
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Motion by Koskovich, seconded by Ruud to remove outdated signatories Michael Bobin, Casey Haime, and Linda Ellenberger from the CCF Checking reserve account, and to approve Janel Lee Clerk Treasurer, Debbie Bouma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 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