggested that the wording at the beginning of the paragraph be changed to the following "After 10 years of employment with the Village of Minong and upon retirement only", the Village of Minong will pay out any remaining sick leave benefit hours accumulated in one lump sum, but no more than 960 hours at the employee's compensation rate at the time of retirement as defined by the Wisconsin Retirement System. \*For all new employees, as of May 2, 2022, sick leave retirement benefit payouts will be 50% of the accumulated sick hours with a maximum of 360 hours to be paid out at the time of retirement.

Motion by Ruud, seconded by Ellenberger, to approve the new changes to section 5.4 Sick Leave Benefits and Sick leave Retirement benefits by striking out the word "regular" from full and part-time employees and adding the wording to reflect the recommended changes for new employees for sick time accrual and sick leave retirement benefit payouts. 5-Ayes. Motion carried. Lee abstained.

**Review and Approve Internet/Use Agreement for Employees:** Motion by Haime, seconded by Ellenberger, to approve the Internet/Use Agreement for employees and add it to the Employee Handbook. 5-Ayes. Motion carried. Lee abstained.

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**REGULAR BOARD MEETING****PAGE SIX****MAY 2, 2022**

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**PUBLIC COMMENT**

No members of the public were left in attendance.

**UPCOMING AGENDA ITEMS**

Kitty Waggoner – Funding sources for the farmer's market; new officer wages; quotes for the new squad car; playpark building demolition bids; STH 77 feedback from Teresa Anderson and five-year road plan road for (BIL) project submission.

**NEXT REGULAR BOARD MEETING** - Monday, June 6, 2022, at 5:00 p.m.

**ADJOURN:**

Motion by Ellenberger seconded by Koskovich to adjourn. 6-Ayes. Motion carried. Meeting adjourned. 8:51 p.m.

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Village President

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Clerk Treasurer

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**MINUTES OF THE BOARD OF REVIEW OF THE  
VILLAGE OF MINONG, WI HELD AT THE VILLAGE HALL,  
THURSDAY MAY 12, 2022, AT 5:00 p.m.**

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- CALL TO ORDER:** Clerk Janel Lee called the Board of Review to order at 5:00 p.m. on Thursday, May 12, 2022. The 2022 Board of Review was held at the Village of Minong Village Hall located at 123 5<sup>th</sup> Ave Minong, WI 54859.
- NOTICE CONFIRMATION:** Notice was properly published and posted per requirement, and a quorum does exist.
- ROLL CALL:** The Clerk requested that the board state their names for the record. Board members present were Janel Lee, Casey Haime, Julie Ruud, Carol Koskovich, Wayne Miller, Brenda Jelinek, Larry Lee, and Linda Ellenberger who arrived late.
- Also present was Steve Nordquist-Assessor.
- CHAIRPERSON:** The first order of business is for the board to elect a chairperson for this meeting. Motion by Haime seconded by Ruud to appoint Larry Lee to chair the Board of Review. Roll Call Vote: Jelinek, Miller, Ruud, Koscovich, Haime, JLee. Motion carried.
- VICE-CHAIRPERSON:** Motion by Ruud seconded by Haime to appoint Brenda Jelinek as Vice-Chairperson. Roll Call Vote: Miller, Ruud, Koscovich, Haime, Lee, and JLee. Motion carried.
- VERIFY TRAINING REQUIREMENTS TO THE DEPT OF REVENUE:** Two board members have met the mandatory training requirements. This information was submitted to the Department of Revenue on April 9, 2022, by Clerk-Treasurer, Janel Lee.
- VERIFY CONFIDENTIALITY ORDINANCE:** Clerk Lee verified Confidentiality Ordinance Sec. 2-245 – Limitations on right to access paragraph C, item 3.
- ADOPTION OF POLICY:** Motion by Miller, seconded by Koscovich, to approve the Village of Minong policy on the procedures for Waiver of Board of Review Hearing Requests and Waiver of Telephone or Sworn Written Testimony Requests. 6-Ayes. Motion carried.

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**REGULAR BOARD MEETING**  
**PAGE TWO**  
**MAY 12, 2022**

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**VERIFY ASSESSOR  
FILINGS:**

As of May 12, 2022, all reports related to the Board of Review have been filed by Steve Nordquist.

**RECEIPT OF 2022  
ASSESSMENT ROLL:**

Assessor Steve Nordquist turned over the 2022 Assessment Role to Clerk-Treasurer, Janel Lee. The Assessor's Affidavit has been completed by Nordquist and witnessed by Clerk-Treasurer Lee as of May 12, 2022.

**ASSESSMENT ROLL REVIEW  
STATUATORY**

**DUTIES:**

The assessment role was examined by members of the Board of Review. No changes to calculations, descriptions were made. Chairman Lee verified all Open Book changes were reflected in the assessment role.

**HEARINGS,  
OBJECTIONS AND  
CONSIDERATIONS:**

Agenda Items: 16-22 – None. Clerk-Treasurer Janel Lee received no requests for hearing or intent to file objections to their property value 48 hours prior to Board of Review. No citizens with questions or property value objections appeared at Board of Review on May 12, 2022.

**ADJOURN:**

Motion by Ruud, seconded by Ellenberger to adjourn at 7:00 p.m. 7-Ayes. Motion carried. Board of Review Meeting adjourned.

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Chairman

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Clerk-Treasurer

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**MINUTES OF THE VILLAGE OF MINONG SECOND REGULAR BOARD MEETING**  
**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**  
**ON MAY 23, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the second regular board meeting to order on Monday, May 23, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustee Casey Haime, Linda Ellenberger, Carol Koskovich, Julie Ruud (appeared by phone), Brenda Jelinek and Wayne Miller.

**ALSO, PRESENT**

Erik Gulbrandsen, Bill Hallock, Keith Wehmhoefer, Tyler Hastings, Max Ericson, and Clerk-Treasurer Janel Lee.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich to approve the agenda. 7-Ayes. Motion carried.

**MINUTES – REGULAR BOARD MEETING 05.02.2022**

Motion by Miller, seconded by Haime, to approve the regular board meeting minutes from May 2, 2022. 7-Ayes. Motion carried.

**MINUTES – BOARD OF REVIEW 2022 05.12.2022**

Motion by Ellenberger, seconded by Koskovich, to approve the Board of Review minutes from May 12, 2022. 7-Ayes. Motion carried.

**PUBLIC COMMENT**

None.

**CAMPGROUND EXPANSION UPDATE: TYLER HASTINGS, CBS SQUARED, INC**

A lengthy discussion was held with the board and Tyler Hastings regarding the campground plan design and pond size. The board would like more information on whether or not the ponds recommended for drainage are necessary at their current size. Tyler to provide more information to Clerk Lee regarding the DNR recommendations for the pond size. Further discussion held on the additional survey for the drainage issues on Denninger drive. Motion by Haime, seconded by Jelinek to approve the additional \$2,000 for the survey. 7-Ayes. Motion carried.

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**REGULAR BOARD MEETING****PAGE TWO****MAY 23, 2022**

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**PUBLIC WORK'S/STREETS****STH 77 Project Update**

Clerk Lee updated the board on the potential financing options for the STH 77 project scheduled to start in the summer of 2023. Lee also briefed the board on the meeting with Teresa Anderson from MSA and her recommendation to make the sidewalks a separate project from the STH-77 scheduled work. Motion by Haime, seconded by Koskovich to approve only the work described in the State Municipal Agreement. 7-Ayes. Motion carried. The board unanimously agreed per MSA's recommendation that all other work pertaining to the drainage issues on 1<sup>st</sup> Street next to the Village Hall; the water work near "B" Street; the sidewalk reconstruction and repair of the front of Village Hall, and the other sidewalks along STH 77 would be done at a later time when additional grant funding can be obtained.

**Five Year Road Plan (BIL) 2023-2026**

Clerk Lee presented the cost estimate she obtained for the Federal STP Grant Funding for 2023-2026. The application will be for scheduled work to happen in 2025. The project scope includes Main St from STH-77 to the Village Limits going North. This road work would include the needed reconstruction of culverts on Main St. Estimated project total of \$1.3 million to be submitted for the Village's local portion and for 80% design federally funded, construction, engineering and state review. Motion by Jelinek, seconded by Koskovich to have Clerk Lee submit the application by the June 3<sup>rd</sup>, 2022 deadline. 7-Ayes. Motion carried.

Motion by Haime, seconded by Ellenberger to approve the Village's five year road plan to include the STP (BIL) funding work on Main Street and add for 2026: 1<sup>st</sup> Street drainage reconstruction from Richards Ave to STH 77. 7-Ayes. Motion carried.

**Main Street Culverts Washburn County Bridge Petition Due July 15<sup>th</sup>, 2022**

Brief discussion held on the bridge petition for the Main St culverts. The board felt that they would like to wait and see if the two culverts needing repair on Main Street will get funded by the Federal STP (BIL) Grant for 2023-2026. Motion by Haime, seconded by Miller to wait on submitting the bridge petition for culvert repair on Main Street. 7-Ayes. Motion carried.

**LRIP Project 17453 – Railroad Street – Denninger Dr. to 7<sup>th</sup> Ave**

Max Ericson expressed his concerns regarding the elevation of Railroad Street in front of the ATV Club building. He suggested building that area up more to prevent premature degradation of the new overlay in that area. Bill Hallock spoke to Brian Danielsen at Washburn County and got an estimate for additional gravel to build up the entire section being overlayed from Denninger Drive to 7<sup>th</sup> Ave. Motion by Ruud, seconded Ellenberger to approve the estimate for construction work in the amount of \$14,076.77 for the 6" of ¾" gravel on Railroad St for 1,366 Ft, at 25 Ft wide. 7-Ayes. Motion carried.

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**REGULAR BOARD MEETING****PAGE THREE****MAY 23, 2022**

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**GENERAL CORRESPONDENCE AND CLERK'S UPDATES**

Clerk Lee updated the board on correspondence received from the Wisconsin Department of Revenue. The 2022-23 Municipal Street Improvement Discretionary (MSID) application under LRIP was not selected for funding in this biennium. \*The ARCGIS project is moving forward and Clerk Lee will email all board members the link so they can see the progress so far. \*The PSC released a revised estimated gross project cost threshold for construction projects requiring PSC review and approval. Water utilities or a combined water and sewer public utility, the cost threshold is \$470k, or 25% of the utility's operating revenues in the prior year, whichever is less. \*The Wisconsin Town's Association provided clarification on the procurement standards for the use of ARPA Funds including those funds claimed under the lost revenue mechanism. Clerk Lee to do research to see if the Village has local, State and Federal procurement ordinances or procedures in place.

**FINANCE AND PERSONNEL**

**May Finance Minutes for Approval:** Motion by Haime, seconded by Ellenberger, to approve the finance committee minutes from May 16, 2022. 7-Ayes. Motion carried.

**Recommendation on New Officer Position:** The committee reviewed the police wage information supplied by Chief of Police (COP) Gulbrandsen and Clerk Lee. A discussion was held on police coverage from Washburn County, Village size, the financial health of the Village as well as doing a referendum; the purpose would be to put the question to the voters on whether they would like the levy increased to cover the increasing costs of having two officers. The committee's recommendation is to hold off on hiring another officer at this time to research more options on funding. Chief Gulbrandsen announced that he would be retiring as of August 31, 2022. Further discussion is needed. The Village Board took no action on the Finance Committee recommendation.

**Review and Approve Employee Handbook Recommendations:**

Motion by Ellenberger, seconded by Haime to approve to strike out volunteering for overtime assignments and replace it with "An employee shall be paid overtime for hours over 40 hours". 6-Ayes. Motion carried. Chairman Lee, abstained.

**Review of Section 3.3 Timekeeping.** Recommendation to change the wording to "punch in and punch out" for the following sentences and remove meal period from these sentences.

Motion by Ruud, seconded by Haime to approve the new wording and remove "meal periods" from this section. 6-Ayes. Motion carried. Chairman Lee, abstained. Revised: "If you are a nonexempt employee, you must punch in and out on your timecard to accurately record the time you begin and

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**REGULAR BOARD MEETING****PAGE FOUR****MAY 23, 2022**

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end your work, as well as the beginning and ending time of any split shifts, or if you leave the workplace for personal reasons.”

**Review of Section 5.10 Municipal Travel and Expenses.** The committee recommended clarifying this section to ensure that the State rate is obtained whenever possible for hotel stays and the federal rate paid for eligible mileage. Motion by Haime, seconded by Ellenberger to approve adding in the State Rate information for Hotel stays and mileage to be calculated at the current year’s rate. 6-Ayes. Motion carried. Chairman Lee, abstained.

- Hotel: (\$96.00 per night. Follows State Rate Schedule).
- Meals (\$35/day for meals with receipts -no alcohol).
- Mileage: Federal Rate for current year.
- Travel time will be reimbursed at straight time pay.

**Review of Section 5.2 Holidays.** The board reviewed the committee’s recommendation to remove the word “regular” from full-time and part-time employees; strike paragraph regarding holiday eligibility because the committee reviewed the holiday schedules and all employees regardless of status will be paid for the 9 holidays listed in the handbook; move the highlighted text pertaining holidays that happen to fall on weekend days to the last paragraph in Section 5.2; remove the word “eligible” and insert “If an emergency arises” at the beginning of the second paragraph for Section 5.2. Motion by Ruud, seconded by Ellenberger to approve all changes to Section 5.2 Holidays. 6-Ayes. Motion carried. Chairman Lee, abstained.

**PUBLIC COMMENT**

No members of the public were left in attendance for public comment.

**UPCOMING AGENDA ITEMS**

New police wage discussion for next agenda.

**NEXT REGULAR BOARD MEETING** - Monday, June 6, 2022, at 5:00 p.m.

**ADJOURN:**

Motion by Ellenberger seconded by Koskovich to adjourn. 7-Ayes. Motion carried. Meeting adjourned. 7:00 p.m.

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Village President

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Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING**

**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**

**ON JUNE 6, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the regular board meeting to order on Monday, June 6, 2022, at 5:00 p.m. By inspection, all members were present, except Linda Ellenberger, who was absent. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustee Casey Haime, Carol Koskovich, Julie Ruud, Brenda Jelinek, and Wayne Miller.

**ALSO, PRESENT**

Erik Gulbrandsen, Bill Hallock, Kitty Waggoner, Jerry Smith, and Clerk-Treasurer Janel Lee.

**AGENDA**

Motion by Haime, seconded by Koskovich to approve the agenda. 6-Ayes. Motion carried.

**MINUTES – SECOND REGULAR BOARD MEETING 05.23.2022**

Motion by Koskovich, seconded by Miller, to approve the second regular board meeting minutes from May 23, 2022. 6-Ayes. Motion carried.

**MAY TREASURER'S REPORT AND VOUCHER APPROVAL**

Motion by Haime, seconded by Ruud to approve the May 2022 treasurer's report and vouchers 31516-31584. Payroll vouchers: V3576-3602, 6-Ayes. Motion carried.

**MAY CAMPGROUND TREASURER'S REPORT**

Motion by Ruud, seconded by Haime, to approve the May treasurer's report for the campground. 6-Ayes. Motion carried.

**GENERAL CORRESPONDENCE & CLERK UPDATE**

Chairman Lee received a newsletter promoting the protection of the County's water systems. Clerk Updates: \*Clerk Lee finished and submitted the (BIL) funding grant application for the proposed Main Street project due June 3, 2022; the estimated project cost is 2.5 million. \*EMC Workman's Compensation Insurance audit is due June 15, 2022.\*PSC rate increase will be the next item after the EMC audit is complete. \*The Village of Minong has been accepted into the Spectrum Insurance Employer Coop for Health Insurance which will help reduce premiums for employees and stabilize insurance premiums for the Village of Minong.

**REGULAR BOARD MEETING****PAGE TWO****JUNE 6, 2022****KITTY WAGGONER – FARMERS MARKET & PLAYPARK BATHROOMS**

Kitty Waggoner updated the Board on the bathroom availability at the Playpark. Surrounding municipalities and citizen comments yielded that the Village of Minong should provide bathrooms at the playpark. The bathrooms available for years at the playpark were consistently vandalized and closed due to the cost of repairing them. The Farmers Market starts on June 22, 2022.

Motion by Haime, seconded by Jelinek, to have the Village look into the cost of one handicapped-accessible portable bathroom because it is on public property and to go ahead and approve the installation of that porta-potty for three months if the price is between \$150-\$175 per month. 6-Ayes. Motion carried. Clerk Lee to find out an actual cost for the Village to provide one handicapped-accessible portable bathroom.

**MARK AND CRISTIE BURKE – 505 RICHARDS AVE**

Mark and Cristie Burke asked if they could buy the lot adjacent to their lot from the Village of Minong, known as Lot 2. During the discussion, the Chairman asked the Board via a roll call vote if they were interested in selling the property. Trustee Ruud said it depends upon where the right of way goes between Lot 1 & 2; whether the Board sells the property or not, the Burke home already exists on Lot 2, which is an encroachment issue, and finally, Ruud would like an opinion of market value, not assessed value. Haime – Sell; Lee – Sell the property if it did not cause any right-of-way or utility issues for the Village; Koskovich – abstain; Jelinek – Sell; Miller – Sell the property per Chairman Lee's conditions. Board consensus is to sell, roll call vote passed if member's concerns are met. Motion by Miller, seconded by Jelinek, to pass this to an attorney for review. 5-Ayes. Motion carried, Koskovich abstained. Clerk Lee to reach out to the Village attorney.

**PUBLIC COMMENT** – No members of the public had comments.

**PUBLIC WORK'S/STREETS****Playpark Demolition Bid Opening**

The Village received one bid on June 6, 2022, from Thompson's Sand and Gravel for \$5,000.00. Bid includes demolition and removal of material. A 20% downpayment is required before starting work. Motion by Jelinek to approve the bid from Thompson's Sand and Gravel for \$5,000.00 to be paid from the insurance settlement received for the building damage. Motion seconded by Ruud. 6-Ayes. Motion carried.

Bill Hallock would like to buy the two garage doors for \$100.00. Motion by Koskovich, seconded by Jelinek, to accept Hallock's offer to buy the two garage doors for \$100.00. 6-Ayes. Motion carried.

Chairman Lee expressed an interest in buying all the steel roofing for \$300.00. Motion by Jelinek, seconded by Miller, to accept Lee's offer to buy all the steel roofing material for \$300.00. 5-Ayes. Motion carried. Lee abstained.

**CMAR Report and Resolution** – Bill Hallock needs more time to finish the Consumer Maintenance Annual Report for the Sewer. This item will be returned to the second board meeting in June.

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**REGULAR BOARD MEETING**  
**PAGE THREE**  
**JUNE 6, 2022**

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**FIRSTNET – PRICING FOR NEW PHONE PLAN**

Clerk Lee presented the new quotes for the FIRSTNET phone plan through AT&T. Discussion was held. Motion by Ruud, seconded by Miller, to change over from our current phone plans and accept the new phone plan and devices for the Police and Public Works, including the iPad, and the addition of a cell phone for Clerk Lee. 5-Ayes. Motion carried. Lee abstained.

**PARKS & RECREATION – CAMPGROUND EXPANSION COST UPDATE**

Clerk Lee updated the Board on the cost estimates provided by Tyler Hastings from CBS Squared. The cost estimate is missing engineering costs, and Clerk Lee is to reach out to Tyler for a complete estimate and get an answer from the DNR on the size of the ponds needs for the campground.

**Campgrounds in the Village**

The Board held a lengthy discussion regarding two properties in the Village possibly operating as campgrounds. Letters were sent from the Department of Agriculture and Trade to the two property owners to either get the proper State permitting, cease all activity or clarify the multiple campers on the properties. Clerk Lee explained to the Board that this also falls under the conditional use for residential lots in one case and pertains to Section 13-1-56 of Village Ordinances for Trailer camps and camping grounds. Motion by Miller, seconded by Jelinek, to send out a letter informing the owners of the Village ordinance 13-1-56. 6-Ayes. Motion carried.

**Special Temporary Permit Request**

The Board will not approve the special temporary permit requested by the owners at 505 Houston at this time. Instead, the Board requested a letter be sent informing the owners of Village Ordinance Sec. 13-1-56.

**POLICE REPORT & LICENSES**

Motion by Jelinek, seconded by Koskovich, to accept the police report as presented. 6-Ayes. Motion carried.

**2022-2023 Liquor License Approval**

Motion by Lee, seconded by Ruud, to approve the Class "A"/"Class A" Liquor License and Tobacco Licenses for DC's Victory Lane, Henson's IGA, and Lucky Seven. 6-Ayes. Motion carried.

Motion by Lee, seconded by Miller, to approve the Class "B"/"Class B" Liquor Licenses for P&L Corner Bar, LongBranch Saloon and Eatery, Club Northern, Sportsmen's Headquarters, and Jack Link's Aquatic and Activity Center. 6-Ayes. Motion Carried.

Motion by Lee, seconded by Haime, to approve the Cigarette/Tobacco License for the Dollar General Store. 6-Ayes. Motion carried.

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**REGULAR BOARD MEETING****PAGE FOUR****JUNE 6, 2022**

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**FIRE AND AMBULANCE**

The Board reviewed the monthly totals for the Fire and Ambulance runs for all participating municipalities. There were 12 fire calls between January and April 2022 and 65 calls for the ambulance between January and April. The Minong Fire and Ambulance Service cover the Town of Brooklyn, the Town of Chicog (Ambulance only), the Town of Frog Creek, the Town of Minong, and the Village of Minong.

**TRANSFER STATION REPORT**

The Board reviewed the transfer station minutes from April 14, 2022.

**Waste Disposal Free Days for Electronics, Tire, and Appliances**

Town of Frog Creek – July 23, 2022; Village of Minong – July 30, 2022; Town of Minong – August 6, 2022. Discussion held by the Board to make sure the website clearly tells people to call the transfer station before they go to make sure of the charges over and above what is considered household garbage.

**BREAK** – The Board took a five-minute restroom break at 7:16 p.m. Meeting resumed at 7:21 p.m.

**AGENDA ITEM 5(a): DISCUSS/ACT ON OPERATING FUNDING GAP**

Discussion held with Clerk Lee on the funding gap for the year. Motion by Haime, seconded by Ruud to borrow \$150K from the Sewer Extension fund until State shared revenue arrives in November. 6-Ayes. Motion carried.

**FINANCE AND PERSONNEL**

**June Finance Minutes for Approval:** Motion by Haime, seconded by Ruud, to approve the finance committee minutes from June 1, 2022. 6-Ayes. Motion carried.

**Closed Session Discussion Pursuant to Wisconsin Statutes 19.85 (1) (c). Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** Discussion to be held on Chief of Police Officer Retirement, New Chief Officer Recruitment Notice, Wage Range, and Newspaper Ad for a new Chief of Police. Chairman Lee requested a roll call vote to go into closed session. Ruud – Aye; Haime -Nay; Lee – Aye; Koskovich -Aye; Jelinek – Nay; Miller – Nay. The roll call vote failed. The closed session was not observed.

A lengthy discussion was held on the Chief of Police Officer Retirement, New Chief Officer Recruitment Notice, Wage Range, and Newspaper Ad for a new Chief of Police. Chief Officer Gulbrandsen announced his retirement on May 23, 2022. Police Chief Gulbrandsen has greatly benefited the Village of Minong and the community for the past 13 years. He will be profoundly

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**REGULAR BOARD MEETING****PAGE FIVE****JUNE 6, 2022**

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missed. The Board reviewed the recruitment notice prepared by Clerk Lee. Motion by Ruud seconded by Haime to approve the recruitment notice for a new Chief Officer with a salary range of \$60-\$64,440.00 plus benefits offered. 6-Ayes. Motion carried.

**PUBLIC COMMENT**

None.

**UPCOMING AGENDA ITEMS**

Police Chief/Patrol Officer

Portable Bathroom at the Campground. Chairman Lee suggested that the \$400.00 earned from the playpark demolition building be used for the porta-potties at the playpark. Motion by Miller, seconded by Ruud, to use the funds to pay for two months worth of porta-potties. 6-Ayes. Motion carried.

Bid Schedule for the Campground Expansion

**NEXT REGULAR BOARD MEETING**

Monday, July 11, 2022, at 5:00 p.m., Clerk Lee, to reach out to the board members to confirm the dates for the second regular board meeting in June. The dates members are available were June 16<sup>th</sup>, 20<sup>th</sup>, or 21<sup>st</sup>.

**ADJOURN:**

Motion by Koskovich seconded by Jelinek to adjourn. 6-Ayes. Motion carried. Meeting adjourned.

8:46 p.m.

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Village President

Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG SECOND REGULAR BOARD MEETING  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON JUNE 16, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the second regular board meeting to order on Thursday, June 16, 2022, at 5:00 p.m. By inspection, all members are present except Julie Ruud, who was absent. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Casey Haime, Carol Koskovich, Brenda Jelinek and Wayne Miller.

**ALSO, PRESENT**

Keith Wehmhoefer, Erik Gulbrandsen, and Clerk-Treasurer Janel Lee.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 6-Ayes. Motion carried.

**MINUTES – REGULAR BOARD MEETING 06.06.2022**

Motion by Haime, seconded by Jelinek, to approve the regular board meeting minutes from June 6, 2022. 6-Ayes. Motion carried.

**DISCUSS/ACT ON RESOLUTION TO BORROW**

Motion by Haime, seconded by Ellenberger, to approve the resolution to borrow and Promissory Note for \$150,000.00 from the Sewer Extension Fund to cover the funding gap for 2022. 6-Ayes. Motion carried.

**SECURITY HEALTH INSURANCE TRANSITION UPDATE**

Clerk Lee informed the board that the transition for the new Coop Health Insurance Plan will take effect July 1<sup>st</sup>, 2022. Lee received confirmation that all deductibles paid in by employees will transfer over to the new health plan. Cards and additional employee health insurance information should be received by all employees prior to July 1, 2022.

**PUBLIC WORK'S/STREETS**

**CMAR Report & Resolution for 2021**

Motion by Lee, seconded by Koskovich, to approve the Compliance Maintenance Resolution #300-10-2022. 6-Ayes. Motion carried.

**LRIP Railroad Street Invoices for Approval**

Motion by Ellenberger, seconded by Miller, to approve the Washburn County Invoices for pulverize and paving of Railroad Street for \$13,079.25. 6-Ayes. Motion carried.

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**REGULAR BOARD MEETING****PAGE TWO****JUNE 16, 2022**

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**Tess Schirmer Request for Speed Limit Signs or Children at Play Signs for 4<sup>th</sup> Ave**

Board discussion held Schirmer's request for a speed sign or children at play sign. Motion by Lee, seconded by Jelinek to have public works order a "Dead End" sign to help divert unwanted traffic. 6-Ayes. Motion carried.

**Business 53 Water (Ineligible) Costs towards the 53 Rehab Grant Project**

Clerk Lee informed the board that there is still the matter of deciding how the Water Utility will pay back the general fund for the ineligible costs for the Business 53 Rehab Project. Lee presented two options. 1. Have the Water Utility pay a portion of the engineering fees and surface items for \$33,320.48. 2. To reduce what the Water is to pay they could decide to have the Water Utility just pay the bid items for \$18,521.55. Motion by Miller, seconded by Ellenberger to have the Water Utility pay for the full amount of \$33,320.48 over time. 6-Ayes. Motion carried.

**PUBLIC COMMENT**

None.

**POLICE REPORT & LICENSES****Finance & Personnel – Discuss/Act on Information Related to the Chief of Police Position**

Trustee Casey Haime brought to the Board's attention Wisconsin Act 82 that took effect in late 2021. Act 82 references new recordkeeping and sharing obligations between law enforcement agencies. The League recommends a waiver to be signed by potential applicants seeking law enforcement opportunities. Motion by Koskovich, seconded by Ellenberger, to approve using the League of WI Municipalities suggested Waiver Authorizing Disclosure of Information and Releasing Liability. 6-Ayes. Motion carried.

**PARKS & RECREATION – CAMPGROUND EXPANSION COST ESTIMATE UPDATE****Project Update & DNR Response**

Clerk Lee informed the board that she had spoken directly to Tyler Hastings and that we have a good plan going forward with Clerk Lee leading the project to keep it on track and the board informed. Clerk Lee requested that she and Tyler sit down with a re-design of the campground plans because of the current pond size and design. Lee suggested keeping the existing pond, make a second pond, which is required smaller, and moving the ATV wash station location over by the dump station on the parking lot side of the campground. Tyler agreed, and he will have a new plan to Lee within a couple weeks. This change also has the potential of saving money to use elsewhere in the campground design. This pushes back the timeline for bids to the end of July. Tyler updated Lee

**REGULAR BOARD MEETING****PAGE THREE****JUNE 16, 2022**

on the fact that due to scheduling, he is getting feedback from contractors that end of October through November would be the earliest they could start the month long construction, and at the latest April of 2023. This would allow the office to start booking the new sites for Memorial weekend 2023. Clerk Lee presented the Intertek PSI soil boring invoice to the Board for \$1,500.00. Motion by Miller, seconded by Ellenberger to approve the invoice from PSI for \$1,500.00. 6-Ayes. Motion carried.

**CELENTANO FUNDS REQUEST**

Tess Schirmer requested reimbursement for the flowers purchased for the front of the Senior Center. Motion by Miller, seconded by Ellenberger to deny the request for reimbursement. 6-Ayes. Motion carried. Further discussion held on continuing the beautification fund in honor of Mr. Celentano.

**DISCUSS/ACT ON BATHROOMS OPTIONS FOR PLAYPARK**

Clerk Lee presented the information she had thus far on the possibility of portable bathrooms for the playpark. Badger Septic cannot rent a handicapped bathroom for more than one weekend. Jiffy Biffy still has yet to return the Clerk's phone calls. Average cost of purchasing a handicapped accessible portable bathroom is \$1,999-\$2,500.00. Motion by Lee, seconded by Haime to have the Clerk work on getting two porta-potties for the Farmers Market event at the playpark. 6-Ayes. Motion carried. Further discussion held by the board on whether or not two porta-potties were really needed. Motion by Lee, seconded by Miller to amend the first approved motion to have the Clerk get one handicapped accessible porta-potty. 6-Ayes. Motion carried.

**GENERAL CORRESPONDENCE & CLERK UPDATES**

Clerk Lee wanted an update on the Chairman salary that was spoken about at the previous meeting and whether or not it will be diverted to the police budget to help hire new officers. Discussion was held that no action was to be taken at this time, or that Lee could get paid and return the money to the Clerk's office as a donation to the Police Department. Further discussion held on setting up a police department donation fund. Trustee Jelinek asked that setting up a fund for the police be put on the next agenda.

**PUBLIC COMMENT**

None

**UPCOMING AGENDA ITEMS**

Village of Minong Lot 2 Possible Sale. Clerk Lee updated the board on some old Deeds that were found pointing to the Village asking adjacent homeowners to buy Lots in Hohls Addition that were Deeded to the Village by Washburn County in 1998. A letter was written to the adjacent property owners asking if they were interested in buying the lots for the recording fees. Apparently, the owner of Lot 2 at the time, declined. Further board discussion held. Motion by Miller, seconded by Jelinek to allow the current owner of Lot 3 to acquire ownership of Lot 2, by assuming the cost of getting the paperwork drawn up and paying all recording fees. Roll call vote: Miller-Aye; Jelinek-Aye; Koskovich-

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**REGULAR BOARD MEETING****PAGE FOUR****JUNE 16, 2022**

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Nay; Lee-Nay; Haime – Nay; Ellenberger-Aye. Motion failed. Clerk Lee to bring back broker pricing opinions of fair market value, and run the situation by the Attorney to answer Haime's concern that the Village should charge for the Lot.

Donation Account for the Police Department

**REMINDERS**

Finance Meeting Scheduled for June 27<sup>th</sup>, 2022, 1:00 p.m.

**NEXT REGULAR BOARD MEETING** - Monday, July 11, 2022, at 5:00 p.m.

**ADJOURN:**

Motion by Ellenberger seconded by Koskovich to adjourn. 6-Ayes. Motion carried. Meeting adjourned. 6:33 p.m.

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Village President

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Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING**

**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**

**ON JULY 11, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the regular board meeting to order on Monday, July 11, 2022, at 5:00 p.m. By inspection, all members are present except Wayne Miller, who was absent. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Casey Haime, Carol Koskovich, Brenda Jelinek and Julie Ruud.

**ALSO, PRESENT**

Erik Gulbrandsen, Keith Wehmhoefer, Nancy Barbee, Tony Barbee, Teresa Anderson, Scot Kelly, Jerry Smith, Bill Hallock, Clerk-Treasurer Janel Lee and Deputy Clerk Treasurer Debbie Bouma.

**AGENDA**

Motion by Ellenberger, seconded by Jelinek, to approve the agenda. 6-Ayes. Motion carried.

**MINUTES – REGULAR BOARD MEETING 06.16.2022**

Motion by Haime, seconded by Ellenberger, to approve the second regular board meeting minutes from June 16, 2022. 6-Ayes. Motion carried.

**JUNE TREASURER'S REPORT FOR APPROVAL**

Motion by Haime, seconded by Ruud to approve the June 2022 treasurer's report and vouchers 31569-31623. Payroll vouchers: V3603-3624, 6-Ayes. Motion carried.

**JUNE CAMPGROUND TREASURER'S REPORT**

Motion by Lee, seconded by Ruud, to approve the June treasurer's report for the campground. Current operating and savings total \$26,071.05. 6-Ayes. Motion carried. Clerk Bouma explained to the board that everything is going well with the campground.

**GENERAL CORRESPONDENCE AND CLERK UPDATE**

Clerk Lee gave the board an update on upcoming calendar items. The annual Joint Review Board meeting will be held on July 27<sup>th</sup>, 2022 at 9:00 a.m. to review the financial reports for TID 3 and 4. There is a Fire and Ambulance board meeting coming up on July 20<sup>th</sup>, 2022 at 6:00 p.m. \*Tentative date to open bids for the campground expansion is scheduled for July 21, 2022. Clerk Lee to reach out to Finance Committee to schedule another meeting to review applicants for the Chief of Police Position. Budget season has started so the Clerks will be working on preparing the General, Water, Sewer, Campground, Fire and Ambulance budgets for 2023.

**REGULAR BOARD MEETING****PAGE TWO****JULY 11, 2022**

\*Clerk Lee read correspondence received today, July 11, 2022. Letter from the Village President to the Minong Village Board:

After a lot of thought, I have decided to donate to the Village of Minong an amount equal to my net annual salary, \$4,200. I feel that it is too important that we be able to afford to fund (2) full time officers. I personally don't think that it would be proper for a Village President to draw a salary until such time as we can afford a second officer. I wish to see these proceeds earmarked for "Police salary" as an enticement to bring in an officer at a higher level of pay. Respectively, Larry Lee Village of Minong President.

**OFFER TO PURCHASE – LOT NEXT TO 505 RICHARDS AVE**

Clerk Lee read the attorney opinion from Thomas Frost on the offer to purchase for the Village owned lot next to 505 Richards Ave. Per Wisconsin State Statutes 61.34(a) the village board may acquire property, real or personal for public purposes, and may sell or convey such property. The board could choose either option previously discussed which was to Deed the lot over for the recording fees and applicable closing costs; or, the board could sell the lot for fair market value or the assessed value including closings costs and recording fees. Frost explained that the board should be clear on their decision and recommended that the decision by the board should be made in the Village's best interest, and thus, proceed to sell the property. The board had Clerk Lee reach out for broker pricing opinions. The range for value was \$1500 to \$2500. Motion by Haime, seconded by Ellenberger to offer selling the lot to Mark and Cristie Burke for \$1500.00 with buyer to pay all closing costs and recording fees. 5-Ayes. Motion carried. 1-Nay by Jelinek. Clerk Lee to reach out to Mark and Cristie with the price for the lot.

**PUBLIC WORK'S/STREETS****Agenda Item 11 (a) Wastewater Treatment Facility – MSA Seepage Cell Agreement**

Bill Hallock discovered one of the seepage cells at the treatment plant was leaking and contacted the DNR and Teresa Anderson at MSA for a consultation. This seepage cell is the primary discharge from the treatment plant and has currently been drained down to prevent further leaking. The Village is using the adjacent cells for treatment plant discharge. Teresa Anderson presented MSA's estimated agreement and strongly recommends the continued use of this seepage cell and that it be repaired.

Per the agreement repair will include a topographic survey for \$1,800.00; estimated subconsultant services for \$12,172.00; estimated general consulting services for \$1,500.00. Motion by Ruud, seconded by Lee to approve the contract estimate of \$15,472.00 from MSA. The funds for repair are to come from the Sewer Utility Replacement Fund. 6-Ayes. Motion carried.

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**REGULAR BOARD MEETING****PAGE THREE****JULY 11, 2022**

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**DONATION REQUESTS****Minong Chamber of Commerce/Girl Scouts**

The Minong Chamber inquired about heart shaped rocks instead of flowers to be paid from the Celentano fund. The board indicated that they would rather use the Celentano funds as requested per Mr. Celentano's Will where the flowers can be seen from the street. Clerk to reach out to Lorrie Money with questions regarding alternatives to the heart shaped rocks for the Girl Scouts. Trustee Ruud has other ideas for the Girl Scouts that would be less money. \*Backpack Program donation request. Chairman Lee read aloud the details about the Backpack Program and the benefits to local families in need. Motion by Ruud, seconded by Jelinek to approve \$100.00 dollars to come from the Donations Fund for the Backpack Program. 6-Ayes. Motion carried.

**PUBLIC COMMENT**

Citizen Tony Barbee expressed that he was attending this board meeting as a concerned citizen and resident of the Village of Minong. He wanted it known that he is very pro-police and he would very much like the Village to keep a police presence. Barbee thanked the Village President, Larry Lee for the donation equivalent to his yearly salary as Village President to the Police Department. Barbee went on to state that we have one officer leaving in a month and that he understands we are advertising for a Chief of Police and he hopes that the Board is advertising for another officer and he would like to see a third officer. Barbee stated in the last ten years this Village has gone downhill with four incidences in his front yard in the last two years. The last incident was involving explosives with local and County authorities involved. Barbee stated that he would be fine with his taxes going up to pay for a third officer. If the Village can't afford an additional police presence he suggested putting camera's up on the main intersections to record 24/7. Domestic disturbances, traffic issues, speeding, excessive abuse of power with vehicles, people possibly on drugs running through his back yard. He lives near the Edgewood Apartments and there is an "element" there that has caused issues and we need to have a police presence in the Village. Tony's wife does not feel safe walking the streets right now and they would like to retire, but they are considering moving out of the Village. Citizen Scot Kelly is a nearby neighbor who would like to echo what Tony has expressed to the Board and Kelly has noticed even in the last four years his neighborhood has had more disturbances, and would like his family to feel safe while walking through the Village. He also wanted to give a shout out to Chief Gulbrandsen and thank him for protecting and serving this community and for all the years he has been here. Mr. Kelly also stated that he appreciates the contribution and mention of the Backpack Program because as the Superintendent of Northwood School he has seen the positive impact this program has on the lives of families in need of food to end hunger, especially during COVID. Mr. Kelly stated that he will personally match the donation from the Village of Minong because he sincerely appreciates the mention at the meeting for the program and the donation by the Village Board.

**REGULAR BOARD MEETING****PAGE FOUR****JULY 11, 2022**

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**PUBLIC WORK'S/STREETS****Blower Repair**

The Public Works Director, Bill Hallock explained that the blower/aerator shaft seal has failed and is in need of repair. The estimate on the repair is \$15,000.00. Chairman Lee requested that Hallock look into the return on investment of fixing the old blower unit vs. investing in a new unit since they no longer make this model anymore and it is already 18 years old.

**Bulk Water – Fire Department**

Clerk Lee informed the board that she has started researching the simplified rate case for an increase to the water utility rates. Reading through the last full water rate case done and filed with the Public Service Commission in 2007; it was discovered that the bulk water used to fight fires outside of the Village of Minong Service area and water taken to fill pools by the fire department has not been charged per Schedule No. BW-1 Bulk Water as filed with the Public Service Commission. Clerk Lee also discovered per Schedule No. Mpa-1 Amendment 11 that water used on an intermittent basis for the flushing of sewers, street sprinkling, flooding skating rinks, drinking fountains and more shall be metered where meters can be set to measure the service. Where it is impossible to measure the service, the Superintendent shall estimate the volume of water used based on the pressure, size of opening , and period of time water is allowed to be drawn. The board has been informed and Clerk Lee is working with Bill Hallock and Fire Chief Barrett to start charging for the water appropriately. Rates to be charged are per the last full rate case from April 2, 2007.

**PARKS & RECREATION****Campground Expansion Design Update**

Clerk Lee provided an update to the campground expansion project. Clerk Lee worked with Tyler Hastings of CBS, Squared to reduce the size of the ponds going in near the Public Works building by keeping the original pond in place. The new ponds will be 2.5 feet shallower and 3 feet smaller in diameter than first proposed. The updated drawing also includes work to take care of the drainage issues along Denninger Drive that water will be diverted to the ponds; Clerk Lee also stated that a fence will be added around the ponds for safety reasons as well as a fence between the ATV Club building and the campground. The ATV wash station was determined to be coin operated and will be placed in the south parking lot near where the ramp is located. Bid openings for the campground expansion is scheduled for July 21, 2022 at 1:00 p.m.

**Grant Invoice – Engineering and Survey Services**

The board reviewed the campground expansion invoice for engineering and survey services. Motion by Haime, seconded by Ruud to approve the invoice to be paid for \$8,734.73. 6-Ayes. Motion carried.

**REGULAR BOARD MEETING****PAGE FIVE****JULY 11, 2022**

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**POLICE REPORT & LICENSES****Police Report**

Motion by Haime, seconded by Ellenberger to accept the police report presented. 6-Ayes. Motion carried. Brief discussion held by the board and Chief Gulbrandsen regarding crime and mental health issues in the Village underscoring the need to continue to have a steady police presence in the Village.

**Police Donation Account**

Trustee, Brenda Jelinek requested that we look into a police donation account. Clerk Lee informed the board that when Dennis Stuart was Chief of Police, he opened a police donation account. That account still exists and currently has \$1,726.76 in donation funds for the police department. Clerk Lee will update the line item on the treasurer's report to remove "DMV" from the title and re-name it as the Village of Minong Police Department Donation account. Jelinek asked if we can put notice in the Village newsletter that we have a police donation and inquired on possible fundraisers for the police department donation fund.

**FIRE AND AMBULANCE REPORT**

The board reviewed the fire and ambulance run report totals up to June 2022. Clerk Lee informed the board that we are still working through the EIN separation. The attorney for the EIN separation will be coming to the July 20<sup>th</sup>, 2022 fire and ambulance meeting to go over the proposal to complete the EIN separation. The Village received a slight decrease in the yearly Workman's Compensation (WC) premium after the initial split last year on July 1<sup>st</sup>, 2021. Next year's EMC WC audit should show a further decrease as the fire and ambulance volunteers are no longer reflected as part of the Village payroll.

**TRANSFER STATION REPORT****Update on Transfer Station Fees**

The board reviewed the Minong Area Disposal minutes from the June 9<sup>th</sup> meeting as well as the new fee schedule for items not considered household garbage for residents and non residents. Clerk Lee did post the new fees on the Village website as well as Minong Know Your Community.

**FINANCE & PERSONNEL****Minutes for Approval from June 27<sup>th</sup>, 2022 Finance Meeting**

Motion by Haime to approve the June 27<sup>th</sup> minutes with one correction on page 51 of the board packet third line in the second paragraph; change the word "schedule" to "scheduled", seconded by Ruud. 5-Ayes. Motion carried. Chairman Lee abstained because subjects discussed may pertain to spouse's employment.

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**REGULAR BOARD MEETING****PAGE SIX****JULY 11, 2022**

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**Finance Committee Recommendations to the Village Board for the Employee Handbook**

Section 3.5 Work Schedules – Discussion held by the full board on clarifying intent. Motion by Ruud, seconded by Koskovich to approve Section 3.5 with changing the word “may” to “should” and adding the word “time” after the word “vacation” so it reads “vacation time”; and adding the section on flexing excess time. 5-Ayes. Motion carried. Chairman Lee abstained because subjects discussed may pertain to spouse’s employment.

**Workdays less than 8 or 9 hours worked, employees should use sick leave, compensatory time or vacation time to reach 40 hours for the week.**

**Flexing Excess Time Worked: An employee has the ability to flex their work schedule to reduce the amount of overtime accrued during the work week.**

Motion by Ruud, seconded by Jelinek to approve section 4.9 Leaves of Absence as recommended by the finance committee for the Village President his/her designee. 5-Ayes. Motion carried. Chairman Lee abstained because subjects discussed may pertain to spouse’s employment.

**FMLA and Section 4.9 Leaves of Absence**

The committee recommends adding the word “designee” along with “Village President” to account for any circumstances where the Village President is absent or when it may pose a conflict of interest. The committee recommends this addition throughout the entire handbook. The wording would be “Village President or his/her designee”.

Motion by Haime, seconded by Ellenberger to approve Section 4.9 below as presented. 5-Ayes. Motion carried. Chairman Lee abstained because subjects discussed may pertain to spouse’s employment.

**Under 4.9 Family Leave Strike Wording in Second Paragraph and Add Wording to Third Paragraph:**

An eligible employee may request up to a maximum of 4 weeks of family leave within any 12-month period. The 4-week maximum applies to any combination of both family leave and medical leave during any 12-month period. Before beginning an unpaid family leave, you must first use any available accrued paid time off, such as vacation or sick benefits. **If your spouse is also employed by Village of Minong, as a couple you may be restricted to a combined total of 4 weeks leave within any 12 month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.** Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during an approved family leave period.

**REGULAR BOARD MEETING****PAGE SEVEN****JULY 11, 2022**

To help us plan for your return from leave, we request at least two weeks' notice before your expected return date. When you return from family leave, you will be reinstated to your position unless that job is no longer available. If it is not available, you will be placed in an equivalent position for which you are qualified. If you do not report back to work promptly at the end of a family leave, we will assume that you have resigned. **For more information, please refer to the United States Department of Labor Wage and Hour Division Employee Rights, under the Family and Medical Leave Act.**

**Under Section 4.9 Donation of Time Off, the committee seeks to clarify and update what is written by striking, adding, and moving written content.**

**Donation of Time Off**

An employee wishing to donate vacation, sick time, or compensatory time shall state their intention in writing on a prepared form submitted to the Village President. Any donation of time off may be granted at the discretion of the Village President. No employee may donate more than forty (40) hours of combined time for all employees per calendar year. **The maximum number of hours donated by an individual shall be twenty-four (24) hours.** The maximum number of hours donated to one employee for their use shall be eighty (80) hours, **per calendar year**, unless approved by exception by the Village President or his/her designee.

The recipient of the donated hours shall use the hours to extend paid leave time. The recipient, under no circumstances, shall be paid cash for hours donated. Before receiving donated time, the recipient must first exhaust all paid time, including vacation, random days, compensatory time, and sick leave, including that under the Family Medical Leave Act. The donation of hours shall be on an hour-for-hour basis without calculating dollars between the accrual amounts of either the donating or receiving employee(s).

Recipient employees shall be paid at their regular wage rate. Donation transfer shall not result in overtime for the recipient. A qualified absence shall include, but will not be limited to, an absence for medical or other catastrophic emergency needs of the employee's immediate family members, as defined by the Family and Medical Leave Act, or in the aftermath of a family member's death.

**The application and use of the donated time in the case of death shall be limited to the spouse's death and up to thirty (30) days after the date of death.** The Village President must approve exceptions to this limitation based on exceptional or unusual circumstances. Any donated time not used by the recipient for the catastrophic illness or injury in question shall be credited back to the donor. Part-time employees will have the above-described donated time prorated.

**REGULAR BOARD MEETING****PAGE EIGHT****JULY 11, 2022****Section 2.4 Probationary Period. Committee recommends adding wording and striking the following paragraph.**

The probationary period provides you with the opportunity to demonstrate that you can perform your job at a satisfactory level of performance and to determine if the new position meets your expectations. We use this period to evaluate your capabilities, work habits, and overall performance. Since employment at the Village of Minong is based on mutual consent, either you or the Village of Minong may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice. The probationary period for all new and rehired employees is the first 90 calendar days after the hire date. If you are promoted or transferred within the Village of Minong, you will be asked to complete a second probationary period of the same length when you assume the new position. If there is a significant period of absence during the probationary period, the period will automatically be extended by the length of the absence. In addition, during the probationary period or at the end of the period, we may extend the probationary period if we determine more time is needed to evaluate performance adequately. **If it is determined during the probationary period that you are not performing satisfactorily, you may be removed from Village employment.**

~~When you are promoted or transferred within the Village of Minong, if it is determined during the second probationary period that you are not performing satisfactorily, you may be removed from the new position. However, if this occurs, you may be allowed to return to your former job or to a comparable job for which you are qualified, depending on the availability of such a position or the Village's business needs. Employees enter the "regular" employment classification when the initial probationary period is satisfactorily completed. Employment status is not changed due to a secondary probationary period resulting from a promotion or transfer within the Village of Minong.~~

Motion by Koskovich, seconded by Haime to add wording to first paragraph and strike the entire last paragraph from Section 2.4 Probationary Period as presented. 5-Ayes. Motion carried. Chairman Lee abstained because subjects discussed may pertain to spouse's employment.

**Section 3. Payroll and Work Schedules. The committee corrected some grammatical issues and clarified wording.****3.2 Administrative Pay Corrections. Committee recommends changing the words "the" and "can" to "any" and "may" for the employee handbook.**

The Village of Minong takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday. In the unlikely event that there is an error in the amount of pay you receive, you should promptly advise the Clerk-Treasurer so that **the discrepancy can** be corrected as quickly as possible.

**Recommended version:** In the unlikely event that there is an error in the amount of pay you receive, you should promptly advise the Clerk-Treasurer so that **any** discrepancy **may** be corrected as quickly as possible.

**REGULAR BOARD MEETING****PAGE NINE****JULY 11, 2022****3.3 Timekeeping. The committee recommends adding the highlighted wording.**

Nonexempt employees are responsible for accurately recording the hours they work. This information also helps Village of Minong comply with the laws that require us to keep accurate records of "time worked" to correctly calculate employee pay and benefits. "Time worked" is defined as all the time nonexempt staff spend performing assigned duties. If you are a nonexempt employee, you must punch in and out on your timecard **for the Village** to accurately record the time you begin and end your work, as well as the beginning and ending time of any split shifts, or if you leave the workplace for personal reasons.

Also, you always need to receive advance approval before working any overtime hours. Contact the Village President for authorization. We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employee's time record. If you are a nonexempt employee, you should not start working before your scheduled starting time. You should also not continue working after your scheduled ending time. The only time you can start earlier or work later **is in the case of an emergency and with prior authorization from your supervisor, Village President, or his/her designee.**

Motion by Ruud, seconded by Ellenberger to approve Section 3.2 and 3.3 Payroll and Work Schedules as presented. 5-Ayes. Motion carried. Chairman Lee abstained because subjects discussed may pertain to spouse's employment.

**VILLAGE ATTORNEY RETIRING**

Clerk Lee informed the board that Thomas Frost will be retiring on November 1<sup>st</sup>, 2022. Trustee Ellenberger suggested Kathy Stewart from Spooner Wisconsin. Parrish Jones has done some small work for the Village and the board asked Clerk Lee to reach out to Parrish to see if he is interested in becoming the general counsel for the Village of Minong. Or, if he has any recommendations if he is too busy or does not want to take on the Village as a client.

**PUBLIC COMMENT**

Clerk Lee informed the board that she had done some research on elected officials who choose to waive or refuse his or her annual salary; or would like to donate their salary back to the municipality as Chairman Lee requested. Per Wisconsin Statutes 66.0505(3) and 66.0503(3) the answer to this is "Yes" as long as it complies with the procedures and time constraints set forth in the Chapter 66. The subject or the reason an elected official chooses to waive or refuse their salary is not inappropriate to speak about publicly; all elected officials serve the public. \*Citizen/Trustee Julie Ruud has a real concern with all the camping trailers moving into the village on lots, then running water/sewer, and living in them. She has requested that the board get ahead of this problem and look into this issue.

**REGULAR BOARD MEETING****PAGE TEN****JULY 11, 2022**

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Ruud requested that Village ordinances need to specifically address this problem and be more specific than the special temporary permit. Clerk Bouma said there were a couple State Statutes that may apply to this situation and could be referenced.

**UPCOMING AGENDA ITEMS**

Building Inspector

Corporate Counsel

Police Chief Position

Camping Trailers

Village Constable

**NEXT REGULAR BOARD MEETING** - Monday, August 1, 2022, at 5:00 p.m.**ADJOURN:**

Motion by Ellenberger, seconded by Koskovich to adjourn. 6-Ayes. Motion carried. Meeting adjourned. 6:33 p.m.

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Village President

Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING**

**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**

**ON AUGUST 1, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the regular board meeting to order on Monday, August 1, 2022, at 5:00 p.m. By inspection, all members are present except Julie Ruud, who was excused. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Casey Haime, Carol Koskovich, Brenda Jelinek and Wayne Miller.

**ALSO, PRESENT**

Erik Gulbrandsen, Keith Wehmhoefer, Bill Hallock, Jerry Smith, Shelby Barnard, Clerk-Treasurer Janel Lee and Deputy Clerk Treasurer Debbie Bouma.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 6-Ayes. Motion carried.

**MINUTES – REGULAR BOARD MEETING 07.11.2022**

Motion by Ellenberger, seconded by Koskovich, to approve the regular board meeting minutes from July 11, 2022. Point of order called by Clerk Lee to request that the minutes be approved with correction of a spelling error under General Correspondence and Clerk Updates. 6-Ayes. Motion carried.

**JULY TREASURER'S REPORT FOR APPROVAL**

Motion by Haime, seconded by Ellenberger to approve the July 2022 treasurer's report and vouchers 31624-31672. Payroll vouchers: V3625-3645. 6-Ayes. Motion carried.

**JULY CAMPGROUND TREASURER'S REPORT**

Motion by Haime, seconded by Lee, to approve the July treasurer's report for the campground. Current operating and savings total \$28,961.03. 6-Ayes. Motion carried. Clerk Bouma explained that an extra \$450 dollars was spent on a two year inclusion of the Village Wild River Trail Campground in the Washburn County and Surrounding Area ATV and Snowmobile Map.

**PUBLIC COMMENT – None.**

**GENERAL CORRESPONDENCE AND CLERK UPDATE**

Clerk Lee gave the board an update on the men's bathroom at the campground. The toilet will not stop flushing. Clerk Bouma called Dennis Stuart who caretakes for the campground and he was unable to fix

**REGULAR BOARD MEETING****PAGE TWO****AUGUST 1, 2022**

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the issue with the pressurized toilet. Stuart recommended getting ahold of a plumber. Clerk Lee and Bouma will call plumbers as a first priority to make sure it gets fixed this week. \*Clerk Lee also informed the board that Kitty Waggoner would like to see a dog sign at the small ball park where the farmers market is located. She is having to navigate around people who allow their dogs to defacate on the lawn and not clean it up. A board discussion was held on the request, but no action was taken at this time.

**DONATION REQUESTS****Minong Chamber of Commerce/Celentano Reimbursement Request**

The board reviewed the receipts from Lorrie Money for the yearly flower placement. Placement this year included two pots at the Library, P&L Corner Bar, A&W, Link RV and Link Ford. One pot was placed at the Village Hall, the Post Office, Uniquely Yourz, Wendys, Coldwell Banker, Victory Lane and Mama Jo's Diner. Board discussion held on the hand transplanter. The board decided they will pay this receipt as long as those doing the flowers keeps the hand transplanter for that purpose. Motion by Haime, seconded by Ellenberger to approve \$239.95 to the Minong Chamber for doing the flowers around the Village this year. 6-Ayes. Motion carried.

**PUBLIC WORK'S/STREETS****Wastewater Treatment Facility – MSA Seepage Cell Update**

Bill Hallock updated the board that ADT was out last Friday to do the borings on the dike. They will take that information back to develop a plan for repair with MSA.

**Loader Repair**

Keith Wehmhoefer explained that the brakes are sticking on the loader and he would like to get that repaired along with the annual oil change. Motion by Jelinek, seconded by Miller to approve the loader repair for approximately \$4,000.00. 6-Ayes. Motion carried.

**Blower Repair**

The Public Works Director, Bill Hallock explained that the blower/aerator shaft seal has failed and is in need of repair. The estimate on the repair is \$15,000.00. A new blower is \$35,000.00 and a new blower will not bolt up to the piping currently there, nor does that cost include installation or changes in piping needed to outfit a new blower. Best option is still to repair the blower.

**Discuss/Act – Other Matter for Public Works – None.**

**POLICE REPORT & LICENSES****Police Report**

Motion by Miller, seconded by Jelinek to accept the police report presented. 6-Ayes. Motion carried

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**REGULAR BOARD MEETING****PAGE THREE****AUGUST 1, 2022**

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**Discuss/Act – Other Matters for the Police Department – None.****VILLAGE BOARD/FINANCE AND PERSONNEL****Police Chief Applicants**

Clerk Lee informed the board that we have five candidates that submitted their complete applications. Clerk Lee and Bouma are still waiting on the personnel file requests for some of the later applicants, but told the board that the interview process can start once a schedule is set with each candidate. Clerk Bouma spoke with Dennis Stuart and once the board gets ready to interview the candidates, he agreed to sit with the board during those interviews.

**Discuss/Act on Police Chief Hiring Process and Interview Schedule**

Motion by Lee, seconded by Miller to reach out to Gleason and Associates to perform the comprehensive background screening on behalf of the Village Board once the Police Chief candidate pool is narrowed down after the interview. 6-Ayes. Motion carried. Chairman Lee thanked Chief Officer Gulbrandsen for his service to the Village. He will be missed by all the board members.

**Building Inspector/Zoning**

Clerk Lee reminded the board that once the Chief of Police retires, we will no longer have anyone to review the building permits or deal with zoning questions. Clerk Lee suggested that since the Village has its own zoning, that it is time to contract with a zoning administrator to handle this on behalf of the Village. As a first step, she suggested putting an ad out for bids for a building inspector/zoning professional. Motion by Jelinek, seconded by Ellenberger to put an ad out for bids. 6-Ayes. Motion carried.

**New Corporate Counsel for the Village**

Clerk Lee updated the board that she is still working on reaching out to candidates for Village Corporate Counsel.

**PARKS & RECREATION****Campground Expansion Bid Award Recommendation**

Clerk Lee provided an update on the bids that were opened at 1:00 p.m. July 28<sup>th</sup>, 2022. There was an error made at bid opening that caused a conflict with the two lowest bidders. Clerk Lee consulted with Village Attorney Thomas Frost as to the best course of action which was to reject all bids at this time and start the process over.

**REGULAR BOARD MEETING****PAGE FOUR****AUGUST 1, 2022**

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**Discuss/Act on Bid Award Recommendation Information**

Motion by Miller, seconded by Ellenberger to reject all bids and start the bid process over with CBS Squared, Inc paying for the cost associated with having to re-submit the ad for bids. 6-Ayes. Motion carried.

**TRANSFER STATION REPORT**

Linda Ellenberger informed the board that there was an above ground oil leak at the transfer station that has delayed getting the camera's installed. Clerk Lee updated the board that no more walk ins for garbage will be allowed for security reasons.

**CAMPING TRAILERS ON VILLAGE LOTS**

Motion by Lee, seconded by Ellenberger to move the camping trailer item to next month's agenda. 6-Ayes. Motion carried.

**PUBLIC COMMENT**

Jerry Smith posed a question to the board about the campground bids and that all bidders now know the price of each other's bids and may go lower for a second bid submission. Clerk Lee interjected that there is still time to review the overall cost of the bids after the second submission and if the board would like to wait on the bids, they do have the right to reject the bids if they feel the costs are too high.

**UPCOMING AGENDA ITEMS**

Police Chief Position

Camping Trailers

Budgets

**NEXT REGULAR BOARD MEETING - Monday, September 12, 2022, at 5:00 p.m.**

**ADJOURN**

Motion by Ellenberger, seconded by Koskovich to adjourn. 6-Ayes. Motion carried. Meeting adjourned. 6:10 p.m.

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Village President

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Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING**

**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**

**ON AUGUST 8, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the special board meeting to order on Monday, August 8, 2022, at 5:00 p.m. By inspection, all members are present except Julie Ruud, who attended by phone. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Casey Haime, Carol Koskovich, Brenda Jelinek, Julie Ruud and Wayne Miller.

**ALSO, PRESENT**

Clerk-Treasurer Janel Lee and Deputy Clerk Treasurer Debbie Bouma.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 7-Ayes. Motion carried.

**WATER UTILITY – OPERATING FUNDS**

Clerk Lee informed the board that the Water Utility operating funds are in deficit. To continue to pay payroll and pay upcoming bills the Water Utility will need to borrow operating funds from the Water Extension fund. Motion by Miller, seconded by Ellenberger to borrow \$15,000.00 as needed from the Water Extension fund. 6-Ayes. Motion carried. Lee abstained due to spouse's payroll. Clerk Lee also informed the board that she is still working through the issue of the Fire Department keeping track of the water it takes to fight fires outside of the area. Trustee Miller explained to the board that on mutual aid calls, other fire department trucks from outside the area are also taking water from the Village hydrants and that is not tracked either. Clerk Lee also explained that the water the fire department connects to in the first bay of the fire hall is also, in part, coming through the Village meter and not the fire department meter, thus the Village has been paying for fire department usage of water each quarter for years. The spigots at the front and back of the fire hall building are also on the Village meter. Clerk Lee to figure out a way to split the Village Hall bill to rectify this situation.

**VOLUNTEER CLEANING**

Clerk Lee informed the board that she has a couple volunteers that would like to help clean the office and hall bathrooms once or twice a month. A brief discussion was held by the board, and they unanimously agreed that it would be fine if these people wanted to volunteer their time. Clerk Lee said no cleaning will be done without herself or deputy clerk Bouma in the office.

**REGULAR BOARD MEETING****PAGE TWO****AUGUST 8, 2022****DISCUSS/REVIEW/ACT – POLICE CHIEF CANDIDATES**

The board spent considerable time reviewing the five candidates that submitted applications for the police chief position. The board decided on two candidates to interview as soon as possible.

**Expectations for the Police Department**

The board discussed expectations for the police department. Clerk Lee expressed concerns that the Village officers are frequently leaving the Village while on Village duty to the surrounding municipalities for Washburn County. The surrounding municipalities do not pay anything for this coverage and the Village taxpayers are essentially paying twice for Village coverage and County coverage. She suggested some kind contribution or payment to help offset rising costs. The board discussed reaching out via media and public relations to the surrounding citizens who receive benefit from the Village having a police department. Trustee Ruud suggested that the board have clearly written out expectations for the new Chief of Police and that patrolling the Village is the priority and should not leave the Village for mutual aid, unless they are called. Trustee Miller expressed that the officer must have some kind of a split shift so that the weekend nights are covered. He also expressed that he is not sure that the Village needs two full-time officers but could possibly have one full-time officer and two part-time officers.

**Police Chief Interview Forms/Questionnaire for the Board**

The board reviewed and narrowed down the interview questions for the Chief of Police position. Clerk Lee to combine the questions together with a page for the board to take notes for each question. The board will review the questions by email and get back to Clerk Lee.

**Tentative Interview Dates**

The board discussed tentative interview dates of August 15<sup>th</sup> through August 17<sup>th</sup>, 2022, for the candidates they have chosen. Clerk Lee and Deputy Clerk Bouma to reach out to the candidates to find out if these dates work with their schedules. Further discussion held for the Clerks to reach out to Sheriff, Dennis Stuart to get some guidance on the exit interview process for Chief Gulbrandsen and the board. Clerk Lee to touch base with Chief Gulbrandsen and have him turn over any keys and information for the new Chief of Police.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY – None.****ADJOURN**

Motion by Ellenberger, seconded by Koskovich to adjourn. 7-Ayes. Motion carried. Meeting adjourned. 7:24 p.m.

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Village President

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Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON AUGUST 15, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the special board meeting to order on Monday, August 15, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Casey Haime, Carol Koskovich, Brenda Jelinek, Julie Ruud and Wayne Miller.

**ALSO, PRESENT**

Penny Cosentino, Sheriff of Washburn County, Dennis Stuart, Marshal Savitski, Clerk-Treasurer Janel Lee and Deputy Clerk Treasurer Debbie Bouma.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 7-Ayes. Motion carried.

**CONDUCT POLICE CHIEF INTERVIEW**

Chairman Lee read the Wisconsin Statute aloud for Closed Session 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Purpose: To conduct the Chief of Police interviews. Motion by Ruud, seconded by Koskovich to convene into closed session for the Chief of Police interview. Chairman Lee asked for a decision by roll call vote: Miller-Nay; Jelinek-Nay; Koskovich-Aye; Ellenberger -Aye; Lee-Aye; Haime-Aye; Ruud-Aye. 5-Ayes and 2-Nays. Motion carried. Closed Session observed.

Motion by Jelinek, seconded by Ellenberger to reconvene into open session. 7-Ayes. Motion carried.

No immediate board action was taken on closed session. The board thanked Sheriff, Dennis Stuart and Marshal Savitski for attending.

**ADJOURN**

Motion by Ellenberger, seconded by Koskovich to adjourn. 7-Ayes. Motion carried. Meeting adjourned 7:09:05 p.m.

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Village President

Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON AUGUST 17, 2022, AT 4:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the special board meeting to order on Wednesday, August 17, 2022, at 4:00 p.m. By inspection, all members are present except Wayne Miller, Linda Ellenberger, and Casey Haime. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Brenda Jelinek, Carol Koskovich, Julie Ruud. **ALSO, PRESENT** Clerk-Treasurer Janel Lee.

**AGENDA**

Motion by Jelinek, seconded by Koskovich, to approve the agenda. 4-Ayes. Motion carried.

**DISCUSS/REVIEW/ACT ON POLICE CANDIDATE INFORMATION**

Board discussed recent interview for the Chief of Police (COP) position with candidate Marshal Savitski. The board would like Clerk Lee to formally offer a base salary of \$60,320.00 plus benefits for an overall employment package, with estimated health insurance premiums of \$78,688.00. The board also discussed that they would also pay for additional supervisory management education as part of employment. Clerk Lee to touch base with COP Gulbrandsen on an equipment checklist.

**COP OR PATROL OFFICER CANDIDATE INTERVIEW SCHEDULE**

Discussion held by the board. If Mr. Savitski were to turn down the COP officer, Clerk Lee is to schedule interviews with the remaining candidates per their availability. The board also instructed Clerk Lee to send a letter thanking the remaining candidates and to let them know that we are still looking for a full or part-time patrol officer so their information will be kept on file and they are welcome to apply, if interested.

**AD CONTINUATION FOR COP OR PATROL OFFICER**

Clerk Lee to get the Patrol Officer ad submitted to the Spooner Advocate as soon as possible. Discussion held to open the position to full or part-time. Starting salary to start at \$18-\$20 per hour depending upon experience. Deadline will be September 30<sup>th</sup>, or until filled.

**DISCUSS/REVIEW/ACT ON OTHER POLICE DEPARTMENT MATTERS - None.**

**ADJOURN**

Motion by Koskovich, seconded by Ruud to adjourn. 4-Ayes. Motion carried. Meeting adjourned 6:11:51 p.m.

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**MINUTES OF THE REGULAR VILLAGE OF MINONG BOARD MEETING**

**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**

**ON SEPTEMBER 12, 2022, AT 5:30 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the regular board meeting to order on Monday, September 12, 2022, at 5:30 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Brenda Jelinek, Carol Koskovich, Julie Ruud, Wayne Miller, Casey Haime and Linda Ellenberger.

**ALSO, PRESENT** Clerk-Treasurer Janel Lee, Deputy Clerk Treasurer, Debbie Bouma, Keith Wehmhoefer, Bill Hallock, Teresa Anderson, Renee Gomez, Laura Gomez, Jerry Smith, Lorrie Money, Jessica Wehmhoefer, Marshal Savitski, Penny Cosentino, Richard Nelson, and Christina Nelson.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 7-Ayes. Motion carried.

**POLICE REPORT AND LICENSES**

Chief Savitski spoke briefly to the board regarding the police activity in the Village. The options for the police report on short or long form. Board preferred the long form. Motion by Ellenberger, seconded by Miller to accept the police report as presented. 7-Ayes. Motion carried.

**Patrol Officer Wage Discussion:** Clerk Lee presented options for increasing the patrol officer wage for full and part-time candidates with insurance options. The board had a brief discussion re-examining the patrol officer wage and other options of sponsorship for academy candidates for patrol officer. Motion by Miller, seconded by Ruud to advertise the position for \$20 to \$27 per hour depending upon experience. 7-Ayes. Motion carried.

**Calls to Northwood School for the Town of Minong:** Clerks Lee and Bouma updated the board on the search through the Village minutes for a mutual aid agreement for Northwood School and police procedures for the Village of Minong. The Village is called, if needed to Northwood School by Washburn County. The previous Chief said there was some kind of letter or agreement between the Town of Minong and the Village of Minong. The Clerks are still searching to find that information.

**Discuss/Act on Outside Access to the Police Office:** A lengthy discussion was held by the board on outside police access to the Village of Minong police office. Motion by Miller, seconded by Jelinek to keep granting access to the police office for State, County and local law enforcement as needed. 7-Ayes. Motion carried.

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**REGULAR BOARD MEETING****PAGE TWO****SEPTEMBER 12, 2022**

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**PUBLIC COMMENT – None.****PUBLIC WORKS/STREETS**

**MSA – Teresa Anderson Seepage Cell Update:** Teresa explained that the soil borings have been completed and a draft report has been done on how to fix the seepage cell wall. MSA had questions on some of the recommendations to fix the seepage cell wall from the contractor, and she is currently waiting on a response back. Further, the DNR will have to review the recommendation to make sure they are in agreement with fixing the seepage cell.

**MSA WWTF – Permit Renewal: Treatment Plant:** The Village wastewater treatment plant operates under a permit from the DNR that requires renewal every five years. Motion by Haime, seconded by Ruud to approve the renewal project number 533044 for an estimated \$3,000.00 from Teresa Anderson at MSA. 7-Ayes. Motion carried.

**Business 53 Crack Sealing Quote:** The Board reviewed the crack sealing quote from Roy's Seal for the North end of Business 53. Motion by Ruud, seconded by Ellenberger to approve Roy's quote dated August 11, 2022, for grind out and crack fill with State spec hot rubber, topcoat for \$2,000.00. 7-Ayes, Motion carried.

**Keith Wehmhoefer Resignation:** Chairman Lee read the resignation letter from Keith Wehmhoefer who has worked at the Village of Minong for 25 years in the Department of Public Works/Streets position (DPW). Keith Wehmhoefer requested that the board grandfather him in for the sick leave retirement payout. Further discussion was held by the board. Motion by Jelinek to grant the sick pay to Mr. Wehmhoefer. Chairman Lee asked for a second to Jelinek's motion three times with no response from any other board member. Motion failed.

Motion by Miller, seconded by Ruud, to postpone discussion on the sick payout to a closed session at a later date. 6-Ayes. Motion carried. 1-Nay by Jelinek. Meeting to be held Monday September 19<sup>th</sup>, at 5:00 p.m.

**Public Works Position Application Update:** Discussion held by the board members regarding whether or not a CDL is required based on the current vehicles owed by the Village and their weight class. Trustee Ruud asked if Bill could look into the gross vehicle weight requirements and if a CDL is not required, she would like to update the job listing to state that a valid driver's license is required and the CDL is preferred. Clerks Lee and Bouma to look into the gross vehicle weight requirements for CDL Licensing with the State as well. Clerk Bouma suggested to check with the Village insurance company to see if we get a rate reduction for individuals with a CDL license. Further discussion on this topic will be held at the September 19, 2022, meeting.

**Discuss/Act on Wage Range for DPW Position:** Clerk Lee explained to the board the wage examples in the packet for the DPW/Streets position. Motion by Miller, seconded by Haime to set the wage range for the DPW/Streets position at \$20 to \$25 per hour. 7-Ayes. Motion carried.

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**REGULAR BOARD MEETING****PAGE THREE****SEPTEMBER 12, 2022**

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**VILLAGE BOARD REGULAR BUSINESS**

**Regular and Special Board Meeting Minutes for Approval:** Motion by Miller, seconded by Koskovich to approve the minutes for August 1, 8, 15, and 17; with a correction to the adjournment portion of the minutes for August 17, as the incorrect Trustee was listed motioning for adjournment. 7-Ayes. Motion carried.

**August Treasurer's Report for Approval:** Motion by Haime, seconded by Ellenberger to approve the August treasurer report and vouchers: 31673-31734; (V3645-V3673). 7-Ayes. Motion carried.

**Campground Treasurer's Report for Approval:** Clerk Bouma explained the membership fee for the trail map will include the Village campground for one year. Clerk Lee and Bouma also pointed out that this is the first full year with the Village maintaining the campground and direct finances and so far as of August the campground is at a net profit of \$30k. Motion by Ruud, seconded by Ellenberger, to approve the campground treasurer's report. 7-Ayes. Motion carried.

**Discuss/Act/Review New Corporate Counsel for the Village:** Clerk Lee presented information from Clark and Clark and Weld Riley as potential firms to handle legal services for the Village of Minong. Motion by Ruud, seconded by Koskovich to postpone the decision on the attorney until the next meeting for more information and a list from Clark and Clark as to what municipalities they serve. 7-Ayes. Motion carried.

**PARK & RECREATION – CAMPGROUND**

**Campground Expansion Bid Award Recommendation:** The board reviewed the expansion bids. Motion by Ruud, seconded by Miller to accept the expansion bid from M. Jolma \$428,486.59. 7-Ayes. Motion carried. Clerk Lee to work with CBS, Squared, to go back to the DNR to request more project funding due to the bids coming in higher than expected. Tentative schedule is construction will start mid-October with the project finishing up by early May 2023. Discussion held by the board on when to open the new sites up to the public for booking. The general consensus was to wait until January 1, 2023.

**CBS Squared, Inc. Campground Expansion Invoice for Approval:** Motion by Ruud, seconded by Haime to approve CBS Invoice 10314 from August 12, 2022, for \$14,542.75. 7-Ayes. Motion carried.

Meeting Break: Motion by Lee, seconded by Ellenberger to take a five-minute break. 7-Ayes. Motion carried.

**PSC RATE CASE ON HOLD**

Clerk Lee explained to the board that the PSC Report from 2021 has errors in reporting water loss due to construction costs. Lee is working with the auditors, who prepared the report, to find out what is needed to correct this situation. Lee also informed the board that she still has not received the water

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**REGULAR BOARD MEETING****PAGE FOUR****SEPTEMBER 12, 2022**

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usage information from the Fire Chief for the filling of pools and for fighting fires outside the Village limits.

**TRANSFER STATION REPORT**

Linda Ellenberger stated that Wayne Miller will be the attendant at the Transfer Station and driving garbage to Sarona. Steve Clink will no longer be employed there. Miller requested that Village meetings start a bit later, or at 5:30 p.m. Board agreed to accommodate this request.

**FIRE AND AMBULANCE RUN REPORT**

The board reviewed the run report for the Fire and Ambulance activity. Chairman Lee stated that grants are being applied for and things are going well with the service.

**ZONING/PLANNING**

Clerk Lee presented to the board the inconsistencies in the zoning information for mobile home placement in the Village. The board unanimously agreed that all people will need a conditional use permit to place a mobile home on any lot in the Village of Minong. The Village President also informed the board that he will be reviewing building permits for now until we can contract with another building inspector for the Village of Minong.

**Camper Trailers on Village Lots:** The board discussed the issue of campers on Village lots. The board would like the planning and zoning board to review the inconsistencies in the zoning ordinances and make recommendation for changes to the Village Board.

**PUBLIC COMMENT** – Jerry Smith said that the Village Board is doing a good job addressing the zoning ordinances regarding mobile homes and motorized recreational vehicles on Village lots.

**ITEMS FOR DISCUSSION ON THE NEXT AGENDA**

Closed Session for Wehmhoefer Resignation; Wage range for Public Works & CDL Requirements

Discuss Corporate Council

Library Purchase

Door Locks

**NEXT REGULAR BOARD MEETING**

**October 3, 2022, at 5:30 p.m.**

Motion by Ellenberger seconded by Koskovich to adjourn. 7-Ayes. Motion carried. Meeting adjourned 7:49:21 p.m.

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Village President

Clerk Treasurer

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**MINUTES OF THE SPECIAL GATHERING FOR THE VILLAGE OF MINONG**  
**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**  
**ON SEPTEMBER 12, 2022, FROM 5:00 TO 5:30 P.M.**

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**SPECIAL GATHERING – MEET AND GREET FOR MARSHAL SAVITSKI THE NEW CHIEF OF POLICE**

The special gathering of the Minong Village Board was held Monday, September 12, 2022, starting at 5:00 p.m. and ended at 5:30 p.m. in the Minong Village Hall located at 123 5<sup>th</sup> Ave Minong, WI 54859. The purpose of the special gathering was for a public meet and greet with the newly hired Chief of Police Marshal Savitski. This was an opportunity for the public to come and meet Marshal, ask questions and learn about the new Chief of Police. Marshal spoke to the audience about himself and his law enforcement experience. He looks forward to serving the Village of Minong and is excited about the opportunity.

Good character awards were also given to Michael and Levi VanDeslunt for helping their community by informing the Village Office staff regarding lost items, lost dogs, garbage and profanity in the park and also volunteering to keep the garbage cleaned up in the local park. Clerk Lee announced Michael and Levi VanDeslunt at the special gathering and the Chief of Police Marshal Savitski presented them with their good character awards. Refreshments, cookies and cupcakes were served for all in attendance.

Board members present were Chairman Larry Lee, Trustees Brenda Jelinek, Carol Koskovich, Julie Ruud, Wayne Miller, Casey Haime and Linda Ellenberger. No Village business was conducted at this public event.

**ALSO, PRESENT** Clerk-Treasurer Janel Lee, Deputy Clerk Treasurer, Debbie Bouma, Jim Gorud, Keith Wehmhoefer, Renee Gomez, Laura Gomez, Susie Conaway, Chuck Warner, Jerry Smith, Todd VanDeslunt, Michael Vandeslunt, Levi Vandeslunt, Penny Cosentino, John Adrihan, Kristina Thompson, Kyle Thompson, Bob Ericson, Lorrie Money, Rob Croteau, Jessica Wehmhoefer, and Kevin Kaiser and family.

The Special Gathering was concluded at 5:30 p.m.

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Village President

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Clerk Treasurer

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**MINUTES OF THE SECOND REGULAR VILLAGE OF MINONG BOARD MEETING**

**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**

**ON SEPTEMBER 19, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the second regular board meeting to order on Monday, September 19, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Brenda Jelinek, Carol Koskovich, Julie Ruud, Wayne Miller, Casey Haime, and Linda Ellenberger.

**ALSO, PRESENT** Clerk-Treasurer Janel Lee, Deputy Clerk Treasurer, Debbie Bouma, Keith Wehmhoefer, Bill Hallock, Susan Conaway, Jimmy Smith, and Marshal Savitski.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 7-Ayes. Motion carried.

**PUBLIC WORKS/STREETS**

Closed Session for a Hearing to Discuss/Act - Public Employee's Request for Employee Handbook Retirement Benefits. WI Stat. 19.85(c). Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion by Ruud, seconded by Miller to convene into closed session. Chairman Lee requested a roll call vote. Miller – Aye; Jelinek – Aye; Koskovich – Aye; Ellenberger – Aye; Lee – Aye; Haime – Aye; Ruud –Aye. 7-Ayes. Motion carried. Closed session observed.

Motion by Jelinek, seconded by Miller to reconvene into open session. Chairman Lee requested a roll call vote. Miller – Aye; Jelinek – Aye; Koskovich – Aye; Ellenberger –Aye; Lee – Aye; Haime – Aye; Ruud –Aye. 7-Ayes. Motion carried. The board reconvened into open session.

Motion by Miller to act on item discussed in closed session. Motion seconded by Jelinek to discuss the request by Keith Wehmhoefer to receive his accumulated sick leave payout. 7-Ayes. Motion carried.

Motion by Miller, seconded by Jelinek to pay out sick time hours as requested by Keith Wehmhoefer. Trustee Ruud commented that this is not following precedent since the policy was changed on September 9<sup>th</sup>, 2019, and that it would be a retirement benefit payout only and not for employees who have found other employment with benefits and did not retire. Chairman Lee requested a roll call vote to decide on paying out the sick accrual for Wehmhoefer on a post-employment basis and not related to retirement. Roll Call Vote: Miller – Aye; Jelinek –Aye; Koskovich – Nay; Ellenberger – Nay; Chairman Lee abstained due to status of spouse's employment at the Village; Haime – Nay; Ruud – Nay. 2-Ayes. 4-Nays. 1-abstention. Motion failed to pass.

**Discuss/Act on Public Works Applicant Requirements (if needed):** Clerk Lee updated the board regarding the CDL requirements and the gross vehicle weight (GVW) information for the loader and

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**REGULAR BOARD MEETING****PAGE TWO****SEPTEMBER 19, 2022**

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the jetter truck. Both these vehicles have a GVW that requires a CDL. The DOT informed Clerk Lee that a Class B is necessary. Miller suggested putting in the job description that a minimum of a Class B CDL is required.

**Discuss/Act STH-77 Project Significant Bid Increase:** William Hallock updated the board that the STH 77 project is coming in much higher for bids than projected in 2020 when the State Municipal Agreement was signed. A lengthy discussion was held on possible re-bidding by the DOT that could change the Village's portion; possible funding and whether the project itself could be scaled back to save on additional costs. Clerk Lee suggested that any work not completed could be taken care of with a CDBG grant later. Motion by Miller, seconded by Ruud to proceed with the original signed State Municipal Agreement at the higher project costs for now. 7-Ayes. Motion carried.

**VILLAGE BOARD REGULAR BUSINESS**

**Update Police Donation-Account Signatures:** Clerk Lee informed the board that the police donation account needs to be updated with new signatories since Erik Gulbrandsen is no longer the Chief of Police. Motion by Lee, seconded by Miller to have the former Chief's name removed from the account and the new signatories will be Finance Chairman Casey Haime, Trustee Linda Ellenberger, Clerk Treasurer Janel Lee, and Deputy Clerk Treasurer Debbie Bouma. 7-Ayes. Motion carried.

**Discuss/Act on New Police Squad:** New Squad information was given to the board by Chief Savitski and Clerk Lee. Discussion held on possible financing options. Motion by Miller, seconded by Koskovich to postpone a decision until more information is received regarding vehicle lease options. 7-Ayes. Motion carried.

**Domain Email Set-up Villageofminongwi.gov Quote Approval:** Clerk Lee explained to the board the need to for getting the Village set up with the .gov email accounts. The State of Wisconsin is asking all governmental entities to move to a more secure form of electronic communication, primarily for election and infrastructure security. Clerk Lee informed the board that the initial process of setting up the domain has been done; but domain hosting and management is needed. Lee explained that the elections security grant is again available and can put \$1200 towards the cost of set-up and initial management. Lee reached out to the current IT support through Complete Computer Solutions (CCS) to help with getting the domain hosting and email management set-up. Motion by Lee, seconded by Koskovich to accept the CCS quote 3376 for \$906 to be paid for with grant funds. 7-Ayes. Motion carried. There will be a monthly charge going forward for email management per email.

**Discuss/Act Keyless Door Entry:** The board discussed possibly re-keying the Village building with keyless entries. Trustee Ruud prefers a keyless entry with software. Miller feels that keyless entry is not necessary, and the cost is too high. Discussion held on getting the security cameras set-up so that we can see who is coming and going in the Village office. Koskovich felt the quote for keyless entry is too costly. Board decided to table discussion to a later date. Clerk Lee informed the board that Jerry Smith offered to help install the cameras at the Village.

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**REGULAR BOARD MEETING****PAGE THREE****SEPTEMBER 19, 2022**

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**Discuss/Act - Follow-up on Village Attorney Proposals:** Clerk Lee informed the board that they have not received Clark & Clark's information has not been received yet. Clerk's to continue to reach out for this information. Ruud suggested reaching out to the attorney from Washburn for the next meeting to get their information as well.

**Discussion – Possible Library Building Purchase:** Brief discussion held about the possibility of the Village getting a grant to purchase the old funeral home building where the community library is located and make that the new Village office and meeting space. The goal is to keep the splash pad going for the community, and keep the library going for the community and surrounding community as well. Clerks Lee and Bouma to look into the USDA grant options, and further discussion was held that up-coming project needs and the higher expense would not make a purchase like this possible at this time.

**Discussion – School Coverage Town of Minong:** Clerk Lee and Bouma updated the board on the status of information for the Village officer responding to calls at Northwood School. Deputy Clerk Bouma reached out to Susan Conaway from the Town of Minong to see if she could find a copy of the letter that was referenced by Dennis Stuart and Erik Gulbrandsen which was written by the Town of Minong giving permission to the Village to respond to calls at Northwood School. Clerk Lee reached out to Scot Kelly at Northwood School, and he confirmed that the school did not have a copy of this letter from the Town to the Village regarding police calls to the school. Susan Conaway informed the board that the Town Board remembers this in 2018, but they do not have a copy of the letter either. Jerry Smith informed the board that the County must request the Village Officers to go for liability reasons. The Village officer cannot just go patrol without permission from the County.

**PUBLIC COMMENT** – Jimmy Smith was inquiring about the 165 acres by the sewer plant and suggested that the Village could get some funds by selling off some of that acreage.

**ITEMS FOR DISCUSSION ON THE NEXT AGENDA**

2023 Budget – General Fund

**NEXT REGULAR BOARD MEETING**

**October 3, 2022, at 5:00 p.m.**

Motion by Ellenberger seconded by Koskovich to adjourn. 7-Ayes. Motion carried. Meeting adjourned 7:49:21 p.m.

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Village PresidentClerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON SEPTEMBER 29, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the special board meeting to order on Thursday, September 29, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Casey Haime, Carol Koskovich, Brenda Jelinek, Julie Ruud and Wayne Miller.

**ALSO, PRESENT**

Jeffrey Moore, Steven Tyler, and Clerk-Treasurer Janel Lee.

**AGENDA**

Motion by Koskovich, seconded by Haime, to approve the agenda. 7-Ayes. Motion carried.

**CONDUCT PUBLIC WORKS POSITION INTERVIEWS**

Chairman Lee read the Wisconsin Statute aloud for closed session 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Purpose: To conduct the interviews for the position of public works/streets. Motion by Miller, seconded by Jelinek to convene into closed session for the interviews. Chairman Lee asked for a decision by roll call vote: Miller-Aye; Jelinek-Aye; Koskovich-Aye; Ellenberger -Aye; Lee-Aye; Haime-Aye; Ruud-Aye. 7-Ayes. Motion carried. Closed Session observed.

Motion by Ruud, seconded by Ellenberger to reconvene into open session. Chairman Lee asked for a roll call vote. Miller-Aye; Jelinek-Aye; Koskovich-Aye; Ellenberger -Aye; Lee-Aye; Haime-Aye; Ruud-Aye. 7-Ayes. Motion carried.

No immediate board action was taken on closed session. Interviews for the public works/streets position to continue October 5<sup>th</sup>, 2022, starting at 5:00 p.m.

**ADJOURN**

Motion by Ellenberger, seconded by Koskovich to adjourn. 7-Ayes. Motion carried. Meeting adjourned 7:00 p.m.

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Village President

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Clerk Treasurer

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**MINUTES OF THE REGULAR VILLAGE OF MINONG BOARD MEETING**

**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**

**ON OCTOBER 3, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the regular board meeting to order on Monday, October 3, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Brenda Jelinek, Carol Koskovich, Julie Ruud, Wayne Miller, Casey Haime, and Linda Ellenberger.

**ALSO, PRESENT** Clerk-Treasurer Janel Lee, Deputy Clerk Treasurer, Debbie Bouma, William Hallock, Marshal Savitski, Penny Cosentino and Norma Hatfield.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 7-Ayes. Motion carried. Chairman Lee informed the board that Bill Hallock requested that item number six, public works be moved up on the agenda.

**CITIZEN COMMENTS OR CONCERNS**

Chairman Lee asked if any members of the public had comment. No comments by attendees of the public.

**PUBLIC WORKS/STREETS**

**Sewer – Seepage Cell Update:** Hallock informed the board that the engineers have completed their report and submitted it to the DNR for their comments and questions. Hallock has sent back the DNR's questions to the engineers. The report has been sent for plan review in Madison, and Bill has not gotten any feedback as of today's date.

**Discuss/Act – Seepage Cell Repair Estimate:** Hallock explained that with the finishing of the engineer's report, he was able to speak with Dan Thompson and get a price on fixing the dike. The forty-by-forty-foot repair comes to \$5,300.00. Or, for half this amount Thompson can pack the forty-foot area needing repair with heavy soil. Hallock also spoke to Thompson about repairing the entire length of the dike to fix other areas needing attention. The price to repair the entire length of the dike at one hundred eighty feet costing \$132.50 per foot will total \$23,850.00. Bill explained that it is still unknown if the DNR will "o.k." the repair. Further discussion held on available finances to repair the dike, doing the minimum to fix the dike until we hear from the DNR. Hallock suggested giving the DNR a couple of weeks to see what the DNR has to say about the dike. Motion by Lee, seconded by Ellenberger to postpone a decision on the repair estimates until the October 12<sup>th</sup>, 2022, meeting. 7-Ayes. Motion carried.

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**REGULAR BOARD MEETING****PAGE TWO****OCTOBER 3, 2022**

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**POLICE REPORT AND LICENSES**

**Police Report:** Chief Savitski updated the board on the contents of the police report consisting of drug cases, civil issues, and dog complaints. The Chief explained that he is getting activity both day and night. He is still working on getting to know the area and has attended more meet and greets at the Library through the Chamber, and at the Senior Center. He attended the Washburn County Emergency Management meeting. The Chief also informed the board that the quarterly meetings at Washburn County will resume, and he informed the board that a new cell tower will be going in the Minong area for radar reception, they want to start a search and rescue team and do active shooter training as well. He is also looking into grants from the Department of Justice. Motion by Ellenberger, seconded by Miller to accept the police report. 7-Ayes. Motion carried.

**Discuss/Act on Lease to Own New Squad:** Clerk Lee updated the board on the possibility of the lease to own option from CCF Bank for the potential new 2022 police interceptor. Lease to own would require a yearly payment of five to seven years at the current rate of 4%. Overall discussion held on the current price index and inflation projections by the end of the year could yield a higher borrowing rate. Motion by Miller, seconded by Koskovich to proceed with the lease to own option through CCF Bank for the total MSRP of \$39,545.00 with a seven-year lease at 4%. 7-Ayes. Motion carried.

**Discuss/Act Police Vehicle Rotation Schedule:** Discussion held by the board and Chief Savitski to rotate out the new interceptor on a seven-year lease to own schedule keeping two squad vehicles.

**Discuss/Act on Patrol Officer Employment Package:** Chairman Lee opened the discussion on offering a second officer the option of a take home squad as part of the incentive for employment at the Village. Chief Savitski explained to the board that having a second squad as part of the employment package would help get and retain a good, qualified officer. Various surrounding police departments offer this option. Further discussion held by the board and Savitski on maintenance of take-home squads, distance from employment and the possibility of the Chief getting to drive a squad home as well.

**Patrol Officer Candidate Recommendation:** Chief Savitski informed the board that right now there are two qualified candidates to interview. One has experience for over 20 years and the other has had law enforcement experience since 2021 and was a corrections officer and is now a patrol officer. Chief Savitski would like to schedule interviews before the board. Chairman Lee posed the question of whether the board wants to offer and advertise for a take-home squad. Chief Savitski confirmed again that it would be helpful for retention of a good, qualified officer. Ruud asked to see more candidate information at the next board meeting on October 12<sup>th</sup>. Motion by Lee, seconded by Ellenberger to offer a take home squad as part of the employment package to run on WILENET for a period of ten days. 7-Ayes. Motion carried. Further discussion needed on allowable distance to drive a squad home, and Clerk Lee to coordinate with Chief Savitski on getting the patrol officer interviews set-up sometime in October before Chief leaves on vacation.

**REGULAR BOARD MEETING****PAGE TWO****OCTOBER 3, 2022****VILLAGE BOARD REGULAR BUSINESS**

**Minutes for Approval on September 12<sup>th</sup>, 19<sup>th</sup> and 29<sup>th</sup>:** Motion by Haime, seconded by Lee to approve the minutes from September 12th regular board meeting. Trustee Miller stated that the information written in the minutes on page eleven of the board packet was not what he was questioning in regard to CDL requirements. Clerk Lee suggested she would go back and re-listen to the audio again and correct points made by Trustee Miller. Trustee Haime questioned continuing to approve the minutes without knowing exactly what Clerk Lee would write down. Further discussion held between Clerk Lee and Miller on the understanding of the CDL discussion at last meeting. Haime withdrew his motion for approval of the minutes from September 12th. Chairman Lee made the motion for Clerk Lee to review the audio recording and bring back the minutes to the October 12<sup>th</sup> meeting for review and approval. Motion seconded by Ellenberger. 7-Ayes. Motion carried.

Motion by Haime, seconded by Koskovich to approve the board meeting minutes from September 19<sup>th</sup> and September 29<sup>th</sup>, 2022. 7-Ayes. Motion carried.

**September Treasurer's Report for Approval:** Motion by Haime, seconded by Ellenberger to approve the September treasurer's report and vouchers: 31735-31778; (V3675-V3696). 7-Ayes. Motion carried.

**Campground Treasurer's Report for Approval:** Motion by Lee, seconded by Jelinek to approve the September campground treasurers report. 7-Ayes. Motion carried.

**Washburn County Humane Society Donation Request (WCHS):** Motion by Jelinek, seconded by Miller to approve \$100 for the donation request from the Washburn County Humane Society. 7-Ayes. Motion carried.

**DISCUSS/ACT/REVIEW NEW CORPORATE COUNSEL FOR THE VILLAGE**

The board reviewed the three responses from Clark & Clark from Ashland, WI. Weld Riley from Eau Claire, WI and Spears, Carlson and Coleman S.C. from Bayfield, WI. Motion by Jelinek, seconded by Ruud to reach out to the firm of Weld Riley to support our attorney services for the Village of Minong. 7-Ayes. Motion carried. Ruud requested an engagement letter be presented for approval at the upcoming October 12<sup>th</sup>, board meeting.

**DISCUSS BUILDING INSPECTOR AND ZONING/PLANNING ADMINISTRATOR**

Chairman Lee opened the discussion on taking on the building inspector duties until we find someone to fill that roll. Deputy - Clerk Bouma updated the board on her conversation with Steve Boss and he explained that we need two separate people, a building inspector and a zoning/planning administrator. To combine these rolls would present a conflict of interest, according to Boss. Steve is willing to help give advice, but is not in a position to take on what the Village needs at this time. Chairman Lee to reach out to Steve Boss to see if there is someone he can recommend for the zoning/planning role.

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**REGULAR BOARD MEETING****PAGE FOUR****OCTOBER 3, 2022**

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**CLERK UPDATES, 2023 BUDGET UPDATE AND CORRESPONDENCE**

Clerk Lee read correspondence from Elaine Bailey thanking the Village Board for their donation to the back-pack program. \*The board received another thank you letter this year from the Northwoods Education Foundation for helping them put up their September Fest signage. \*Clerk Lee updated the board on the PSC Contributions in Aid for Construction for the 2021 PSC Report. Lee is continuing to work with the auditors to get this item fixed. \*Clerk Lee would like to start the 2023 General Fund Budget review on October 12<sup>th</sup>, 2022. She is still waiting on some revenue projections from the Department of Revenue. \*Reminders were given on the upcoming meetings. October 5<sup>th</sup>, there will be more public works/streets interviews. She informed the board to be prepared for emails in October for the patrol officer position interviews. October 10<sup>th</sup> there is an upcoming planning commission meeting. October 12<sup>th</sup> will be the second regular board meeting to hear the planning commission recommendation and budget meeting.

**TRANSFER STATION REPORT**

Linda Ellenberger stated that Scott McDowell is the new transfer station attendant and driver for the transfer station. Coons electric has been there trenching to get the new camera system in at the transfer station. Issues regarding buried cement has made trenching difficult. Ruud asked when the meetings are held for the Transfer Station. Ellenberger stated on Thursdays at 4:00 p.m. but the times may vary.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY** – Chairman Lee asked if any members of the public had comment. No comments by attendees of the public.

**ITEMS FOR DISCUSSION ON THE NEXT AGENDA**

Follow-up on Public Works Seepage Cell Repair.

Possible Additional Patrol Officer Applications.

Weld Riley Engagement Letter.

Approve Regular Board Meeting Minutes from September 12, 2022.

Discussion on Chief Savitski driving the current squad home.

**SECOND REGULAR BOARD MEETING & 2023 GENERAL BUDGET MEETING**

**October 12, 2022, at 5:00 p.m.**

Motion by Ellenberger seconded by Koskovich to adjourn. 7-Ayes. Motion carried. Meeting adjourned 6:39:08 p.m.

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Village President

Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING**

**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**

**ON OCTOBER 5, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the special board meeting to order on Wednesday, October 5, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Casey Haime, Carol Koskovich, Wayne Miller, Brenda Jelinek, and Julie Ruud.

**ALSO, PRESENT**

Jeremiah Stano, Troy Brodersen, Logan Cerney, and Clerk-Treasurer Janel Lee.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 7-Ayes. Motion carried.

**CONDUCT PUBLIC WORKS POSITION INTERVIEWS**

Chairman Lee read the Wisconsin Statute aloud for closed session 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Purpose: To conduct the interviews for the position of public works/streets. Motion by Haime, seconded by Ellenberger to convene into closed session for the interviews. Chairman Lee asked for a decision by roll call vote: Miller-Aye; Jelinek-Aye; Koskovich-Aye; Ellenberger -Aye; Lee-Aye; Haime-Aye; Ruud-Aye. 7-Ayes. Motion carried. Closed Session observed.

Motion by Ellenberger, seconded by Koskovich to reconvene into open session. 7-Ayes. Motion carried.

**ACTION TAKEN ON CLOSED SESSION**

Motion by Ruud to send an offer of employment with the Village of Minong out to Logan Cerney at \$21 per hour with a dollar increase for each certification he receives. CDL and Water/Sewer for a \$3 bump in pay once all certifications are met. Motion includes tuition reimbursement for the cost of the CDL over a two-year period. Motion seconded by Miller. 7-Ayes. Motion carried.

Motion by Ruud, seconded by Miller that our second candidate would be Troy Brodersen with the same employment offer. 7-Ayes. Motion carried.

**ADJOURN** - Motion by Ellenberger, seconded by Koskovich to adjourn. 7-Ayes. Motion carried. Meeting adjourned 7:38 p.m.

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**MINUTES OF THE REGULAR VILLAGE OF MINONG BOARD MEETING**

**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**

**ON OCTOBER 12, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the regular board meeting to order on Wednesday, October 12, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Brenda Jelinek, Julie Ruud, Casey Haime, and Linda Ellenberger. Absent were Carol Koskovich and Wayne Miller.

**ALSO, PRESENT** Clerk-Treasurer Janel Lee, Deputy Clerk Treasurer, Debbie Bouma, William Hallock, Marshal Savitski, Penny Cosentino, Austin Gustafson, Dan Grotte, Linda Gordon, and Scott Gordon.

**AGENDA**

Motion by Ellenberger, seconded by Jelinek, to approve the agenda. 5-Ayes. Motion carried.

**CITIZEN COMMENTS OR CONCERNS**

Chairman Lee asked if any members of the public had comment. No comments by attendees of the public.

**REVIEW/ACT ON PLANNING COMMISSION RECOMMENDATION – 855 2<sup>ND</sup> ST MOBLIE HOME**

Motion by Haime, seconded by Ruud to grant the conditional use permit to Scott Gordon at 855 2<sup>nd</sup> St for placement of the Fairmont mobile home on the property. 5-Ayes. Motion carried.

**PUBLIC WORKS/STREETS**

**Sewer – Seepage Cell Update:** Hallock recommended to the board based on further conversations with the DNR, we forgo the expensive repair and have Dan Thompson pack heavy soil and seed it for the cost of \$2,650 to patch the hole. Motion by Ruud and seconded by Ellenberger to accept the bid of \$2,650 to patch the seepage cell sidewall from Dan Thompson and funds to come out of sewer operating. 5-Ayes. Motion carried.

**Discuss/Act on Citizen's for a Clean Environment, LLC**

Discussion was held on permit violations and how these minor violations are not representative of the impact on the groundwater. Hallock recommends the board refer matters to the Village attorney. Motion by Ellenberger and seconded by Ruud to refer to legal counsel on how to deal with the letter received from Citizen's for a Clean Environment, LLC. 5-Ayes. Motion carried.

**Discuss/Act on the Municipal Environmental Group Membership**

Hallock presented the Board with information on Municipal Environmental Group and how it would benefit the Village. The yearly membership is \$100, but if we join now, it would be prorated to \$25. Motion by Ellenberger, seconded by Jelinek, to approve applying for membership into the Municipal Environmental Group for the prorated price of \$25.00. 5-Ayes. Motion carried.

**VILLAGE BOARD REGULAR BUSINESS****Minutes for Approval on September 12<sup>th</sup>, October 3rd and October 5th**

Motion by Ellenberger, seconded by Jelinek, to approve board meeting minutes from September 12, 2022, regular board meeting. 5-Ayes. Motion carried. Motion by Haime, seconded by Ellenberger to approve the minutes from October 3, 2022, regular board meeting. 5-Ayes. Motion carried. Motion by Ellenberger, seconded by Jelinek, to approve board meeting minutes from October 5, 2022, special board meeting. 5-Ayes. Motion carried.

**Approve the Weld Riley Engagement Letter for Legal Services**

Motion by Ruud, seconded by Ellenberger to approve the engagement letter as presented from Weld Riley with the rate of \$195 per hour. 5-Ayes. Motion carried.

**POLICE REPORT AND LICENSES****Patrol Officer Candidate Interviews Scheduled for 10/17/22 5:30 -7:00 p.m.**

This is a reminder for the board. Also, please adjust your calendars as it has changed to begin at 5 pm as we have received more candidates.

**Discuss/Act on take home squad – Chief Savitski**

It was pointed out that we should anticipate a \$3000 fuel increase for the take home squad incentive. Motion by Ruud, seconded by Ellenberger to approve take home squad incentive for Chief Savitski effective immediately. 5-Ayes. Motion carried.

**FINANCE & PERSONNEL****Discuss/Act to Revise Vacation Time Policy**

Discussion was had about accruing vacation pay in the same fashion as sick pay. Motion by Ruud, seconded by Ellenberger to have vacation earned monthly the same as sick time and to have the wording reviewed by the Finance Committee and approved via email by the regular board. 4-Ayes. Chairman Lee abstained due to spouse employment. Motion carried.

**First Look- 2023 General Budget Overview of the Compensation Packages**

Clerk Lee gave employment package options for consideration at the next budget meeting. Health Saving Accounts were discussed, and concerns heard. Chief Savitski spoke on the advantages of using Lexipol services and that it could be free if we used the League of Municipalities. Motion by Lee and seconded by Ruud to accept the contract with Lexipol for \$1697.40 per quote # Q46152-1 dated

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**REGULAR BOARD MEETING****PAGE THREE****OCTOBER 12, 2022**

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10/4/22. 5-Ayes. Motion carried. Chief to follow up on if the Village will get a refund for changing insurance in May at renewal time. Chief Savitski spoke on the tasers the Village currently had were expired and nonfunctioning. The tasers were sent off to be recycled and in 6-8 weeks. The Village will receive money back for sending in the old ones. Motion by Ruud, seconded by Haime to accept the five-year contract numbered Q-429654-44853.701CC for \$7,246.35, yearly payment of \$1419.92 as presented for two tasers and accessories from Axon Enterprise. 5-Ayes. Motion carried.

**CLERK UPDATES AND CORRESPONDENCE****Campground Expansion Advertising**

Clerk Lee spoke of an advertising phone call that was from a company representing the Washburn County Tourism website. By consensus, the board agreed to wait until the campground expansion is complete to begin to explore advertising. Clerk Lee also added that the Election Security Grant was approved for \$1200 which will help cover the cost for moving the .gov email accounts.

**PUBLIC COMMENT ON AGENDA ITEMS ONLY** – Chairman Lee asked if any members of the public had comment. No comments by attendees of the public.

**ITEMS FOR DISCUSSION ON THE NEXT AGENDA**

GenComm estimates and at least three others to compare for police radios.

At this point, Ruud asked to have a Finance Meeting to discuss the compensation packages and the vacation time policy. Finance Meeting is set for 8:30 am on 10/15/22.

**SCHEDULE FIRST FULL 2023 GENERAL BUDGET MEETING DATE & TIME AND FOLLOW UP BUDGET MEETINGS**

The first budget meeting will be October 19<sup>th</sup>, 2022, at 5 p.m. and follow-up will be scheduled later.

**NEXT REGULARLY SCHEDULED BOARD MEETING NOVEMBER 7<sup>TH</sup>, 2022, 5PM.****ADJOURN**

Motion by Ellenberger seconded by Jelinek to adjourn. 5-Ayes. Motion carried. Meeting adjourned 7:25 p.m.

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Village President

Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON OCTOBER 17, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the special board meeting to order on Tuesday, October 17, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Casey Haime, Carol Koskovich, Wayne Miller, Brenda Jelinek, and Julie Ruud.

**ALSO, PRESENT**

Eric Swan, James Marucha, Sarah Barthel, Robert Lear, Police Chief Marshal Savitski, and Deputy Clerk-Treasurer Debbie Bouma.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 7-Ayes. Motion carried.

**CONDUCT PATROL OFFICER POSITION INTERVIEWS**

Chairman Lee read the Wisconsin Statute aloud for closed session 19.85(1)(c), Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Purpose: To conduct the interviews for the position of patrol officer. Motion by Koskovich, seconded by Ellenberger, to convene into closed session for the interviews. Chairman Lee asked for a decision by roll call vote: Miller-Aye; Jelinek-Aye; Koskovich-Aye; Ellenberger -Aye; Lee-Aye; Haime-Aye; Ruud-Aye. 7-Ayes. Motion carried. Closed Session observed.

Motion by Ellenberger, seconded by Koskovich, to reconvene into an open session. 7-Ayes. Motion carried.

**ACTION TAKEN ON CLOSED SESSION**

Motion by Miller to send an offer of employment with the Village of Minong out to James Marucha at \$27 per hour with a dollar increase after three month probation period and completion of a satisfactory performance review. Motion seconded by Jelinek. 7-Ayes. Motion carried.

**ADJOURN** - Motion by Ellenberger, seconded by Koskovich to adjourn. 7-Ayes. Motion carried. Meeting adjourned 8:00 p.m.

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**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING**

**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**

**ON OCTOBER 20, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Trustee Casey Haime called the special board meeting to order on Thursday, October 20, 2022, at 5:00 pm. By inspection, all members except Larry Lee. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Trustees Linda Ellenberger, Casey Haime, Carol Koskovich, Wayne Miller, Brenda Jelinek, and Julie Ruud. Chairman Larry Lee is absent.

**ALSO, PRESENT**

Police Chief Marshal Savitski and Deputy Clerk-Treasurer Debbie Bouma.

**AGENDA**

Motion by Ellenberger, seconded by Miller, to approve the agenda. 6-Ayes. Motion carried. Discuss/Act on Other Village Business is moved up due to time constraints for Chief Savitski.

**DISCUSS/ACT ON OTHER VILLAGE BUSINESS**

Chief Savitski presented the estimate for outfitting the new squad from GenComm. Motion by Miller, seconded by Ruud, to accept estimate #26760 dated 10/17/22 from GenComm to equip the new squad for \$20,207.55. 6-Ayes. Motion carried.

Chief Savitski presented the estimate for Rugged Notebook for the new Squad. Motion by Haime, seconded by Ellenberger, to accept quote #15801 dated 10/19/22 from Rugged Notebooks Inc for the computer for the new squad costing \$3169.10. After discussion, Haime amended his motion to ask about extended warranty plans and refurbished plans, with the board to vote by email once the information is collected tomorrow. Motion seconded by Ellenberger. 6-Ayes. Motion carried.

Chief Savitski presented the estimate for the Kenwood base station radio and two portable radios. Motion by Ruud, seconded by Ellenberger, to approve the quote BUPWQ1742 dated 10/17/22 from NCI for the base station radio and two portable radios costing \$5,564.08. 6-Ayes. Motion carried.

The 2023 Minong Area Ambulance contract was presented. Motion by Jelinek, seconded by Ellenberger, to accept the 2023 Minong Area Ambulance contract as presented for \$4,821.75. 5-Ayes. Miller abstained as he is a member of the service. Motion carried.

The 2023 Minong Area Fire contract was presented. Motion by Haime, seconded by Ruud, to accept the 2023 Minong Area Fire contract as presented for \$13,503.48. 5-Ayes. Miller abstained as he is a member of the service. Motion carried.

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**SPECIAL BOARD MEETING****PAGE TWO****OCTOBER 20, 2022**

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**APPROVAL OF MINUTES 10/15 AND 10/17**

Motion by Haime, seconded by Ellenberger, to approve the Finance Board meeting minutes from October 15, 2022. 6-Ayes. Motion carried.

Motion by Miller, seconded by Jelinek, to approve the Special Board meeting minutes from October 17, 2022. 6-Ayes. Motion carried.

**PUBLIC WORKS****Harmon Sewer Credit**

Motion by Ruud, seconded by Haime, to postpone this item until the October 27 meeting when an average sewer rate can be presented to the board.

**2023 GENERAL BUDGET WORKSHOP**

This item is postponed until October 27, 2022, and a rough draft was handed out for the board to review in anticipation of the October 27<sup>th</sup> meeting at 5 pm.

**REVIEW/ACT ON EMPLOYEE WAGE COMPENSATION**

A discussion was held based on the recommendations from the finance committee.

Motion by Miller and seconded by Jelinek to increase the payroll for Janel Lee to salary pay at \$25 an hour plus continuing the insurance stipend of \$4000 for a package of \$56,000 base. 6-Ayes. Motion carried.

Motion by Ruud and seconded by Miller to increase the payroll for Debbie Bouma by \$4.26 to \$20/hour. 6-Ayes. Motion carried.

Motion by Wayne and seconded by Jelinek to increase payroll for William Hallock by 7.7%. 6-Ayes. Motion carried.

Motion by Ruud and seconded by Ellenberger to follow the payroll for Logan Cerney stated in the letter of hire with incentives as he is a new employee. 6-Ayes. Motion carried.

Motion by Miller and seconded by Ruud to increase payroll for Marshal Savitski to \$32.50 per hour. 6-Ayes. Motion carried.

Motion by Ruud and seconded by Ellenberger set payroll for Patrol Officer at \$27 and raised to \$28 after the three-month probation period was met and a satisfactory evaluation was completed. 6-Ayes. Motion carried.

**DISCUSS/ACT ON FINANCE COMMITTEE RECOMMENDATION FOR THE VACATION POLICY**

Motion by Ruud, seconded by Jelinek, to approve the Finance Committee recommendations for the vacation policy with the one punctuation correction as presented. 6-Ayes. Motion carried.

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**SPECIAL BOARD MEETING****PAGE THREE****OCTOBER 20, 2022**

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**ADJOURN** - Motion by Ellenberger, seconded by Koskovich to adjourn.6-Ayes. Motion carried. Meeting adjourned at 6:41 pm.

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Village President

Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON OCTOBER 27, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the special board meeting to order on Thursday, October 27, 2022, at 5:00 pm. By inspection, all members were present except Casey Haime. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Carol Koskovich, Wayne Miller, Brenda Jelinek, and Julie Ruud. Trustee Casey Haime is absent.

**ALSO, PRESENT**

Clerk-Treasurer Janel Lee and Deputy Clerk-Treasurer Debbie Bouma.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 6-Ayes. Motion carried.

**APPROVAL OF MINUTES 10/20/22**

Motion by Jelinek, seconded by Miller, to approve the Special Board meeting minutes from October 20, 2022. 6-Ayes. Motion carried.

**CAMPGROUND EXPANSION INVOICE FOR APPROVAL**

Motion by Ruud, seconded by Ellenberger, to approve payment of invoice 10618 to CBS Squared. Inc for the amount of \$1,044.25 for the campground expansion dated 10/1/2022. 6-Ayes. Motion carried.

**PUBLIC WORKS/STREETS**

**Harmon Sewer Credit**

Motion by Ruud, seconded by Jelinek, to approve a one-time sewer credit to account 0590-00 for \$200 due to an outside faucet leak that did not go down the sewer. 6-Ayes. Motion carried.

**STH 77 Project WisDot Contract Letter**

A discussion was had on the letter received from the WI DOT with the estimated cost to the Village of \$384,061.56 for the Highway 77 project when it is completed.

**2023 GENERAL BUDGET WORKSHOP**

The Board completed a discussion and review of the 2023 General Budget. Motion by Ruud, seconded by Ellenberger, to approve the 2023 General Budget for \$762,203.00 as presented. 5-Ayes. Chairman Lee abstained due to spousal employment.

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**SPECIAL BOARD MEETING****PAGE TWO****OCTOBER 27, 2022**

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**DISCUSS/ACT ON OTHER VILLAGE BUSINESS**

The 2023 Minong Area Disposal contract was presented. Motion by Miller, seconded by Ruud, to accept the 2023 Minong Area Disposal contract as presented for \$44,369.10. 6-Ayes. Motion carried.

**ADJOURN** - Motion by Ellenberger, seconded by Koskovich, to adjourn. 5-Ayes. Motion carried.

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Village President

Clerk Treasurer

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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING**

**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**

**ON NOVEMBER 7, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the regular board meeting to order on Monday, November 7, 2022, at 5:00 pm. By inspection, all members were present except Julie Rudd, who was absent. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Carol Koskovich, Wayne Miller, Brenda Jelinek, and Casey Haime.

**ALSO, PRESENT**

Jerry Smith, Bill Hallock, Eva Johnston, Dan Sears, Clerk-Treasurer Janel Lee, and Deputy Clerk-Treasurer Debbie Bouma.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 6-Ayes. Motion carried.

**DISCUSS/ACT- POPPLE SHOOT TRAIL RACES 2023**

Dan Sears appeared by phone to discuss the 2023 Popple Shoot Trail Races at the Village of Minong ATV Campground. Motion by Lee, seconded by Jelinek, to donate two full hook-up sites and two tent sites to the 2023 Popple Shot Trail Race. 6-Ayes. Motion carried. Clerk Lee and Bouma to coordinate with Sears on the donated sites.

**DISCUSS/ACT - HOMES GRANT PROJECT DISCUSSION**

Clerk Lee updated the board on the Homes Grant housing opportunity sponsored by Northwood Technical College and Impact Seven, possibly coming to the Village of Minong. The goal is to provide sustainable, affordable housing options and educational assets that will serve communities. In addition, a proposal of interest was submitted on behalf of Jack Links and some local businesses that would like to see the Village grow with these resources. The proposal review period is expected to be completed by December 16, 2022.

**PUBLIC WORKS/STREETS- GENERAL PROGRESS UPDATES**

Bill Hallock spoke on how well new employee Logan Cerney is doing; he is a self-starter and is learning the routine quickly. Hallock informed the board that he is still working with Arthur at the DNR regarding the permitting issue raised by attorney Michenfelder from Minnesota. Clerk Lee added that she has been in touch with Vanessa at the Municipal Environment Group and the Village attorney Anders Helquist who is reviewing the documents from Michenfelder and will be consulting with Hallock and preparing a response.

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**REGULAR BOARD MEETING****PAGE TWO****NOVEMBER 7, 2022**

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**CITIZEN CONCERNS OR COMMENTS**

Eva Johnston updated the board on the Edgewood Apartments. Edgewood has passed the State inspection this year with no issues. The mini splits have cut moisture issues, and the air exchangers have been working well to help reduce moisture issues. Johnston sincerely thanked the Village Board again for the funds donated from the closure of TID 2 that made these improvements possible. Further updates from Johnston included maintenance plans regarding roofing, a new maintenance shed, and future plans for the land and buildings once the agreement between the housing authority and the Village comes due in 2028. Johnston also informed the board that the housing authority no longer manages the Indianhead Community Action Agency (ICAA) Units in the Village. The new manager hired by ICAA is Kelly Johannsen.

**VILLAGE BOARD – REGULAR BUSINESS****Approval of Minutes from 10/12/22 & 10/27/22**

Motion by Miller, seconded by Ellenberger, to approve the Regular Board meeting minutes from October 12, 2022, and Special Board Meeting minutes from October 27, 2022. 6-Ayes. Motion carried.

**Approval of the General/Water/Sewer Treasurer's Report for October**

Motion by Haime, seconded by Ellenberger, to approve the General/Water/Sewer Treasurer's Report for vouchers 31779-31826. 6-Ayes. Motion carried.

**Approval of the Campground Report for October**

Motion by Haime, seconded by Koskovich, to approve the Campground Treasurer's Report as presented. 6-Ayes. Motion carried.

**POLICE REPORT AND LICENSES-DISCUSS/ACCEPT-POLICE REPORT FROM CHIEF SAVITSKI**

Motion by Haime, seconded by Miller, to approve the Police Report as presented. 6-Ayes. Motion carried.

**TRANSFER STATION UPDATE**

Clerk Lee informed the board that a board member requested a copy of the meeting agendas, which will be posted at the Village Hall and on the website so that our citizens are informed when and where the transfer station meetings take place. Ellenberger had no new updates from the transfer station at this time. Scott McDowell is the new attendant at the transfer station.

**FIRE AND AMBULANCE RUN UPDATES**

The monthly update of activity was presented to the board for review.

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**REGULAR BOARD MEETING****PAGE THREE****NOVEMBER 7, 2022**

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**CLERK UPDATES AND CORRESPONDENCE**

Clerk Lee updated the board on the change to the General Fund Budget after receiving the updated debt schedule from the draft auditor financials. Bouma updated the board that the auditors are finally reaching out to start the Fire and Ambulance audits for 2021.

**REMINDERS**

November 8, 2022, General Election

November 9, 2022, Health Insurance Representative 8:30 am. Village Hall

November 17, 2022, 4:00 pm Campground Expansion kick-off Meeting Village Hall

November 21, 2022, 5:00 pm Water, Sewer & Campground Budget Workshop

Public Hearing December 5, 2022, for the 2023 General Fund Budget 5:00 pm.

**CITIZEN COMMENTS ON AGENDA ITEMS ONLY**

Clerk Bouma informed the board that she has been attending the Washburn County meetings for re-writing their campground ordinances. She will keep the board posted if any information could affect the Village campground. Clerk Lee added that she had new information on collecting room tax as potential revenue for the Village and will be looking into how to file with the State for that tax.

**ITEMS FOR NEXT MONTH'S AGENDA**

Campground Follow-up from pre-construction meeting

Follow-up on Weld Riley response to the Sewer permit issue

Provide Ordinance information on dilapidated buildings in the Village

**NEXT REGULAR SCHEDULED BOARD MEETING IS DECEMBER 5<sup>TH</sup>, 2022, at 5:15 p.m.**

**ADJOURN** - Motion by Ellenberger, seconded by Koskovich, to adjourn at 6:10 p.m. 6-Ayes. Motion carried.

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Village PresidentClerk-Treasurer

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**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON NOVEMBER 17, 2022, AT 4:00 P.M.**

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**SPECIAL VILLAGE OF MINONG CAMPGROUND PRE-CONSTRUCTION MEETING**

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**CALL TO ORDER**

Chairman Larry Lee called the special pre-construction meeting to order on Thursday, November 17, 2022, at 4:00 pm. By inspection, all members were present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Carol Koskovich, Wayne Miller (phone), Brenda Jelinek, Julie Ruud (phone), and Casey Haime.

**ALSO, PRESENT**

Bill Hallock, Clerk-Treasurer Janel Lee, and Deputy Clerk-Treasurer Debbie Bouma, Tyler Hastings, Leo Hanson. Attending via Microsoft Teams Kristi Lentz, Ashley Marshall, Brianna Haskins, and Peyton Dibble.

Tyler Hastings from CBS Squared, Inc presented the pre-construction agenda for the Wild River Trail campground expansion project. Construction is scheduled to start December 5<sup>th</sup>, 2022, with substantial completion by May 4<sup>th</sup>, 2023. Jolma work schedules will be Monday through Friday from 7:00 a.m. to 5:00 p.m. M. Jolma can stage equipment and materials on the public works building lot. The Village Board or points of contact should work through CBS for communication with the contractor. Efforts should be made to keep original campground access open to customers during the completion of items along Denninger drive for the ATV wash station. 5% of the total construction cost will be held back until the final punch list can be completed. CBS Squared will provide monthly written updates to be presented to the Village Board at their regularly scheduled meetings. All pay requests and change orders are to be submitted to CBS for review and submittal to the Village Board for approval at regularly scheduled board meetings. The first progress meeting will be held on January 5<sup>th</sup>, 2023, at 9:00 a.m. either by phone, Internet, or in person with Clerks Lee, Bouma and William Hallock. Future progress meetings will be scheduled monthly until project completion. Final project completion is scheduled for June 2, 2023.

**ADJOURN** - Motion by Ellenberger, seconded by Koskovich, to adjourn at 4:45 p.m. 7-Ayes. Motion carried.

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Village President

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Clerk-Treasurer

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**MINUTES OF THE VILLAGE OF MINONG BUDGET WORKSHOP AND SPECIAL  
BOARD MEETING**

**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**

**ON NOVEMBER 21, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the budget workshop and special board meeting to order on Monday, November 21, 2022, at 5:00 pm. By inspection, all members were present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Carol Koskovich, Wayne Miller, Brenda Jelinek, Julie Ruud, and Casey Haime.

**ALSO, PRESENT**

Bill Hallock, Marshal Savitski, Clerk-Treasurer Janel Lee, and Deputy Clerk-Treasurer Debbie Bouma.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 7-Ayes. Motion carried.

**CITIZEN CONCERNS OR COMMENTS**

None

**VILLAGE BOARD - REGULAR BUSINESS**

**MSA-WWTF Permit Application Update from Teresa Anderson**

Teresa Anderson explained the application process and that a completed WPDES Wastewater Discharge permit has been filed for the Village with two requests for changes at Bill Hallock's request.

**Police Dept/Personal Update – Marshal Savitski**

Chief Savitski explained that the Patrol Officer candidate turned down the Village offer. Motion by Jelinek, seconded by Ruud, to place the ad for a Patrol Officer back on WILENET with the ending date of when the position is filled. 7-Ayes. Motion carried.

**Landfill Update – Linda Ellenberger**

Linda Ellenberger explained to the board her concerns with the landfill committee and that she had offered them her resignation.

**Appoint Village Board Member for the Landfill Committee**

There was a brief discussion by the board on who could take Linda's place on the landfill committee. Wayne Miller offered to be the replacement for the landfill committee. Motion by Ellenberger, seconded by Ruud, to appoint Wayne Miller as the Village Board Member for the Landfill Committee. 7-Ayes. Motion carried.

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**BUDGET WORKSHOP AND SPECIAL BOARD MEETING****PAGE TWO****NOVEMBER 21, 2022**

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**2023 CAMPGROUND/WATER/SEWER BUDGET**

The Board completed a discussion and review of the 2023 Campground Budget. Motion by Ruud, seconded by Miller, to approve the 2023 Campground Budget as presented with revenues of \$52,300 and expenses of \$24,745. 6-Ayes. Chairman Lee abstained due to spousal employment.

The Board completed a discussion and review of the 2023 Water Budget. Motion by Miller, seconded by Jelinek, to approve the 2023 Water Budget as presented with revenues of \$223,718 and expenses of \$223,824. 6-Ayes. Chairman Lee abstained due to spousal employment. Further discussion was held on the approval for the simplified water rate increase for 2023 of 4.5% based on the 2021 PSC Report. An increase in water rates can be approved every 12 months if necessary.

The Board completed a discussion and review of the 2023 Sewer Budget. Motion by Haime, seconded by Ellenberger, to approve the 2023 Sewer Budget as presented with revenues of \$290,198 and expenses of \$265,689. 6-Ayes. Chairman Lee abstained due to spousal employment.

**NEXT REGULARLY SCHEDULED BOARD MEETING-** December 5<sup>th</sup>, 2022, 5:15 p.m.

**ADJOURN** - Motion by Ellenberger, seconded by Koskovich, to adjourn at 6:17 p.m.. 7-Ayes. Motion carried.

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Village PresidentClerk-Treasurer

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**MINUTES OF THE PUBLIC HEARING- 2023 PROPOSED GENERAL FUND BUDGET  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON DECEMBER 5, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the public hearing for the 2023 proposed general fund budget to order on Monday, December 5, 2022, at 5:00 pm. By inspection, all members were present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Carol Koskovich, Wayne Miller, Brenda Jelinek, Julie Ruud, and Casey Haime.

**ALSO, PRESENT**

Bill Hallock, Marshal Savitski, Jerry Smith, Jimmy Smith, Susan Conaway, Teresa Anderson, Clerk-Treasurer Janel Lee, and Deputy Clerk-Treasurer Debbie Bouma.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 7-Ayes. Motion carried.

**2023 GENERAL BUDGET SUMMARY PROPERTY TAX LEVY \$380,879 (Total General Budget Revenue and Expenditures of \$732,603)**

The 2023 Budget Summary was available to the public for comment.

**PUBLIC COMMENT** – No public comment by citizens of the Village.

**ADJOURN** - Motion by Ellenberger, seconded by Haime, to adjourn at 5:15 p.m.. 7-Ayes. Motion carried.

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Village President

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Clerk-Treasurer

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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING**

**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**

**ON DECEMBER 5, 2022, AT 5:15 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the regular board meeting to order on Monday, December 5, 2022, at 5:15 pm. By inspection, all members were present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL**

Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Carol Koskovich, Wayne Miller, Brenda Jelinek, Julie Ruud, and Casey Haime.

**ALSO, PRESENT**

Bill Hallock, Marshal Savitski, Jerry Smith, Jimmy Smith, Susan Conaway, Teresa Anderson, Clerk-Treasurer Janel Lee, and Deputy Clerk-Treasurer Debbie Bouma and Keith Wehmhoefer.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 7-Ayes. Motion carried.

**CITIZEN CONCERNS OR COMMENTS - none**

**MSA -UPDATE FROM TERESA ANDERSON**

Anderson stated that they are still working on the wastewater permit, and the due date is December 31, 2022, and it will be completed on time. Teresa Anderson thanked the board members for their dedication and caring for their community.

**PUBLIC WORKS/STREETS**

**Closed Session per WI Stat 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Board to discuss the CWA Matter.**

Motion by Miller, seconded by Jelinek, to go into Closed Session. Lee- Y, Ellenberger- Y, Koskovich-Y, Miller-Y, Jelinek-Y, Ruud -Y, and Haime -Y. Motion carried.

Motion by Koskovich, seconded by Miller, to go into open session. 7-Ayes. Motion carried.

**VILLAGE BOARD – REGULAR BUSINESS**

**Adopt the 2023 General Fund Budget Summary**

Motion by Ruud, seconded by Ellenberger to approve the 2023 General Fund Budget Summary and property tax levy of \$380,879. Total revenues and expenditures of \$732,603. 6-Ayes. Motion carried. Chairman abstained due to spouses' employment.

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**REGULAR BOARD MEETING****PAGE TWO****DECEMBER 5, 2022**

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**Approval of Minutes from 11/7/22, 11/17/22, & 11/21/22**

Motion by Jelinek, seconded by Miller, to approve the Regular Board meeting minutes from November 7, 2022. 7-Ayes. Motion carried.

Motion by Jelinek, seconded by Ellenberger, to approve the Special Board Meeting, Village of Minong Campground Pre-construction minutes from November 17, 2022. 7-Ayes. Motion carried.

Motion by Haime, seconded by Miller, to approve the Budget Workshop and Special Board meeting minutes from November 21, 2022. 7-Ayes. Motion carried.

**November Gen/Water/Sewer Treasurer's Report and Voucher Approval**

Motion by Haime, seconded by Miller, to approve General/Water/Sewer Treasurer's Report for vouchers 31827-31889. 7-Ayes. Motion carried.

**Campground Treasurer's Report for Approval**

Motion by Ruud, seconded by Ellenberger, to approve the Campground Treasurer's Report as presented. 6-Ayes. Motion carried. Chairman Lee abstained due to spouse's employment.

**POLICE REPORT AND LICENSES****Police Report**

Chief Savitski presented information and a demonstration on the new tasers and also informed the board that the new squad should be ready to put into service soon. Motion by Ruud, seconded by Ellenberger, to approve Chief Savitski's Police Report as presented. 7-Ayes. Motion carried.

**Schedule Interviews for New Police Officer**

Chief Savitski stated that he had two officers that could interview on December 7, 2022, if the board would like to hold interviews. Therefore, the interviews will be held on December 7, 2022, at 5:00 pm and 5:30 pm.

**PARKS RECREATION & CAMPGROUND****VOM-WRTC- Expansion Update**

Clerk Lee stated that site prep and markings had begun this week. The additional funding request for the campground expansion will be reviewed by the DNR on December 7<sup>th</sup>, 2022.

**Discuss/Act- Change order Request** – No change orders to discuss/approve at this time.

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**REGULAR BOARD MEETING****PAGE THREE****DECEMBER 5, 2022**

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**Discuss/Act – Project Invoices for Payment**

Motion by Ellenberger, seconded by Koskovich, to approve payments to CBS Squared for the amounts of \$2226.30 and \$1184.00. 7-Ayes. Motion carried.

**DISCUSSION ON VILLAGE ORDINANCES FOR DILAPIDATED BUILDINGS**

After much discussion, by consensus, the board asked Clerk Lee to research building inspectors and collect data for the next meeting.

**FINANCE & PERSONNEL** – No action or discussion held.**TRANSFER STATION UPDATE**

Miller stated his first meeting is on December 8, 2022. Ruud asked for clarification on the snowplowing and sanding at the transfer station. Explanation was given at the meeting by Smith and Conaway that it was a verbal agreement with no written record back in the 1990's. Ruud asked the division of plowing (Village of Minong), sanding (Town of Minong), and graveling (Town of Frog Creek) be added to the new contract agreements for 2024 so that going forward as board members change, there will be a record of this agreement and the Village can measure the cost of providing this service.

**FIRE AND AMBULANCE RUN UPDATES** – Report to be provided at the next regular board meeting.**CLERK UPDATES AND CORRESPONDENCE**

Clerk Lee reported on the phone calls received regarding the first snowfall. Most were positive, as this is a learning curve for all with recent employment changes.

**CITIZEN COMMENTS ON AGENDA ITEMS ONLY**

Keith Wehmhoefer questioned why the parking lanes on Hwy 77 are being salt/sanded, as we do not get transportation aid for this. Chairman Lee to have the clerk inquire with the public works director, Bill Hallock as to why it is being done when Wehmhoefer said it was never done before. Update to be brought to the next regular board meeting.

**ITEMS FOR NEXT MONTH'S AGENDA** -Update on the search for a building inspector**NEXT REGULAR SCHEDULED BOARD MEETING IS JANUARY 9, 2023, at 5:00 p.m.****ADJOURN** - Motion by Ellenberger, seconded by Koskovich, to adjourn at 6:28 p.m. 7-Ayes. Motion carried.

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Village President

Clerk-Treasurer

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**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON DECEMBER 7, 2022, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Larry Lee called the special board meeting to order on Wednesday, December 7, 2022, at 5:00 p.m. By inspection, all members are present. Therefore, a quorum does exist, and the meeting is properly noticed.

**ROLL CALL** Board members present were Chairman Larry Lee, Trustees Linda Ellenberger, Casey Haime, Carol Koskovich, Wayne Miller, Brenda Jelinek, and Julie Ruud.

**ALSO, PRESENT** Chief of Police Marshal Savitski, Sean Anderson, Lucas Shepard, and Clerk-Treasurer Janel Lee.

**AGENDA**

Motion by Ellenberger, seconded by Koskovich, to approve the agenda. 7-Ayes. Motion carried.

**VACATION TIME – CARRY OVER/PAYOUT REQUEST – PUBLIC WORKS**

Discussion held on the public works request to carry over unused vacation time. Motion by Ruud, seconded by Koskovich to approve the payout of any unused vacation time more than forty hours for Hallock in this current year. 6-Ayes. Motion carried. Lee abstained due to spouse's employment.

**CONDUCT FULL-TIME PATROL OFFICER POSITION INTERVIEWS**

Chairman Lee read the Wisconsin Statute aloud for closed session 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to conduct the interviews for the position of full-time patrol officer. Motion by Ellenberger, seconded by Koskovich to convene into closed session for the interviews. Chairman requested a roll call vote: Miller-Aye; Jelinek-Aye; Koskovich-Aye; Ellenberger -Aye; Lee-Aye; Haime-Aye; Ruud-Aye. 7-Ayes. Motion carried. Closed Session observed.

Motion by Ellenberger, seconded by Miller to reconvene into open session. 7-Ayes. Motion carried.

**ACTION TAKEN ON CLOSED SESSION**

Motion by Ruud, seconded by Ellenberger to offer candidate 1, the patrol officer position and they will have until Friday, December 9, 2022 to respond, and follow-up with candidate 2 as discussed for the same position, if necessary. Candidate 3, if necessary, at the pay rates discussed. 7-Ayes. Motion carried.

**ADJOURN** - Motion by Ellenberger, seconded by Koskovich to adjourn. 7-Ayes. Motion carried. Meeting adjourned 7:38 p.m.