

MINUTES OF THE REGULAR BOARD MEETING OF THE
VILLAGE OF MINONG, WI HELD IN THE VILLAGE HALL,
MONDAY JANUARY 7, 2019 AT 6:00 P.M.

- CALL TO ORDER:** The Regular Meeting of the Minong Village Board was called to order by Village President Michael Bobin on Monday January 7, 2019 at 6:00 p.m. By inspection, all members are present, therefore a quorum does exist and the meeting was properly noticed.
- ROLL CALL:** Board members present were Karen Baker, Lloyd Wallace, Casey Haime, Linda Ellenberger, Andy Podratz, and Larry Lee.
- ALSO PRESENT:** Bill Hallock, Janel Lee, Erik Gulbrandsen, Jerry Smith, and Greg Graf
- AGENDA:** Motion by Baker, seconded by Ellenberger to approve the agenda. 7-Ayes. Motion carried.
- MINUTES:** Motion by Ellenberger, seconded by Haime to approve the minutes from the Regular Board Meeting on 12/3/18, and the Special Board meeting minutes on 12/6/18, 7-Ayes. Motion carried.
- TREASURER'S REPORT:** Motion by Lee, seconded by Baker to accept the Treasurer's report voucher # 29063 – 29143 in the pooled checking account. 7-Ayes. Motion carried.
- CORRESPONDENCE:**
- *Taste of Washburn County Gala, Tuesday January 22, 2019.
 - *Thank you from C.O.M.F.O.R.T.S.
 - *Orthopedic & Spine Therapy information
 - *Northwest Regional Planning Commission-information on flood impact study presentation.
- 101 W 5TH AVE-GRAF:** Greg Graf owns the home on 101 W 5th Avenue and is concerned about Highway 77 erratic drivers. He has had the tree in his yard hit, and would like to know if village could help in any way with a barricade of some sort. Board stated that this is an issue for the DOT and Gulbrandsen will assist him with information on getting the issue resolved.
- PUBLIC COMMENT:** None
- POLICE REPORT:** Motion by Podratz, seconded by Baker to accept the police report. 7-Ayes. Motion carried.
- KENNEL LICENSE:** Motion by Baker seconded by Podratz to grant a kennel license to Kelly McGraw for 2019. 7-Ayes. Motion carried.
- PANIC BUTTONS:** Quote from Access Security for panic button system \$1,110. There would be an added cost of \$16/month to have the alarm signals called into dispatch. The system could also be utilized as a burglar alarm system if the village wanted to incorporate that aspect. Motion by Baker, seconded by Wallace to take the money from MM hall repair/roof, motion dies.

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Discussion on number of wireless mobile panic/pushbuttons. Motion by Podratz, seconded by Wallace to postpone this matter for new information on an additional wireless mobile button. 7-Ayes. Motion carried.

OFFICE RENOVATION: Estimate by DSAB Properties to renovate the entryway to the office. The specifications should include Americans with Disabilities Act compliancy. Board would like a new quote with glass opening. Motion by Baker, seconded by Ellenberger. Motion dies. Motion by Haime to advertise, no second, motion dies. Motion by Wallace seconded by Baker, to get 3 quotes on renovation that includes a window. 7-Ayes. Motion carries.

LIBRARY

CONTRIBUTION: Motion by Baker to keep forwarding the village's contribution of \$3,000/annually to the library, seconded by Lee. 7-Ayes. Motion carried.

TID JOINT REVIEW
BOARD MEETING:

JRB meeting held on December 26, 2018. Nothing to report, because Dave Rasmussen from MSA had already informed the board previously on TID status in the village.

FIRE EXTINGUISHERS: For board information. Because of state requirements and regulations the MAVFD will no longer be servicing the village's fire extinguishers after this year (2019). The village will have to contract with an outside source.

WEHMHOEFER WORK
STATUS:

Wehmhoefer has been released to full time work with no restrictions. There is no need for any more LTE from Lisa Featherly.

LOADER BLG LIGHTS: Lights by loader building are shorting out. Price from Coons Electric \$530 to install 3 high vay LED fixtures. Motion by Bobin, seconded by Haime to take the money from the water extension fund. 7-Ayes. Motion carried.

HALLOCK VACATION
CARRY OVER:

Hallock has 47.25 hours of vacation left from 2018. Motion by Podratz, to approve the carryover of hours, with an amendment by Bobin, that the hours must be taken before 9/1/19, seconded by Haime. 7-Ayes. Motion carried.

LANDFILL:

Each municipality in Washburn County will be eligible for up to \$2,200 for the cleanup day.

ELECTION DAY
EMERGENCY

RESPONSE PLAN: Motion by Wallace, seconded by Ellenberger to approve the Election day emergency response plan. 7-Ayes. Motion carried.

4TH QTR NEWSLETTER: Motion by Podratz, seconded by Baker to accept/approve the 4th Qtr Newsletter. 7-Ayes. Motion carried.

CLERK/TREASURER
POSITION:

Motion by Podratz, seconded by Ellenberger to appoint Janel Lee to the Clerk/Treasurer position effective 5/1/19. 6-Ayes. 1-Abstain-Larry Lee. Motion carried. Lee accepts the position. *Motion by Bobin, seconded by Wallace to pro-rate insurance stipend for Lee over 12 months in the Deputy Clerk/Treasurer position (\$2,000), commencing on 1/1/19, and then pro-rating the insurance stipend for Lee over 12 months in the Clerk/Treasurer position, (\$4,000), commencing on 5/1/19*. 6-Ayes, 1-Abstain-Larry Lee. Motion carried.

Motion by Wallace, seconded by Podratz to discuss benefits for the position in closed session at the next regular board meeting. 6-Ayes, 1-Abstain-Larry Lee. Motion carried.

DEPUTY CLERK/TREASURER
POSITION:

Motion by Bobin, seconded by Baker to get an ad in the paper ASAP. 6-Ayes, 1-Abstain-Larry Lee. Motion by Bobin, seconded by Wallace to have the personnel committee conduct the first interviews, and bring the recommendation back to the regular board. 7-Ayes. Motion carried.

NEXT MEETINGS: Next regular board meeting 2/4/18 at 6:00 p.m.

ADJOURN: Motion by Podratz, seconded by Baker to adjourn. 7-Ayes. Meeting adjourned.

Village President

Clerk/Treasurer

MINUTES OF THE REGULAR BOARD MEETING OF THE
VILLAGE OF MINONG, WI HELD IN THE VILLAGE HALL,
MONDAY FEBRUARY 4, 2019 AT 6:00 P.M.

- CALL TO ORDER:** The Regular Meeting of the Minong Village Board was called to order by Village President Michael Bobin on Monday February 4, 2019 at 6:00 p.m. By inspection, all members are present, therefore a quorum does exist and the meeting was properly noticed.
- ROLL CALL:** Board members present were Karen Baker, Lloyd Wallace, Casey Haime, Linda Ellenberger, Andy Podratz, and Larry Lee.
- ALSO PRESENT:** Bill Hallock, Janel Lee, Erik Gulbrandsen, Jerry Smith, Alyssa Correll, Tracy Elkins, Keith Wehmhoefer, Linda Havlicek, Dan Myers, Chuck Warner, Vonnie Clemens, Brenda Jelinek, and Nicki Kofal.
- AGENDA:** Motion by Baker, seconded by Ellenberger to approve the agenda. 7-Ayes. Motion carried.
- MINUTES:** Motion by Ellenberger, seconded by Baker to approve the minutes from the Regular Board Meeting on 1/7/19. 7-Ayes. Motion carried.
- TREASURER'S REPORT:** Motion by Lee, seconded by Haime to accept the Treasurer's report voucher # 29144 - 29192 in the pooled checking account. 7-Ayes. Motion carried.
- CORRESPONDENCE:** *WITC district board vacancy, if anyone is interested in becoming a member.
- PUBLIC COMMENT:** None
- POLICE REPORT:** Motion by Wallace, seconded by Podratz to accept the police report. 7-Ayes. Motion carried.
- OPERATOR LICENSE:** Motion by Baker seconded by Podratz to grant an Operator License for the 2018-2019 license year to Rachael King. 7-Ayes. Motion carried.
- PANIC BUTTONS:** Motion to postpone by Podratz, seconded by Wallace. 7-Ayes. Motion carried. Clerk to contact Randy Slaby and have him come to the next regular board meeting.
- ATTORNEY LETTER FOR LIBRARY CONTRIBUTION:** Attorney Frost sent an email in response to Bobin's request that under what circumstances can the Village of Minong donate money to a library. A Village may enter into an agreement for the provision of authorized services with an incorporated non-profit organization. A Village cannot just donate public funds to a group of individuals despite the good work they may be providing to the community. Attorney Frost's opinion was that he agreed with the WTA article and the Village may not legally donate to the library as presently organized. Havlicek confirmed that the library was indeed a 501(c)(3). The board voted at the 1/7/19 regular board meeting to donate this

year to the library, but stated that it would be reviewed each year for available funds. Motion by Haime, seconded by Ellenberger to have Bobin draft a letter of support, and have it for review at the next regular board meeting, and send it off to Washburn County chairman Tom Maki. 6-Ayes. 1-Nay, Wallace. Motion carried.

LANDFILL: There is a hazardous materials awareness & waste disposal training. Ellenberger will let the landfill committee know.

LWM PUBLICATIONS: The League of Wisconsin Municipalities has continuing education materials available to municipalities if any of the board members are interested in watching this material the village would buy it and have it available.

PUBLIC RECORDS
ORDINANCE: Motion by Bobin, seconded by Lee to approve and adopt and make part of our Village Ordinance Section 2-248 (a)(b)(c)(d), the State's retention of public records schedule. 7-Ayes. Motion carried.

CLOSED SESSION: Motion by Podratz, seconded by Ellenberger to go into closed session pursuant to WI State 19.85(1)(c) to consider employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. 7-Ayes. Motion carried.

OPEN SESSION: Motion by Baker, seconded by Podratz to re-convene into open session. 7-Ayes. Motion carried. Motion by Bobin seconded by Haime to start Lee, in the position of full time Clerk/Treasurer, on 5/1/19 at \$16/hour. 2-Ayes, 1-Abstain Larry Lee, 4-Nays. Motion dies. Motion by Baker, seconded by Ellenberger to start Lee, in the position of full time Clerk/Treasurer, at \$16.24/hour on 5/1/19. 5-Ayes, 1-Abstain Larry Lee, 1-Nay Bobin. Motion carried. Motion by Bobin, seconded by Wallace to grant full time benefits to Lee starting on 5/1/19. 6-Ayes, 1-Abstain Larry Lee. Motion carried.

NEXT MEETINGS: Next regular board meeting 3/4/19 at 6:00 p.m. Finance, Insurance & Personnel will begin interviews for the Deputy Clerk/Treasurer position on 2/19/19 at 4:30 p.m.

ADJOURN: Motion by Podratz, seconded by Baker to adjourn. 7-Ayes. Meeting adjourned.

Village President

Clerk/Treasurer

MINUTES OF THE REGULAR BOARD MEETING OF THE
VILLAGE OF MINONG, WI HELD IN THE VILLAGE HALL,
MONDAY MARCH 4, 2019 AT 6:00 P.M.

- CALL TO ORDER:** The Regular Meeting of the Minong Village Board was called to order by Village President Michael Bobin on Monday March 4, 2019 at 6:00 p.m. By inspection, all members are present, therefore a quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Karen Baker, Lloyd Wallace, Casey Haime, Linda Ellenberger, Andy Podratz, and Larry Lee.
- ALSO PRESENT:** Bill Hallock, Janel Lee, Erik Gulbrandsen, Jerry Smith, Keith Wehmhoefer, Randy Slaby, and Dan Myers.
- AGENDA:** Motion by Baker, seconded by Ellenberger to approve the agenda. 7-Ayes. Motion carried.
- MINUTES:** Motion by Ellenberger, seconded by Lee to approve the minutes from the Regular Board Meeting on 2/4/19. 7-Ayes. Motion carried. Motion by Lee, seconded by Haime to approve the Finance, Insurance, Personnel etc mtg on 2/19/19. 7-Ayes. Motion carried.
- TREASURER'S REPORT:** Motion by Lee, seconded by Haime to accept the Treasurer's report voucher # 29193 - 29269 in the pooled checking account. 7-Ayes. Motion carried.
- CORRESPONDENCE:**
- *Washburn County Highway Department letter explaining that there is no shortage on salt/sand.
 - *WE Energies letter advising residents to keep meters clear of snow and ice.
 - *Census Bureau is looking for volunteers to help conduct the nationwide census.
 - *WRWA is holding its annual membership meeting in LaCrosse. Hallock will be attending.
 - *2019 League of Wisconsin Municipalities is hosting in various locations, the local government 101 one day workshops for local government officials.
- PUBLIC COMMENT:** Clerk stated that Bill Farris had called the Village office and wanted to let the board know that he thought Wehmhoefer was doing an excellent job snowplowing. Discussion on snow removal at intersections, and snow being deposited into the roadway.
- POLICE REPORT:** Motion by Podratz, seconded by Wallace to accept the police report. 7-Ayes. Motion carried.
- CLASS C WINE LICENSE FEE:** Motion by Ellenberger, seconded by Baker to amend Village Ordinance Article II Sec. 4-25 to include Class C Wine License at \$300 for the license year. 7-Ayes. Motion carried.

CLASS C WINE

LICENSE: Motion by Haime, seconded by Lee to grant El Tequila a Class C wine license only, pro-rated for the rest of the license year (2019). 7-Ayes. Motion carried.

PANIC BUTTONS:

Randy Slaby from Access Security explained the installation and use of the panic buttons. Motion by Haime, seconded by Wallace to accept the quote of \$1110.00, which includes 3 wireless mobile panic/pushbuttons, control panel with dialer, keypad, with built in wireless receiver, system back up battery, wire and wiring, labor, installation, programming, testing and training. 7-Ayes. Motion carried. There is also a monthly service charge which equals \$192/year.

TOWN ADVOCACY

COUNCIL MEMBERSHIP: Letter from TAC asking for membership. No motions

GRACE STREET SNOW-

MOBILE/ATV NOISE: Discussion held, no action taken.

PILT-ICAA & JLAAC:

No payments/agreements have been made/met. Clerk to send letters to ICAA & JLAAC requesting they come to a board meeting to discuss PILT payment.

OFFICE

RENOVATION: Clerk to contact DSAB properties for revision on the original office renovation bid.

UPCOMING PROJECTS:

Washburn County Surveyor letter asking that if the village has any upcoming road construction that may disturb a survey monument to let them know.

LANDFILL:

Nothing

SIDEWALK ORDINANCE:

Podratz would like the sidewalk ordinance changed. He will get together with office staff to work out the wording and bring back to board.

LIBRARY SUPPORT

LETTER: Motion by Baker, seconded by Ellenberger to approve the letter of support to Washburn County, for the Minong Library, with the revisions of: "leased", and "will only do so as our budget allows." 7-Ayes. Motion carried.

FEE SCHEDULE REVIEW:

Motion by Bobin, seconded by Ellenberger to increase copy amount to \$.25/Copy per page & \$1.00/Color Copy per page. 7-Ayes. Motion carried.
Motion by Lee, seconded by Ellenberger to increase Notary fee to \$5.00 for non-residents, and Village residents will remain free. 7-Ayes. Motion carried.

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- CLOSED SESSION: Motion by Podratz, seconded by Baker to go into closed session pursuant to WI State 19.85(1)(c) to consider employment, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. 7-Ayes. Motion carried.
- OPEN SESSION: Motion by Baker, seconded by Ellenberger to re-convene into open session. 7-Ayes. Motion carried. Motion by Bobin seconded by Podratz to offer the Deputy Clerk/Treasurer position to Debra Bouma. 7-Ayes. Motion carried. Motion by Podratz, seconded by Haime to offer a starting wage of \$14.00/hour with part-time benefits per the office policy. 5-Ayes, 2-Nayes Bobin and Wallace. Motion carried.
- NEXT MEETINGS: Next regular board meeting 4/8/19 at 6:00 p.m. This is the 2nd Monday due to Spring Election being 2/2/19.
- ADJOURN: Motion by Podratz, seconded by Baker to adjourn. 7-Ayes. Meeting adjourned.

Village President

Clerk/Treasurer

MINUTES OF THE REGULAR BOARD MEETING OF THE
VILLAGE OF MINONG, WI HELD IN THE VILLAGE HALL,
MONDAY APRIL 8, 2019 AT 6:00 P.M.

- CALL TO ORDER:** The Regular Meeting of the Minong Village Board was called to order by Village President Michael Bobin on Monday April 8, 2019 at 6:00 p.m. By inspection, all members are present except for Larry Lee, who is excused, therefore a quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Karen Baker, Lloyd Wallace, Casey Haime, Linda Ellenberger, and Andy Podratz.
- ALSO PRESENT:** Bill Hallock, Keith Wehmhoefer, Debra Bouma, Erik Gulbrandsen, Jerry Smith, and Jon Ongjoco.
- AGENDA:** Motion by Baker, seconded by Ellenberger to approve the agenda. 6-Ayes. Motion carried.
- MINUTES:** Motion by Ellenberger, seconded by Haime to approve the minutes from the Regular Board Meeting on 3/4/19. 6-Ayes. Motion carried.
- TREASURER'S REPORT:** Motion by Haime, seconded by Baker to accept the Treasurer's report voucher #29270 - 29329 in the pooled checking account. 6-Ayes. Motion carried.
- CORRESPONDENCE:**
- *Information from Board of Commissioners of Public Lands fact sheet – general obligation loans.
 - *Information from Downtown Redevelopment Services, LLC on comprehensive downtown planning.
 - *Wisconsin's Tornado and Severe Weather Awareness Week is April 8-12, 2019.
 - *U.S. Census Bureau information on participating in the 2020 Census New Construction Program.
- PUBLIC COMMENT:** Jon Ongjoco from Lake Country Cabin Servies, LLC introduced himself and his services for the area.
Debra Bouma, newly hired deputy clerk, introduced herself to the board and the president welcomed her to the Village office.
- POLICE REPORT:** Motion by Podratz, seconded by Baker to accept the police report. 6-Ayes. Motion carried.
- OPERATOR LICENSES:** Motion by Baker, seconded by Podratz to approve for the remainder of the 2018-19 license year, Derek Fetsch, and Carlos Escobedo. 6-Ayes. Motion carried.
- SQUAD ENGINE REPLACEMENT:** Police Deputy Correll was driving through deep water and complications arose, water damaged the squad engine. The estimate to replace the engine from Link Ford is \$10,043.88. Insurance paid \$8,594.60, under comprehensive. The TOM has lent the Village their squad until the Village's squad repairs are finished, free of charge.

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FIRE EXTINGUISHER
QUOTES:

The Fire Department is not servicing our fire extinguishers anymore. Wehmhoefer has gotten a quote from Safety Plus. Annual tag is \$72, 4 need to be hydro tested \$144, would like a fire extinguisher in each of the village trucks for \$140, with a grand total of \$356. Motion by Bobin to take 50% of the cost out of sewer fund and 50% of the cost out of water fund. Wallace made a motion to amend the previous motion to do a 3-way split between Water, Sewer and General funds. Seconded by Baker. 6-Ayes. Motion carried.

MSA UPDATE ON
CDBG/MSIP APP.:

David Rasmussen from MSA sent a memo to the Village Board, recommending that the Village not submit an application in this year's (2019) competition for the CDBG grant. The village would have time to develop a capital improvement plan, and the design of the business 53 reconstruction could occur over the winter months, thereby making the project "shovel-ready." The funding through the MSID program may be in place by then also. If awarded next year (July of 2020), construction could begin in the fall of 2020. Motion by Podratz, seconded by Haime to postpone anymore discussion on this to the next regular board meeting. Rasmussen may be able to come to that May meeting. 6-Ayes. Motion carried.

SIDEWALK ORDINANCE: Podratz re-wrote Sec 30-57 Snow and Ice removal of the Village's Ordinance. Discussion on Village's right of way to the curb line. Motion by Wallace, seconded by Baker to table this discussion until the right of way to the curb line can be clarified. 6-Ayes. Motion carried.

MAXIMIZING GTA: Discussion held on maximizing our General Transportation Aids.

OPEN BOOK: Monday May 20th 10 a.m. to 12 p.m.

BOARD OF REVIEW: Tuesday May 28th 6 p.m. to 8 p.m.

1st QUARTER NEWS-
LETTER: Motion by Podratz, seconded by Baker to approve the 1st Quarter Newsletter

NEXT MEETING: Next Regular Board Meeting on Monday May 6th at 6:00 p.m.

ADJOURN: Motion by Podratz seconded by Baker.

Village President

Clerk/Treasurer