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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 6, 2025, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Dan Rassbach called the regular board meeting to order on Monday, January 6, 2025, at 5:00 p.m.

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

**ALSO, PRESENT**

Clerk-Treasurer Janel Lee, Chief of Police, Lucas Shepard, Duane Myers, Cheryl Myers, Roxanne Robinson, Teresa Anderson, and Eva Johnston.

**APPROVAL OF AGENDA**

Motion by Koskovich, seconded by Buckner to approve the meeting agenda as presented. 7-Ayes. Motion carried.

**PUBLIC COMMENT OR CONCERNS** - No comments or concerns were made by the public.

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

**MSA Teresa Anderson Update on Status of the Well House Project and Tentative Project Schedule** – Teresa Anderson from MSA presented the board with a timeline for the Well House improvement project. Well House 1 will require a new building, interior piping and mechanical. Updated electrical and controls equipment and an update to the site and driveway access. Well 2 will remain intact with minor improvements as needed. Proposed funding is through the Wisconsin DNR Safe Drinking Water Loan Program (SDWLP) \$1,082,000 65% principal forgiveness, SDWLP 35% Loan at \$583,000. The Community Development Block Grant for Public Facilities \$1,000,000 (CDBG-PF). The total 2024 estimated project cost for engineering and construction is \$2,665,000.

**MSA Operator in Charge Agreement (OIC)** – A lengthy discussion was held with Teresa Anderson on the OIC agreement from Jason Terry. The board decided to postpone a decision on this agreement to have more time to do a cost/benefit analysis between phase 1 and phase 2. A second January meeting will be scheduled when the updated agreement is provided to the board.

**Sewer Deduct Meters** – Discussion held by the board and Clerk Lee on the status of the deduct meters and procedures for managing the deduct meters for utility customers. Randy Johnson and Steven Hiller agreed to get a draft proposal together for the deduct meters.

**VILLAGE OF MINONG CAMPGROUND PROJECT – DISCUSS/REVIEW/ACT**

**CBS Squared Professional Services Invoice: 14716** – Motion by Ruud, seconded by Moen to approve the professional services invoice 14716 for services through November 30, 2024, in the amount of \$5,799.05. 7-Ayes. Motion carried.

**Stout Construction Pay Request 2 – Period 11/01/2024-12/02/2024** – Motion by Moen, seconded by Ruud to approve pay request 2 from Stout Construction, engineer project 21001 in the amount of \$140,524.24. 7-Ayes. Motion carried.

**CONSENT AGENDA** - Motion by Ruud, seconded by Moen, to approve the Consent Agenda, and accept the police report. Consent Agenda items include the December 2<sup>nd</sup>, 2024, public hearing minutes and the December 3<sup>rd</sup>, regular board meeting minutes. The monthly treasurer's report for the general fund, police fund, water, sewer and campground funds, and the police report. 7-Ayes. Motion carried.

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## REGULAR BOARD MEETING

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JANUARY 6, 2025

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#### VILLAGE BOARD REGULAR BUSINESS – DISCUSS/REVIEW/ACT

**Quotes for Village Hall Furnace/AC Replacement** – Chairman Rassbach explained to the board about the need for replacing the two existing furnace and AC units for the Village Hall meeting area, hallway, bathrooms, and offices. The approximate cost would be about \$20,000 to replace all units. Rassbach is continuing to get more quotes and hopefully will have the additional information at the second January board meeting.

**Parking Lot Signs for the Village Hall** – The board discussed the need for better parking options at the Village Hall and the possibility of using signage to identify specific Village Hall parking. Current maps show the parking along the west side of the Village Hall to be public parking and therefore cannot be used exclusively as business parking for the Village Hall.

**Sanding – Northwood School Parking Lot** – A discussion was held by the board on providing sanding services to the Northwood School as needed. Motion by Ruud, seconded by Buckner to discontinue sanding or plowing services of any type related to Northwood School or any area outside Village property. 7-Ayes. Motion carried.

**Fines for Ordinance Violations** – A very lengthy discussion was held by the board on setting up a deposit schedule for ordinance violations. Currently, the ordinance leaves the amount of the fine from \$25 to \$1000 up to the discretion of the officer who is enforcing the ordinance. A discussion was held by the board with Roxanne Robinson on the sidewalk shoveling. Clerk Lee to email the before and after pictures to Robinson of the sidewalk that was cleared by public works.

**Website Follow-up** – Clerk Lee updated the board on some of the website changes. Lee reduced the lengthy list of menu items and consolidated them. The last item is to clear up the issue with site security. Trustee Ruud will evaluate the website again to see if there are other items to be improved.

**Demolition Follow-up on 323-325 5<sup>th</sup> Ave** – The board discussed the situation with the dilapidated house on 325 5<sup>th</sup> Ave that is caving in with the owner. Deadline for demolition was October 15<sup>th</sup>, 2024, after a request by the owner to extend the deadline to the end of the year was turned down. By unanimous agreement by the Board, the matter is to be turned over to the police department for ordinance enforcement.

**Timber Cutting at the Sewer Treatment Plant** – Chairman Rassbach and Duane Myers have been researching timber cutting at the sewer treatment plant as a source of revenue for the sewer utility. The current estimate shows 500 cords on the 30 acres of Village property. By unanimous agreement, the board would like Rassbach to continue investigating timber cutting on this land.

**Update Signatories for All Village Bank Accounts** – Motion by Ruud, seconded by Moen to remove Debbie Bouma from all Village bank account signatory forms and bank statements. Remaining signers will be Trustees Carol Koskovich, and Monica Moen with Janel Lee Clerk Treasurer. 7-Ayes. Motion carried.

#### COMMITTEE REPORTS AND UPDATES

**Washburn County Housing Authority Edgewood Apartments Eva Johnston Director** – Edgewood apartments are at full tenancy, and everyone is current with rent and are the same tenants for the last two years. November financials were provided to the board. There are two tenants paying full rent, two tenants at zero rent fully subsidized and nine tenants are paying thirty percent of their income minus the utility allowance. The two-bedroom Max rent is \$707.00, and the three-bedroom Max rent is \$904.00. Operating is \$79,000. There are a couple of minor repairs to the B and C building doors facing 2<sup>nd</sup> Ave. They are of inadequate quality and have been damaged.

**Finance Committee** – Trustee Ruud informed the board that tax bills and dump cards went out on time, and that water bills will be issued this week by Friday at the latest. Rassbach informed the board that Julie had been a tremendous help with assisting Clerk Lee in the office.

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## REGULAR BOARD MEETING

### PAGE THREE

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**Public Works** – Chairman Rassbach informed the board that Jeremiah Johnson has installed breakable links on the water meters in a few places around the Village to prevent meter tampering. The board discussed recouping the water loss and having Jeremiah monitor these links monthly to ensure the meters are secure.

**Transfer Station** – The new transfer station cards were distributed in the tax bills. Any occupied residences received a dump card, they are numbered and go into effect January 25<sup>th</sup>, 2025. The guys at the transfer station have been told they are fully authorized to ask to see identification if they believe somebody is using a dump card that is not appropriate for their address or where they live. Trustee Ruud stated that we should send the guys at the transfer station the list and so should the town of Minong and Frog Creek of who has what number dump card so they can cross reference the cards. There is a maximum of two cards per residence. All Secondary and replacement dump cards are \$25 and must be purchased in person at the Clerk's office. The transfer committee is working to find a warming shelter for the outside attendant. Rassbach reiterated that all complaints should not be made to the staff working at the transfer station. Residents should come and voice their concerns, questions, or complaints to their board.

**Fire and Ambulance Reports** - One call in December for the fire department for a medical assist. The ambulance had one call in the Town of Brooklyn, zero in the Town of Chicog and Frog Creek. Fifteen calls in the Town of Minong and eight for the Village of Minong, and no mutual aid in the month of December.

**Clerk/Treasurer Updates** – Clerk Lee has been streamlining procedures in the Village office to increase efficiency and reduce waste. All documents are saved or scanned for storage on an external drive that can be accessed if needed and printed out. Real time back-up is done through an offsite cloud-based system. Posting and receipting reports no longer need to be printed as they are available upon request by pulling up the dates in the Work Horse software.

**Public Comment on Agenda Items Only** – A question was raised about the amount of money that is being charged for people who are not in our district at the transfer station and for those without a card. Chairman Rassbach explained the rates and that depending upon the weight of the household trash it could cost around \$10 a bag.

**Items for Discussion on the Next Agenda** – MSA OIC Agreement, draft of the sewer deduct meter plan, furnace quotes for the hall.

**Closed Session** - Convene into Closed Session Pursuant to 19.85 (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Deputy Clerk-Treasurer Position. Motion by Moen, seconded by Buckner to convene into closed session. Roll call vote for closed session, Moen-Aye; Ruud-Aye; Koskovich-Aye; Rassbach-Aye; Buckner-Aye; Johnson-Aye, and Hiller-Aye. All 7- Ayes. Closed Session observed.

**Board to Reconvene to Open Session with Possible Action on Closed Session** – Motion by Moen, seconded by Koskovich to reconvene into open session. 7-Ayes. Motion carried. Motion by Moen and seconded by Buckner to post the position of Assistant to the Clerk-Treasurer starting tomorrow, January 7<sup>th</sup>, 2025, after the ad has been reworked by Clerk Lee and reviewed by the board. 7-Ayes. Motion carried.

**Next Regular Board Meeting** – February 3, 2025, at 5:00 p.m.

**ADJOURN** – Motion by Moen, seconded by Hiller, to adjourn at 8:38 p.m. 6-Ayes. Motion carried.

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary

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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 20, 2025, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Dan Rassbach called the regular board meeting to order on Monday, January 20, 2025, at 5:00 p.m.

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

**ALSO, PRESENT**

Clerk-Treasurer Janel Lee, and Streets Director, Duane Myers.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT OR CONCERNS** - No public was in attendance for comment.

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

**MSA Operator in Charge Agreement (OIC)** – Chairman Rassbach presented the updated OIC agreement to the board. The board members had a lengthy question and answer session. Motion by Ruud, seconded by Buckner to go with the MSA professional services agreement, phase 2 contract attachment B for January 1<sup>st</sup>, 2025, through November 31<sup>st</sup>, 2025. 5-Ayes. Motion carried.

**VILLAGE OF MINONG CAMPGROUND PROJECT – DISCUSS/REVIEW/ACT**

**CBS Squared Professional Services Invoice: 14913** – Motion by Ruud, seconded by Johnson to approve Invoice 14913 to CBS 2 in the amount of \$959.25 for the Village Campground expansion project professional services through December 28<sup>th</sup>, 2024, invoice dated January 8, 2025. 5-Ayes. Motion carried.

**VILLAGE BOARD REGULAR BUSINESS – DISCUSS/REVIEW/ACT**

**Approval of the Regular Board Meeting Minutes from January 6, 2025** – Motion by Buckner, seconded by Ruud to approve the January 6<sup>th</sup>, 2025, regular board meeting minutes. 5-Ayes. Motion carried.

**Village Hall Furnace Quotes** – Chairman Rassbach presented the details of the new furnace and AC quotes to the board. Motion by Ruud, seconded by Hiller to approve Beranek Electrical and Mechanical proposal 15011051 dated 01/10/2025 for the AC and furnace unit that would be for the hall and office side in the amount of \$10,265 and also proposal 1511052 dated 01/10/2025 for the Village Hall AC and furnace unit in the amount of \$14,675. 5-Ayes. Motion carried.

**Fire Department Training Request** – The Village Board by unanimous agreement approved Fire Chief Todd Conaway's request to use the Village Hall for Fire Training until May 20<sup>th</sup>, 2025.

**Public Comment on Agenda Items Only** – None.

**Items for Discussion on the Next Agenda** – Deduct Meters and Old Sewer Piping.

**Closed Session** - Convene into Closed Session Pursuant to 19.85 (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. **To Discuss Payroll and the Clerk Treasurer Assistant Position.** Motion by Ruud, seconded by Buckner to convene into closed session. Roll call vote for closed session: Ruud-Aye; Buckner-Aye; Rassbach-Aye; Johnson-Aye and Hiller-Aye. All 5- Ayes. Closed Session observed.

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**REGULAR BOARD MEETING**

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**JANUARY 20, 2025**

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**Board to Reconvene to Open Session with Possible Action on Closed Session** – Motion by Buckner, seconded by Hiller to reconvene into open session. 5-Ayes. Motion carried.

**Next Regular Board Meeting** – February 3, 2025, at 5:00 p.m.

**ADJOURN** – Motion by Johnson, seconded by Rassbach, to adjourn at 7:52 p.m. 5-Ayes. Motion carried.

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary

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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING**  
**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**  
**ON FEBRUARY 3, 2025, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Dan Rassbach called the regular board meeting to order on Monday, February 3, 2025, at 5:00 p.m.

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

**ALSO, PRESENT**

Clerk-Treasurer Janel Lee, Police Officer Jeff Johnson, Jeremiah Johnson, Denise Waggoner, Wayne Miller, Cheryl and Duane Myers, Terrena VanDeslunt, and Rob Henson.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT OR CONCERNS** – None.

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

**Disposal of Old Sewer Pipes** - Chairman Rassbach informed the board that it was brought to his attention that there are some sewer pipes out near the well house that have been there for a long time, and they are asbestos sewer pipes as far as they can tell. Rassbach received a quote from a removal company from Frederic, WI for \$1,000.00 to fully remove the pipes in a safe manner once the ground thaws. Motion by Moen, seconded by Koskovich to use the company from Frederic, WI to properly dispose of the old sewer pipes. 5-Ayes. Motion carried.

**Frost Level Update** – Jeremiah Johnson updated the board on the current frost level. It is 4 foot 5 inches today versus last Friday it was at 5 foot 3 inches. There is no reason to do a Village wide water run order at this time.

**Update on Control Panel & Pump** – Chairman Rassbach informed the board on the lift station pump and control panel failure. A lengthy discussion was held by the board with Jeremiah Johnson on the repairs needed and the two quotes presented. Motion by Moen, seconded by Koskovich to go with the Tri-State estimate 138914 in the amount of \$18,564.82. 5-Ayes. Motion carried. Funds to come from the Sewer Extension. Motion by Moen, seconded by Buckner to approve going with a new Salzer pump up to \$15,000.00 and Jeremiah and Rassbach will work on price negotiations for final purchase. 5-Ayes. Motion carried.

**Deduct Meters** – This discussion was moved to the March 3, 2025, agenda due to Steven Hiller's absence.

**Sidewalks** – Mr. Henson explained to the board his concerns about the sidewalk abutting his vacant lot and explained to the board that the lot was newly purchased by him back in December and was not made fully aware of the sidewalk clearing requirements. The board unanimously agreed to a one-time waiver of the fee charged to Henson.

**Utility Operating Fund** – Clerk Lee updated the board on the need to borrow operating funds for the Water and Sewer operational funds. The board unanimously agreed to have Clerk Lee ascertain what is needed and inform them after the February settlement what amount was borrowed from the CCF Bank Sewer reserves.

**Status of Water & Sewer Rates** – Clerk Lee is working to get Ehlers Financial the information needed to complete the rate study for the water and sewer by September 2025.



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**REGULAR BOARD MEETING**  
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**FEBRUARY 3, 2025**

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**Bucket Truck** – A discussion was held by the board on selling the bucket truck as it is no longer needed. Jeremiah Johnson and Duane Myers built a rack that can go into the trailer hitch of any of the Village trucks with a couple of jacks that pull down. Motion by Buckner, seconded by Koskovich to get rid of the old bucket truck in the best way possible for the Village. 5-Ayes. Motion carried.

**CONSENT AGENDA** - Motion by Buckner, seconded by Johnson, to approve the Consent Agenda, and accept the police report. Consent Agenda items include the January 20, 2025, second board meeting. The monthly treasurer's report for the general fund, police fund, water, sewer and campground funds, and the police report. 5-Ayes. Motion carried.

**VILLAGE BOARD REGULAR BUSINESS – DISCUSS/REVIEW/ACT**

**Library Update on Splash Pad** – Terrena VanDeslunt, representing the Minong Library informed the board that the splash pad can no longer be operated. It would require a full rebuilding with proper plans and inspections and the library cannot afford that big of a project. The previous owner installed the splash pad without the proper inspection and licenses to operate the splash pad.

**Amend the Minutes from October 24, 2024, for the Police Department Bank Accounts** – Motion by Moen, seconded by Buckner to make a new motion that Debbie Bouma be removed as a signer on the new Police bank accounts and that Lucas Shepard, Chief of Police and Janel Lee Clerk/Treasurer Village of Minong be the signers on the accounts. 5-Ayes. Motion carried.

**Community Development Block Grant (CDBG) Application Public hearing March 3, 2025, at 5:00 p.m.** – Clerk Lee informed the board that the CDBG public hearing has now been sent to the paper to run the weeks of February 13<sup>th</sup>, and February 20<sup>th</sup>, and that the hearing will take place at 5:00 p.m. and the regular board meeting will immediately follow the public hearing.

**Update on the Status of the Assistant to the Clerk/Treasurer Position** – Clerk Lee requested of the board that they consider hiring Denise Waggoner on a contract basis until a full-time replacement could be found for the Clerk Treasurer Assistant position. Further discussion was held on the hours and rate of pay, as well as having a background screen and temporary employment non-disclosure agreement signed. Motion by Moen, seconded by Koskovich to approve hiring Denise Waggoner as soon as possible 20 hours per week or more as needed. 5-Ayes. Motion carried.

**COMMITTEE REPORTS AND UPDATES**

**Washburn County Housing Authority Edgewood Apartments Eva Johnston Director** – Eva Johnston updated the board on the Edgewood Apartments. Currently they are at full tenancy with no issues. The financials were presented to the board for any questions. They had a bit of a plumbing issue today where the common room line is backed up. A plumber is scheduled for tomorrow to fix the issue. The reserve funds are \$60,377 and at Rural Development requirements. Johnston also informed the board that continued payment to the reserve funds are made to ensure the balance stays at the required level. So far, the budget financials look good and are operating under budget currently.

**Finance Committee** – No Report.

**Washburn County – Jerry Smith District 1 Supervisor** – Smith was unable to attend this meeting. Clerk Lee relayed a message from Smith that no current information is available regarding the new County Jail.

**Public Works** – Chairman Rassbach updated the board on the possibility of logging off timber at the sewer treatment plant. The board agreed to move forward with the plan so Myers met with the Forrester, and they are formulating a contract for the forestry services, and it was estimated that the sewer utility could receive upwards of \$20,000.00 in revenue from the timber cutting. The estimated fee for the forestry cutting would be \$1,000.00.

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**FEBRUARY 3, 2025**

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The Forrester said our best dollar value for the logs out there would be if the Village can get something done very soon and the board can get contracts for bid out there so that in the May, June time frame, logging can be done. Rassbach asked the board again if there was a general agreement by the full board for Myers and Rassbach to continue pursuing logging the site and bring back the contract to the March meeting. The board unanimously agreed.

**Transfer Station** – Rassbach informed the board that some rates at the transfer station have changed, nothing significant, mainly tires. The transfer station board did find a company to take the tires, and they signed the contract with them. The cost for bigger tires such as semi or tractor tires. There were a couple of minor changes to recycling, but mainly for the non-residents within the area. The committee also approved an expenditure for a shed or a shelter for the outdoor attendant. The transfer station board approved up to \$1,000 to spend to put up a shelter and to run electricity. Rassbach also informed the board of the status of the new transfer station cards.

**Fire and Ambulance Reports** – Clerk Lee to report on Fire and Ambulance runs in March.

**Clerk/Treasurer Updates** – Clerk Lee read a letter from Comforts thanking the Board for the donation to the backpack program. \*Dan Rassbach has been working on a mailer to help keep the Village residents informed. The form was included in the packet for board review to see if there was anything they would like to add to the document. \*There will also be February Primary this year on February 18<sup>th</sup>, 2025, for the State Superintendent of Public Instruction.

**Public Comment on Agenda Items Only** – No comment was made from the public.

**Items for Discussion on the Next Agenda** – Draft of the sewer deduct meter plan, Fire and Ambulance, and logging agreement.

**Next Regular Board Meeting** – March 3, 2025, immediately following the Public Hearing at 5:00 p.m.

**ADJOURN** – Motion by Moen, seconded by Buckner, to adjourn at 6:20 p.m. 5-Ayes. Motion carried.

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary



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**Village of Minong Public Hearing**  
**Community Development Block Grant Application**  
Minong Village Hall  
123 – 5<sup>th</sup> Avenue; Minong, WI 54859  
**Monday, March 03, 2025**  
5:00 PM

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The Village Board of the Village of Minong held a public hearing regarding its proposed application for Community Development Block Grant (CDBG) Public Facilities (PF) program funds. The public was invited to attend to learn about the CDBG program, provide input on community development and housing needs, and comment on the activities proposed to be included in the CDBG application.

Village President Dan Rassbach called the Community Development Block Grant Application Public Hearing to order on Monday March 03, 2025, at 5:00 p.m. Rassbach gave a brief explanation for the Well House project. Rassbach explained that the proposal for the project was started about a year and a half ago by the board to do a major upgrade to the facility at Industrial Drive and Houston Avenue. This means removal of the existing building, replacement of the obsolete equipment, and electrical control panels are all obsolete. They are old enough at this point that even getting replacement parts is difficult.

Project Engineer Teresa Anderson from MSA presented the agenda items.

**Basic overview of the CDBG Program**

CDBG was enacted through the Housing and Community Development Act of 1974. The Wisconsin Department of Administration (DOA) has administered CDBG funds since 1982; its goals include benefit to LMI (low- and moderate-income) households; targets funding to areas of greatest need; housing, public facilities, and economic development.

**Identification of total potential funding available**

Approximately \$10 million would be available in this year's CDBG Public Facilities cycle. If awarded, CDBG can fund \$2.00 for every \$1.00 match up to a maximum award of \$1 million. The grant application could net a million dollars and the Village's share would be five-hundred thousand in matching funds. The safe water drinking loan program through the Department of Natural Resources provides 20-year loans subsidized. The interest rate is about a third of what you would pay for a general loan and Minong is eligible for 65% of that loan to be forgiven and not paid back.

**Eligible CDBG activities**

**CDBG - Economic Development:** low interest loans to business in exchange for job creation. **CDBG - Public Facilities:** water facilities including mains, looping, extensions, treatment, source, hydrants, valves; sewage including collector and interceptor mains, lift stations, treatment plants and lagoons, and dichlorination facilities; storm sewers; fire stations, libraries, senior centers, handicapped accessibility; and community centers. **CDBG - Public Facilities for Economic Development:** business or industrial park water systems; sewerage systems; roads; infrastructure in support of business attraction/expansion and job creation. **CDBG - Planning Grant:** The program's goals are to help communities develop clear and actionable strategies for addressing site specific, neighborhood, community or regional economic or development needs and to improve the quality of community or economic development projects by helping to fund local plans.

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**Village of Minong Public Hearing**  
**Community Development Block Grant Application**  
**March 03, 2025**  
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**CDBG - Housing:** rehabilitation for owner-occupied and renter-occupied units: LMI home buyer (“Homestead”) programs; handicapped accessibility projects; housing site preparation; housing site acquisition and occupant relocation; blight elimination through demolition of structures; and neighborhood public facilities projects. **CDBG - COVID:** This program has been funded for a fourth round through the Federal CARES Act. Funds must be used to prevent, prepare for, and respond to Coronavirus.

**Presentation on identified community development and housing needs**

Anderson asked the Village Board members if they had any comments on the community development needs within the Village or housing needs. Trustee Ruud asked if Parks renovation and upgrades were eligible for CDBG Funding. Anderson explained that parks do fall under this, but they tend to see it as less of a need, and more of a want, so you score less. But there are other programs that are more aimed at funding parks.

Anderson asked the public if they had any comment on the community development needs within the Village or housing needs. Citizen and business owner Darri Nichols spoke of the housing shortage in the Village of Minong as a critical need for the area and for local businesses.

**Presentation of activities proposed for CDBG application**

Anderson explained that the electrical systems in both wells are obsolete and falling apart. That resulted in a study looking at the well houses and their potential needs. Because these are municipal facilities that provide water to the municipal water system, they’re regulated by the Department of Natural Resources (DNR). The DNR will allow you to replace components one for one without doing an engineered plan, but if changes are needed then the DNR requires an engineered plan that they must approve. Due to the outdated components and structural needs. Engineered plans were necessary. The CDBG grant requires plans and specs to be completed to go in with the application. Application is due in May.

**Review of any potential residential/ non-residential or business displacement as a result of the proposed CDBG activities.**

There are no potential residential/non-residential or business displacements for the proposed CDBG activities. Anderson asked the public if they had any questions about this agenda item and no members of the public responded with questions.

**Resident input regarding community development and housing needs, the proposed CDBG project, and other CDBG activities.**

Citizen Tim Warring worked in the industrial safety and building field and commented that the estimated pricing for some of the well-house items are way too high and wanted to know where these

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**Village of Minong Public Hearing**  
**Community Development Block Grant Application**  
**March 03, 2025**  
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costs came from. Teresa Anderson explained that these were estimates based on a similar project in another municipality, final numbers will most likely either go up or down depending upon actual costs. MSA does not set the price for this well project and the Village must publicly bid the project and award the project to the lowest bidder.

Warring also followed up with a question about regular maintenance on generators. Rassbach explained that Public Works does have a regular maintenance schedule for the current portable generator used now. Maintenance will be done on the new generator.

Citizen and business owner Aimee O'Malley asked why housing was part of this public hearing when the well house projects have no impact on housing. Teresa Anderson explained that CDBG covers a wide range of potentially eligible activities including housing rehabilitation programs and that disclosure of all eligible items to the public was necessary even though this particular CDBG application is for well house/water system improvements.

Tim Warring asked the Village Board if the Village owned any land that could be turned into housing. Rassbach explained that the Village does have some land, and some parcels are non-conforming and are not large enough or viable to build housing.

Citizen and business owner Darri Nichols also commented that she would like to see the Village Board look into CDBG economic development for job creation and retention in the community. She also asked an unrelated question about sewer utility rates.

Village President Dan Rassbach asked about the probability of getting the CDBG grant. Anderson replied that typically there is a 50% chance of the grant being awarded. No further questions were heard from the public, and the meeting was adjourned.

**ADJOURN** – The Public Hearing was adjourned at 5:47 p.m. on March 03, 2025.

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary

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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 3, 2025, AT 5:47 P.M.**

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**CALL TO ORDER**

Chairman Dan Rassbach called the regular board meeting to order on Monday, March 3, 2025, at 5:47 p.m. immediately following the Community Development Block Grant Public Hearing at 5:00 p.m.

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

**ALSO, PRESENT**

Clerk-Treasurer Janel Lee, Chief of Police Lucas Shepard, Public Works Director, Jeremiah Johnson, Cheryl Myers and Duane Myers, Streets Director, Tim Warring, Eva Johnston, Jim Smith, Darren Frickart, Darri Lin Nichols, Roxanne Robinson, Andy Podratz, Brenda and James Jelinek, Lorrie Money, Scot Buckner, and LillyAnna Buckner.

**APPROVAL OF AGENDA** - Motion by Ruud, seconded by Buckner to approve the meeting agenda as presented. 7-Ayes. Motion carried.

**PUBLIC COMMENT OR CONCERNS** – Dan Myers, representing Riding in Light which is a local chapter of the Christian Motorcycle Association is planning to have a swap meet on June 14<sup>th</sup>, 2025, at the Minong Wild River Trail Campground from 10:00 a.m. to 2:00 p.m. Myers to work with Clerk Lee to coordinate the event and necessary permits.

**WELL HOUSE PROJECT**

**CDBG Citizen Participation Public Hearing** - Chairman Rassbach and Clerk Lee to sign the Citizen Participation Certification for the CDBG application. Citizens who attended the public hearing were Cheryl Myers and Duane Myers, Gayle Wahner, Tim Warring, Aimee O'Malley, Dan Myers, Jim Smith, Darren Frickart, Darri Lin Nichols, Roxanne Robinson, Andy Podratz, Brenda and James Jelinek, Lorrie Money, Scot Buckner, and LillyAnna Buckner. A question was asked if the project would increase Village taxes. The Water Utility is independent of the Village taxes and Village operations, and thus no effect on property taxes.

**Authorization of Matching Funds Resolution 200-01-2025** – Motion by Ruud, seconded by Buckner to approve Resolution 200-01-2025 for the authorization of matching funds in the amount of \$1,711,560. 7-Ayes. Motion carried.

**Authorization Resolution 200-02-2025 to Submit to CDBG** – Motion by Ruud, I make a motion that we approve the authorization resolution number 200-02-2025 to submit the Community Development Block Grant CDBG application, seconded by Moen. 7-Ayes. Motion carried.

**FARMER'S MARKET**

**Kitty Waggoner Acting President of the Farmer's Market** – Kitty requested that the board allow the use of the small ballfield again for the farmer's market. It will be their sixth year, and the market continues to grow. Waggoner asked that the event start one week earlier and go one week later from June 11<sup>th</sup> to September 10<sup>th</sup>. By unanimous agreement, the board approved Kitty's request.

**PUBLIC WORKS – STREETS/UTILITIES AND PARKS**

**Sale of the Bucket Truck** – **Chairman Rassbach.** The Village had an old bucket truck that was purchased from Dahlberg Electric for fifteen hundred dollars, and it was getting to the point where there was getting to be quite a bit of maintenance needed on it. Duane and Jeremiah made a jack that goes in the trailer hitch of any Village truck, and it has two jacks that come down and a big winch for lifting the pumps out of the sewer pits.

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That was the main reason the bucket truck was purchased. The winch works great, and it gives us the flexibility to eliminate the bucket truck. So, the bucket truck has now been sold for \$4,000. Thank you to Jeremiah and Duane for being creative and finding a way to allow us to eliminate that truck.

**Draft Plan for Deduct Meters** – Trustees Hiller and Johnson gave an outline of the new plan for the deduct meters. Hiller and Johnson proposed a higher deposit, a monthly fee or rental fee attached to the deduct meter. The meters should be given out on May 1<sup>st</sup> each year and returned by October 31<sup>st</sup>, each year. The installation should be supervised, and those who do not return the meter could be charged for the full cost of the meter. Further discussion was held on actual meter costs. Chairman Rassbach asked if Steve and Randy could get a draft together and give it to Clerk Lee to include at the March 17<sup>th</sup> Village Board meeting.

**Routine 10-year Maintenance Well 1 & 2** – Chairman Rassbach explained that at the annual meeting with the DNR, they said the Water Utility is two years past due on the routine maintenance for Well one and two. Rassbach would like to see the wells pulled for maintenance before the Well House project starts. Rassbach also asked Teresa Anderson if this can be covered by the Well House project funds. Anderson stated that this may be fundable separately through a Safe Water Drinking water program. Clerk Lee was asked about an internal loan from the Sewer reserves. Lee expressed reservations on this option at this time until water rates are back in line and can afford to pay back a regularly scheduled internal loan. Rassbach asked the question about funding to be placed on the March 17<sup>th</sup> Village Board meeting agenda so Anderson could have time to research funding alternatives.

**CONSENT AGENDA** - Motion by Moen, seconded by Koskovich, to approve the Consent Agenda, and accept the police report and finance committee minutes. Consent Agenda items include the February 3, 2025, regular board meeting minutes. The monthly treasurer's report for the general fund, police fund, water, and sewer. 7-Ayes. Motion carried.

### VILLAGE BOARD REGULAR BUSINESS

**Office Security Upgrade** – Chairman Rassbach is proposing a wall on the countertop as you come into the Village Office with a 4-foot by 4-foot security window and a pass through for paperwork including a little opening in the middle for talking. Also, this includes a wall with a steel door and deadbolt lock in just to give us some level of security. Rassbach further explained that Jeremiah and Duane will do the work, so we can build this for \$3,700, and that includes 10% for contingencies just in case we miss anything. So, what we are seeking at this point from the board is approval to spend up to \$3,700 to build that wall with the door and a window. Motion by Buckner, seconded by Koskovich to approve the expenditure up to \$3,700 with funding coming from the Hall reserve funds. 7-Ayes. Motion carried.

**Update on Duct Cleaning and Furnace Repairs** – The duct cleaning was completed successfully, and they were able to remove a considerable amount of debris from the ducts. There was no evidence that these ducts had ever been cleaned. Rassbach also informed the board that the needed furnace and AC replacement is now complete.

**FINANCE COMMITTEE** – Finance Chairperson Julie Ruud explained the finance committee recommendations from the meeting held on February 25<sup>th</sup>, 2025.

**Village Office Hours** – The committee discussed with Clerk Lee on changing the office hours to the public from 7:30 a.m. to 4:00 p.m. to 8:00 a.m. to 4:30 p.m. This change falls within Section 3.5 of the handbook so no change is needed.

**Village Handbook – Meal Breaks** – Recommended changes to Section 6.1 for meal breaks in the handbook. The current wording for meal breaks says if you are a full-time nonexempt employee, you “will” be given two

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rest periods each workday. The recommended wording will say that employees “may” be given two rest periods. Recommendation also for Section 6.1. Ruud stated that we wanted to update section 6.1 for meals to state that all full-time employees are provided with one meal period each workday. Your department head will schedule meal periods to accommodate operating requirements during meal periods. You will be relieved of all work responsibilities, and restrictions and will not be compensated for that time. Unused rest periods and meal breaks cannot be used as flex or compensatory time. For example, if you do not take it, you cannot use it to leave early as flex or comp time. So, we would like to recommend that to the whole board. Motion by Ruud, seconded by Buckner, to accept and incorporate the stated finance committee recommendations. 7-Ayes. Motion carried.

**Office Assistant Interviews** – The finance committee, Clerk Lee and Chairman Rassbach will be conducting interviews for the new office assistant on March 5<sup>th</sup>, 2025, from 3:00 p.m.-6:00 p.m.

### COMMITTEE REPORTS AND UPDATES

**Washburn County Housing Authority Edgewood Apartments Eva Johnston Director** – Eva Johnston updated the board on the Edgewood Apartments. The apartments are still on full tenancy, the financials are still business as usual. The general maintenance is going well. Eva was asked about the process they use to inform potential renters on a waiting list. The current waiting list for an apartment has 25 families on it from the surrounding area. The available apartments are offered to the next person on the list, and if for some reason they do not take the apartment, but want to stay on the list, their name is moved to the bottom of the list. Capital expenditure includes replacing the doors facing 2<sup>nd</sup> Street.

**Citizen Communication Project** – Chairman Rassbach updated the board on the communication survey sent to Village residents. At this point, 8% of the surveys were returned out of the 312 sent. Surveys were sent out about two weeks ago. Rassbach requested that this item be put on March 17<sup>th</sup>, 2025, board meeting agenda to get updated numbers. Rassbach also spoke about messaging tools that come with a monthly fee. Rassbach proposed that Clerk Lee type up a Resolution stating that the Village President pay be reduced by \$50 per month to help cover the monthly cost of the messaging tool. Clerk Lee to have that ready for the March meeting as well.

**Washburn County – Jerry Smith District 1 Supervisor** – Smith was unable to attend this meeting.

**Public Works** – Rassbach informed the board that Duane Myers is working on a road repair proposal for this summer. Myers should have the road proposal done for the March 17<sup>th</sup> Board meeting. Typically, the five-year road plan is reviewed and updated each year.

**Transfer Station** – John Smith who is currently the attendant at the transfer station is resigning his position. He agreed he will work two days or three days a week through March and then two days a week through April. The position has been advertised and there may be some interviews coming soon. Transfer station operations have been going smoothly, there are no more compactor jams, and they were able to find an outdoor shelter for the attendant outside so in the winter months the attendant outside can stay warm.

**Fire and Ambulance Reports** – The Ambulance service responded to twenty-seven calls in the Month of January. Three for the Town of Brooklyn, one in Chicog, two in Frog Creek, eleven in the Town of Minong and ten were in the Village of Minong. The Fire service had two calls for Frog Creek and Brooklyn, the Town of Minong and the Village of Minong also had two calls. Calls varied from lift assists, smoke, or odor related calls and one vehicle extrication.

**Clerk/Treasurer Updates** – Lee updated the board that the auditors have begun the 2024 audit and were on site for one day. The audit will continue with Clerk Lee providing audit information to them through their secure document portal. This process usually lasts until the end of May to mid-June. Ehlers financial has moved on to working on the extensive PSC reporting paperwork for the water rate study.



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**Public Comment on Agenda Items Only** – A question was raised about the deduct meters and allowing residents to purchase one rather than just renting it from the water utility.

**Items for Discussion on the Next Agenda** – Written draft for the deduct meters, the summer road repair plan from Duane Myers, the opening of the timber harvesting bids, the resolution for the messaging program reducing the Village President pay by \$50.00 each month to offset the cost. Update on the office assistant position, and an update on the responses from the “Keeping You Informed” citizen communication project. Theresa Anderson also to provide possible financing options for the maintenance needed at Well 1 & 2.

**Next Special Board Meeting** – March 17, 2025, at 5:00 p.m.

**Next Regular Board Meeting** – April 7, 2025, at 5:00 p.m.

**ADJOURN** – Motion by Moen, seconded by Koskovich, to adjourn at 7:05 p.m. 7-Ayes. Motion carried.

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary

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**MINUTES OF THE VILLAGE OF MINONG SECOND BOARD MEETING**  
**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**  
**ON MARCH 17, 2025, AT 5:00 P.M.**

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**CALL TO ORDER**

Chairman Dan Rassbach called the second board meeting to order on Monday, March 17, 2025, at 5:00 p.m.

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

**ALSO, PRESENT**

Clerk-Treasurer Janel Lee, Duane Myers, Cheryl Myers, Craig Golembiewski and Larry Radzak.

**APPROVAL OF AGENDA** - Motion by Ruud, seconded by Buckner to approve the meeting agenda as presented. 5-Ayes. Motion carried.

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

**PUBLIC WORKS – STREETS/UTILITIES AND PARKS**

**Summer Road Plan Duane Myers** – Myers explained the summer road plan for 2025 on what Village roads should fixed as well as presented quotes from Scott Construction Inc. for the double and single chip seal and quotes from Roy's Seal Coat for the flex patch and crack seal work. Larry Radzak from Scott also held a question-and-answer session with the board on the proposed road plan.

Motion by Ruud, seconded by Buckner to accept the proposal from Scott Construction S0660309 in the amount of \$24,748 to perform the work as listed on page two. 5-Ayes. Motion carried. Motion by Ruud, seconded by Koskovich to approve as a separate project Scott Construction proposal for \$19,020 as listed on page three. 5-Ayes. Motion carried. Motion by Ruud, seconded by Buckner to approve as a separate project Scott Construction proposal for \$12,109 as listed on page four. 5-Ayes. Motion carried.

**PROPOSED SUMMER ROAD PLAN 2025**

**Proposed Village Streets for Double and Single Chip Seal**

1. **Double Chip: 3/8" + 1/4"** Main Street going North from 2<sup>nd</sup> Ave intersection to Town/Village line. 1510 ft. long 22 ft. wide.
2. **Single Chip: 1/4"** – Bond Ave going East to dead end. 1090 ft. long and 19 ft. wide. Blacktop must be patched and flex patched prior to the start of work.
3. **Double Chip: 3/8" + 1/4"** Shell Creek Road going West from Business 53 to Wallace St. Business 53 intersection. 790 ft. long and 22 ft. wide.
4. **Double Chip: 3/8" + 1/4"** Wallace St. from Highway 53 going East to Shell Creek Rd intersection. 1290 ft. long and 21 ft. wide. (no intersection).
5. **Single Chip: 1/4"** B Street going North from Houston Ave to West Hokah intersection. 1030 ft. long and 21 ft. wide. (no intersection).
6. **Double Chip: 3/8" + 1/4"** Shell Creek Rd going North from Wallace St. intersection to Business 53. 960 ft. long and 22 ft. wide. (both intersections).
7. **Double Chip: 3/8" + 1/4"** Shell Creek Rd going North from intersection to dead end. 227 ft. long and 18 ft. wide.

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The board moved on to the second part of the summer road plan and reviewed quotes and had a lengthy discussion with Myers and Clerk Lee about cost and timing of the project. By consensus, the board agreed to move this item to the April meeting for more information regarding funding for the flex patch and crack sealing from the general fund budget.

#### Proposed Village Streets for Flex Patch and Crack Seal

- |  |   |
|--|---|
| 1. Bond Avenue – Flex Patch                      | 6. Walnut Street – Crack Seal and Flex Patch  |
| 2. South Business 53 – Crack Seal                | 7. 2 <sup>nd</sup> Street – From Main North to 5 <sup>th</sup> Avenue – Crack Seal and Flex Patch |
| 3. North Business 53 – Crack Seal                | 8. Denninger Drive – Crack Seal   |
| 4. Railroad Street – Crack Seal and Flex Patch   |   |
| 5. Greenhaven Street – Crack Seal and Flex Patch |   |

**Written Draft for the Deduct Meter Plan** – Trustee Steve Hiller was absent from this meeting so the deduct meter draft plan review will be moved to the April regular board meeting.

**Bid Opening for Timber Cutting at the Sewer Treatment Plant** – Duane Myers opened the bid for timber cutting at the sewer treatment plant. The bid from Ericson Logging was the first bid opened, second bid was from Kurilla Forest Products and the third bid came from Miller Timber Harvesting. Motion by Buckner, seconded by Ruud to accept the bid from Miller Timber Harvesting LLC for \$34,940. 5-Ayes. Motion carried.

Ericson Logging Total = \$34,000

Aspen- \$55.00 \$26,950

Mix HW- \$35.00 \$4,550

Mixed Pine- \$50.00 \$2,500

Kurilla Forest Products Total = \$22,725

Aspen- \$40.00 \$19,600

Mix HW- \$20.00 \$2,600

Mixed Pine- \$10.50 \$525

Miller Timber Harvesting LLC Total = \$34,940.00

Aspen- \$60.75 \$29,767.50

Mix HW- \$28.25 \$3,672.50

Mixed Pine- \$30.00 \$1,500.00

**Possible Funding for the Well 1 & 2 10 Year Maintenance** – A lengthy discussion was held on funding options for the well maintenance. MSA provided some options such as waiting on maintenance and adding this to the Well House project and looking at funding through the Bureau of Public Lands or the use of tax increment funds. Further discussion was held by the board on the need to do maintenance now or if it could be postponed. The board discussed the proposal costs of CTW Wells and Pumps to do the maintenance on Well 1 and 2 for \$11,600 each. Motion by Buckner to accept the CTW Wells and Pumps maintenance plan, seconded by Koskovich with funds to come from the Sewer Extension. 5-Ayes. Motion carried.

**Campground Update** – Clerk Lee reached out to Travis from Stout Construction to get an update on finishing the remaining work at the campground. Currently, the hold is waiting on the frost to release from the ground, and for the ground to get dried out. He will contact the office when they officially start. He said they should be done by May 1<sup>st</sup> when the campground opens. Lee updated the board on the campground booking site which is set up to notify potential renters that sites 16-25 are still under construction and that no all-terrain vehicles are allowed on the grass at those campsites. Small signs will be placed at the sites as a reminder. Lee further explained that with the upcoming loan payments the campground will have to make year-round, we cannot afford to close that side of the campground. The revenue will be needed to help pay that loan.

#### **VILLAGE BOARD REGULAR BUSINESS**

**Update on the Citizen Communication Project (CCP)** – Chairman Rassbach is still collaborating with the vendor that could help us with texting notifications. Rassbach looked at another option from Rural Water,

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and they also do websites with a built-in text and email tool, but it is not customizable. Rassbach would like to add this as a project for the new assistant to the clerk when she gets started.

**2025 Budget Amendment Resolution for Reduction in Village President Pay** – Rassbach explained to the board that once a good texting tool is found, he would like Clerk Lee and Jessica to get started right away. He presented Resolution 2025-17-03 amending the 2025 General Fund Budget to reduce the Village President's pay by \$50.00 per month to offset the cost of the new texting communication tool. Motion by Buckner, seconded by Koskovich to approve resolution 2025-17-03 reducing the Village President's salary from \$739.85 to \$689.85 per month with the proceeds going to village office supplies for use in the communication program. 5-Ayes. Motion carried.

**Update on the office Assistant Interviews** – Clerk Lee updated the full board on the hiring of Jessica Mechtel as the new office assistant to the Clerk Treasurer. She will be starting April 1, 2025.

**Minutes for Approval from March 3, 2025, Public Hearing and Regular Board Meeting** – Motion by Koskovich, seconded by Ruud to approve the March 3, 2025, Public Hearing and Regular Board Meeting minutes. 5-Ayes. Motion carried.

**Public Comment on Agenda Items Only** – None.

**Items for Discussion on the Next Agenda** – Discussion on the Truck Routes for Main St & South Limits Rd, vacation hour roll over, update on moving the weekly payday from Monday to Friday, extending the booking season for the campground, draft deduct meter plan, Roy's Seal Coat and budget information for crack sealing, and the open board position.

**Next Regular Board Meeting** – April 3, 2025, at 5:00 p.m.

**ADJOURN** – Motion by Koskovich, seconded by Buckner, to adjourn at 6:56 p.m. 5-Ayes. Motion carried.

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary