

**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING  
HELD IN THE VILLAGE HALL ON JANUARY 6, 2020 AT 6:00 P.M.**

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832

**CALL TO ORDER:** The Regular Board was called to order by Board appointed interim Chairman, Larry Lee on Monday January 6th, 2020 at 6:00 p.m. at the Minong Village Hall located at 123 5<sup>th</sup> 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, Andy Podratz and Brenda Jelinek.

**ALSO, PRESENT:** Keith Wehmhoefer, Bill Hallock, Erik Gulbrandsen, Shaun Cusick, Jeff Fox, Elizabeth Vanwinkel, Bob Ericson, Jerry Smith, Molly Duncan and Jason Duncan.

**AGENDA:** Motion by Ellenberger, seconded by Wallace to approve the agenda. 6-Ayes. Motion carried.

**MINUTES:** Motion by Wallace, seconded by Haime to approve the minutes from the Public Budget Hearing on December 2<sup>nd</sup>, 2019. 6-Ayes. Motion carried. Motion by Lee, seconded by Ellenberger to approve the Regular Board Meeting minutes on December 2<sup>nd</sup>, 2019. 6-Ayes. Motion carried. Motion by Lee, seconded by Podratz to approve the minutes of the Special Board Meeting on December 23<sup>rd</sup>, 2019. 6-Ayes. Motion carried.

**TREASURER'S  
REPORT:**

Motion by Lee, seconded by Ellenberger to approve and accept the December 2019 Treasurer Report. Voucher #: 29803-29806 of the General Fund Pooled Checking and Voucher #: 29885-29969. Payroll Voucher #: V2704-V2738 of the New Pooled General Fund Checking. 6-Ayes. Motion carried.

**JANUARY  
NEWSLETTER:**

The Village Board reviewed the 2020 January quarterly newsletter to send out to village residents. No issues were found.

**GENERAL**

**CORRESPONDENCE:** Chairman Lee informed the board on the recent (Senate Bill) SB 560 limiting municipal TIF powers and the amount of cash grants a municipality may make to a developer as part of a TIF's project costs. SB 560 also requires that certain approvals by the Joint Review Board be by unanimous vote. A copy of this information was provided to all board members for review.

**PUBLIC  
COMMENT:**

Elizabeth Vanwinkle and Jeff Fox addressed the board with their concern over snow plowing in the parking lot located at the Edgewood Apartments in the Village. They requested that the board consider an ordinance that would make a plowing standard mandatory for entities who run low income housing. Interim Chairman Lee will reach out to the Washburn County Housing Authority Manager, Eva Johnston to discuss this issue. \*Bob Ericson from the American Legion requested that the board donate \$200-\$300 dollars for American Flags at the Town of Minong Cemetery for veterans. Motion by Podratz, seconded by Jelinek to donate \$200 to the American Legion for the flags. 6-Ayes. Motion carried.

**INDIANHEAD  
COMMUNITY**

**ACTION AGENCY:** Clerk Lee informed the board on the decision by Indianhead Community Action Agency requiring all tenants living in the Greenhaven subdivision to pay their own utilities as of January 1<sup>st</sup>, 2020.

**MSA UPDATE**

**TID 4:**

Interim Chairman Lee gave a brief update on the status of TID 4. TID 4 will open without capturing the tax increment on the new construction as originally intended. An attempt was made to create a developer agreement for moving the parcel line to account for the underestimation of personal property value by MSA, but there was not enough time between December 23<sup>rd</sup>, 2019 and the deadline of December 31<sup>st</sup>, 2019 to properly complete the paperwork for presentation to Jack Link's Corporate. \*A meeting on January 20<sup>th</sup>, 2020 at 2:00 p.m. was scheduled to discuss upcoming plans and communications with Dave Rasmussen and Teresa Anderson. \*There will also be a project kick off meeting with the engineers from EMCS, Inc. on January 27<sup>th</sup>, 2020 from 1:00 p.m. to 3:00 p.m. to discuss plans for the upcoming STH 77 project.

**POLICE HEALTH  
& LICENSES:**

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

**CRIMINAL  
DAMAGE:**

Chief Gulbrandsen informed the board on the status of the criminal damage done to village property on September 29<sup>th</sup>, 2019. A restitution form was filled out and sent to the Washburn County District Attorney's office for payment of restitution on the Village's behalf.

**ILLEGAL  
SALE OF FIRE-  
WORKS:**

Clerk Lee informed the board that fireworks were sold over the summer without a permit. A permit was granted, but then revoked for non-payment of the permit fee. The business continued to sell fireworks by appointment after the license was revoked. The board questioned that fireworks could be sold that close to a gas station and requested that research be done on the status of storage, handling and sale of fireworks where gasoline or volatile liquids are dispensed.

**OPERATOR'S  
LICENSE:**

Motion by Podratz, seconded by Ellenberger to grant an operator's license to Jaqua Ingram. 6-Ayes. Motion carried.

**STREETS &  
ALLEYS:**

Keith Wehmhoefer updated the board on the status of the new equipment building. Wehmhoefer stated that they are ready to get preliminary plans drawn up for an 80 x 120 building. Motion by Wallace, seconded by Jelinek to allow Wehmhoefer to approach the contractor that worked with the Town of Minong on their equipment building. 6-Ayes. Motion carried.

**SIDEWALKS:** A lengthy discussion was held with the board by village residents Molly Duncan, Jason Duncan and David Harmon on Village Ordinance Sec. 30-57 pertaining to the maintenance of sidewalks in the winter. The residents felt it was unfair to be charged a \$100.00 maintenance fee without notice for not shoveling their sidewalks in the 48-hour time frame. They felt the ordinance had not been consistently enforced in years past. Interim Chairman Lee explained to the residents that he understands that it may not have been enforced in the past, but also explained that it will be enforced going forward. The Village will continue to try and improve the notice process pertaining to sidewalks. A brief discussion was held on the issue of snowmobile traffic on sidewalks causing nuisance. Interim Chairman Lee expressed that he would look into the situation.

**UTILITIES:** Keith Wehmhoefer requested that he be able to attend the Waterous Hydrant Tour on January 20<sup>th</sup>, 2020. Motion by Lee, seconded by Podratz to approve the tour. 6-Ayes. Motion carried. Wehmhoefer also requested to attend the Wisconsin Rural Water Association Annual Conference for continued education on March 17<sup>th</sup> through March 20<sup>th</sup>, 2020. Motion by Wallace, seconded by Podratz to allow attendance. 6-Ayes. Motion carried.

**FIRE & AMBULANCE:** Clerk Lee shared a thank you letter that the Minong Area Ambulance Service (MAAS) received on December 13<sup>th</sup>, 2019 from the Schiller family. The Schiller's wanted to thank the MAAS for their rapid and expert response for Mr. Schiller who sustained severe injuries during a hunting incident. The early care Mr. Schiller received was instrumental to saving his life. The Schiller's enclosed a \$500.00 donation to the MAAS to help toward the purchase of a new Lucas chest compression device.

**CLOSED SESSION:** Motion by Wallace, seconded by Ellenberger 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 Wallace, seconded by Ellenberger to reconvene into open session. The village board updated the employees on the status of President elect Michael Bobin and Interim President Larry Lee. Interim President Larry Lee is the contact for employees until Michael Bobin can resume his duties as President.

**NEXT MEETING:** Next Regular Board Meeting, Monday February 3rd, 2020 at 6:00 p.m.

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

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Village President

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Clerk/Treasurer

**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING  
HELD IN THE VILLAGE HALL ON JANUARY 20<sup>TH</sup>, 2020 AT 2:00 P.M.**

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- CALL TO ORDER:** The Regular Board was called to order by interim Chairman, Larry Lee on Monday January 20<sup>th</sup>, 2020 at 2:00 p.m. for a Special Board Meeting at the Minong Village Hall located at 123 5<sup>th</sup> Ave Minong, WI 54859. By inspection all members were present except for Casey Haime and Brenda Jelinek. A quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Lloyd Wallace, Linda Ellenberger, Andy Podratz. Absent – Casey Haime and Brenda Jelinek.
- ALSO, PRESENT:** Dave Rasmussen, Teresa Anderson and William Hallock.
- AGENDA:** Motion by Ellenberger, seconded by Podratz to approve the Agenda as presented. 6-Ayes. Motion carried.
- GENERAL  
CORRESPONDENCE:** Interim Chairman Lee read a Press Release from the League of Wisconsin Municipalities on the new Transportation Grant Program’s popularity that points to significant unmet infrastructure needs in Wisconsin (Wisconsin County Highway Association Press Release Dated: 1.9.2020). \* The 2020 U.S. Census Village of Minong boundary map was reviewed for the start of the 2020 Census. \* Board members reviewed the 2019 Audit engagement letter to start the February 10<sup>th</sup> – 14<sup>th</sup> audit work.
- TID 4 UPDATE &  
UPCOMING PROJECTS/  
GRANTS – MSA** A lengthy discussion took place on the final creation of TID No. 4 and the lost increment due to the under-estimation of the manufacturing personal property value and too little time to find a reasonable resolution to the issue by MSA. The board voiced their considerable disappointment to MSA about the loss. A Resolution to rescind TID No. 4 was on the table for discussion. Motion by Lee, seconded by Podratz to leave TID No. 4 open for now in the hopes it can produce increment for the future. 4-Ayes. Motion Carried. \*Teresa Anderson updated the board on the status of the MSID and MLS Grants in process along with the CDBG Grant MSA is currently working on. Due to considerable competition it is not likely that the Village would be awarded funds for the MSID and MLS Grants; it was Teresa’s recommendation that the CDBG Grant continue to go forward until we get an official word on the other two grants in process. The CDBG Grant is scheduled for a May 2020 submission.
- REMINDER FOR  
STH 77 MEETING:** The kick-off meeting with EMCS, Inc. for the Highway 77 project is Monday January 27<sup>th</sup>, 2020 from 1:00 p.m. to 3:00 p.m.
- REGULAR BOARD  
MEETING:** The next regular board meeting is scheduled for February 3, 2020 at 6:00 p.m.
- ADJOURN:** Motion by Podratz seconded by Ellenberger to adjourn. 4-Ayes. Motion carried. Meeting adjourned.

**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING  
HELD IN THE VILLAGE HALL ON FEBRUARY 3, 2020 AT 6:00 P.M.**

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836

**CALL TO ORDER:** The Regular Board was called to order by Board appointed interim Chairman, Larry Lee on Monday February 3rd, 2020 at 6:00 p.m. at the Minong Village Hall located at 123 5<sup>th</sup> Ave Minong, WI 54859. By inspection all members are present except for President Michael Bobin who is on 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, Bill Hallock, Erik Gulbrandsen, Shaun Cusick, Jerry Smith, Cliff Knettel and Eva Johnston.

**AGENDA:** Motion by Ellenberger, seconded by Wallace to approve the agenda. 6-Ayes. Motion carried.

**MINUTES:** Motion by Haime, seconded by Jelinek to approve the minutes from the Regular Board meeting on January 6, 2020. 6-Ayes. Motion carried. Motion by Podratz, seconded by Wallace to approve the minutes from the Streets Committee meeting on January 14, 2020. 6-Ayes. Motion carried. Motion by Wallace seconded by Ellenberger to approve the Special Board meeting minutes from January 20, 2020. 6-Ayes. Motion carried.

**TREASURER'S  
REPORT:**

Motion by Haime, seconded by Ellenberger to approve and accept the January 2020 Treasurer Report as presented. Voucher #: 29970-30015 and Payroll Vouchers V2748-V2775 of the New General Pooled Cash. 6-Ayes. Motion carried.

**GENERAL**

**CORRESPONDENCE:** Interim Chairman Lee read a Thank You note from the Washburn County Humane Society for the \$100 donation from the Village. \*The Wisconsin Asphalt Pavement Association is holding an instructional seminar on maintenance and preventative care for asphalt surfaces March 12<sup>th</sup>, in Turtle Lake, Wisconsin, from 9:30 a.m. to 12:00 p.m. for those who wish to attend. \*WITC has board vacancies for two additional members and an elected official member. The deadline to apply to WITC is February 13<sup>th</sup>, 2020 by 4:00 p.m. \*Various informational Senate Bills were included in the board packet for board members regarding changes to annual assessment, the WRS retirement age and levy limits.

**PUBLIC**

**COMMENT:** None.

**EDGEWOOD**

**APARTMENTS:** Eva Johnston from the Washburn County Housing Authority gave an update on the Edgewood apartment "A" building rebuild. The construction is nearing completion and new tenants should be able to move in as soon as March 1<sup>st</sup>, 2020.

**WASHBURN  
COUNTY  
HOUSING  
AUTHORITY:**

Eva Johnston from the Washburn County Housing Authority (WCHA) requested that WCHA be able to use the transfer station for general household refuse if their contract with their current garbage service cannot be re-negotiated for a lower amount. WCHA is current with all PILT and would be eligible to use the transfer station. WCHA maintenance would be responsible for delivering general household refuse to the transfer station one to two days per week. Motion by Wallace, seconded by Haime to allow the WCHA to use the transfer station for waste removal. 6-Ayes. Motion carried.

**UPDATE STH 77  
PROJECT:**

Cliff Knettel, from MSA gave an update on Project ID 8550-02-02/72 for the WIS 77 to County I to County G intersection and asphalt mill and overlay. Major focus would be on the intersections/curb ramps. Currently, the Village of Minong does not meet ADA (American's with Disabilities Act) standards. Some culverts require maintenance to maintain positive drainage across WIS 77.

**Anticipated Project Schedule:**

|                                  |                               |
|----------------------------------|-------------------------------|
| 30% Plans/Draft Reports          | May/June 2020                 |
| Local Officials Meeting #2       | Summer 2020                   |
| Public Involvement Meeting       | Summer 2020                   |
| 60% Plans/Reports/Cost Estimates | August/September 2020         |
| Final Environmental Documents    | Fall 2020                     |
| Final Design Study               | Fall 2020                     |
| Final Plat                       | February 2021                 |
| Final Plans/RE/Easements         | May 2022 – August 2023        |
| Construction                     | 2023 (early) 2024 (scheduled) |

**POLICE HEALTH  
& LICENSES:**

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

**KENNEL  
LICENSE:**

Motion by Podratz, seconded by Jelinek to approve the Sohn Kennel license. 6-Ayes. Motion carried.

**ILLEGAL  
SALE OF FIRE-  
WORKS:**

The Village Board discussed and reviewed State Statute 167.10 (6) as well as Village ordinance Sec. 10-66 (d) for storage and handling of fireworks in the Village. The board had a brief discussion about the issue with fireworks being sold by appointment without a permit from the Village. The board requested that a certified letter be sent to the owner of the building, Dan Thompson (DC's Victory Lane) to have the fireworks removed and to let him know the individual leasing at 503 W. 5<sup>th</sup> Ave and storing fireworks is in violation of Village ordinance Sec. 10-66 (d) (5): *Restrictions on Storage: No person may store fireworks within 500 feet of a public assemblage or place where gasoline or volatile liquid is sold in quantities exceeding one gallon.* Fire Chief, Jay Barrett, is to be copied on the certified letter to Dan Thompson of DC's Victory Lane.

**STREETS &  
ALLEYS:**

Bill Hallock updated the board on the status of the new equipment building. Hallock stated that they are ready to get preliminary plans drawn up for an 80 x 120 Building and an ad placed in the Spooner Advocate and Wild River Advertiser for two weeks. Clerk/Treasurer, Janel Lee, contacted Brooke Fairbanks at the Shell Lake State Bank to find out what was needed to secure possible financing. Bill Hallock provided a general spec sheet. Motion by Lee, seconded by Ellenberger to have Bill Hallock and Janel Lee coordinate ad placement and subsequent meeting to open and review sealed bids. 6-Ayes. Motion carried.

**SIDEWALKS:**

Brief discussion by the board on charging customers for failure to keep their sidewalks clean and if the fees should be reimbursed or waived. Board agreed that the enforcement should remain, but to make sure inspections of all sidewalks and fee enforcement is done on the same day for everyone.

**UTILITIES:**

Clerk Janel Lee informed the board that when the new Truck for Streets/Water/Sewer was purchased; the portion allocated to Water and Sewer was overlooked. Clerk confirmed that Water & Sewer should reimburse their portion of the truck to the General Streets fund to pay-off that portion of the combined Loader/new truck loan through Shell Lake State Bank.

**LANDFILL:**

No Landfill news currently. Interim Chairman Lee updated the board on the additional 10% amount requested by the landfill for their contingency fund was approved by all participating municipalities for the Landfill. The Village's portion was approximately \$2,500.00.

**FIRE &  
AMBULANCE:**

None.

**PUBLIC  
COMMENT:**

None.

**NEXT MEETING:**

Next Regular Board Meeting, Monday March 2nd, 2020 at 6:00 p.m.

**ADJOURN:**

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

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Village President

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Clerk/Treasurer

**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING HELD<sup>839</sup>  
IN THE VILLAGE HALL ON MARCH 2, 2020 AT 6:00 P.M.**

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**CALL TO ORDER:** The Regular Board was called to order by Village President, Michael Bobin on Monday March 2nd, 2020 at 6:00 p.m. at the Minong Village Hall located at 123 5<sup>th</sup> Ave Minong, WI 54859. By inspection all members are present except. A quorum does exist, and the meeting was properly noticed.

**ROLL CALL:** Board members present were Lloyd Wallace, Larry Lee, Casey Haime, Linda Ellenberger, Andy Podratz and Brenda Jelinek.

**ALSO, PRESENT:** Keith Wehmhoefer, Bill Hallock, Erik Gulbrandsen, Shaun Cusick, Jerry Smith, Susan Conaway and Cliff Knettel.

**AGENDA:** Motion by Wallace, seconded by Ellenberger to approve the agenda. 7-Ayes. Motion carried.

**MINUTES:** Motion by Ellenberger, seconded by Haime to approve the meeting minutes from February 2<sup>nd</sup>, 2020. 7-Ayes. Motion carried. Motion by Podratz, seconded by Wallace to approve the Streets Committee meeting minutes from February 7, 2020. 7-Ayes. Motion carried.

**TREASURER'S  
REPORT:**

Motion by Lee, seconded by Haime to approve and accept the February 2020 Treasurer Report as presented. Voucher #: 30022-30091 and Payroll Vouchers V2776-V2804 of the General Pooled Cash. 7-Ayes. Motion carried.

**CLERK**

**CORRESPONDENCE:** Correspondence read by Clerk Lee. \*Thank you letter from the Town of Minong to Keith Wehmhoefer for assisting the Town with pumping their tank. \*Washburn County sent notice that their draft Hazard Mitigation Plan is ready for review. \*The Wisconsin Rural Water Association sent a press release regarding best practices for occupational safety regarding COVID-19 (Coronavirus). \*April 1<sup>st</sup>, 2020 will be Economic Development Day in Washburn County. There will be a special session that day for elected officials and municipal employees from 10:00 a.m. to Noon. To register go to: [www.washburncountyedc.org](http://www.washburncountyedc.org). \*Brief correspondence from the Washburn County Nurse about COVID-19 preparedness.

**PUBLIC**

**COMMENT:** None.

**MINONG AREA  
FIRE AUX - 5K**

**WALK/RUN:** Susan Conaway on behalf of the Minong Fire Department Auxiliary would like to do a 5k walk/run on Labor Day weekend through the Village of Minong. There is no issue with the board for the 5k walk/run. The 5k run to start at the back of the Village of Minong Fire Hall and span from W. Limits Rd to Houston, B St, S. Limits to Walnut St, Bond to Apple St and 7<sup>th</sup> St back to the Fire Hall.



**REGULAR BOARD MEETING**  
**PAGE TWO**  
**MARCH 2, 2020**

**MLS GRANT/BUS  
 53 PROJECT:**

Cliff Knettel updated the board on the final stages of the MLS Grant to be awarded and announced on March 4<sup>th</sup>, 2020. The Village has preliminary approval that could be up to \$510k. The official amount won't be known until March 4<sup>th</sup>, 2020. Another option for the Village would be to proceed with the CDBG Grant application as that potential award would be a higher grant amount, but there is no guarantee that the Village would be awarded that grant. The board would like to wait until after March 4<sup>th</sup>, 2020 to decide if they will accept the MLS Grant or proceed with the CDBG grant application.

**POLICE HEALTH  
 & LICENSES:**

Chief Gulbrandsen updated the board on needing a new police data system as the Pro Cop system is no longer supported or offered. The new data system could cost \$500-600 per year. Motion by Podratz, seconded by Wallace to accept the police report as presented. 7-Ayes. Motion carried.

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

Jerry Smith from the Minong Area Chamber of Commerce updated the board on Minong Summer Days (MSD) to be held August 7<sup>th</sup> -9<sup>th</sup>, 2020. Road Closures: Richards Ave from 1<sup>st</sup> Street to Railroad St; 1<sup>st</sup> Street, from Highway 77 to Richards Ave; 2<sup>nd</sup> Street, from Highway 77 to Richards Ave; Railroad Street would stay open and Richards Ave behind the Post Office. The Parade will be held August 8<sup>th</sup> along the following route: Business 53 from South Limits Road to Highway 77; from B Street to Main Street. Event barricades to be set up and taken down by MSD volunteers. MSD Tent will be set-up on 1<sup>st</sup> Street between the Minong Village Hall and P&L Corner Bar on August 5<sup>th</sup> or 6<sup>th</sup>. A list of names for the temporary operator's licenses and the application for temporary picnic license will be provided to the Clerk in May.

**OFFICE ENTRY  
 CAMERA'S:**

Clerk Lee presented three quotes for the office/office entry and building camera's to be installed for office safety and building security. Motion by Lee, seconded by Wallace to approve the purchase of the 8-camera pack 3 TB hard drive wireless camera system for \$450.00. 7-Ayes. Motion carried.

**STREETS &  
 ALLEYS:**

The Village of Minong received one bid for the new public work's equipment building. Chairman Bobin opened the bid proposal from Northwest Builders, Inc. Total proposal cost \$684,990.00. No other proposals were received. The Streets committee scheduled their meeting to review the proposal in detail on March 9<sup>th</sup>, 2020 at 8:00 a.m. in the Minong Village Hall.

**LINE STRIPER  
 ZERO TURN  
 MOWER:**

Brief discussion on 2020 budgeted items; a new line striper and zero turn mower. Motion by Lee, seconded by Ellenberger to purchase the line striper for \$3,797.00 from Sherwin Williams. 7-Ayes. Motion carried. Motion by Lee, seconded by Jelinek to purchase the new John Deere Zero Turn mower for \$6,812.54. Money for line striper to be taken from the "Streets" fund. Zero Turn from Streets, Water & Sewer. 7-Ayes. Motion carried.

**REGULAR BOARD MEETING  
PAGE THREE  
MARCH 2, 2020**

UTILITIES: None.

LANDFILL: NW Regional Planning - Recycling Control Commission (RCC) provided the landfill with a used motor oil storage tank.

CLOSED SESSION: Motion by Ellenberger, seconded by Wallace to go into closed session. 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 to reconvene into open session.

Motion by Podratz, seconded by Ellenberger to reconvene into open session. 7-Ayes. Motion carried. Motion by Lee, seconded by Bobin to revisit the request for Human Resource Software and guidance for the 2021 budget. 7-Ayes. Motion carried. Motion by Bobin, seconded by Podratz to formerly thank Larry Lee for his excellent job as Interim Chairman while Bobin was out on Medical Leave and to officially inform the board that Chairman Bobin will be resuming his regular duties as Village President. 7-Ayes. Motion carried.

FIRE &  
AMBULANCE: None.

SPECIAL BOARD MEETING: A special board meeting will be held with the regular village board on Monday March 9<sup>th</sup>, 2020 at 6:00 p.m. to award the bid proposal for the new public works building.

NEXT MEETING: Next Regular Board Meeting, Monday April 6, 2020 at 6:00 p.m.

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

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Village President

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Clerk/Treasurer

**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING  
HELD IN THE VILLAGE HALL ON MARCH 9TH, 2020 AT 6:00 P.M.**

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- CALL TO ORDER:** The Village of Minong Special Board meeting was called to order by Chairman, Michael Bobin on Monday March 9th, 2020 at 6:00 p.m. located at 123 5<sup>th</sup> Ave Minong, WI 54859. By inspection all members were present. A quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Andy Podratz, Brenda Jelinek, Lloyd Wallace, Larry Lee, Linda Ellenberger and Casey Haime.
- ALSO, PRESENT:** William Hallock and Keith Wehmhoefer.
- AGENDA:** Motion by Ellenberger, seconded by Lee to approve the Agenda as presented. 7-Ayes. Motion carried.
- NEW EQUIPMENT BUILDING:** Discussion held on bid proposal from Northwest Builders, Inc. The Streets Committee made a formal recommendation to the regular board that the Village accept the preliminary bid proposal from NW Builders, Inc. Proposal being accepted is not a final bid. Motion by Wallace, seconded by Haime to accept bid proposal. 7-Ayes. Motion carried.
- MLS GRANT AWARD:** The Village of Minong was awarded \$750,000 from the Multimodal Local Supplement (MLS) program on March 4<sup>th</sup>, 2020 to help improve local roads and transit services in the State of Wisconsin. Brief discussion held by the board on whether to accept the MLS Grant or try for the CDBG Grant which could possibly yield a higher amount if awarded. The application has not yet been submitted for the CDBG. Motion by Wallace, seconded by Ellenberger to accept the MLS Grant and not choose to proceed with the CDBG application process. 7-Ayes. Motion carried.
- WASHBURN COUNTY HAZARD MITIGATION RESOLUTION 2020-09-03:** Washburn County sent an updated Hazard Mitigation Plan for review by the Village Board. Motion by Haime, seconded by Podratz to accept Resolution #: 2020-09-03; Washburn County All Hazards Mitigation Update. 7-Ayes. Motion carried.
- CLERK CORRESPONDENCE:** Clerk Lee notified the board on the road bans that went into effect today at Noon. \*WISDOT will be having a Public Involvement Meeting on March 31<sup>st</sup>, 2020 from 5:30 p.m. to 7:00 p.m. at the Minong Village Hall regarding the upcoming reconstruction project at the intersection of US 53 and WIS 77 in Minong as a restricted J-turn intersection.
- PUBLIC COMMENT:** None.
- REGULAR BOARD MEETING:** The next regular board meeting is scheduled for April 6, 2020 at 6:00 p.m.
- ADJOURN:** Motion by Podratz seconded by Ellenberger to adjourn. 7-Ayes. Motion carried. Meeting adjourned.

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Village President

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Clerk/Treasurer

**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING  
HELD IN THE VILLAGE HALL ON MARCH 19TH, 2020 AT 8:30 A.M.**

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- CALL TO ORDER:** The Village of Minong Special Board meeting was called to order by Chairman, Michael Bobin on Monday March 19th, 2020 at 8:30 a.m. located at 123 5<sup>th</sup> Ave Minong, WI 54859. By inspection all members were present except Andy Podratz and Casey Haime. A quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Lloyd Wallace, Brenda Jelinek, Larry Lee, and Linda Ellenberger.
- ALSO, PRESENT:** William Hallock, Keith Wehmhoefer, Jay Barrett and Teri Miller.
- AGENDA:** Motion by Ellenberger, seconded by Wallace to approve the Agenda as presented. 5-Ayes. Motion carried.
- EMERGENCY  
MANAGEMENT  
DISCUSSION AND  
ACTION FOR COVID-19:** A discussion was held by the Village Board on the recent developments in the Coronavirus (COVID-19 or CV-19) outbreak. Governor Evers declared a Health Emergency in response to CV-19. On March 17<sup>th</sup>, 2020 Executive Order #72 stated that Federal, State, County and local governments are to work together to contain further spread of the virus. Emergency Order #5 (EO#5) strictly prohibits mass gatherings of ten people or more for the length of the health emergency and supersedes any previous emergency order that conflicts with EO #5. Jay Barrett, Fire Chief and Teri Miller, Ambulance President discussed with the board their plans to address CV-19 with their staff as well as utilize mutual aid from area fire and EMS units should they become short staffed due to illness. The Village office is to be closed to walk in traffic until further notice. Citizens are to use the front door drop slot, mail payments and correspondence or call for direction from the Village Clerk. All Village Hall rentals are suspended until further notice or until EO#5 has been lifted.
- Clerk Janel Lee recommended to the board that they consider Resolution #CV19-20 Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus (R#CV19-20) that would appoint an emergency manager coordinator to work with Federal, State, County and the Village should we have an outbreak in the Village of Minong. Motion by Wallace, seconded by Jelinek to appoint Larry Lee as the emergency coordinator. 5-Ayes. Motion carried.
- RESOLUTION #CV19-20:** Brief discussion held on R#CV19-20. Motion by Bobin, seconded by Lee to adopt Resolution #CV19-20 Declaring a Public Health Emergency in Response to the COVID-19 Coronavirus for the Village of Minong. 5-Ayes. Motion carried.
- ADJOURN:** Motion by Ellenberger seconded by Wallace to adjourn. 5-Ayes. Motion carried. Meeting adjourned.

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Village President

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Clerk/Treasurer

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING  
HELD BY TELECONFERENCE ON APRIL 6, 2020 AT 6:00 P.M.

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844

CALL TO ORDER: The Regular Board was called to order by Village President, Michael Bobin via teleconference by Conference.com on Monday April 6, 2020 at 6:00 p.m. By voice, a roll call inspection was done, and all members are present. A quorum does exist, and the teleconference meeting was properly noticed to the public.

ROLL CALL: Board members present were Lloyd Wallace, Larry Lee, Casey Haime, Linda Ellenberger, Andy Podratz and Brenda Jelinek.

ALSO, PRESENT: Keith Wehmhoefer, Bill Hallock, Erik Gulbrandsen, Shaun Cusick, Teresa Anderson, Eva Johnston and Brooke Fairbanks.

AGENDA: Motion by Ellenberger, seconded by Wallace to approve the agenda. 7-Ayes. Motion carried.

CONSENT

AGENDA ITEMS: Regular Business. Motion by Ellenberger, seconded by Podratz to approve the following Consent Agenda Items (Finance Meeting Minutes from March 19<sup>th</sup>, 2020 Removed): Regular Board Meeting Minutes from March 2<sup>nd</sup>, 2020; Special Board Meeting Minutes from March 9<sup>th</sup>, 2020; Streets Committee Meeting Minutes from March 9<sup>th</sup>, 2020; Special Board Meeting Minutes from March 19<sup>th</sup>, 2020; March 2020 Treasurer Report as presented. Voucher #: 30091-30147 and Payroll Vouchers V2805-V2838 of the General Pooled Cash; the monthly Police Report. 7-Ayes. Motion carried.

CONSENT

AGENDA ITEM

**(REMOVED):**

Request by Wallace to move the Finance Committee Meeting minutes from March 19<sup>th</sup>, 2020 from the Consent Agenda for discussion. Motion by Ellenberger, seconded by Wallace to have vacation flexible time off recommendation brought to the next board meeting on May 4<sup>th</sup>, 2020 at 6:00 p.m. as it was omitted in error on the April Agenda by Clerk Lee. 7-Ayes. Motion carried.

GENERAL

CORRESPONDENCE: Correspondence read by Clerk Lee. \*Thank you letter from a village citizen to officer Shaun Cusick for taking the time to educate her son on COVID-19. \*WISDOT Notification for the Village of Minong MLS Grant Award of \$750,000.00 for the Business 53 reconstruction project. \*Governor Evers asked all municipalities to consider adopting the Municipal Treasurers Appreciation Week Proclamation for April 19 – 25<sup>th</sup>, 2020. Motion by Podratz, seconded by Ellenberger to adopt the MTAW Proclamation for April 19<sup>th</sup> – April 25<sup>th</sup>, 2020. 7-Ayes. Motion carried.

ASSESSOR

2020 BOARD OF

REVIEW & OPEN

BOOK DATES:

Open Book is scheduled for May 14<sup>th</sup>, 2020 from 12:00 p.m. to 2:00 p.m. Board of Review for the Village of Minong will be held at the Minong Village Hall on May 26<sup>th</sup>, 2020 from 5:00 p.m. to 7:00 p.m. All board members were reminded that they must have their board of review training completed prior to Board of Review. A training video and training affidavit/quiz will be required to be completed after watching the training video.

MSA – TERESA ANDERSON

UPCOMING

PROJECTS:

Teresa Anderson updated the board on the MLS Grant Award. The Department of Transportation will be providing a State Municipal Agreement for the project funding. The agreement needs to be executed by the Village and the State before any money can be spent towards the Business 53 project. The Highway 77 State Municipal Agreements for the upcoming 2023-2024 STH 77 road work will need to be signed as soon as possible. Engineering on this project is done by the State. However, there are items that the Village Board and Public Works would like completed as part of this project. The board discussed passing the review and details of the State Municipal Agreements to the Streets and Finance Committee for discussion and recommendation to the full board via a Special Meeting.

ORDINANCE

WI ACT 166:

Motion by Podratz, seconded by Ellenberger to appoint the Clerk/Treasurer as a designated municipal official with the Deputy Clerk Treasurer to act in the Clerk/Treasurers stead should he/she not be available; to issue operator’s licenses providing they clear all applications through the Minong Village Police Department Chief of Police. Sec. 4-130 of the Minong Municipal Code of Ordinances to be updated to reflect the change. 7-Ayes. Motion carried.

NEW BUILDING

UPDATE & SITE

PREP:

Discussion held by the board on project start for funding and site preparation. Motion by Wallace, seconded by Podratz to accept Shell Lake State Bank funding for the new building project in the amount of \$800K for 20/10 balloon term at a fixed rate of 2.74%; to be disbursed in stages as the work commences. 7-Ayes. Motion carried. Motion by Ellenberger, seconded by Lee to choose Hopkins Sand and Gravel’s bid for the site prep including the Northwest builder’s change order for the additional, optional 4” base in building. Total \$57,584.00. 7-Ayes. Motion carried.

POLICE: ALLY

PURCHASE

AGREEMENT:

Discussion held by the board on the new police department database needed. Motion by Wallace, seconded by Podratz to approve the Ally Purchase agreement in the amount of \$2,760.00 per year. 7-Ayes. Motion carried.

FINANCE &

PERSONNEL:

Board discussion held on the public work’s rotating schedules due to the Coronavirus COVID-19 Pandemic. To protect the public work’s personnel, the two employees will alternate with one week at the work site and one week on call/stay at home to prevent both employees from being quarantined or becoming sick at the same time. This schedule does not apply to the Police Department or Village office employees. Both public works employees will be paid for their minimum regular 40 hours while on call.

NEXT MEETING:

Next Regular Board Meeting, Monday May 4th, 2020 at 6:00 p.m.

ADJOURN:

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

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Village President

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Clerk/Treasurer

**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING  
HELD IN THE VILLAGE HALL ON APRIL 20TH, 2020 AT 5:00 P.M.**

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- CALL TO ORDER:** The Village of Minong Special Board meeting was called to order by Trustee Larry Lee, on April 20<sup>th</sup>, 2020 at 5:00 p.m. located at 123 5<sup>th</sup> Ave Minong, WI 54859. By inspection, all members were present except Lloyd Wallace who was excused. A quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Village President Michael Bobin, by phone. Andy Podratz, Brenda Jelinek, Linda Ellenberger, and Casey Haime.
- ALSO, PRESENT:** William Hallock.
- AGENDA:** Motion by Ellenberger, seconded by Haime to approve the Agenda as presented. 5-Ayes. Motion carried.
- MINUTES:** Motion by Haime, seconded by Podratz to accept the minutes from the Streets Committee dated April 15<sup>th</sup>, 2020 and the Minutes from the Finance Committee dated April 15<sup>th</sup>, 2020 as presented. 5-Ayes. Motion carried.
- 2023-2024 STATE-LET  
HWY 77 PROJECT WITH  
THE DEPARTMENT OF  
TRANSPORTATION:** Motion by Podratz, seconded by Jelinek to approve the State-Let Municipal Financial agreements for the Highway 77 project including the estimated costs for: Parking Lanes \$41,400; Curb and Gutter \$191,000; and Utility Adjustments \$12,300. 5-Ayes. Motion carried.
- Brief discussion on Village projects that would need to be done ahead or in coordination with the STH 77 Project. Bill Hallock explained that he would put together a map of where the projects are located and work with the Village Clerk to get a Streets meeting scheduled to discuss bidding out the Village projects.
- NEW SHOP/EQUIPMENT  
BUILDING  
840 DENNINGER  
DRIVE:** Motion by Lee, seconded by Haime to approve the Northwest Builder change order PCO#006 for removal of unsuitable site material in the amount of \$79,828.00. Total estimated site prep to total \$132,975.00. 5-Ayes. Motion carried.
- PUBLIC COMMENT:** None.
- ADJOURN:** Motion by Podratz seconded by Ellenberger to adjourn. 5-Ayes. Motion carried. Meeting adjourned.

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Village President

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Clerk/Treasurer

**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING  
HELD ON MAY 4th, 2020 AT 6:00 P.M.**

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**CALL TO ORDER:** The Regular Board was called to order by Village President, Michael Bobin on Monday May 4th, 2020 at 6:00 p.m. at the Village Hall located at 123 5<sup>th</sup> Ave Minong, WI 54859. By inspection, all members are present. A quorum does exist, and the meeting was properly noticed to the public.

**ROLL CALL:** Board members present were Lloyd Wallace, Larry Lee, Casey Haime, Linda Ellenberger, Andy Podratz and Brenda Jelinek.

**ALSO, PRESENT:** Bill Hallock, Erik Gulbrandsen and Jerry Smith.

**AGENDA:** Motion by Wallace, seconded by Jelinek to approve the agenda. 7-Ayes. Motion carried.

**CONSENT**

**AGENDA ITEMS:** Regular Business. Motion by Ellenberger, seconded by Lee to approve the following Consent Agenda. 7-Ayes. Motion carried. Items: Regular Board Teleconference meeting minutes from April 6<sup>th</sup>, 2020; April 2020 Treasurer Report as presented. Voucher #: 30148-30195 and Payroll Vouchers V2839-V2866 of the General Pooled Cash.

**CONSENT**

**AGENDA ITEM**

**(REMOVED):**

Motion by Wallace, seconded by Podratz to move the Special Board Meeting minutes from April 20<sup>th</sup>, 2020 from the Consent Agenda for discussion. 7-Ayes. Motion carried. Discussion held, no amendments, no action taken.

**GENERAL**

**CORRESPONDENCE:** Correspondence read by Clerk Lee. \*Outdoor Consumption proposal from David Steffan (R-Green Bay) to allow local municipalities to issue a special permit for businesses serving food outdoors once State COVID-19 restrictions are lifted. \*Comforts helping hands donation request letter. Board requested this item be placed on the June agenda for discussion. \*Coronavirus Relief Fund Guidance from the State of Wisconsin to help the board members stay informed on the ways the state can reimburse local municipal governments struggling with the extra expenses from COVID-19.

**NEW BUILDING**

**UPDATE:**

William Hallock informed the board on the progress of the new building. Cement has been poured and the steel frame should be going up by the end of this first week of May. Clerk Lee included in the board packets the status of the first draw on funds for the new building project.

**MLS MUNICIPAL**

**AGREEMENT:**

Brief discussion held on the MLS Grant awarded for the 2020-21 Business 53 Project. Motion by Haime, seconded by Lee to approve the MLS Grant Agreement and have it signed and returned to the Wisconsin Department of Transportation. 7-Ayes. Motion carried.

**POLICE REPORT:**

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

**KENNEL**

**LICENSE:**

Discussion held on the Kennel License for Glenn Gustafson. Motion by Haime to approve the kennel license. Motion failed due to a lack of a second motion. No action taken to approve the kennel license for Glenn Gustafson. Clerk Lee to send letter to Mr. Gustafson stating the license was not approved.



**POLICE CENTRAL  
SQUARE**

**SOFTWARE:** Officer Gulbrandsen pitched to the board a different police database software solution to the previously approved Ally software from the April 6<sup>th</sup>, 2020 regular board meeting in the amount of \$2,760.00 per year. Discussion held on benefits and cost. Upfront cost for new database integration would be \$7,374.00. The cost per year would then be less each year than the Ally software which has no access to the county system. Motion by Podratz, seconded by Wallace to postpone deciding on the new database software solution to find out how to pay for the additional cost. Erik to work with Clerk Lee and Finance Chair Lee on funding for the new database and bring that information back to the June 1<sup>st</sup>, 2020 board meeting. 7-Ayes. Motion carried.

**UTILITIES:** William Hallock informed the board of a minor back up from our sewer/water system located at 801 Pine Street. William Hallock informed the owner to call the Village office with any damage report, if applicable. At this time, the owner has not called the Village office to report any damage concerns due to the back-up.

**LANDFILL:** No new information to report.

**PUBLIC  
COMMENT:** None.

**FINANCE &  
PERSONNEL:** \*Flexible time off, employee handbook update. The finance committee recommends to the Regular Village board that there be an automatic carry-over of no more than 40 hours of vacation time each year to be used by July 1<sup>st</sup> or the time will be forfeited. Motion by Bobin, seconded by Podratz to amend the Village of Minong Employee Handbook, Sec. 303, par. 4. Vacation Benefits to now read: [In the event that you do not use your available vacation by the end of the benefit year, the Village Board authorizes vacation time carry-over of no more than 40 hours or less each year. Carry-over hours must be used by July 1<sup>st</sup> each year or you will forfeit the unused time.] 7-Ayes. Motion carried. \*Bobin informed the board that starting May 4<sup>th</sup>, 2020 the Public Works employees will no longer rotate scheduled due to COVID-19. They will adhere to the social distancing standards while at work. \*COVID-19 Protocol Village of Minong. Guidance for employees on what to do if they feel they have been exposed. Motion by Haime, seconded by Jelinek to approve the protocol for now with a re-write on page 1. Par. 8 to read: [The infected employee will have to pass one COVID-19 test before returning to work.] 7-Ayes. Motion carried.

**NEXT MEETING:** Next Regular Board Meeting, Monday June 1st, 2020 at 5:00 p.m.

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

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Village President

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Clerk/Treasurer

**MINUTES OF THE BOARD OF REVIEW OF THE  
VILLAGE OF MINONG, WI HELD AT THE VILLAGE HALL,  
TUESDAY MAY 26, 2020 AT 5:00 P.M.**

**CALL TO ORDER:** The Board of Review was called to order at 5:00 p.m. by Clerk Janel Lee on Tuesday May 26<sup>th</sup>, 2020. The Clerk requested that the board state their names for the record. (Roll call below). Notice was properly published, posted per requirement and a quorum does exist. First order of business is for the board to elect a chairperson for this meeting and for the record we have seven people who have met the mandatory training requirements and this information has been submitted to the Department of Revenue. Village President, Michael Bobin, was excused due to illness.

**ROLL CALL:** Board members present were Linda Ellenberger, Casey Haime, Andy Podratz, Larry Lee, Lloyd Wallace, Brenda Jelinek.

**CHAIRPERSON:** Motion by Wallace seconded by Podratz to appoint Larry Lee to chair the Board of Review. 6-Ayes. Motion carried.

**VICE-CHAIRPERSON:** Motion by Podratz seconded by Ellenberger to appoint Lloyd Wallace as Vice-Chairperson. 6-Ayes. Motion carried.

Also present was Steve Nordquist-Assessor who was sworn in by Clerk Lee.

**ASSESSMENT ROLL:** Chairman Larry Lee noted that there was no citizen sworn statements. No changes in values were required to the Assessment Roll. The Real Estate Valuation Statement requires corrections to all the TID code information (TID 1,2,3,4) to reflect properly on that statement. Steve Nordquist to work with Paul Deneen at Washburn County Land Records to get this report corrected and get a new report to Clerk Lee so the 2020 Statement of Assessment can be filed by June 8<sup>th</sup>, 2020 with the Department of Revenue.

**OBJECTIONS:** None

**ADJOURN:** Motion by Podratz seconded by Ellenberger to adjourn at 7:00 p.m. 6-Ayes. Motion carried. Meeting adjourned.

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Chairman

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Clerk-Treasurer

**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING  
HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859  
ON JUNE 1ST, 2020 AT 5:00 P.M.**

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- CALL TO ORDER:** The Regular Board was called to order by Pro Tempore, Larry Lee on Monday June 1st, 2020 at 5:00 p.m. By inspection, all members are present. A quorum does exist, and the meeting was properly noticed. Village President Michael Bobin was excused due to illness and asked Pro Tempore Lee to chair the meeting.
- ROLL CALL:** Board members present were Lloyd Wallace, Larry Lee, Casey Haime, Linda Ellenberger, Andy Podratz and Brenda Jelinek.
- ALSO, PRESENT:** Erik Gulbrandsen, Keith Wehmhoefer, Eva Johnston, Teresa Anderson, Bill Hallock, Carla Gross, Becky Gustafson, Bruce Gustafson and Jerry Smith.
- AGENDA:** Motion by Wallace, seconded by Ellenberger to approve the agenda. 6-Ayes. Motion carried.
- MINUTES:** Motion by Ellenberger, seconded by Jelinek to approve the minutes of the Regular Board Meeting from May 4<sup>th</sup>, 2020. 6-Ayes. Motion carried. Motion by Lee, seconded by Podratz to approve the minutes from the 2020 Board of Review dated May 26<sup>th</sup>, 2020. 6-Ayes. Motion carried.
- MAY TREASURER'S REPORT:** Motion by Lee, seconded by Ellenberger to approve the May 2020 treasurer's report as presented. Voucher #'s 30196 – 30249 and Payroll Vouchers: V2867-V2894. 6-Ayes. Motion carried.
- GENERAL CORRESPONDENCE:** The WI Department of Transportation sent a letter stating the Village of Minong was not awarded any MSID Grant Funds for 2020-21. \*Clerk Lee explained the Routes to Recovery local aid grants for local governments due to COVID-19 for possible non-budgeted expenses. The Village of Minong could request up to \$8,812.00 if needed to cover non-budgeted costs. \*Washburn County Health Department sent out another press release for the public regarding prevention and testing for COVID-19. All Washburn County press releases can be found on the [villageofminong.org](http://villageofminong.org) website.
- DONATION REQUEST:** Motion by Lee, seconded by Ellenberger to approve the donation request by Comforts Food Pantry for the Helping Hands Backpack Program in the amount of \$300.00. 6-Ayes. Motion carried.
- 2<sup>ND</sup> QTR VILLAGE NEWSLETTER:** Board reviewed the 2<sup>nd</sup> quarter Village Newsletter. No issues found with content.
- LINK FORD PARKING LOT CHANGES:** Brief discussion held on the residential lot now owned by Link Ford previous address 700 Hokah St. Charlie Vig and Tom Brisky from Link Ford had reached out to Clerk Lee to find out if there was any permitting needed to gravel over that residential lot. The board deemed that no action or permitting was required at this time.
- PLANNING COMMISSION APPOINTMENTS:** Motion by Lee, seconded by Wallace to appoint the following individuals for the new Planning Commission term: Michael Bobin, President, new term ending 2021, Linda Ellenberger, Trustee new term ending 2021, Julie Ruud citizen member new term ending 2023 and William Hallock citizen member new term ending 2021. 6-Ayes. Motion carried.
- ZONING COMMISSION APPOINTMENTS:** Motion by Podratz, seconded by Ellenberger to appoint the following individuals for the new Zoning Commission term: William Hallock citizen member new term ending 2021, Larry Lee citizen member new term ending 2023 and Allen Moyer citizen member new term ending 2023. 5-Ayes. Motion carried. Lee abstained.

**BUS 53**  
**ENGINEERING**

**PLAN-MSA:** Teresa Anderson from MSA presented the engineering contract with the Village for the design, build and rehabilitation of Business 53. The Village of Minong was awarded MLS grant funds from the State for half the project cost of \$750,000. Board discussed concerns over contract language and wanted the opinion from legal counsel before signing the contract. Motion by Jelinek, seconded by Haime to table this discussion to the July 6<sup>th</sup> board meeting and in the interim have the contract reviewed by the Streets Committee and get feedback from legal counsel. 6-Ayes. Motion carried.

**STREETS & ALLEYS**  
**NEW BUILDING**

**UPDATE:** Clerk Lee updated the board on the new building funds disbursement. To date, \$413k has been spent on the construction of the shop/public works building. William Hallock also updated the board on the pace and status of construction. Steel walls are now being installed and the back of the building is almost completed. Northwest Builders is on schedule for completion by October 1<sup>st</sup>, 2020.

**POLICE, HEALTH & LICENSES**  
**2020-2021 LIQUOR**

**LICENSES:** Motion by Podratz, seconded by Wallace to approve the 2020-2021 Class "A"/"Class A" Combination Liquor License and Tobacco License for the following businesses: DC's Victory Lane, Henson's IGA, and Minit Mart. 6-Ayes. Motion carried. Motion by Ellenberger, seconded by Jelinek to approve the 2020-2021 Class "B"/"Class B" Liquor license for the following businesses: P&L Corner Bar, Long Branch Saloon and Eatery, Club Northern, Sportsmen's Headquarters, and Jack Link's Aquatic and Activity Center. 6-Ayes. Motion carried. Motion by Ellenberger, seconded by Wallace to approve the 2020-2021 Cigarette Tobacco License for Dollar General Store. 6-Ayes. Motion carried. \*All fire inspections have been suspended until further notice due to COVID-19. All licenses are approved with the condition that a fire premise inspection be completed by the Minong Area Fire Department when the State resumes its inspection schedule.

**FUNDS FOR CENTRAL**  
**SQUARE**

**SOFTWARE:** Clerk Lee informed the board that budgeted funds would have to be moved to cover the Central Square software purchase for the police department software database upgrade. Motion by Lee, seconded by Podratz for the clerk to prepare a resolution, amending the 2020 budget to move funds from the clerk's office renovation fund in the amount of \$5k to be transferred to the police office supply fund to purchase the Central Square software in the amount of \$7,374.00. Balance of \$2,374.00 to be paid from the police budget. Chair of Finance to review the resolution for accuracy and sign the resolution. 6-Ayes. Motion carried.

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

**KENNEL LICENSE:** Lengthy discussion held with Bruce Gustafson, Becky Gustafson and Carla Gross regarding Glenn Gustafson's kennel license application. Concerns were raised over a general pattern of neglect, cleanliness, nutritional issues, and the high number of dogs kept in the village without efforts made to obtain a kennel license. Also, complaints of barking and howling, their dogs getting loose in the village requiring officer intervention, and the veterinary report of malnourished-dehydrated dogs, that are in overall poor physical condition. Pro tem Lee, asked the board for a motion to issue a kennel license. No motions were made. Lee stated they could license no more than two dogs in the Village without the need for a kennel license. All other dogs would need to be removed from the residence.

UTILITIES

COMPLIANCE MAINTENANCE

RESOLUTION: Motion by Wallace, seconded by Podratz to approve the Compliance Maintenance Resolution CMAR#300-09-2020 for the calendar year 2019. 6-Ayes. Motion carried.

LANDFILL: None.

FIRE DEPT

PUMPER TRUCK

FINANCING: Clerk Lee explained to the board that the fire and ambulance board approved the purchase of a new fire department pumper truck through CCF Bank via a capital lease loan at their May 27<sup>th</sup>, 2020 quarterly board meeting. Since the fire department operates under the EIN of the village, the Village of Minong would have to be the noteholder on the capital lease. Motion by Pro tem Larry Lee, seconded by Lloyd Wallace to approve the capital lease loan in the amount of \$143,921.50. Signatories: Pro tem Larry Lee and Clerk Treasurer Janel Lee. Roll call vote: Casey Haime – Aye; Andy Podratz – abstain; Lloyd Wallace – Aye; Brenda Jelinek – Aye; Larry Lee-Aye; Linda Ellenberger-Aye. 5-Ayes. Motion carried, with one abstention.

PUBLIC

COMMENT: Jerry Smith, from the Minong Area Chamber of Commerce, asked the board their opinion about whether or not Minong Summer Days should still be held in August. Due to COVID-19, the general sentiment was to not have Minong Summer Days this year and suggested that the Chamber focus their resources for the event next year.

FINANCE &

PERSONNEL:

Clerk Lee informed the board on the Washburn County Health Department's press release on May 14<sup>th</sup>, 2020 encouraging safer at home practices despite the WI Supreme Court's decision to overturn Governor Ever's Safer at Home Order on May 13<sup>th</sup>, 2020. Clerk Lee also presented Resolution #0601-20 adopting Washburn County Health Department Guidance for COVID-19 Coronavirus for the Village of Minong. Motion by Haime, seconded by Jelinek to approve Res. #0601-20. 6-Ayes. Motion carried. The Washburn County Health Department continues to monitor cases of COVID-19 in our County. The Village of Minong, per Res#0601-20 will follow their guidance and encourage residents to continue practicing social distancing and hygiene measures recommended by the County Health Department and the Centers for Disease Control (CDC).

HALL RENTALS: Clerk Lee asked the board about opening the Village Hall for rentals again. The board agreed the Hall should remain closed until further notice per Res#0601-20 limited gatherings rule. Hall rental closure information to be added to the Newsletter.

NEXT MEETING: Next Regular Board Meeting, Monday July 6th, 2020 at 5:00 p.m.

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

\_\_\_\_\_  
Village President

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Clerk/Treasurer

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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING**  
**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**  
**ON JULY 6TH, 2020 AT 5:00 P.M.**

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**CALL TO ORDER:** The Regular Board was called to order by Interim Chairman, Larry Lee on Monday July 6th, 2020 at 5:00 p.m. By inspection, all members are present. A quorum does exist, and the meeting was properly noticed. Village President Michael Bobin was absent.

**ROLL CALL:** Board members present were Lloyd Wallace, Larry Lee, Casey Haime, Linda Ellenberger, Andy Podratz and Brenda Jelinek.

**ALSO, PRESENT:** Erik Gulbrandsen, Keith Wehmhoefer, Teresa Anderson, Jerry Smith, and Christina Seaton.

**AGENDA:** Motion by Wallace, seconded by Ellenberger to approve the agenda. 6-Ayes. Motion carried.

**MINUTES:** Motion by Ellenberger, seconded by Jelinek to approve the minutes of the Regular Board Meeting from June 1st, 2020. 6-Ayes. Motion carried.

**JUNE TREASURER'S REPORT:** Motion by Haime, seconded by Ellenberger to approve the May 2020 treasurer's report as presented. Voucher #'s 30250-30296 and Payroll Vouchers: V2895-2928. 6-Ayes. Motion carried.

**GENERAL CORRESPONDENCE:** None.

#### **BUS 53 ENGINEERING**

**PLAN-MSA:** Motion by Wallace, seconded by Lee to approve the MSA Engineering plan for the business 53 reconstruction. 6-Ayes. Motion carried. Brief discussion on financing. Teresa to work with Clerk Lee on additional options for the village's portion of funding. Finance Committee to schedule a meeting in July to go over financing/funding options.

#### **ADRC-PREPARE HOME DELIVERY MEALS:**

The Aging, Disability, Resource Center of Washburn County (ADRC) contacted Village President Michael Bobin by phone to inquire about using the Village Hall for meals on wheels delivery. Brief discussion held on the restrictions for renting the hall due to COVID-19 and facility size. Motion by Ellenberger, seconded by Haime to deny the request due to insufficient kitchen equipment and space as well as COVID-19 restrictions. 5-Ayes. Motion carried. Jelinek abstained.

#### **STREETS & ALLEYS NEW BUILDING**

**UPDATE:** William Hallock updated the board on the progress of the new shop/public works building. There is still no definite early completion date, but building is visibly ahead of schedule and going very well. Clerk Lee gave an update on the draw requests to date for the new building.

#### **POLICE, HEALTH & LICENSES**

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

#### **ZUERCHER PROGRAM**

**UPDATE:** Chief Gulbrandsen updated the board on the progress of the new police database. Completion will take longer than expected. Estimated completion by September or October of 2020. The Town of Minong contributed \$1,000.00 towards the new program. Clerk Lee to write a thank you letter to the Town of Minong for their contribution.



**REGULAR BOARD MEETING****PAGE TWO****JULY 6TH, 2020****ACT 6 – REVISION FOR  
CLASS “B”/”CLASS B”**

**LICENSE HOLDERS:** Clerk Lee updated the board on 2019 Senate Bill 83, Wisconsin Act 6 removing the restrictions on the sale of intoxicating liquor in the original packaging in multiples not to exceed 4 liters at any one time to be consumed off premise. Act 6 now allows sales in the original container in any quantity to be consumed off premise. Current Village Ordinance Sec. 4-25(b) still describes the 4 liters restriction. The question posed to the board was whether or not they would like to keep the 4 liters restriction, or match the State rules for 125.51 (3)(b) relating to the sales of intoxicating liquor for consumption off the licensed premise. Motion by Podratz, seconded by Wallace to amend the Village Ordinance Sec. 4-25(b) to match the State rule for sales of intoxicating liquor in any quantity in the original container off premise. 6-Ayes. Motion carried.

**KENNEL LICENSE:** Motion by Lee, seconded by Podratz to table the Kennel(multi-dog) license for Lucas Sandberg until the August meeting until the application for license is received. 6-Ayes. Motion carried.

**DOG LICENSE UPDATE**

**GUSTAFSON:** Chief Gulbrandsen gave an update on the nine dogs removed from the Village. The two dogs remaining in the Village have been registered by Becky and Carla Gustafson in the name of Glenn Gustafson.

**PARKS, RECREATION, PUBLIC PROPERTY & PLANNING  
COMMISSION****MINONG AREA TRAILS****CLUB CAMPGROUND**

**FINANCES:** Clerk Lee gave the board copies of the 2019 revenues and expenditures provided by John Ericson from the Minong Area Campground. Lee explained that these are not the final numbers yet, as the campground has not filed their taxes for 2019. 2019 marks the first lease payment of 10% of the net revenue to the Village of Minong for the Trails Club to lease the campground. So far, no clear auditing has been provided since the start of the lease in May of 2013 and no clear net profit can be ascertained at this time since their taxes are not filed and no final audit has been done of the campground revenue and expenditures. Clerk Lee will keep contacting the campground for this information and bring it to the next board meeting for follow-up.

**NATURAL LAWN MANAGEMENT****APPLICATION FOR 306 MAIN ST. CHRISTINA**

**SEATON:** Christina Seaton, owner at the property located at 306 Main St. in the Village presented her information and application for a natural lawn permit for a portion of her property. A brief discussion was held by the board with Christina. Clerk Lee to send out the application to all neighboring property owners within 300 feet of the proposed natural lawn site. Surrounding property owners have 15 days to respond in writing to the clerk if they object to the natural lawn permit. The permit requires 51% of the neighboring property owners to object, and the plan must be in full compliance with Village Ordinance Sec. 20-82 for the clerk to issue the permit.

**LANDFILL:** None.

**UTILITIES:** Clerk Lee provided a copy of the 2019 Consumer Confidence Report to the Board. Copies are available in the village office upon request and a copy has been posted on the village website for the public to review at their convenience.

**FIRE & AMBULANCE WORKMAN'S COMPENSATION**

**INSURANCE:** Clerk Lee addressed the board about the continued rising cost of workman's compensation insurance for the Village of Minong. Currently, the fire and ambulance operate under the village's EIN and they are also paid as employees of the village. Recent claims over the last three years and rising payroll from the fire and ambulance are causing drastic spikes in the premium for the village. Clerk Lee proposed that it is time for the fire and ambulance to operate under their own EIN, as their own entity, and pay for their own insurance. That way, the village could stabilize their premiums. The board agreed for this information to be presented at the next fire and ambulance board meeting and pursue getting the fire and ambulance their own EIN by January 1<sup>st</sup>, 2021.

**PUBLIC COMMENT:** None.

**FINANCE & PERSONNEL**

**2019 FINAL AUDIT:** Clerk Lee provided the board with the final 2019 village audit from Clifton Larson Allen. Board to review their copies and provide questions to the clerk to relay to our auditor, April Anderson. Due to COVID-19, the auditors are not traveling to municipalities.

**CV-19 GRANT  
UPDATE:**

Clerk Lee updated the board on the grants available for COVID-19. Notice was given that the Village of Minong was awarded \$492.60 from the Wisconsin Elections Commission (WEC) Cares Subgrant Program. This money will be used for the upcoming August and November elections to help offset costs for increased absentee ballots and protective measures needed to keep electors safe. Clerks Lee and Bouma, are in the process of combining costs from fire, ambulance, and the village for the State Routes to Recovery Grant Program. The Village is eligible for \$8,812.00 from the State of Wisconsin. First submission for the Routes program will be July 15<sup>th</sup>, 2020. There will be two more opportunities to apply for funds later this year.

**CLOSED SESSION:** Motion by Wallace, seconded by Podratz to convene 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. Motion carried by roll call vote: Ellenberger -Aye, Podratz-Aye, Wallace-Aye, Haime-Aye and Lee-Aye. Motion carried.

**ACTION ON CLOSED  
SESSION:**

Motion by Podratz, seconded by Ellenberger to reconvene into open session. 6-Ayes. Motion carried. Motion by Podratz, seconded by Ellenberger to increase the Clerk-Treasurer's wages over a two-year period by \$2.00 each year for the budget years' of 2021 and 2022. The Deputy Clerk-Treasurer position to receive a \$1.00 increase for budget year 2021. 5-Ayes. Motion carried with 1 abstention by Interim Chairman Lee.

Motion by Wallace, seconded by Haime to request that Village President Michael Bobin tender his resignation by July 10, 2020 and focus on his health issues. 5-Ayes. Motion carried with 1 abstention by Interim Chairman Lee. Interim Chairman Lee to speak to Mr. Bobin and inform him of the board's decision.

**NEXT MEETING:** Next Regular Board Meeting, Monday August 3, 2020 at 5:00 p.m.

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

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Village President

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Clerk/Treasurer



**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING  
HELD IN THE VILLAGE HALL ON JULY 22, 2020 AT 5:30 P.M.**

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**CALL TO ORDER:** The Village of Minong Special Board meeting was called to order by Clerk Treasurer Janel Lee, on July 22, 2020 at 5:30 p.m. located at 123 5<sup>th</sup> Ave Minong, WI 54859. By inspection, all members were present except Lloyd Wallace who was excused. A quorum does exist, and the meeting was properly noticed. Clerk Lee asked for a motion to nominate a chairperson to chair the special board meeting. Motion by Podratz, seconded by Haime to nominate Larry Lee to chair the special board meeting. 4-Ayes. Motion carried. Larry Lee, abstained.

**ROLL CALL:** Board members present were Andy Podratz, Brenda Jelinek, Linda Ellenberger, Larry Lee and Casey Haime.

**ALSO, PRESENT:** None.

**AGENDA:** Motion by Podratz, seconded by Ellenberger to approve the Agenda as presented. 5-Ayes. Motion carried.

**VILLAGE PRESIDENT  
RESIGNATION OF  
MICHAEL BOBIN:**

Clerk Lee read to the board the resignation of Village President by email from Michael Bobin effective by 5:00 p.m. end of business on July 10<sup>th</sup>, 2020. The board is thankful for Michael Bobin's service to the village and discussed a plaque of appreciation for his years of service. Per Wisconsin State Statutes Chapter 17.01 the village board accepts Mr. Bobin's resignation as Village President as presented. Per Wisconsin State Statutes Chapter 17.03 Vacancies, how caused: Mr. Bobin has resigned creating a vacancy for the position of Village President.

Clerk Lee explained to the board that Michael Bobin has a signature stamp that was used at his request when he could not physically come and sign documents or checks. Clerk Lee expressed concern that since this signature stamp was purchased by the village and used for village business upon Michael Bobin's request, that it remain with the village so this signature variation could not be fraudulently used. The board agreed that this stamp is the property of the Village of Minong and the signature portion of the stamp should be destroyed. Podratz suggested that the signature part of the stamp be ground down rendering it useless.

**BOARD ACTION TO  
APPOINT A NEW  
VILLAGE PRESIDENT:**

Acting chair, Larry Lee explained to the board members the process according to Wisconsin State Statutes Chapter 17.23 1(c) (d) for appointment of a Village President for the residue of the remaining term. A majority quorum can appoint a new Village President for the remainder of the current term since the remaining term is outside the first year of service, a special election is not required. Motion by Podratz seconded by Jelinek to appoint Larry Lee as the new Village President. 4-Ayes. Motion carried. Lee abstained. Chairman Lee asked for a roll call vote: Podratz-Aye; Jelinek-Aye; Ellenberger-Aye; Lee abstained; Haime-Aye. Motion carried. Chairman Lee to fill all committee appointments previously held by Michael Bobin. Brief discussion on the trustee vacancy for Larry Lee. The Board felt at this time the vacancy can remain until someone steps up to fill it and advertise the vacant position in December when it comes time to prepare for the April Spring Election in 2021. Clerk Lee to put notice out via the quarterly newsletter and to see if any side-board committee members would be willing to serve on the regular board.

**SPECIAL BOARD MEETING****PAGE TWO****JULY 22, 2020****BOARD ACTION  
FINANCE CHAIR  
POSITION:**

The board held a brief discussion on the position for finance committee chairperson since Larry Lee is now Village President. Motion by Lee, seconded by Jelinek to appoint Casey Haime as the new finance chairperson. 4-Ayes. Motion carried. Haime abstained.

**UPDATE FINANCIALS/  
BANK SIGNATORIES:**

Clerk Lee explained to the board that the bank statements and signatories now need to change for all bank accounts at Shell Lake State Bank and CCF Bank due to the resignation of Michael Bobin as Village President. Michael Bobin's name is to be removed from all correspondence and bank accounts and the board requested that no personal names be listed on the bank statements. Motion by Jelinek, seconded by Podratz to add Casey Haime as signatory for Shell Lake State Bank and CCF Bank. Signatories Trustee, Linda Ellenberger; Janel Lee Clerk Treasurer; Debra Bouma Deputy Clerk Treasurer will remain the same. 4-Ayes. Motion carried. Haime abstained.

**PUBLIC COMMENT:**

None.

**ADJOURN:**

Motion by Podratz seconded by Ellenberger to adjourn. 5-Ayes. Motion carried. Meeting adjourned.

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Village President

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Clerk/Treasurer

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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING**  
**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**  
**ON AUGUST 3RD, 2020 AT 5:00 P.M.**

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- CALL TO ORDER:** The Regular Board was called to order by Chairman, Larry Lee on Monday August 3rd, 2020 at 5:00 p.m. By inspection, all members are present. A quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Chairman, Larry Lee, Lloyd Wallace, Casey Haime, Linda Ellenberger, Andy Podratz and Brenda Jelinek.
- ALSO, PRESENT:** Erik Gulbrandsen, Keith Wehmhoefer, Bill Hallock, John Strand, Tyler Hastings, Eva Johnston, Jerry Smith, and Jim Gorud.
- AGENDA:** Motion by Ellenberger, seconded by Wallace to approve the agenda. 6-Ayes. Motion carried.
- MINUTES:** Motion by Haime, seconded by Wallace to approve the minutes of the Regular Board Meeting from July 6th, 2020 with one correction on the abstention of Jelinek for the ADRC motion. 6-Ayes. Motion carried. Motion by Jelinek, seconded by Podratz to approve the minutes from the Special Board Meeting held on July 22<sup>nd</sup>, 2020. 6-Ayes. Motion carried.
- JULY TREASURER'S REPORT:** Motion by Haime, seconded by Ellenberger to approve the July 2020 treasurer's report as presented. Voucher #'s 30297-30349 and Payroll Vouchers: V2929-2957. 6-Ayes. Motion carried.
- GENERAL CORRESPONDENCE:** Clerk Lee read the correspondence for the pipeline safety training from Washburn County Emergency Management that will be held online due to COVID-19 on September 17<sup>th</sup>, at 5:30 p.m. for those that wish to attend. \*The village board received two "Thank You" letters for donations received by the Minong Area Community Library and from Bill and Elaine Bailey from Comforts for the donation to the Back-Pack Program.
- CBS SQUARED, INC. PROFESSIONAL ENGINEERS:** John Strand and Tyler Hastings from CBS, Squared, Inc. presented their engineering services and written materials to the village board for future village projects.
- BUSINESS 53  
MLS GRANT  
UPDATE:** Clerk Lee informed the board that Teresa Anderson would like to slow track the engineering for the Business 53 project due to the WI Supreme Court overturning a line item Veto by Governor Evers causing confusion as to whether or not the MLS program exists or not. Teresa will inform Clerk Lee once an update is available. The DOT is working hard to contact all municipalities who received the MLS Grant notice.
- DOT-HWY 77  
PROJECT  
UPDATE:** Clerk Lee informed the board of the available Local Officials Meeting to be held by for the Minong-Hayward, County I to County G Highway 77 Rehabilitation Project. Local officials can attend the meeting on August 5, 2020 via zoom at 1:00 p.m. Clerk Lee also included the Public Involvement Meeting handouts for review that is scheduled for August 17<sup>th</sup>. A question form is included for the public to fill out and send back to the DOT with questions, concern or comments about the project by August 31<sup>st</sup>, 2020. No Zoom meeting for the public appears to be scheduled. Just submission of the question form.

**2021 REVALUATION  
PROPERTY ASSESSMENT  
CONTRACT FOR STEVE**

**NORDQUIST:** The board considered the 2021 Assessment contract from Assessor, Steve Nordquist for the 2021 Revaluation year and the upcoming 2022-2023 maintenance assessments. Motion by Wallace, seconded by Podratz to table this discussion until the next meeting. 6-Ayes. Motion carried. Chairman Lee to call Steve Nordquist explaining the additional \$4,500.00 in cost. 6-Ayes. Motion carried.

**MINONG AREA CAMPGROUND**

**UPDATE:** Clerk Lee and Bouma updated the board on the most recent financials received from the ATV Club volunteer, Brian Abbott and how the bookings are processed through the Washburn County Forestry Department. Brief discussion held on the Village taking over the financial management of the campground and for the ATV Club to maintain the campground. Motion by Wallace, seconded by Jelinek to table this discussion until a special meeting can be arranged with the ATV Club to go over the details of a possible transition. 6-Ayes. Motion carried.

**323 W. 5<sup>TH</sup> AVE  
ROBINSON PROPERTY**

**FOR SALE:** Brief discussion held by the board to consider purchasing the property located next to the Minong Post Office at 323 W. 5<sup>th</sup> Ave currently owned by Roxanne Robinson. Motion by Lee, seconded by Jelinek to pursue options for funding to buy the property with Wallace to negotiate with Robinson. 6-Ayes. Motion carried. Podratz included further research needed on if this property is considered a non-conforming lot and what options may be available for building, if any.

**STREETS & ALLEYS  
NEW BUILDING**

**UPDATE:** William Hallock updated the board on the progress of the new equipment/shop building. Northwest Builders is now waiting for the final electric to be installed in and around the building by Dahlberg Light and Power. Clerk Lee updated the board on the 4<sup>th</sup> draw payment issued of \$103,538.45. Remaining contract to bill \$28,360.80. Projected funds left over are estimated to be \$27,245.00 to use to help finish outfitting the building. An extension on the line of credit can be obtained if more money is needed. Charter Spectrum has been contacted to do a site survey for installation of Internet service to the building and a cell phone booster has been purchased to help boost cell coverage while working in the building.

**POLICE, HEALTH & LICENSES**

**POLICE REPORT:** Motion by Podratz, seconded by Ellenberger to approve the police report as presented. 6-Ayes. Motion carried. Chief Gulbrandsen updated the board on Governor Evers health order to require masks while in public. Public complaints about people not wearing masks should be directed to the Washburn County Health Department (WCHD). The WCHD will review and turn the complaint over to the County District Attorney, if warranted. If a private business requires masks, and a person enters the building without a mask and refuses to leave, the police can be called, and that person can be charged with trespassing.

**ZUERCHER PROGRAM**

**UPDATE:** Training for the new police database will take place this month in August and Chief Gulbrandsen stated the data transfer and completion is still on track for October.

**KENNEL LICENSE:** Motion by Lee, seconded by Podratz to approve the Kennel License for Lucas Sandberg. Payment required prior to releasing the licenses. Chief Gulbrandsen stated no complaints have been received regarding Sandberg's dogs. 6-Ayes. Motion carried.

**UTILITIES**

**CHECK VALVE AT  
WELL #2:**

Hallock informed the board that at well #2 the flange on the check valve was cracked and needed repair. Hallock took the pump out of service, replaced it with a back-up and it has now been repaired by Water Well Solutions.

**LANDFILL:**

Ellenberger stated that there were no issues at the landfill to report. The Minong Area Disposal free days are coming up. Frog Creek will be August 15<sup>th</sup>, Village of Minong will be August 22<sup>nd</sup>, and the Town of Minong on August 29<sup>th</sup> for disposal of electronics, tires, or appliances.

**PUBLIC COMMENT:**

Jerry Smith raised concerns about trash going in with recyclables up at the Minong Transfer Station. James Gorud raised concerns about the lifespan of the dump in Sarona, WI and the amount of area and out of area dumping at the site.

**FINANCE & PERSONNEL**

**COVID-19:**

Clerk Lee updated the board on Governor Evers Executive Order #82 and Emergency Order #1 mandating that everyone wear a mask in public due to statewide COVID-19 spike in confirmed cases of the virus. Clerk Lee requested that the Village Office door be closed to restrict the number of people coming into the office at any one time due to COVID concerns and to protect employees. Motion by Podratz, seconded by Ellenberger to grant Lee's request for office door closure. 6-Ayes. Motion carried.

**NEXT MEETING:**

Next Regular Board Meeting, Monday September 7th, 2020 at 5:00 p.m.

**ADJOURN:**

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

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Village President

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Clerk/Treasurer

**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING  
HELD IN THE VILLAGE HALL ON AUGUST 25TH AT 5:00 P.M.**

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- CALL TO ORDER:** The Village of Minong Special Board meeting was called to order by Chairman, Larry Lee, on August 25<sup>th</sup>, 2020 at 5:00 p.m. located at 123 5<sup>th</sup> Ave Minong, WI 54859. By inspection, all members were present except Casey Haime who was excused. A quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Chairman, Larry Lee, Andy Podratz, Brenda Jelinek, Linda Ellenberger, and Lloyd Wallace.
- ALSO, PRESENT:** Bob Ericson and Brian Abbott.
- AGENDA:** Motion by Podratz, seconded by Ellenberger to approve the Agenda as presented. 5-Ayes. Motion carried.
- BOARD DISCUSSION  
WITH THE MINONG ATV  
CLUB REGARDING THE  
MINONG CAMPGROUND  
AND FINANCIALS:** Discussion held between the Village of Minong Board and the ATV Campground members Brian Abbott and Bob Ericson. The ATV Club expressed that they no longer want the responsibility of maintaining the village campground as there is no financial incentive for the ATV Club. Per original grant requirements for the campground, the funds generated by the campground must be used for maintenance, up-keep and eventual campground expansion and cannot be used to benefit the ATV Club. The Village board expressed that they feel the ATV Club volunteers have done a great job maintaining the campground thus far and would hope that with some sort of new grounds maintenance agreement to pay the ATV Club volunteers; they would continue to maintain the grounds, clean the bathrooms and continue to pick up the garbage. Further discussion was made on the ATV Club maintaining the campground until the end of the 2020 season.
- SCHEDULE NEXT  
MEETING:** Board agreed to discuss the matter of campground maintenance on the agenda for September 1<sup>st</sup>, 2020. All board members and clerk's office staff are welcome to attend any ATV Club meetings. They are held on the second Wednesday of every month. Next ATV Club meeting will be held September 9<sup>th</sup>, 2020 at 6:00 p.m.
- ADJOURN:** Motion by Podratz seconded by Ellenberger to adjourn. 5-Ayes. Motion carried. Meeting adjourned.

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Village President

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Clerk/Treasurer

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**MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING**  
**HELD IN THE VILLAGE HALL LOCATED AT 123 5<sup>TH</sup> AVE MINONG, WI 54859**  
**ON SEPTEMBER 1ST, 2020 AT 5:00 P.M.**

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- CALL TO ORDER:** The Regular Board was called to order by Chairman, Larry Lee on Tuesday September 1st, 2020 at 5:00 p.m. By inspection, all members are present. A quorum does exist, and the meeting was properly noticed.
- ROLL CALL:** Board members present were Chairman, Larry Lee, Lloyd Wallace, Casey Haime, Linda Ellenberger, Andy Podratz and Brenda Jelinek.
- ALSO, PRESENT:** Maude Hunter, Jerry Smith, Griff Ruppel, Keith Wehmhoefer, Bill Hallock, Lorrie Money, and Christina Seaton.
- AGENDA:** Motion by Ellenberger, seconded by Wallace to approve the agenda. 6-Ayes. Motion carried.
- MINUTES:** Motion by Podratz, seconded by Jelinek to approve the regular board meeting minutes from August 3<sup>rd</sup>, 2020. 6-Ayes. Motion carried. Motion by Lee, seconded by Ellenberger to approve the special board meeting minutes from August 25<sup>th</sup>, 2020. 6-Ayes. Motion carried.
- TREASURER'S REPORT:** Motion by Haime, seconded by Ellenberger to approve the August 2020 treasurer's report as presented. Voucher #'s 30350-30389 and Payroll Vouchers: V2958-2984. 6-Ayes. Motion carried.
- GENERAL CORRESPONDENCE:** Clerk Lee printed out the building plans for the board that Griff Ruppel sent over from NW Builders. \*Housing discrimination complaint sent from HUD for the Edgewood Apartments. Clerk Lee sent over the complaints to the village attorney to respond. Clerk to update the board on HUD's response at the next regular board meeting. \*Chairman Lee read DOT correspondence on plans for concrete slab and shoulder work on Highway 53 N. to Lakeside road for 2023. A public involvement comment form is available in the Clerk's office if the public would like to voice an opinion on the project.
- FARMERS MARKET:** Maude Hunter informed the board that she would like to do a farmer's market every Thursday during the summer season in the Village located at 312 Business 53. The board expressed no objections if the property owner was agreeable to the location.
- 2021-2023 CONTRACT FOR PROPERTY ASSESSMENT SERVICES:** Motion by Wallace, seconded by Jelinek to approve the 2021-2023 property assessment services contract from Steve Nordquist, Village Assessor. 6-Ayes. Motion carried.
- NATURAL LAWN APPEAL REQUEST**
- 306 MAIN STREET:** Christine Seaton requested that the board appeal the Clerk's decision to deny the natural lawn permit. Motion by Jelinek, seconded by Haime to override public objection and allow the natural lawn because Christine said she was going to put up a fence and she has met all the requirements for the permit. 5-Ayes. Motion carried. 1-nay by Podratz. Motion by Wallace, seconded by Ellenberger to amend original motion to grant the natural lawn permit providing that the one side of the planned fence along 4<sup>th</sup> Ave be completed by year end. Christine Seaton agreed. 5-Ayes. Motion carried. 1-nay by Podratz.



**MINONG AREA CAMPGROUND**

**UPDATE:** Brief discussion held on turning the finances and management of the campground back to the Village of Minong. Motion by Wallace, seconded by Ellenberger to terminate the campground lease with the Minong Area Trails Club by December 31<sup>st</sup>, 2020. Year end. 6-Ayes. Motion carried. Motion by Wallace, seconded by Lee to have the finance committee work with the Trails Club on a new contract for ground maintenance of the campground and make recommendation to the regular village board. 6-Ayes. Motion carried. Chairman Lee, Casey Haime, Linda Ellenberger, and Clerk Lee to attend the trails club meeting on September 9<sup>th</sup>, 2020 at 6:00 p.m. to start a dialogue with the trails club on turning over the finances.

**STREETS & ALLEYS NEW BUILDING**

**UPDATE & PAVING**

**BIDS:** Chairman Lee read off two change orders needed for the new building. The village will receive a site prep credit back of \$12k. The second change order included a drench shower that was required by the safety consultant. Discussion held by the board and Griff Ruppel on the final completion list for the new building and the progress building inspection report. Village to receive electronic copies for state approved plans. Other topics of concerns included: site grading issues along the back of the new building; insufficient sized loft chains and the exhaust fans in the bathroom not moving enough air. Motion by Wallace, seconded by Ellenberger, to have Chairman Lee make the final approval for the new building completion. 5-Ayes. Motion carried. Lee abstained.

Bill Hallock presented bids for paving the parking lot at the new building from Statewide Surfacing for \$27,559.41 and Monarch Paving for \$22,865.00. Motion by Wallace, seconded by Ellenberger to approve the Monarch Paving bid of \$22,865.00. 6-Ayes. Motion carried.

**CBS SQUARED, INC.**

**GRANT WORK:**

Clerk Lee asked the board to consider working with CBS Squared, Inc. as a partner for grant opportunities to help pay for the upcoming highway 77 project; review the 5 year road plan and apply for a FEMA funding opportunity to take care of some of the areas in the Village that flood during heavy rain. Motion by Lee, seconded by Podratz to approve working with CBS Squared, Inc. 6-Ayes. Motion carried.

**POLICE HEALTH & LICENSES**

**POLICE REPORT:**

Motion by Podratz, seconded by Ellenberger to approve the police report as presented. 6-Ayes. Motion carried. Chief Gulbrandsen also made the board aware that an anonymous resident would like to donate funds to the police department for the purchase of two body cameras to help protect our local officers.

**CHICKENS IN THE**

**VILLAGES:**

Clerk Lee informed the board that complaints were received and turned over to Chief Gulbrandsen about several village residents raising chickens in violation of village ordinances. Clerk Lee suggested that the board change the ordinance on owning chickens and have a permit process put in place along with fees so that responsible chicken owners can have chickens in the village. Several Wisconsin towns, cities and villages already have permitting in place and ordinances for chickens. Motion by Podratz, seconded by Wallace to table this discussion pending more information from Clerk Lee as to how the permit process can be done. 6-Ayes. Motion carried. Chief Gulbrandsen informed the board that the owners of these chickens have been notified that they are currently in violation of village ordinance. However, until the board decides, no fines will be issued.

**UTILITIES:**

None.

**LANDFILL:**

No new information to report. The Minong Area Disposal free days are now concluded.



**PUBLIC COMMENT:** Jerry Smith requested clarification about political signs in the right-of-way for the Village. Political signs cannot be placed in the right-of-way. Chief Gulbrandsen will remove all signs that are violating the ordinance. Jelinek requested that the sign ordinance be placed in the Village Newsletter to inform the public.

**FINANCE & PERSONNEL  
BUS 53 FINANCING**

**UPDATE:** Clerk Lee updated the board on financing options for the upcoming Business 53 reconstruction project. The Village will have to pay for all the reconstruction work up to completion before the State will release the awarded \$750k from MSID. The Finance Committee will schedule a meeting for September to start the process of funding options.

**ROBINSON PROPERTY  
FINANCING**

**OPTIONS:** Brief discussion on the village purchasing the Robinson lot on W. 5<sup>th</sup> Ave. and possible options for a green space and bathrooms. Motion by Jelinek, seconded by Ellenberger to offer \$30k for the lot. No Ayes. Motion failed. Motion by Jelinek, seconded by Podratz for Clerk Lee to explore grant options to help in the purchase, clean-up, and restoration of the Robinson lot. 6-Ayes. Motion carried.

**NEXT MEETING:** Next Regular Board Meeting, Monday October 5th, 2020 at 5:00 p.m.

**FIRST BUDGET  
WORKSHOP:** First budget workshop will be held on October 8<sup>th</sup>, 2020 at 5:00 p.m.

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

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Village President

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Clerk/Treasurer