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

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**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 4<sup>th</sup>, 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Motion by Koskovich, seconded by Ruud to remove outdated signatories Michael Bobin, Casey Haime, and Linda Ellenberger from the CCF Checking reserve account, and to approve Janel Lee Clerk Treasurer, Debbie Bouma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.

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## **REGULAR BOARD MEETING**

**PAGE TWO**

**JANUARY 4, 2024**

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### **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 8<sup>th</sup> 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.

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**REGULAR BOARD MEETING**

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**JANUARY 4, 2023**

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**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.

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Village President

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Clerk-Treasurer

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

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**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.

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Village President

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Clerk-Treasurer

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

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**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 9<sup>th</sup> and 10<sup>th</sup>, 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.

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## REGULAR BOARD MEETING

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FEBRUARY 5, 2024

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**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 17<sup>th</sup> 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.

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**REGULAR BOARD MEETING**  
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**FEBRUARY 5, 2024**

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**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.

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Village President

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Clerk-Treasurer

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

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**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.

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Village President

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Clerk-Treasurer



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

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**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 5<sup>th</sup>, 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.

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## REGULAR BOARD MEETING

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MARCH 4, 2024

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**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 19<sup>th</sup>, 2024 Streets & Alleys Meeting Minutes** - Motion by Jelinek, seconded by Rassbach to approve the February 19<sup>th</sup> 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 19<sup>th</sup>, 2024 Finance Minutes for Approval** - Motion by Ruud, seconded by Moen, to approve the minutes of February 19<sup>th</sup>, 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.

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**REGULAR BOARD MEETING**

**PAGE THREE**

**MARCH 4, 2024**

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**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.

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Village President

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Clerk-Treasurer

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

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**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.

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Village President

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Deputy Clerk-Treasurer

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## MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING

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

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

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### 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.

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## REGULAR BOARD MEETING

PAGE TWO

APRIL 1, 2024

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**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 16<sup>th</sup> CDBG application deadline and the June 30<sup>th</sup> 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.

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**REGULAR BOARD MEETING****PAGE THREE****APRIL 1, 2024**

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**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 1<sup>st</sup>, 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 5<sup>th</sup> all day. The office will also be closed for additional educational training from April 23 (half-day) through April 24<sup>th</sup>-26<sup>th</sup> (full day office closure). The 2024 Spring Election will be April 2<sup>nd</sup>, 2024. The dates for 2024 property assessment Open Book and Board of Review will be as follows: Open Book, May 1<sup>st</sup>, 2024, from 2 – 4 p.m. Board of Review, May 8<sup>th</sup>, 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.

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Village President

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Clerk-Treasurer