

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

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January 13, 2026 – 5:00 p.m.

CALL TO ORDER

Village President Dan Rassbach called the regular board meeting to order at 5:00 p.m. on Monday, January 13, 2026.

ROLL CALL

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

ALSO, PRESENT

Chief of Police Lucas Shepard, Janel Lee Clerk Treasurer, Duane Myers, Cheryl Myers, Jeremiah Johnson, and the new committee for Minong Summer Days.

APPROVAL OF AGENDA

Motion by Ruud, seconded by Hiller, to approve the agenda with item 7 (a) – Minong Summer Days moved up on the agenda to follow item 4, Police Report and Updates. Motion carried (5-0).

PUBLIC COMMENT / CONCERNS

No members of the public had commented.

POLICE REPORT & UPDATES

Chief of Police, Lucas Shepard gave his report to the board. Hiring Efforts: The police department is having difficulty filling an open position, with only one interview scheduled and a potential need to repost the opening. Police Report: Motion by Ruud, seconded by Hiller to accept the police report for the record. Motion carried (5-0).

VILLAGE BOARD REGULAR BUSINESS – Agenda - Item 7 (a)

Minong Summer Days: The organizers have decided to pursue their own non-profit status (EIN and Wisconsin ID) rather than operating under the village's umbrella policy. Key Requests from Organizers: Move the main tent back between the ball field and the fire hall for convenience and to create a centralized "party" atmosphere. Relocate the parade route back to Highway 77, with board members willing to assist with state paperwork and coordination. Utilize the smaller ball field for children's activities, separating it from the beer tent area while keeping events cohesive. Extend live music hours past 10 PM, potentially to 11 PM or midnight, as in previous years.

Board Concerns & Next Steps: The board emphasized the need for detailed planning, documentation, and coordination with village departments (police, fire, public works, village office) due to the proposed changes. The Clerk will provide forms for road closures and liquor licenses. The organizers were advised to stay in close contact with the Clerk for permits and information, and with Public Works for road closures and logistics. The issue of obtaining a Class B retail picnic license for their new non-profit status was raised as a potential "sticking point" requiring further research. The board agreed to make Minong Summer Days a standing agenda item for monthly updates.

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting 12/01/2025; Public Budget Hearing, 12/01/2025 Regular Board Meeting, and the 12/08/2025 Special Board Meeting. Treasurer's Report – General / Water / Sewer / Campground / Fire & Ambulance Run Reports. WCHA Financials for Edgewood Apartments. Motion by Ruud, seconded by Hiller to approve the consent agenda as presented. Motion carried (5-0).

## PUBLIC WORKS/UTILITIES/STREETS

MSA 2026 GIS Windows Update: A mandatory Windows 11 migration for the GIS mapping system will cost an estimated \$5,000-\$6,000. The cost can be split between this year and next year for manageability. The GIS system is crucial for utility location, DNR reporting, and record-keeping. The board will inquire if costs can be reimbursed through the Wellhouse project.

Update Monroe Quote for Replacing the Husting Hitch & Plow (Sterling Dump Truck): An updated quote for a new plow and hitch for the dump truck totaled \$27,352 (originally \$28,143). An additional \$650 was approved for new LED plow lights, bringing the total to \$28,002. Discussion held by the board for moving forward with the purchase, with payment split over 2026 and 2027, and installation planned for August 2027. Motion by Johnson, seconded by Hiller to approve the new total, including the LED plow lights of \$28,002 for the hitch, plow, and lights. Motion carried (5-0).

Spectrum Internet Update Water Tank and Wellhouses (Jeremiah Johnson): The proposal is to replace unreliable cellular service with Spectrum Internet at three sites to prevent communication failures and costly overtime callouts. The monthly cost for all three sites is \$285 for a 60-month contract, plus an estimated \$2,800-\$3,800 for UFS programming. The current Sensa phone cellular service costs \$299.40 annually but leads to significant overtime. The board expressed consensus to proceed, recognizing the safety benefits and potential long-term savings, and Clerk Lee to inquire about Wellhouse project reimbursement from Teresa at MSA.

Sidewalks – Snow Removal Discussion (Duane Myers): Discussion centered on repeat offenders (3-4 businesses) who fail to clear sidewalks within 48 hours. The current \$100 fine is often paid without issue, indicating it may be cheaper than hiring contractors. The board will review the fee schedule at the next meeting, considering a graduated fine system for repeat offenses. A public awareness campaign (e.g., social media posts with example pictures) was suggested. Board consensus was to have the Street Committee meeting and discuss options to be brought back to the next Village Board meeting.

MSILT Funding Approval- Main Street Project: The village was awarded \$7,586.98 in LRIP (Local Road Improvement Program) funding for the Main Street project (Hilltop to South Limits). Mark Servi from M & L Management Consultant LLC will provide contracts soon; the project can be postponed to 2027 if needed, given its estimated \$50,000 cost.

PSC Public Hearing January 15<sup>th</sup>, 2026, 10:00 a.m. (Virtual Meeting by the PSC): A public hearing is scheduled for January 15<sup>th</sup> via Zoom regarding the proposed water rate increase. Clerk Lee confirmed proper public notice as required and noted some initial negative public feedback from FaceBook, but no phone calls, thus far. The rate increase was due to no rate changes since 2007 and the need to fund the Wellhouse project.

(Docket 3760-CW-101): PSC Final Decision on the Wellhouse Project & Public Memo: The Public Service Commission (PSC) approved the Wellhouse project. A community update explaining the project's needs will be released after the rate increase is approved.

## VILLAGE BOARD REGULAR BUSINESS

Maintenance & Cleaning – Village Hall and Campground: No updates; still awaiting contact from Gordon Correctional for work crews. The Parks Committee will be setting up meetings to create a plan for advertising and collecting bids for cleaning services. A young woman expressed interest in cleaning the hall and campground; she will be directed to submit information when an official posting goes out.

MSA Wellhouse Improvement Project Update: Due to holiday timing and newspaper deadlines, the bid advertisement and subsequent project timeline have been delayed. The new bid opening is February 17<sup>th</sup>, with contract awards in March and construction starting in May. The board questioned whether a special meeting could expedite the bid award. Clerk Lee to reach out to Teresa Anderson to see if a Special Meeting could be held.

Transfer Station Billing: Confusion exists regarding billing practices among participating municipalities (Village, Town of Minong, Frog Creek) for services rendered to the transfer station. The Village's public works staff have been tracking hours and materials. Motion by Ruud, seconded by Hiller to bill the transfer station for services on December 2nd, 2025 (2 hours of dump truck/sander time and 3,400 lbs. of salt sand). The board unanimously agreed that all municipalities should consistently bill the transfer station for services to ensure fair cost sharing. This will be a topic for a future transfer station work group meeting to be set up by Trustee, Julie Ruud.

Demolition Permit – 212 Main Street (Fee Reduction Request): A resident requested a reduction in the \$500 demolition permit fee, stating she cannot afford it and plans to do the work herself. The board decided not to reduce the fee, citing the need to avoid setting a precedent and the costs involved in processing, inspections (sewer capping, environmental concerns like lead paint), and ensuring proper disposal. The Clerk will inform the applicant about the decision and the potential penalties for proceeding without a permit.

Vacation Carry Over Request – Duane Myers: Myers requested to carry over 12.5 vacation hours beyond the allowed 80, due to work demands/weather conditions preventing their use. The board discussed options. Motion by Ruud, seconded by Hiller to approve a one-time exception to pay out Myer's 12.5 vacation hours at his 2025 pay rate. The board decided to discuss adjusting the comp time payout policy at a future finance committee meeting.

## COMMITTEE REPORTS & UPDATES

Finance Insurance & Personnel: Trustee Ruud will be setting up future finance meetings to discuss vacation and compensatory time. Parks & Recreation: Trustee Ruud to set up future meetings to go over items related to Minong Summer Days and to create a plan for advertising and collecting bids for cleaning services for the Village Hall and 2026 Campground season. Streets & Utilities: No update at this time. However, Trustee Hiller to set up a future meeting to discuss sidewalk billing and possible penalty changes. Transfer Station: No update at this time.

Clerk/Treasurer Updates: The Faith Fellowship Church has finalized a rental agreement for the Village Hall, starting February 1st, with monthly payments and a deposit. Property tax receipts for December 31st were significantly lower this year (\$89,000) compared to last year (\$156,000). This will require careful expenditure prioritization, delay non-essential spending, and potentially use temporary interfund borrowing.

Transfer Station Work Group: Trustee Ruud will work to get a kick-off meeting set up this month.

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

Items for Future Agenda (February 2, 2026): Recurring agenda items: Minong Summer Days, Committee Updates and Reports, PSC Update on Rate Increase.

## UPCOMING MEETINGS

Next Regular Board Meeting - Monday February 2, 2026, at 5:00 p.m.

## ADJOURNMENT

Motion by Hiller, seconded by Melton, to adjourn at 7:10 p.m. Motion carried (5-0).

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

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January 23, 2026 – 4:00 p.m.

CALL TO ORDER

Village President Dan Rassbach called the special board meeting to order at 4:00 p.m. on Friday, January 23, 2026.

ROLL CALL

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

ALSO, PRESENT

Janel Lee Clerk Treasurer, and Chief of Police Lucas Shepard.

APPROVAL OF AGENDA

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

PUBLIC COMMENT / CONCERNS

No members of the public had commented.

APPROVAL OF POLICE CHIEF HIRING RECOMMENDATION

Candidate: Joseph Rochon was interviewed by the Police Oversight Committee.

Background and Experience: Rochon has prior work experience with the Webster Police Department, and another Police Department, leaving both in good standing. Lucas noted that finding qualified candidates was challenging, and Rochon was the only suitable applicant from a pool of many applicants and background checks. He expressed confidence in Rochon's potential, especially due to his strong character. The police committee voted to recommend him. The town also approved his hire.

A comprehensive training plan is proposed. He will undergo shifts with Field Training Officers (FTOs) from the Washburn County Sheriff's Department to learn their systems (dispatch, jail, computer) and gain exposure to broader county operations. Consideration is also given to placing him with Spooner Police Department FTOs for additional call experience, particularly on weekends. A start date is pending his two-week notice to his current employer, but early training during his "four off" days might be possible.

Motion by Miller, seconded by Johnson to approve hiring Joseph Rochon. Motion carried (6-0).

ADJOURNMENT

Motion by Ruud, seconded by Miller, to adjourn at 4:13 p.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

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February 2, 2026 – 5:00 p.m.

CALL TO ORDER

Village President Dan Rassbach called the regular board meeting to order at 5:00 p.m. on Monday, February 2, 2026.

ROLL CALL

Roll call by Clerk Lee: Present were Village President Dan Rassbach, trustee(s) Julie Ruud, Randy Johnson (arrived 5:05 p.m.) Tammy Melton, Steve Hiller, Taryn Buckner, and Wayne Miller. A quorum was established, and the meeting was properly noticed.

ALSO, PRESENT

Chief of Police Lucas Shepard, Janel Lee Clerk Treasurer, Duane Myers, Cheryl Myers, Jeremiah Johnson, Todd Conaway, Teresa Anderson, Angeline Winton, Susan Conaway, Eva Johnston, Kitty Waggoner, Terena Vandeslunt, Darri Nichols, and Jerry Smith.

APPROVAL OF AGENDA

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

PUBLIC COMMENT / CONCERNS

Washburn County Judge Angeline Winton introduced herself to the Board and provided a brief overview of her professional background. Judge Winton has served as County Judge since 2019. Prior to her appointment to the bench, she served as a part-time Assistant District Attorney beginning in 2009, later being elected District Attorney and serving until 2019. During her tenure as Assistant District Attorney, she also maintained civil practice, providing her with broad legal experience in both criminal and civil matters. Judge Winton explained that in a small county, the circuit court handles a wide variety of cases across multiple areas of law. She encouraged civic participation and voting and offered to answer any questions or provide additional information to community members.

Let the record reflect that Trustee, Randy Johnson arrived at the meeting at 5:05 p.m.

POLICE REPORT & UPDATES

Chief of Police, Lucas Shepard gave his report to the board. Joseph Rochon accepted the full-time Patrol Officer position and will start on the 15th of the month. He is scheduled for cross-training with local agencies.

645 Shell Creek (Wood Pile): The issue is mostly resolved, with most wood moved. The remaining portion is snowed in, so the resident has until spring to comply with side yard ordinance percentages.

323 Fifth Avenue (Dilapidated Structure): The owner plans to demolish the building in the spring but faces financial constraints and snow impediments. The board discussed current citations and the owner's inability to afford a professional demolition company due to insurance requirements. Motion by Miller, seconded by Buckner to cease issuing fines until the April meeting to alleviate financial burden, with a plan to revisit the issue then. Motion carried (7-0). The January police report was reviewed by the board for the record.

MSA Teresa Anderson Wellhouse Improvement Project updates: The project is out for bid, with significant interest observed at a pre-bid meeting. Bid opening is set for February 17<sup>th</sup>, 2026. The board considered holding a special meeting on February 19<sup>th</sup> or 26<sup>th</sup>, 2026 to expedite the contract award and potentially mitigate supply chain issues and speed up funding closure. Construction is slated to start by June 19<sup>th</sup> due to CDBG grant requirements. GIS mapping

related to water is eligible for DNR funding (approx. \$2,500). Spectrum conversion for the well house will not incur installation costs for the village. Project completion dates: December 15<sup>th</sup>, 2026 (Well 1 operational manually), March 30<sup>th</sup>, 2027 (substantial completion), April 30<sup>th</sup>, 2027 (final completion). Recent state building code modifications led to minor plan changes, resulting in a potential \$5,000 amendment to the budget, which should be eligible for funding. The third-party inspector cost should also be eligible, with suggestions for finding a commercially certified inspector.

Washburn County Housing Authority Updates – Eva Johnston: The housing is at full tenancy. Two non-renewals occurred due to lease violations (overnight stays, police activity, tenant disruption), but both tenants moved out voluntarily, avoiding eviction proceedings. A HUD inspection on December 11<sup>th</sup>, 2025, yielded a score of 95, a significant improvement from previous years (76 in 2021). This means no further inspections for three years. The 2026 budget was approved on December 29<sup>th</sup>, 2025, including a substantial increase in rental rates for two and three-bedroom apartments to build reserves for major projects (e.g., roofs, furnaces). Upcoming projects for 2026 include new doors for B and C buildings, additional gutters, and sidewalk repairs.

Discussion Kitty Waggoner – Moving the Farmers Market Location: The discussion revolved around traffic congestion and safety concerns on Railroad Street due to market visitors. The proposed idea of moving the market to the ball field area was met with resistance from the market representative due to potential new issues (e.g., helicopter landings, and access to the portable bathroom). The market manager suggested solutions like warning signs for speeding traffic and better parking guidance. The board agreed to keep the farmers market at its current location and form a small group to develop solutions for traffic and parking safety, potentially including temporary road closures or signage during market hours.

Minong Summer Days Updates: Information was provided regarding traffic control for the parade. A suggestion for a \$100 village donation to the Minong Summer Days fund was made but tabled until the event's viability is confirmed, given its current organizational restructuring. Requirements for a temporary Class B license for the event were clarified; the organization needs to be structured beyond a once-a-year event, focusing on fundraising or community improvement with regular meetings and officers.

## CONSENT AGENDA

Approval of Minutes – Regular Board Meeting 01.13.2026; Public Budget Hearing, 01.23.2026 Special Board Meeting. Treasurer's Report – General / Water / Sewer / Campground / Fire & Ambulance Run Reports. Motion by Miller, seconded by Hiller to approve the consent agenda as presented. Motion carried (7-0).

## PUBLIC WORKS/UTILITIES/STREETS

Sidewalks – Snow Removal Discussion (Duane Myers): The issue of non-compliant residents not clearing sidewalks was discussed. The board reviewed Rice Lake's tiered fine system (\$114, \$177, \$240) and their policy of furnishing salt. The Streets Committee is tasked with developing a proposal for an updated snow removal ordinance and fee schedule for the next meeting. Specific concerns were raised about a habitual non-compliant property near the post office, especially concerning the handicap ramp. The board discussed combining service charges for village-performed snow removal with ordinance violations (fines) for consistent offenders.

Final Decision - PSC 3760-WR-103 Water Utility Rate Increase: The Public Service Commission (PSC) approved an overall residential rate increase of 18.63% for water, effective July 10<sup>th</sup> billing cycle (for April, May, June usage). All previous rates prior to March 31, 2026, will be invalid.

Public Fire Protection recovery will now be transferred to a quarterly billing cycle based on meter size (e.g., \$21.45/quarter for 5/8-to-3/4-inch meters). This will extend billing to tax-exempt properties that previously did not contribute to fire protection costs. Sewer rates remain unchanged except for an increase in sewer industrial suspended solids from \$0.40 to \$0.60. Bulk water service charge increased from \$30 to \$65. New charges include \$30 for payments not honored, special billing/reading, and \$45 for real estate closing requests. Reconnection charges are \$65 (normal hours) and \$75 (after hours). The full rates are available at the Village Office upon request.

SDWLP Pre-Award Meeting Village Hall February 3, 2026, at 12:30 p.m. to 2:00 p.m.: Clerk Lee informed the board that a virtual pre-award meeting for the Safe Drinking Water Loan Program is scheduled for tomorrow (February 3rd), from 12:30 p.m. to 2:00 p.m. at Village Hall. Clerk Lee and Jeremiah Johnson will be attending, and all board members are welcome to attend if they have the time.

Discussion: LRIP Advertising Requirements and Project Start Date: Clerk Lee provided the following details on the LRIP Main Street Project timeline.

Publication Timeline: First Publication: Thursday, March 5th, 2026; Second Publication: Thursday, March 12th, 2026. Advertisements will run in the Spooner Advocate. WisDOT Notification: WisDOT must be notified at least seven days prior to the first publication date (Clerk Lee plans to do this before Thursday, March 19th). Bid Opening: The earliest legal bid opening date is March 19th, 2026, which is at least seven days after the second publication. Construction Window: Proposed for late July or early August 2026. This timing aligns with the receipt of the August final tax settlement (the last half of taxes), ensuring transportation aids and reserves are available, and there is an influx of tax revenue. Project Start Requirements: No work can begin prior to the issuance of the SMAs (State Municipal Agreement). The board gave a general consensus to proceed with the timeline laid out by Clerk Lee.

## VILLAGE BOARD REGULAR BUSINESS

Village Hall Furnace/Heat Issues: The new furnaces experienced programming/heat setting issues, leading to extreme temperatures. Adjustments were made by the installer, as well as insulating doors and securing ceiling tiles. The floor temperature, being concrete, took time to warm up. The heating system is now functional. A suggestion was made to wall off the stage area to create a storage room, as it is no longer used as a stage and contributes to heat loss.

Village Hall Doors – ADA Compliance Information: Clerk Lee reported to the Board. Routine maintenance (e.g., repairing hinges, adjusting closers) does not trigger ADA compliance. However, replacing door slabs or frames, widening openings, or modifying thresholds would trigger full ADA compliance for the entire entrance and potentially other parts of the building (e.g., bathrooms), requiring significant and costly overhauls. The current issue is warped door frames and hinges. The board will investigate alternative "latching mechanisms" that can hold the doors shut without triggering ADA compliance.

Discussion on Hall Rentals: Discussion included implementing partial-day hall rentals and ensuring renters only use the hall entrance. The hall rental calendar is now online to help avoid conflicts. The Recreation & Parks Committee will review the hall rental fee schedule and rental form for updates.

Roof Turbines on Back Garage Roof: Two roof turbines on the back garage (where squad cars are stored) were damaged by high winds and require replacement. The bases are integrated into the roof coating, making replacement difficult. Duane Myers will assess the job in the spring to determine if village staff can handle it or if an outside contractor is needed, to avoid damaging the roof.

Transfer Station – Updated 2026 Transfer Station Budget and Contract: Confusion regarding the 2026 proposed budget document and the contract was highlighted, specifically concerning inconsistencies in actual vs. proposed figures, the designation of "Minong Area Disposal Corporate Board" vs. "Committee," and a typo referring to "Town of Minong" instead of "Village of Minong." The Clerk Treasurer will request an updated budget and a revised contract with correct details. There is historical evidence supporting the "Committee" designation rather than "Corporate Board." A backup attendant was also hired.

## COMMITTEE REPORTS & UPDATES

Finance Insurance & Personnel: Trustee Ruud informed the board that she needs to set up a finance meeting soon. She also emphasized the need to keep current spending to essential operating expenses. Clerk Lee affirmed her assessment.

Parks & Recreation: The committee reported no updates.

Streets & Utilities: The committee reported no updates.

Transfer Station/Working Group: The Transfer Station committee has a meeting scheduled for this week (the last Monday of every month). One applicant, Dennis Voges, was hired for the backup attendant position. He is retired, lives in the village, and is willing to work part-time as needed. This hiring happened without returning to the board, raising questions about the committee's delegation of authority versus a corporate board structure. The ongoing issue of whether the transfer station operates as a "corporate board" or a "committee" was discussed.

Clerk/Treasurer Updates: Property tax receipting for the year is complete. The Clerk Treasurer requested time off to support her sister, who was recently diagnosed with aggressive nasal cancer and requires extensive surgery and radiation treatment. Unanimously, the board granted her request for sick leave as needed.

Public Comment (Agenda Items Only): Under the "Public comment on agenda items only" section, the following comments were made:

Sidewalk Snow Removal (Post Office Area): A speaker (from the public) asked if the village would ensure the sidewalk in front of the post office is clear for safety, especially since the regular property owner is not clearing it regularly and it impacts people going to the post office. There was a suggestion about communication between Duane (village staff), the speaker from the public, and the post office to coordinate efforts to keep it clear without causing problems for the property owner. It was mentioned that the village has been charging for Duane's time when he clears it but has not issued an ordinance violation yet. The board discussed potentially issuing ordinance violations for habitual non-compliance, with the Streets Committee to work on defining the criteria for citations.

Water/Sewer Rate Increase (Item 10B): A speaker (from the public) asked for clarification on the percentage increase for businesses and how the new public fire protection charge would affect her current bill. She also commented on the timing and notice of the rate increase, stating she had not received proper notification. The Clerk clarified the PSC's notification requirements were met and posted back in mid-December to all residents. Board member(s) commented that the public fire protection was previously paid through taxes and is now being shared more broadly with non-taxable properties, which is beneficial. The Fire Chief mentioned receiving calls from people confused about the "public fire protection" terminology, thinking it was an extra charge for the fire department instead of hydrants. Clerk Lee apologized for the inconvenience it may have caused him, and asked that he refer all callers to her (village office) and that the notice used was provided by the PSC and all residents were given instructions in the notice on how to reach out to the PSC with questions related to the water rate increase and public fire protection fee.

Items for Future Agenda (March 2, 2026): Snow removal proposal from the Streets Committee. Resolution to amend the Village of Minong 2026 Budget with the updated transfer station contract amount. Transfer station updates (new contract, budget review, committee/board clarification). Minong Summer Days updates. Information regarding the ADA-compliant door closure mechanisms for the Village Hall. Hall rental fees and forms review by the Recreation & Property Committee.

## UPCOMING MEETINGS

Next Regular Board Meeting - Monday March 2, 2026, at 5:00 p.m.

## ADJOURNMENT

Motion by Miller, seconded by Hiller, to adjourn at 7:27 p.m. Motion carried (7-0).

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

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February 19, 2026 – 5:00 p.m.

CALL TO ORDER

Clerk Treasurer Janel Lee called the special board meeting to order at 5:00 p.m. on Thursday, February 19, 2026.

ROLL CALL

Roll call by Clerk Lee: Trustees, Julie Ruud, Randy Johnson, Wayne Miller, and Tammy Melton were present. Taryn Buckner was present by phone. A quorum was established, and the meeting was properly noticed.

APPOINT PRESIDENT PRO-TEM

Clerk Treasurer Lee called for a motion to appoint a President Pro-Tem for this meeting. Motion by Miller seconded by Buckner to appoint Julie Ruud as President Pro-Tem for this meeting. Motion carried. (5-0).

ALSO, PRESENT

Janel Lee Clerk Treasurer.

APPROVAL OF AGENDA

Motion by Johnson, seconded by Miller, to approve the agenda as presented. Motion carried (5-0).

PUBLIC COMMENT / CONCERNS

Trustee Ruud had public comment. The Minong Area Youth Recreation Inc. group, a former non-profit, is dissolving, having been legally dissolved since 2017 with its tax-exempt status revoked in 2011. The Parks and Recreation Committee is working on next steps as local schools do not wish to run the youth recreation league. The village's own Parks and Recreation program has been suggested to take over the league. Concerns were raised regarding the Minong Area Youth Recreation, Inc's current plan to run a league this year without non-profit status or insurance. The former group sold its old ball field in 2025, possessing an estimated \$40,000 from the sale. Alicia Hailey is coordinating volunteers from Solon Springs, Gordon, and Minong for baseball and softball leagues (T-ball through 12U). The committee plans to meet again before the next board meeting to finalize details, including committee structure and field usage (e.g., "little love field" for T-ball).

DISCUSSION/ACTION TO AWARD CONSTRUCTION CONTRACT FOR WELL HOUSE IMPROVEMENTS PROJECT

Notice of Award: Three bids were received for the project. The board was recommended to award the contract to "Olympic Builders" for their bid of \$1,293,167.00. Concerns were raised about this contractor needing active management to stay on schedule, referencing past project delays from a previous project with a different engineering firm and contractor. Teresa Anderson from MSA (the engineering firm) confirmed that Olympic does good work and there are contractual tools like liquidated damages and milestones that are in place to ensure timely completion. Teresa Anderson is also committed to monthly progress meetings that can be attended by board members as well. Motion by Miller, seconded by Ruud to approve Olympic Builders General contractors, Inc's bid, and Notice of Award to be signed by Village President Dan Rassbach and Janel Lee in the amount of \$1,293,116.00. Motion carried. (5-0).

MSA Contract Amendment (Building Code Changes): A building code change that occurred just before the project went to bid required MSA to perform additional work, specifically computing energy code credits, to ensure plans were compliant. An amendment to the MSA contract was proposed to cover this work, increasing the contract by \$5,500. The new total contract amount for MSA will be \$112,600 (lump sum) + \$95,640 (estimated fee). Motion by Ruud, seconded by Buckner, to approve the increase of \$5,500. Totaling \$112,600 (lump sum) + \$95,640 (estimated fee). Motion carried. (5-0). Dan Rassbach and Janel Lee to sign the contract amendment.

Reschedule Next Regular Board Meeting: Due to the Clerk's heavy workload (auditors, elections, project paperwork), the next regular board meeting was rescheduled. It will move from the first Monday in March to the second Monday on March 9, 2026, at 5:00 p.m. The Clerk requested that the meeting focus strictly on regular business and immediate priorities. The board approved the rescheduling by unanimous consent.

#### ADJOURNMENT

Motion by Miller, seconded by Buckner, to adjourn at 5:22 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

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March 9, 2026 – 5:00 p.m.

CALL TO ORDER

Clerk Treasurer Janel Lee called the meeting to order at 5:00 p.m. on Monday, March 9, 2026, due to the absence of the Village President Dan Rassbach.

Motion by Buckner, seconded by Ruud to appoint Wayne Miller as President Pro-Tem to preside over the meeting.  
Motion carried. (6-0).

ROLL CALL

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

ALSO, PRESENT

Chief of Police Lucas Shepard, and Patrol Officer Joseph Rochon. Janel Lee Clerk Treasurer, Duane Myers, Cheryl Myers, Michelle Jung, Officer Jason Bartholomew, Cassidy Coons, Christy Ericson, and Jerry Smith.

APPROVAL OF AGENDA

Motion by Hiller, seconded by Buckner, to approve the agenda with moving items 9 (a) Minong Summer Days updates and 10 (b) Summer Baseball Softball Updates/Minong-Solon Springs Youth Co-op. Motion carried (6-0).

PUBLIC COMMENT / CONCERNS

Jason Bartholomew, a candidate for Washburn County Sheriff, introduced himself, highlighting his 20 years of experience and his platform, which focuses on community trust, supporting deputies, supporting local police departments, responsible resource management, and ensuring taxpayer value. Chief of Police Lucas Shepard spoke about Bartholomew, commending his helpfulness in navigating county matters and supporting the Minong Police Department.

POLICE REPORT & UPDATES

Chief of Police, Lucas Shepard gave his report to the board. Officer Joseph Rochon was introduced, and his training progress was discussed. The board welcomed Joseph Rochon as the new patrol officer. "Actions in Progress" had no new updates. The topic of body cameras for the police department was raised. The cost, particularly for cloud storage and redaction software, was noted as a significant budgetary cost. Trustee Ruud inquired about the possibility of piggybacking on another agency's contract or getting state pricing. Officer Shepard will investigate quotes for the board. Motion by Buckner, seconded by Hiller to accept the police report. Motion carried. (6-0).

Item 9 (a) Minong Summer Days Updates: The event will be hosted at the Jack Link's Aquatic and Activity Center (JLAAC) utilizing their insurance coverage for the facility and vendors. A challenge remains securing insurance coverage for the softball tournament at the ballfield behind the Village Hall, as JLAAC coverage applies only to events on their property. Cassidy Coons reported contacting Fire Chief Todd Conaway regarding providing beverages to ball players during the tournaments and is awaiting confirmation. A request was made to extend event hours from 10:00 p.m. to midnight on Friday and Saturday to accommodate music during the event.

Parade route planning is ongoing, including preparation of maps for the route, detours, and volunteer and police placement. Concerns were raised regarding the proposed detour route using 7th Avenue for semi-truck traffic due to road rating and potential infrastructure damage, particularly with the ongoing Main Street construction project. The board requested the parade route and the layout for the tent and music be brought back for review at the April 6, 2026, regular board meeting.

Item 10 (b) Summer Baseball/Softball Updates and the Minong Solon Springs Youth Co-op: Discussion occurred regarding the dissolution of the Minong Area Youth Association, and the formation of the Minong-Solon Springs Youth Co-op. Concerns were expressed regarding the lack of transparency about meetings and registration processes. The Parks and Recreation Committee has been working with volunteers to ensure youth softball and baseball programs continue. Questions were raised regarding the new co-op leadership, tax-exempt status, and the proceeds from the sale of the former ball fields on Link Street. Additional concerns were also raised regarding the requirement that players reside within the Northwood School District, potentially excluding other children, including homeschooled students. Additional information and coordination with the new co-op leadership will be needed. Trustee Ruud expressed that she would like the Minong ballfields added to the rotation of where games are played.

Washburn County Housing Authority Updates: Michelle Jung reported that Eva Johnston will resign effective March 20. Jung is expected to assume Johnston's position, and the Housing Authority will begin hiring a replacement employee. The Housing Authority remains fully occupied. A WHEDA grant application is planned for June to address sidewalk repairs and to install electricity and heating in a chemical storage shed.

MSA – Teresa Anderson Wellhouse Improvement Project Updates: No new updates were presented at this time.

MSA – Wellhouse Project Invoice 026539: Motion by Ruud, seconded by Johnson to approve Invoice No. 026539 in the amount of \$9,884.00. Motion carried. (6-0). Safe Drinking Water Loan Update: Clerk Lee provided an update on the safe drinking water loan pre-award meeting. Bids have been opened, the construction contract awarded, and efforts are underway to finalize project costs and obtain a certificate of net revenue to establish a closing date.

## CONSENT AGENDA

Approval of Minutes – Regular Board Meeting 02.02.2026; Special Board Meeting, 02.19.2026. Treasurer's Report – General / Water / Sewer / Campground / Police and the Fire & Ambulance Run Reports. Motion by Ruud, seconded by Miller to approve the consent agenda as presented. Motion carried (6-0).

## PUBLIC WORKS/UTILITIES/STREETS

Ehlers Invoice 105275 Phase 2 2024 Water Rate Study: Motion by Buckner, seconded by Ruud to approve Ehlers Invoice 105275 in the amount of \$4,500.00 for the 2024 phase 2 water rate study. Motion carried. (6-0).

## VILLAGE BOARD REGULAR BUSINESS

Shell Lake State Bank Loan Due: Clerk Lee informed the board that two loans from Shell Lake State Bank are coming due on March 26th. One from the Campground Expansion and the other for the Wellhouse project pre-construction line of credit. Efforts are being made to re-amortize these loans, and possibly extend the Wellhouse line of credit, to coordinate with the safe drinking water loan which will help cover some costs. Updates from the bank are pending.

Minong Area Transfer Station Contract Changes: This item was postponed due to the absence of Village President Dan Rassbach, who requested specific contract language revisions. While the contract has been signed, clerical corrections were requested following the February 2, 2026, meeting. Clerk Lee confirmed payments are being made; however, additional revisions will be discussed.

Resolution Amendment (General Fund Budget): The resolution to amend the 2026 general fund budget to reallocate \$11,704 from the transfer station contract reduction was postponed pending a decision on where to allocate the funds. The Finance Committee will schedule a meeting to discuss this further and make a recommendation to the full board at April 6, 2026, regular board meeting.

Sidewalk Clearing Discussion: No new information to present at this time. Hiller stated they will schedule a Street Committee meeting to prepare ideas and make a recommendation to the full board at April 6, 2026, regular board meeting.

Farmer's Market Parking Update: Duane Myers reported on discussions regarding parking for the farmer's market and its impact on traffic flow on Railroad Street. Suggestions were made for "Event Ahead Slow" signs placed on Railroad and Richards to slow traffic and have farmer's market personnel to direct parking to ensure vehicles are off the street and facing the correct direction.

Concerned Citizen - Solicitation Ordinance: A concern was raised by a citizen regarding unsafe solicitation practices in the village, including peering into windows. The citizen reported this to the police. Discussions touched on the lack of a current codified ordinance against solicitation, the existence of an old "No Solicitor" sign, and the need to research state ordinances and potentially reinstate a permit system. Clerk Lee to prepare a draft resolution prohibiting solicitation within the Village of Minong without a permit.

## COMMITTEE REPORTS & UPDATES

Finance Insurance & Personnel: Trustee Ruud informed the board that she needs to set up a finance meeting. Topics of discussion will be the resolution to amend the 2026 General Fund Budget and allocation of the funds remaining due to a reduction in the Transfer Station Contract amount and to discuss changes to the Hall Rental forms.

Parks & Recreation: Campground Maintenance and Host Proposal: The Parks and Recreation committee recommended hiring a Campground Host for the season (May 1st - September 30th) for \$5,000 plus a free RV site. This host would assist with maintenance, greeting campers, and providing information. The proposal aims to improve campground operations and direct customer service. The need for a new mower was also mentioned. Motion by Miller, seconded by Buckner to approve the ad for the Campground Host and Maintenance temporary employment position. Motion carried. (6-0). Clerk Lee and Jessica Mechtel to ensure the ad is posted electronically as soon as possible. The position will be available until it is filled.

Streets & Utilities: Snow Removal Proposal: This item was noted for potential future discussion when the Streets/Utilities committee meets.

Transfer Station Update and Ad Hoc Work Group Update: Wayne Miller reported on the last Transfer Station meeting where recommendations for improving communication, defining committee roles, establishing dollar limits for operations, expanding committee representation, implementing waste weighing, adjusting operating hours, and addressing policy/employee changes were made. He detailed the difficulties in getting these recommendations discussed during the transfer station committee meeting, and the importance of clear, written roles and responsibilities.

Trustee Ruud, from the ad hoc committee presented recommendations for better cost allocation based on usage and clearer governance structures. Items included defining the transfer station committee's role and authority; expand committee representation to five members, two from the Town of Minong and two from the Village of Minong and one from the Town of Frog Creek. Reimplement weighing all waste starting April 1<sup>st</sup>, 2026, to ensure accurate cost allocation based on usage. Adjust the operating hours to three days per week during the winter and four days per week during the summer/fall months. The committee also discussed selling unused assets, reviewing clerical duties with written roles/responsibilities and to assess efficiency and potential consolidation of duties that will include a regular financial audit of Transfer Station operations. Finally, attendant duties review including a procedure manual.

Clerk/Treasurer Updates: Clerk Lee shared correspondences regarding correspondence to the board about the sale of Quality Warehousing and Distribution, LLC and the minutes from the Wisconsin Towns Association meeting related to dog control. She also provided an update on her role as Vice Chair of the Washburn County Housing Authority, which will involve special meetings and interviews for the hiring of a new employee.

Public Comment (Agenda Items Only): A question was raised on who will take care of the campground if a temporary employee is not found. The position is to be advertised until filled and the Village public works employees will continue to maintain the campground as has been done in previous years. The board is not considering just hiring for the mowing.

Items for Future Agenda (March 2, 2026): Transfer Station contract discussion (Dan Rassbach) Minong Summer Days parade route and tent/music layout updates; Resolution amendment of the 2026 General Fund Budget/Transfer Station contract reduction; campground loan update and SDWLP update or loan extension; draft resolution for no solicitation without a permit; Campground Host applications; Main Street construction bid opening for April meeting.

#### UPCOMING MEETINGS

Transfer Station Ad Hoc Committee Meeting – March 24<sup>th</sup>, 2026, at 3:30 p.m. at the Village of Minong Hall. This will be a combination of representation Village of Minong; Town of Minong and the Town of Frog Creek was invited.

Regular Transfer Station Committee Meeting – March 30<sup>th</sup>, 2026, at 4:30 p.m.

Next Regular Village Board Meeting - Monday April 6, 2026, at 5:00 p.m.

#### ADJOURNMENT

Motion by Buckner, seconded by Hiller, to adjourn at 7:15 p.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

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April 6, 2026 – 5:00 p.m.

### CALL TO ORDER

The Village of Minong Regular Board meeting was called to order at 5:00 p.m. on Monday, April 6, 2026, by Village President Dan Rassbach.

### ROLL CALL

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

### ALSO, PRESENT

Chief of Police Lucas Shepard, and Patrol Officer Joseph Rochon. Janel Lee Clerk Treasurer, Duane Myers, Cheryl Myers, Michelle Jung, Cassidy Coons, Christy Ericson, Jimmy Becherer, Karli Knauss, Roxanne Robinson, Jeremiah Johnson, Teresa Anderson, Jimmy Smith, Monarch Paving and Jerry Smith.

### APPROVAL OF AGENDA

Motion by Miller, seconded by Hiller, to approve the meeting agenda with the following changes: moving agenda item 4, Minong Summer Days down to item 11 (a); and moving item 11 (a) 2026 LRIP Pavement Replacement Project to item number 4. Item 11 (e) Resolution No. 2026-01 No Solicitation Without a Permit in the Village of Minong was also moved to item 7 Police Reports and Updates; Item 11 (f) Minong Area Transfer Station Changes to item 12 (d) Motion carried (7-0).

### NORTHWOOD/SOLON SPRINGS COOP UPDATE

The organization has re-established as a non-profit after the previous entity dissolved in 2017. They reported high registration numbers for youth baseball and softball. The co-op seeks to use Minong fields (specifically Love Memorial Field) for practices. Games for older age groups may be played in the Hayward League to ensure appropriate competition levels. Discussions included requirements for field maintenance, estimated porta-potty costs (\$650 for two months at one field), and potential scheduling conflicts with a prior group that invested in the field.

### REVIEW OF BIDS AND POSSIBLE ACTION ON AWARD – 2026 LRIP PAVEMENT REPLACEMENT PROJECT

The board reviewed bids for the project; Monarch Paving Co. submitted the sole bid for \$45,537.96, which was slightly under the village's internal estimate of \$47,500. The project, encompassing pulverizing, gravel placement, asphalt paving (Hilltop to South Limits Rd 560ft), and shouldering on Main Street (30ft east and west into South Limits Road), is scheduled for July 27 to August 14, 2026. Funding will come from a \$7,500 LIP grant, with the remainder from the streets budget. Motion by Miller, seconded by Hiller to approve Monarch Paving to complete the 2026 LRIP pavement replacement project. Motion carried. (7-0).

### WASHBURN COUNTY HOUSING AUTHORITY UPDATES

Executive Director Michelle Jung addressed the board. Full occupancy was reported for March, along with a positive inspection score (97%). Plans were presented to apply for a \$50,000 grant to construct a storage shed (for chemicals, salt, and equipment) and repair sidewalks affected by tree roots. These improvements would be budgeted for the next year, potentially using reserve funds if the grant is not fully secured.

### PUBLIC COMMENT / CONCERNS

No members of the public had comment.

## POLICE REPORT & UPDATES

Chief of Police, Lucas Shepard gave his report to the board. 901 Walnut Street: A foreclosed property with a significant accumulation of garbage in the backyard is attracting skunks and other wildlife. The bank and its management company have been unresponsive to communications regarding cleanup. The board authorized hiring an outside company to remove the garbage, with the costs to be assessed against the bank or property taxes. Motion by Miller, seconded by Buckner to reach out to a cleaning company to clean up the property. Motion carried. (7-0).

Other Properties: Updates on previously tabled property issues (wood pile on Shell Creek Road and house repairs on Richards) indicated that progress is being made. No immediate action was required, but these items will be re-evaluated next month. Police Report - Motion by Miller, seconded by Ruud to accept the police report. Motion carried. (7-0).

Resolution No. 2026-01 No Solicitation Without a Permit in the Village of Minong: Responding to public complaints about door-to-door solicitors, including instances of individuals looking into windows, Clerk Lee has been working on drafting a new ordinance. The ordinance will require permits for solicitation and will broadly define "solicitation" to include assessing needs for future sales, thereby closing potential loopholes. Exemptions will be provided for non-profit, political, and religious canvassing. Proposed solicitation hours are 9:00 AM to 7:00 PM. Further details on specific days and permit fees (initially suggested at \$50) will be discussed and voted on at the next meeting.

## MSA – TERESA ANDERSON WELLHOUSE IMPROVEMENT PROJECT UPDATES

Contract Amendment: An amendment to the MSA contract for \$49,000 was discussed to cover new state (DSPS) special inspection requirements. This includes a \$20,000 placeholder for third-party inspections and \$29,000 for MSA's associated reporting and structural observation services. These costs are eligible for a DNR Safe Drinking Water Loan, with 65% eligible for forgiveness. Motion by Miller, seconded by Hiller to approve the contract amendment. Motion carried. (7-0).

Decision Process: To ensure efficient decision-making during construction, the Village President and Public Works Director were designated as the primary contacts for field issues, authorized to make immediate decisions and escalate major issues to the board if necessary. Motion by Hiller, seconded by Miller to designate Dan Rassbach and Jeremiah Johnson to discuss and act on items as appropriate and bring issues to the attention of the board as needed. Motion carried. (7-0).

MSA Project Invoice 027368 Bidding and Construction. Motion by Ruud, seconded by Buckner to approve the Village of Minong wellhouse upgrades invoice 027368 for \$13,466.00. Motion carried. (7-0).

MSA Project Invoice 026759 Safe Drinking Water Administration. Motion by Ruud, seconded by Buckner to approve the Village of Minong wellhouse upgrades invoice 027368 for \$6,600.00. Motion carried. (7-0).

## CONSENT AGENDA

Approval of Minutes – Regular Board Meeting 03.09.2026. Treasurer's Report – General / Water / Sewer / Campground / Police and the Fire & Ambulance Run Reports. Motion by Ruud, seconded by Miller to approve the consent agenda as presented. Motion carried (7-0).

## PUBLIC WORKS/UTILITIES/STREETS

Discuss/Approve N-CON Systems Quote: Public Works plans to purchase a spare water sampler (\$1, 817.00) to ensure compliance with DNR permits, which is within the existing budget. Spectrum Internet wiring for alarms has also been installed. The board agreed unanimously that this item can be purchased as the cost has already been included in the 2026 Water Utility budget.

## VILLAGE BOARD REGULAR BUSINESS

Minong Summer Days Updates: Parade Route: Due to the upcoming Main Street pavement project, the Village Board, by unanimous consent, decided that the August 15th parade route will be maintained on Railroad Street for this year to prevent potential damage to new asphalt or unpaved sections. Event Layout & Music: The stage will be positioned facing north to minimize noise impact on nearby residences. Music is scheduled until 11:00 PM with an allowed grace period until midnight. The event setup and music schedule were approved by unanimous consent.

Review and Possible Action on Campground Host Applications: The board received one application for the campground host position. Motion by Miller, seconded by Hiller to authorize The Parks Committee (Trustees Julie Ruud, Taryn Bucker), along with the Streets Director Duane Myers and Clerk Lee, to conduct an interview and background check. If satisfactory, they can proceed directly with a hiring offer, recognizing the seasonal nature and urgency of filling the role. Motion carried. (7-0). Campground hosts will not handle money.

Porta Potty Cost Village/Farmers Market: Discussion held on a 50/50 cost-sharing agreement with the Farmer's Market for a porta-potty (including weekly cleaning) was approved. The village's portion will be \$487.50 for the period of June 1st to September 1st. Motion by Buckner, seconded by Miller, to approve the agreement. Motion carried. (7-0).

*\*There was short break in the meeting at 6:53 p.m. Meeting resumed at 6:58 p.m.*

Resolution No. 2026-03-09 – General Fund Budget Amendment (Transfer Station): An amount of \$11,704, previously allocated to the transfer station, was reallocated to address rising costs and infrastructure needs. Motion by Miller, seconded by Ruud to split this amount equally between the "Streets" and "Hall Unassigned" budget lines (\$5,852 each). Motion carried. (7-0).

Continuation of New Village Office Hours: The experimental winter office hours, which had the office closed to the public on Fridays (while staff worked internally) and open Monday through Thursday from 9:00 AM to 3:00 PM for public access, were requested to be made permanent. This decision was based on positive feedback from staff regarding increased productivity and minimal public inconvenience. Motion by Miller, seconded by Ruud, to make the new office hours permanent. Motion carried. (7-0).

## COMMITTEE REPORTS & UPDATES

Finance Insurance & Personnel: Finance Chair Julie Ruud. They did not have a finance meeting and will schedule one soon. Julie also mentioned that it was Jessica Mechtel's one-year anniversary working with Clerk Lee in the office. Parks & Recreation: A \$957 AODA grant was received to fund "Sandlot Days," a community event encouraging baseball/softball or kickball play at the Village parks. The money is to be used for healthy snacks and water for the players. Alicia Hailey and Shauna Wallace did most of the work to obtain this grant. They would like to have Sandlot Days twice a month.

Streets & Utilities: Snow Removal Proposal: Streets and Utilities Chair Steve Hiller. The committee discussed amending the snow removal ordinance. Proposed changes include defining offenses "per season," clarifying sidewalk clearing to "total width," and increasing fines (first offense: \$100 plus cost of village clearing; second offense: \$200 plus cost; subsequent offenses: \$500 plus cost, with a minimum \$125/hour charge for village services). These changes will be drafted for the next meeting.

Transfer Station Update and Ad Hoc Work Group Update: Trustee, Wayne Miller. Discussion occurred regarding whether the governing body should be designated as a committee, board, or commission. The matter has been referred back to the Ad Hoc Committee for further review and recommendation. Accepted Waste Guidelines: General consensus was reached on acceptable materials: Disassembled furniture placed in bags will not be charged; Toilets and small items that can be compacted will be accepted; Small household project materials (e.g., short lumber pieces, limited sheetrock) may be accepted at the attendant's discretion; Long construction materials (e.g., 8–12 ft. boards) will not be accepted and Contractors will not be allowed to dispose of materials at the facility.

Equipment Sale: A truck and trailer previously approved for sale were sold for \$6,000, with \$522 incurred for disposal of remaining contents, resulting in approximately \$5,500 net proceeds. Contract Review and Revisions: All participating municipalities agreed that the current Transfer Station contract requires a comprehensive rewrite due to outdated provisions and lack of clearly defined roles. A new, uniform contract is being developed, with a target implementation date of January 1, 2027. The revised agreement is expected to be executed by the Village President and Town Chairpersons, along with Clerk attestation and notarization.

Operational Cost Sharing: Discussion highlighted uneven distribution of responsibilities and expenses among municipalities (e.g., plowing, mowing, gravel). Future contract revisions will aim to address equitable cost allocation and potential reimbursement structures. Organizational Structure & Administration: The Ad Hoc Committee is considering assigning one municipality to manage day-to-day operations and bookkeeping under a joint agreement while maintaining equal decision-making authority among all municipalities through the contract.

Naming & Administrative Considerations: The facility is currently registered as "Minong Area Disposal." Discussion occurred regarding potentially renaming it to "Transfer Station," though this would require updates to permits, insurance, and administrative records. Committee Representation: The Town of Frog Creek intends to rotate its committee representatives every few months. Concerns were noted regarding potential continuity and consistency challenges. Insurance Coverage: The Transfer Station is currently insured under the Town's policy. Future consideration may be given to establishing separate coverage to ensure adequate protection.

Clerk/Treasurer Updates: Clerk Lee provided updates on the upcoming April 7th election (tomorrow), the re-amortization of the campground loan (at 4.5%), and an extension obtained for the interim financing loan in connection with the Wellhouse project to coincide with the closure of the safe drinking water loan.

Public Comment (Agenda Items Only): Public comments were made on agenda items, specifically:

Appreciation for Snow Removal: Wayne Miller publicly thanked Duane and Jeremiah for their work in keeping the streets clear all winter, especially during a recent ice storm.

Minong Summer Days Softball Tournament Advertising: Cassidy Coons from Minong Summer Days inquired about advertising for the softball tournament before receiving insurance confirmation and submitting the event application. The board advised that it would likely be acceptable to advertise early, with the option to specify "subject to change" or simply refund entry fees if issues arise. Clerk Lee confirmed the board had approved the event itself and just needed the paperwork.

Future Agenda (May 4, 2026): Based on the discussion, the following items were noted for future agendas:

- Campground host update
- Northwood Solon Springs Youth Co-Op update
- Snow removal updates
- Police- Actions in progress – Property at Richards and Railroad Street; Police Department body cams.
- MSA Project Updates
- Review of the Resolution/Permit for Solicitation in the Village of Minong

## UPCOMING MEETINGS

Next Regular Village Board Meeting - Monday May 4, 2026, at 5:00 p.m.

## ADJOURNMENT

Motion by Miller, seconded by Buckner, to adjourn at 8:00 p.m. Motion carried (7-0).

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

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May 4, 2026 – 5:00 p.m.

### CALL TO ORDER

The Village of Minong Regular Board meeting was called to order at 5:00 p.m. on Monday, May 4, 2026, by Village President Dan Rassbach.

### ROLL CALL

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

### ALSO, PRESENT

Chief of Police Lucas Shepard, Janel Lee Clerk Treasurer, Duane Myers, Cheryl Myers, Michelle Jung, Minong Summer Days Representatives, Cassidy Coons, Lynda Rassbach, Teresa Anderson, Jerry Smith, Todd Conaway.

### APPROVAL OF AGENDA

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

### MINONG SUMMER DAYS UPDATES

A new detour route involving Highway 53 to Lakeside, Pixley Road, and Greenwood was proposed. Concerns were raised about the timing and complexity of involving state and township jurisdiction for signage. The board deemed the proposed new detour unfeasible for this year due to timing and logistical challenges, suggesting it be considered for future years.

### FAMILY MOVIE NIGHT – USE OF VILLAGE HALL

Lynda Rassbach presented a proposal to offer a family movie night (weekly, bi-weekly, or monthly) at the Village Hall. The initiative would be self-funded through outside fundraising, covering movie showing costs and popcorn. Motion by Miller, seconded by Buckner to approve offering the Village Hall rent-free for this program, if Lynda Rassbach can get everything coordinated. Program to run under the Parks and Recreation Committee using outside funding. Motion carried (6-0).

### WASHBURN COUNTY HOUSING AUTHORITY UPDATES

Executive Director Michelle Jung addressed the board. Updates included full occupancy and plans to replace sidewalks, with estimates being gathered. Financials for Edgewood Apartments looked good with no questions for Michelle from the board.

### PUBLIC COMMENT / CONCERNS

Requests were made regarding permits for a beer tent at a softball tournament, a street dance (outside of summer days, potentially on Second Street), and outdoor music with extended hours. Clerk Lee outlined the requirements for special event permits, premise extensions for alcohol, and noted current noise ordinances (shut down by 10 PM), requiring more detailed proposals for board consideration.

### POLICE REPORT & UPDATES

Chief of Police, Lucas Shepard gave his report to the board. Officer training is progressing well, with a new officer's first solo shift imminent. Updates on recurring issues: The woodpile on Shell Creek Road is being addressed, with progress noted, and the property owner was given until next month's meeting to comply with the ordinance. The "blue house" issue on Richards will be discussed later in this meeting under Village Board regular business. The property at 901

Official Depositories: CCF Bank and Shell Lake State Bank were reaffirmed. Motion by Buckner, seconded by Miller to approve CCF Bank and Shell Lake State Bank as the official depositories for 2026. Motion carried (6-0).

Authorized Signatories: Motion by Buckner, seconded by Hiller to approve Julie Ruud, Janel Lee, and Jessica Mechtel as signatories (two signatures required). Motion carried (6-0). Motion by Buckner, seconded by Hiller to approve Village President Dan Rassbach and Clerk Treasurer Janel Lee to be designated for general financial transactions (electronic payments, contracts). Motion carried (6-0).

Official Posting Locations & Newspaper: Motion by Miller, seconded by Buckner to reaffirm official posting locations as the village website, village hall doors, and Spooner Advocate. Motion carried (6-0).

Professional Services: Motion by Buckner, seconded by Hiller to reaffirm Midwest Assessment Services (Assessor), Weld Riley (Attorney), and Wayne Miller (Building Inspector) for 2026. Motion carried (6-0).

Financial Policies: Motion by Buckner, seconded by Hiller to approve the Village of Minong annual financial management authorizations and policies. Motion carried (6-0). including: Authorization for the Clerk/Treasurer to manage day-to-day financial operations and approve expenditures within the adopted budget; authorization for the Clerk/Treasurer and Village President as designated signatories for financial transactions approved by the Village Board; approval of standard payment practices including payroll, utilities, debt service, and recurring expenses; authorization for the Clerk/Treasurer to manage transfers, investments, and banking relationships in accordance with Village policy and Wisconsin Statutes.

Regular Village Board Meeting Schedule: Motion by Buckner, seconded by Miller to reaffirm as the first Monday of each month at 5:00 PM unless otherwise posted. Motion carried (6-0).

## VILLAGE BOARD REGULAR BUSINESS

Review and Possible Action on Campground Host Applications: One application was received. The board decided to revise the job description from a campground host to a general seasonal village employee for cleaning and light maintenance, to allow for a broader pool of applicants and flexible duties across village facilities. Motion by Miller, seconded by Johnson to put an ad out for part-time seasonal employee. Motion carried (6-0).

Resolution No. 2026-01 – No Solicitation Without a Permit in the Village of Minong: Motion by Miller, seconded by Buckner to approve Resolution 2026-01, prohibiting solicitation without a permit. The permit fee was set at \$40 per company, plus \$10 per individual, for a 30-day period. Motion carried (6-0).

Fire Department Fire Truck Purchase: The Clerk is seeking rates for a five-year loan. Paying upfront for the new fire truck saves approximately \$39,000 (costing \$389,487 instead of \$427,778). Motion by Miller, seconded by Hiller to approve proceeding with upfront financing for the \$389,487 fire truck purchase. Motion carried (6-0). The board acknowledged input from Fire Chief Todd Conaway and Clerk/Treasurer Lee that it will require significant budget allocation across municipalities and noting long-term replacement plans for the aging fleet. Trustee Miller requested that Clerk Lee also explore the financing options through USDA.

Windows 11 Upgrade: A quote from an independent IT professional (Chris Harris) for two mini desktop computers (\$859.99 each) and up to 8 hours of labor (\$75/hour) for migration and server setup was presented by Clerk Lee. Total estimated cost is \$2,023.98, within the budgeted \$3,000. Motion by Buckner, seconded by Hiller to approve the quote to upgrade office computers and establish a new server setup. Motion carried (6-0).

Popple Shoot Race Update: The Wisconsin Department of Transportation requires permits for special events that cross state highways. The Popple Shoot Race was granted a one-time exception for this year by WISDOT, but organizers must apply for permits in the future. The same applies to any 5k race crossing Highway 77. Clerk Lee has the required instructions, WISDOT Northwest Regional contacts, and paperwork in the Village Office to assist event planners in the future.

be corrected in next year's agreement. After discussion, Motion carried (4-2). (4 Aye, Johnson, Miller, Hiller, and Melton. 2 Nay, Buckner, and Rassbach).

Clerk/Treasurer Updates: Clerk Lee presented information on League of Wisconsin Municipalities insurance benefits (injury response, safety funding, mental health, legal/risk management, cyber security) and provided a summary of the well-house improvement project kick-off meeting minutes and new laws affecting local governments (Act 117). Lee shared a summary report on the PSC (Public Service Commission) utility report, noting current losses but anticipating improvement with new rates and direct public fire protection billing. Lee announced the Open Book (May 28th) and Board of Review (June 4th, requiring two trained board members) dates. Dan Rassbach and Wayne Miller volunteered for the Board of Review training. Utility billing rate changes are scheduled for mid-May. Liquor license renewals are due for approval by June 1st. The Consumer Confidence Report from Public Works will be submitted to the Spooner Advocate by Clerk Lee on May 7<sup>th</sup>, 2026.

Public Comment (Agenda Items Only): Duane Myers requested notification by the Parks and Recreation committee ahead of the National Night Out event so that barricades can be put in place. Clerk Lee called point of order to get a motion for National Night Out and closure of the streets.

Future Agenda (May 4, 2026): Based on the discussion, the following items were noted for future agendas:

- Cameras at the Parks
- Update on Fire Truck USDA Cost and Bank Rates
- Monarch Street Repair Quotes
- Olympic Builders Second Change Order
- MSA Project Updates
- Notice to Property Owner about Dilapidated Building Removal

## UPCOMING MEETINGS

Next Regular Village Board Meeting - Monday June 1, 2026, at 5:00 p.m.

## ADJOURNMENT

Motion by Miller, seconded by Buckner, to adjourn at 7:55 p.m. Motion carried (6-0).

Respectfully submitted,

Janel Lee, Clerk-Treasurer / Recording Secretary