
MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON JANUARY 4, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Wayne Miller called the regular board meeting to order on Thursday, January 4, 2024, at 5:00 p.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting is properly noticed.

ROLL CALL

Board members present were Chairman Wayne Miller, Brenda Jelinek, Julie Ruud, Monica Moen, Carol Koskovich, Randy Johnson, and Dan Rassbach.

ALSO, PRESENT

Duane Myers, Cheryl Myers, Lucas Shepard, Dave Rasmussen, Bill Hallock, Susie Conaway, Clerk-Treasurer Janel Lee, and Deputy Clerk-Treasurer Debbie Bouma.

CONSENT AGENDA

Approval of Agenda; Public hearing and regular board minutes from December 4th, 2023, and the General, Water, Sewer, and Campground treasurer's reports. Motion by Koskovich, seconded by Rassbach, to approve all items on the consent agenda. 7-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS

Public Comments or Concerns – None.

Update CCF Bank Signatories

Motion by Koskovich, seconded by Ruud to remove outdated signatories Michael Bobin, Casey Haime, and Linda Ellenberger from the CCF Checking reserve account, and to approve Janel Lee Clerk Treasurer, Debbie Bouma Deputy-Clerk Treasurer, and Julie Ruud, Trustee as the new signatories on the reserve checking account. 7-Ayes. Motion carried.

PUBLIC WORKS – Streets/Utilities/Parks

Resolution 200-1-24 – Simplified Water Rate Increase -Water Utility

Motion by Ruud, seconded by Moen to approve the water rate increase of 8% as approved by the Public Service Commission to be effective April 1, 2024. 7-Ayes. Motion carried.

STH-77 Project - WI DOT Invoice 395-0000332707 for Approval

Motion by Ruud, seconded by Moen to approve the Department of Transportation invoice 395-0000332707 in the amount of \$24,336.18. 7-Ayes. Motion carried.

POLICE, HEALTH & LICENSES

Police Report

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

Multiple Dog License

Motion by Moen, seconded by Rassbach to approve the multiple dog license for Don and Marilyn Kruse in the Village of Minong. 7-Ayes. Motion carried.

REGULAR BOARD MEETING

PAGE TWO

JANUARY 4, 2024

Snow Removal Parking Ordinance

A brief discussion was held by Police Chief Lucas Shepard and the board on a revision to the snow removal parking ordinance. Trustee Moen suggested this item be sent to the Streets and Alley's committee. Motion by Jelinek, seconded by Miller to send this item to the streets committee and to schedule a meeting as soon as possible. 7-Ayes. Motion carried.

PUBLIC WORKS – Streets/Utilities/Parks

MSA – Dave Rasmussen Well 1 & 2 Improvement Project - CDBG

Dave Rasmussen gave a brief update on the process for the community development block grant program (CDBG) including the ordinance, resolutions, plans, and specs required for the application. Dave also explained that survey crews will be working in the area the week of January 8th for the well house projects.

Resolution – 2024-01 To Repeal Ordinance Sections 8-76 to 8-80

Motion by Rassbach, seconded by Jelinek to approve resolution 2024-01 for the repeal of the outdated Village Ordinance pertaining to the Fair Housing Act. 7-Ayes. Motion carried.

Ordinance – Fair and Open Housing Article IV Sec. 8 (76-78)

Motion by Rassbach, seconded by Koskovich to adopt the updated fair and open housing ordinance Article IV Sec. 8 (76-78). 7-Ayes. Motion carried.

Resolution 2024-02 Excessive Force/Non-Violent Civil Rights Demonstrations

Motion by Miller, seconded by Moen to approve Resolution 2024-02 Excessive Force including the Non-Violent Civil Rights Demonstrations. 7-Ayes. Motion carried.

Resolution 2024-03 Citizen Participation Plan for the CDBG Project

Motion by Moen, seconded by Ruud to approve Resolution 2024-03 for the Citizen Participation Plan (CDBG). 7-Ayes. Motion carried.

Resolution 2024-04 Wisconsin Residential Anti-Displacement and Relocation Assistance Plan for CDBG Programs

Motion by Moen, seconded by Johnson to approve Resolution 2024-04 for the Wisconsin anti-displacement and relocation assistance plan. 7-Ayes. Motion carried.

5-Yard Dump Truck – Preliminary Discussion

Duane Myers/Director of Streets informed the board that if the board goes with a new dump truck, it will need to be ordered and the build is about two-years out from the order date, or about 260 days to delivery. This would mean the Village would not get a truck until the fall of 2025. The approximate cost is around \$240,000.00. A round table discussion was held by the board and this item will go to the streets and alleys committee. Trustee Rassbach would like a listing of all the equipment the Village owns, and Clerk Lee is to research financing options, as well as federal and state grant funding.

REGULAR BOARD MEETING

PAGE THREE

JANUARY 4, 2023

FINANCE & PERSONNEL

Trustee Ruud would like to schedule an employee handbook meeting, including the business/office hour changes. Clerk Lee to reach out via email to assist Ruud in scheduling the meeting.

Landfill Committee

Chairman Miller was not able to attend the most recent landfill meeting. Clerk Susan Conaway stated that there were 8 loads last month from the transfer station.

Clerk Correspondence or Updates – None.

Public Comment/Agenda Items Only – None.

ITEMS FOR THE NEXT AGENDA

The Board is to come up with a list of ordinances for the planning commission to review for recommendation and changes back to the Village Board. Reminder that the Public Hearing for the CDBG Grant will be held in March, with the date and time yet to be scheduled.

NEXT REGULAR BOARD MEETING

February 5, 2024, at 5:00 p.m.

ADJOURN

Motion by Jelinek, seconded by Koskovich, to adjourn at 6:16 p.m. 7-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON JANUARY 22, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Wayne Miller called the regular board meeting to order on Monday, January 22, 2024, at 5:00 p.m. By inspection, all members were present except Brenda Jelinek who was excused. Therefore, a quorum does exist, and the meeting is properly noticed.

ROLL CALL

Board members present were Chairman Wayne Miller, Julie Ruud, Monica Moen, Carol Koskovich, Randy Johnson, and Dan Rassbach.

ALSO, PRESENT

Anders Helquist, Mike Kelly, Janel Lee Clerk Treasurer, and Debbie Bouma Deputy Clerk Treasurer.

Village of Minong. 7-Ayes. Motion carried.

ORDINANCE 24-01 – PARKING DURING SNOW REMOVAL

The board reviewed the recommendation from the Streets and Alley’s committee for Section 18-62(c) Parking restrictions during temporary snow removal. Motion by Moen, seconded by Johnson to adopt Ordinance 24-01 to repeal and recreate Section 18-62(c). 6-Ayes. Motion carried. Chairman Miller requested that signs be ordered for this new ordinance. Clerk Lee to post the revised ordinance on social media and the website.

CLOSED SESSION WI STAT. 19.85(g) – Zoning Matter

Closed Session per WI Stat. 19.85(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. To discuss a zoning matter.

Motion by Rassbach, seconded by Ruud to observe closed session by roll call vote -Ruud-Aye; Koskovich-Aye; Miller-Aye; Moen-Aye; Johnson-Aye; Rassbach-Aye. 6-Ayes. Motion carried. The board entered closed session. 5:06 p.m.

Motion by Ruud, seconded by Moen to reconvene into open session. 6-Ayes. Motion carried. 6:02 p.m.

Board Action from Closed Session – None. Attorney Anders Helquist spoke about the zoning matter with Mike Kelly.

ADJOURN

Motion by Koskovich, seconded by Moen, to adjourn at 6:47 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON FEBURAY 5, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Wayne Miller called the regular board meeting to order on Monday, February 5, 2024, at 5:00 p.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting is properly noticed.

ROLL CALL

Board members present were Chairman Wayne Miller, Brenda Jelinek, Julie Ruud, Monica Moen, Carol Koskovich, Randy Johnson, and Dan Rassbach.

ALSO, PRESENT

Duane Myers, Cheryl Myers, Bill Hallock, Todd Conaway, Susie Conaway, Christina Thompson, Yvonne Clements, Clerk-Treasurer Janel Lee, and Deputy Clerk-Treasurer Debbie Bouma.

CONSENT AGENDA

Approval of the Agenda; the Regular Board minutes from January 4, 2024; Special Board meeting minutes from January 22, 2024; and the General, Water, Sewer, and Campground treasurer's reports. Motion by Johnson, seconded by Rassbach, to approve all items on the consent agenda. 7-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS

Public Comments or Concerns – Todd Conaway introduced himself as the New Minong Fire Chief.

Minong Summer Days – Christina Thompson spoke on the request to hold Summer Days in the same locations with the same setup as last year on August 9th and 10th, 2024. By consensus, the Board agreed to use the village ball fields and parks as they were last year. Thompson also inquired about moving the parade back to STH-77 if she can get enough volunteers to make the move happen. Clerk Lee offered to help Thompson with the application for the State if she can get enough volunteers.

Library Building – PILT – Yvonne Clements spoke to the Board about the changes at the Library and their new non-profit status. Further discussion will continue at the March meeting to consider options for PILT payments for 2024.

Sidewalk Fee – Waiver – Lakewoods Real Estate requests a one-time waiver for the sidewalk fee as they have never been charged a fee in the past and have always cleaned the sidewalk. Motion by Miller, seconded by Moen, to wave the sidewalk charge this one time, but it will be charged retroactively, if the sidewalk is not cleared promptly and the Village needs to do it again. 7-Ayes. Motion carried.

Appointment of New Planning Commission Members - Motion by Moen, seconded by Rassbach, to accept the Planning Commission Appointments as presented: Jerry Smith (3 years), Christine Holland (2 years), Duane Myers (one year). 7-Ayes. Motion carried.

PUBLIC WORKS – Streets/Utilities/Parks

January 16 Streets & Alley Minutes for Approval - Motion by Johnson, seconded by Miller, to approve the minutes of January 16, 2024, Streets and Alley minutes as presented. 7-Ayes. Motion carried.

Streets Committee Recommendations – Rassbach explained the recommendations for moving forward with the need for a dump truck for the Village and the possible two-year timeline. Motion by Ruud, seconded by Johnson, to move forward with exploring the options for financing a new dump truck and the process for getting quotes. 7-Ayes. Motion carried.

REGULAR BOARD MEETING

PAGE TWO

FEBRUARY 5, 2024

Dump Truck Quote - The Board reviewed the 5-yard dump truck quote from Monroe, and no action was taken at this time.

6'- 20' Bridge Program - Deputy Clerk-Treasurer Bouma explained the information gleaned from the WTA meeting regarding the 6'-20' Bridge Program. Bouma then talked to the Washburn Highway Commissioner about the program, and the county is willing to do the inspection and file the paperwork. Motion by Miller, seconded by Rassbach, to allow Washburn County Highway to complete the inventory of structures and file the paperwork to complete the program's first phase. 7-Ayes. Motion carried.

MSA-Quick Update Well House – Teresa Anderson updated Clerk Lee via email that MSA is making progress on the design for the wellhouse project. Anderson has been in touch with Bill Hallock for any questions that we have about the existing facilities. Meyers Electric has finished the interim repairs to wellhouse 2. Wellhouse one is on hold at this time because Meyers can install a variable frequency drive at a lower cost and would be an improvement to the old magnetic contactor that needs repair. However, this change needs DNR approval. The application has been submitted and Hallock is now waiting for a response from the DNR.

POLICE, HEALTH & LICENSES

Police Report

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

FINANCE & PERSONNEL

January 17th Finance Minutes for Approval - Motion by Ruud, seconded by Johnson, to approve the minutes of January 17, 2024, Finance minutes as presented. 7-Ayes. Motion carried.

Recommendations to Village Board- The board discussed the finance recommendations on the current holiday schedule and village office hours. Motion by Johnson, seconded by Moen to have the Village match the 11 holidays as requested by the police department and the holiday schedule offered by the Town of Minong. Chairman requested a roll call vote. Ruud-Nay; Jelinek-Nay; Koskovich-Nay; Moen-Aye; Rassbach-Nay; Johnson-Aye; Miller-Aye. Motion failed.

Motion by Rassbach, seconded by Jelinek to send the holiday schedule back to the finance committee in light of new information. 7-Ayes. Motion carried.

Village Office Hours – The recommendation of the finance committee was to alternate a half day off every other Friday, rather than closing the village office to the public for a full day on Fridays. A round table discussion was held with no consensus. Motion by Moen, seconded by Ruud to send this item back to the finance committee for further discussion.

Landfill Committee - A new dump attendant will be needed as the current one's last day is Friday the 9th so the dump may be closed on 2/10.

Fire & Ambulance – No new report given. The board thanked Todd Conaway for his service at the new Minong Area Fire Chief.

Clerk Correspondence or Updates – A letter from the Attorney updating campground issues was shared.

REGULAR BOARD MEETING
PAGE THREE
FEBRUARY 5, 2024

Public Comment/Agenda Items Only – None.

ITEMS FOR THE NEXT AGENDA – Holidays, office hours, dog licensing, transfer station, Police handbook.

NEXT REGULAR BOARD MEETING - March 4, 2024, at 5:00 p.m.

ADJOURN - Motion by Jelinek, seconded by Koskovich, to adjourn at 6:02 p.m. 7-Ayes. Motion carried.

Village President

Clerk-Treasurer

**MINUTES OF THE PUBLIC HEARING FOR THE COMMUNITY DEVELOPMENT
BLOCK GRANT APPLICATION HELD IN THE VILLAGE HALL LOCATED AT 123
5TH AVE MINONG, WI 54859 ON MARCH 4, 2024, AT 5:00 P.M.**

CALL TO ORDER

Chairman Wayne Miller called the Public Hearing to order on Monday, March 4, 2024, at 5:00 p.m. for the Community Development Block Grant Application. By inspection, all board members were present. Therefore, a quorum does exist, and the meeting is properly noticed.

ROLL CALL

Board members present were Chairman Wayne Miller, Brenda Jelinek, Julie Ruud, Monica Moen, Carol Koskovich, Randy Johnson, and Dan Rassbach.

ALSO, PRESENT AT THE PUBLIC HEARING

Duane Myers, Cheryl Myers, Yvonne Clements, Les Chandler, William Hallock, Todd Conaway, Susie Conaway, Jerry Smith, Lucas Shepard, Teresa Anderson, Clerk-Treasurer Janel Lee, and Deputy Clerk-Treasurer Debbie Bouma.

PUBLIC HEARING – CDBG-PUBLIC FACILITIES

The Village Board of the Village of Minong opened the public hearing regarding its proposed application for the Community Development Block Grant (CDBG) Public Facilities (PF) program. Teresa Anderson from MSA Engineering took the floor and presented overview information for the CDBG program that included identification of potential funding, eligible CDBG activities, presentation of identified community development and housing needs, the activities proposed for the CDGB application which includes replacement of wellhouse 1 and needed upgrade and repairs to wellhouse 2.

The floor was opened to input from the public regarding community development, housing needs and the proposed CDGB project for wellhouse 1 and 2. No members of the public offered comment.

ADJOURN PUBLIC HEARING - Motion by Moen, seconded by Koskovich, to adjourn at 5:07 p.m. 7-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON MARCH 4, 2024, AT 5:08 P.M.

CALL TO ORDER

Chairman Wayne Miller called the regular board meeting to order on Monday, March 4, 2024, at 5:00 p.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Chairman Wayne Miller, Brenda Jelinek, Julie Ruud, Monica Moen, Carol Koskovich, Randy Johnson, and Dan Rassbach.

ALSO, PRESENT

Duane Myers, Cheryl Myers, Bill Hallock, Todd Conaway, Susie Conaway, Yvonne Clements, Jerry Smith, Lucas Shepard, Les Chandler, Teresa Anderson Clerk-Treasurer Janel Lee, and Deputy Clerk-Treasurer Debbie Bouma.

CONSENT AGENDA

Approval of the Agenda; the Regular Board minutes from Feb 5th, 2024; the February General, Water, Sewer, and Campground treasurer's reports. Motion by Rassbach, seconded by Ruud, to approve all items on the consent agenda. 7-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS

Public Comments or Concerns – Les Chandler, owner of the old school requested information on putting up a storage building sign in the Village and was inquiring about water/sewer hook-up to the old school.

Minong Summer Days Ballfield Maintenance – Christina Thompson sent an email to Clerk Lee regarding maintenance items at the ballfield. The board held a brief discussion for general maintenance items such as fixing the snow plow damage on the ballfield fence, mowing and weeding as needed.

Library Building – PILT – Yvonne Clements attended the board meeting to discuss the payment in lieu of tax options (PILT). Clements explained that the amounts proposed were higher than expected and asked if it could be lower. Clerk Lee explained the negotiating options and will go back and review the numbers based on new budget information from Clements and present new options to the board members and Clements.

Wisconsin Town's Association 2024 District Meeting April 5th, 2024 8:15 a.m. to 3:00 p.m. – Clerk Lee and Bouma are signed up for the 2024 WTA District Meeting and opened it up to the board members who would like to attend the board of review training. Trustee Koskovich volunteered to go to the meeting. Further meeting information will include the ARIP overview, new information on the additional shared revenue for municipalities, and the small bridge/culvert program details and options for municipalities.

PUBLIC WORKS – Streets/Utilities/Parks

CDBG-PF Resolutions for Approval – Motion by Moen, seconded by Ruud to approve Resolution 2024-05 authorizing resolution for the submission of a community development block grant (CDBG) application; and Resolution 2024-06 authorizing resolution to commit match funds and certification of match funds secured. 7-Ayes. Motion carried.

MSA -Wellhouse Project Update – Teresa Anderson gave a general progress update to the board that the designs, plans, and measurements are being worked on to meet the CDBG Application deadline.

REGULAR BOARD MEETING

PAGE TWO

MARCH 4, 2024

Bulk Water Fill Station Letter – Teresa Anderson from MSA updated the board on the possibility of having a bulk water fill station as part of the wellhouse project. This is not an eligible item under CDBG, but the Village can submit a letter to the Wisconsin Department of Revenue to be considered for the addition of an automated bulk water fill station to their distribution system as eligible to receive funds from the safe drinking water loan program. Motion by Moen, seconded by Ruud to send the letter for the automated bulk water fill station to the Wisconsin Department of Revenue. 7-Ayes. Motion carried.

February 19th, 2024 Streets & Alleys Meeting Minutes - Motion by Jelinek, seconded by Rassbach to approve the February 19th Streets & Alleys meeting minutes. 7-Ayes. Motion carried.

Streets Committee Recommendations – Rassbach stated to the board that he would like more time to review the new dump truck quotes that were submitted. However, there was no significant price difference between the quotes. Chairman Miller asked for a financial update. Clerk Lee explained that in light of the large interim funding commitment needed for the wellhouse project, a new dump truck purchase exceed \$200k would not be recommended at this time. Chairman Miller did some checking on used dump truck options at a lesser cost. By consensus the board agreed that Duane Myers, Randy Johnson and Dan Rassbach schedule a day to go down to view the dump trucks that are available.

Street Sweeper – A lengthy discussion was held on the possibility of using the Elgin street sweeper as a trade in value toward the used dump truck. Hallock requested approval to spend \$2100.00 to fix the pump on the Elgin and spoke of the benefits of keeping the sweeper. By consensus, the board agreed to table the discussion on the street sweeper and go view the dump trucks, find out a value of the current sweeper, and bring it back to a special board meeting or the next board meeting.

POLICE, HEALTH & LICENSES

Police Report - Motion by Koskovich, seconded by Moen, to accept the police report as presented. 7-Ayes. Motion carried. Chief of Police Shepard said the call volume has increased, but is still very manageable for two officers.

Police Handbook – Chairman Miller gave a brief update on the police handbook. The police handbook is still being worked on and will need to be presented to the Police Board in its final stages for recommendations to the Town and the Village of Minong.

FINANCE & PERSONNEL

February 19th, 2024 Finance Minutes for Approval - Motion by Ruud, seconded by Moen, to approve the minutes of February 19th, Finance minutes as presented. 7-Ayes. Motion carried.

Finance Committee Recommendations- Ruud explained to the board that the finance committee recommends removing Veteran's Day as a floating holiday from the handbook to clean up the written language. They would also like to add for the 2025 budget year Veteran's Day and President's Day to the paid holiday time off schedule. Chairman Miller disagreed that paid time off would need to wait until 2025 as it would not affect the current budget. Motion by Ruud, seconded by Moen to approve the new holiday schedule for 2025. 6-Ayes; 1-Nay. Motion carried.

Village Office Hours – Motion by Ruud, seconded by Moen to rescind the 10 hour a day work week to have Friday off and have the office manage office hours and closures based on the existing policy 3.1 of the Village of Minong Employee Handbook. 7-Ayes. Motion carried.

REGULAR BOARD MEETING

PAGE THREE

MARCH 4, 2024

Transfer Station Update – Chairman Miller informed the board that Michael Marshall is the new dump attendant and has been doing well so far. Miller also stated that the scale needs to be replaced. The estimated cost will be about \$40k. The scale is still measuring correctly, but overall, upon inspection, the scale is too old, rusted and worn to just be repaired.

Clerk Correspondence or Updates – Clerk Lee shared research information with the board on the number of properties in the Village that are currently listed as non-profit and pay no payment in lieu of tax towards the local services such as police, fire and ambulance emergency services, road or infrastructure. Clerk Lee will be following up with the board with more specific information on which entities should be paying PILT, and the next steps of that process. Clerk Lee will also be looking at what properties are listed as tax exempt but have not been used as such in several years, or the PC-220 forms not filled out accurately to be returned to the tax roll.

Public Comment/Agenda Items Only – None.

ITEMS FOR THE NEXT AGENDA – PILT Update, Scot Kelly Northwood School, Dump Truck, Update, Easement Issue.

NEXT REGULAR BOARD MEETING - April 1, 2024, at 5:00 p.m.

ADJOURN - Motion by Jelinek, seconded by Moen, to adjourn at 6:50 p.m. 7-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON MARCH 11, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Wayne Miller called the regular board meeting to order on Monday, March 11, 2024, at 5:00 p.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting is properly noticed.

ROLL CALL

Board members present were Chairman Wayne Miller, Brenda Jelinek, Julie Ruud, Monica Moen, Carol Koskovich, Randy Johnson, and Dan Rassbach.

ALSO, PRESENT

Duane Myers and Debbie Bouma, Deputy Clerk Treasurer.

AGENDA

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

PUBLIC COMMENT – None.

DUMP TRUCK PURCHASE

Discussion was had on used trucks review and test driven. Motion by Moen and seconded by Rassbach to purchase the 2006 Sterling 750 for \$69,900 less the trade in, to be with an internal loan from the sewer extension fund with the repayment plan presented. 7-Ayes. Motion carried.

ELGIN STREET SWEEPER

Motion by Moen and seconded by Rassbach to use the Elgin Street Sweeper as a trade in with the value of \$10,500 towards the purchase of 2006 Sterling 750. 7-Ayes. Motion carried.

CAMPGROUND UPDATE AND ATV WASH STATION

Deputy Clerk informed the board of the conference call that occurred with CBS squared, Village Attorney and the DNR about the campground project. The DNR extended the grant time until June 30, 2025, due to the bonding company involvement, but they did state the ATV wash station should be included as it was in the original scope of the project.

The Deputy Clerk asked the Board for approval to explore a grant option that could benefit the campground pavilion and restrooms. By consensus the Board agrees to move forward with exploring the opportunity.

PUBLIC COMMENT ON AGENDA ITEMS ONLY –None.

ADJOURN

Motion by Jelinek, seconded by Koskovich, to adjourn at 5:24 p.m. 7-Ayes. Motion carried.

Village President

Deputy Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING

HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859

ON APRIL 1, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Wayne Miller called the regular board meeting to order on Monday, April 1, 2024, at 5:00 p.m. By inspection, all members were present except Dan Rassbach who was excused. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Chairman Wayne Miller, Brenda Jelinek, Julie Ruud, Monica Moen, Carol Koskovich, Randy Johnson.

ALSO, PRESENT

Scot Kelly, Eva Johnston, Duane Myers, Cheryl Myers, Bill Hallock, Todd Conaway, Susie Conaway, Lucas Shepard, Clerk-Treasurer Janel Lee, and Deputy Clerk-Treasurer Debbie Bouma.

CONSENT AGENDA

Approval of the Agenda; the Regular Board minutes from March 4th, 2024, and Special Board minutes from March 11, 2024; the February General, Water, Sewer, and Campground treasurer's reports. Motion by Koskovich, seconded by Ruud, to approve all items on the consent agenda. 6-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS

Public Comments or Concerns – None.

Northwood School District Updates – Superintendent, Scot Kelly gave a brief update to the board on staffing needs at the school due to several retirements and the gradual increase in enrollments. Northwood School is participating in the International Teacher Exchange Program, and they are very excited to have a new math teacher from this program. The HVAC upgrades have been completed; the bus shelter construction will start in the next few months depending upon the weather. Kelly also spoke about the community focus group including representation from all the municipalities and the potential of an operational referendum that would increase tax dollars to the school. The need for the referendum is to address the revenue decline and increasing expenses. Kelly spoke of a larger operating deficit in 2025. A survey will be available online and sent out to residents to get their feedback on the referendum. Kelly will return in June for an update, and survey results.

Washburn County Housing Authority Update – Director, Eva Johnston gave an update on the Edgewood Apartments. Currently, the apartments are in full tenancy. There have been no recent notices of move-outs or evictions. Building C and B need roof replacements. Johnston is working with Westlund Engineering to help write the grant for available rural development funds. Currently, reserve funds are set aside in \$621.00 increments each month. Current reserve funds stand at \$62,000.00.

PILT - Library – Clerk Lee presented to the board the amount of yearly payment in lieu of tax (PILT) the library is stating that they can afford to pay. A brief discussion was held. Motion by Miller, seconded by Koskovich to postpone a decision on the PILT amount until the board can view the financials previously requested by Clerk Lee. 6-Ayes. Motion carried.

Tax Exempt Report Update – Clerk Lee informed the board that further investigation into the tax-exempt properties is ongoing. Lee reached out to Washburn County, the current tax assessor, County land records and the Village attorney for more information.

REGULAR BOARD MEETING

PAGE TWO

APRIL 1, 2024

Victory Lane Gas Station “Class A”/Class “A” Liquor License and Cigarette License – Motion by Miller, seconded by Moen to conditionally approve the “Class A”/Class “A” combination liquor license and tobacco license pending the confirmed sale of the business on April 11, 2024. 6-Ayes. Motion carried.

Update on Dog Licenses/Multi-Dog Licenses – The board discussed and reviewed Section 6.3 (b) for multiple dog license regulations. By unanimous consensus, the board agreed to the interpretation that if an owner had three dogs or more, they could choose to pay for the license individually, or apply for a multiple dog license.

Minong Summer Days – The Board reviewed the application for permission to detour State highway traffic and determined that parade has successfully been conducted down Railroad Street and should remain on Railroad Street or a different street if it is not STH 77.

Campground Update – Clerk Lee gave the board an update for the Campground Expansion Project. Major items are to complete the campground with the ATV wash station and have a new contractor address the construction deficiencies and items left unfinished by the previous contractor. A one-year extension was granted to complete the campground and still apply for the grants funds that were originally awarded.

POLICE, HEALTH & LICENSES

Police Report - Motion by Moen, seconded by Johnson, to accept the police report as presented. 6-Ayes. Motion carried.

Police Handbook – The new police report handbook was reviewed by the Village Board. Motion by Moen, seconded by Ruud to approve the employee handbook for the police department. 6-Ayes. Motion carried.

PUBLIC WORKS – Streets/Utilities/Parks

Teresa Anderson MSA Wellhouse Project Updates – The information gathering stage has been completed. This includes the topo survey, interior measurements, and photographing the interior and exterior of the sites. MSA has completed the CAD modeling required for design of mechanical and electrical systems inside of the buildings. MSA will review progress with DPW soon and remain on track to complete the plans and the specifications by the May 16th CDBG application deadline and the June 30th SDWLP application deadline.

Interim Funding for Wellhouse Project – Clerk Lee included for the board the Wellhouse 1 & 2 interim funding financing requirements, so the board is aware of the upcoming process to fund items prior to when the safe water drinking loan funds the project. **Resolution Declaring Intention to Reimburse Expenditures from Borrowing** – Clerk Lee reached out to MSA but did not hear back on the resolution for this meeting.

Street Maintenance – Director of Streets Duane Myers asked Clerk Lee to find out what we have currently in funds available for street maintenance such as flex patching and crack sealing. Current estimated funds available are \$41k. Myers said he could get some estimates together. By consensus, this item will first go to the Streets Committee for recommendation to the full board.

Dump Truck Update – The dump truck has been received. There are a few minor issues to fix on the truck, but overall, it is in excellent condition. The board discussed getting lettering for the truck. Duane and Cheryl Myers will apply the lettering to the new dump truck.

REGULAR BOARD MEETING

PAGE THREE

APRIL 1, 2024

VILLAGE BOARD REGULAR BUSINESS - CONTINUED

Village Smoking Policy – The Village board reviewed the current smoking policy which states that in keeping with the Village of Minong’s intent to provide a safe and healthful work environment, smoking in the workplace is prohibited except in those locations that have been specifically designated as smoking areas. In institutions where the preferences of smokers and nonsmokers’ conflict, the choice of the nonsmokers will prevail. This policy applies equally to all employees and our customers and visitors. Chairman Miller stated there should absolutely no smoking in the Village vehicles or public works buildings. Miller also stated that the employee handbook should be updated with the properly designated smoking areas and distance requirements from public buildings for smoking.

Transfer Station Update- Chairman Miller updated the board. A new scale for the transfer station has been ordered, the total cost will be around \$70k to be paid from existing funds. It comes with a 12-year warranty and two inspections a year. It will have stop and go lights as well as a display so the customer can see the weight being recorded. If they ever re-vamp the transfer station to a drive through system, this scale can be converted for that purpose without having to buy a new one. The compactor to replace the need to haul to Sarona is still estimated to be delivered by July 1st, 2024. Transfer station meetings will go from month to month to quarterly.

Fire and Ambulance Update- Chairman Miller updated the board that the Fire Department will be implementing a \$500 dollar charge for fire suppression. The cost of the water taken from Village hydrants will be paid from that billing. The fire and ambulance board decided to meet towards the end of the year for budget purposes or when circumstances require additional meetings. The Fire and Ambulance run/call report showed that there were 36 runs for the Ambulance and 11 calls for the Fire Department in January and February of 2024.

Clerk Correspondence or Updates – Clerk Lee reminded the board that the office will be closed for training in Cable on April 5th all day. The office will also be closed for additional educational training from April 23 (half-day) through April 24th-26th (full day office closure). The 2024 Spring Election will be April 2nd, 2024. The dates for 2024 property assessment Open Book and Board of Review will be as follows: Open Book, May 1st, 2024, from 2 – 4 p.m. Board of Review, May 8th, 2024, from 5-7 p.m.

Public Comment/Agenda Items Only – Chairman Miller sincerely thanked Brenda Jelinek for her service to the Village Board. Brenda will be missed. This creates a vacancy on the Village Board for anyone who is interested. Clerk Lee will be posting the vacancy on the website and the Village FaceBook page.

ITEMS FOR THE NEXT AGENDA – Building ordinance, dog ordinance, camper permit, revised parking ordinance for winter parking. The Village Board will discuss these items and pass it on to the planning commission to research and recommend changes to the Village Board.

NEXT REGULAR BOARD MEETING – May 6, 2024, at 5:00 p.m.

ADJOURN - Motion by Jelinek, seconded by Moen, to adjourn at 6:20 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING

HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859

ON MAY 6, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Wayne Miller called the regular board meeting to order on Monday, May 6, 2024, at 5:00 p.m. By inspection, all members were present except Carol Koskovich, who was excused. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Chairman Wayne Miller, Julie Ruud, Monica Moen, Dan Rassbach, and Randy Johnson.

ALSO, PRESENT

Eva Johnston, Duane Myers, Cheryl Myers, Bill Hallock, Alicia Hailey, Richard Hailey, Kitty Waggoner, Tereasa VanDeslunt, Becky Strohmman, Doug Anderson, Tim Fritsch, Gerald Fritsch, Clerk-Treasurer Janel Lee, and Deputy Clerk-Treasurer Debbie Bouma.

CONSENT AGENDA

The Board reviewed the consent agenda, which included the minutes from the April 1st Regular Board Meeting and the Monthly Treasurer's Report for the General/Water/Sewer and Campground. Motion by Ruud seconded by Moen, to accept the consent agenda without any additions, corrections, or concerns. 5-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS

WCHA Edgewood Apartments– Eva Johnston

Johnston updated the Board that the apartments are at full tenancy and have no tenant issues. She reported that both roofs on Buildings B and C need replacement. The reserve fund can only cover one. Johnson asked the Village to cover the cost of the second roof replacement. A brief discussion was held on Johnston's request for help in covering the second roof. By unanimous consent, the board chose to postpone a decision for more information regarding reserve fund uses.

LongBranch Saloon Purchase – Tentative Liquor License Approval

Motion by Rassbach, seconded by Ruud, to conditionally approve the "Class B"/Class "B" combination liquor license pending the confirmed sale of the business set for May 10, 2024. 5-Ayes. Motion carried.

Small Ballfield – Alicia and Richard Hailey

Hailey requested the use of the small ballfield, and they have lined up volunteers to mow and maintain the field for the little league season. Motion by Miller, seconded by Rassbach, to approve the use as a one-year trial period as presented. 5-Ayes. Motion carried.

Adjacent Village Parcel to 685 Shell Creek Rd – Becky Strohmman

Strohmman asked the board about possibly purchasing a small section of land adjacent to her property. Clerk Lee reached out to Washburn County and found that the parcel labeled "ROW" is owned by the Wisconsin Department of Transportation (WIS DOT). Strohmman will need to reach out to discuss the purchase with WIS DOT. Further discussion was held with Strohmman for an additional shed on her property for storage. The board determined that this would be a variance request and that she will need to start a variance application to the Zoning Board of Appeals.

Special Event Permit Review and Approval

After discussion and concerns were raised by Trustee Ruud, Motion by Miller, seconded by Moen, to table the special event permit until the next meeting for additional corrections and revisions. 5-Ayes. Motion carried.

Farmers Market – Kitty Waggoner

Waggoner presented the Board with a request for the farmers market to be held June 19th through September 4th on Wednesday from 10:30 a.m.-3:30 p.m. Motion by Rudd, seconded by Moen, to approve the farmers market plans as presented as long as a certificate of insurance is given with the Village listed as insured and it does not interfere with the use of the little league ball field or the post office. 5-Ayes. Motion carried.

Police Report - Motion by Moen, seconded by Rasbach, to accept the police report as presented. 5-Ayes. Motion carried.

Public Comments or Concerns – None.

NEXT SECOND REGULAR BOARD MEETING – May 20, 2024, at 5:00 p.m.

CLOSED SESSION Pursuant to Wis Stat. 19.85. (g). Campground Matter, Conditional Use Permit Matter. Wis Stat 19.85 (c)(f)(g). Personnel/Utility Rate Matter, PILT Financial Review, and CDBG Application Status. (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has authority or exercises responsibility. **(f)** Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. **(b)** applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. **(g)** Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategies to be adopted by the body with respect to litigation in which it is or is likely to become involved. Motion by Moen, seconded by Johnson, to convene into closed session. Roll call: Ruud- Aye, Moen- Aye, Miller- Aye, Rassbach-Aye, Johnson-Aye. 5- Ayes. Motion carried.

RECONVENE – To Open Session for Possible Action on Closed Session. Motion by Moen, seconded by Rassbach, to reconvene into open session. 5-Ayes. Motion carried.

- Motion by Ruud, seconded by Moen, to begin working with Ehlers Financial to help with a sewer/water rate study, and other operational strategies for the Village. 5-Ayes. Motion carried.
- PILT meeting on May 20, 2024, at 4:30 p.m. with a closed session for the library.
- Motion by Miller, seconded by Moen, to postpone the CDBG grant process until next year. 5-Ayes. Motion carried.

ADJOURN - Motion by Rudd, seconded by Moen, to adjourn at 7:55 pm. 5-Ayes. Motion carried.

Village President

Clerk-Treasurer

**MINUTES OF THE BOARD OF REVIEW OF THE
VILLAGE OF MINONG, WI HELD AT THE VILLAGE HALL
WEDNESDAY MAY 08, 2024, AT 5:00 p.m.**

CALL TO ORDER: Clerk Janel Lee called the Board of Review to order at 5:00 p.m. on Wednesday, May 08, 2024. The 2024 Board of Review was held at the Village of Minong Village Hall located at 123 5th 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 Wayne Miller, Dan Rassbach, Janel Lee, Clerk Treasurer, and Monica Moen.

Also present was Steve Nordquist-Assessor.

CHAIRPERSON: The first order of business is for the board to elect a chairperson for this meeting. Miller nominated Janel Lee to chair the Board of Review. Motion by Miller seconded by Moen to appoint Janel Lee to chair the Board of Review. 4-Ayes. Motion carried.

VICE-CHAIRPERSON: Motion by Lee seconded by Rassbach to appoint Monica Moen as Vice-Chairperson. 4-Ayes. Motion carried.

**VERIFY TRAINING
REQUIREMENTS
TO THE DEPT OF
REVENUE:** One board member has met the mandatory training requirements. This information was submitted to the Department of Revenue on March 8th, 2024 at 4:56 p.m.

**VERIFY
CONFIDENTIALITY
ORDINANCE:** Chairwoman Lee verified Confidentiality Ordinance Sec. 2-245 – Limitations on right to access paragraph C, item 3.

REGULAR BOARD MEETING

PAGE TWO

MAY 08, 2024

**VERIFY ASSESSOR
FILINGS:**

As of May 8th, 2024, all reports related to the Board of Review have been filed by Assessor, Steve Nordquist.

**RECEIPT OF 2024
ASSESSMENT ROLL:**

Assessor Steve Nordquist turned over the 2024 Assessment Role to Chairwoman, Janel Lee. The Assessor's Affidavit has been completed by Nordquist and witnessed by Clerk-Treasurer/Chairwoman Lee as of May 08, 2024.

**ASSESSMENT ROLL REVIEW
STATUATORY
DUTIES:**

The assessment role was examined. No changes to calculations, descriptions were made. Chairwoman Lee verified with the Assessor that there were no open book changes to the assessment role this year.

**HEARINGS,
OBJECTIONS AND
CONSIDERATIONS:**

Agenda Items: 16-22 – None. No requests were received 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 08, 2024.

ADJOURN:

Motion by Rassbach, seconded by Miller to adjourn at 7:00 p.m. 4-Ayes. Motion carried. Board of Review Meeting adjourned.

Chairperson

Village President

MINUTES OF THE VILLAGE OF MINONG SECOND REGULAR BOARD MEETING

HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859

ON MAY 20, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Wayne Miller called the regular board meeting to order on Monday, May 20, 2024, at 5:33 p.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting was properly noticed. The meeting started later due to the special board meeting running longer than expected.

ROLL CALL

Board members present were Chairman Wayne Miller, Julie Ruud, Carol Koskovich, Monica Moen, Dan Rassbach, and Randy Johnson.

ALSO, PRESENT

Todd Conaway, Clerk-Treasurer Janel Lee, and Deputy Clerk-Treasurer Debbie Bouma.

APPROVAL OF AGENDA

Motion by Ruud, seconded by Moen, to approve the agenda as presented. 6-Ayes. Motion carried.

VILLAGE OF MINONG REGULAR BUSINESS – Discuss/Review/Act

Public Comments or Concerns: None.

Right of Way (ROW) Land Purchase Inquiry: This item was postponed until more information can be collected.

Special Event Permit Review for Approval: Discussion was held. Motion by Miller, seconded by Moen, to approve the Special Event Permit with one correction. 6-Ayes. Motion carried.

Portable Bathrooms for the Park-Small Ballfield: Ruud motioned to place a porta potty in the play park/ small ball field. Chairman Miller asked for a second three times. Motion failed. Motion by Ruud and seconded by Rassbach to investigate and collaborate on possibilities for placing a porta potty in the park/small ball field. 4 Ayes, 2 Nays. Motion carried.

Northwood Charter – Playground Update: Rassbach spoke of his meeting with the kids of Northwood Charter School, who are working on Park improvement plans in the area. This group will volunteer to clean up the volleyball court and is working on a way to have a ball and net that people can use once a system can be devised to save it from vandalism.

Act 12 Update – Property Assessed on Leased Land: Clerk Lee spoke of the current changes to personal property elimination with Act 12; the village land currently being leased to Hopkins Sand and Gravel will now be charged property tax for improvements instead of the personal property they are currently paying for the year of 2025. The Clerk will contact Hopkins Sand and Gravel to inform them of the change and future tax bills will be sent to Hopkins Sand and Gravel for payment.

Fire Department – Golf Outing Fundraiser – Donation Request: Fire Chief Conaway asked for the Campground to donate an RV Site for the Golf Fundraiser to sponsor a hole. Motion by Ruud, seconded by Johnson, to donate a two-night (Sunday to Thursday) stay for an RV or tent site, good for one year from the date of the fundraiser. 6-Ayes. Motion carried.

SECOND REGULAR BOARD MEETING

PAGE TWO

MAY 20, 2024

Minong Area Youth Property Request for Link St. Ball Park: The Clerk informed the Board of a phone call from the Minong Area Youth representative Karli Duke requesting to swap the Links St property for the small ball field property now that the field has been restored. By consensus, the Board chose not to entertain this request, as the playpark and small ball field currently serve their donated purpose and can be used for other events as well.

Ordinance Requested Items from 04/01/2024 Regular Board Meeting (The Village Board will discuss these items and pass it on to the planning commission to research and recommend changes to the Village Board):

1. Building Ordinance: Board concerns are updating and organizing building and zoning ordinances, and require roof permits with an explanation for the desposal of materials.
2. Dog Ordinance: The board would like to clear up the ordinance wording for dog owners who have less than five dogs so that they have the choice of individual licenses. Five or more dogs require proof of insurance and a multiple dog permit costing \$100.00.
3. Camper Permit: The board discussed clarifying the wording of this ordinance and requiring a permanent residence in order to have a camper stored on a residential lot.
4. Revised Parking Ordinance for Winter Parking: The board would like to update this ordinance with a winter parking schedule or something similar to calendar parking.
5. Penalties for Ordinance Violations: The Board was advised of information sent to the County DA for review by the Police Chief regarding ordinance citations. The board would like to update the ordinances so specific penalties for ordinance violations are clearer.

PUBLIC WORKS/STREETS - Review of Current Sewer Utility Rates

The Board reviewed and made suggestions on the material presented by Clerk Lee for increasing the sewer rates. The Clerk will implement these suggestions in a new resolution for consultation at the June meeting.

PARKS AND RECREATION - Campground Expansion Progress Update from CBS 2

The Clerk advised the Board that the bidding process was underway by CBS 2 now that a new topographical survey was completed. New bid specifications will be done by CBS 2 requiring an onsite inspection by potential bidders to get an understanding of the work needed to fix all items not built to original design specifications and to finally finish the work left undone by the previous contractor.

PUBLIC COMMENT ON AGENDA ITEMS ONLY: None.

ITEMS FOR DISCUSSION ON THE NEXT AGENDA: Restroom for parks, sewer rates, response from letters sent for clean up of blighted property.

SCHEDULE NEXT REGULAR BOARD MEETING: Monday, June 3, 2024, at 5:00 p.m.

ADJOURN - Motion by Koskovich, seconded by Moen, to adjourn at 7:32 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG
ANNUAL ORGANIZATIONAL BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON MAY 20, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Wayne Miller called the special board meeting to order on Monday, May 20, 2024, at 5:15 p.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting is properly noticed. The meeting started a bit late due to the unexpected length of the Special Board Meeting at 4:30 p.m.

ROLL CALL

Board members present were Chairman Wayne Miller, Julie Ruud, Monica Moen, Carol Koskovich, Randy Johnson, and Dan Rassbach.

ALSO, PRESENT

Todd Conaway, Janel Lee, Clerk-Treasurer, and Debbie Bouma, Deputy Clerk-Treasurer.

APPROVAL OF AGENDA:

Motion by Rassbach, seconded by Koskovich, to approve the agenda as presented. 6-Ayes. Motion carried.

DISCUSS/ACT – ORGANIZATIONAL MEETING OF THE NEW BOARD

- a. Village Board Vacancy** – Discussion was held, Clerk is to post applications for the opening on the Village Board. The applications of interest will be reviewed at the next regular board meeting in June if any are received.
- b. Committee Appointments and/or Vacancies** - Motion by Moen, seconded by Rassbach, to approve the Planning Commission Board Appointments as presented, Jerry Smith for a three-year term, Christine Holland for a two-year term, and Duane Myers (Park and Streets) for a one-year term. 6-Ayes. Motion carried. Motion by Miller, seconded by Moen, to approve the Side Committees as present with hopes of finding citizen members to step up to fill vacant openings. 6-Ayes. Motion carried.
- c. Pending Variance Hearing – Zoning Board of Appeals** - Discussion was held on the need to find citizen members to step up to fill vacant openings.

ADJOURN

Motion by Moen, seconded by Rassbach, to adjourn at 5:33 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON MAY 20, 2024, AT 4:30 P.M.

CALL TO ORDER

Chairman Wayne Miller called the special board meeting to order on Monday, May 20, 2024, at 4:30 p.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting is properly noticed.

ROLL CALL

Board members present were Chairman Wayne Miller, Julie Ruud, Monica Moen, Carol Koskovich, Randy Johnson, and Dan Rassbach.

ALSO, PRESENT

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

APPROVAL OF AGENDA:

Motion by Moen, seconded by Rassbach, to approve the agenda as presented. 6-Ayes. Motion carried.

CLOSED SESSION

Closed Session Pursuant to Wis Stat. 19.85.(e)(f), PILT - Library (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. **(f)** Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. **(b)** applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Motion by Miller, seconded by Rassbach to observe closed session by roll call vote -Ruud-Aye; Koskovich-Aye; Miller-Aye; Moen-Aye; Johnson-Aye; Rassbach-Aye. 6-Ayes. Motion carried. The board entered closed session at 4:36 p.m.

Reconvene – To Open Session for Possible Action on Closed Session

Motion by Ruud, seconded by Moen, to approve the amount of \$1,014.59, Option 2, to be payable beginning in 2025 and last for five years before reconsideration. 6-Ayes. Motion carried.

ADJOURN

Motion by Moen, seconded by Miller, to adjourn at 5:14 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON JUNE 5, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Wayne Miller called the regular board meeting to order on Wednesday, June 5, 2024, at 5:00 p.m. By inspection, all members were present except Julie Ruud, who was excused. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Chairman Wayne Miller, Monica Moen, Dan Rassbach, Carol Koskovich and Randy Johnson.

ALSO, PRESENT

Chief of Police Lucas Shepard, Teresa Anderson, Jerry Smith, Duane Myers, Cheryl Myers, Bill Hallock, Todd Conaway, and Clerk-Treasurer Janel Lee.

CONSENT AGENDA

The Board reviewed the consent agenda, which included the minutes from the May 6th Regular Board Meeting; the May 20th, Special Board meeting; and Second Regular Board meeting. The Monthly Treasurer's Report for the General/Water/Sewer and Campground. Motion by Moen seconded by Rassbach, to accept the consent agenda without any additions, corrections, or concerns. 5-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS

Public Comment or Concerns – None.

MSA– Teresa Anderson Wellhouse Project Update

The design team has been wrapping up ongoing design tasks to make the project easier to resume next year. Approximately 70% of the design contract has been used and the Village anticipates receiving an invoice for that amount. The design team will need to start work again in January 2025 to prepare for submittal of plans and specifications with the CDBG application in May 2025. At this time, fees will begin to accrue again. There will be no engineering costs due to the postponement of the project. Additional re-application fees will apply for preparation of the updated CDBG application. The DNR determined that a bulk water fill station is not an eligible grant item and therefore cannot be included.

Minong Summer Days – Jerry Smith

Smith wanted to confirm with the board that they can use the same location as in previous years for Minong Summer Days. Chairman Miller confirmed that it is Village property and is to be used for a variety of community activities with permission from the Village Board.

Trustee Application – Village Board

Motion by Moen, seconded by Koskovich to postpone a decision on appointment until the applicant for the Village Board can attend a meeting. 5-Ayes. Motion carried.

Zoning Board of Appeals Appointments

Motion by Miller, seconded by Johnson to appoint Joshua Booth, Brenda Jelinek, Alisha Booth, and Janel Lee to the Zoning Board of Appeals. 5-Ayes. Motion carried. Motion by Miller, seconded by Moen to appoint Janel Lee as the Zoning Board of Appeals Chairperson. 5-Ayes. Motion carried.

REGULAR BOARD MEETING

PAGE TWO

JUNE 5, 2024

Review and Approve Standard PILT Agreement – The Library and Literacy Center

The board reviewed the standard agreement for payment in lieu of tax for the library. Motion by Moen, seconded by Rassbach to approve the agreement and send it to the library. 5-Ayes. Motion carried.

Ehlers Engagement Letter

The board reviewed the engagement letter for Ehlers Management Firm to assist with investment planning, and the water and sewer rate study. Motion by Moen, seconded by Koskovich to approve going forward with Ehlers. Trustee Rassbach requested quotes prior to Ehlers starting any work on the water and sewer rates. 5-Ayes. Motion carried.

Parks – Portable Bathroom

The board had a brief discussion. Motion by Miller, seconded by Moen to postpone further discussion until the next meeting. 5-Ayes. Motion carried.

Scrap Metal – Update

Streets Director Duane Myers updated the board on cleaning up all the scrap laying around in different areas of the Village. Myers requested that some of the funds be used to purchase a rowboat for the sewer ponds. The board was in unanimous agreement. The board thanked Myers and Hallock for how good the Village is looking from their hard work.

Liquor License Approval 2024-2025

Motion by Miller, seconded by Moen to approve the annual liquor licenses with the exception of Sportsmen's Headquarters, LLC to clarify seating requirements for the license. 5-Ayes. Motion carried.

Class B Liquor and Beer: Jack Links Community Center- Katie Denninger, agent; Trade name- Jack Links Community Center, 714 West Hokah Street, Minong, WI, 54859. PT Outlot 27 DOC#379548 QC Minong, Wisconsin.

Class B Liquor and Beer: P&L Inc – Phillip Pagorek, agent; Trade name P&L located at 203 5th Ave, Minong, WI, 54859. Block 12, Lots 1-6, Sub of Lot C, 1st Floor & 2 Garages Minong, Wisconsin.

Class B Liquor and Beer: TR Club Northern – Thomas Morris, agent; Trade name TR Club Northern located at 306 5th Ave E, Minong, WI, 54859. W. 25' of S ½ L6 Block 8 & W. 25' L7 & 8 Block 8 Minong, Wisconsin.

Class A Liquor and Beer: Edwards Oil Inc – Peggy Purinton, agent; Trade name Lucky Seven General Store, located at 1030 Hokah Street, Minong, WI, 54859. Building on Lot #1 CSM 2278 Minong, Wisconsin.

Class A Liquor and Beer: IGA Country Foods of Minong Inc – Robert Henson, agent; Trade name Henson's Country Foods, located at 403 Business 53, Minong, WI, 54859. Building on Part of Lot 1 & 7, all of Lots 2-6 of Block 1, Gorud's Addition Minong, Wisconsin.

Class A Liquor and Beer: Victory Lane – Sabina Karki Nirrula, agent; Trade name Victory Lane, located at 511 5th Ave, Minong, WI, 54859. Building W. 129.8' Lot 15 Block 2 Gorud's Addition Minong, Wisconsin.

Police Report

Motion by Moen, seconded by Koskovich, to accept the police report as presented. 5-Ayes. Motion carried.

Transfer Station Update

Chairman Miller informed the board that the new scale is in place at the transfer station. The new roll off is expected sometime in July and the transfer station will temporarily be shut down for that installation.

Fire and Ambulance Report

Clerk Lee informed the board that Attorney Anders Helquist is working to get the new EIN for Fire and Ambulance set up under the participating municipalities.

REGULAR BOARD MEETING

PAGE THREE

JUNE 5, 2024

Annual Review of Sewer Utility Rates

Clerk Lee presented to the board information on the current rate schedule and the proposed 8% increase to match the Water Utility rate increase earlier this year. Motion by Moen, seconded by Koskovich to approve Resolution 300-06-2024 8% sewer rate increase including the addition and increase in operation and maintenance charges for all utility users. 5-Ayes. Motion carried.

Public Comments on Agenda Items Only – None.

Items for the Next Agenda

Consumer Confidence Report; Compliance Maintenance Annual Reporting; Temporary employees for the campground; Update on letters for the dilapidated buildings in the Village.

ADJOURN - Motion by Moen, seconded by Koskovich, to adjourn at 6:02 p.m. 5-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG SECOND REGULAR BOARD MEETING

HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859

ON JUNE 24, 2024, AT 5:00 p.m.

CALL TO ORDER

Chairman Wayne Miller called the regular board meeting to order on Monday, June 24, 2024, at 5:00 p.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Chairman Wayne Miller, Monica Moen, Dan Rassbach, Carol Koskovich, Julie Ruud, and Randy Johnson.

ALSO, PRESENT

Steven Hiller, Roxanne Robinson, Christina Thompson, Jerry Smith, Duane Myers, Bill Hallock, Debbie Bouma, Deputy Clerk-Treasurer, and Clerk-Treasurer Janel Lee.

CONSENT AGENDA

The Board reviewed the consent agenda, which included the minutes from the June 5th Regular Board Meeting. Motion by Moen, seconded by Rassbach, to accept the consent agenda without any additions, corrections, or concerns. 6-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS

Public Comment or Concerns – None

Roxanne Robinson – Demolition Permit Requirements

Roxanne Robinson responded to the Village Board's request for removal of a dilapidated building on her property. Robinson requested more time to complete the demolition herself to recycle what can be reused. Motion by Miller, seconded by Moen, to allow an extension until September 1, 2024, for Robinson to file a demolition permit, contact Diggers Hotline, and complete the removal of the building naming herself in writing as being responsible for entire process holding the Village harmless for any damages or injuries. 6-Ayes. Motion carried.

Minong Summer Days – Picnic License for Approval

Motion by Miller, seconded by Moen, to approve the Minong Summer Days Picnic License for August 9th and 10th, 2024. 6-Ayes. Motion carried.

Board Discussion - Link Ballfield, Village Youth Ballfield

The Board had a brief discussion. Motion by Miller, seconded by Moen, to state for the record, that the Village of Minong has no plans to trade or sell the playpark/small ballfield. 6-Ayes. Motion carried. Clerk Lee to send a letter to the Youth organization about their decision.

Trustee Application – Village Board

The board reviewed the application of interest for Trustee from Steven Hiller. Motion by Moen, seconded by Rudd, to appoint Steven Hiller for the Village Board for the remaining 2-year term for trustee. 6-Ayes. Motion carried.

Washburn County Housing Authority

Roof Discussion – Chairman Miller started the discussion on the roof replacement for the Edgewood Apartments “C” building. The roof shingles had not exceeded the warranty from when they were originally installed. The Village Board had requested that Eva come back with more information on the shingles, and who installed them and warranty information. The roof was replaced, and no requested information was brought back to the Village Board. Further board discussion on this matter included the re-establishment of a Minong Housing Board and until such time that a board could be formed, the Village Board has the responsibility as the owner of the

REGULAR BOARD MEETING

PAGE TWO

JUNE 24, 2024

property to oversee any major spending for construction projects to ensure that the work is a necessary cost. The Village Board also would like a report on the Minong housing financials and budget status on a monthly basis.

Community Service

Chairman Miller presented to the board of being open to accepting individuals who are required to do community service. It would be an effective way to get additional work done for the Village at no cost. Motion by Moen, seconded by Koskovich to set-up a plan for a community service program in the Village. 6-Ayes. Motion carried.

Campground Mowing

The Board had a brief discussion on the hours spent by Public Works/Streets maintaining the campground. Suggestions were made to have temporary labor next season. This item was tabled for next season and will go to the finance committee for additional research and follow-up with the board.

2023 (CMAR) Compliance Maintenance Resolution #300-10-2024

The Board had a brief discussion with Hallock on the compliance report. Motion by Miller, seconded by Moen, to approve the presented 2023 (CMAR) Compliance Maintenance Resolution #300-10-2024 with the correction to remove the statement that the Village Board has contracted with Ehler's financial for a sewer/water rate study. 4-Ayes. 2-Nays. Motion carried.

New Sewer Rates, Sewer Deduct Meter, and Unmetered Services

Clerk Lee presented to the board a 17 year deduct meter report highlighting the increasing usage from 2020 to 2023 for deduct meters. From 2020 to 2023 the sewer utility deducts totaled \$37,743.91. This is a combination of deduct meters for short and prolonged periods of time. There are no quarterly fees for a deduct meter that is kept indefinitely. There is only a \$40 refundable deposit for when the meter is eventually returned with no quarterly fees for long term use. Lee also did research with other municipalities on if deduct meters are used, and how they charge for the meter. The majority of other municipal services have water only meters and deduct meters for short term use, for example, pool fills. The meter is required to be returned immediately after short term use has concluded or within a certain number of days, or they will be charged for the meter. If a deduct meter is used for seasonal use, the property owner must purchase the meter at full cost for water only and they are charged quarterly to read the meter and its usage according to PSC tariff regulations AM-1. Fees are to be set by the Village Board from time to time. By consensus, the board agreed that the first step is to have all temporary deduct meters turned in by November 1st, 2024, and the finance committee is to do further research on long term deduct meters, current and actual cost of meters and quarterly utility charges for water only meters. The board asked Clerk Lee to include a letter to utility customers in the next couple quarters informing residents and businesses that they must be returned to inventory by November 1st, 2024. A new system for water only/deduct meters will be put in place for 2025.

Parks – Portable Bathroom

Trustee Ruud presented her research information on the cost of a portable bathroom for the park. Motion by Rudd to place a Portable Bathroom in the park for the rest of the season from Jiffy Biffy for \$200 a month including cleaning; and to continue using the current funds received from the building damage at 503 2nd Street. Chairman Miller asked for a second to the motion three times. No second was received, and the motion died.

Campground Update on Bids

Clerk Lee updated the Board on the current progress of the new bids for the campground expansion project. The mandatory in person pre-bid meeting and campground walkthrough is scheduled for June 26th, 2024, at 10:00 a.m. and the online bid opening will be on July 2nd, 2024, from 1:00 p.m. to 1:30 p.m.

REGULAR BOARD MEETING**PAGE THREE****JUNE 24, 2024**

Liquor License Approval 2024-2025

Motion by Miller, seconded by Moen, to approve the annual liquor license for Sportsmen's Headquarters, LLC. 6-Ayes. Motion carried. Sportsmen's Headquarters, LLC Trade Name: Sportsmen's Headquarters, LLC Shannon Thompson-Agent 1010 Hokah Street Minong, WI 54859.

Multiple Dog Licenses for Approval

Motion by Rudd, seconded by Rassbach, to approve the Multiple Dog License for 800 Main Street pending proof of vaccination from the July 6, 2024, appointment supplied to the Village Office. 6-Ayes. Motion carried.

Natural Lawn Permit – 306 Main Street

The Board had a brief discussion about the renewal application for maintenance of a natural lawn at 306 Main Street. Motion by Miller, seconded by Rassbach to deny the natural lawn permit application submitted by 306 Main Street since conditions of a privacy fence placed on the previous permit had not been completed. 6-Ayes. Motion carried.

Clerk Updates/Correspondence/Reminders

Clerk Lee updated the board. *The annual consumer confidence report for the Water Utility has been published and posted, per requirements. A full copy is available online and in the Village Office upon request. *The Department of Transportation (WISDOT) right-of-way property adjacent to 685 Shell Creek Road has concluded with WISDOT's agreement to sell to the property owner of 685 Shell Creek. *Clerk Lee to schedule a zoning board of appeals meeting for the owner of 685 Shell Creek for a zoning matter. *The 2023 yearly municipal audit is nearing completion. *The Public Service Commission Water Utility (PSC) report has a couple of items yet to be completed to file that report. There are outstanding cost variance items from the 2011 and 2012 PSC reports that must be resolved before the 2023 report can be filed. *Lee updated the board on Ehler's Financial. All potential requested work will come with a cost quote and engagement letter for board consideration prior to any work being performed.

Public Comments on Agenda Items Only – Jerry Smith expressed concerns about Washburn County Housing Authority expenses and the payments they receive for rentals. Christine Thompson expressed concerns about using the small ball field for other events. Wayne Miller stated that anyone interested in participating in the Minong Housing Board should contact the Village Office.

Items for the Next Agenda

NIR Property Discussion

Next Regular Board Meeting is scheduled for Monday, July 1, 2024, at 5:00 p.m.

ADJOURN - Motion by Moen, seconded by Koskovich, to adjourn at 6:27 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON JULY 1, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Wayne Miller called the regular board meeting to order on Monday, July 1, 2024, at 5:00 p.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Chairman Wayne Miller, Monica Moen, Julie Ruud, Steve Hiller, Dan Rassbach, Carol Koskovich, and Randy Johnson.

ALSO, PRESENT

Chief of Police Lucas Shepard, Jerry Smith, Bob Ericson, Eva Johnston, Alicia Hailey, Duane Myers, Cheryl Myers, Deputy Clerk-Treasurer Debbie Bouma and Clerk-Treasurer Janel Lee.

CONSENT AGENDA

The Board reviewed the consent agenda, which included the minutes from the June 24th Second Regular Board meeting. The Monthly Treasurer's Report for the General/Water/Sewer and Campground. Motion by Moen, seconded by Koskovich, to accept the consent agenda without any additions, corrections, or concerns. 7-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS

Public Comment or Concerns – None.

Bob Ericson – ATV Club Hall Rental Request

Bob Ericson requested the Board to allow the closure of the road between P&Ls and the Village Hall for their fall ATV run, as they did last year when renting the hall. Motion by Miller, seconded Moen to approve the road closure for the day during the event, 7 a.m. -10 p.m., while the Village Hall is rented. 7-Ayes. Motion carried.

Minong Youth Ball Team – Alicia Hailey

Alicia Hailey requested the Board allow the youth team to camp out one night on the field as their season has ended. They would obtain a waiver of liability from each camper before the event. Motion by Miller, seconded Rassbach to approve the camping of the youth team on the field at the end of the season each year without having to return for permission again for future years if they inform the Village of when it will occur. 7-Ayes. Motion carried. Chairman Miller thanked the Haileys for all the efforts and work that went into restoring the ball field.

Eva Johnston – WCHA Director's Report & Updates

Johnston gave her director's report. Currently there are no vacancies at the Edgewood Apartments. The required inspections for repairs of each unit is to come in the next week or the following week. The roof project for the "C" building is completed and was approved by the WCHA Board on May 16th, 2024. Miller and Johnston had a question and answer session regarding the roof project. The Village Board requested more information on whether or not the shingles still had a warranty and wanted to know if the entire roof actually needed to be replaced and bring that information back to the Village Board before the work commenced. Further discussion was held regarding Statutes that gives the WCHA the authority to approve the work needed without actual owner approval. Discussion was also made on re-establishing the Minong Housing Authority Board so that major projects capital improvement projects require owner approval before money is spent.

REGULAR BOARD MEETING

PAGE TWO

JULY 1, 2024

Liquor License Premise Extension Request Form for Approval

Clerk Lee presented an example liquor license premise extension request form for approval. After a discussion, the Board wants to increase the fee to \$50, and a line that the license is revokable if any of the conditions are not met. Motion by Miller, seconded Moen, to approve the liquor license premise extension request form as presented with the added corrections. 7-Ayes. Motion carried.

NIR – “Not in Roll” Property Village of Minong – Greenhaven Street and South Limits Road

Clerk Lee explained to the Board that there are two small sections of land in the Village that are not in the tax roll but located on property owned on Greenhaven Street. It appears the original plans included a cul-de-sac, but it was never installed. By consensus, the Board assigned the Clerk to investigate a resolution to return the “NIR” sections to the property owners as there are no future plans for a cul-de-sac at the end of Greenhaven St. The resolution will be presented to the Board later for approval.

Update/Review Village Schedule of Fees 100-09-2024

The Board reviewed the Resolution Village Schedule of Fees 100-09-2024. A few additional items such as a Title Company Request Fee, Special Event Permit Fees, and increases in existing copy/scan/fax fees were added and updated after the Board had discussed them. Motion by Moen, seconded by Miller, to approve Village of Minong Schedule of Fees 100-09-2024 as presented with the additional item added. 7-Ayes. Motion carried.

Update on Ordinance Compliance Letters

The Board reviewed the letters that were sent and the responses that have been received to date. This item will be addressed next month as some letters require 60 days to act or correct the ordinance violation.

Office Closure Request July 5th, 2024

By consensus, the Board approved the closure of the Village Office on July 5th, 2024, with employees using vacation time to cover the hours as needed.

PUBLIC WORKS – Streets/Utilities & Parks

Red Truck Repair – August 9th, 2024, Approval Request

The estimate from Link Ford, dated June 19, 2024, included work needed for the 2013 Red Truck for \$1,941.41 once the taxes are removed to be performed in August. Motion by Miller, seconded by Moen to approve the estimate from Link Ford for the August repair not to exceed \$1,941.41 as quoted on June 19, 2024. 7-Ayes. Motion carried.

Campground Pre-bid Meeting Update from June 26, 2024

CBS Squared hosted the Pre-bid Meeting/walk through for the new side of the Campground on June 26, 2024, which three interested construction companies attended. CBS Squared thanked the board members for attending the walk-through; their support was appreciated. Upon bid opening, construction may begin again in early October.

Campground Bid Opening – July 2nd, 1-1:30 p.m.

The campground bid opening will occur on July 2nd at 1 p.m. by Zoom meeting hosted by CBS Squared, and a link was sent to Board members who wish to attend.

Interim Financing – Wellhouse Project

Motion by Moen, seconded Ruud to have the Clerk begin investigating interim financing for the Well House project and report to the Board with options. 7-Ayes. Motion carried.

REGULAR BOARD MEETING

PAGE THREE

JULY 1, 2024

POLICE, HEALTH & LICENSES – Discuss/Review/Act - Police Report

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

REGULAR UPDATES

Transfer Station Update

Chairman Miller informed the Board that there were difficulties in installing the new compactor, but temporary dumpsters were on site so that the transfer station would remain open during the installation.

Fire and Ambulance Run Report

The monthly Fire and Ambulance run report is in the packet for the Board to review.

Clerk Updates – None.

Public Comments on Agenda Items Only – None.

Items for the Next Agenda

Ordinance compliance letters, Weekend Campground Attendant, Village Hall front sidewalk and stairs.

Schedule Next Regular Board Meeting - Monday, Aug 5, 2024, at 5:00 p.m.

Board to Convene into Closed Session Pursuant to WI Stat 19.85 (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. To discuss the OWC Matter, Disallowance of Claim.

Motion by Moen, seconded Ruud to convene into Closed Session Pursuant to WI Stat 19.85 (g). Roll call vote Hiller- Aye, Ruud-Aye, Koskovich-Aye, Miller-Aye, Moen-Aye, Rassbach-Aye, and Johnson-Aye. Motion carried.

Board to Reconvene from Closed Session

Motion by Miller, seconded Moen to reconvene from Closed Session Pursuant to WI Stat 19.85 (g). 7-Ayes. Motion carried.

Possible Action Taken from Closed Session – OWC Matter - Disallowance of Claim

Motion by Miller, seconded Rassbach to approve Resolution 2024-07-01 Disallowance of Claim and sent a copy to our attorney and opposing counsel for the OWC matter by registered mail. 7-Ayes. Motion carried.

ADJOURN - Motion by Moen, seconded by Koskovich, to adjourn at 6:19 p.m. 7-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON JULY 22, 2024, AT 5:00 P.M.

CALL TO ORDER

Clerk-Treasurer Janel Lee called the special board meeting to order on Monday, July 22, 2024, at 5:00 p.m. By inspection, all members were present except Wayne Miller. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Julie Ruud, Monica Moen, Steven Hiller, Carol Koskovich, Randy Johnson, and Dan Rassbach.

ALSO, PRESENT

Duane Myers, Todd Conaway, Eva Johnston, Larry Lee, Anders Helquist, Janel Lee, Clerk-Treasurer, and Debbie Bouma, Deputy Clerk-Treasurer. Police Chief Lucas Shepard appeared by phone.

APPROVAL OF AGENDA:

Motion by Moen, seconded by Rassbach, to approve the agenda as presented. 6-Ayes. Motion carried.

DISCUSS/APPOINT VILLAGE PRESIDENT PRO-TEM POSITION TO PRESIDE OVER MEETINGS WHEN THE VILLAGE PRESIDENT IS ABSENT:

Clerk Lee called for nominations for the Village President Pro-Tem position. Ruud nominated Dan Rassbach. Moen nominated Dan Rassbach. The third request by the Clerk went yielded no other nominations. Motion by Ruud, seconded by Moen, to appoint Dan Rassbach to Village President Pro-Tem to preside over meetings when the Village President is absent. 6-Ayes. Motion carried.

CBS SQUARED-REVIEW/APPROVE CAMPGROUND BID AWARD:

After the board reviewed the Notice of Award from CBS Squared, a motion by Koskovich, seconded by Moen, to approve the Notice of Award for Stout Construction, LLC for the amount of \$201,224.05 to complete the previously started project. The bid includes work that wasn't completed to proper site grade, to address the construction issues left by previous contractor for the DNR ponds and other areas of the campground; start and finish the install the ATV wash station. 6-Ayes. Motion carried.

CLOSED SESSION: Pursuant to Wis Stat. 19.85. (1)(f) Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Former Village President and Police Matter.

Motion by Ruud, seconded by Moen, to go into Closed Session. Roll Call Vote: Steven Hiller- aye, Julie Ruud- aye, Carol Koskovich- aye, Monica Moen- aye, Dan Rassbach-aye, and Randy Johnson- aye.

RECONVENE - To Open Session for Possible Action on Closed Session

Motion by Moen, seconded by Ruud, to reconvene into open session. 6-Ayes. Motion Carried

No action was taken on the Closed Session.

SPECIAL BOARD MEETING

PAGE TWO

JULY 22, 2024

DISCUSSION/POSSIBLE ACTION TO FILL VACANCY IN A VILLAGE OFFICE- THE OFFICE OF VILLAGE PRESIDENT:

Motion by Ruud, seconded by Moen, to appoint Dan Rassbach to fill the vacancy of Village President created by the sudden written resignation of prior Village President Wayne Miller and complete the term ending in April 2025. 5-Ayes. Motion carried. Dan Rassbach abstained as the motion involved him. No specific reason was given for Miller's resignation.

DISCUSSION/POSSIBLE ACTION TO FILL ANY VACANCY TO THE VILLAGE BOARD ARISING OUT OF THE APPOINTMENT TO VILLAGE PRESIDENT:

By consensus, the board agreed to accept applications for a new trustee until August 2nd at 4:00 p.m., which will be reviewed, and possible action will be taken during the August 5th Board Meeting. Clerk Lee is to post the opening on the Village website and on Facebook.

ADJOURN

Motion by Moen, seconded by Koskovich, to adjourn at 5:34 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON AUGUST 5, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting to order on Monday, August 5th, 2024, at 5:00 p.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Chairman Dan Rassbach, Monica Moen, Julie Ruud, Steve Hiller, Carol Koskovich, and Randy Johnson.

ALSO, PRESENT

Chief of Police Lucas Shepard, Pete Payne, Charles Bickell Sr, Wayne Miller, Jerry Smith, Eva Johnston, Larry Lee, Todd Conaway, Duane Myers, Bill Hallock, Susie Bickell, Kitty Waggoner, Terrena Van Deslunt, Deputy Clerk-Treasurer Debbie Bouma and Clerk-Treasurer Janel Lee.

CONSENT AGENDA

Motion by Rassbach and seconded by Johnson to amend the agenda Item #5 item G, to postpone to the September 3rd, 2024 meeting with trustee application submittal being reopened until August 23; the applications will be sent to the Board to review by August 26, and an appointment will be considered at the September 3rd meeting. 6-Ayes. Motion carried.

The Board reviewed the amended consent agenda, which included the minutes from the July 1st Regular Board meeting, July 22nd Special Board meeting, July 18th Police meeting, and Monthly Treasurer's Report for the General/Water/Sewer and Campground. Motion by Ruud, seconded by Moen, to accept the consent agenda with amendment. 6-Ayes. Motion carried.

POLICE, HEALTH & LICENSE

Police Report – Motion by Ruud, seconded by Johnson, to accept the Police Report for July as presented. 6-Ayes. Motion carried.

Administrative Ordinance Citation - Chief Shepard introduced the new Administrative Ordinance Citation, which he explained would allow officers to charge under the Village Ordinance. If not paid by the due date, it would be accelerated to fines at the State Level and moved to Washburn County for forfeiture. Motion by Johnson and seconded by Moen to accept Administrative Ordinance Citation as presented. 6-Ayes. Motion carried.

PUBLIC WORKS-STREETS/UTILITIES & PARKS DISCUSS/REVIEW/ACT

216 Third Ave Utility Service

Amend Sewer Utility Resolution 300-06-2024 – Itemization of Unmetered Rates - Motion by Moen and seconded by Ruud to accept the amendment of Sewer Utility Resolution 300-06-2024 -Itemization of Unmetered Rates as presented. 6-Ayes. Motion carried.

Black Top Pricing – Davis Street – Hallock presented an estimate from Statewide and Washburn County for paving 200 feet of Davis Street if Lake Lumber were to redo their parking lots. At this time, the Board, by consensus, decided not to take any action.

REGULAR BOARD MEETING

PAGE TWO

AUGUST 5, 2024

W. Hallock Retirement – Hallock thanked the community and the Board for his employment time. He will be retiring on Oct 31st, 2024

VILLAGE BOARD REGULAR BUSINESS DISCUSS/REVIEW/ACT

Public Comments or Concerns – Kitty Waggoner spoke about how well the Minong Farm and Flea Market is going this year and the plans for next year. Pete Payne wanted to thank Bill Hallock for all his years of service and commitment to the Village of Minong and said he would be missed.

Eva Johnston Washburn County Housing Edgewood Apt Monthly Update – Eva Johnston spoke about how all units are full, and things are going well. Further discussion was held on the Minong Housing Board, and the Clerks will do more research for the upcoming meetings.

Jerry Smith District 1 Washburn County Supervisor Update – Smith gave a short update that Washburn County is still researching building a new jail and is looking into possibly moving the site from the current site in Shell Lake. He stressed that the public must stay informed on what is happening with this project and the potential cost to taxpayers.

Small Ballfield Update – Richard & Alicia Hailey – Not present.

Follow-up – Ordinance Letters – Minong Café Sign & 815 B St.– Motion by Moen and seconded by Ruud to check into painting over the sign at Minong Cafe, and once scheduled send a letter stating the price and that it will be done at the sign owner’s expense if not completed before the date the sign company can complete the work. The expense will then become a special assessment on the property tax roll for reimbursement to the Village. 6-Ayes. Motion carried.

Motion by Moen and seconded by Ruud to get quotes for the removal of the barn at 815 B St and send a letter stating the cost of removal of the fallen barn will be assessed on the owner’s property tax roll. 6-Ayes. Motion carried. 6-Ayes.

Motion by Moen and seconded by Koskovich to check into getting quotes for the sign at the Old Sportsman’s, and proceed with the same process as the Minong Café Sign as this affects the same owner. 6-Ayes. Motion carried.

Resolution 07-22-2024 Pro Tem Appointment - Monica Moen volunteered to fill this position. Chairman Rassbach asked three times for volunteers or nominations. Motion by Rassbach, seconded by Ruud, to approve Resolution 07-22-2024 Pro Tem Appointment for Monica Moen. 6-Ayes. Motion carried.

Regular Updates - Clerk Updates – None.

Public Comment on Agenda Items Only – Wayne Miller asked the board to consider the question of who pays for damages to the Village road for truck traffic on Davis when it is not a truck route, or built for forklift traffic.

Items for Discussion on the Next Agenda – Minong Housing Board, building inspector pay, weekend campground attendant, Village hall front sidewalk and stairs, Roberts rules/code of ethics/conduct, and discuss and clarify alley maintenance.

Schedule Next Regular Board Meeting Tuesday, Sept 3, 2024, at 5:00 p.m.

Board to Convene into Closed Session Pursuant to WI Stat 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. Public Works Director Position and W. Hallock Retirement. Motion by Moen seconded Koskovich to convene into Closed Session Pursuant to WI Stat 19.85 (g). Roll call vote Hiller-Aye, Ruud-Aye, Koskovich-Aye, Moen-Aye, Rassbach-Aye, and Johnson-Aye. All 6-Ayes. Motion carried.

REGULAR BOARD MEETING
PAGE THREE
AUGUST 5, 2024

Board to Reconvene from Closed Session

Motion by Moen seconded Koskovich to reconvene from Closed Session Pursuant to WI Stat 19.85 (g). 6-Ayes. Motion carried.

Possible Action Taken from Closed Session – None.

ADJOURN - Motion by Koskovich, seconded by Moen, to adjourn at 7:40 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG SECOND REGULAR BOARD MEETING

HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859

ON AUGUST 9, 2024, AT 8:00 a.m.

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting to order on Friday, August 9, 2024, at 8:00 a.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Chairman Dan Rassbach, Monica Moen, Steve Hiller, Carol Koskovich, Julie Ruud, and Randy Johnson.

ALSO, PRESENT

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

AGENDA

Motion by Rassbach, seconded by Ruud, to accept the agenda without any additions, corrections, or concerns. 6-Ayes. Motion carried.

Discuss/Review/Act on Finance Committee Recommendation to the Village Board

Ruud presented the Finance Committee's recommendation to the Board for the ad regarding the position of water and waste water operator, Director of Utilities and the full job description. A discussion was held by the board and they made a few corrections and word changes.

Director of Utilities Ad and Job Description

Motion by Moen and seconded by Koskovich to approve Finance Committee's recommendation for Water/Wastewater Operator job posting, full job description, and job application with corrections as presented. 6-Ayes. Motion carried.

Director of Utilities Wage Range

Motion by Moen and seconded by Ruud to approve the Finance Committee's recommendation of a wage range of \$25 to \$32 depending on certifications and experience. 6-Ayes. Motion carried.

Public Comments on Agenda Items Only – None.

ADJOURN - Motion by Moen, seconded by Koskovich, to adjourn at 8:31 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG SPECIAL REGULAR BOARD MEETING

HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859

ON AUGUST 15, 2024, AT 5:00 p.m.

CALL TO ORDER

Chairman Dan Rassbach called the special board meeting to order on Wednesday, August 15, 2024, at 5:00 p.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Chairman Dan Rassbach, Monica Moen, Steve Hiller, Carol Koskovich, Julie Ruud, and Randy Johnson.

ALSO, PRESENT

Larry Lee, Debbie Bouma, Deputy Clerk-Treasurer, and Janel Lee, Clerk-Treasurer, by phone and arrived in person at 5:28 pm.

AGENDA

Motion by Ruud, seconded by Koskovich, to accept the agenda without any additions, corrections, or concerns. 6-Ayes. Motion carried.

DISCUSS/REVIEW/ACT– Village Board Regular Business

Review Potential Applications for the Water/Wastewater Operator Position - Two applications were reviewed; by consensus, the Board decided that one has potential, and the Clerk is asked to set up an interview.

Additional Advertising Options - After reviewing options, no action was taken.

Ehlers Financial Management Update – After reviewing options by consensus, the Board asked the Clerk to set up a phone conference with Ehlers to gather more information.

Ehlers Proposal – Water & Sewer Rate Study - After reviewing the Ehlers proposal, a motion by Moen and seconded by Ruud was made to accept the proposal from Ehlers to complete phase one of the water and sewer rate study with the funding to come from the CCF reverse funds interest income. 6-Ayes. Motion carried.

Public Comments on Agenda Items Only – Larry Lee commented that he is encouraged by the direction and actions the Board is taking to understand the need for the rate case study to improve the systems and infrastructure of the Village of Minong.

Items for Next Special Board Meeting 08.19.2024- The meeting has been postponed.

ADJOURN - Motion by Koskovich, seconded by Moen, to adjourn at 5:51 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG SPECIAL REGULAR BOARD MEETING

HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859

ON AUGUST 23, 2024, AT 8:00 a.m.

CALL TO ORDER

Chairman Dan Rassbach called the special board meeting to order on Wednesday, August 23, 2024, at 8:00 a.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Chairman Dan Rassbach, Monica Moen, Steve Hiller, Carol Koskovich, Julie Ruud, and Randy Johnson.

ALSO, PRESENT

Duane Myers, Teresa Anderson, Debbie Bouma, Deputy Clerk-Treasurer, and Janel Lee, Clerk-Treasurer.

AGENDA

Motion by Koskovich, seconded by Moen, to accept the modified agenda as follows:

Closed Session Discussion: Chairman Rassbach asked Duane Myer to provide feedback in open session on the potential new hire. Item 7 – Operator in Charge Water/Wastewater Contracted Services moved to item 4. Closed Session, reconvening to open session and possible action from closed session moved to the end of the agenda. 6-Ayes. Motion carried.

A brief discussion was held with Duane Myers and the board regarding the potential new hire for Public Works.

Discuss Options - Operator in Charge Water/Wastewater Position Contract Services: Teresa Anderson from MSA explained to the Board the options available from MSA to aid in the transition and training of the new water/wastewater Operator in Charge. By consensus, the Board agreed to have an initial meeting to get a plan and estimate on the services MSA can offer to move towards a smooth transition to a new Operator in Charge of Water/Wastewater.

Board to Convene into Closed Session Pursuant to WI Stat 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 Consider Applicant Water/Wastewater Operator Position.

Motion by Moen, seconded by Ruud to observe closed session by roll call vote -Hiller-Aye; Ruud-Aye; Koskovich-Aye; Rassbach-Aye; Moen-Aye; Johnson-Aye. 6-Ayes. Motion carried. The Board entered a closed session at 8:20 a.m.

Board to Reconvene from Closed Session: Motion by Moen, seconded by Koskovich, to reconvene from Closed Session. 6-Ayes. Motion carried. The Board reconvenes open session at 9:10 a.m.

Possible Action taken from Closed Session: Motion by Moen, seconded by Johnson, to offer the Water/Wastewater Operator Position to Jeremiah Johnson at the starting wage of \$30 an hour, \$1.00 per hour increase upon passing water certification, and a \$1.00 per hour increase once Operator in Charge status is met after 1st year of service, these will not affect any merit increases, and obtaining the CDL B license is required. 6-Ayes. Motion carried.

ADJOURN - Motion by Moen, seconded by Koskovich, to adjourn at 9:15 a.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON SEPTEMBER 3, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting to order on Tuesday, September 3, 2024, at 5:00 p.m. By inspection, all members were present. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Chairman Dan Rassbach, Monica Moen, Julie Ruud, Steve Hiller, Carol Koskovich, and Randy Johnson.

ALSO, PRESENT

Chief of Police Lucas Shepard, Jerry Smith, Roxanne Robinson, Jason Terry, Taryn Buckner, Teresa Anderson, Bill Hallock, Scott Buckner, Eva Johnston, Wayne Miller, Larry Lee, Susan Conaway, Todd Conaway, Duane Myers, Cheryl Myers, Deputy Clerk-Treasurer Debbie Bouma and Clerk-Treasurer Janel Lee.

CONSENT AGENDA

Chairman Rassbach requested that approval of the agenda be removed from the consent agenda as a separate item. Move agenda item #5 – MSA Engineering up under item #3- Village Board regular business, and correct item #8 – Date of next meeting to Monday, October 7th, 2024 at 5:00 p.m. Rassbach asked for the board members to make a motion for these changes. Motion by Koskovich, seconded by Ruud make the changes suggested by Rassbach. 6-Ayes. Motion carried.

The Board reviewed the amended consent agenda, which included the minutes from the regular board meeting on August 5th, 2024, the Finance Committee meeting on August 8th, 2024, the second regular board meeting from August 9th, 2024 and minutes from the special board meetings on August 15th, and August 23rd, 2024. The consent agenda also included the Monthly Treasurer’s Report for the General/Water/Sewer and Campground. Motion by Ruud, seconded by Moen, to accept the consent agenda with amendments and also to thank Clerk Treasurer Janel Lee and Deputy Clerk Treasurer Debbie Bouma for working so hard to manage the General Fund budget this year. 6-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS DISCUSS/REVIEW/ACT

Roberts Rules/Code of Conduct – Chairman Rassbach gave a brief explanation of the information contained the board packet about Robert’s Rules of Order. He requested that all board members take the information home and this item will be placed on the October agenda for discussion.

Public Comments or Concerns – None.

MSA Operator in Charge - Jason Terry from MSA presented the professional service agreement for the operator in charge to fill the certification gap from the retirement of William Hallock, and also give mentorship and training to Jeremiah Johnson and Duane Myers who still need to complete certification training for water and wastewater operations. The proposal includes an estimated cost of \$6,930.00 per month (Approx. \$27k.) until the end of the year. Motion by Ruud, seconded by Hiller to accept the proposal from MSA including any additional emergency fees that may arise through December 31, 2024. Funds to come from the water and sewer extension funds. 6-Ayes. Motion carried.

Alley Maintenance Concerns – Chairman Rassbach explained that he saw Charles Bickell, Sr. earlier today, and that they discussed his concerns on alley maintenance. Rassbach stated that according to Village ordinance, alleys are considered a secondary access and will be maintained and plowed after all the main roads are done first. Mr. Bickell was satisfied with the conversation and opted not to attend the meeting.

REGULAR BOARD MEETING

PAGE TWO

SEPTEMBER 3, 2024

Eva Johnston Washburn County Housing Edgewood Apt Monthly Update – Eva Johnston spoke about how all units are full, and things are going well. Clerk Lee provided the board with the monthly financials for the Edgewood Apartments. Johnston asked the board if they had any questions regarding the financials and they had none and also provided a draft copy of the 2025 budget. She also updated the board on the deadline for the Village to determine if they would like to re-amortize the loan for another 20 years in the HUD program; or, take full ownership of all maintenance and tenants by the deadline of July 10th, 2028. If the HUD program is to be continued, that paperwork would need to be started two years in advance.

Jerry Smith District 1 Washburn County Supervisor Update – Smith offered no new information from the Washburn County. But, gave a short update that Washburn County is still researching building a new jail and is looking into possibly moving the site from the current site in Shell Lake.

Village Board Trustee Applications – Clerk Lee received three applications for the open trustee position. Larry Lee, Wayne Miller and Taryn Buckner all submitted applications. Each applicant were given up to two minutes each to speak about their interest and the experience or qualifications they can bring to the board.

Motion by Moen, to nominate Wayne Miller for the open trustee position since he had been on the board before. Rassbach called three times for a second, no second was heard. Motion failed.

Motion by Rassbach, seconded by Moen to nominate and appoint Taryn Buckner to the open trustee position. No other board members voiced additional nominations. Clerk Lee called for a roll call vote, Hiller – Aye; Ruud-Aye; Koskovich -Aye; Rassbach – Aye; Moen – Aye; Johnson - Aye. All 6-Ayes. Motion was carried to appoint Taryn Buckner to the open trustee position for the remainder of the current term. Buckner to be sworn in at the Village office the following day.

2025 Budget Process - Clerk Lee presented the budget timeline to the board and explained with all the changes going on, the office is a bit behind starting the budgets. The Village office has to prepare the general budget, water/sewer budgets, the campground budget and the fire, ambulance and police budget for board reviews and discussion. This happens in coordination with other municipal entities and will take place between September through October. Chairman Rassbach asked if the campground budget could be added to the October regular board meeting for review.

Chairman Rassbach continued the budget discussion with wanting to re-evaluate board compensation pay for the additional work board members and the chairman take on to manage Village business. He also explained that according to Village ordinances, there should be additional committees such as a utilities committee and others to help manage the operations of the Village an utilities.

Chairman Rassbach also wanted to inform the board and those attending the meeting that Northwood School has a referendum on the November General Election ballot requesting to exceed the revenue limit specified in Section 121.91 for an additional 3.2 Million dollars over four years, for non-recurring purposes consisting of operational and maintenance expenses. Rassbach and Clerk Lee explained that this will increase the tax rate for all Village residents.

Board Tour of Utilities and the Village Shop – Chairman Rassbach would like all board members to take a tour of the utility facilities and the Village shop to gain first hand understanding on how things operate in the Village. Clerks Lee and Bouma are to coordinate with public works for tour times and dates.

Transfer Station Update – Chairman Rassbach updated the board that the transfer station committee members have changes. Dan Rassbach is now the Chair of the transfer station committee with Jimmy Smith from the Town of Minong and Kathy Walker from the Town of Frog Creek as committee members.

REGULAR BOARD MEETING

PAGE THREE

SEPTEMBER 3, 2024

Fire and Ambulance Update – No updates at this time.

Clerk's Updates – Clerk Lee updated the board on the recent correspondence received by CBS Squared, Inc. for the amended agreement for professional services for the campground expansion project. She forwarded the information to Village attorney John Wagman and is waiting on a response. Clerk Lee has started the process for the water/sewer rate study and has begun providing information for the completion of phase one.

Robinson Demolition Extension Request – Roxanne Robinson requested that the board give her four to five more weeks to complete the demolition on her property in the Village. Motion by Ruud, seconded by Moen to extend the demolition deadline to October 15th, 2024. The Clerk's office is to send a letter to Robinson with the new deadline. 6-Ayes. Motion carried.

Village Sign Removal Process – Clerk Lee informed the board that the sign companies that were contacted were not willing to remove or cover a sign that is not on Village owned property. Clerk Lee explained that it may be up to the Village to enforce its own ordinances and do the covering or removal themselves and charge that back to the property owner. Rassbach asked if the attorney should be contacted and Clerk Lee said that before anything is acted on advice from legal counsel should be done.

POLICE, HEALTH AND LICENSES

Police Report – Chief of Police Lucas Shepard explained that it has been very busy with 64 calls between the Town of Minong and the Village of Minong in the month of August. Motion by Koskovich, seconded by Moen to accept the police report as presented. 6-Ayes. Motion carried.

Resolution 2024-09 Inpatient Behavioral Facilities for Northwest Wisconsin – Clerk Lee explained the need for inpatient behavioral facilities in Northwest Wisconsin. Many municipalities in the Northern and central part of the State are signing resolutions to lobby for State funding to establish an in-patient crisis facility for the drastically underserved areas of Northwest Wisconsin.

PUBLIC WORKS-STREETS/UTILITIES & PARKS DISCUSS/REVIEW/ACT

MSA Lead Service Line & Cross Connection Proposal – Chairman Rassbach has been speaking with Todd Halvorson and Teresa Anderson from MSA on the outstanding matter of the State required lead service lines and cross connection work that has yet to be started by Public Works. Teresa Anderson presented the professional services agreement for this work with a cost of \$9,500.00. Motion by Ruud, seconded by Moen to approve the PSA R0533051 in the amount of \$9,500 for the lead service line and cross connection assistance to meet the required deadline of October 15th, 2024. Funds to be taken from the water extension fund. 6-Ayes. Motion carried.

Trespassing on Sewer Plant Property – Chairman Rassbach explained to the board that he spoke with the Village attorney regarding hunting activity on sewer plant property. The attorney advised posting signs and changing the locks at the sewer facility. Motion by Hiller, seconded by Moen to purchase no trespassing signs and have the locks changed at the sewer facility property as soon as possible. 6-Ayes. Motion carried.

Seal Repair for the Sewer Pump W.W. Goetsch – Chairman Rassbach informed the board that one of the sewer pumps has failed and needs repair. He relayed his deep concern that if the second pump fails while we are waiting to get the other pump fixed, then the Village residents could experience sewage back-up in their homes. The board discussed the need for repairing the existing pump to serve as a back-up, if possible, but also upgrading and purchasing a new pump that is available to be installed in just a few days. The new pump would cost \$15,045 and the pump needing repair is estimated to cost \$2600 to bake and fix; and an installation fee of \$1500. Motion by Ruud, seconded by Hiller to approve the purchase of the new pump for a max cost \$15,045 from W.W. Goetsch and repair the old pump if possible. Funds to come from the Sewer Extension fund. 6-Ayes. Motion carried.

REGULAR BOARD MEETING

PAGE FOUR

SEPTEMBER 3, 2024

Campground Attendant – A brief discussion was held on possibly hiring an attendant for the campground part-time during the week and for weekends.

Village Hall Steps and Sidewalk – Monica Moen is still working on gathering information for the re-work needed for the village hall steps and sidewalk.

Public Comment on Agenda Items Only – None.

Items for the Next Agenda – Sewer pump repair, proposed 2025 Campground budget, Ehlers rate study, and the amended professional services agreement from CBS Squared Inc.

Next Regular Board Meeting – Monday, October 7th, 2024 at 5:00 p.m.

ADJOURN – Motion by Moen, seconded by Koskovich, to adjourn at 6:58 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG PUBLIC HEARING

HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859

ON SEPTEMBER 20, 2024, AT 9:00 A.M.

CALL TO ORDER

Chairman Dan Rassbach called the public hearing to order on Friday, September 20, 2024, at 9:05 a.m. By inspection, all members were present except Randy Johnson and Monica Moen. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Chairman Dan Rassbach, Julie Ruud, Steve Hiller, Carol Koskovich, and Taryn Buckner.

ALSO, PRESENT

Juile Denham and Deputy Clerk-Treasurer Debbie Bouma.

APPROVAL OF AGENDA

Motion by Koskovich, seconded by Hiller, to approve the agenda as presented. 5-Ayes. Motion carried.

PUBLIC HEARING

Zoning request by John E Link Properties, LLC. To split the one R-2 residential zoned, 1.500-acre lot, located at 212 Main Street Minong, WI 54859, into two residential lots. Proposed Lot size is as follows: Lot 1 100.46' and Lot 2 119.54' zoned R-2 Residential.

No public comments were made at this time.

ADJOURN – Motion by Ruud, seconded by Hiller, to adjourn at 9:03 a.m. 5-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING

HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859

ON SEPTEMBER 20, 2024, AT 9:05 A.M.

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting to order on Friday, September 20, 2024, at 9:05 a.m. By inspection, all members were present except Randy Johnson and Monica Moen. Therefore, a quorum does exist, and the meeting was properly noticed.

ROLL CALL

Board members present were Chairman Dan Rassbach, Julie Ruud, Steve Hiller, Carol Koskovich, and Taryn Buckner.

ALSO, PRESENT

Juile Denham and Deputy Clerk-Treasurer Debbie Bouma.

APPROVAL OF AGENDA

Motion by Hiller, seconded by Ruud, to approve the agenda as presented. 5-Ayes. Motion carried.

DISCUSS/ACT

Approve Planning Commission Minutes from September September 4th, 2024

Motion by Ruud, seconded by Hiller, to approve Planning Commission Minutes from September September 4th, 2024, as presented. 5-Ayes. Motion carried.

Zoning request by John E Link Properties, LLC. To split the one R-2 residential zoned, 1.500-acre lot, located at 212 Main Street Minong, WI 54859, into two residential lots. Proposed Lot size is as follows: Lot 1 100.46' and Lot 2 119.54' zoned R-2 Residential.

Motion by Ruud, seconded by Hiller, to approval the request to divide 212 Main Street, tax identification number 29847, into two lots in accordance with Village, County, and State ordinances/statutes, which includes an egress from the garage location on Lot 2 through Lot 1 out to a secondary access/alley. The property on Lot 2 will be required to purchase a separate address sign with a new address number as approved by the Village of Minong. 5-Ayes. Motion carried.

VILLAGE BUSINESS – Project Interim Funding Approval

Water Utility - Wellhouse Project Funding \$1,711,560.00

Motion by Ruud, seconded by Buckner, to approve the commitment letter from Shell Lake State Bank for the Wellhouse Project Funding for \$1,711,560 at the fixed rate of 4.5 % for 18th months, with the Chairman checking for a possible lower interest rate in light of the current federal funds rate cut. 5-Ayes. Motion carried.

Campground Expansion Project interim funding \$350,000

Motion by Ruud, seconded by Koskovich, to approve the commitment letter from Shell Lake State Bank for the Campground Expansion Project Funding for \$350,000 at the fixed rate of 4.5 % for 18th months, with the Chairman checking for a possible lower interest rate in light of the current federal funds rate cut. 5-Ayes. Motion carried.

PUBLIC COMMENT ON AGENDA ITEMS ONLY - none

ADJOURN – Motion by Koskovich, seconded by Buckner, to adjourn at 9:26 a.m. 5-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON OCTOBER 7, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting to order on Monday, October 7, 2024, at 5:00 p.m.

ROLL CALL

Roll call by Clerk Lee, all seven board members present were Chairman Dan Rassbach, Monica Moen, Julie Ruud, Steve Hiller, Carol Koskovich, Taryn Buckner and Randy Johnson. Therefore, a quorum does exist, and the meeting was properly noticed.

ALSO, PRESENT

Chief of Police Lucas Shepard, Jerry Smith, Roxanne Robinson, Tyler Hastings, Bill Hallock, Jeremiah Johnson, Eva Johnston, Duane Myers, Cheryl Myers, Todd Conaway, Scot Kelly, Terrena VanDeslunt, Aimee O'Malley, Adrienne Sather and Clerk-Treasurer Janel Lee.

APPROVAL OF AGENDA

Motion by Ruud, seconded by Koskovich to approve the meeting agenda as presented.

The Board reviewed the items on the consent agenda, which included the minutes from the regular board meeting on September 3, 2024, the Streets/Utilities meeting on September 17, 2024, the Public Hearing minutes on September 20th, 2024 and the second regular board meeting on September 20th, 2024 immediately following the public hearing. The consent agenda also included the Monthly Treasurer's Report for the General/Water/Sewer and Campground. Motion by Moen, seconded by Buckner, to accept the consent agenda. 7-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS DISCUSS/REVIEW/ACT

Roberts Rules/Code of Conduct – Chairman Rassbach gave a brief explanation of the information contained the board packet about Robert's Rules of Order. He requested that all board members take the information home and this item will be placed on the October agenda for discussion.

Public Comments or Concerns – No members of the public expressed comment or concerns.

Northwood School District 2025 Referendum Information Session – Scot Kelly, Superintendent of Northwood School District and Adrienne Sather Northwood School Vice President took questions from the public and the board on the proposed operational funds referendum question to be voted on at the November 5th, 2024 General Election. Informational outreach sessions are available for the public prior to the General Election.

Information Sessions & Optional Tours Thursday, October 17, 2024 (4:30 PM) – Northwood School Commons Please use Main School Entrance OR Friday, October 18, 2024 (5:30 – 7:30 PM) – Northwood School Commons Please use Main School Entrance Outreach Sessions • Tuesday, October 1, 2024 (7:00 PM) – Town of Wascott Meeting Agenda Item • Monday, October 7, 2024 (5:00 PM) – Village of Minong Meeting Agenda Item • Tuesday, October 8, 2024 (6:30 PM) – Town of Gordon Meeting Agenda Item • Monday, October 14, 2024 (5:00 PM) – Town of Frog Creek Meeting Agenda Item • Monday, October 14, 2024 (6:00 PM) – Town of Minong Meeting Agenda Item • Saturday, October 19, 2024 (10:00 AM – 12:00 PM) – JLAAC, Minong. Northwood School is asking to exceed their levy by \$800k over the next four years for ADA Compliance • Staff retention and recruitment • Updates for building system efficiencies • Educational investments for students • Safety and security. (*Northwood School, (2024). Referendum Information.*
<https://www.northwood.k12.wi.us/o/northwood-school-district/page/referendum-information>).

REGULAR BOARD MEETING

PAGE TWO

OCTOBER 7, 2024

Eva Johnston Washburn County Housing Edgewood Apt Monthly Update – Eva Johnston spoke about how all units are full, and things are going well. Clerk Lee provided the board with the monthly financials for the Edgewood Apartments. Johnston also informed the board of the 2025 rent increase from \$707 to \$906 for the Edgewood apartments.

Jerry Smith District 1 Washburn County Supervisor Update – Smith offered no new information from the Washburn County. The County board is still looking for an alternate site to house inmates for the new jail.

Village Street Light Citizen Request – Aimee O’Mally requested that additional street lights be added near her driveway on Business 53 and possibly near her business on Shell Creek Road. A brief discussion was held between the board and O’Mally. No action by the board was taken at this time.

Minong Library Splash Pad – Terrena VanDeslunt explained to the board that the Minong Area Library is looking for organizations who would be interested in partnering with them to help get the community splash pad operating again for next summer.

323 W. 5th Ave Robinson Property – Robinson informed the board that she has two inquiries to now purchase the property and wanted until December 31, 2024 to sell the property instead of taking down the building as requested by the board. Chairman Rassbach asked if any board members wanted to make a motion to grant this request. Hearing no motions, the original demolition date for the small house is October 15th, 2024.

Village Sign Removal/Ordinance Enforcement – Chairman Rassbach informed the board that in conferring with legal counsel it is not advisable for the Village to remove or pay to have signs removed for liability reasons. A lengthy discussion was held on enforcing compliance to Village ordinances through fines and the tax roll process.

Clerk’s Updates Property/Liability/Work Compensation Insurance – Clerk Lee reached out to Spectrum Insurance to get quotes for property/liability and workers compensation insurance for the Village from the League of Wisconsin Municipalities, MPIC Insurance. Overall savings upon switching insurance would be \$7,400 across all categories. Handouts were provided to board members to review for a decision at the November board meeting.

Village of Minong Campground Expansion Project Minon 21001 – Discuss/Review/Act

Pay Application 1 – Stout Construction – Motion by Moen, seconded by Ruud, to approve Stout Construction LLC pay request for \$20,291.05 for project Minon 21001. 7-Ayes. Motion carried.

CBS Squared Amendment to Professional Services Agreement – Tyler Hastings from CBS Squared, Inc. attended the board meeting to field questions from the board as to why the engineer is asking for additional funds exceeding the original engineering costs of \$46,000 for the CMP expansion project. Hastings explained that it was due to pond re-design, ditchwork along Denninger drive, and additional work with bonding company due to M. Jolma’s failure to complete the project on time and to plan design. Further consideration of information by board members is needed and Chairman Rassbach requested postponement of a decision until the November 4th Regular board meeting.

Clerk Update on Grant Reimbursement Process – Clerk Lee informed the board that the grant reimbursement will need to show documentation on how the original advance was spent, and then documentation on any expenses above and beyond that to receive reimbursement/additional funding. The campground, at this point has obtained a line of credit to finish the project and then will receive remaining funds of reimbursement in the amount of \$168,291.00. Total project cost with engineering \$439,938.59; total grant award was \$376,389.00. The project needed to be re-bid due to failure by the original contractor to complete the job, and the work completed was not done properly to site plans. There are the additional legal fees, and the remaining Stout contract to pay.

REGULAR BOARD MEETING

PAGE THREE

OCTOBER 7, 2024

2025 Proposed Campground Budget Review – Discuss/Review/Act

The board reviewed the preliminary 2025 campground budget with expected revenues of \$34,700.00 and expenditures of \$27,345.00. Current 2024 campground fund balance carryover is \$52,612.20. Trustee Ruud asked that a line item for legal expenses be added to the campground budget and Clerk Lee explained that no draw has been taken against the loan thus far and she will be adding a principal and interest payment to the budget before it is finalized.

2025 Budget Workshop Schedule – The board checked their calendars for available dates to review the budgets for the General Fund, Water and Sewer, Campground, with consideration of approval for the Fire, Ambulance and Transfer Station budgets. The first budget workshop will be held on October 21, 2024 at 4:00 p.m. The Finance and Personnel Committee will meet on October 15th, 2024 at 4:00 p.m. to go over personnel and insurance information. A second budget workshop will be held on October 24th, 2024 starting at 5:00 p.m. On the November 4th, 2024 regular board meeting will include regular business, and then a budget workshop to follow for Water and Sewer.

POLICE, HEALTH AND LICENSES

Police Report – Motion by Moen, seconded by Buckner to accept the police report as presented. 7-Ayes. Motion carried.

2025 Police Department Budget – Chief of Police Lucas Shepard presented the 2025 Police Department Budget to the board. Discussion and consideration of the budget line items, and how funds were to be dispersed to the PD for 2025 followed. Clerk Lee added to the discussion that she would like the board to consider a separate operating and money market investment fund set-up outside of the current general fund pooled accounts similar to the way the fire and ambulance accounts are currently set-up. Motion by Ruud, seconded by Moen to set up a separate checking/operating account for the police department for 2025. 7-Ayes. Motion carried. Motion by Ruud, seconded by Buckner to set up a separate money market investment account for the police department for 2025. 7-Ayes. Motion carried.

Further discussion held on the 2025 police budget included funding for a new squad, and the decision by the Police Oversight Committee to exceed the expected 3% cost increase for 2025. Motion by Ruud, seconded by Hiller to approve the 2025 Police Budget as presented. 7-Ayes. Motion carried.

PUBLIC WORKS-STREETS/UTILITIES & PARKS DISCUSS/REVIEW/ACT

Introduce Jeremiah Johnson – Chairman Rassbach introduced Jeremiah Johnson, the new public works operator for the Village of Minong to replace William Hallock who is retiring at the end of this month.

Water/Wastewater Operator Update – Chairman Rassbach gave a brief update on working with MSA to help train the two new public works/streets employees on the water/wastewater operations. Jason Terry and Kay Curtin from MSA are working/training/mentoring the public works employees and working to develop written operational procedures for them to follow after MSA is no longer needed for the operator in charge position.

Sewer Pump Repair Update – Bill Hallock updated the board that the sewer pump has been repaired and W.W. Goetsch is repairing the old pump to be used as a back-up. Cost not to exceed \$3k.

Ehlers Rate Study Tariff Changes 2025 Water Rate Study – Clerk Lee walked the board through the intake forms from Ehlers Financial for the 2025 water rate study to get an idea of what direction the board would like to go in terms of updating fees and standard charges for the water utility. Lee also explained that Ehlers will be helping to compile the information from the current Water Utility Tariff filed with the Public Service Commission.

REGULAR BOARD MEETING

PAGE FOUR

OCTOBER 7, 2024

Public Comment on Agenda Items Only – None.

Items for the Next Agenda – Regular Business, and Review of 2025 Budgets.

Next Regular Board Meeting – Monday, November 4, 2024 at 5:00 p.m.

CLOSED SESSION Pursuant to 19.85 – (c)(b)(g) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. **(b)** Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. **(b)** applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. **(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. **19.85 (c)(b)(g) Transfer Station Matters/Contract Negotiations, Village Board Compensation and Update for Campground Matter.**

Motion by Moen, seconded by Koskovich to convene into closed session by roll call vote. Clerk to call roll call: Buckner -Aye; Hiller -Aye; Ruud-Aye; Koskovich-Aye; Rassbach-Aye; Moen-Aye; and Johnson-Aye. All 7-Ayes. Closed session observed.

Motion to Reconvene into Open Session – Motion by Koskovich, seconded by Buckner to reconvene to open session. 7-Ayes. Motion carried.

Possible Action from Closed Session – No action taken on closed session items.

ADJOURN – Motion by Koskovich, seconded by Moen, to adjourn at 9:00 p.m. 7-Ayes. Motion carried.

Village President

Clerk-Treasurer

**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING AND 2025
BUDGET WORKSHOP HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE
MINONG, WI 54859 ON OCTOBER 24, 2024, AT 5:00 P.M.**

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting to order on Monday, October 24, 2024, at 5:00 p.m.

ROLL CALL

Clerk Lee, stated all six board members present with the exception of Steven Hiller who was absent due to illness. Those present were Chairman Dan Rassbach, Monica Moen, Julie Ruud, Carol Koskovich, Taryn Buckner and Randy Johnson. Therefore, a quorum does exist, and the meeting was properly noticed.

ALSO, PRESENT

Duane Myers, Clerk-Treasurer Janel Lee and Debbie Bouma Deputy Clerk-Treasurer.

APPROVAL OF AGENDA

Motion by Moen, seconded by Buckner to approve the meeting agenda as presented.

VILLAGE BOARD REGULAR BUSINESS DISCUSS/REVIEW/ACT

Transfer Station Update – Chairman Rassbach gave a brief update of the changes taking place at the transfer station. A second attendant has been hired to work at the transfer station to manage customers and dumping activity out in the yard. The transfer station, as of the first week of December, will be open Thursday through Saturday 9:00 a.m. to 5:00 p.m. The reduction from being open five days a week to three days a week is to accommodate for the additional payroll costs by adding another full-time attendant. One attendant is no longer sufficient to monitor, guide and control the volume of traffic and to make sure all people are dumping correctly.

Public Works Update on Flow Meter Equipment Replacement – Chairman Rassbach updated the board on the needed flow meter equipment. The current system is out of date and can no longer be repaired. New flow meters will need to be purchased, and they are under \$2k each and Rassbach approved public works to purchase new flow meters as needed to replace the outdated reading system.

Police Department New Operating and Savings Account – Clerk Lee explained to the board, the need for a separate operating checking and savings account for the Police Department to track revenues and expenditures separate from the overall Village of Minong General Fund. Motion by Moen, seconded by Ruud to allow Clerk Lee to set up, at Shell Lake State Bank, a separate operating checking account and Money Market savings for the Police Department. Authorized signers will be Chief of Police, Lucas Shepard, Clerk Treasurer, Janel Lee and Deputy Clerk Treasurer, Debbie Bouma. 6-Ayes. Motion carried.

CBS Squared Amendment to Professional Services Agreement (PSA) – The board had a lengthy discussion on the request from CBS Squared Inc. to amend their PSA to include an additional \$51k+ of already accrued costs and the anticipated new costs to finish this project that is grossly past the original deadline of May 4, 2023. By consensus the board members requested that before the amended agreement is signed they would like to have an itemized list of the scope of work and the cost associated with the additional money requested. The board is also concerned about oversight responsibility and management of the project and would like to see some kind of guarantee in the amendment to make sure the job is completed correctly, and no further costs will result from contractor negligence.

Spectrum Insurance Quote - Property/Liability/Work Compensation Insurance – Clerk Lee reached out to Spectrum Insurance to get quotes for property/liability and workers compensation insurance for the Village from the League of Wisconsin Municipalities, MPIC Insurance. Overall savings upon switching insurance would be \$7,400 across all categories. Motion by Buckner, seconded by Moen to approve switching to Spectrum Insurance with Property, Liability and Workers Compensation Insurance to be provided through the League of Wisconsin Municipalities. 6-Ayes. Motion carried.

Finance Committee Minutes from October 22, 2024 - Motion by Ruud, seconded by Moen to approve the finance committee minutes from the October 22, 2024 meeting. 6-Ayes. Motion carried.

SPECIAL BOARD MEETING & 2025 BUDGET WORKSHOP

PAGE TWO

OCTOBER 24, 2024

Finance Committee Recommendations – Health Insurance Rates 2025 – The finance committee informed the full board that they compared rates from 2024 to 2025 through the current Spectrum Employer Insurance Cooperative and the State health insurance options through the Wisconsin Retirement System. Plans reviewed were local plans and high deductible health plans. Motion by Ruud, seconded by Moen to recommend continuing with Spectrum Health Insurance Cooperative Security Health Plan Option 2 through the Spectrum Insurance Cooperative. Deductible \$4,000/\$8,000 Max OOP of \$6,000/\$12,000 to begin January 1, 2025. 6-Ayes. Motion carried.

Annual Employee Evaluations – A lengthy review and discussion was held by the board concerning annual employee performance evaluation forms presented. Motion by Moen, seconded by Ruud to include the annual employee evaluations in the Village of Minong Handbook to be completed starting 2025 prior to the annual wage and budget review, but the initial Trustee reviews for 2024 and the employee self reviews are to be to the Village President by December 1st, 2024 so that all reviews can be completed by December 31, 2024. Also, add an appendix “A” to the employee handbook under Section 2 “Terms of Employment”. 6-Ayes. Motion carried.

2025 Employee Wage Increases – A discussion and review of current employee wages was held by the board with recommendations from the finance committee. Motion by Moen, seconded by Ruud to recommend a 3.2% raise for the Director of Streets, the Clerk Treasurer and Deputy Clerk Treasurer. Operator – Public Works to receive 1%. 6-Ayes. Motion carried. The finance committee expects both Public Works employees to have met their certification requirements in 2025. Clerk Lee is to ensure that the additional pay for meeting certifications be included in the 2025 budgeted wages.

2025 BUDGET WORKSHOP - DISCUSS/REVIEW/ACT

General Fund 2025 – Discussion was held on duties of board members and the Village President. Clerk Lee explained that to accommodate the additional meetings, budgeting for 24 meetings a year is no longer sufficient and presented budget figures that equated to 48 meetings a year for a total trustee salary budget of \$17,280 per year. Further discussion held on the President’s salary. Discussion included raising the President’s salary to \$9,600 per year. No formal motion was made on this discussion pending line item budget review, and amounts could be subject to change.

Clerk Lee walked the board through the first draft of the 2025 budget revenues totaling \$699, 945.00. Revenue reduction impacts to the general fund include the loss of some police department fees; the elimination of personal property tax on businesses and mobile homes; and yearly water utility payments due to the general fund. Revenue increase impacts on the general fund includes the 2% increase in shared revenue for 2025, the 15% increase in transportation aids for 2025; and the increase in interest income from municipal accounts being included in the local government investment pool of accounts. The elimination of personal property tax has also resulted in another State Aid payment to municipalities to offset the loss of this local tax revenue. The campground revenue and expenditures review was postponed to the October 30th, 2024 budget workshop at 4:00 p.m.

The board also went through each departmental budget by line item to set the General Fund expenses for 2025. Contracts resulting in expenses for 2025 were reviewed. Motion by Moen, seconded by Ruud to approve the Fire Department Budget (\$163,927.41); contract dollars of \$12,500.27 and the Ambulance Budget (\$208,793); contract dollars of \$7,152.06 for 2025. 6-Ayes. Motion carried.

Second 2025 Budget Workshop – Wednesday, October 30th, 2024 starting at 4:00 p.m. To continue the 2025 general fund budget work and review the 2025 campground budget.

ADJOURN – Motion by Ruud, seconded by Koskovich, to adjourn at 9:40 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING AND 2025
BUDGET WORKSHOP HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE
MINONG, WI 54859 ON OCTOBER 30, 2024, AT 4:00 P.M.**

CALL TO ORDER

Chairman Dan Rassbach called the special board meeting and 2025 Budget Workshop to order on Wednesday, October 30, 2024, at 4:00 p.m.

ROLL CALL

Clerk Lee stated all 6 board members were present except for Steven Hiller who was absent due to illness. Those present were Chairman Dan Rassbach, Monica Moen, Julie Ruud, Carol Koskovich, Taryn Buckner and Randy Johnson. Therefore, a quorum does exist, and the meeting was properly noticed.

ALSO, PRESENT

Clerk-Treasurer Janel Lee.

APPROVAL OF AGENDA - Motion by Moen, seconded by Koskovich to approve the meeting agenda as presented.

2025 BUDGET WORKSHOP - DISCUSS/REVIEW/ACT

Review/Approve Transfer Station Budget 2025 – The Village Board reviewed the 2025 proposed budget for the Transfer Station. Motion by Ruud, seconded by Moen to approve the recommended Transfer Station budget for 2025 with the Village of Minong proposed contract of \$39,397.50. 6-Ayes. Motion carried.

Approve Village Board and 1st 2025 Budget Meeting Minutes from 10.24.2024 – Motion by Moen, seconded by Buckner, to approve the minutes from the board meeting and first budget workshop on October 24th, 2024, at 5:00 p.m. with corrections related to employee evaluations and due dates. 6-Ayes. Motion carried.

General Fund Revenues & Expenditures 2025 – The Village Board continued to work to balance the 2025 General Fund Budget. Noted changes to balance the budget were to reduce the number of board meetings for the Trustees, reduce the budgeted amount for ordinance updates and changes, reduce the Village President per month salary, and to reduce the Village Hall – Unassigned funds for 2025. The Finance committee is to meet before the next board meeting to continue to work out changes to the Village President salary, roles and responsibilities. Clerk Lee to prepare the 2025 Budget Summary and Public Hearing notice for the November 4th, 2024, Board meeting for approval.

2025 Village of Minong Campground Revenues & Expenditures – The Village Board reviewed the updated expenses for the 2025 Campground Budget. Changes to the budget included using the leftover surplus of \$7,900 and adding that to legal fees, balancing the budget. Further changes requested were to split out the online booking fees from “other revenues”.

Third 2025 Budget Workshop – To approve the 2025 general fund budget summary and review 2025 Water and Sewer budgets at the regularly scheduled November 4th board meeting. This board meeting and third budget workshop to start at 4:00 p.m. in the Minong Village Hall.

ADJOURN – Motion by Moen, seconded by Koskovich, to adjourn at 5:16 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON NOVEMBER 4, 2024, AT 4:00 P.M.

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting to order on Monday, November 4, 2024, at 4:00 p.m.

ROLL CALL

Roll call by Clerk Lee, the six board members present were Chairman Dan Rassbach, Monica Moen, Julie Ruud, Steven Hiller, Carol Koskovich, and Taryn Buckner. Randy Johnson arrived at 4:35 p.m. Therefore, a quorum does exist, and the meeting was properly noticed.

ALSO, PRESENT

Chief of Police Lucas Shepard, Jeremiah Johnson, Eva Johnston, Duane Myers, Cheryl Myers, Dan Sears, Clerk-Treasurer Janel Lee, and Deputy-Clerk Treasurer Debbie Bouma.

APPROVAL OF AGENDA

Motion by Moen, seconded by Buckner to approve the meeting agenda as presented.

VILLAGE BOARD REGULAR BUSINESS DISCUSS/REVIEW/ACT

Public Comments or Concerns – No members of the public expressed comments or concerns.

2025 Popple Shoot Races – Dan Sears requested that the Village donate camping sites to the runners again for the 2025 Popple Shoot Races. Motion by Moen, seconded by Ruud to donate two RV sites, and 1 tent site for one night, Friday night May 2nd, 2025, with the understanding that they complete the Village's Special Event Permit prior to the event and all garbage is to be removed by the event coordinators. 6-Ayes. Motion carried.

Eva Johnston Washburn County Housing Edgewood Apartment Update – Eva Johnston updated the board. Edgewood is in full tenancy, with no tenant issues currently. Winter maintenance prep has started, and snowplow contracts have been sent out. The 2025 Budget for Edgewood is still under review by Rural Development.

323 5th Ave Demolition Request Update – Board Discussion. The deadline set for October 15th for the demolition of the building on 323 5th Ave has passed with no work being done to raze the building. Further discussion included financial penalties for violation of zoning ordinances, and permit requirements based on square footage. By unanimous agreement, this item is to be postponed for further research until the December 2nd, 2024, regular board meeting.

COMMITTEE REPORTS AND UPDATES

Finance – Chairperson Julie Ruud updated the board that to meet the 2025 yearly budgeted amount including social security and Medicare the monthly pay for the Village President as approved will be \$739.85 starting January 1, 2025.

Streets – Johnson and Hiller had no recent updates at this time.

Transfer Station – Chairman Rassbach updated the board. The second yard person will start November 17th. The new transfer station hours will be Thursday through Saturday 9:00 a.m. to 5:00 p.m. There will also be a training session through Northwest Regional Planning on recycling.

Fire and Ambulance – Clerk Lee provided the meeting minutes from the October 16th, 2024, Fire and Ambulance meeting.

REGULAR BOARD MEETING

PAGE TWO

NOVEMBER 4, 2024

PUBLIC WORKS-STREETS/UTILITIES & PARKS DISCUSS/REVIEW/ACT

Ehlers W/S Rate Study Presentation and Possible Action from Presentation – A virtual presentation by Brian Roemer and Peter Curtin was held on the Phase 1 long range cash flow analysis for the Water and Sewer departments. Further discussion was held on Phase 2 which includes a full rate case process for the water utility. The board took no action at this time. This item will be returned for discussion and action on December 2nd, at the regular board meeting.

CBS Squared Amendment to Professional Services Agreement & Contractor Invoice for Payment – Discussion held by the board on the invoices for payment and the additional amount CBS is requesting to complete the Campground Expansion project. Motion by Moen, seconded by Ruud to approve under protest the additional engineering fee of \$56,085 to CBS Squared and to pay the previous and current invoices so Stout Construction can complete the work at the campground. 7-Ayes. Motion carried.

Consent Agenda

The Board reviewed the items on the consent agenda, which included the minutes from the regular board meeting on October 7th, 2024; minutes from the Special Board Meeting and second 2025 budget workshop on October 30th, 2024. The consent agenda also included the Monthly Treasurer’s Report for the General/Water/Sewer and Campground and the monthly police report. Motion by Ruud, seconded by Moen, to accept the consent agenda. 7-Ayes. Motion carried.

2025 Proposed budget Review – Discuss/Review/Act

2025 General Budget Summary – Motion by Ruud, seconded by Buckner to approve the 2025 General Budget Summary. 7-Ayes. Motion carried.

2025 Water Utility Budget – Motion by Moen, seconded by Koskovich to approve the 2025 Water Utility Budget. A lengthy discussion was held after Koskovich seconded the motion. By consensus, the board agreed that more time was needed to review the information. Moen withdrew her motion. No motion carried. Further discussion was held on the overall 2025 water utility budget.

2025 Sewer Utility Budget – The board held a lengthy review and discussion on the 2025 sewer utility budget.

Public Comment on Agenda Items Only – None.

Items for the Next Agenda – Regular Business, and Review of 2025 Budgets. Ehlers W/S rate study discussion and possible action.

Public Budget Hearing – Monday, December 2, 2024, for the General Fund Budget at 5:00 p.m.

Next Regular Board Meeting – Immediately following the Public Hearing is the December 2nd, 2024, Regular Board Meeting.

ADJOURN – Motion by Koskovich, seconded by Moen, to adjourn at 7:27 p.m. 7-Ayes. Motion carried.

Village President

Clerk-Treasurer

**MINUTES OF THE 2025 PUBLIC BUDGET HEARING HELD IN THE VILLAGE HALL
LOCATED AT 123 5TH AVE MINONG, WI 54859 ON DECEMBER 2, 2024, AT 5:00 P.M.**

CALL TO ORDER

Chairman Dan Rassbach called the 2025 Public Budget Hearing to order on Monday, December 2, 2024, at 5:00 p.m.

ROLL CALL

Clerk Lee stated all 7 board members were present. Those present were Chairman Dan Rassbach, Monica Moen, Julie Ruud, Carol Koskovich, Taryn Buckner, Steven Hiller, and Randy Johnson. Therefore, a quorum does exist, and the meeting was properly noticed.

ALSO, PRESENT

Clerk-Treasurer Janel Lee.

APPROVAL OF AGENDA - Motion by Moen, seconded by Hiller to approve the public hearing agenda as presented. 7-Ayes. Motion carried.

2025 PUBLIC BUDGET HEARING VILLAGE OF MINONG

Public Comment on the Proposed 2025 General Fund Budget – Revenues and Expenditures of \$699,945. No members of the public were present.

ADJOURN – Motion by Moen, seconded by Buckner, to adjourn at 5:23 p.m. 7-Ayes. Motion carried.

Village President

Clerk-Treasurer

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON DECEMBER 3, 2024, AT 5:00 P.M.

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting to order on Tuesday, December 3, 2024, at 5:00 p.m.

ROLL CALL - Roll call by Clerk Lee, the six board members present were Chairman Dan Rassbach, Julie Ruud, Steven Hiller, Carol Koskovich, Taryn Buckner, and Randy Johnson. Monica Moen was absent due to illness and was excused. Therefore, a quorum does exist, and the meeting was properly noticed.

ALSO, PRESENT

Clerk-Treasurer Janel Lee, Jerry Smith, Duane Myers, and Cheryl Myers.

APPROVAL OF AGENDA

Motion by Buckner, seconded by Hiller to approve the meeting agenda as presented. 6-Ayes. Motion carried.

PUBLIC COMMENT OR CONCERNS

A question was asked about where village residents can find yearly budget information. Budget information and meetings are posted yearly per required open meetings posting guidelines. The Village posts on the Village Hall doors and on www.villageofminong.org. The public can also request copies from the Village office at any time.

2025 PROPOSED BUDGETS FOR APPROVAL

2025 General Fund Budget Summary – Motion by Ruud, seconded by Buckner to approve the 2025 General Budget Summary in the amount of revenues and expenditures of \$699,945. 6-Ayes. Motion carried.

2025 Water Utility Budget – Motion by Ruud, seconded by Hiller to approve the 2025 water utility budget proposed budget with revenues of \$182,690.00 and expenses of \$167,375. 6-Ayes. Motion carried.

2025 Sewer Utility Budget – Motion by Ruud, seconded by Koskovich approve the 2025 proposed sewer utility budget with revenues \$261,600 and expenses of \$255,469. 6-Ayes. Motion carried.

PUBLIC WORKS-STREETS/UTILITIES & PARKS DISCUSS/REVIEW/ACT

MSA Teresa Anderson Update on Status of the Well House Project and Tentative Project Schedule – In 2023, the Village began planning for a project to replace wellhouse 1 and update wellhouse 2. In early 2023, the total project cost was estimated to be \$2.5 million, including construction, engineering, and administrative costs. Plans for funding the project include applying for a Community Development Block Grant for Public Facilities (CDBG-PF) and for grant and loan funds from the DNR Safe Drinking Water Loan Program (SDWLP). If the application is successful, the CDBG-PF grant can provide \$1 million in grant funds. SDWLP dollars can be used as match: the program provides low-interest 20-year loans, and Minong may qualify for up to 65% Principal Forgiveness. Applications for both programs require plans and specifications to be completed, and the Village contracted with MSA in November 2023 to complete this work. In April 2024, the Village decided to postpone the project for a year, and MSA paused the design. MSA intends to begin working on the project again within the next few weeks, so that plans and specifications can be completed by the end of April 2025. SDWLP Applications will be due June 30, 2025. Because MSA had the 2024 CDBG application nearly completed, and DOA changes the application forms each year, MSA will require a new service agreement for completion of the 2025 CDBG application. A proposed agreement has been provided to the Village for consideration.

MSA CDBG Contract Amendment – Motion by Ruud, seconded by Hiller to approve the new professional services agreement with MSA, project number 00533053 with the approximate start date of February 1, 2025, and completion date June 1, 2025, in the amount of \$12,500. 6-Ayes. Motion carried.

REGULAR BOARD MEETING

PAGE TWO

DECEMBER 3, 2024

Ehlers W/S Rate Study Presentation and Possible Action from Presentation - Motion by Buckner, seconded by Hiller that the Village moves forward with Phase 2 of the water utility rate study with an approximate cost of \$4,500.00. 6-Ayes. Motion carried.

VILLAGE OF MINONG CAMPGROUND PROJECT – DISCUSS/REVIEW/ACT

CBS Squared Professional Services Invoice: 14602 – Motion by Ruud, seconded by Buckner that we reimburse CBS Squared Inc for invoice #14602 Professional services through October 26th of 2024 for the campground project in the amount of \$3,111.87 and the invoice is dated 11/7/2024. 6-Ayes. Motion carried.

CONSENT AGENDA - Motion by Ruud, seconded by Koskovich, to approve the Consent Agenda for the Regular Board meeting minutes and Finance Committee on 11/4/2024. Also, the monthly treasurer's report for the general fund, water, sewer and campground funds, and the acceptance of the police report. 6-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS – DISCUSS/REVIEW/ACT

Eva Johnston – Washburn County Housing Authority Edgewood Apartments Update – Clerk Lee updated the board on behalf of Eva Johnston who was unable to attend the meeting. Edgewood apartments are at full tenancy, and everyone is current with rent. The maintenance is going great and there are no tenant issues. I have two tenants paying full rent, two tenants at zero rent fully subsidized and eight tenants are paying thirty percent of their income and are partially subsidized. The gross rent charge changes every year. Eva requests a rent increase due to higher utility cost, inflation of materials and supplies. Increases in contract labor costs have been accepted through WEDA and Rural Development starting January 1st, 2025. The two-bedroom Max rent is \$707.00, and the three-bedroom Max rent is \$904.00.

Jerry Smith Dist. 1 Supervisor – Washburn County Update – Smith explained that there were no current updates about the new jail. The Washburn County 2025 Budget should be approved on December 17th, 2024. Smith to come back to the January meeting to give the board details on how funds received by municipalities are distributed at the County level. Finally, County Forestry is assisting with a project to re-build buildings for a property on Leader Lake that will eventually be accessible to the public for rental purposes.

Major Project Updates – Village President's Report – The Village President, Dan Rassbach gave a lengthy update on current and upcoming projects for the Village. Items include providing the public with a link on the Village FaceBook page to the Village website for a monthly Village President's update or newsletter. This will help keep the public more informed on what is happening around the Village. Rassbach also wants to update the website with a more user-friendly layout using consolidated menu options. Clerk Lee to work on website security. Trustee Ruud would like the Clerk to investigate changing our website from .org to .gov. In 2025, Rassbach is proposing changing the layout of the Village office to provide the employees with increased security, a safer work environment and increased privacy for the Clerk-Treasurer. Rassbach also would like to get a plan together with the board's help on getting the Village ordinances updated and organized. They have not been reviewed since the last codification in 1990. He would also like to explore community involvement in updating or changing ordinances. The next project for 2025 is the lead service lines and cross connections. Those are two different projects defined by the EPA and the State of Wisconsin. The DNR is Wisconsin took on the lead service line initiative and the Village is required to comply. Rassbach is working with Public Works and the DNR to get this completed. Cross-connection inspections are also required. It is an anti-contamination device and back flow preventer on anything in your house that connects to the water system, such as hoses or an in-floor heating system. The Village Water Utility is required to make sure every household has backflow preventers. A notice about this process will be sent as an insert in the tax bills. Rassbach and Clerk Lee discussed how to approach public relations with the Village community through email, social media and more to improve our visibility, and the public's view of what goes on in the community and what we are doing for the community.

REGULAR BOARD MEETING

PAGE THREE

DECEMBER 3, 2024

Finally, Rassbach would also like to have permanent bathrooms at the playground and pursue any grant or TID funds to bring back bathrooms to the playground. Trustee Ruud would like to pursue grant opportunities that could re-vamp the complete layout of the playpark area.

COMMITTEE REPORTS AND UPDATES

Finance – Finance had no current updates at this time.

Streets & Utilities – Rassbach informed the board that Public Works will be putting breakable tags on all accounts that have a bypass valve to prevent tampering. Director of Streets, Duane Myers, has been doing research on selling timber at the sewer treatment plant. Myers will be doing a walkthrough with Craig Golembiewski who can put a plan together for the Village on what timber can be cut. A hoist is needed for pulling the pumps in the lift stations. Rassbach approved the hoist purchase and Jeremiah is going to weld up the plate for it to go on to the back of the trailer hitch for the white public works truck. The bucket truck can no longer be used and will bring some salvage value. A DNR representative will be here December 10th to do a review of the Village sewer system. Plans are being put into place to have a water meter replacement program. Meters should be replaced once every 20 years. The plan is to replace 10% or 15% of the water meters every year. The new flow meters are ordered to replace the antiquated ones.

Transfer Station – Rassbach informed the board that the new employee at the transfer station is starting this week. The new transfer station hours are Thursday through Saturday from 9:00 a.m. to 5:00 p.m. One employee inside and one outside. The compactor sensor is not turning on when it is supposed to, so that needs to be fixed again. The attendant is keeping track manually for now on how much trash is dumped so that the compactor can get emptied regularly until the sensor can be fixed.

Fire and Ambulance – Rassbach informed the board that he is still getting with Anders to help us with the new EIN for the Fire and Ambulance Service.

Clerk/Treasurer Updates – None.

Public Comment on Agenda Items Only – None.

Items for the Next Agenda – Website follow-up and follow up on Robinson demolition and sign removal.

Closed Session - Convene into Closed Session Pursuant to 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. Deputy Clerk/Treasurer Matter. Motion by Ruud, seconded by Buckner to convene into closed session. Roll call vote for closed session, Ruud-Aye; Buckner-Aye; Rassbach-Aye; Koskovich-Aye; Hiller-Aye; and Johnson-Aye. All 6 Ayes. Closed Session observed. **Board to Reconvene to Open Session with Possible Action on Closed Session** – Motion by Hiller, seconded by Buckner to reconvene to open session. 6-Ayes. Motion carried. Motion by Hiller, seconded by Rassbach to terminate the services of the current Deputy-Clerk from employment at the Village of Minong as of December 4th, 2024. 6-Ayes. Motion carried.

Next Regular Board Meeting – January 6, 2025, at 5:00 p.m.

ADJOURN – Motion by Koskovich, seconded by Hiller, to adjourn at 7:51 p.m. 6-Ayes. Motion carried.

Village President

Clerk-Treasurer