
MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON JANUARY 6, 2025, AT 5:00 P.M.

CALL TO ORDER

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

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

ALSO, PRESENT

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

APPROVAL OF AGENDA

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

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

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

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

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

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

VILLAGE OF MINONG CAMPGROUND PROJECT – DISCUSS/REVIEW/ACT

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

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

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

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VILLAGE BOARD REGULAR BUSINESS – DISCUSS/REVIEW/ACT

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

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

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

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

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

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

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

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

COMMITTEE REPORTS AND UPDATES

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

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

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

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

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

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

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

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

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

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

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

ADJOURN – Motion by Moen, seconded by Hiller, to adjourn at 8:38 p.m. 7-Ayes. Motion carried.

Respectfully Submitted

Clerk Treasurer – Janel Lee Recording Secretary.

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON JANUARY 20, 2025, AT 5:00 P.M.

CALL TO ORDER

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

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

ALSO, PRESENT

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

APPROVAL OF AGENDA

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

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

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

MSA Operator in Charge Agreement (OIC) – Chairman Rassbach presented the updated OIC agreement to the board. The board members had a lengthy question and answer session. Motion by Ruud, seconded by Buckner to go with the MSA professional services agreement, phase 2 contract attachment B for January 1st, 2025, through November 30, 2025. 5-Ayes. Motion carried.

VILLAGE OF MINONG CAMPGROUND PROJECT – DISCUSS/REVIEW/ACT

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

VILLAGE BOARD REGULAR BUSINESS – DISCUSS/REVIEW/ACT

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

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

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

Public Comment on Agenda Items Only – None.

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

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

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

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

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

Respectfully Submitted

Clerk Treasurer – Janel Lee Recording Secretary.

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

CALL TO ORDER

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

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

ALSO, PRESENT

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

APPROVAL OF AGENDA

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

PUBLIC COMMENT OR CONCERNS – None.

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

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

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

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

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

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

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

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

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

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

VILLAGE BOARD REGULAR BUSINESS – DISCUSS/REVIEW/ACT

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

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

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

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

COMMITTEE REPORTS AND UPDATES

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

Finance Committee – No Report.

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

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

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

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

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

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

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

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

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

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

Respectfully Submitted

Clerk Treasurer – Janel Lee Recording Secretary.

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

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

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

Project Engineer Teresa Anderson from MSA presented the agenda items.

Basic overview of the CDBG Program

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

Identification of total potential funding available

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

Eligible CDBG activities

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

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

Presentation on identified community development and housing needs

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

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

Presentation of activities proposed for CDBG application

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully Submitted.

Janel Lee Clerk/Treasurer
Village of Minong

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON MARCH 3, 2025, AT 5:47 P.M.

CALL TO ORDER

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

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

ALSO, PRESENT

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

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

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

WELL HOUSE PROJECT

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

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

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

FARMER'S MARKET

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

PUBLIC WORKS – STREETS/UTILITIES AND PARKS

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

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

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

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

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

VILLAGE BOARD REGULAR BUSINESS

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

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

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

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

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

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

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

COMMITTEE REPORTS AND UPDATES

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

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

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

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

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

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

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

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

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

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

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

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

Respectfully Submitted

Clerk Treasurer – Janel Lee Recording Secretary.

MINUTES OF THE VILLAGE OF MINONG SECOND BOARD MEETING

HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859

ON MARCH 17, 2025, AT 5:00 P.M.

CALL TO ORDER

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

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

ALSO, PRESENT

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

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

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

PUBLIC WORKS – STREETS/UTILITIES AND PARKS

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

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

PROPOSED SUMMER ROAD PLAN 2025

Proposed Village Streets for Double and Single Chip Seal

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

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

Proposed Village Streets for Flex Patch and Crack Seal

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

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

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

Ericson Logging Total = \$34,000
Aspen- \$55.00 \$26,950
Mix HW- \$35.00 \$4,550
Mixed Pine- \$50.00 \$2,500

Mix HW- \$20.00 \$2,600
Mixed Pine- \$10.50 \$525

Kurilla Forest Products Total = \$22,725
Aspen- \$40.00 \$19,600

Miller Timber Harvesting LLC Total = \$34,940.00
Aspen- \$60.75 \$29,767.50
Mix HW- \$28.25 \$3,672.50
Mixed Pine- \$30.00 \$1,500.00

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

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

VILLAGE BOARD REGULAR BUSINESS

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

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

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

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

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

Public Comment on Agenda Items Only – None.

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

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

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

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary

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

CALL TO ORDER

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

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

ALSO, PRESENT

Clerk-Treasurer Janel Lee, Chief of Police Lucas Shepard, Jeremiah Johnson Director of Public Works, Cheryl Myers and Duane Myers, Streets Director, Christina Thompson, Joy Rodgers, and Roy Ronnigan.

APPROVAL OF AGENDA - Motion by Koskovich, seconded by Hiller to approve the meeting agenda as presented. 4-Ayes. Motion carried.

PUBLIC COMMENT OR CONCERNS – A comment was made about opening the transfer station to four days a week. Chairman Rassbach indicated that he cannot speak for the whole transfer station committee, but they have discussed including an extra day, and keep those consecutive days with the Thursday, Friday, and Saturday that the transfer station is already open. Citizens can come to the next transfer station meeting to voice their opinions on the transfer station hours on April 24, 2025, at 3:00 p.m.

MINONG SUMMER DAYS 2025

Minong Area Chamber Vice President Christina Thompson – Thompson explained that Minong Summer Days (MSD) this year will be in the same location as last year. Utilizing the small ballfield and play park area. Cassidy Coons will be heading up the softball event at the big ball field if she finds enough teams that want to play. Thompson inquired about a temporary premise extension for P&L Corner Bar for the ball field event. The 2025 MSD dates will be August 8th-10th. Jay Coons from Coons Electric has volunteered to help fix the big ballfield lights and Thompson stated that they will have volunteers to get the big ballfield ready for the games. The parade will be staged and run down Railroad Street again this year. Motion by Johnson, seconded by Koskovich to approve MSD's use of the ballfield and parade route for August 8th-10th, 2025. 5-Ayes. Motion carried.

SPECIAL EVENT REQUEST

TJ'S Bad Boy Baggerz – Clerk Lee explained that TJ's was looking to do an event in May and was requesting a picnic license. Lee reached out to the Wisconsin Department of Alcohol and Enforcement about the new laws and the event cannot be held at their motorcycle shop, and they are not the type of entity that can hold a temporary picnic license. They would have to be a club or non-profit. Lee suggested that the owners reach out to the Chamber of Commerce to see if they could partner with them to hold their business event. However, it still would not be able to be held at the shop if they wanted to serve beer, but they could use the Village Park area or the Village Hall.

POLICE DEPARTMENT

Update on New Squad – Chief of Police Lucas Shepard updated the board on the new squad. It is due to be delivered any day and Clerk Lee is working on the lease paperwork and the down payment for the squad.

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NEW CLERK TREASURER ASSISTANT

Introducing Jessica Mechtel – Clerk Lee introduced Jessica Mechtel, the new Clerk Treasurer assistant that will be working in the Village office. She comes from Spooner and was working with a local non-profit but was looking for growth opportunities and that has brought her here to the Village of Minong. Everyone is extremely excited to have Jessica as part of our team.

PUBLIC WORKS – STREETS/UTILITIES AND PARKS

Local Roads – Discussion on Truck Routes The Village Board held a lengthy discussion on the current truck routes and the damage it is causing to the local roads. Chairman Rassbach explained that Main Street is breaking apart. In the last couple of years. The ruts and holes in there have gotten quite a bit worse. And we are questioning whether we should continue allowing heavy trucks there. Every one of our streets in the village is a class B road. Other than Highway 77 and Business 53, everything else is class B, which means that a truck may legally drive on those roads. So, what happened in the past is that the truck routes were designated even though they are class B roads. And now the result is that some of the roads are breaking up because we have had heavy trucks on them for all this time. So, what we are questioning is do we abandon those truck routes and just make them class B roads. Which means empty trucks can drive on them but not loaded trucks. Further discussion was held on specific village streets to end as a designated truck route. Motion by Ruud, seconded by Hiller to remove the truck route from STH 77 going south on Main Street to South Limits Road and then West on Denninger. 5-Ayes. Motion carried. Streets committee to discuss signage at a later date.

Draft Plan for Deduct Meters – Chairman Rassbach suggested that a committee meeting be set up to develop a plan for the deduct meters that can be presented at the next board meeting.

Crack Seal and Flex Patching – Discussion held with the board on the Roy's Seal Coat estimates and which specific streets can affordably be done right now. Clerk Lee outlined what funds are available in the General Fund/Streets. Motion by Ruud, seconded by Hiller to approve Roy's Seal Coat proposal dated March 13, 2025, in the amount of \$14,800 covering flex on Bond Street, and crack fill on Business 53 South and 53 North as well as crack fill and flex patch on Railroad Street. 5-Ayes. Motion carried.

Heavy Truck Permit – A board discussion was held on a Village issued heavy truck permit and violations of the restrictions of the permit issued to this driver as well as how the property is zoned and the allowable uses for the residential property. Motion by Rassbach, seconded by Ruud, to issue a local citation for the loaded truck in violation of the agreement and in violation of the road bans. 5-Ayes. Motion carried. Motion by Ruud, seconded by Hiller, to revoke the heavy truck permit issued for violation of the permit conditions and restrictions. 5-Ayes. Motion carried.

CONSENT AGENDA - Motion by Ruud, seconded by Koskovich, to approve the Consent Agenda, and accept the police report. Consent Agenda items include the March 17, 2025, second regular board meeting minutes. The monthly treasurer's report for the general fund, police fund, water, and sewer. 5-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS

Class "B" Beer/" Class C" Wine License Victory Lane Minong, LLC – Motion by Koskovich, seconded by Ruud to approve the Class "B"/" Class C" beer and wine license for Victory Lane, Minong LLC. 5-Ayes. Motion carried.

2025 Spring Election Results – Clerk Lee explained that we had incumbent Trustee(s) Taryn Buckner, and Monica Moen on the ballot and candidate Wayne Miller running for a Trustee position. And we had candidate Wayne Miller and incumbent Dan Rassbach on the ballot for Village President. So, the results of the 2025 election is Dan Rassbach has won his seat again as Village President and Wayne Miller has won a seat for Trustee. Monica Moen and Taryn Buckner also won their Trustee seats. We do have Randy Johnson who is

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retiring from the board, but with Wayne Miller winning his seat for Trustee, which fills that vacancy. The board thanked Randy Johnson for his years of service to the Village Board and the Village of Minong.

2025 Open Book and Board of Review for Village Property Assessment – Clerk Lee informed the board on the upcoming dates for Open Book and Board of Review. Open Book is May 8th, 2025, from 1:00 p.m. to 3:00 p.m. and Board of Review will be on May 15th, 2025, from 5:00 p.m. to 7:00 p.m. Open book all property owners of the Village of Minong can come and meet with the assessor about their property value. If an agreement is not reached property owners can then file for a hearing with the Village Clerk before the Board of Review on May 15th, 2025. Filing instructions can be found at www.villageofminong.org/board-of-review/.

WTA District Meeting & Board of Review Training – Clerk Lee and Trustee Carol Koskovich will be attending the yearly Wisconsin Town's Association required board of review training and stay for the legislative updates from Representative Chanz Green on April 5th, 2025, in Cable, Wisconsin at the Lakewood's Resort.

Open Trustee Position – Chairman Rassbach requested this item to be on the agenda if the spring election resulted in a board vacancy. Currently, all seven board seats are filled.

COMMITTEE REPORTS AND UPDATES

Washburn County Housing Authority Edgewood Apartments Eva Johnston Director – Eva Johnston was unable to attend this meeting. However, Clerk Lee provided the financials from February 2025 for the Minong Housing Edgewood Apartments.

Washburn County – Jerry Smith District 1 Supervisor – Smith stated that Washburn County has not found a new place to build the proposed new jail yet and has transport cost concerns if the new Jail is outside the City of Shell Lake. Chairman Rassbach asked if Jerry could provide information on how our tax dollars are spent on a county level. Smith said he would investigate that and bring it to the next regular meeting.

Finance Committee – The board held a discussion on the amount of vacation that employees can roll over each year. Motion by Ruud, seconded by Rassbach to allow no more than 80 hours of un-used vacation time to be rolled over to the next year. 5-Ayes. Motion carried.

Public Works – Chairman Rassbach asked that Jeremiah Johnson and Duane Myers give the board the public works update. Jeremiah updated the board on getting the sanitary survey for our water department completed, he is working with the DNR to provide them with the information they need. All our valves got turned, and the hydrants were serviced. Jeremiah is also still working on cross connections and lead service line inspections. There were a couple places when we did meter testing that the bypasses had been turned. So, Jeremiah put lockout tags on those meters so that if the meter is tampered with, we will know. Duane Myers informed the board that he is working on street clean-up, fixing signs, and getting ready for when the frost comes out. He and Jeremiah have begun work on the Village office addition of an entry way service window and creating a safer environment for the Clerk staff.

Chairman Rassbach gave a brief update on MSA and the Wellhouse Project. MSA has requested that we do a project review of the Wellhouse project, which is coming up over the next year. They would like to get together and explain expenses. We asked them for an explanation of expenses up to today and what we paid for so far. I have asked for a detailed explanation of why it was so expensive. And then, going forward, their cost projections seem very high, and we have questioned that. MSA confirmed that they would explain all that. Rassbach asked if any other board members wanted to attend, and the date will be set and confirmed in the next week.

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Transfer Station – Chairman Rassbach’s Report. We are down two employees at the transfer station. We have hired one now, Michael Gagnier, and he started today. So, for the next two weeks, Jay and John will be training Michael. We started advertising today looking for a second person. We are switching it up a little bit and offering that we would do job sharing. Either someone who wants to work one or two or three days a week, you know, Thursday, Friday, Saturday. But with summer coming, it is likely we will be adding at least one more day to that. We have been having some more troubles with that scale. The vehicle pulls on and it starts reading. It reads the vehicle weight and then suddenly it starts dropping 20 lbs. at a time or going up 20 lbs. at a time. And they have been out twice to work on it, and it is an intermittent thing. They come out and it is working just fine. They have checked everything. They took all the boxes apart and they put checked for moisture in there. They checked everything they knew of, and they have not been able to find it yet.

Fire and Ambulance Reports – The Ambulance service responded to seventeen calls in the Month of March. One for the Town of Brooklyn, three in Chicog, three in Frog Creek, four in the Town of Minong and six were in the Village of Minong. The Fire service had two calls for the Town of Minong and Village of Minong. Calls included a lift assist and a brush/grass fire.

Clerk/Treasurer Updates – Clerk Lee had no recent updates for the board.

Public Comment on Agenda Items Only – Christina Thompson inquired about the new laws and quota restrictions on Class “B” and “Class C” licenses. The new laws are in effect and if you are the type of entity that can acquire a license, there are no quota restrictions on the single Class “B” Beer license or the “Class C” wine license. Christina Thompson also wanted to thank Duane and Jeremiah for the fantastic winter snow plowing in the Village.

Items for Discussion on the Next Agenda for May 5th, 2025 – Changing the weekly payroll date, the draft deduct meter plan, Update from Ehlers on the rate study, and legal opinion about businesses operating in a residential area.

Next Special Board Meeting – April 28, 2025, at 5:00 p.m. Organizational Meeting of the Village Board.

Next Regular Board Meeting – May 5th, 2025, at 5:00 p.m.

ADJOURN – Motion by Moen, seconded by Koskovich, to adjourn at 7:04 p.m. 5-Ayes. Motion carried.

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary

**MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF THE VILLAGE
OF MINONG REGULAR BOARD HELD IN THE VILLAGE HALL LOCATED AT
123 5TH AVE MINONG, WI 54859 ON MAY 5, 2025, AT 5:00 P.M.**

CALL TO ORDER

Chairman Dan Rassbach called the annual organizational meeting to order on Monday, May 5, 2025, at 5:00 p.m.

ROLL CALL - Roll call by Clerk Lee. The roll call for the Annual Organizational Board meeting on May 5th at 5:00 PM. I see that Julie Ruud, Taryn Buckner, Carol Koskovich, Dan Rassbach and Steven Hiller are present. Wayne Miller was excused due to illness. Therefore, a quorum does exist, and the meeting was properly noticed.

ALSO, PRESENT

Clerk-Treasurer Janel Lee, Jerry Smith, Jeremiah Johnson, Theresa Anderson, Susan Conaway and Bob Ericson.

ORGANIZATIONAL MEETING OF THE NEW VILLAGE BOARD

Village Board Vacancy – The Village Board did receive one application this afternoon, Rassbach explained that the board will not be distributing or discussing the application at this time so the board members to have a few days to consider an application before we decide and vote on it. Rassbach is hoping to get more applications for the position and asked if anyone knows someone interested in the current open board position please contact him. Rassbach requested that this item be moved to the June 2, 2025, regular board meeting.

Committee Appointments and or/Vacancies – The board members discussed current committee structure and new appointments. Motion by Ruud, seconded by Buckner to approve the following committees as discussed and stated by Clerk Lee. 5-Ayes. Motion carried.

Planning Commission

Term Expires

Dan Rassbach	President	(1-year term)	2026
Carol Koskovich	Citizen	(1-year term)	2026
Julie Ruud	Trustee	(1-year term)	2026
Christine Holland	Citizen	(2-year term)	2026
Jerry Smith	Citizen	(3-year term)	2026
Duane Myers	Village Engineer	(1-year term)	2026
Taryn Buckner	Parks Board Member or Citizen	(1-year term)	2026

Zoning Board of Appeals

Janel Lee	Citizen	(3-year term)	2027
Joshua Booth	Citizen	(3-year term)	2027
Alisha Booth	Citizen	(3-year term)	2027
Brenda Jelinek	Citizen	(3-year term)	2027
Vacant Position	Citizen	(3-year term)	

Parks and Recreation Committee (Yearly Appointments)

Taryn Buckner Chairperson
Julie Ruud Trustee
Alicia Hailey Citizen Member

Streets Alleys & Public Works (Yearly Appointments)

Steven Hiller Chairperson
Wayne Miller Trustee
Vacant Trustee

REGULAR BOARD MEETING

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Finance Insurance & Personnel (Yearly Appointments)

Julie Ruud	Chairperson
Carol Koskovich	Trustee
Taryn Buckner	Trustee

Transfer Station

Dan Rassbach	Chairperson
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Industrial Development Committee (All Current Village Board Members)

Dan Rassbach	Chairperson
Julie Ruud	Trustee
Carol Koskovich	Trustee
Taryn Buckner	Trustee
Steven Hiller	Trustee
Wayne Miller	Trustee
Vacant	Trustee

Fire & Ambulance

Dan Rassbach	Chairperson
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Weed Commissioner (Yearly Appointment)

Lucas Shepard	Chief of Police
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Village President – Pro Tem

Taryn Buckner	Pro-Tem Chairperson
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Police Committee

Dan Rassbach	Chairperson
Taryn Buckner	Trustee

ADJOURN – Motion by Buckner, seconded by Koskovich, to adjourn at 5:18 p.m. 5-Ayes. Motion carried. The regular board meeting starts at 5:30 p.m. following this Annual Organizational Meeting of the Village Board.

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON MAY 5, 2025, AT 5:30 P.M.

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting to order on Monday May 5, 2025, at 5:30 p.m.

ROLL CALL - Roll call by Clerk Lee, the board members present were Chairman Dan Rassbach, Carol Koskovich, Julie Ruud, Taryn Buckner, and Steven Hiller. Wayne Miller was excused. At 6:54 p.m. Carol Koskovich left the meeting. Therefore, a quorum does exist, and the meeting was properly noticed.

ALSO, PRESENT

Clerk-Treasurer Janel Lee, Chief of Police Lucas Shepard, Public Works Director, Jeremiah Johnson, Cheryl Myers and Duane Myers, Streets Director, Town of Minong Chairman David Conaway, Jerry Smith, Teresa Anderson, and Eva Johnston.

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

PUBLIC COMMENT OR CONCERNS – None.

HALL RENTAL

2025 Poker Run Bob Ericson – Bob Ericson requested the use of the hall for the 2025 Poker Run Event and to also close off 1st Street as they did last year. The board unanimously agreed. Ericson to fill out a hall rental form and pay the hall fees for September 20th, 2025. Public Works to provide barricades for street closures.

PUBLIC WORKS – STREETS/UTILITIES & PARKS/CAMPGROUND

MSA-Well House 1 & 2 Project Update from Teresa Anderson - Teresa Anderson from MSA gave a detailed update to the board on the CDBG application status. We are on track to submit the application by May 15th, 2025. The Safe Water Drinking Loan (SWDL) submission is on June 30th, 2025. The Village can be awarded more points on the CDBG application if they have a Capital Improvement Plan in place. Additional points are available for the SWDL if Village officials take a water utility management training. Taryn Buckner, Dan Rassbach, Julie Ruud, and Carol Koskovich will be taking this training.

MSA-Capital Improvement Plan 2025-2029 – Discussion held with Teresa Anderson on the Village of Minong 2025-2029 Capital Improvement Plan (CIP). Motion by Buckner, seconded by Ruud to accept the 2025-2029 CIP Plan pages 5-11 in the board packet as a working document subject to change. 5-Ayes. Motion carried.

MSA-Project Design Invoice 015094 for Payment Approval and MSA-Minong 2025 CDBG-PF Application Invoice 015214 for Payment Approval – Motion by Ruud, seconded by Buckner to approve invoice 015094 dated April 10, 2025, for \$26,173.10 and invoice 015214 for the CDBG-PF Application dated April 16, 2025, for 50% completion in the amount of \$3,125.00. 5-Ayes. Motion carried.

Well House Project Resolution No. 200-03-2025 Declaring Official Intent to Reimburse Expenditures – Motion by Koskovich, seconded by Hiller to approve Resolution No. 200-03-2025 declaring official intent to reimburse project expenditures. 5-Ayes. Motion carried.

Town of Minong David Conaway (Shell Creek Road Double Chip Seal) – Mr. Conaway informed the board that they will be doing their portion of Shell Creek Road and wanted to know if the Village wanted to do their approximately 700ft portion at the same time. Further board discussions were held. All money for Village Road improvements has been allocated for 2025, and the board will not be adding this section to this year's road improvements.

REGULAR BOARD MEETING

PAGE TWO

MAY 5, 2025

Ballfield and Parks Bathrooms – A board discussion was held on the bathroom plans provided by Alicia and Richard Hailey for the playpark. Chairman Rassbach asked Trustee Buckner to schedule a parks committee meeting to start exploring options for a park bathroom, the location and cost of water and sewer.

Draft Deduct Meter Plan – The board discussed the details of the new deduct meter plan and finalized the deduct meter application form. A \$50 deposit will be required with half of the deposit refundable when the meter is returned. A quarterly meter fee will be added to the bill based on the size of the meter requested. All meters need to be returned by October 1st, each year or the customer will be charged for the full cost of the meter. The board agreed that a separate form should be done for commercial deduct meter users.

Truck Routes – A lengthy discussion was held on the designated truck routes in the Village of Minong and non-truck routes that are considered Class B rated roads that heavy trucks can drive on based on Village ordinances. Rassbach suggested that this go to the Streets committee to start researching this issue and find out if the Village is doing the right thing by calling all village streets Class B streets.

Utilities Operator in Charge – Rassbach informed the board that Jeremiah has passed all the necessary tests and can now officially be our operator in charge for sewer and water. So, we no longer need to hire somebody to do that, to play that role. We just need the board to make a motion authorizing us to list Jeremiah on all the paperwork as our legal operator in charge. Motion by Buckner, seconded by Hiller to list Jeremiah Johnson, our legal operator in charge of sewer and water in the village. 5-Ayes. Motion carried.

Well 2-Routine Maintenance – The CTW Wells and Pumps technicians have come and pulled well 2. It now goes back so that the tech engineers can inspect it. However, their early opinion is that the pump is showing normal wear and tear, bearings will need replacing and after the tech also sent a camera down and the well overall looks good. The well casing and screen at the bottom are in better shape than what the tech normally sees. The water also looks better than most places he has seen. Once well 2 is back up, running, and tested, then the techs can pull well 1 and get that one inspected.

Links-Cross Connection Proposal – Jeremiah Johnson investigated HydroCorp on the recommendation from MSA to do the cross-connection inspections for the commercial and industrial accounts in the Village. Jeremiah made additional calls to several water superintendents around the State and some companies have their own master plumbers that can do the inspections. Teresa Anderson suggested checking with the PSC and Village Tariff to see if something is already in there as to who pays for the inspection. Further discussion was held and the board agreed to give Jack Link's the choice of whether they want to pay their own master plumber to do it or have Jeremiah do it and then the utility will send Links a bill.

Campground Updates & Stout Completion Status – Duane Myers stated that grass is growing and everything looks completed from what he can see. A brief discussion was held on the height of the sewer pipes on the old side of the campground. Myers will research what it would cost to cut the pipes down.

CMP EXP Project – Review and Approve Stout Pay Request # 3 – Motion by Ruud, seconded by Hiller to approve Stout pay request three in the amount of \$11,771.26 for work completed through April 18th, 2025, Minon21001. 4-Ayes. Motion carried.

Extending the Campground Season & Overhead Lighting – Myers explained that there are two overhead lights at the campground that need photo sensors on them, so they are not on all day and all night. Rassbach requested that Myers reach out to electricians to find out the cost of getting these fixed. Myers also proposed extending the camping season at the campground past mid-October and starting earlier in the year for primitive camping. Electricity would still be available. Rassbach asked Trustee Buckner to put this on the parks agenda for further discussion and recommendation to the full board.

REGULAR BOARD MEETING

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MAY 5, 2025

Water/Sewer Rate Study Update – Clerk Lee informed the board that Ehlers is on track with the rate study and is currently waiting on the auditors to complete the PSC report and get it filed.

CONSENT AGENDA - Motion by Ruud, seconded by Hiller, to approve the Consent Agenda, and accept the police report. Consent Agenda items include the April 3, 2025, regular board meeting minutes. The monthly treasurer's report for the general fund, police fund, water, and sewer. 4-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS

2025 Financial Outlook & 2025-26 Planning – Due to the lateness of the hour the board decided to move the 2025-26 Planning item to the June 2nd, 2025, regular board meeting. On the 2025 financial outlook, Chairman Rassbach wanted to make the board aware that given what's going on in the world right now with the tariff situation, with the shortage, lack of ships coming in to supply businesses in the US, last a week ago, the Seattle port was pretty much shut down. There are no ships coming into Seattle now. And I am concerned that there is going to be a shortage of things. So, I have had discussions with Janel, Duane, Jeremiah and with Todd and Teri about pre-ordering items that are critical for the rest of the year. Rassbach has also asked the employees to look at what items can be cut to save money.

Open Board Position – Rassbach explained to the board that we still have an open board position and currently we have one application, but Rassbach would like to give the board members time to review applications and to hopefully get more applications in for the open board position.

323 W 5th Avenue – Ordinance Citation – The board ordered the owner to take down this building a about a year ago and it is still not done. Discussion held by the board that monthly citations will now be issued to the owner and if there is still no response the citation amount will be increased.

Legal Counsel – Businesses in Residential Area – Legal counsel just submitted an opinion on the semi-truck being driven home most nights into a residential R1-Zoned area. Currently, village ordinances leave enough open doors that it would be difficult for the Village to pursue it. More discussion will be held on this matter after all the board members have a chance to review the legal memorandum.

Pay Date Change for Weekly Payroll – A brief discussion was held and the board requested in the interest of time to move this to the June 2nd, 2025, regular board meeting.

COMMITTEE REPORTS AND UPDATES

WCHA – Edgewood Apt- Eva Johnston – Johnston updated the board with the March financials for the Edgewood apartments. She spoke about the capital needs assessment and upcoming construction needing to be done. The B and C buildings need to have the exterior storm doors replaced. B building needs the shingles replaced as they are in poor condition. Eva also explained that she is keeping an eye on what HUD is doing with all the cuts to the HUD staff and what she could order ahead so these projects can be done.

Washburn County Report – Jerry Smith District 1 Supervisor – Smith provided a brief report that the County has not found a spot for the new jail. Forestry is working on some renovation projects and there has been a lot of issues with zoning at the County level with people not getting the proper permits and having to pay fines. Rassbach asked Smith if he has any contacts with regional planning because he has reached out to them over a week ago and they have not answered his emails. A week ago, I sent an e-mail to them saying I have a customer who would like the recycling area up at the transfer station to have some ADA access. I have told her to ask our employees out there; they will help you. But she would like the dumpsters more accessible. I emailed the recycling program people, and they have not answered my e-mail. Regional Planning owns those dumpsters, and they are responsible for the recycling program. We just loan them the space to put the dumpsters. So, she wants to know as a person with disabilities, how can she get up that high to put her recyclables in the dumpster.

REGULAR BOARD MEETING

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Finance Committee – Nothing to report.

Public Works – Jeremiah updated the board on the quote from R&M for the sewer lift station tank. The quote he received was upwards of \$700,000. Jeremiah explained that he will pump it down and hit it with a pressure washer to see how the steel looks and will get a quote on what it would cost to change the pump stand which is where the pump latches under the pipe and the rails that hold the pump and then get a quote for new lids because the lids are rotted.

Transfer Station – Rassbach reported to the board. We have a new attendant now; her name is Kimberly. We are extremely impressed with her. She comes to us with experience in the industry. She drove a roll off dump truck and she has worked the scale and knows the transfer station industry. We are getting good feedback about her and from her. They are still looking for an outside attendant and have one interview scheduled. They have been making several changes up there and will be trying out new ways to improve efficiency, safety, and the flow of traffic at the transfer station. The May 3rd, 2025, listening session went well, there were about 16 to 17 people at the hall for about an hour and a half with a lot of good questions and input.

Fire and Ambulance Reports – The Ambulance service responded to eighteen calls in the Month of April. Two for the Town of Brooklyn, one in Chicog, two in Frog Creek, six in the Town of Minong and seven were in the Village of Minong. The Fire service had five calls for the Town of Minong, two in Brooklyn, and one in Frog Creek. Calls included medical assistance, building and brush fires.

Clerk/Treasurer Updates – Clerk Lee had no recent updates for the board.

Public Comment on Agenda Items Only – None.

Items for Discussion on the Next Agenda – Payroll Distribution Date, Campground Season Extension dates and rules, commercial deduct meters, Town/Village Shared Roads, Capital Improvement Plan Park Bathrooms, 2025-2026 Planning.

Next Regular Board Meeting – June 2, 2025, at 5:00 p.m.

ADJOURN – Motion by Buckner, seconded by Hiller, to adjourn at 8:29 p.m. 4-Ayes. Motion carried.

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary

MINUTES OF THE VILLAGE OF MINONG SECOND BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON MAY 15, 2025, AT 4:30 P.M.

CALL TO ORDER

Chairman Dan Rassbach called the Second board meeting to order on Thursday May 15, 2025, at 4:30 p.m.

ROLL CALL - Roll call by Clerk Lee, the board members present were Chairman Dan Rassbach, Julie Ruud, Taryn Buckner, and Steven Hiller, and Wayne Miller. Carol Koskovich is absent due to the weather. Therefore, a quorum does exist, and the meeting was properly noticed.

ALSO, PRESENT

Clerk-Treasurer Janel Lee, Kitty Waggoner, and Terrena VanDeslunt.

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

PUBLIC COMMENT OR CONCERNS – Kitty Waggoner, from the local Farm and Flee Market offered comment that she is willing to assist with the cost of the porta-potty.

PORTABLE BATHROOM FOR THE VILLAGE OF MINONG PLAY PARK AND BALL PARKS

A board discussion was held on the portable bathroom for the play/ball parks. Motion by Buckner, seconded by Ruud, to have the farmer’s market and the village pay for six weeks, and the little league pay for 4 weeks of the cost of the porta-potty rental. Motion failed.

Motion by Miller, seconded by Buckner to split the cost of the porta potty rental between the Village and the Farmers Market in the amount of \$450 each from May 19th, 2025, to September 12th, 2025. 5-Ayes. Motion carried. Clerks Lee and Mechtel to confirm the rental and delivery for Monday. Further discussion held that if damage occurs with the porta potty the farmers market will pay \$150 for the damage.

ADJOURN – Motion by Miller, seconded by Buckner, to adjourn at 4:55 p.m. 5-Ayes. Motion carried.

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON JUNE 2, 2025, AT 5:00 P.M.

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting to order on Monday June 2, 2025, at 5:00 p.m.

ROLL CALL - Roll call by Clerk Lee, the board members present were Chairman Dan Rassbach, Julie Ruud, Taryn Buckner, and Steven Hiller and Wayne Miller. Carol Koskovich informed Clerk Lee by phone that she would be resigning her position on the board. Therefore, a quorum still does exist, and the meeting was properly noticed.

ALSO, PRESENT

Clerk-Treasurer Janel Lee, Randy Johnson, Chief of Police Lucas Shepard, Cheryl Myers and Duane Myers, Streets Director, and Todd Conaway.

APPROVAL OF AGENDA - Motion by Miller, seconded by Hiller, to approve the meeting agenda as presented. 5-Ayes. Motion carried.

PUBLIC COMMENT OR CONCERNS – None.

CONSENT AGENDA - Motion by Ruud, seconded by Miller, to approve the Consent Agenda, and accept the police report. The Consent Agenda included minutes from May 5, 2025, regular and annual organizational board meetings. Minutes of the special board meeting and Board of Review on May 15th, 2025, with corrections. The monthly treasurer's report for the general fund, police fund, water, and sewer. 5-Ayes. Motion carried.

VILLAGE BOARD REGULAR BUSINESS

Approval for the 2025-2026 Liquor Licenses – Motion by Miller, seconded by Hiller to approve all 2025-2026 Liquor Licenses as presented. 5-Ayes. Motion carried. “Class A” Liquor and Class “A” Beer: Edwards Oil, Inc; “Class A” Liquor and Class “A” Beer: IGA Country Foods of Minong, Inc; “Class A” Liquor and Class “A” Beer: Victory Lane Minong, LLC; “Class B” Liquor and Class “B” Beer: Longbranch, Inc.; “Class B” Liquor and Class “B” Beer: Jack Links Community Center, Inc; “Class B” Liquor and Class “B” Beer: Sportsmen’s Headquarters, LLC; “Class B” Liquor and Class “B” Beer: PNL WI, Inc; “Class B” Liquor and Class “B” Beer: TR Club Northern; “Class C” Wine and Class “B” Beer: Wild River Trail Inn, LLC.

CBS 2 Campground Expansion Invoice 15597 – Motion by Ruud, seconded by Miller to approve CBS 2 Invoice 15597 in the amount of \$1,480.50 for work completed through April 30th, 2025, Minon21001. 5-Ayes. Motion carried.

MSA-Well House 1 & 2 Project Invoice 016009 Wellhouse Design and Invoice 016424 CDBG Application – Motion by Miller, seconded by Hiller to approve invoice 016424 for \$6,250 and invoice 016009 in the amount of \$14,089.15. 5-Ayes. Motion carried.

Open Board Position – Motion by Rassbach, seconded by Buckner to appoint Randy Johnson to the Village Board. 4-Ayes. Motion carried. 1-Nay.

COMMITTEE REPORTS AND UPDATES

WCHA – Edgewood Apt- Eva Johnston – Clerk Lee read a statement from Eva Johnston for the Edgewood Updates. There is currently one vacancy at Edgewood and there should be no problem filling the unit from the waitlist. Maintenance is doing great. Eva is looking into fraud at the apartments and the financials for Edgewood are included in the packet and appear to be business as usual.

REGULAR BOARD MEETING

PAGE TWO

JUNE 2, 2025

Finance Committee – Trustee Ruud gave her report. I am going to work this month in June to set up a meeting for the Finance Committee. Janel did send us an e-mail that we need to keep in the back of our minds and at the forefront of our minds that we are having a full property revaluation. So, we will need to budget for that. And it looks like it will be split into three payments. So, it will be next year's budget we need to plan for and the following couple of years it will be divided between December of 2026, May of 2027, and January of 2028.

Public Works – Trustee Hiller had no report.

Transfer Station – Chairman Rassbach gave his report. We tracked instead of weighing vehicles and tracked the number of vehicles from each municipality. And just looking at the totals, the Village of Minong users over the last two weekends were 21% of our total traffic, Town of Minong was about 67% of the total traffic. So, by far the Township is the biggest user of the transfer station just in a short two weekend window. You know, that is far from being enough data to make any decisions, but at least it gives a view of the way it looks right now in the last couple of weeks. On Memorial Day weekend we had 414 vehicles; this past weekend we had 457. But Memorial Day weekend, the majority of the vehicles were people from Minnesota and much of the crabby people were from Minnesota. At the end of the weekend, all of us who worked there got together and talked. And approximately 60% of the people who came up there that weekend were crabby, mean, or downright vulgar to the people working there, to the point we were all just ready to lock the gate and walk away.

We are making a change in how we handle mattresses, sofas, and chairs that cannot go in the compactor. It fakes out the sensor for the pressure of the compactor. And so, we are going to use our old truck and trailer that we already own and put mattresses and chairs in there and use somebody with a CDL to haul them to the Sarona landfill. Doing it this way, and by our calculations, it will cost approximately \$20.00 per mattress or chair, cheaper than having Republic bring out a roll off and use that.

We just cannot see the place operating with just one person up there. There are too many mean people, there are too many nasty people and there is too much stuff getting dumped in the recycling bins and the compactor that should not be if we are not physically standing there watching. So, we are having a transfer station committee meeting on June 17th at 3:00 p.m. and we are going to be discuss talking with Walczak garbage service out of Spooner and Shell Lake. They approached us, and they are interested in buying the transfer station to expand their service to this area. No price has been discussed, and we are not even sure the municipalities that own the transfer station would be interested in selling it at this point. But we just thought we would hear them out and see what they are interested in, what they have to say. Everyone is encouraged to come to that meeting if you are available. If anybody wants to volunteer on a Thursday, Friday, or Saturday, we could certainly use the help or even get paid for it, we can use the help.

Fire and Ambulance Reports – Clerk Lee gave the report. The ambulance in the month of May had 27 calls, 2 in the Town of Brooklyn, 5 in the Town of Chicog and the Town of Frog Creek had 2. Town of Minong had 7, and the Village of Minong had 9. They had one mutual aid in Trego and one in Spooner. For the fire department there were 2 calls. 1 mutual aid call, and Frog Creek had 2 calls.

PUBLIC WORKS -STREETS/UTILITIES & PARKS/CAMPGROUND

Shared Roads- Duane Myers – The board reviewed the list of shared roads. No board members had questions or discussion.

Compliance Maintenance Resolution #300-10-2025 – Clerk Lee explained the Compliance Maintenance Resolution. Motion by Ruud, seconded by Buckner to approve Resolution 300-10-2025. 5-Ayes. Motion carried.

REGULAR BOARD MEETING

PAGE THREE

JUNE 2, 2025

Village Long Term Project Planning – Chairman Rassbach. I would like to go through this list and do a brief description of what it is and just have the committees determine the items they would take on for their committees. Is this something that we want to address or feel we need to address this year? Or is it an item that can be put off until next year or in the future? The long-term planning list was discussed as follows:

Adjust tax levy to an appropriate level. A brief explanation was provided by Clerk Lee on the tax levy. The finance committee agreed to take on this item.

North Main Street property boundaries. A quick discussion by the board. No action taken. Civil matter.

4th Ave from Main Street to DNR is misplaced. Board discussed but will not take action this year.

Playground, sand or wood chips and Basketball court sealcoat. Discussion held that sand would be the best option for the playground. Parks committee will take on these matters.

Five-year road plan. This includes north Main Street sewer replacement, south Main Street re-surface and an on-going street maintenance strategy. Board discussion held. Streets and Utilities committee will take on these items.

Village Hall front porch roof leak. The board discussed the leak and the possible ways to patch or get it fixed. Chairman Rassbach put this down on his list of items to investigate.

Transfer Station long term plan. Chairman Rassbach reiterated that on June 17th, 2025, at 3:00 p.m. the transfer station meeting will be holding a meeting with Walczak Sanitation to see what they are proposing for the purchase of the transfer station.

Public works summer help. Discussion was held, and at this time the parks committee will take on this item, but the current budget does not allow for the hire of additional help. Trustee Ruud also volunteered to help paint where needed.

Well 1 routine maintenance. Chairman Rassbach. This is something that is already in progress. Well, 2 is complete. They did the routine maintenance. It is all back together and operating. We just wanted to give it a couple of weeks of operation to make sure everything is working well before we pull the trigger and tear apart well 1 and do the routine maintenance there. So, within a couple of weeks, we will be moving forward with that.

Wellhouse replacement and upgrades. Chairman Rassbach. It is already in the works. We have applied for the grant. It is just on the list because it is a major project that we want to keep in mind. And we have some decisions coming up depending on whether we get a grant for that. And even if we get the grant, a decision on when and if we move forward.

Campground responsibilities. Including cleaning, mowing, money collection, daily site occupancy checks and reservation signs. The board had a lengthy discussion on options for these responsibilities. The parks committee will take on this item and do more research.

Elected or appointed officials job description/expectations in ordinances. Village Ordinance updates. A board discussion was held on putting this item with Village ordinance updates and putting together workshops to address this item and regular ordinance updates. This is not a high priority item right now.

Sewer and Water rate adjustment rollout (per Ehlers recommendations). Clerk Lee. We should have a presentation from Ehlers for the July meeting. The PSC report is now finally done and submitted. Ehlers will guide us through the rollout of the rate adjustment to the public.

REGULAR BOARD MEETING

PAGE FOUR

JUNE 2, 2025

Water deduct meter, year-end review. Sewer and Water infrastructure plan. Cross-connection inspection completion. A lengthy discussion was held by the board and as these items were discussed it was determined that the Streets and Utilities committee would be taking on these items and working with Jeremiah. Including water meter replacement, main lift station pit, treatment plant blower replacement, and sewer plant dump station.

Park/Playground bathrooms. A brief discussion was held on this subject. Trustee Ruud explained that they had a meeting but will be having another one soon. This item is to be taken on by the parks committee. Nothing will be done this year with the bathrooms.

Property assessment re-evaluation. A brief discussion was held that the finance committee would be looking at this item to prepare to budget ahead of time for the increased fee for a full property re-valuation.

Clerk/Treasurer Updates – Clerk Lee had no recent updates for the board.

Public Comment on Agenda Items Only – A question was asked from the public about the ATV Wash Station. Clerk Lee is getting a message out on FaceBook that the ATV wash is available and ready to for use.

Items for Discussion on the Next Agenda – Payroll Distribution Date, Campground Season Extension dates and rules, commercial deduct meters, Capital Improvement Plan-Park Bathrooms.

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

Closed Session – Pursuant to Chapter 19.85 (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. To discuss the Transfer Station Long Term Plans. Motion by Miller, seconded by Buckner to go into closed session. Clerk Lee asked for a roll call vote – Ruud-Aye; Buckner -Aye, Rassbach-Aye; Hiller-Aye; and Miller-Aye. All 5 -Ayes. Closed Session Observed.

Board to Convene into Open Session with Possible Action from Closed Session – Motion by Miller, seconded by Ruud to reconvene into open session. 5-Ayes. Motion carried. No action taken, from closed session.

ADJOURN – Motion by Buckner, seconded by Ruud, to adjourn at 7:14 p.m. 5-Ayes. Motion carried.

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON JULY 7, 2025, AT 5:00 P.M.

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting to order on Monday July 7, 2025, at 5:00 p.m.

ROLL CALL - Roll call by Clerk Lee, the board members present were Chairman Dan Rassbach, Julie Ruud, Taryn Buckner, Randy Johnson and Wayne Miller. Steve Hiller was absent. Therefore, a quorum does exist, and the meeting was properly noticed.

ALSO, PRESENT – Duane Myers, Cheryl Myers, Jimmy Smith, Alicia Hailey, Teresa Anderson, Lucas Shepard, Larry Lee, Todd Conaway, Uri and Nicole Walczak, Susan Conaway, Jeremiah Johnson, Sheri Koehler and family.

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

PRESENTATIONS

Conventional PSC Rate Case Update – Peter Curtain from Ehlers Financial gave a presentation to the board for the Phase 2 Public Service Commission conventional rate case application. There was a brief question and answer session with Peter and the board. There was no board action on this matter. By unanimous consent the board chose to move approval for this item to the August agenda, so the board has more time to review the information.

Transfer Station Walczak Sanitation and Recycling – Yuri Walczak gave a presentation to the board and took questions from the board and the public on his desire to purchase the Minong area transfer station.

Teresa Anderson from MSA Wellhouse Project Update – Teresa Anderson informed the board that the CDBG-PF was submitted for the May 15, 2025, deadline. Grant awards are typically announced by the Department of Administration by August each year. The SDWLP application was submitted on June 30, 2025. Plans and specs were also submitted to the DNR for plan review and approval. If the grant is awarded, construction must begin by June 30, 2026.

MOVING PERMIT 317 W. 5TH AVE – The board discussed the moving request from Arnevik Moving Service, LLC., to move the old “Scoop” building located at 317 W 5th Ave from the Village of Minong to the south side of Spooner. Motion by Miller, seconded by Ruud to approve the moving request with conditions that Duane oversee the trimming of the trees and that Arnevik clean up what they are trimming; they will need to immediately erect barriers around the hole that is left in the ground, and they must backfill the area within 48 hours. All conditional use permits for this commercial property are rescinded once the building is moved. 5-Ayes. Motion carried.

PUBLIC COMMENT OR CONCERNS – No members of the public gave comment.

CONSENT AGENDA – Approval of Minutes- 06.02.2025 Regular Board Meeting; Monthly Treasurer’s Report General/Water/Sewer/Campground/Police; Police Report; Fire & Ambulance Reports; Edgewood Apt Financials WCHA. Motion by Miller, seconded by Ruud to approve the consent agenda. 5-Ayes. Motion carried.

PARKS & RECREATION

Alicia Hailey Parks & Ballfield Update – Alicia updated the board about the small ballpark. Semi-permanent fencing was put in with two 10’ gates to allow trucks through for Minong Summer Days or the Farmers Market if needed. Their season is now ended, and they would like to do the end of season campout at the field. The board affirmed the campout again for this season. Further discussion held to clarify mowing and trimming outside the ballfield and the Village will trim around signs and hydrants. To celebrate the end of the ball season the Minong Fire Department and Minong Police Department came out to congratulate the teams and stand with them during the National Anthem.

REGULAR BOARD MEETING

PAGE TWO

JULY 7, 2025

Relationship between the Village of Minong & Youth Baseball – Trustee, Taryn Buckner. The parks committee has been looking at entering into an agreement offering 12U and up baseball and softball. The parks and recreation committee which consists of Taryn Buckner, Julie Ruud and Alicia Hailey would like to start a sub-committee of the parks and recreation committee to oversee the Minong Parks and Recreation and support the 12U and up baseball/softball teams for the future, the Love Memorial Field, the Minong Baseball Field and the Minong Play Park. The other purpose of partnering with the Village of Minong is that it opens the parks to better grant opportunities operating under the municipal umbrella. Further discussion held on setting up proper accounting to be run through the Village office and continue to work on the letter of agreement to be sure that there are no legal issues with a partnership of this kind. Suggestions are to reach out to the Clerk's association and reach out to Village legal counsel.

Park Maintenance/Quotes – Basketball Court & Playground Ground Covering – Trustee, Taryn Buckner. The parks committee presented the Roy's Seal Coat estimate. Discussion was held on the price and the funds to complete this project is available in the Parks budget. Total estimate \$950.00 to fill all the cracks and seal coat the basketball court. Painting the lines will have to be done separately. The committee suggests to letting the ground covering at the playground stay as it is this year, with the caveat of having volunteer labor to come in and help level out under the swings. We would like to potentially get rubber mats to go under the swings to help prevent erosion under the swings. This effort is to get us through this year to hopefully next year when we can have some bigger updates with the use of grant money. We would like to pay volunteers and make it a donation from the donations fund, whoever those volunteers might be.

Summertime Help – Parks & Campground – A brief discussion was held on also using volunteer labor to help paint where needed at the park where the old Pavilion is located. Taryn Buckner stated the committee had a list of things that were for the campground that we're needing to get done and mowing was taking a lot of Duane's time. We have discussed the possibility of finding help for mowing. There are 3 estimates, but they are not looking to act on the mowing estimates right now.

Campground Season Extension of Dates & Rules – The committee discussed extending the campground dates to April 1st through November 30th. Currently the dates are May 1st, to mid-October each year. The old sites, or sites 1-10 of the campground would be used for the extended dates. Water will be shut off, but electricity will be available, and the dump station can still be used. Notice will be posted that while the sites are open, the campground may close unexpectedly due to unforeseen weather. Clerk Lee to reach out to Lisa Banker to have the dates updated at the Washburn County Booking platform, washburncountyparks.us.

Capital Improvement Plan for Park Bathrooms – The committee informed the board that they are exploring different designs for the park bathrooms. They would like to tour the bathrooms at the park in Spooner to look at their design. They are also looking at the bathrooms at the back of the hall and the possibility of turning those two bathrooms into one unisex bathroom open to the public. The committee is still looking at grants to help fund this project.

Campground Expansion Project – Clerk/Treasurer Janel Lee. Clerk Lee gave a quick update to let the board know that we have submitted for the final payment from the DNR. The payment has been received, and Lee will be working with Shell Lake State Bank to use the funds to pay down principle. There are still some final payments yet to be made to completely close out the project. Clerk Lee to provide the board with a breakdown of grant covered costs and costs paid directly by interim funding and from the campground funds. Board to also discuss the bonding company situation.

REGULAR BOARD MEETING

PAGE THREE

JULY 7, 2025

VILLAGE BOARD REGULAR BUSINESS

MSA-Invoice for Approval #016853 - LSL Submittals 3/17/25-5/17/25 – Motion by Miller, seconded by Ruud to approve invoice #016853 for 718.75. 5-Ayes. Motion carried.

Minong Summer Days – Approve Temporary Alcohol License. Motion by Miller, seconded by Ruud to approve AB-220. 5-Ayes. Motion carried.

Open Board Position – There is still an open board position for the Village Board. Clerk Lee confirmed that no local individuals have expressed interest.

Operating Funds-Transfer General Fund & Water Utility Fund – Discussion held on transferring operating funds for the year. Motion by Ruud, seconded by Buckner to transfer interim funding of \$100k from the Sewer Extension fund to the General Fund for operating. 5-Ayes. Motion carried. Motion by Ruud, seconded by Buckner to transfer \$50k from the Sewer Extension fund to the Water General Fund for operating. 5-Ayes. Motion carried.

Approve PSC Resolution #200-10-2024 Tax Equivalent Water Payment to General – Discussion held by the board on the PSC Resolution and the reason for using the previous year’s tax equivalent amount. Approval pending more information at the August 4th regular board meeting.

Hopkins Sand & Gravel New Lease Agreement – A board discussion was held on the Hopkins Sand & Gravel lease renewal agreement and the lease terms. Motion by Miller, seconded by Buckner, to change the terms of the lease to a 3% annual increase each year as opposed to 10% every five years. 5-Ayes. Motion carried. Clerk Lee to send new lease agreement to Hopkins with a letter and monitor for a response.

Resolution 100-09-2025 Village Fee Schedules & Committee pay rates. Include fees for Demolition & Moving Permits- A discussion was held by the board on the Village fee schedule and to include a fee for moving permits and demolition permits. Clerk Lee to reach out on the Clerk’s List to see what other municipalities are charging for demolition, moving and driveway permits. This item is to be placed on August 4th, regular board meeting agenda.

Update Signatories at Shell Lake State Bank for General Fund Accounts – Clerk Lee updated the board that old Shell Lake State Bank signatories need to be removed and replaced with new signatories for the current board members. Motion by Ruud, seconded by Buckner, to remove signatories Linda Ellenberger, Casey Haime, and Debra Bouma from all Village of Minong bank accounts. 4-Ayes. Motion carried. Randy Johnson briefly left the board table and returned after the vote was completed. Motion by Ruud, seconded by Miller to add Julie Ruud and Jessica Mechtel as signatories on all Village of Minong bank accounts. 4-Ayes. Motion carried. Ruud abstained.

COMMITTEE REPORTS AND UPDATES

Finance Committee – Trustee, Julie Ruud. The Finance Committee met on July 3rd, 2025, to start review of the employee handbook. The Committee recommends the following changes. “Flexing Excess Time Worked Section 3.5 of the Employee Handbook. Motion by Ruud, seconded by Buckner to change the word “overtime” to “hours”: 5-Ayes. Motion carried. An employee has the ability to flex their work schedule to reduce the amount of hours accrued during the work week. Discussion held by the committee for a clerical correction to move the paragraph for “Meals & Breaks” from Section 6.1 of the employee handbook to Section 3.5 Work Schedules. Further clerical updates included sick hour accrual from 960 hours for new employees to 720 hours. The rest of the changes were moving paragraphs around in section 6 to consolidate it. Motion by Buckner, seconded by Ruud to approve the finance minutes from July 3, 2025. 5-Ayes. Motion carried. Ruud also explained that the finance committee will be meeting with the office staff on a bi-weekly basis.

REGULAR BOARD MEETING

PAGE FOUR

JULY 7, 2025

Public Works – No report at this time.

Village Hall Front Porch Roof Leak – Chairman Rassbach had no report.

Jerry Smith Update – Washburn County District 1 Supervisor was not present.

Public Comment on Agenda Items Only – Again, no members of the public had comment.

Items for Discussion on the Next Agenda – PSC Phase 2 rate increase application; bonding company & CMP Project estimated remaining balance on project loan. PSC Tax Equivalent resolution for review; follow-up for Hopkins Sand & Gravel lease, and the Village fee schedule for review.

Next Regular Board Meeting – August 4, 2025, at 5:00 p.m.

Closed Session – Pursuant to Chapter 19.85 (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. To discuss the Transfer Station Long Term Plans. (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion by Miller, seconded by Buckner to convene into closed session. Clerk called the roll. Ruud -Aye; Buckner-Aye; Rassbach-Aye; Johnson-Aye; and Miller-Aye. All Ayes. Closed session convened.

Board to Convene into Open Session with Possible Action from Closed Session – Motion by Miller, seconded by Buckner to reconvene into open session. No action taken from closed session.

ADJOURN – Motion by Buckner, seconded by Miller, to adjourn at 10:00 p.m. 5-Ayes. Motion carried.

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary

MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING
HELD IN THE VILLAGE HALL LOCATED AT 123 5TH AVE MINONG, WI 54859
ON JULY 21, 2025, AT 11:00 A.M.

CALL TO ORDER

Chairman Dan Rassbach called the special board meeting to order on Monday July 21, 2025, at 11:00 a.m.

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

ALSO, PRESENT - Clerk-Treasurer Janel Lee

APPROVAL OF AGENDA - Motion by Miller, seconded by Hiller, to approve the meeting agenda as presented. 6-Ayes. Motion carried.

PHASE 2 EHLERS PRESENTATION/APPROVAL OF PSC APPLICATION SUBMISSION – A discussion was held by the board on Ehlers Phase 2 presentation. Motion by Miller, seconded by Ruud to approve the application for the proposed water rate increase to the PSC. 6-Ayes. Motion carried.

TRANSFER STATION PUBLIC INVOLVEMENT MEETING AUGUST 6, 2025, AT 7:00 P.M. – Chairman Rassbach spoke to the board about a public involvement meeting to be held August 6th, 2025, starting at 7:00 p.m. to give the Village of Minong public a chance to speak about the potential sale of the Transfer Station to Walczak Sanitation. The board unanimously agreed to go forward with the meeting for the public on August 6th.

RESCHEDULE REGULAR BOARD MEETING FROM AUGUST 4, 2025, TO AUGUST 11, 2025, AT 5:00 P.M. – A discussion was held by the board to move the regular August 4th, 2025, board meeting to August 11th, 2025, at 5:00 p.m. in an effort to discuss feedback and information from the transfer station public involvement meeting on August 6th.

PUBLIC COMMENT OR CONCERNS – No members of the public had comment or concerns.

ADJOURN – Motion by Miller, seconded by Buckner, to adjourn at 12:01 p.m. 6-Ayes. Motion carried.

Respectfully Submitted.

Clerk Treasurer Janel Lee/Recording Secretary

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING

Held at the Village Hall, 123 5th Ave, Minong, WI 54859

August 11, 2025 – 5:00 p.m.

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting to order at 5:00 p.m. on Monday, August 11, 2025.

ROLL CALL

Roll call by Clerk Lee: Present were Chairman Dan Rassbach, Julie Ruud, Taryn Buckner, Randy Johnson, Wayne Miller, and Steven Hiller. A quorum was established, and the meeting was properly noticed.

ALSO, PRESENT

Teresa Anderson, Duane Myers, Eva Johnston, Jeremiah Johnson, and Sheri Koehler.

APPROVAL OF AGENDA

Motion by Johnson, seconded by Miller, to approve the agenda as presented.

Motion amended by Ruud, seconded by Miller, to move Item 8-f (Washburn County Housing Authority Updates) up as the next agenda item. Motion carried (6-0).

PUBLIC COMMENT / CONCERNS

No public comments were made.

CONSENT AGENDA

Approval of:

- Minutes – July 7, 2025, Regular Board Meeting; July 21, 2025, Special Board Meeting
- Monthly Treasurer's Reports (General, Water, Sewer, Campground, Police)
- Police Report; Fire & Ambulance Reports
- WCHA Edgewood Apartment Financials

Motion by Miller, seconded by Ruud, to approve the consent agenda with corrections to public attendance in the July 7, 2025, minutes. Motion carried (6-0).

WCHA – EDGEWOOD APARTMENTS UPDATE

Financials & Vacancies: Operations remain stable; one vacancy (C3), two recent move-outs (A2, B1), and two new move-ins. Additional cameras installed. **Tenant Issues:** Arrest at B2 in May resulted in a broken window and other lease violations. Another tenant refused to add an unauthorized guest to the lease; non-renewal effective December.

Wisconsin Housing and Economic Development Authority (WHEDA) Review: A Management and Occupancy Review (MOR) is scheduled for August 21, 2025, includes tenant files, HUD compliance, property inspection, and follow-up. **Rent**

& Budget: Housing and Urban Development (HUD) recommended rent increases to \$817 (2BR) and \$1,053 (3BR) to better align with market value. Reserves: \$65,000. **Federal Housing Programs (FY2026):** Discussion on proposed federal changes to project-based housing. President Trump is proposing to eliminate project-based housing (like Edgewood) and public housing programs, converting them to a state voucher program focused on elderly and people with disabilities. This would impact most current tenants. The House rejected this proposal, preferring to increase project-based rental assistance. Final outcome uncertain.

MSA – WELL HOUSE PROJECT UPDATES

Funding: The village was awarded a \$1 million CDBG (Community Development Block Grant) Public Facilities grant for the Well House improvements. The \$1,000,000 CDBG grant awarded (requires \$500,000 match, eligible under SDW loan program). Potential SDW loan forgiveness up to 65%. Estimated debt service: \$69,000 (no forgiveness) or \$24,350 (with forgiveness). **Timeline & Costs:** Contracts by May 31, 2026; construction starts by June 30, 2026. Estimated cost: \$1.75 million. MSA agreement: \$205,000 + \$45,000 CDBG administration fee.

Discussion/Act on CDBG Grant Award Information – Concerns were raised about the significant financial impact on residents, with potential water rate increases in addition to existing increases and other potential levies. The current well house is operational but has aging electronics and deferred maintenance issues (e.g., chlorine injection points, rusted anchors) that could lead to DNR penalties or even a shutdown if not addressed. The contract for administrative services allows the Village to accept the CDBG grant while waiting for definitive information on the SDW loan's principal forgiveness, with the understanding that the contract can be terminated for work not yet completed.

Action: Motion by Ruud, seconded by Miller, to proceed with the grant and MSA contract (Project #00533055). Motion carried (5-1).

PARKS & RECREATION

Campground – Off-Season Camping Extension: Consensus not to pursue due to plumbing and DNR State regulation requirements.

Campground Expansion Project Contractor/Insurance Bonding Discussion: No legal action at this time.

Estimated Loan Balance for Construction Loan: \$108,098 after grant payout and additional fees.

Stout Construction Final Payment: Motion by Ruud, seconded by Miller, to approve \$9,083.50 final payment (Project #21001). Motion carried (6-0).

REGULAR BUSINESS

Building Permit Process: Finance Committee developed handouts, checklists, and website info. Trustee Wayne Miller designated as office contact for building permits. Discussion held on increased building permit fees. Chairman Rassbach stepping down as building inspector.

PSC Resolution #200-10-2024: Motion by Ruud, seconded by Miller, to set the Water Utility tax equivalent to \$0.00. Motion carried (6-0).

MSA Invoice #018373-2024 SDW & CDBG Application: Motion by Ruud, seconded by Miller, to approve payment of \$16,337.50. Motion carried (6-0).

Hopkins Sand & Gravel Lease Agreement: New 20-year lease signed and returned without issue.

Resolution #100-09-2025 – Fee Schedules: Motion by Buckner, seconded by Miller, to approve fees: Driveway Permit \$175; Moving Permit \$500; Demolition Permit \$500. Motion carried (6-0). Discussion on possible county zoning transfer.

Property Revaluation Request for Proposal (RFP): The clerk was granted permission to investigate issuing an RFP for a new assessment firm to review property values and the tax-exempt status of non-profits in the Village.

Referendum Process: Information provided for board to review, noting it is a long process (1+ year) involving significant public involvement, in anticipation of potential future levy increases.

Resolutions to Borrow: Two Resolutions to Borrow were presented to the board to formalize the borrowing of \$100,000 from the sewer extension fund to the general fund to cover cash flow, with specific repayment dates (August 31st and November 30th from property taxes in 2025 of \$50,000.00 each, and December 31st, 2027, for the water utility to repay the sewer extension fund). This ensures clear documentation of repayment. Motion by Ruud, seconded by Buckner to approve both resolutions to borrow. 6-Ayes. Motion carried (6-0).

COMMITTEE REPORTS

Transfer Station Update from August 6th Public Involvement Meeting: Feedback from the public meeting on August 6th, 2025, indicated that residents would prefer an increase in transfer station fees over its sale. Many are willing to pay more to retain the service, often citing convenience and local control. Operational Concerns: Discussions touched on the current financial model (tax dollars subsidizing it), the need for a more equitable, usage-based payment system (e.g., QR codes, per-pound charging), and issues with inconsistent rules regarding accepted waste (e.g., toilets, construction debris). Concerns about businesses improperly using the station were also raised. **Working Group:** A working group was discussed (Wayne, Steve, Randy from the Village Board) to collaborate with representatives from the townships (Town of Minong, Frog Creek) to develop a future plan for the transfer station, focusing on operational improvements, a revised payment structure, and ensuring financial sustainability.

Personnel Committee: Trustee vacancy remains. Position to be re-posted. Possible ordinance changes to reduce trustees. Renee/Laura Gomez suggested as potential board candidates.

Finance Committee: Approved 07/21/25 minutes. Employee Handbook recommendations from the finance committee were reviewed and approved. Motion by Miller, seconded by Hiller. Motion carried (6-0).

Public Works: Operator Jeremiah Johnson and Clerk Lee updated the board. The commercial deduct meters are permanently plumbed and appropriately charged, eliminating the need for further action.

Washburn County Supervisor: No update. Smith was not in attendance.

Utility Clerk: Investigating higher bills for second quarter. 17 confirmed leaks; 122 under review. Ongoing investigation of zero-usage accounts.

PUBLIC WORKS – STREETS/UTILITIES WATER & SEWER

Billing Format: Workhorse can provide itemized bills with detailed rates on back. Consensus: maintain front format, add rate details, apply trickle charge credits.

Duane Myers Certification: Myers successfully passed the wastewater operator certification. Pay increase processed.

PUBLIC COMMENT (Agenda Items Only)

No public comments were made.

FUTURE AGENDA ITEMS

Possible reduction of board members; Building Inspector Information; Draft RFP for Assessor; Referendum Process.

NEXT REGULAR MEETING

Monday, September 8, 2025 – 5:00 p.m. (moved due to Labor Day). Discussion of moving meetings to the second Monday tabled.

ADJOURNMENT

Motion by Miller, seconded by Buckner, to adjourn at 8:11 p.m. Motion carried (6-0).

Respectfully submitted,

Janel Lee, Clerk-Treasurer / Recording Secretary

MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING
Held at the Village Hall, 123 5th Ave, Minong, WI 54859

August 18, 2025 – 10:00 a.m.

CALL TO ORDER

Chairman Dan Rassbach called the special board meeting to order at 10:00 a.m. on Monday, August 18, 2025.

ROLL CALL

Roll call by Clerk Lee: Present were Steven Hiller, Randy Johnson, Julie Ruud, Wayne Miller, Dan Rassbach, and Taryn Buckner. A quorum was established, and the meeting was properly noticed.

ALSO, PRESENT

Jeremiah Johnson and Clerk-Treasurer Janel Lee.

APPROVAL OF AGENDA

Motion by Miller, seconded by Buckner, to approve the agenda as presented. Motion carried (6-0).

WELL MAINTENANCE UPDATE & FUNDING

The board discussed the condition of Well #1, which is significantly older than Well #2. Following inspection, it was determined that Well #1 and its components require full replacement. Repairing the existing pump is not cost-effective due to the age of the parts.

Action: Motion by Ruud, seconded by Buckner, to use \$31,783 from TID 4 to replace the Well #1 pump. Additional funding, if needed, will come from the Water Extension and Depreciation Fund, not to exceed \$10,000. Motion carried (6-0).

PUBLIC COMMENT / CONCERNS

No public comments or concerns were made.

ADJOURNMENT

Motion by Miller, seconded by Hiller, to adjourn at 10:30 a.m. Motion carried (6-0).

Respectfully submitted,
Janel Lee, Clerk-Treasurer / Recording Secretary

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING

Held at the Village Hall, 123 5th Ave, Minong, WI 54859

September 8th, 2025 – 5:00 p.m.

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting to order at 5:00 p.m. on Monday, September 8th, 2025.

ROLL CALL

Roll call by Clerk Lee: Present were Chairman Dan Rassbach, Julie Ruud, Randy Johnson, and Steven Hiller. Wayne Miller was absent due to illness and Taryn Buckner was still expected to arrive. A quorum was established, and the meeting was properly noticed.

ALSO, PRESENT

Jeremiah Johnson, Lucas Shepard, Susan Conaway, Tammy Melton and James Gorud.

APPROVAL OF AGENDA

Motion by Ruud, seconded by Hiller, to approve the agenda as presented (4-0).

PUBLIC COMMENT / CONCERNS

The Village Board received a letter of appreciation from the Minong Farm and Flea Market. The Market noted that it averaged approximately 20 vendors this season, with strong attendance from both summer visitors and local residents. The Board's sponsorship support helped cover insurance and facility expenses. Any excess funds not required will be donated to local causes, continuing the Market's past practice. A thank-you advertisement was also published in the Spooner Advocate and the Four Seasons Weekender. A citizen reported that Dahlberg cut large limbs and the top off a mature oak tree on their property without permission, despite power lines being on the opposite side of an access road. The board suggested the citizen contact Dahlberg directly as it's a private matter, offering advice to escalate if necessary.

CONSENT AGENDA

Approval of:

- Minutes – August 11th, 2025, Regular Board Meeting; August 18th, 2025, Special Board Meeting
- Monthly Treasurer's Reports (General, Water, Sewer, Campground, Police)
- Police Report; Fire & Ambulance Reports
- WCHA Edgewood Apartment Financials & Preliminary 2026 Budget

Motion by Johnson, seconded by Hiller, to approve the consent agenda. Motion carried (4-0).

Unfinished Business / Items Requested from the Previous Meeting

Referendum Process - Clerk Lee presented an outline and timeline for a potential referendum in 2025 or 2026. The board emphasized the importance of public communication and will research communication plans from other municipalities. The decision on moving forward was postponed until the next meeting.

Reduction of Village Board Members - The proposal to reduce board members was deemed moot due to two new applicants for open positions. The board expressed a preference to maintain seven members for broader perspectives and quorum stability.

Assessor RFP - Due to the current assessor's unavailability for 2026 and the need for a revaluation, the board approved moving forward immediately with a Request for Proposal (RFP) for professional property assessment services. Motion by Ruud, seconded by Johnson, to proceed with the request for proposal for a new assessor for calendar year 2026. Motion carried (4-0). Clerk Lee to send out the RFP paperwork and advertisement on September 9th, 2025.

PARKS & RECREATION

Campground Kiosk Maintenance - The campground kiosk is leaning significantly. The board approved having Dwayne investigate and repair it before frost, potentially involving concrete work for stability.

Washburn County Tourism and Minong Area Chamber of Commerce: The board discussed allocating up to \$400 from the campground budget to join the Minong Chamber of Commerce (\$50) and advertise the campground in the Washburn County Tourism Guide (\$250-\$300). This aims to increase visibility, include the campground on trail maps and websites, and secure professional photos. Motion by Hiller, seconded by Johnson, to add approximately \$400 to the campground budget for advertising. Motion carried (4-0).

VILLAGE BOARD REGULAR BUSINESS

Open Board Position: An application for the open board position was submitted by James Wilkerson and Tammy Melton. A brief discussion was held between the board and Tammy. Motion by Rassbach, seconded by Johnson to appoint Tammy Melton to the open board seat for the remainder of a two-year term, expiring in April 2026, when she would be eligible for re-election. Motion carried (4-0).

Pro Tem and Parks Committee Positions: A board discussion was held on open board and committee positions. Julie Ruud volunteered as Chair of the Parks, Recreation, and Property Committee. The President Pro Tem position was postponed until the next meeting to ensure full board participation in the decision.

Adjusting Regular Village Board Meeting Dates: A proposal to move meetings from the first Monday to the second Tuesday of the month at 5 p.m. was discussed. Pros included avoiding holidays, not conflicting with Town meetings, better banking information availability, employees would not have to attend board meetings on their day off, and more preparation time for the Clerk. The decision was postponed to the next meeting for full board discussion and input.

Borrowing Operating Funds Update: Clerk Lee updated the board that a payment of \$50,262.79 (including interest) was made on August 27th, repaying funds borrowed from the sewer extension fund to the general fund. Final payment with interest is expected to be on November 30th, 2025.

2026 Budget Timeline and Department Budgets: Clerk Lee introduced a new budget reporting format, utilizing Workhorse exports for real-time, detailed views of departmental budgets and reserves. This aims to improve transparency and reduce preparation time. Lee also included a budget timeline for the board to help everyone stay on track from June-July when the budget process starts to post-adoption if changes or amendments are needed.

Treasurer Updates: Texting Application: A simple texting application for village notices is being tested. Concerns were raised about the inability to screen out non-residents and the implication of "alerts" as emergency messages. The board requested further stress-testing by board members before public rollout and clarification on terminology.

New Office Computers Update: With Windows 10 ending, Clerk Lee proposed purchasing a \$30 extended security update for the two main office computers, budgeting for new computers in 2026. Jeremiah's computer already runs Windows 11. An investigation into replacing hardware (boot drives) vs. new computers is underway.

Police Department Bank Accounts Update: Separate money market and checking accounts for the police department have been established, and funds are being migrated.

Future of the Transfer Station: Discussions about forming a joint task force with the Township and Frog Creek to brainstorm future options for the transfer station faced miscommunication. The Township preferred their representative to bring ideas developed internally. The Village's Transfer Station Task Force Committee will now brainstorm ideas and present them to the Transfer Station Board through Chairman Rassbach.

Ambulance Training Hall Reservation: Motion by Ruud, seconded by Hiller to approve a flat fee of \$700 for the Minong Area Ambulance Service's use of the Village Hall for emergency medical responder training from September 16, 2025, to December 2, 2025. Motion carried (4-0).

Wellhouse One and Two Project Update: Motion by Ruud, seconded by Hiller to approve the design phase invoice number 019534 in the amount of \$11,642.74 from MSA Professional Services for work performed from May 4th, 2025, to August 2nd, 2025. Motion carried (4-0).

Procurement Policy Resolution: Resolution Number 200-03-2025, establishing a detailed procurement policy with cited statutes, was presented to the board by Clerk Lee. This policy is required for federal grants, such as the CDBG grant. Motion by Ruud, seconded by Hiller to approve Resolution 200-03-2025. Motion carried (4-0).

COMMITTEE REPORTS

Transfer Station Committee: No new information was discussed by the committee. **Finance, Insurance and Personnel Committee:** Motion by Ruud, seconded by Hiller to approve the minutes from the August 7th, 2025, meeting. Motion carried (4-0). **Parks and Recreation Committee:** Julie Ruud reported on exploring grant opportunities for park equipment (including exercise equipment and splash pads) with Minnesota, Wisconsin Parks (MWP) offering grant approvals and 50% matching. She also inquired about involving community members in the committee as volunteers, which the board approved as long as final decisions rest with the board.

Building Inspector Information / Zoning Questions: Trustee Ruud presented to the board a list of local building inspectors that could fill the building inspector position at the Village of Minong. Ruud also highlighted that the Village is not making more than \$250-\$300 per year on building permits. A board discussion was held, and Dan Rassbach will contact potential external building inspector services to discuss pricing and their ability to handle the Village's specific ordinances for residential properties. A brief discussion was held on the question of zoning in the Village. Clerk Lee explained that Villages and cities have independent zoning authority under Wis. Stat. § 61.35 (for villages, incorporating § 62.23). A Wisconsin village cannot simply abandon its zoning ordinance and default to county zoning. By law, counties don't automatically zone within incorporated villages. If a village repeals its zoning ordinance, that will generally mean no zoning applies in that village until it adopts another ordinance. A Wisconsin village cannot turn zoning power over to the county. The village either (1) keeps its own zoning, (2) repeals zoning entirely (leaving no zoning regulations), or (3) contracts with the county (or another entity) for administration of its ordinance. By unanimous consent, the board chose to keep its current zoning ordinances.

Public Works: No new information from the committee was presented.

Washburn County Update: Clerk Lee included updates on Washburn County activities, including information on the new jail, which were provided for the board's awareness.

PUBLIC WORKS – STREETS/UTILITIES WATER & SEWER

Utility Clerk Report: Updates on water bill issues included resolving leaks and working on trickle credits for accounts affected by estimation due to a village wide water running order. Clerk Lee's goal is to have all the credits ready to go by the time meters are read again for third quarter on September 30th, 2025.



Well House Project Grant Award Update on Governor Meeting from August 27th, 2025:

Clerk/Treasurer Janel Lee and public works operator Jeremiah Johnson along with Kianna Lindh, the Community Development Administrator from MSA met with Governor Tony Evers and Secretary Kathy Blumenfeld at the City of Cumberland for the Community Development Block Grant Award. The Village of Minong Water Utility was awarded \$1 million for water system and wellhouse infrastructure improvements. The Village of

Minong (population 546, with nearly 59% Low-to-Moderate Income residents) faces serious deficiencies in its water system, particularly at **Wellhouse 1 (built 1971)** and **Wellhouse 2 (built 1989)**. **Wellhouse 1** is in very poor condition, with failing electrical, structural, and mechanical systems, code compliance issues, no standby generator, and inadequate security. Replacement of the entire building is needed. **Wellhouse 2** is in better condition but still requires upgrades, including new windows/doors, plumbing improvements, sample taps, generator, and safety equipment. **The CDBG-Funded Project for Minong will:** Replace Wellhouse 1 with a new, code-compliant, insulated facility with modern electrical, chemical containment, and safety systems. Upgrade Wellhouse 2 with structural, plumbing, and safety improvements, plus a standby generator. Ensure both wells meet standards, improve reliability, and protect residents, public health and support future growth. On behalf of the Village of Minong, Clerk Lee acknowledged Governor Evers and the State of Wisconsin for their efforts in supporting rural infrastructure and community development. Other communities in attendance were the City of Ashland, City of Cumberland, and the Village of Milltown, Wisconsin.

Well 1 Pump Update – Jeremiah Johnson provided an update on Well 1, confirming it is in good condition after inspection, with plans for a brush and thrust block cleaning before a new pump is installed.

PUBLIC COMMENT (Agenda Items Only) - No public comments.

FUTURE AGENDA ITEMS

Wellhouse repair cost, Village Christmas tree, police department updates (beyond reports), texting app update, building inspector update, Pro Tem position, moving board meeting dates, referendum process and Assessor proposals.

NEXT REGULAR MEETING

Monday, October 6, 2025 – 5:00 p.m.

ADJOURNMENT

Motion by Johnson, seconded by Hiller, to adjourn at 7:29 p.m. Motion carried (4-0).

Respectfully submitted,

Janel Lee, Clerk-Treasurer / Recording Secretary

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING

Held at the Village Hall, 123 5th Ave, Minong, WI 54859

October 6, 2025 – 5:00 p.m.

CALL TO ORDER

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

ROLL CALL

Roll call by Clerk Lee: Present were Chairman Dan Rassbach, Julie Ruud, Randy Johnson, Wayne Miller, Tammy Melton, Steven Hiller, and Taryn Buckner. A quorum was established, and the meeting was properly noticed.

ALSO, PRESENT

Jeremiah Johnson, Sheri Kohler, Cheryl Myers, Duane Myers, James Wilkerson, Jerry Smith, Jimmy Smith, Chuck Schwartz, Lucas Shepard, Dean C. Patrick, Lori Adrihan, Jeff Markham, Susan Conaway, and Todd Conaway.

APPROVAL OF AGENDA

Motion by Miller, seconded by Hiller, to approve the agenda as presented (7-0).

PUBLIC COMMENT / CONCERNS

Tree Down Incident (T. Conway D. Patrick Town of Minong): A citizen reported a tree down on South Limits Road, initially thought to be in the Town of Minong. It was later discovered the tree was in the Village of Minong. This highlighted confusion regarding shared road maintenance responsibilities between the Village and Town. Issues with a "gentleman's agreement" for shared road plowing and maintenance were raised. Concerns about the agreement's legality and whether it was properly brought to the Town board were mentioned. D. Myers acknowledged that after new information he was made aware that this road is a Village road and offered an apology to the Town for any confusion. It was suggested that the Village and Town meet to establish a common understanding of shared roads. Clerk Lee suggested annexing in any roads that are considered in the Town to eliminate confusion going forward on who owns what roads. The board decided to put shared road discussion on the next board meeting agenda, potentially going to the Streets Committee first. ***Moving the "Scoop" Building (Steve Arnevik's request- D. Rassbach):** Due to structural issues and utility availability, the building's move is delayed to November 5th (lift and move to Richards) and November 6th (full day move). It was proposed to park the building overnight at the ball field parking area to avoid blocking a manhole and water shut off on Richards. The board unanimously agreed that parking the building at the ball field, with stipulations for damage repair and necessary barricades can be allowed. The impact on the Post Office's power line disconnection on Wednesday afternoon was noted as Arnevik's responsibility.

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting 09/08/2025; Finance Committee Meeting Minutes 09/25/2025
Treasurer's Report – General / Water / Sewer / Campground / Police - Fire & Ambulance/ Edgewood Apartments – WCHA Financials & Minutes. Motion by Ruud, seconded by Miller, to approve the consent agenda. Motion carried (7-0).

POLICE AND LICENSES

Police Report: Motion by Buckner, seconded by Ruud, to accept the police report as presented for the record (7-0).
Chief of Police Lucas Shepard reported: New firearms were purchased for the department as old ones were outdated. The month had a slower call volume but included one large incident involving the SWAT team.

PUBLIC WORKS – UTILITIES/STREETS

MSA Professional Services Agreements (Well 1 & 2 Improvements): Two professional services agreements with MSA were presented for well improvements. Funding Portion: A \$16,500 agreement for funding administration costs was discussed. These costs are reimbursable through the state safe drinking water loan. Motion by Miller, seconded by Ruud, to accept the MSA Professional Services agreement for the funding administration costs (7-0).

Construction-Related Services: A \$212,740 agreement for bidding, construction administration, post-construction, staking, and observation was discussed. It was clarified that 2025 rates for MSA would be fixed for the duration of the project. Miller, seconded by Ruud, to accept the MSA Professional Services agreement for engineering services bidding and construction costs (7-0).

MSA Project Inv: 020778/R00533055.00 – 2025 CDBG-PF Administration: An invoice for \$7,000 for CDBG PF administration (related to the grant application) was reviewed for payment. Motion by Miller, seconded by Ruud, to accept the MSA CDBG PF administration invoice for payment in the amount of \$7,000.00 (7-0).

LRP Municipal Street Improvement Program: Discussion of participating in the LRP program for street funding. Requires revising the five-year road plan by November 15th. Offers approximately \$7,000 in funding for projects double that amount, with matching dollars possible from next year's budget. This was referred to the Streets Committee.

Title Change Water and Sewer Operator: A motion was made by Ruud, seconded by Buckner, and carried (7-0) to change Jeremiah's title to "Director of Utilities".

Unfinished Business / Items Requested from the Previous Meeting

Texting App Update: Trustee Ruud explained that the app is functioning better than expected, allowing reporting on sign-ups, message opens, and clicks. It can collect names to verify village residency and will send short messages with links to the website. Further testing is needed, but overall, the system is deemed suitable for current needs.

Building Inspector Update: Discussion postponed. Rassbach had no new updates.

Property Assessment Services: Jeff Markham from Midwest Assessment Service presented his proposal for property assessment services for 2026-2029. He confirmed the revaluation could take place in 2027 as required by the state. His proposal was accepted, as he was the only assessor to respond and is familiar with the area. Motion by Miller, seconded by Buckner, to accept the maintenance and revaluation proposal from 2026-2029. Motion carried (7-0).

Moving the Regular Board Meeting Date: Clerk Lee provided options for changing the meeting date to avoid conflicts and assist office, streets, and utilities operations. Miller suggested that the ordinance allows changes without a formal resolution. The item was tabled for further discussion, possibly after budget season.

Referendum Process: Clerk Lee provided the referendum process information at the last regular board meeting. Follow-up discussion was postponed.

2024 Brief Financial Audit Summary for Board Review: Clerk Lee presented an overview of the 2024 audit via a summary as well as a visual representation of the village's revenue inflow versus expense outflow. Rassbach suggested to add approximate outgoing amounts to the visual.

Utility Clerk – Utility Policy Memo: Clerk Lee prepared a draft policy regarding credits for running water to prevent freezing to provide public awareness and policy consistency when Village wide water run orders are necessary. The PSC

currently only allows discretion for sewer credits, not water usage. It was suggested to establish a standard "pencil stream" amount for credits. This will be discussed further during utility budget workshops.

PARKS & RECREATION

Changing the Farmer's Market Location – Duane Myers lead the discussion with the board on possibly changing the location of the Farmers Market to the large ball field area due to traffic/visibility concerns on Railroad Street. Further discussion was held on bathroom location and parking considering the Fire Hall. Trustee Ruud from the Parks committee will reach out to Kitty Waggoner on the topic of moving the market.

VILLAGE BOARD REGULAR BUSINESS

Master Gardening Volunteer Work – Lori Adrihan: Lori Adrihan asked the board about freshening up the Village of Minong benches and signs. She does a lot of work for the Spooner Ag Center in their display garden and is looking for volunteer hours each year to maintain her master gardening license. Unanimously, the board had no objection to Adrihan's request. Adrihan would coordinate through the office with Clerk Lee and funds to be used will come from the Celentano Beautification Fund by request to the Village Board.

Pro Tem and Parks Committee Positions: A board discussion was held on the Pro Tem and committee positions. The President Pro Tem position will be appointed as needed per meeting. Julie Ruud volunteered to chair the Parks Committee, which was affirmed by the board.

Adjusting Regular Village Board Meeting Dates: A proposal to move meetings from the first Monday to the second Tuesday of the month at 5 p.m. was discussed. Pros included avoiding holidays, not conflicting with Town meetings, better banking information availability, employees would not have to attend board meetings on their day off, and more preparation time for the Clerk. The decision was postponed to the next meeting for full board discussion and input.

TID 4 Well Pump Replacement Revenue Recovery: Clerk Lee updated the board. The \$58,289.51 cost of the well pump replacement from the TID-4 funds is projected to be recovered in approximately 1 year and 8 months based on the last few years of tax increment revenue trends to TID-4. This was included in the packet as follow-up information.

Schedule 2026 Budget Workshops: Full board budget workshops will be scheduled for October 21st, and October 28th at 5:00 p.m.

2026 Proposed Ambulance and Fire budget Contract Dollars for Approval: Fire Department: Proposed 2026 contract dollars of \$12,579.48 (slight increase from \$12,527). Ambulance: Proposed 2026 contract dollars of \$7,649.02 (slight increase from \$7,152.07). Motion by Ruud, seconded by Buckner to approve the 2026 Fire and Ambulance contract dollars to be included in the 2026 General Fund Budget. Motion carried (7-0).

Washburn County Human Society Request for Financial Support: Request for financial support from the Humane Society was postponed until after budget discussions.

COMMITTEE REPORTS

Transfer Station Committee: Rassbach has no major operational updates, they have a budget meeting coming up on October 7th, 2025, 9:00 a.m. at the Village Hall.

Finance, Insurance and Personnel Committee: Recommended standardizing to a single time-off request form for all employees. Clarified that if the Village President is unavailable, the Personnel Committee Chair would authorize leave requests (e-signature by President works well). The board unanimously agreed.

Recommended adding a new paragraph to the employee handbook defining the "optional summer work week" (May 1 - Sept 30) for full-time employees, allowing 8, 9, or 10-hour days not exceeding 40 hours per week, with supervisor approval. After discussion, this was amended, and it was suggested that the Village office be able to work the same schedule. Motion by Miller, seconded by Johnson to allow 4/10s year-round for all employees, with the condition of supervisor approval and ensuring coverage. Motion carried (7-0).

The committee recommended eliminating physical punch cards for timekeeping and switching to electronic timesheets once current cards are used up. The committee also recommended eliminating the requirement for the President or designee to sign timecards, relying on electronic submission and review by finance. Motion by Ruud, seconded by Miller to approve the changes recommended. Motion carried (7-0).

Public Works/Streets Committee: No new information from the committee was presented.

Washburn County Update: Clerk Lee included updates on Washburn County activities, including information on the new jail, which were provided for the board's awareness.

PUBLIC COMMENT (Agenda Items Only) – Susan Conaway added that perhaps shortening public facing hours each day would help the office have more time to complete tasks without interruptions. Dean Patrick added that contracting with Midwest Assessment Services/Jeff Markham was a good move for the Village.

FUTURE AGENDA ITEMS

2026 Budgeting all Funds, Town and Village shared roads discussion, Referendum Process, Building Inspector Update, Further Discuss Moving the Regular Meeting Date.

NEXT REGULAR MEETING

Monday, November 3, 2025 – 5:00 p.m.

ADJOURNMENT

Motion by Miller, seconded by Buckner, to adjourn at 7:24 p.m. Motion carried (7-0).

Respectfully submitted,

Janel Lee, Clerk-Treasurer / Recording Secretary

**MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING
2026 MUNICIPAL & ENTERPRISE BUDGETS
Held at the Village Hall, 123 5th Ave, Minong, WI 54859**

October 28, 2025 – 4:00 p.m.

CALL TO ORDER

Clerk Treasurer Janel Lee called the special board meeting to order at 4:00 p.m. on Tuesday, October 28, 2025.

ROLL CALL

Roll call by Clerk Lee: Present were, Julie Ruud, Wayne Miller, Tammy Melton, Steven Hiller, and Taryn Buckner. A quorum was established, and the meeting was properly noticed. Randy Johnson was expected to attend late but did not attend this meeting. Dan Rassbach was excused.

Clerk Lee asked for a motion to appoint a pro-tem for this budget meeting in Rassbach's absence. Motion by Ruud, seconded by Buckner to appoint Wayne Miller as pro-tem. Lee asked for additional nominations, hearing non- Motion carried (5-0).

ALSO, PRESENT

Jeremiah Johnson, and Janel Lee Clerk Treasurer.

APPROVAL OF AGENDA

Motion by Ruud, seconded by Buckner, to approve the agenda as presented (5-0).

PUBLIC COMMENT / CONCERNS

No members of the public attended to comment.

VILLAGE BOARD REGULAR BUSINESS

Approval of the Finance Committee Meeting Minutes for October 14th, 2025, and October 21, 2025: Motion by Buckner, seconded by Hiller to approve the finance committee meeting minutes (5-0).

2026 Health Insurance Coverage for Review

The Finance Committee recommended a Security Health Plan with a three-tier, \$3,500 high-deductible embedded plan. This plan is the closest alternative to their previous one, which was recently eliminated. Despite a 19.1% overall insurance increase, employees' monthly/weekly deductions are expected to slightly decrease with this plan. Employees Duane and Jeremiah, currently on the plan, were consulted; Jeremiah (using Tier 1) is comfortable, while Duane (using Tier 2) is less enthusiastic but notes preventative care remains 100% covered. Motion by Ruud, seconded by Buckner to approve the three-tier, \$3,500 high-deductible embedded health insurance plan for 2026 through Security Health (5-0).

2026 Property/Liability/Risk Insurance for Review

Clerk Lee explained the renewal with Spectrum insurance for property, liability, and risk. A significant positive development is that the worker's compensation premium will decrease from \$10,006 to \$6,757, as the municipality finally dropped below the 1% mod factor. Overall, the league renewal saw a 5.8% increase, but the worker's comp reduction helped mitigate a larger bump in overall insurance increase. Motion by Ruud, seconded by Buckner to approve the 2026 property/liability/risk insurance through Spectrum Insurance Group/League of Wisconsin Municipalities (5-0).

2026 Village Employee Pay Increases

Discussion held by the board on employee wage increases for 2026. The Finance Committee recommended a 2.7% across-the-board pay increase for all employees, aligning with the certified Consumer Price Index (CPI) for the year. Discussion ensued regarding Clerk-Treasurer Lee's accumulated unused PTO. This topic will be added to the November meeting agenda for discussion. Motion by Miller, seconded by Hiller to approve the 2026 2.7% wage increase for all employees (5-0).

2026 Campground Budget Review-Rate Increase and Loan Discussion

A board discussion was held on increasing the campground rates to help cover a new loan (quoted at 4.5% over 10 years). RV sites: from \$35 to \$45 per night. Tent sites: from \$10 to \$20 per night. Ruud and Buckner explained that these rates were chosen to be competitive with other local campgrounds. The 2026 net operating position shows a small surplus (\$448) with the loan covered, in addition to a \$49,900 reserve fund. The board discussed postponing the loan re-amortization until March 2026, hoping for lower interest rates. Further discussions included exploring options for hiring part-time help for campground cleaning/mowing and hall cleaning. Ideas included hiring teenagers, involving the "Friends of the Park & Rec" Committee, or utilizing work-release programs. Motion by Ruud, seconded by Miller to approve increasing the campground rates to \$45 per night for full-hook up site and \$20 per night for the tent sites to take effect January 1, 2026 (5-0).

2026 Water/Sewer Budget Review

Anticipated **25% rate increase for water utility** by January 1st, 2026, as recommended by Ehlers. **Depreciation Cost:** Clerk Lee explained that the current 5% quarterly contribution to the depreciation reserve is insufficient (auditors calculate \$30,000 annually). A gradual increase is proposed: 10% (\$18,000 annually) for 2026, 15% for 2027, and full coverage by 2028 to build reserves and reduce borrowing. The updated budget with projected revenue and depreciation changes shows a small surplus of \$4,417.

The sewer budget is tighter, with a higher depreciation need (\$63,000 annually calculated by the auditors). Proposed gradual depreciation increase: 5% for 2026, 7% for 2027, and 8% for 2028, aiming for 24% coverage eventually. Water and sewer budgets are currently drafts for review and will be formally approved at a later meeting.

Sewer Bond Loan: A \$32,000 annual payment from a 2017 sewer expansion bond was never accounted for in the sewer Industrial rates to ensure loan coverage. Clerk Lee presented a proposal to increase BOD and suspended solids rates for industrial users (specifically Jack Link's) from \$0.76 and \$0.44 to \$0.97 and \$0.61 is being considered to cover the bond loan. Also, adjusting the \$142/month operation and maintenance charge to accurately reflect Jack Link's contribution to northern lake testing costs will be reviewed. Jeremiah suggested annual sewer rate increases tied to CPI to keep up with costs. The sewer budget was balanced by reducing the office supply budget (partially covered by \$5,000 annual rent from water/sewer to the general fund). Clerk Lee plans to move to electronic bill notification in 2026 to save on postage.

Discussion held on the upcoming lift station repair: A quote of \$68,000 for foam repair was received, which could extend the life of the lift station by 10-50 years, significantly less than a \$700,000 replacement. This expense needs to be factored into future plans.

2026 Police Department Budget

Discussion held on Officer Jeff Johnson leaving for another position. Chief of Police Lucas Shepard is now budgeting for patrol officer wages and assuming the next officer will take full family health insurance. The police committee proposed paying off both existing squad cars from the current year's surplus, eliminating principal and interest payments from the 2026 budget. Several line items were also reduced to help lower the police budget. For future squad cars, the plan is to create a replacement fund line item in the 2027 budget to save for outright purchases, avoiding future loans.

Wage concerns: A board member questioned the proposed \$32/hour starting wage for patrol officers, citing lower rates in neighboring counties (\$27/hour for Douglas County deputies). A tiered wage structure was agreed upon for new hires (90% for first 6 months, 95% for next 6, 100% at 12 months). This means that a new patrol officer at the department would not be starting at \$32 per hour but will receive full compensation after one year. Further discussion was held and the board members requested concrete wage comparisons from surrounding departments.

Budgetary Structure and Control:

Concerns were raised about Chief Lucas's spending authority, particularly for purchases over \$5,000 (e.g., guns), which the contract states should require approval from the Village President and Town Chair, not just the Chief. Questions were raised about previously purchased police equipment (guns, vests). The police budget is a draft for review, with changes requested to clarify heat and electric costs, a suggestion of office rent with decisions deferred to the November meeting, allowing time for further research and clarification, especially regarding wage comparisons and contractual interpretations.

PUBLIC COMMENT (Agenda Items Only) – No members of the public attended for comment.

FUTURE AGENDA ITEMS

Unused Vacation time for payout, Winter Office Hours, Changes to Police Budget and further examination of all budgets (General Fund, Water, Sewer, Campground, and the Police budget).

NEXT REGULAR MEETING

Monday, November 3, 2025 – 5:00 p.m.

ADJOURNMENT

Motion by Buckner, seconded by Hiller, to adjourn at 5:43 p.m. Motion carried (5-0).

Respectfully submitted,

Janel Lee, Clerk-Treasurer / Recording Secretary

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING

Held at the Village Hall, 123 5th Ave, Minong, WI 54859

November 3, 2025 – 5:00 p.m.

CALL TO ORDER

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

ROLL CALL

Roll call by Clerk Lee: Present were Chairman Dan Rassbach, Julie Ruud, Randy Johnson, Wayne Miller, Tammy Melton, Steven Hiller, and Taryn Buckner. A quorum was established, and the meeting was properly noticed.

ALSO, PRESENT

Duane Myers, Cheryl Myers, Chief of Police Lucas Shepard, Eva Johnston, Christina Thompson, Jerry Smith, Susie Conaway, and Janel Lee Clerk Treasurer.

APPROVAL OF AGENDA

Motion by Miller, seconded by Hiller, to approve the agenda as presented (7-0).

PUBLIC COMMENT / CONCERNS

No members of the public had commented.

WASHBURN COUNTY HOUSING AUTHORITY - Director Report – Eva Johnston

Tenant Guest Policy: Enforcement efforts regarding the 15-night guest policy in subsidized housing have led to three out of four non-compliant tenants leaving. A management and occupancy review by WHEDA (the subsidy provider) identified minor repair needs: new and repaired gutters, a functional but still "applicated" woodshed, rebuilding a smoking shelter, and fixing siding issues. These are being addressed. **Government Shutdown Concerns:** The Edgewood Apartments Housing Assistance Program (HAP) contract is at a standstill due to the current government shutdown, posing a risk of not receiving funds to cover rents in December. While most tenants pay a portion, full coverage would be challenging. The current subsidy is secured until mid-November. Johnston hopes for the government to reopen to avoid delays in receiving HAP funds, though some impact on January/February budget is anticipated. Tenants' lease contracts are binding, ensuring they only pay their portion.

POPPLE SHOOT TRAIL RACES (May 9, 2026)

The board discussed approving annual Popple Shoot Trail Races held at the Village of Minong Wild River Trail Campground. Motion by Ruud, seconded by Buckner to offer a reduced camping rate for participants, specifically the current 2025 RV site rates for the entire weekend of the race. Tent sites would not receive a discount. Motion carried (7-0). Clerk Lee to individually process discounted rates by overriding fees. Inquiry to be made about where net profits from previous races were donated.

MINONG SUMMER DAYS (2026)

Motion by Buckner, seconded by Miller to accept the proposed dates for Minong Summer Days (Aug 14-16, 2026). Motion carried (7-0) The dates were moved a week later to avoid conflicting with Jack Pine Sage days.

Parade Route Discussion Postponed: The committee is still evaluating the feasibility of returning the parade route to Highway 77 due to concerns about: Required state approval. Increased village liability and police staffing needs. Significant costs for signs and personnel (e.g., overtime for village employees). Christina has received several public complaints about the current location of the parade on Railroad Street. The Streets Committee to gather more information on costs and potential volunteers, with a goal to communicate these financial implications to the public.

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting 10/06/2025; Special Board Meeting Minutes 10/28/2025. Treasurer’s Report – General / Water / Sewer / Campground / Police - Fire & Ambulance Run Reports. Motion by Miller Seconded by Hiller to approve the consent agenda as presented. Motion carried (7-0). Trustee Ruud inquired about an item related to the white truck and its heater and wanted to know if it was general maintenance. Duane Myers confirmed that general maintenance did include inspecting it and also mentioned a request for a fuel filter replacement that requires totally removing the dash.

VILLAGE BOARD REGULAR BUSINESS

Hall Rental Faith Fellowship: Faith Fellowship Church, which has outgrown the Senior Center, proposes renting the Village Hall for Sundays, Wednesday and Thursday evenings, and occasional Saturdays for a flat rate of \$500/month. They also offered to fund and install electrical upgrades and possibly a TV for the hall's general use. The Discussion was postponed to the next budget meeting to research comparative rental rates and fully consider the benefits of consistent rental income.

Unused Vacation Time Payout: A brief discussion was held by the board on unused vacation time accumulated throughout the year by Clerk Lee. Motion by Miller, seconded by Buckner, to pay out any unused vacation time exceeding 80 hours due to short-staffing and heavy workload throughout the year. Motion carried (7-0).

Winter Office Hours: Clerk Lee prepared a proposal for public-facing hours to be Monday-Thursday, 9 AM to 3 PM, with the office closed to the public on Fridays (staff would still be working full hours). Motion by Buckner, seconded by Hiller to adopt these winter hours starting December 1, 2025, with a plan for a public relations campaign to inform residents. Motion carried (7-0). If successful, these hours may become year-round. Phone calls will be screened, with urgent calls answered or returned promptly.

POLICE & LICENSES

2026 Proposed Budget: Presented at \$268,230.60, which is significantly lower than the 2025 budget. The village's cost contribution is budgeted at \$134,115. **Health Insurance:** Budgeted for full health insurance for the next officer; if a stipend is chosen, the surplus would be returned to municipalities. **Vehicle Replacement Fund Debate:** Discussion arose regarding the town's recommendation to use rollover funds to pay off police squads early (saving interest) instead of maintaining a dedicated vehicle replacement line item in the budget. Trustee Miller expressed strong disagreement, fearing future budget spikes for vehicle replacement and perceiving it as the town dictating village police department budget practices. The Police Chief clarified that the decision was a joint recommendation from the oversight committee, not a town demand. He also stated there are existing reserves for vehicle replacement, and the plan is to add a dedicated line item in 2027 after the current squad loans are paid off. Motion by Miller, seconded by Buckner to approve the 2026 Police Department budget as presented. Motion carried (7-0).

Police Report: Motion by Miller, seconded by Buckner to accept the police report for the record. Motion carried (7-0).

PUBLIC WORKS

Utilities and Streets Committee: Motion by Ruud, seconded by Miller to accept the Streets Alleys & Utilities Committee meeting minutes from 11.03.2025. Motion carried (7-0).

Shared Roads: Duane Myers informed the board that the Department of Transportation (DOT) confirmed that only small sections of Main Street and Shell Creek Road are legally shared with the Town of Minong. South Limits Road is not a shared road. State statute dictates that without a written agreement, both parties are responsible for half the distance on both sides of shared roads, not splitting the road down the middle. Myers used Newton Road as an example: The first 739 ft belongs to the Town, the second 739 ft to the Village. The Town has chosen not to enter a written agreement. The Village will only do their half, both sides of the road. **Board Discussion:** The Village will send an email to the Town stating its understanding of the Wisconsin State Statute 86.302 1 (m)(b) for shared road maintenance and its intent to follow it in the absence of a mutual written agreement (e.g., plowing only their designated portion of Newton Road). The board also said that they would like to let the Town know that they are open to a written agreement should the Town Board change their mind.

Five Year Road Plan (2026-2030): The board collectively reviewed the proposed Five-Year Road Plan from Duane Myers. A typo was corrected (9th Avenue to 8th Avenue). The worst section, Main Street from Hilltop south to South Limits, is targeted for major reconstruction (grinding/tearing up blacktop, adding gravel, resurfacing). This plan is submitted for MSILT funding (\$7,500 expected). Motion by Johnson, seconded by Buckner, to approve the revised five-year road plan as presented. Motion carried (7-0).

PROPOSED 5-YR ROAD PLAN

2026 - Remove and replace blacktop on Main from Hilltop Avenue South to South Limits Road. Intersection chip seal Main from South Limits Road south to Town Line. **2027** - Double Chip Seal Walnut Street from 7th Avenue South to South Limits Road Intersection. Chip Seal Apple Street from Bond to 7th Avenue. Chip Seal Stigney from Bond to 7th Avenue. Chip seal 7th Avenue West from Main Street to Apple intersection. **2028** - Remove and replace blacktop on Main Street, 1200 feet from 8th Avenue South to Hilltop Avenue. Double chip seal 8th Avenue from Main to 3rd Street intersection. Chip seal Shell Creek Road from 53 west 475 feet. **2029 - 2030** - Remove and replace blacktop on Main Street from 5th Avenue North to 2nd Avenue intersection. Chip Seal 4th Avenue from Main to 2nd Street intersection. *Possible sewer/water line rehab.

Emergency Snow Plowing Plan: To establish a backup plan for snow plowing if current staff (Duane, Jeremiah) are unavailable. The Board explored options of contractors, volunteers, and implications for insurance/workers' comp. Max Ericson previously offered free assistance. Board members (Miller, Johnson) offered to volunteer if needed, and insurance covers them. The board asked Duane to contact Max Ericson for a potential cost estimate for snow removal services as a backup, and Miller and Johnson will be considered as backup drivers.

2026 Budget Workshop – General, Water, Sewer & Campground Funds

The Village Board started its comprehensive review of the 2026 General Fund Budget, focusing on adjustments to both revenues and expenditures. On the revenue side, the Board discussed a 2% increase to the general property tax levy, separating the Hopkins lease into its own line item, and the need to look at long standing PILT agreements for possible renegotiation. Shared state taxes were projected to rise by 3%, and transportation aids increased significantly to \$72,661, with allocations planned for equipment and road maintenance reserves. Additional adjustments included slightly increasing dog licenses and combining property and equipment sales into a single "Sale of Village Assets" category for clarity. On the expenditure side, the Board reviewed reductions to Village Board pay, postage, and several supply accounts, while increasing allocations for technology upgrades. The Board also discussed future capital planning, including setting aside funds for the 2027 property revaluation and evaluating options for replacing or repairing the Village plow. Overall, the General Fund Budget needs further refinements and reallocations. Clerk Lee to reach out to

the board members to schedule another review of the 2026 General Fund Budget. *By unanimous consent of the board, minor budget changes included moving the Bucket Truck that was sold to “Sale of Village Assets” combining into one line for 2025. Clerk Lee to move the \$10k for wood chips to the Parks & Recreation line item in the General Fund reserve. Clerk Lee to finalize all payroll categories and percentages across all budgets.

Transfer Station Budget A discussion regarding billing taxpayers directly for transfer station costs (as a utility) versus funding it from the general fund was postponed to the next agenda in December. The community had previously expressed willingness to pay. A motion by Miller, seconded by Buckner to approve the Transfer Station budget at \$35,777. Motion carried (7-0).

NEXT REGULAR MEETING

Public Hearing for the 2026 Village of Minong General Fund Budget – Monday December 1, 2025, at 5:00 p.m. **Next Regular Meeting** – Monday, December 1, 2025, immediately following the Public Hearing.

ADJOURNMENT

Motion by Ruud, seconded by Miller, to adjourn at 8:53 p.m. Motion carried (7-0). The meeting adjourned with several budget items still requiring further review and adjustment, and several action items assigned for follow-up. Follow-up and continued review of the General, Water, Sewer, and Campground Budgets. The December regular agenda to include discussing billing directly for the transfer station. Follow-up on where the Popple Shoot donated their money this year. Hall Rental-Faith Fellowship, Minong Summer Days STH 77 parade route.

Respectfully submitted,
Janel Lee, Clerk-Treasurer / Recording Secretary

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING

Held at the Village Hall, 123 5th Ave, Minong, WI 54859

November 14, 2025 – 5:00 p.m.

CALL TO ORDER

Chairman Dan Rassbach called the regular board meeting and 2026 Budget Workshop to order at 5:00 p.m. on Monday, November 14, 2025.

ROLL CALL

Roll call by Clerk Lee: Present were Chairman Dan Rassbach, Julie Ruud, Randy Johnson, Tammy Melton, Steven Hiller, and Taryn Buckner. Wayne Miller was excused due to illness. A quorum was established, and the meeting was properly noticed.

ALSO, PRESENT

Duane Myers, Cheryl Myers, Chief of Police Lucas Shepard, Eva Johnston, Christina Thompson, Jerry Smith, Susie Conaway, and Janel Lee Clerk Treasurer.

APPROVAL OF AGENDA

Motion by Buckner, seconded by Hiller, to approve the agenda as presented (6-0).

PUBLIC COMMENT / CONCERNS

No members of the public had commented.

VILLAGE BOARD REGULAR BUSINESS

Hall Rental Faith Fellowship: Faith Fellowship Church, which has outgrown the Senior Center, proposes renting the Village Hall for Sundays, Wednesday and Thursday evenings, and occasional Saturdays for a flat rate of \$500/month. The Discussion was postponed to this budget meeting to research comparative rental rates and fully consider the benefits of consistent rental income.

Finance Committee Concerns:

Cost & Fairness: \$500/month for consistent use (potentially \$1,300/month at the standard \$100/day rate) raised concerns about favoritism and unfairness to other community renters. **ADA Compliance:** Questions arose about whether a long-term lease-type agreement would negate the building's "grandfathered-in" ADA status, requiring costly upgrades. Legal counsel (Anders) was contacted for clarification. **Safety:** Concerns about basement stairs, fire hazards, and evacuation routes for children's services. The Fire Chief offered the fire hall meeting room for children's services as an alternative to the hallway. **Logistics:** Discussions included liability for stored equipment (church has insurance), cleaning responsibilities, and key access. An electronic lock for the side door was suggested for better management. **Utilities:** Increased usage would lead to higher utility bills. A smart thermostat was suggested for efficiency.

Clerk Lee called Point of Order: During the discussion, Lee pointed out that Village President Dan Rassbach, being a member of Faith Fellowship, and also the Village President should voluntarily recuse himself from making any motion due to a perceived conflict of interest due to personal connection, optics, and financial interest. Rassbach made the motion to appoint Steve Hiller as President Pro Tem for this item on the agenda. Motion unanimously carried (6-0).

Further discussion was held and a consensus was reached on a reduced number of days for Faith Fellowship to rent the Village Hall. Motion by Rassbach, seconded by Melton, to authorize Clerk Lee to implement a month-to-month agreement with Faith Fellowship for Sundays (recurring), and the occasional Thursday evenings (estimated once per

month) and up to four random Saturdays per year (to be scheduled around other hall rental bookings) for \$500 per month. Motion carried (6-0). Additional discussion was held on hall upgrades, and the board acknowledged the need for general hall upgrades, including the electronic lock, improved stair safety (portable stage stairs repair, basement stair gate), and relocating light switches.

Emergency Snow Plowing Back-up Update: Clerk Lee confirmed board members are covered to plow for emergencies. A common practice in smaller communities. Discussion was held by the board to have an external contractor (Ericson) who offered backup services at \$150 per hour for heavy equipment and have Randy Johnson, Wayne Miller, and Dan Rassbach as alternates to help in snow emergencies. The village now has two backup plans, which will be updated in the emergency response book.

Dahlberg Light and Power Cost of Ballfield Lighting: Billing Error: Clerk Lee updated the board that Dahlberg Light & Power had been incorrectly billing the village for the ball field lights, failing to include "demand" charges. Due to recent usage (Minong Summer Days), the monthly bill increased from \$31.21 to \$45.03. This higher demand charge will be reset annually based on the highest usage, potentially increasing costs each year. A board discussion was held on options. **Removing Meter:** Removing the meter would eliminate the monthly charge, but reinstallation would incur a fee, and the meter would need to be out for over a year to avoid back-billing. **Cost Responsibility:** The Summer Days Committee (or future users) should be responsible for the monthly and demand charges if they want the lights. The board by unanimous consent postponed for one year. The newly formed Parks and Recreation Committee wants time to generate more usage and potentially secure grants before considering removing the lights.

Brackets (5th Ave) on Light Poles – Discuss Removal: Problem: Old Chamber of Commerce banner brackets on light poles are damaging village flags (getting caught and ripping them). The Board asked the Streets Director, Duane Myers, to coordinate with the Chamber members to remove the brackets. The village is not financially responsible for the removal.

Transfer Station Report and Update: Budget Dispute: Chairman Rassbach updated the board. The Town of Minong disagrees with the proposed 2026 transfer station budget, which was already approved by the Village and Frog Creek. **Town's Arguments:** Cost allocation should be based on ownership percentage (Village/Town 42.5% each, Frog Creek 15%) rather than usage volume. Disagreements over employee raises, benefits, and paying board members for meetings (as the town pays a flat rate). Rassbach explained that the budget was developed with representatives from all municipalities. It is too late for changes for 2026; future changes can be discussed for the 2027 budget. The Town's refusal to approve the budget means the transfer station's operation on January 1st is uncertain. **Contingency Planning:** The Village is exploring creating its own roll-off dumpster service for residents if the transfer station closes. Initial cost estimates and legal implications of separating ownership will be investigated. Motion by Buckner, seconded by Hiller to approve the \$35,777 budget line item for "Sanitary Landfill / Roll-off Dumpster," allowing flexibility for future disposal methods. Motion carried (6-0).

2026 Budget Workshop – General, Water, Sewer & Campground Funds

Finance Committee General Budget Recommendations:

Water Tower Loan Payoff: A balloon payment of \$106,410.81 is due. Discussion was held to pay off the water tower loan directly from the Sewer CCF Reserve fund. This strategy avoids re-amortizing the loan with a bank (4.25% interest), removes it from the general obligation debt levy (contributing to the 3% mill rate decrease), and keeps interest payments internal to the village's funds. This decision will not impact the sewer's ability to fund necessary projects like lift station lining. Motion by Buckner, seconded by Johnson to pay off the water tower rehab loan balloon payment using reserves from CCF Bank Sewer Extension Fund. Motion carried (6-0).

Streets/Utilities Vehicles: Payoff Recommendation – Monroe Plow Purchase/Timeline: Discussion was held by the board to use remaining 2025 funds (up to \$39,000) to pay off the dump truck loan, with funds returning to the Sewer CCF Reserve. Motion was made by Ruud, seconded by Buckner to pay off the dump truck internal loan. Motion carried (6-0). Motion by Ruud, seconded by Buckner to pay off the white pickup truck loan (approximately \$10,300) from Shell

Lake State Bank using remaining 2025 funds. Motion carried (6-0). **Debt Reduction & Surplus:** Debt levy was reduced by removing principal and interest for certain loans.

Monroe Plow: Half the cost for a replacement Monroe plow is budgeted for 2026, with no money down required until delivery (estimated 390 days). A "demo plow" option with slight savings and earlier delivery was also discussed.

Uniforms Contract: The village has a 5-year uniform contract with Cintas, with 4 years remaining. Early termination would require paying 50% of the remaining contract value or buying all uniforms at retail replacement value. The board discussed benefits of the current contract which includes special washing for biohazard materials and free replacement of worn uniforms. The board unanimously agreed to stick with the current contract due to the high cost of termination. Re-evaluation will occur closer to the contract's end (2029) and the consideration of purchasing uniforms for Jeremiah and Duane as well as a washer and dryer to save money.

Review Revenue and Expenditures for the 2026 General Fund Budget: The Village Board reviewed the line-item General Fund Proposed Budget for 2026. An additional \$22,000 in surplus funds was identified and added to the "operational reserve unassigned hall" (totaling \$25,711), aiming to build a reserve to avoid borrowing from the sewer fund at interest. **Mill Rate Reduction:** The tax levy (mill rate) will decrease by 3% in 2026, which will help offset anticipated increases in water and sewer rates. **Library Contribution:** The village contribution to the library increased from \$3,000 to \$4,000. General contributions were also increased to \$1,500.

Capital Outlays Hall: \$21,000 allocated for hall upgrades, including a unisex, handicap-accessible outdoor bathroom and police office improvements. **Village Office:** \$3,000 for a new computer system. **Snow/Ice Removal:** \$5,000 reserved for emergency snow removal. **Parks:** Funds reserved for the Parks Fund. **Reval:** \$23,000 budgeted this year towards the 2027 revaluation. Motion by Buckner, seconded by Ruud to approve the full 2026-line-item budget and to approve Clerk Lee to post the Public Hearing and 2026 Budget Summary per State Statutes. Motion carried (6-0). **2026 Expected General Fund revenues/expenditures of \$706,486 as reflected on the 2026 Proposed Budget Summary.**

Follow-up Review of the 2026 Water and Sewer Budgets: The water budget is balanced, incorporating a recommended 25% revenue increase effective January 1st, 2026. **PSC Approval:** PSC approval for the rate increase is pending, and a public hearing will be required. This may delay the practical billing of new rates, but the budget reflects the increase. **Expenses:** Updated for FICA and salaries. Extra funds were allocated to maintenance (trans & distribution) to cover a new alarm system, phone line for the water tower, hoses, and to build up the depreciation fund. Motion by Buckner, seconded by Ruud, to approve the 2026 Water Utility Budget was approved, with the understanding that adjustments might be needed based on PSC clearance. Motion carried (6-0). **Expected revenues/expenditures \$223,346.00.**

2026 Sewer Budget The sewer budget is balanced. Extra funds allocated to maintenance and transit distribution to build the depreciation fund. **Jack Link Industrial Billing:** Clerk Lee informed the board during the budget discussion that Jack Link is sending significantly higher volumes of "fat solids" through the system, resulting in increased bills for suspended solids. This is considered "temporary" for revenue, but concerns were raised about potential strain on the system. Utilities Director, Jeremiah Johnson, is monitoring the situation. The board discussed reviewing and potentially increasing industrial (BOD/SS) rates in the future. Motion by Buckner, seconded by Hiller to approve the 2026 Sewer Utility Budget. Motion carried (6-0). **Expected revenues/expenditures \$275,750.00.**

Follow-up Review of the 2026 Campground Budget: The 2026 campground budget is showing a small surplus. Reservations and shower money are down, possibly due to more self-contained RVs, and the overall economy affecting recreational activities. New rates for 2026 bookings have been implemented. **Customer Feedback:** The primary negative feedback is the lack of playground or activities for children. This was suggested for the Parks and Recreation committee's list. Motion by Ruud, seconded by Buckner to approve the 2026 Campground Budget. Motion carried (6-0). Expected revenues were \$37,060.00 and expenditures \$36,612.00.

Public Comment (On Agenda Items Only): No members of the Village Public attended for comment.

Items for Future Agenda: Christmas decorations.

NEXT REGULAR MEETING

Public Hearing for the 2026 Village of Minong General Fund Budget – Monday December 1, 2025, at 5:00 p.m. **Next Regular Meeting** – Monday, December 1, 2025, immediately following the Public Hearing.

ADJOURNMENT

Motion by Buckner, seconded by Hiller, to adjourn at 8:00 p.m. Motion carried (6-0).

Respectfully submitted,

Janel Lee, Clerk-Treasurer / Recording Secretary

MINUTES OF THE VILLAGE OF MINONG 2026 PUBLIC BUDGET HEARING
Held at the Village Hall, 123 5th Ave, Minong, WI 54859

December 1, 2025 – 5:00 p.m.

CALL TO ORDER

In the absence of Village President Dan Rassbach, Clerk Janel Lee called the 2026 public budget hearing to order at 5:00 p.m. on Monday, December 1, 2025.

Pro Tem Appointment: Clerk Lee called for a motion to appoint a President Pro-Tem for the 2026 Public Budget Hearing as well as the Village of Minong Regular Board Meeting to follow. Motion by Ruud, seconded by Miller to appoint Taryn Buckner as President Pro-Tem. Lee called for additional nominations three additional times, hearing no other nominations, Lee called for a vote. Motion carried (5-0) to appoint Taryn Buckner as President Pro-Tem for the 2026 Budget Hearing and Regular Board Meeting immediately following the Public Hearing.

ROLL CALL

Roll call by Clerk Lee: Present were President Pro-Tem Taryn Buckner, Julie Ruud, Wayne Miller, Tammy Melton, and Steven Hiller. Randy Johnson was expected to arrive, but running late. Village President Dan Rassbach was absent. A quorum was established, and the meeting was properly noticed.

ALSO, PRESENT

Chief of Police Lucas Shepard, Teresa Anderson, Todd Conaway, and Janel Lee Clerk Treasurer.

APPROVAL OF AGENDA

Motion by Ruud, seconded by Hiller, to approve the agenda as presented (5-0).

2025 Public Budget Hearing for the 2026 Proposed General Fund Budget

Budget Overview: The proposed budget for 2026 is balanced at \$706,486 (Revenues/Expenditures), representing a +0.9% change from the previous year. Property Taxes: Property taxes levied by the village have decreased by 3% due to debt repayment.

Public Comment on the Proposed 2026 General Fund Budget \$706,486 (Revenues/Expenditures): The floor was opened for public comment, but no members of the public were in attendance.

ADJOURNMENT

Motion by Miller, seconded by Hiller, to adjourn at 5:05 p.m. Motion carried (5-0). The public hearing was adjourned, as formal budget approval would occur at the subsequent regular meeting.

Respectfully submitted,

Janel Lee, Clerk-Treasurer / Recording Secretary

MINUTES OF THE VILLAGE OF MINONG REGULAR BOARD MEETING

Held at the Village Hall, 123 5th Ave, Minong, WI 54859

December 1, 2025 – 5:05 p.m.

CALL TO ORDER

President Pro-Tem Taryn Buckner called the regular board meeting to order at 5:05 p.m. on Monday, December 1, 2025.

ROLL CALL

Roll call by Clerk Lee: Present were President Pro-Tem Taryn Buckner, Julie Ruud, Randy Johnson, Wayne Miller, Tammy Melton, and Steven Hiller. Dan Rassbach was absent. A quorum was established, and the meeting was properly noticed.

ALSO, PRESENT

Chief of Police Lucas Shepard, Janel Lee Clerk Treasurer, Teresa Anderson (MSA), and Todd Conaway.

APPROVAL OF AGENDA

Motion by Miller, seconded by Ruud, to approve the agenda with item 8 – Police & Licenses moved up on the agenda between items 4 and 5. Motion carried (6-0).

PUBLIC COMMENT / CONCERNS

No members of the public had commented.

2026 Proposed Budget Summary for Approval (Revenues/Expenditures \$706,486): Motion by Ruud, seconded by Buckner to approve the 2026 proposed budget/summary with revenues and expenditures of \$706,486. Motion carried (6-0).

POLICE & LICENSES

Chief of Police, Lucas Shepard gave his report to the board. Staffing Shortages: The police report is shorter due to reduced hours following an officer's departure, leaving the department at half-staff. Recruitment: Many applicants were received, but most required sponsorship for certification, leading to a 2.5-year commitment before active work. Two qualified applicants are currently being considered. Hiring Timeline: The job posting will close on December 18th, with interviews aimed for the week between Christmas and New Year's, or shortly after. The goal is to hire an experienced officer to minimize field training time. Police Report: Motion by Miller, seconded by Buckner to accept the police report for the record. Motion carried (6-0).

MSA – Wellhouse Improvement Project: Teresa Anderson from MSA gave her update to the board. The Village was awarded principal forgiveness from the DNR through the Safe Drinking Water Loan Program in addition to the \$1 million in CDBG funds. This means the \$2.3 million dollar project will result in approximately \$455,000 in revenue bonds, at the current subsidized interest rate (subject to change prior to loan close) of 1.32%, an annual debt service for the 20-year bond will be approximately \$26,000.00.

2026 Bidding Timeline: First publication for bids: January 1st. The plans and specifications are made available through the Online Bidders Network – January 5th. Second publication: January 8th. Pre-bid meeting: Scheduled after advertising to allow potential bidders to inspect existing well houses, the week of January 12th. Bid opening: January 27th. Award decision: February 2nd at the regular board meeting. Executed construction contracts – March 2026. Construction starts: To meet the requirements of the funding programs, signed construction contracts must be in place by May 2026, construction must begin no later than June 2026, and completed by October 2027. Motion by Miller, seconded by Johnson to accept the project bidding timeline as presented. Motion carried (6-0). PSC Authorization: Construction is contingent on receiving construction authorization from the Public Service Commission, expected by March or April.

Contract & Insurance Requirements: Discussion held on reviewing the contract's standard and supplemental conditions, including insurance requirements and dispute resolution (defaulting to arbitration). Liquidated Damages: The contract includes liquidated damages (e.g., \$1500, and \$800) for delays in substantial and final completion, respectively, to incentivize timely project delivery. Miller, seconded by Hiller to have the village's insurance agent review the proposed contract insurance limits by the December 8th, 2025, board meeting. Motion carried (6-0).

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting 11/03/2025; Special Budget Meeting Minutes 11/14/2025. Treasurer's Report – General / Water / Sewer / Campground / Fire & Ambulance Run Reports. WCHA Financials for Edgewood Apartments. Motion by Ruud, seconded by Miller to approve the consent agenda as presented. Motion carried (6-0).

VILLAGE BOARD REGULAR BUSINESS

Election Inspector Appointments 2026-2027: New appointments are required for election inspectors for a two-year term (Jan 1, 2026 - Dec 31, 2027), as current terms end December 31, 2025. Appointees: Wynn Podratz, Jessica Mechtel (also Clerk Treasurer Assistant), Alicia Hailey, Lynda Rassbach (Chief Inspectors), Carol Koskovich, and Julie Ruud (Election Inspectors). All require training by December 31, 2025. Motion by Miller, seconded by Buckner to approve and appoint the election staff as presented. Motion carried (5-1). Ruud abstained as she also works as an election inspector.

Remote Attendance Resolution 100-12-2025 (RAR): The board reviewed the RAR – 100-12-2025 to formally authorize village board members to attend and fully participate (e.g., make motions, vote) in meetings remotely via Zoom or telephone. This aligns with Robert's Rules by having a local policy in place ensures continuity for members unable to attend in person (e.g., for medical reasons). Motion by Ruud, seconded by Buckner to approve Resolution 100-12-2025 as presented. Motion carried (6-0).

Transfer Station Update: Trustee Julie Ruud updated the board. The transfer station committee recommended reducing the village's contract dollars by utilizing excess funds from current and previous years. This will require a resolution in January after the budget is reworked. Committee Member Pay: The committee also recommended that any payment for transfer station committee members or the chair will come from their respective village or town budgets, not the transfer station budget, to eliminate excess payments. Future Discussion: The full financial implications and potential improvements (e.g., reconfiguring the facility with existing reserves) will be discussed at the December 8th meeting. Direct billing for the transfer station was also moved to the December 8th agenda for discussion.

Clerk Year End Updates: Tax Bills & Filings: The clerk is working on mill rate information to be sent to the county, so that Washburn County can prepare the 2025 tax bills. State filings of all tax information are due by December 15th. Tax bills are expected to be out by the 15th of December at the latest. Financial Goals: The village aims to pay off the white truck and the dump truck by year-end.

Committee Reports and November Minutes: The minutes from these November committee meetings were accepted into the record. No current updates from the Finance/Insurance/Personnel committee and the Streets/Utilities committee. Parks Committee (Minong Summer Days): Trustee Ruud informed the board that plans are being made for a brainstorming session regarding the Minong Summer Days softball tournament, possibly due to leadership changes within the Chamber of Commerce.

Shared Roads Update: Plowing Agreement: There is an informal agreement for snow plowing with the town, managed by text between the Village (Duane Myers) and Town (Todd Conaway) roads staff. Discussion was held on recent complaint that arose from a Town board member due to a lack of a formal, board-approved written agreement. The Village board acknowledged the importance of a written agreement, particularly for maintenance beyond just plowing, to avoid future disputes and ensure clarity for new board members. The matter will be on the December 8th agenda to review documentation, text messages, try to locate previous agreements for clarity, and formalize the process with approval from the Village Board. State Statute: Trustee Miller noted that state statute defines shared road maintenance

responsibilities by "distance of travel" not centerline, and that without a written agreement, state statute defaults to distance of travel, which means both lanes at the designated distance.

PUBLIC WORKS

Public Fire Protection Resolution for Approval – 200-12-2025: Motion by Miller, seconded by Buckner to approve the Public Fire Protection Resolution 200-12-2025. Motion carried (6-0). Designating public fire protection service to be billed directly to water utility customers (per property, even those without a utility connection) instead of through the general tax levy.

Resolution to Increase BOD/SS Industrial Sewer Charges Effective January 1, 2026: Increase for Suspended Solids: Motion by Ruud, seconded by Miller to approve Resolution 300-25-2025, increasing the charge for suspended solids (in excess of 35 mg/pound) from \$0.44 to \$0.60 per pound, effective January 1, 2026. Motion carried (6-0). This adjustment aims to align the village's rates with the state average for industrial customers. All other sewer rates remain unchanged.

Sewer Credit Request – Ann Street Property: Request: A property owner at 628 Ann Street requested a sewer credit of \$15.09 for 2,372 gallons of water from a basement leak that reportedly did not enter the sewer system. Board Discussion Held: Board members questioned the claim that such a large volume of water would not go down the sewer, especially over a period of time. Motion by Miller, seconded by Johnson to deny the sewer credit request. Motion carried (6-0).

Public Comment (Agenda Items Only): No members of the public were present for comment.

Items for Future Agenda (December 8, 2025): Transfer Station budget discussion (including billing) with possible closed session. Update from the Insurance Agent on the Contract Insurance Requirements for the Wellhouse project. Clerk Lee to provide the board for review and approval the plowing agreement that Todd Conaway (Town of Minong) and Duane Myers (Village of Minong) discussed. Trustee Miller requested to add road maintenance to the December 8th, 2025, agenda. Village operating loan re-payment to the sewer extension fund.

UPCOMING MEETINGS

Special Board Meeting - Monday December 8, 2025, at 5:00 p.m. Next Regular Meeting – Monday, January 5, 2026.

ADJOURNMENT

Motion by Miller, seconded by Hiller, to adjourn at 6:21 p.m. Motion carried (6-0).

Respectfully submitted,

Janel Lee, Clerk-Treasurer / Recording Secretary

MINUTES OF THE VILLAGE OF MINONG SPECIAL BOARD MEETING
Held at the Village Hall, 123 5th Ave, Minong, WI 54859

December 8, 2025 – 5:00 p.m.

CALL TO ORDER

Village President Dan Rassbach called the special board meeting to order at 5:00 p.m. on Monday, December 8, 2025.

ROLL CALL

Roll call by Clerk Lee: Present were Village President Dan Rassbach, Trustees Taryn Buckner, Julie Ruud (by phone), Randy Johnson, Wayne Miller, Tammy Melton, and Steven Hiller. A quorum was established, and the meeting was properly noticed.

ALSO, PRESENT

Janel Lee Clerk Treasurer, Todd Conaway, Cassidy Coons, and Kris Ericson.

APPROVAL OF AGENDA

Motion by Miller, seconded by Hiller, to approve the agenda as presented. Motion carried (6-0). Randy Johnson arrived shortly after the agenda was approved.

PUBLIC COMMENT / CONCERNS

No members of the public had commented.

Minong Summer Days (MSD): The Chamber of Commerce is disbanding and will no longer organize Minong Summer Days. A new group of community volunteers is stepping up to continue the event. The new group needs tax-exempt status (EIN) and banking support to apply for grants, handle funds, and obtain licenses (e.g., for serving alcohol, which requires a bona fide club or non-profit status). The event historically ran partially under the village's tax-exempt status, with the village handling deposits and the committee managing checkbooks.

Board's Discussion: If the Chamber of Commerce officially notifies the village of its dissolution and cessation of Minong Summer Days sponsorship. The new Minong Summer Days Committee will be allowed to be sponsored by the Village of Minong under the village's EIN. The committee will need to establish its own bylaws and provide necessary insurance. The committee can use the village hall for meetings and fundraisers, subject to scheduling. Committee Reporting: The board expects regular reports, parade route proposals, and collection of vendor liability insurance. Motion by Miller, seconded by Buckner, that if the Chamber is dissolving and contacts the Village of Minong then the Minong Summer Days Event can be sponsored under the Village of Minong's EIN. Motion carried (7-0).

MSA Well House Improvement Project Insurance Requirements: Earlier concerns about insurance requirements were addressed. Spectrum Insurance confirmed that the proposed insurance meets industry standards and the builder carry the risk, so no additional village coverage is needed unless requested by the Village Board. Motion by Buckner, seconded by Miller to approve the contracts bonds and insurance documents provided by MSA 00533048. Motion carried (7-0).

PSC Docket Update: Clerk Lee updated the board. The Public Service Commission (PSC) docket for the Well House project (3760 CW101) is now officially under review, marking progress in the approval process.

VILLAGE BOARD REGULAR BUSINESS

Campground Maintenance: Duane Myers (Streets) is currently responsible for campground cleaning and mowing, but the board would like more than once-a-week cleaning, especially on weekends.

Proposals Reviewed:

Janitorial Service (Don Kruse): Proposed cleaning the hall and campground bathrooms at \$21/hour per person. A key concern was the proposal's language implying the cleaners would be village employees, contradicting the verbal understanding of independent contractors. This service does not include mowing. Gordon Correctional: Confirmed their ability to handle campground mowing, trimming, and cleaning for approximately \$4/hour plus rental cost for equipment but cannot clean the village hall. Coordination with Duane Myers is the next step.

Discussion & Concerns: The need for separate contractors for hall cleaning and campground maintenance was emphasized, partly due to the campground operating as an enterprise fund. Campground bathrooms require more frequent attention than once a week, especially for spot cleaning and restocking on weekends. The idea of attracting campground hosts (free site for duties) was discussed but noted previous difficulties in finding them. Continued Discussion and Next Steps: The Parks Committee will draft separate job descriptions for janitorial services for the village hall. Cleaning services for the campground bathrooms (to include more than once-a-week cleaning, potentially weekend checks). The village will solicit bids/proposals for these services from the community. Duane will continue coordinating with Gordon Correctional for mowing services.

PUBLIC WORKS/UTILITIES/STREETS

Shared Roads Draft Plowing Agreement/Road Maintenance: (Town and Village) An existing plowing agreement from March of 2025 was deemed invalid as it was never officially approved by the respective boards. Discussions have occurred between village and town street directors (Duane and Todd) to work out the best common-sense arrangement for plowing of the shared roads. Board's Decision: Motion by Miller, seconded by Buckner to use a revised plowing agreement based on the 2013 document, with the following modifications: Eliminated item 3 (related to county ramps). Added that "Lovers Lane" and "Newton Drive" will be plowed by "whoever gets there first," with no material (salt/sand) applied to these dirt roads. Motion carried (7-0).

Road Maintenance: The board decided that no separate written agreement for road maintenance is necessary, as state statutes already define these responsibilities by default. Newton Drive Abandonment (Related Discussion): The possibility of abandoning Newton Drive, a shared town/village road, was raised as a means to reduce maintenance costs and resolve plowing concerns. The village had previously agreed to this, but the town's side encountered issues. Wayne Miller will investigate this further.

PSC Cost of Service / Rate Case

Report Update: The PSC's cost of service report confirms the need for utility rate increases due to the village not meeting operating costs. Ehlers (consultant) concurs with the findings. Public Hearing Requirement: The next step is a public hearing before new rates can be implemented. New rates typically take effect 90 days after the PSC's final approval following the hearing. Board's Decision: The board selected three preferred dates for the public hearing from the PSC's list: January 15th, January 21st, and January 22nd (with various time options). The PSC will schedule one hearing, which will be live streamed on Zoom and YouTube. A village representative (board member or clerk) will attend, along with Ehlers. Water Utility Tariff Changes: Draft tariff changes were included in the packet for the board's informational review ahead of the January meeting.

General Fund Operating Loan Repayment: Clerk Lee updated the board. The operating loan of the remaining \$50k to the Sewer Extension fund was successfully repaid on November 27th, on schedule and with interest. This was noted for the record.

Public Comment (Agenda Items Only): No members of the public were present for comment.

Items for Future Agenda: Minong Summer Days (as a standing item to monitor progress). Campground maintenance (update expected at the January meeting).

The Next Regular Board Meeting: Monday January 5th, 2026.

Motion to Convene into Closed Session: Motion by Miller, seconded by Hiller to convene into closed session. Roll Call: Ruud, Rassbach, Buckner, Melton, Miller, Hiller, and Johnson – All Ayes. Motion carried (7-0). Closed Session Wis. Stat. §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Discussion will include the 2026 Transfer Station Budget and intergovernmental responsibilities and decision-making authority involving the Town of Minong, Town of Frog Creek, and the Village of Minong. Wis. Stat. §19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Discussion will include employment, wages, and benefits of Transfer Station employees. Wis. Stat. §19.85(1)(f) Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons. Discussion will include complaints or concerns/disciplinary data regarding a Transfer Station Committee member.

Motion by Miller, seconded by Hiller to reconvene into open session pursuant to Wis. Stat. §19.85(2) for the purpose of taking possible action on matters discussed in closed session. Motion carried (7-0).

Transfer Station Working Group Formation: Motion by Miller, seconded by Hiller to form a working group comprising Julie Ruud (who will chair it), Steve Hiller, and Wayne Miller. Motion carried (7-0). This group's task is to collaborate with the Town of Minong and The Town of Frog Creek on improvements and budgetary changes to the transfer station moving forward. The group intends to start with internal brainstorming within the village before engaging with other municipalities.

Transfer Station Committee Representative Change: Motion by Dan Rassbach to resign immediately as the village's representative on the transfer station committee. Rassbach proposed that Wayne Miller take over this position. The motion was seconded by Hiller and carried. (5-2) Rassbach/Miller abstaining from the vote. It was noted that the chairman of this committee is responsible for interfacing with employees and handling issues like compactor jams, a responsibility Wayne Miller would potentially inherit.

ADJOURNMENT

Motion by Miller, seconded by Buckner, to adjourn at 7:36 p.m. Motion carried (7-0).

Respectfully submitted,
Janel Lee, Clerk-Treasurer / Recording Secretary