

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

MINUTES OF THE REGULAR BOARD MEETING OF THE
VILLAGE OF MINONG, WI HELD IN THE VILLAGE HALL,
MONDAY MAY 6, 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 May 6, 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, Larry Lee and Andy Podratz.
- ALSO PRESENT:** Bill Hallock, Keith Wehmhoefer, Alyssa Correll, Dave Rasmussen and Kathy Berndt.
- 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 4/8/19. 7-Ayes. Motion carried.
- TREASURER'S REPORT:** Motion by Lee, seconded by Haime to accept the Treasurer's report voucher #29330 - 29386 in the pooled checking account. 7-Ayes. Motion carried.
- CORRESPONDENCE:** The Town of Wascott sent a letter requesting that the Village Board explore a mutual agreement with Wascott for waste and recycling. Haime requested that a letter be sent with our response. Motion by Bobin, seconded by Baker to let the Town of Wascott know, via a letter, that the Village Board does not feel a mutual agreement is in the best interest of the Village of Minong. 7-Ayes. Motion carried.
*Information provided to the board on the Minong Area Chamber of Commerce Community Wide Garage Sale.
*The MTAW awarded Janel Lee a \$100 scholarship for her upcoming treasurer's completion at University/Wisconsin Green Bay Institute.
*Reminder: Upcoming dates for Open Book on Monday May 20th, 10:00 a.m. to 12:00 p.m. and Board of Review for Tuesday May 28th, 6:00 p.m. to 8:00 p.m.
- PUBLIC COMMENT:** None.
- POLICE REPORT:** Motion by Baker, seconded by Podratz to accept the police report. 7-Ayes. Motion carried.
- OPERATOR LICENSES:** Motion by Baker, seconded by Podratz to approve the operator license for the 2019-2020 license year to John D. Adrihan. 7-Ayes. Motion carried.

JOINT POLICE
PROTECTION WITH
TOWN OF MINONG:

A brief discussion was held by the board regarding a concerned citizen in the Town of Minong who feels the police protection in that area is inadequate. The Village of Minong board expressed reservations but would be open to meeting with the Town of Minong board, if approached.

RESULTS: MINONG
HOUSING AUTHORITY
MEETING:

The Minong Housing Authority Board held a meeting on May 6, 2019 at 4:50 P.M. to dissolve the Minong Housing Authority Board and appoint the Washburn County Housing Authority Board as their replacement, to manage, the Edgewood Apartments in Minong. Motion by Bobin, seconded by Wallace for the Minong Village Board to approve the decision to turn over the management of Edgewood Apartments to The Washburn County Housing Authority Board. 7-Ayes. Motion carried.

MSA UPDATE ON
CDBG/MSIP APP.:

David Rasmussen from MSA gave an update and recommended the Village start with a Capital Improvement Plan to better their position for grant funding. He also suggested that the Village should apply for the MSID program in November so that those funds will be in place by early 2020. We could use both the CIP and the MSID for the business 53 reconstruction and possible other projects to better qualify for the Community Development Block Grant. The highway 77 overlay is expected in 2024. Dave Rasmussen and Bill Hallock discussed having Teresa Anderson from MSA come to meet with Bill and Keena Spencer Dobson from the DOT regarding the curb and gutter work. There are no matching funds available for the parking lanes.

NEW PRESSURE
WASHER:

Bill Hallock requested that the Village purchase a new pressure washer as the 20 year old unit no longer functions. The cost of a new pressure washer would cost roughly \$1800.00. The payment will be split between the sewer, water, and Village Hall funds. Motion by Wallace, seconded by Ellenberger to purchase the new pressure washer. 7-Ayes. Motion carried.

SIDEWALK ORDINANCE: Podratz re-wrote Sec 30-57 Snow and Ice removal of the Village's Ordinance. Discussion held about the snow removal time requirement, notice requirement and curb line. Motion by Bobin, seconded by Lee to change Sec. 30-57(a) the removal of snow and ice from 24hrs to 48hrs from the time the snow ceases as well as remove the second notice requirement from the ordinance. Sec. (b) of the ordinance is to remove line, 3 and 4 wording "street right of way" and "exist from the village right of way to the curb line" from the ordinance. 7-Ayes. Motion carried.

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WATER LEAK
INSPECTION:

William Hallock informed the board of water leaks in the Village of Minong. Bill recommends Waterworks Service's proposal to survey/monitor hydrants, confirm the leaks and prepare a report as to the location of the leaks so they can be fixed for \$2500.00. Motion by Wallace, seconded by Lee to approve Waterwork's proposal. 7-Ayes. Motion carried.

MINONG AREA
DISPOSAL MEETING:

The Minong Area Disposal is asking that two Village Board members and the clerk be present at their upcoming meeting on May 14th at 5:30 p.m. to go over a contingency plan to replace equipment and garage doors. There will also be discussion as to how to pay for the requested replacements. Further discussion will include Indianhead Community Action Agency (ICAA) and their resident's garbage disposal in light of their delinquent PILT. Board members Casey Haime and Larry Lee volunteered to attend this meeting. ICAA and Washburn County Housing has been notified of this meeting and may possibly attend. Results of this meeting will be brought to the next Regular Village Board Meeting in June.

FINANCE COMMITTEE
MEETING:

The quarterly finance committee meeting will be held Thursday May 16, 2019 at 4:30 p.m.

OFFICE COVERAGE
FOR JULY 15-19, 2019:

Janel Lee, Clerk Treasurer will be attending the UW Green Bay Institute for her Treasurer's Completion July 15th-19th, 2019. Debbie Bouma, the Deputy Clerk Treasurer will also be attending UWGB. Denise Waggoner, former Clerk, offered to cover the office from 7:30 a.m. to 1:00 p.m. for the week of Janel and Debbie's absence. The Village office would be closed from 1:00 p.m. to 4:00 p.m. during that week. Motion by Wallace, seconded by Podratz to approve Denise Waggoner to cover the office for July 15th-19th, 2019. 7-Ayes. Motion carried.

NEXT MEETING:

Next Regular Board Meeting on Monday June 3rd, 2019 and Monday June 17th, 2019 at 6:00 p.m.

ADJOURN:

Motion by Podratz seconded by Baker to adjourn. 7-Ayes. Motion carried. Meeting adjourned.

Village President

Clerk/Treasurer

MINUTES OF THE REGULAR BOARD MEETING OF THE
VILLAGE OF MINONG, WI HELD IN THE VILLAGE HALL,
MONDAY JUNE 3, 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 June 3, 2019 at 6:00 p.m. By inspection, all members are present except for Andy Podratz who was excused from the meeting. A quorum does exist, and the meeting was properly noticed.
- ROLL CALL: Board members present were Karen Baker, Lloyd Wallace, Casey Haime, Linda Ellenberger, Larry Lee.
- ALSO PRESENT: Bill Hallock, Keith Wehmhoefer, Erik Gulbrandsen, Teresa Anderson, Max Ericson and Dan Myers.
- AGENDA: Motion by Baker, seconded by Ellenberger to approve the agenda. 6-Ayes. Motion carried.
- MINUTES: Motion by Ellenberger, seconded by Wallace to approve the minutes from the Regular Board Meeting on 5/6/19. 6-Ayes. Motion carried.
- TREASURER'S REPORT: Motion by Lee, seconded by Haime to accept the Treasurer's report voucher #29387-29438 in the pooled checking account. 6-Ayes. Motion carried.
- CORRESPONDENCE: A concerned citizen reached out to the Village Office about Jay Link's cattle and possible contamination of the Village well and water supply. Contact was made with Ruth King, the Senior Water Resource Management Specialist at the DNR, who will be contacting Jay Link about the concern of the cattle. Public Works Director, William Hallock, explained that the water is tested regularly and there has been no bacteria or higher levels of nitrates from the samples. Motion by Baker, seconded by Haime to postpone this item to the next agenda until we hear from Ruth King. 6-Ayes. Motion carried.
- PUBLIC COMMENT: None.
- POLICE REPORT: Motion by Baker, seconded by Wallace to accept the police report. 6-Ayes. Motion carried.
- NEW DEPUTY POLICE OFFICER AD: Motion by Wallace, seconded by Baker to accept the resignation letter for Alyssa Correll. 6-Ayes. Motion carried. Brief discussion held on running an Ad for a new deputy candidate. Motion by Baker, seconded by Ellenberger to get the new ad in for one week. 6-Ayes. Motion carried. Original motion amended by Bobin, seconded by Baker to have the new ad run for one week and the Finance Committee will meet and interview multiple applicant(s). Bobin withdrew the wording for "Multiple" applicants. Motion by Baker, seconded by Ellenberger for the Finance Committee to review all the applicants that apply for the deputy police position. 6-Ayes. Motion carried.

SENATE BILL 4 (ACT 5): Senate Bill 4 (Act 5) is proposed legislation for the use of an immobilization device for motor vehicles owned by persons who violate local parking laws. Motion by Bobin, seconded by Wallace to pull the conditional use permit for the Mark Lisenby apartments regarding parking and bring this discussion back to the July 1st, 2019 regular meeting. 6-Ayes. Motion carried.

LIQUOR LICENSE(S)
JULY 1, 2019-JUNE 30,
2020-LICENSE YEAR:

Motion by Lee, seconded by Baker to approve the following Combination Class "A"/"Class A" Liquor License and Cigarette Tobacco License(s): DC's Victory Lane, Henson's IGA and Minit Mart. Tobacco License only to Dollar General Store. 6-Ayes. Motion carried.

Motion by Baker, seconded by Wallace to grant the following Class "B"/"Class B" Liquor License(s): P&L Corner Bar, Longbranch Saloon and Eatery, Club Northern, Sportsmen's Headquarters and Jack Link's Aquatic and Activity Center. 6-Ayes. Motion carried.

Motion by Baker, seconded by Ellenberger to grant the following Class "C"/"Class C" Wine License(s): La Tequila Mexican Restaurant. 6-Ayes. Motion carried.

OPERATOR LICENSE(S)
JULY 1, 2019-JUNE 30,
2020-LICENSE YEAR:

Motion by Wallace, seconded by Baker to approve the following individuals for an Operator's License for the 2019-2020 license year: Robert T. Henson, Tanya J. Wheeler, Joy M. Pierce, Tracy L. Kunert, Nancy M. Caracci, Jane M. Werner, Karen K. Martin, Phillip Pagorek, Christopher P. Hill, Lisa K. Pagorek, Daniel R. Thompson, Gregory T. Graff, Terry L. Shegstad, Mark S. Thompson, Kathy L. Phillips, Kathleen S. Breeze, Zoe J. Evans, Christopher D. Seiler, Gretchen M. Hakime, Brody C. Waggoner, Kristy R. Preston, Christine M. Schultz, Abby M. Martin, Samantha L. Hulquist, Linda K. Olson, Katie L. Denninger, Tommy T. Thompson, Marcus I Johnston, Deborah J. Martin, Jean H. Kroeze, Kyler M. Fitzgerald, Connie M. Johnston, Melissa A. Fitzgerald, John D. Adrihan and Tom M. Morris. 6-Ayes. Motion carried.

SENATE BILL 203: Senate Bill 203 is proposed State of Wisconsin Legislation to allow municipal clerks to issue operator licenses without the approval of the board. Motion by Bobin, seconded by Baker to send a letter to legislators to approve Senate Bill 203. 6 Ayes. Motion carried.

ATV ROUTE CHANGE: A village resident requested that the ATV route be changed from Davis Street, to the frontage road running parallel to Business 53. Motion by Baker, seconded by Bobin to remove the sign pointing down Davis Street. Motion failed. Motion by Wallace, seconded by Lee to postpone this discussion to the June 17th meeting for more information from Erik Gulbrandsen. 6-Ayes. Motion carried.

WASHBURN COUNTY
HOUSING AUTHORITY:

Brief discussion on the housing authority constructing a new shed for the Edgewood Apartments. Building Permit was already approved by Erik Gulbrandsen.

**NORTHWOOD SCHOOL
FOOTBALL:**

Max Ericson, Northwood School Board President requested permission from the Village Board to have Northwood High School Football practices and some games at the village ball field. Northwood School will provide porta-potty access for each game. Northwood School will also provide an Insurance Certificate with the Village of Minong as named insured. Motion by Ellenberger, seconded by Wallace to approve the use of the ball field. 6-Ayes. Motion carried. Original motion amended. Motion by Bobin, seconded by Baker to include the use of the ball field lights free of charge for the games. 6-Ayes. Motion carried.

**ATV CAMPGROUND
AUDIT:**

Discussion held about the ATV Campground providing a financial audit of activity for the campground. It was discussed that a full audit would be too costly for the campground. So far, the campground has provided a summary of activity for 2015-2017. Janel Lee explained that the 2018 audit is not available yet. Motion by Bobin, seconded by Lee to accept the paperwork received so far and wait for the 2018 Audit. Motion failed. Further discussion yielded that a more comprehensive breakdown of figures would be needed and a representative from the campground is to come and explain the breakdown of the revenues and expenditures in more detail. Motion by Wallace, seconded by Baker to table this discussion for the next meeting on June 17th, 2019. 6-Ayes. Motion carried.

FIRE AND AMBULANCE: None.

**STREETS AND ALLEYS
TERESA ANDERSON
MSA:**

Teresa Anderson gave an update on the curb and gutter work needed along Highway 77/5th Ave. The DOT has planned 4000 ft of curb and gutter repair as part of their 2024 overlay project on Highway 77 from County I to County G. The Village has the option to take part in the State Municipal Agreement (SMA) for the curb and gutter work to get the needed areas fixed that are not covered as part of the DOT project. The agreement outlines what portion the State will pay and the Village would be responsible for the cost of the additional work they would like to include as part of the 2024 project. As part of the SMA, if the cost of the additional work comes in higher than the Village expected to pay, the Village Board can reject the bid which then halts the entire project. Cost negotiations would be required before the 77 project could proceed. The next step in the 77 project is to wait for the State to provide the SMA. Dave Rasmussen will attend the meeting on June 17th to go over the possibility of combining the Business 53 project with the 2024 DOT project.

REGULAR BOARD MEETING

PAGE FOUR

June 3, 2019

LEAK UPDATES: Bill Hallock, the Public Works director, reported that the leak inspection is complete and there is a water main break in front of Link Ford on Highway 77. Hallock expects that digging will start this week on the water main break. There are also four hydrants that are leaking. Parts have already been ordered and repairs will commence shortly. Hallock also explained that additional inspections may be required after the water main and hydrants are repaired.

LANDFILL UPDATE: The Minong Area Disposal (MAD) had a meeting on May 14th, 2019 to discuss ways to increase revenue to build a contingency fund for vehicle and building maintenance and repair. Further discussion included the Landfill set up a capital improvement fund. The board also requested the original Disposal contract and a draft work up of contract dollars for the transfer station based on equalized value.

FINANCE AND PERSONNEL UPDATE: Finance chair Lee would like the Village Board to examine the wording on section 307/sick leave benefit. A brief discussion was held. Motion by Wallace, seconded by Bobin to send this issue back to the finance board for a recommendation. 6-Ayes. Motion carried. Lee also updated the Village Board on the current status of the higher expenditures due to a harder winter affecting the streets and payroll budgets.

NEXT MEETING: Next Regular Board Meeting Monday June 17th, 2019 at 6:00 p.m.

ADJOURN: Motion by Baker seconded by Ellenberger to adjourn. 6-Ayes. Motion carried. Meeting adjourned.

 Village President

 Clerk/Treasurer

**MINUTES OF THE SECOND REGULAR BOARD MEETING OF THE
VILLAGE OF MINONG, WI HELD IN THE VILLAGE HALL,
MONDAY JUNE 17, 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 June 17, 2019 at 6:00 p.m. By inspection, all members are present, a quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Karen Baker, Lloyd Wallace, Casey Haime, Linda Ellenberger, Larry Lee and Andy Podratz.
- ALSO, PRESENT:** Bill Hallock, Keith Wehmhoefer, Erik Gulbrandsen, Dave Rasmussen, Bob Ericson, Sally Smith and Lori Adrihan.
- AGENDA:** Motion by Baker, seconded by Ellenberger to approve the agenda. 7-Ayes. Motion carried.
- MINUTES:** Motion by Ellenberger, seconded by Wallace to approve the minutes from the Regular Board Meeting on 6/3/19. 7-Ayes. Motion carried.
- CORRESPONDENCE:** Clerk-Treasurer, Janel Lee, updated the board on the increased money market annual percentage yield rate change with Shell Lake State Bank. Yield increase went from 0.45% to 2.00%.
- JAY LINK CATTLE
UPDATE:** Village President updated board on response from Ruth King, the DNR Water Run-Off specialist, regarding a concern from a local citizen on cattle waste contaminating the Village water supply. Currently, according to the DNR, there are no recent or historical findings of chemical and bacteriological issues; and the nitrate levels are well below the maximum contaminant level of 10 mg/L.
- CHAMBER OF
COMMERCE-GIRL
SCOUTS-CELENTANO
FUNDS:** The Minong Chamber of Commerce sent a letter requesting reimbursement from the Celentano Fund for the flowers planted around the Village of Minong. Motion by Baker, seconded by Podratz to reimburse the Chamber \$372.68 for the flowers planted by the local Girl Scouts. 7-Ayes. Motion carried.
- PUBLIC COMMENT:** None.
- POLICE, HEALTH AND
LICENSES LIQUOR
LICENSE(S):** Motion by Podratz, seconded by Wallace to approve the Temporary Class "B" Retailer License for the Minong Summer Days Festival for the dates: June 28-June 30, 2019. 7-Ayes. Motion carried.

OPERATOR'S LICENSE: Motion by Podratz, seconded by Ellenberger to approve the following Temporary Operator License(s) for the Minong Summer Days Festival: Stefany J. Kaisee, Lorraine S. Money, Dianna L. Myers and Tracy D. Elkins. Regular Operator's License(s): Jacob Smith, Mary Graese, Robin Kimbrough-Dibble, Gerald C. Smith and Kristen Blankenship. 7-Ayes. Motion carried.

ATV ROUTE UPDATE: Brief discussion held on changing the ATV route and removing the ATV sign. Motion by Podratz, seconded by Wallace to remove the sign causing heavy traffic of ATV's down Davis Street. Motion superseded. Motion by Bobin, seconded by Baker to go and look at the sign before it is removed to make sure the ATV and Snowmobile sign is not combined and bring the information back to the July 1st, 2019 regular board meeting. 7-Ayes. Motion carried.

PARKS, RECREATION,
PUBLIC PROPERTY AND
PLANNING COMMISSION

BALL FIELD FENCE: Brief discussion held on the condition of the ball field fence. Lee Block will remove the fence for the Minong Summer Day's Festival.

MINONG SUMMER DAYS
ROAD CLOSURES AND
LAWN CARE:

Lori Adrihan, from the Minong Chamber of Commerce, has requested the following road closures for the Minong Summer Day's (MSD) Festival on June 28-June 30, 2019. MSD will communicate with our streets crew on barricades and signs for road closures. Road closures will be: 1st Street, 2nd Street on the south side of Highway 77 and Richards Avenue to 7th Ave West leaving the road open for emergency vehicles and post office employee parking. Barricade set up and removal for the parade on Highway 77 will be done by Minong Summer Days volunteers and the Village Chief of Police. Brief discussion on lawn care. Keith Wehmhoefer will be cutting the lawn prior to the start of the MSD festival. Lori Adrihan to get in touch with Keith on when the Carnival will bring in their rides. Motion by Ellenberger, seconded by Baker to approve the road closures for MSD. 7-Ayes. Motion carried.

GUARD RAIL ISSUE AND
USE OF GOLF CARTS ON
VILLAGE STREETS:

Brief discussion held on the guard rail issue along the property located at 101 5th Ave in the right-of-way and golf carts on village streets. Bobin will reach out to the Department of Transportation (DOT) to see if the request for guard rails in the DOT right of way could be installed as part of the 2024 Highway 77 DOT project and bring back that information to the July 1st, 2019 regular board meeting. Golf carts are not allowed to be driven on Village of Minong Streets because they can't be licensed.

MINONG AREA

TRAILS CAMPGROUND: The Village Board reviewed the financial statements for the ATV/Campground for the year(s) 2016-2018. Per the signed contract between the ATV Campground and the Village of Minong, the first five (5) years, the rent shall be \$1.00. Thereafter, the rent shall be 10% of the net proceeds from the operation of the RV park. The Minong Area Trails Club shall pay yearly after the Village Board and the Trails Club review income and expenses. The first expected payment will be for 2019, paid in 2020 after both parties review the 2019 detail report of revenues and expenditures.

REGULAR BOARD MEETING**PAGE THREE****June 17, 2019**

UPDATE COMMITTEE

APPOINTMENTS:

The Village President made new appointments for June 17th, 2019 for one year: Planning Commission 2019-2020, Michael Bobin President, Linda Ellenberger, Trustee and Citizen appointment, William Hallock. Zoning Board of Appeals 2019-2020 William Hallock, planning commission member. No objection to appointments. 7-Ayes. Motion carried.

STREETS & ALLEYS

DAVE RASMUSSEN-MSA

BUSINESS 53 PROJECT

UPDATE:

Dave Rasmussen informed the board the MSID application is still on track for November 2019. The CDBG application is on track for May 2020. The CDBG application will also require a Capital Improvement Plan to be included. Dave is looking at the possibilities of combining the Business 53 project with the 2024 DOT project and putting in another CDBG application for the Highway 77 curb and gutter work. Dave also explained the current status of the TIF Districts in the Village of Minong. In order to create another possible TIF district to help for future projects, TIF 2 needs to be terminated and the remaining loans would need to be paid off for TIF 1 and then, close TIF 1. Per auditor approval, the remaining fund balance from TIF 2 could be used to pay down the loan for the waste-water treatment plant (WWTP) upgrades. A contract and accelerated schedule to close TIF 1 and 2 along with creating TIF 4, will be presented at the July 1st, 2019 regular board meeting.

TRUCK ROUTE:

Brief discussion on closing Main Street as a Truck Route since Randy Johnson is no longer driving his truck. Board would like to invite Max Ericson, who has a business along that route to the July 1, 2019 regular board meeting to discuss possibly closing this route.

VILLAGE RIGHT-OF-

WAY CLEAN-UP:

Brief discussion on utility company responsibility for cleaning up debris caused by repair work in the Village right-of-way's. Bobin requested to get ahold of Dahlberg to clean up debris from recent work in the right-of-way. Public Work's to also look at hanging trees along Hilltop that may pose an issue to power lines if they were to fall and bring back their opinion to the July 1st, 2019 regular board meeting.

UTILITIES

713STIGNEY STREET:

Homeowner Sally Smith, of 713 Stigney Street, made a request from the Village Board that she be given permission to move her sewer line from the property line out to the street from the current location of the bottom of the manhole to a direct connection to the Village sewer main. Sally received an estimate from Thompson's Sand and Gravel to do the relocation and connection to the Village main sewer line. It is to be on record that this fix may or may not solve the current water sewage back-up to the home and the homeowner is responsible for the entire cost. The Village of Minong is to be held harmless from any possible issues this may cause the homeowner in the future. Motion by Wallace, seconded by Lee to give permission to Sally Smith and Thompson's Sand and Gravel to move the connection from the manhole to the main and communicate with Bill Hallock on the progress of the work to be completed. 7-Ayes. Motion carried.

REGULAR BOARD MEETING**PAGE FOUR****June 17, 2019**

LEAK REPAIR UPDATE: Bill Hallock, the Public Work's Director, updated the board on the dig that took place in front of Link Ford. They were unable to find the leak based on the leak locator information from Waterworks Services. Waterworks Services is coming back at their cost to do another leak detection. All hydrants are repaired except one because special equipment is needed. That repair will take place on July 8th, 2019.

CMAR REPORT: Public Work's Director, William Hallock presented to the board the Compliance Maintenance Annual Report Summary. No issues to report.

CMAR RESOLUTION: Motion by Wallace, seconded by Podratz to approve the Compliance Maintenance Resolution #300-09-2019 for the calendar year of 2018. 7-Ayes. Motion carried.

LANDFILL: No information to report.

FINANCE AND

PERSONNEL UPDATE: Finance Chair, Lee updated the board on the upcoming Finance Committee Meeting on June 24th, 2019 at 4:30 p.m. to review all applicants for the new patrol officer and bring back candidate recommendation to the July 1st, 2019 regularly scheduled board meeting.

**UPDATE SHELL LAKE
STATE BANK**

SIGNATURE CARDS: Motion by Ellenberger, seconded by Lee to update the signatures at Shell Lake State Bank (SLSB) to reflect that Denise Waggoner former Clerk/Treasurer and Dennis Stuart former Chief of Police are to be removed as signers for all SLSB accounts. The new Deputy-Clerk Treasurer, Debbie Bouma is to be a signer on all SLSB accounts for the Village of Minong. For all Village of Minong bank accounts requiring new signature authorization, the following individuals to sign are as follows: Michael Bobin, Village President, Janel Lee Clerk/Treasurer, Debbie Bouma Deputy Clerk/Treasurer, Erik Gulbrandsen, Chief of Police and Linda Ellenberger, Village Trustee. 7-Ayes. Motion carried.

NEXT MEETING: Next Regular Board Meeting Monday July 1st, 2019 at 6:00 p.m.

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

 Village President

 Clerk/Treasurer

MINONG WATER UTILITY MINUTES

As continuance of Regular Board Meeting of June 17, 2019

MINUTES: Motion by Ellenberger, seconded by Wallace to approve the minutes from the regular board meeting on 6/3/2019. 7-Ayes. Motion carried.

LEAK REPAIR UPDATE:

Bill Hallock, the Public Work’s Director, updated the board on the dig that took place in front of Link Ford and was unable to find the leak based on the leak locator information from Waterworks Services. Waterworks Services is coming back at their cost to do another leak detection. All hydrants are repaired except one because special equipment is needed. That repair will take place on July 8th, 2019.

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

Village President

Clerk/Treasurer

MINONG SEWER UTILITY MINUTES

As continuance of Regular Meeting of June 17, 2019

MINUTES: Motion by Ellenberger seconded by Wallace to approve the minutes from the 6/3/2019 regular board meeting. 7-Ayes. Motion carried.

UTILITIES

SEWER ISSUE 713

STIGNEY STREET: Homeowner Sally Smith, of 713 Stigney Street, made a request from the Village Board that she be given permission to move her sewer line from the property line out to the street from the current location of the bottom of the manhole to a direct connection to the Village sewer main. Sally received an estimate from Thompson’s Sand and Gravel to do the relocation and connection to the Village main sewer line. It is to be on record that this fix may or may not solve the current water sewage back-up to the home and the homeowner is responsible for the entire cost. The Village of Minong is to be held harmless from any possible issues this may cause the homeowner in the future. Motion by Wallace, seconded by Lee to give permission to Sally Smith and Thompson’s Sand and Gravel to move the connection from the manhole to the main and communicate with Bill Hallock on the progress of the work to be completed. 7-Ayes. Motion carried

CMAR REPORT: Public Work’s Director, William Hallock presented to the board the Compliance Maintenance Annual Report Summary. No issues to report.

CMAR RESOLUTION: Motion by Wallace, seconded by Podratz to approve the Compliance Maintenance Resolution #300-09-2019 for the calendar year of 2018. 7-Ayes. Motion carried.

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

Village President

Clerk/Treasurer

**MINUTES OF THE REGULAR BOARD MEETING OF THE
VILLAGE OF MINONG, WI HELD IN THE VILLAGE HALL,
MONDAY JULY 1ST, 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 July 1st, 2019 at 6:00 p.m. By inspection, all members are present, a quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Karen Baker, Lloyd Wallace, Casey Haime, Linda Ellenberger, Larry Lee and Andy Podratz.
- ALSO, PRESENT:** Bill Hallock, Keith Wehmhoefer, Erik Gulbrandsen, Shaun Cusick, Dave Rasmussen, Max Ericson, Dan Myers, Jerry Smith, April Anderson and Trent Waggoner.
- AGENDA:** Motion by Baker, seconded by Ellenberger to approve the agenda. 7-Ayes. Motion carried.
- MINUTES:** Motion by Ellenberger, seconded by Podratz to approve the minutes from the second regular board meeting on 6/17/2019. 7-Ayes. Motion carried.
- CORRESPONDENCE:** None.
- TREASURER'S REPORT**
Motion by Lee, seconded by Haime to approve and accept the June 2019 Treasurer Report. Voucher #: 29439-29489. 7-Ayes. Motion carried.
- JULY 2019 NEWSLETTER:** Motion by Haime, seconded by Baker to approve the July Newsletter sent out to Village Residents and include Ordinance Sec. 18-68-Parking Zone Restrictions. 7-Ayes. Motion carried.
- CLIFTON LARSON ALLEN-APRIL ANDERSON AUDIT SUMMARY:** April Anderson, from audit firm Clifton Larson Allen, presented to the Village Board a brief audit summary for 2018. A copy of the draft audit was provided to the board for review at the meeting. Items presented and discussed included the auditor report and opinion, the General Fund two-year comparison, the balance sheet ratio/net income (loss) and upcoming tax incremental district changes.
- MSA-DAVE RASMUSSEN TID'S 1 & 2 CLOSURE:** Dave Rasmussen discussed with the board the plan to close TID's 1 and 2 in order to open TID 4. Rasmussen recommends transferring funds from TID 2 to pay off and terminate TID 1. TID 2, at the end of 2020 should reach a fund balance of approximately 330k including tax increment revenue combined with the existing fund balance. The safe water drinking loan is also paid from TID 2. Rasmussen recommends transferring 60k to the Water Utility account to pay off this loan. Approximately, 200k, should remain that could be used to pay interest on the loan to the General fund or pay down the balance on the waste-water treatment plant loan. Closing TIF 1 and 2 is pending completion of funds transfer. Rasmussen will consult with April Anderson (auditor) for the exact fund transfer amounts. Upcoming meetings to facilitate the process of opening TIF 4 include a Joint Review Board meeting scheduled for July 17th, at 5:30 p.m. to review the draft plan for TID 4 and a Planning Commission Meeting held at 6:00 p.m. on the 17th for the purpose of a public hearing to consider a resolution to create TID 4. Rasmussen discussed actions for the September 2019

REGULAR BOARD MEETING**PAGE TWO****July 1, 2019**

regular board meeting in this order: Extend the life of TID 2 via a Resolution for the purpose of promoting affordable housing in the Village, pass the closure of TID 1 and 2 and then, pass the resolution to create TID 4.

MSA-TID 4 CONTRACT: Brief discussion held, on the details of the MSA Contract with Dave Rasmussen, for the Minong TIF # 4 Creation and Termination Assistance for the lump sum fee of \$14k. Retainer to be applied to the final invoice on this project. Project to start July 1st, 2019 and end December 31st, 2019. Motion by Wallace, seconded by Haime to approve the MSA contract. 7-Ayes. Motion carried.

PUBLIC COMMENT: None.

POLICE REPORT: Chief of Police, Erik Gulbrandsen presented the police report. Motion by Podratz, seconded by Baker to accept the police report as presented. 7-Ayes. Motion carried.

OPERATOR LICENSE(S): Motion by Baker, seconded by Ellenberger to approve the following operator's license(s) for the following individuals: Traci Jo Monnier, Callista Garner Haynes, Brad Berg, Timothy Verl Wing, Ashton Allen Mack and Allison Jean Kosterman. 7-Ayes. Motion carried.

KENNEL LICENSE(S): Motion by Podratz, seconded by Baker to approve the following Kennel License(s) to applicant Julie Sohn. 7-Ayes. Motion carried.

ATV SIGN ON

DAVIS STREET: Discussion held regarding the sign on Davis Street for ATV's. The sign is a combination sign including indication of a snowmobile route. Motion by Bobin to remove the sign on Davis to eliminate complaints of ATV route traffic. No second. Motion failed.

FIRE AND AMBULANCE: Brief mention by Bobin about the chassis for the new fire truck. The completed truck is scheduled for delivery in October 2020. Bobin also mentioned the possibility of a 10% increase in contract dollars to help the Ambulance Service's falling revenues.

**MAIN STREET
TRUCK ROUTE**

CLOSURE: Discussion held on the possibility of closing Main Street as a truck route. Max Ericson suggested that weight limits may be needed on that route for truck traffic. Podratz also made the board aware that closure could negatively impact another truck driver that lives on that route. Officer Gulbrandsen, also added that this route has become much heavier with vehicle traffic due to google maps. Discussion postponed to the August 5th, 2019 board meeting to discuss weight limits for Main Street.

**LISENBY APARTMENTS
PARKING ISSUE:**

Discussion held by the board on the issue of tenants at the apartment building located at 324 W. 5th Ave parking their vehicles all day and night in the public parking spaces on Hwy 77/5th Ave. Concerned business owner, Trent Waggoner, voiced financial sustainability concerns for his business when his customers cannot park in the public parking spaces. Motion by Podratz, seconded by Ellenberger to send a certified letter to Lisenby Properties requesting that their tenants be notified of parking restrictions per Village Ordinance Sec. 18-68, Parking Prohibited Zones. 7-Ayes. Motion carried.

REGULAR BOARD MEETING**PAGE THREE****July 1st, 2019****UTILITIES-WATER LEAK
DETECTOR/LEAK****UPDATE:**

A brief discussion was held by the board regarding the recent water leaks and the need to own specific equipment to regularly check for leaks. Motion by Bobin, seconded by Haime to approve the purchase of a water leak detector for under \$4k to be paid for by the Water Utility account. 7-Ayes. Motion carried.

RIGHT OF WAY**CLEAN-UP:**

Brief discussion. Clerk, Janel Lee spoke to an individual at Dahlberg on the question of who is to clean up the right-of-way after their work is completed. Wallace confirmed that Dahlberg materials had been picked up but the area where the back fill was completed is still not leveled off for the Streets crew to mow that area, but Wallace was told by Dahlberg they would be cleaning that up.

LANDFILL:

There is an upcoming free day for electronic and appliance disposal for Village of Minong Residents on Saturday August 3, 2019.

**FINANCE AND
PERSONNEL NEW
POLICE OFFICER:**

Finance Chairman, Lee, spoke about the applicant for the Village of Minong Deputy Police position. There was only one submission for this position. Motion by Lee, seconded by Ellenberger to hire Shaun Cusick as the new Deputy Police Officer. 7-Ayes. Motion carried.

**SECTION 307 SICK
LEAVE BENEFIT:**

Finance Chairman, Lee, initiated discussion about the sick leave benefit offered to full time employees. The finance committee feels the original intended purpose of this benefit was only for those employees who retire as opposed to those employees who resign. Further discussion held on actual retirement age and the proposed new wording of the policy to include those of retirement age as defined by the Federal Social Security Administration. Keith Wehmhoefer explained that this would exclude those eligible from receiving early retirement through the Wisconsin Retirement System. Wallace offered a full review of the employee benefits section of the employee handbook. Motion by Wallace, seconded by Baker to postpone this discussion. 7-Ayes. Motion carried.

CD RENEWAL RATE:

Clerk, Janel Lee explained that the Water and Sewer CD's are coming up for renewal in July. The old rate is 0.85% and the new rate would be 2.33% locked in for 12 months. Motion by Bobin, seconded by Wallace to approve the rate increase for the next 12 months. 7-Ayes. Motion carried.

**SHELL LAKE
STATE BANK
SIGNATURE CARDS:**

Motion by Bobin, seconded by Wallace to have Karen Baker removed as a signer at Shell Lake State Bank for all bank accounts and Linda Ellenberger will replace Baker as the new signer on all Shell Lake State Bank accounts. 7-Ayes. Motion carried.

NEXT MEETING:

Next Regular Board Meeting Monday August 5th, 2019 at 6:00 p.m.

ADJOURN:

Motion by Podratz seconded by Baker to adjourn. 7-Ayes. Motion carried.
Meeting adjourned.

Village President

Clerk/Treasurer

REGULAR BOARD MEETING

PAGE TWO

AUGUST 5, 2019

*Chief Erik Gulbrandsen presented a Certificate of Appreciation from The Minong Police Department and a gift card to Maxwell Jo Melton Jr. for reporting a stolen ATV to the Minong Police Department aiding in the recovery of the ATV.

PUBLIC COMMENT:

*Ron Green requested that the board give him a sewer credit due to a leak during second quarter billing at 413 2nd Street in the Village. Motion by Wallace, seconded by Baker to credit Ron Green's tenant's account by using the average usage from previous readings. 6-Ayes. Motion carried.

*Brief Discussion by the board with Max Ericson. Max asked for more clarification on what a TIF District is; and how the pending decision by the board on the creation of TIF District #4 affects the surrounding business owners.

DAVE RASMUSSEN

VILLAGE TIF

DISTRICTS:

Dave Rasmussen explained the process of closing TIF No.1 and No. 2 to create the new TIF District No. 4. Resolution 240-08-2019 to extend the life of TIF District No. 2 by one year for the purpose of promoting affordable housing. Motion by Wallace, seconded by Lee to use upcoming tax increment amounts toward affordable housing. 6-Ayes. Motion carried.

*Termination of Tax Incremental District No.1. Resolution No. 230-08-2019. Motion by Baker, seconded by Ellenberger to approve the termination of TID No.1. 6-Ayes. Motion carried.

*Termination of Tax Incremental District No. 2. Resolution No. 240-85-2019. Motion by Lee, seconded by Wallace to approve the termination of TID No. 2. 6-Ayes. Motion carried.

*Village Board Resolution No. 700-08-2019 Approving the creation of Tax Incremental District No. 4 Village of Minong, Wisconsin. Motion by Ellenberger, seconded by Haime. 6-Ayes. Motion carried.

POLICE REPORT:

Chief Erik Gulbrandsen presented the police report. Motion by Ellenberger, seconded by Lee to accept the police report as presented. 6-Ayes. Motion carried.

PART-TIME OFFICER

WAGES:

Chief Gulbrandsen requested that the part-time Police Officer wage be increased from \$13.00 to \$17.00 per hour. Motion by Lee, seconded by Wallace to increase the wage for the part-time police officer position. 6-Ayes. Motion carried.

OPERATOR LICENSE(S):

Motion by Baker, seconded by Lee to approve the following operator's license(s) for Austin Ray Hulquist. 6-Ayes. Motion carried.

RESCIND LA TEQUILA

WINE LICENSE:

Discussion held regarding La Tequila Mexican Restaurant. La Tequila closed their business after their Wine License was approved by the board back in June. No refund would be issued at this time. La Tequila's owner would have to request a refund from the full board. Motion by Baker, seconded by Ellenberger to rescind the wine license because the business is no longer operating in the Village. 6-Ayes. Motion carried.

WCHA-EVA

JOHNSTON:

Eva Johnston from the Washburn County Housing Authority (WCHA) gave an update on the Edgewood Apartments in the Village. Jo Miller Maintenance is no longer being used. WCHA hired Mason Barth as the new part-time maintenance man from 9:00 a.m. to 1:00 p.m. Secured outer doors were added so they are no longer open for anyone to enter the units. Tenants will use keys for the outer doors to get to their apartments. WCHA is also upgrading their security camera system for better monitoring. A new slab is poured for the new shed and it should be put up this fall.

REGULAR BOARD MEETING**PAGE THREE****AUGUST 5, 2019**

STREETS & ALLEYS
P. SCHIRMER 210 4TH
AVENUE:

Discussion held. Paula Schirmer came to the Village Office requesting that the board consider paving 4th Ave in the Village. Motion by Bobin, seconded by Haime to refer the paving request to the Streets Committee for inclusion in the 5 Year Road Plan. 6-Ayes. Motion carried.

JIM GORUD-STREET
NAME REQUEST:

Brief discussion on the request from Jim Gorud that the board consider naming a new street or re-naming a street "Jack Link Blvd". Motion by Wallace, seconded by Ellenberger to table the discussion. 6-Ayes. Motion carried.

UTILITIES-WATER LEAK
UPDATE:

Bill Hallock updated the board on the large water leak. The water leak has been found and fixed. It was located at the abandoned service near the Well House and the old Hair Style business on 77/Hokah St.

TREATMENT PLANT
VENTILATION FAN:

Bill Hallock requested to purchase a new Treatment Plant ventilation fan costing \$775.00 plus applicable shipping because the existing fan has malfunctioned. Motion by Wallace, seconded by Baker to purchase the fan and transfer the funds from Sewer Replacement. 6-Ayes. Motion carried.

METER TESTING:

Bill Hallock explained to the board the need for regular meter testing. The 4" meters should be tested every two years, 1.5 to 3" every four years and 6" well meters every year to ensure they are working correctly. Bill would like to start with the larger meter testing at a price of \$4,440. Motion by Wallace, seconded by Ellenberger to approve the cost for large meter testing. 6-Ayes. Motion carried.

LANDFILL:

The next joint landfill meeting will be held at the Frog Creek Town Hall at 5:30 p.m. on August 13th, 2019.

FINANCE AND
PERSONNEL NEXT
FINANCE MEETING:

The finance committee scheduled their next meeting on August 20th, 2019 at 4:30 p.m. at the Minong Village Hall.

TENTATIVE BUDGET
TIMELINE:

Clerk, Janel Lee, presented a 2020 budget timeline to the board and requested that at the next finance meeting, a series of budget workshops be held by the finance committee to prepare for the 2020 Budget. The Budget timeline indicated a target completion of final budget approval from the Village Board by the end of October.

NEXT MEETING:

Next Regular Board Meeting Monday September 9th, 2019 at 6:00 p.m.

ADJOURN:

Motion by Baker seconded by Ellenberger to adjourn. 6-Ayes. Motion carried. Meeting adjourned.

 Village President

 Clerk/Treasurer

MINONG SEWER UTILITY MINUTES

As continuance of Regular Meeting of August 5th, 2019

TREATMENT PLANT VENTILATION

FAN: Bill Hallock requested to purchase a new Treatment Plant ventilation fan costing \$775.00 plus applicable shipping because the existing fan has malfunctioned. Motion by Wallace, seconded by Baker to purchase the fan and transfer the funds from Sewer Replacement. 6-Ayes. Motion carried.

ADJOURN: Motion by Baker, seconded by Ellenberger to adjourn. 6-Ayes. Motion carried. Meeting adjourned.

Village President

Clerk/Treasurer

MINONG WATER UTILITY MINUTES

As continuance of Regular Board Meeting of August 5th, 2019.

UTILITIES-WATER LEAK

UPDATE: Bill Hallock updated the board on the large water leak. The water leak has been found and fixed. It was located at the abandoned service near the Well House and the old Hair Style business on 77/Hokah St.

METER TESTING: Bill Hallock explained to the board the need for regular meter testing. The 4" meters should be tested every two years, 1.5 to 3" every four years and 6" well meters every year to ensure they are working correctly. Bill would like to start with the larger meter testing at a price of \$4,440. Motion by Wallace, seconded by Ellenberger to approve the cost for large meter testing. 6-Ayes. Motion carried.

ADJOURN: Motion by Baker seconded by Ellenberger to adjourn. 6-Ayes. Motion carried. Meeting adjourned.

Village President

Clerk/Treasurer

**MINUTES OF THE REGULAR BOARD MEETING OF THE
VILLAGE OF MINONG, WI HELD IN THE VILLAGE HALL,
MONDAY SEPTEMBER 9, 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 September 9th, 2019 at 6:00 p.m. at the Minong Village Hall located at 123 5th Ave Minong, WI 54859. By inspection, all members are present. A quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Lloyd Wallace, Casey Haime, Linda Ellenberger, Larry Lee and Andy Podratz.
- ALSO, PRESENT:** Bill Hallock, Erik Gulbrandsen, Jerry Smith, Karen Baker, Renee Bell, Lori Adrihan, Eva Johnston and Brenda Jelinek.
- AGENDA:** Motion by Ellenberger, seconded by Wallace to approve the agenda. 6-Ayes. Motion carried.
- MINUTES:** Motion by Lee, seconded by Haime to approve the minutes from the regular board meeting on August 5th, 2019. 6-Ayes. Motion carried.
- MINUTES:** Motion by Ellenberger, seconded by Haime to approve the Finance and Personnel Committee meeting minutes from August 20th, 2019. 6- Ayes. Motion carried.
- TREASURER'S REPORT:** Motion by Lee, seconded by Haime to approve and accept the August 2019 Treasurer Report. Voucher #: 29545-29594. Payroll Voucher #: V2590-V2617 6-Ayes. Motion carried.
- SERVICE AWARD KAREN BAKER:** The Village Board presented Karen Baker with a Service Award honoring her 21 years of service as a Trustee for the Village of Minong. The board sincerely thanked her for her service.
- BOARD MEMBER VACANCY:** Brief discussion held by the Village Board for the two candidates, Julie Ruud and Brenda Jelinek, whom showed interest in the board member vacancy position. Chairman Bobin, read the letter of consideration from Brenda Jelinek. Bobin recommended to appoint Brenda Jelinek as the new Trustee. Motion by Haime, seconded by Podratz to appoint Brenda Jelinek to fill the remaining term of Karen Baker as Trustee. 6-Ayes. Motion carried.
- GENERAL CORRESPONDENCE:**
- *Payment in Lieu of Tax (PILT): Jack Link Aquatic and Activity Center. Clerk Treasurer, Janel Lee, relayed a message to the board from Managing Director Joe Radzak that the Aquatic Center was not bringing in the expected revenue and would not be able to consider paying PILT.
 - *Indianhead Community Action Agency (ICAA): ICAA sent a letter to the Village Board on August 1st, 2019 stating that discretionary funds are not available due to budgetary constraints and they will not be paying PILT. The Board suggested giving ICAA options to attend an upcoming regularly scheduled meeting.
 - *Tourism Appreciation Picnic: Washburn County Tourism will hold their picnic at Hunt Hill Audubon Sanctuary on September 24th, 2019 from 3:00 p.m. to 7:00 p.m. for all those interested in attending.
 - *AB 362 and 363: Chairman Bobin wanted the board to be aware of pending assembly bill legislation in regard to alcohol beverage retailers being allowed to sell closed container alcohol via curbside delivery and telephone or online sales for home delivery.

REGULAR BOARD MEETING**PAGE TWO****SEPTEMBER 9, 2019**

PUBLIC COMMENT: *Lori Adrihan, from the Minong Chamber of Commerce relayed a common request from citizens to have a drive-up mailbox for the elderly. The Village board is not opposed to having one but has concerns about residents driving up to the mailbox on the wrong side of the road. The board requested that Lori come back with options for placement of the mailbox.

*Hall Request: Benefit for Lisa Pagorek. Motion by Lee, seconded by Ellenberger to allow the benefit for Lisa Pagorek to be held at the Village Hall at no charge. \$150 security deposit still required. 6-Ayes. Motion carried.

**POLICE, HEALTH AND
LICENSES:**

Police Report: Motion by Podratz, seconded by Ellenberger to approve the police report as presented. 6-Ayes. Motion carried.

Operator License(s): Motion by Lee, seconded by Podratz to approve the following beverage server operator license(s) for Abigail Anna Mae Colborn and Keith Mell. 6-Ayes. Motion carried.

**EDGEWOOD
APARTMENT****FIRE UPDATE WCHA:**

Eva Johnston from the Washburn County Housing Authority (WCHA) gave the board an update on the recent fire in the "A" building. The "A" building is a total loss and will have to be rebuilt. Eva informed the board that the demolition was completed, and she will keep the board updated on the progress of the pending architects and rebuild.

**EDGEWOOD
APARTMENTS****INSURANCE:**

Discussion held on whether or not the Village of Minong should carry additional owner's liability insurance for the Edgewood property at 181 2nd Ave. Motion by Wallace, seconded by Podratz to postpone further discussion pending more information. 6-Ayes. Motion carried.

**INDIANHEAD
COMMUNITY ACTION
AGENCY(ICAA):**

Clerk/Treasurer, Janel Lee, presented information to the board on the delinquent water bills from ICAA. The Public Service Commission was contacted to find out what recourse the Village would have if these bills went unpaid for low income subsidized housing owned or operated by an outside agency. Per the PSC: A five-day notice to all residents must be posted on each resident's door. After five days, the Village of Minong Water Utility must offer to the residents to take ownership of their own utility account. If they refuse, and if ICAA still has not paid from that point, the water can be shut off due to non-payment by ICAA. Motion by Bobin, seconded by Podratz to send a letter to ICAA detailing the course of action as defined by the PSC and give them until Friday September 13th, 2019 to pay the delinquent water bills for all their units. 6-Ayes. Motion carried.

UTILITIES:

Bill Hallock updated the board on the variable frequency drive in Well House #2. The drive was damaged during the last severe weather event and lightening was the suspected cause. The drive needs immediate replacement and the cost will be \$5325.00 for the drive and an estimated \$1300 for installation services. The damaged drive will be sent back to the manufacturer for diagnosis of a cause and that report will be submitted to our property/liability insurance carrier for a yet to be determined reimbursement.

**REGULAR BOARD MEETING
PAGE THREE
SEPTEMBER 9, 2019**

- LANDFILL:** Linda Ellenberger updated the board on the joint landfill meeting held on August 13th, 2019. The landfill committee requested that each participating municipality pay an additional 10% to their contingency fund based on usage in January of each year. After three years, the landfill committee will re-evaluate this request. Estimated additional cost to the Village of Minong based on usage would be \$2,580.00. The amount requested by the landfill is subject to available revenue to be determined during the formulation of the 2020 budget. The landfill committee will also be eliminating the credit to businesses for using the landfill.
- Janel Lee, Clerk Treasurer, presented the new Village of Minong landfill permit cards for Village residents. The notice for new cards will be included in the October utility billing and in the October 2019, Newsletter telling residents that their current cards are voided and that they will need to come to the Village office for their new cards. Each owner/landlord/tenant must sign for their permit card and only one is allowed per household. There will be \$5.00 replacement fee if the card is lost or damaged.
- FINANCE, INSURANCE AND PERSONNEL:** The first workshop for preliminary budget preparation will be on September 17th, 2019 by the Finance Committee at 4:30 p.m.
- EMPLOYMENT HANDBOOK:** Employment Handbook Section 307/Sick Leave Benefit: Motion by Lee, seconded by Haime to re-word Section 307/Sick Leave Benefit to the following: "Accumulated sick days may only be used for post-employment health insurance continuation upon qualified retirement age as defined by the Wisconsin Retirement System". 6-Ayes. Motion carried.
- TRAINING REQUESTS:** Janel Lee, Clerk Treasurer requested office closures for training. September 16th, 2019 for the WTA Town & Village Budget Workshop and the District 1 & 2 Annual Meeting October 4th, 2019 for Election, Budget and Legislative updates. Motion by Bobin, seconded by Lee to approve training and to make sure notice is posted in advance of office closure. 6-Ayes. Motion carried.
- BUDGET WORKSHOP:** The Regular Village Board scheduled the first budget meeting for October 1, 2019 at 6:00 p.m. open to the public.
- NEXT MEETING:** Next Regular Board Meeting, Monday October 7th, 2019 at 6:00 p.m.
- ADJOURN:** Motion by Podratz seconded by Ellenberger to adjourn. 6-Ayes. Motion carried. Meeting adjourned.

Village President

Clerk/Treasurer

**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL ON OCTOBER 7TH, 2019 AT 6:00 P.M.**

- CALL TO ORDER:** The Regular Board was called to order by Village President Michael Bobin on Monday October 7th, 2019 at 6:00 p.m. at the Minong Village Hall located at 123 5th Ave Minong, WI 54859. By inspection, all members are present. A quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Lloyd Wallace, Casey Haime, Linda Ellenberger, Larry Lee Andy Podratz and Brenda Jelinek.
- ALSO, PRESENT:** Keith Wehmhoefer, Erik Gulbrandsen, Jerry Richards, Lori Adrihan, Jerry Smith, Denise Waggoner, April Trazzy, Jake Bell, Bill Hallock and Shaun Cusick.
- AGENDA:** Motion by Ellenberger, seconded by Wallace to approve the agenda. 7-Ayes. Motion carried.
- MINUTES:** Motion by Lee, seconded by Haime to approve the regular board meeting minutes from September 9th, 2019 with the correction made on the board member vacancy section to change the word “Interested” to “Interest”. 7-Ayes. Motion carried.
- TREASURER’S REPORT:** Motion by Lee, seconded by Haime to approve and accept the September 2019 Treasurer Report. Voucher #: 29595-29645. Payroll Voucher #: V2618-V2651 7-Ayes. Motion carried.
- CORRESPONDENCE:** *Clerk, Janel Lee updated the board on the changes in the special election for the vacant seat formerly held by Representative Sean Duffy. The special primary scheduled to be held on December 30th, 2019 has been rescinded as well as the special election to be held in January 2020. There is no information at this time for a reschedule of this special election. *Chairman Bobin updated the board on Senate Bill SB 72 to help municipalities pay for the upcoming special election. *Northwood Education Foundation sent a thank you letter for helping them hang their September Fest signs.*Wisconsin Rural Development has developed funding programs for 2020 to help communities and single families with housing needs such as loans and repairs as well as various business and industry loans.
- PUBLIC COMMENT:** Lori Adrihan from the Minong Chamber of Commerce updated the board on the location of the drive-up mailbox. Motion by Wallace, seconded by Ellenberger to approve the location of the drive-up mailbox as long as it is not in Village right-of-way. 7-Ayes. Motion carried.
- Denise Waggoner, owner of the Village Scoop, came to the board about the non-functional bathrooms by the play park and possibly finding a solution to re-opening those bathrooms. Motion by Wallace, seconded by Podratz to table discussion on opening the bathrooms to investigate portable toilet options for the play park. 7-Ayes. Motion carried.
- OCTOBER NEWSLETTER:** Motion by Podratz, seconded by Haime to approve the October Newsletter with the correction on the 2020 tax time paragraph where the phone number was cut off. 7-Ayes. Motion carried.

REGULAR BOARD MEETING**PAGE TWO****OCTOBER 7TH, 2019****POLICE, HEALTH
& LICENSES:**

Motion by Podratz, seconded by Lee to approve the police report as presented. 7-Ayes. Motion carried.

**PARKS, RECREATION
PUBLIC PROPERTY &
PLANNING
COMMISSION:**

Brief discussion on the cost of the recent damage to the park. Hallock estimated the cost would include two hours of labor by Wehmhoefer, one hour by Hallock and the cost of the posts. Erik Gulbrandsen informed the board the perpetrators have been caught.

STREETS & ALLEYS:

Discussion held by the board with Jerry Richards on Richard's property located on Lot 4 Block 2 Hohls Addition. Jerry explained that there is an issue with the lot lines between his property and the property located next to him owned by Marie Wheeler. The board suggested that Jerry go down to the register of deeds office at Washburn County and get copies of the legal description for his property. Bobin offered to call Renee Bell at the register of deeds office as well for Jerry Richards. Bobin requested to place this item on the next board meeting agenda, November 4th, 2019.

**LOADER PURCHASE
& RENTAL
AGREEMENT:**

Brief discussion on the General Fund purchasing the loader back from the Sewer Utility. Clerk Lee will have amortization figures by the budget meeting scheduled for October 10th, 2019. Motion by Bobin to buy back the loader from the sewer utility at a depreciated rate and have the water and sewer pay rent to the general fund for the use of the loader. Motion withdrawn by Bobin after further discussion. Motion by Bobin, seconded by Wallace to buy back the loader from the sewer utility at a depreciated price and borrower the money from a local bank at the best rate. 7-Ayes. Motion carried.

*Motion by Bobin, seconded by Ellenberger to keep the loader rental agreement in effect until the loader is sold. 7-Ayes. Motion carried.

HALL MEMORIAL:

Discussion held on the streets department sealing the hall memorial to prevent further degradation. Hallock said sealing can be done at a minimal cost to help slow the crumbling of the memorial.

**WASHBURN COUNTY
BUILDING RENTAL:**

Washburn County Highway Department has requested that the rental fee of \$150 per month for Village equipment storage be raised to \$475.00 on January 1, 2020. The Village will have to store their equipment somewhere else by October of 2020.

**EQUIPMENT
STORAGE:**

Discussion held by the board on the need to build a Village of Minong storage building for proper equipment storage. Bobin to contact Dave Rasmussen at MSA to see if there are building grants available.

STREET PATCHING:

Bill Hallock informed the board on the cost of street patching and presented the proposal from Statewide Surfacing. The 18 x 30 patching on Richards Ave will be billed back to John Walker for \$1058.00 and the 20 x 21 patching on Stigney Street will be billed back to John Smith for \$960.00. Total patching proposal from Statewide will cost \$7300.73. Motion by Wallace, seconded by Haime to approve

REGULAR BOARD MEETING

PAGE TWO

OCTOBER 7TH, 2019

STREET PATCHING

CONTINUED: patching Statewide itemized proposal numbers 1, 2, 3, 4 & 6. 7 Ayes. Motion carried.

LANDFILL: Linda Ellenberger informed the board on their budget meeting coming up on October 8th, 2019.

FIRE & AMBULANCE: The first budget meeting for fire and ambulance will be on October 9th, 2019 at 6:00 p.m.

FINANCE, INSURANCE & PERSONNEL: Clerk Lee requested that the board approve sending Debbie Bouma to the Election Administration for Clerk’s November 21-22nd, 2019. Motion by Bobin, seconded by Podratz to approve training. 7-Ayes. Motion carried.

CLOSED SESSION: Motion by Bobin, seconded by Podratz to go into closed session pursuant to WI Stats 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. Board will reconvene into open session.

ACTION ON CLOSED SESSION:

Motion by Bobin, seconded by Ellenberger to reconvene into open session. Motion by Bobin, seconded by Podratz to reduce the Clerk’s overtime hours by 30 hours and add it to the Deputy Clerk’s total hours. 6-Ayes. Lee abstained. Motion carried.

NEXT MEETING: Next Regular Board Meeting, Monday November 4th, 2019 at 6:00 p.m.

ADJOURN: Motion by Podratz seconded by Ellenberger to adjourn. 7-Ayes. Motion carried. Meeting adjourned.

Village President

Clerk/Treasurer

**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL ON NOVEMBER 4TH, 2019 AT 6:00 P.M.**

- CALL TO ORDER:** The Regular Board was called to order by Board appointed interim Chairman, Larry Lee on Monday November 4th, 2019 at 6:00 p.m. at the Minong Village Hall located at 123 5th Ave Minong, WI 54859. By inspection, all members are present except for Village President Michael Bobin who is out on medical leave. A quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Lloyd Wallace, Casey Haime, Linda Ellenberger, Andy Podratz and Brenda Jelinek.
- ALSO, PRESENT:** Keith Wehmhoefer, Erik Gulbrandsen, William Hallock, Teri Miller, Kylee Hill, Susan Conaway and Jerry Smith.
- APPOINT INTERIM VILLAGE CHAIRPERSON:** The current Village President, Michael Bobin, is unable to serve at this time due to recent surgery and recovery period. Motion by Wallace, seconded by Podratz to nominate Larry Lee as interim Village Chairman. Lee accepted the position. 6-Ayes. Motion carried.
- AGENDA:** Motion by Ellenberger, seconded by Haime to approve the agenda. 6-Ayes. Motion carried.
- MINUTES:** Motion by Haime, seconded by Jelinek to approve the regular board meeting minutes from October 7th, 2019. 6-Ayes. Motion carried.
- TREASURER'S REPORT:** Motion by Lee, seconded by Haime to approve and accept the October 2019 Treasurer Report. Voucher #: 29646-29713. Payroll Voucher #: V2652-V2676 6-Ayes. Motion carried.
- CORRESPONDENCE:** *Chairman Lee read a letter from the Department of Transportation on the upcoming 7 miles of highway rehabilitation on WI 77 between County I and County G in Washburn County. Copies of the letter and maps are available upon request at the village office.
- PUBLIC COMMENT:** None.
- LOT 4, BLOCK 2 HOHLS ADDITION** Jerry Richards came to the board to discuss lot 2 owned by the Village of Minong as part of a solution to his property line issue with his deceased neighbor, Marie Wheeler. He requested that the board sell him lot 2. During a lengthy discussion, a motion was made by Wallace and seconded by Lee to not sell lot 2 at this time. 6-Ayes. Motion carried.
- KYLEE HILL HALL RENTAL** Ms. Kylee Hill requested of the board that they waive the fee for her senior exit project. She is doing a fundraiser to help raise money for the local volunteer ambulance service to buy another LUCAS chest compression machine on November 23rd, 2019 from 4:00 p.m. to 7:00 p.m. Motion by Haime, seconded by Lee to waive the hall rental fee, but to make sure that the \$150.00 refundable deposit is collected and that the hall is cleaned after the event. 6-Ayes. Motion carried.

**REGULAR BOARD MEETING
PAGE TWO
NOVEMBER 4TH, 2019**

**BROOKLY ROAD
PROPERTY**

Jimmy Smith had requested to discuss the village owned property out on Brooklyn Road in the Town of Minong. Jimmy Smith was unable to attend. No discussion held.

**POLICE, HEALTH
& LICENSES:**

Motion by Podratz, seconded by Ellenberger to approve the police report as presented. 6-Ayes. Motion carried.

SIGN REQUEST:

Chief Gulbrandsen requested that he be able to purchase no parking signs and snow removal signs from Railroad Street to Business 53. Motion by Lee, seconded by Haime to buy two signs to be placed at the Chief's discretion. Motion amended by Lee for the purchase four signs and the location of sign placement to be determined by Chief Gulbrandsen. Motion seconded by Haime. 6-Ayes. Motion carried.

OPERATOR'S LICENSE: Motion by Podratz, seconded by Wallace to approve the operator's license for Donald E. Luebbe. 6-Ayes. Motion carried.

**STREETS & ALLEYS
NEW EQUIPMENT**

BUILDING OPTIONS: Brief discussion held on the new equipment building. The Street's Committee discussed meeting on November 14th, 2019 at 9:30 a.m. at the Town of Minong equipment building to take a physical look at the building and the plans associated with the building. They also will view the proposed site for the new building.

MSID APPLICATION: Clerk Treasurer, Janel Lee, informed the board that the application for the MSID Funds for the 2020-2021 work on Business 53 is nearly ready to be submitted. Dave Rasmussen from MSA requested that the minutes regarding the five year road plan from the Streets and Alleys Committee on Feb 14th, 2017 and the Regular Board Meeting minutes from December 4th, 2017 be amended to read "2020-21 Reconstruction of Business 53" from the 2017- Business 53-2" overlay or chip seal with shouldering (1.4 miles) and the 2019- 2" overlay of Business 53 or chip seal with shouldering (1.4 miles) to reaffirm the intent of the MSID Application. Motion by Wallace, seconded by Lee to amend the minutes and submit the MSID Application. 6-Ayes. Motion carried.

LANDFILL: Linda Ellenberger spoke to the board about the new transfer station cards implemented by the Village of Minong. A request was made by Clerk/Treasurer, Janel Lee, to make sure that Troy Waggoner at the transfer station site was making sure all Village residents show the new card to him prior to dumping.

FIRE & AMBULANCE: Motion by Wallace, seconded by Jelinek to accept and sign the 2020 Service Contracts with the Minong Area Fire Department for \$13,507.24 and the Minong Area Ambulance Service for \$3,366.58. 5-Ayes. Motion carried. Podratz abstained.

**LOADER/VEHICLE
LOAN:**

Motion by Lee, seconded by Podratz to approve the loan through Shell Lake State Bank for the Loader and the new truck and plow for an amount of: \$122,667.00 at 2.74% for ten years. First payment to start 10/31/2020. 6-Ayes. Motion carried.

REGULAR BOARD MEETING
PAGE THREE
NOVEMBER 4TH, 2019

VILLAGE HALL
RENTAL FEES:

Deputy Clerk, Debbie Bouma spoke about the issue of the current rates not covering the cost of using the hall. Brief discussion held by the board on new proposed fees for the hall rental. Chairman Lee made the motion to go with the new proposed fees for hall rental fees clarifying non-profits to pay \$50 per day. Motion seconded by Haime. Discussion held to amend the Chairman's motion to charge non-profits \$100 per day. Motion failed. Motion by Wallace, seconded by Ellenberger to table the discussion for the next meeting. 6-Ayes. Motion carried.

QUOTE FOR NEW
COMPUTERS:

Clerk/Treasurer, Janel Lee, presented the quote from CCS for the new computers needed for the village office including the Grant provisions from the Wisconsin Elections Commission for install and ongoing IT support. Motion by Wallace, seconded by Ellenberger to approve the quote from CCS for \$2,299.98. Grant funds to pay for one entire workstation. 6-Ayes. Motion carried.

2020 PROPOSED
BUDGET DETAIL
CHANGES:

Clerk/Treasurer, Janel Lee, explained to the board some minor changes to the Revenues section to include a budgeted amount for the lottery credit from \$0 to \$3,000 and removal of the DNR/DMV Fees of \$1,000 that was approved because the police office will no longer be processing license plates and renewals. An error was discovered in the formula calculating the total amount on the first expenditure page and was corrected. With the addition of the lottery credit revenue and the excel formula correction that left \$11,900 in excess revenue to allocate. Allocation went to the sick pay for insurance to help build up that fund for employee retirement. Motion by Wallace, seconded by Podratz to accept the changes as present on the proposed 2020 Budget. 5-Ayes. Motion carried. Chair abstained.

2020 PROPOSED
BUDGET SUMMARY
PUBLIC HEARING:

The 2020 Proposed Budget Summary is ready for publication. Clerk/Treasurer, Janel Lee, proposed having the Public Hearing on December 2nd, 2019 at 5:45 p.m. Motion by Lee, seconded by Jelinek to approve the Proposed Budget Summary as presented and schedule the Public Hearing for December 2nd, 2019 at 5:45 p.m. 5-Ayes. Motion carried. Chair abstained. Brief discussion held on the situation with TID 4 exceeding the 12% total value. Board agreed to have Dave Rasmussen work with the state manufacturing assessor to help fix the issue. Clerk Lee explained this has no effect regarding the 2020 proposed budget or the closure of TID 1 & 2.

NEXT MEETING:

Next Regular Board Meeting, Monday December 2nd, 2019 at 6:00 p.m.

ADJOURN:

Motion by Podratz seconded by Ellenberger to adjourn. 6-Ayes. Motion carried. Meeting adjourned.

Village President

Clerk/Treasurer

**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL ON DECEMBER 2, 2019 AT 6:00 P.M.**

- CALL TO ORDER:** The Regular Board was called to order by Board appointed interim Chairman, Larry Lee on Monday December 2nd, 2019 at 6:00 p.m. at the Minong Village Hall located at 123 5th Ave Minong, WI 54859. By inspection, all members are present except for Village President Michael Bobin who is out on medical leave. A quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Lloyd Wallace, Casey Haime, Linda Ellenberger, Andy Podratz and Brenda Jelinek.
- ALSO, PRESENT:** Keith Wehmhoefer, Erik Gulbrandsen, Dave Rasmussen, Jerry Smith and Dan Myers.
- AGENDA:** Motion by Podratz, seconded by Ellenberger to approve the agenda. 6-Ayes. Motion carried.
- MINUTES:** Motion by Lee, seconded by Wallace to approve the regular board meeting minutes from October 29th, 2019. 6-Ayes. Motion carried. *Motion by Lee, seconded by Ellenberger to approve the regular board meeting minutes from November 4th, 2019 with a correction on the date for Kylee Hill's fundraiser (hall rental) from November 23rd, 2019 to December 7th, 2019. 6-Ayes. Motion carried. * Motion by Ellenberger, seconded by Jelinek to approve the minutes from the Special Board meeting on November 14th, 2019. 6-Ayes. Motion carried.
- TREASURER'S REPORT:** Motion by Lee, seconded by Haime to approve and accept the November 2019 Treasurer Report. Voucher #: 29714-29802. Payroll Voucher #: V2677-V2690 6-Ayes. Motion carried.
- 2020 FINAL GENERAL BUDGET APPROVAL:** Motion by Wallace, seconded by Ellenberger to approve the General Levy of \$215,151 and to accept the 2020 General Budget Summary of \$610,718.00. 5-Ayes. Lee abstained. Motion carried.
- 2020 FINAL BUDGET APPROVAL – WATER** Motion by Haime, seconded by Jelinek to approve the 2020 Water Budget. Revenues \$152,654 and Expenditures \$155,422. 5-Ayes. Lee abstained. Motion carried.
- 2020 FINAL BUDGET APPROVAL – SEWER** Motion by Ellenberger, seconded by Haime to approve the 2020 Sewer Budget. Revenues \$216,198 and Expenditures \$257,700. 5-Ayes. Lee abstained. Motion carried.
- GENERAL CORRESPONDENCE:** *Chairman Lee read correspondence regarding the Northwest Regional Planning Commission's notice to municipalities on the Comprehensive Economic Development Strategy for Northwest, Wisconsin.
*Washburn County Area Human Society (WCAHS) sent a request for donation again this year. Motion by Lee, seconded by Ellenberger to approve a \$100 donation to WCAHS. 6-Ayes. Motion carried. *The Wisconsin Election's Commission sent out a security warning bulletin on ways to protect yourself against malicious emails and attachments.

REGULAR BOARD MEETING
PAGE TWO
DECEMBER 2, 2019

GENERAL CORRESPONDENCE

CONTINUED: *Northern Lakes Coalition invited board members to their “100 Hero’s” meeting and dinner Wednesday December 11th, 2019 from 6:00 p.m. to 8:00 p.m. to educate the public on the substance abuse problem facing youth in this area. *Wisconsin Emergency Management sent out a flyer inviting municipalities to attend their FEMA Disaster Recovery seminar on December 9th, 2019 at 2:00 p.m. to 4:00 p.m.

PUBLIC COMMENT: None.

APPOINT 2020-2021

ELECTION INSPECTORS: Motion by Wallace, seconded by Jelinek to appoint the 2020-2021 Chief Election Inspectors: Connie Visger, Wynn Podratz and Terri Daleiden. Regular Election Inspectors: Molly Duncan, Darlene Denninger and Carol Koskovich. 5-Ayes. Podratz abstained. Motion carried.

TID 4 UPDATE

DAVE RASMUSSEN: Dave Rasmussen updated the board on the status of TID 4’s base packet submission to the Department of Revenue (DOR) on October 31st, 2019. On November 4th, the DOR notified Rasmussen that TID 4 did not qualify because it exceeded the 12% limit due to the value of personal property located in the TID. Dave has been working with the DOR to have the personal property moved from the south “Link” parcel to the North “Link” parcel not located in TID 4. Dave also explained that the far North parcel next to the Motel along Business 53 will need to be removed for TID 4 to qualify below the 12% limit. Rasmussen must submit the revised forms to the DOR for certification by Wednesday December 4th, 2019. Motion by Lee, seconded by Haime to remove parcel 30049 from TID 4 and have Dave complete the revised TID 4 base packet by December 4th, 2019. 6-Ayes. Motion carried.

DAVE RASMUSSEN

MLS GRANT

APPLICATION: Rasmussen informed the board that the State has come out with an additional road improvement grant. The MLS 90/10 program. MSA has filled out and completed the application for signatures. Rasmussen suggested that grant approval could increase if the board opted to take less and pay more than their 10% portion. Tax increment from TID 4 could be used to help pay for the Village’s portion. Motion by Wallace, seconded by Lee to approve the grant application and grant stipulation that if approved, the Village is open to taking less grant funds. Grant funds to be used for the upcoming Business 53 improvement plan. 6-Ayes. Motion carried.

INDIANHEAD

COMMUNITY ACTION

AGENCY UPDATE:

Clerk Treasurer, Janel Lee updated the board on the recent action taken since the meeting held with Indianhead on November 14th, 2019 regarding their refusal to pay Payment in Lieu of Tax (PILT). Per the Washburn County Housing Authority managers for the Indianhead Greenhaven units; as of January 1st, 2020, the tenants can expect a rent increase and all utilities including water/sewer and garbage are now to be paid by the tenants. Chairman, Lee did reiterate that Indianhead still agreed to give the board a financial update by January 31st, 2020 to see if future PILT is possible.

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**POLICE, HEALTH
& LICENSES**

POLICE REPORT: Motion by Ellenberger, seconded by Podratz to approve the police report as presented. 6-Ayes. Motion carried.

**PARK, RECREATION
PUBLIC PROPERTY &
PLANNING:**

None.

**STREETS & ALLEYS
EQUIPMENT**

BUILDING UPDATE: Brief discussion held. The Streets Committee toured the Town of Minong's equipment building. Plans are to move forward with Keith Wehmhoefer contacting the engineer that constructed the Town's building.

LOADER PURCHASE:

Clerk Treasurer, Janel Lee presented to the board the Loader Bill of sale to have on file for the recent buy-back of the 2014 John Deer Loader JD 544k at \$90,000 from the Sewer Utility back to the General Fund. Bill of Sale copies to be on file with the Sewer Utility and the General Fund for audit purposes. Motion by Wallace, seconded by Lee to accept the loader Bill of Sale as presented. 6-Ayes. Motion carried.

UTILITIES:

None.

LANDFILL:

2020 Minong Area Disposal Contract ready for approval and signature. Motion by Lee, seconded by Wallace to approve the 2020 MAD contract. 5-Ayes. Ellenberger abstained. Motion carried.

FIRE & AMBULANCE:

None.

**DEPUTY CLERK
UPDATE & VACATION
TIME CARRY-OVER:**

Deputy Clerk, Debbie Bouma has been absent from work due to a medical emergency regarding her husband since November 13th, 2019. Clerk Treasurer, Janel Lee updated the board that Debbie's husband is now in recovery and Debbie indicated that she may be back to work as early as the week of December 9th-13th on a limited basis. Clerk Lee also indicated that she has been working longer hours to compensate; and informed the board that she donated her remaining 12 hours of vacation time and 20 hours of sick time so that Debbie can continue to get paid in her absence. Officer Gulbrandsen has also donated 20 hours of his accrued sick to help Debbie until she returns. *Brief discussion on vacation time carry-over. Keith Wehmhoefer requested that he be able to carry over 48 hours of his accrued 2019 vacation to 2020 due to the weather. Motion by Lee, seconded by Podratz to allow the carry over of 48 hours to 2020. 6-Ayes. Motion carried.

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SEC. 12-2 DUPLICATE
TREASURER'S BOND
ELIMINATED:

Clerk Treasurer, Janel Lee informed the board that the last ordinance by the Village to not elect to give bond on the municipal treasurer for property tax collection provided for by Section 70.67 (1) of the State of Wisconsin was back in 1976. The Washburn County Treasurer requested an updated Ordinance reaffirming that the 1976 Ordinance remains in effect. Ordinance should be updated at least every 10 years. Motion by Lee, seconded by Ellenberger to reaffirm the Ordinance Sec. 12-2 Duplicate Treasurer's Bond Eliminated. 6-Ayes. Motion carried.

INTERIM PRESIDENT
RESOLUTION
11-04-2019:

Motion by Podratz, seconded by Ellenberger to approve Resolution 11-04-2019 appointing Larry Lee as Interim President until such time the Village President Michael Bobin can resume his duties or until another individual is elected. 5-Ayes. Lee abstained. Motion carried.

SHELL LAKE STATE
BANK SIGNATURES:

Clerk Treasurer Janel Lee requested that the Village President be able to sign vouchers after approval as has been done prior to Village President Bobin's absence rather than have Larry Lee approve them and someone else sign. Current signers are Village President Michael Bobin who is out on medical leave, Janel Lee, Clerk Treasurer, Debbie Bouma, Deputy Clerk Treasurer and Linda Ellenberger. Brief discussion on separation of duties by the Interim Chairman and Clerk/Treasurer. Board agreed to continue with no additional signature card signed. Chairman Lee will continue to review the vouchers and Trustee Linda Ellenberger will sign off on them.

NEXT MEETING:

Next Regular Board Meeting, Monday January 6th, 2020 at 6:00 p.m.

ADJOURN:

Motion by Podratz seconded by Ellenberger to adjourn. 6-Ayes. Motion carried. Meeting adjourned.

Village President

Clerk/Treasurer