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

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 15th, 2026, 10:00 a.m. (Virtual Meeting by the PSC): A public hearing is scheduled for January 15th 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 17th, 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

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

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 17th, 2026. The board considered holding a special meeting on February 19th or 26th, 2026 to expedite the contract award and potentially mitigate supply chain issues and speed up funding closure. Construction is slated to start by June 19th 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 15th, 2026 (Well 1 operational manually), March 30th, 2027 (substantial completion), April 30th, 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 11th, 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 29th, 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 10th 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

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 Andeson 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

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 1st, 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 24th, 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 30th, 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

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

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 7th, 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

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

June 8, 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, June 8, 2026, by Village President Dan Rassbach.

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

ALSO, PRESENT
Chief of Police Lucas Shepard, Janel Lee Clerk Treasurer, Duane Myers, Michelle Jung, Lynda Rassbach, Teresa Anderson, Jeremiah Johnson, Joyce Palucci, and Weston Schwartz.

APPROVAL OF AGENDA
Motion by Ruud, seconded by Hiller, to approve the meeting agenda with requests from Rassbach and Ruud to move item 10 (a) Monarch Street Repair and item 11(a) The Minong Senior Center Grant Request. Motion carried (5-0).

MINONG SUMMER DAYS UPDATES
Trustee Ruud updated the board. Progress is steady, with the 5K race route and DOT forms as the main pending items. A kids' race has been added, which will be held within the J.L.A.C. parking lot. The distance for the kids' race might be a 3K. A fundraising bingo event is scheduled for this Sunday. Volunteers are needed, and a suggestion was made to distribute paper flyers in addition to digital methods suggested as a way to reach potential volunteers and donors. The last task is getting the 5k race route completed and the form submitted to the DOT for review by Lucas. The event's website is live and continuously updated.

WASHBURN COUNTY HOUSING AUTHORITY UPDATES – Michelle Jung Executive Director
Financials: Things are going smoothly, and the financials were provided to the board. Vacancy: There is currently one vacancy. A prior Executive Director initiated an eviction which was won in court. Tenant Conduct: The judge in the eviction case stated that living in housing is a privilege, not a right, and landlords deserve tenants who follow the rules. The unit (a three-bedroom) is being fixed up. Maintenance: Bedroom windows were found to be rotted, not closing, and not locking; they will be replaced. Some doors will also be replaced. A current tenant in a two-bedroom unit will move into the renovated three-bedroom unit. Concerns about the cause of the window rot were raised, with a possible carpenter ant issue or improper flashing being investigated. The presence and condition of gutters will be checked to see if they are contributing to any water issues around the buildings. Rural Development Inspection: The inspection went well, with only a couple of small issues noted (e.g., needing a Spanish poster). A "larger issue" was received because a tenant took down a smoke detector to burn a candle. The smoke detector was immediately reinstalled. WHEDA Grant: The WHEDA grant was not submitted this year due to needing more time to line up everything for a federal grant. The plan is to use current contractor bids and the inspection report (which noted sidewalks needing to be redone) to apply for the grant next year (June 1st, 2026/2027).

FAMILY MOVIE NIGHT UPDATE – Lynda Rassbach
Lynda Rassbach addressed the board: Healthy WashCo, in partnership with the Village of Minong, Calvary Lutheran Church and Northwood School District, presents the first Dinner and a Movie at Minong Village Hall (123 5th Ave in Minong) on June 10, 2026. Doors open at 5:00 PM. Dinner will be served. Activities for children and families will follow. The movie will start promptly at 6:30 p.m. Community Involvement: Many community groups are involved, including local businesses, the Minong ATV Trail Club, Calvary Lutheran, Faith Lutheran River Church, and Boondocks. These groups are providing free dinner for attendees. The Northwood School District has provided a grant, and they will be

present at every movie night from 5:15 p.m. to 6:00 p.m., offering literacy-related activities for children and families (game playing, etc.) both indoors and outdoors. Principal Tammie Denninger and reading specialist Heather Almer will lead these activities. A high-quality projector (4,000 lumens) has been acquired. A large speaker system has been set up, providing sound. The initial screening will be the comedy adventure "Sketch." Calvary Lutheran will provide walking tacos and dessert. Attendees will receive free tickets, which will be saved for a grand prize drawing on the last night (August 12th) involving games and gifts from local businesses. Fundraising: A raspberry fundraiser was held, raising $300 by selling raspberry plants.

MONARCH STREET REPAIR & QUOTES

Proposed street repairs were discussed for First Street ($19,800), Second Street ($16,450), and South Limits ($21,650). An initial idea to blacktop to the hall was rejected due to drainage concerns. All projects are eligible for Tax Increment District (TID) funding (TID 3 and 4). Motion by Ruud, seconded by Hiller to approve these projects and funding sources as listed. South Limits Road: Entirely from the current Streets Fund ($21,650). First Street: $14,000 from the Streets Fund, $5,800 from TID 3. Second Street: Entirely from TID 3 ($16,450). Motion carried (5-0). This leaves approximately $350 in the Streets Fund. Construction is expected after the (MSILT) Main Street project, likely post-Minong Summer Days, with each section taking about one day to complete.

MINONG SENIOR CENTER – GRANT REQUEST

Senior Center Kitchen Renovation (Grant Request): Joyce Palucci, Treasurer, from the Minong Area Senior Center requested village sponsorship for a Community Development Block Grant (CDBG) to renovate their 46-year-old kitchen. The renovations would help increase capacity for home-delivered meals and communal dining, ensure adherence to all local and State safety and sanitation standards, and provide an improved location for community members to access nutritional resources. Previous attempts at a USDA grant were met with resistance despite apparent eligibility. Concerns arose regarding the village sponsoring a grant for a privately-owned building, potential legal liabilities, high consultant costs for CDBG, and the village's current project bandwidth. The Village Board suggested options like reaching out to the Town of Minong, and Washburn County as well. Clerk Lee will forward any new valuable information to Palucci regarding CDBG grant funding.

PUBLIC COMMENT / CONCERNS No members of the public had comment.

POLICE REPORT & UPDATES

Chief of Police, Lucas Shepard gave his report to the board. A resident on Shell Creek Road received a citation for not moving firewood from their front yard. Zoning violations may be pursued if the pile is deemed a business operation in a residential zone. Damages to the park were assessed and forwarded to the District Attorney for juvenile intake. The Village is the sole entity pursuing restitution. Signs at the park appear to be deterring further incidents. The May 2026 Police Report was approved. The Robinson Building situation (Richards St.) was confirmed as resolved following demolition. Police Report: Motion by Ruud, seconded by Hiller to accept the police report. Motion carried. (5-0).

MSA – WELLHOUSE IMPROVEMENT PROJECT UPDATES

Resolution Authorizing the issuance and Sale of Up to $288,740 Water System Revenue Bonds. Series 2026A and Providing for other Details and Covenants with Respect Thereto. The board reviewed the resolution authorizing a Water System Revenue Bond of up to $288,740. This is the village's commitment to repay the portion of the well-house project loan not covered by a 65% forgivable DNR grant. The bond has a 20-year term at 1.419% interest, payable solely from water utility funds. Motion by Ruud, seconded by Hiller to approve the resolution authorizing the issuance and sale of up to $288,740 water system revenue bonds, series 2026A and providing for other details and covenants with respect thereto; interest rate of 1.419% with estimated bond date of June 24, 2026. First interest payment November 1, 2026, and principal payments to begin May 1, 2028. Final maturity, May 1, 2046. Motion carried (5-0).

Change Order #2 Special Inspection and Removal of Concrete Quality Control by Contractor (Olympic Builders): A zero-cost change order was approved, shifting responsibilities for special inspections and testing to Braun, resulting in no net cost change. Motion by Ruud, seconded by Hiller to accept Change Order #2 Special inspection coordination and removal of concrete quality control by contractor. Motion carried (5-0).

Olympic Builders Pay Request: The first pay request was presented but not approved due to identified errors in documentation (contract price discrepancy, missing previous change order # 1). It was sent back for corrections. The pay request will be included at the July regular board meeting. The project is reported to be progressing smoothly, with no major issues.

MSA Invoices (Motions Approved): Two MSA invoices for engineering services related to the well house project were approved for payment. Motion by Hiller, seconded by Johnson to approve MSA Invoice 28719 CDBG-PF Administration for $3,100.00. Motion carried (5-0). Motion by Hiller, seconded by Johnson to approve MSA Invoice 28688 Wellhouse Upgrade CRS for $15,286.25. Motion carried (5-0).

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting 05.04.2026 and the 2026 Board of Review on 06.04.2026. Treasurer's Report – General / Water / Sewer / Campground / Police and the Fire & Ambulance Run Reports. Motion by Ruud, seconded by Hiller to approve the consent agenda as presented. Motion carried (5-0).

PUBLIC WORKS/UTILITIES/STREETS

State Municipal Agreement – MSILT Main Street/Hilltop to S. Limits Rd: Clerk Lee updated the board on the receipt of the 2026-2027 LRIP State Municipal Project Agreement. The MSILT agreement has been received and with the agreement now in hand, all of the advertising and bidding has been done, so we are on track for Monarch to begin their work as agreed.

Sewer Lagoon Aerator Repair and Membrane Replacement: An urgent need was identified to repair a broken pipe in the aeration system and replace membranes that are 7 years past their lifespan. This system is crucial for the aerobic bacteria that treat sewage and prevents costly dredging. Staub Construction (original installer) quoted $50,300 for both repairs and replacement, refusing to split the job due to mobilization costs. Sabel Mechanical provided a slightly lower quote, but Staub has direct knowledge of the Lagoon and originally installed the system. Motion by Johnson, seconded by Hiller to accept Staub Construction's proposal for $50,300, to be funded from the Sewer Utility Reserves Replacement Fund. Motion carried (5-0). Repairs are critical to avoid system issues by August.

VILLAGE BOARD REGULAR BUSINESS

2026 Village of Minong Liquor License Renewals for Approval: Pursuant to Wisconsin Statutes 125.04, the following applications for Intoxicating Liquor and Fermented Malt Beverage Licenses have been made to the Board of the Village of Minong in Washburn County, Wisconsin.

"Class A" Liquor and Class "A" Beer: Edwards Oil, Inc – Penelope Nissen, Agent; Trade Name Lucky Seven General Store, located at 1030 Hokah Street, Minong, WI 54859. "Class A" Liquor and Class "A" Beer: Victory Lane Minong, LLC – Thapa Suvhashis, Agent; Trade Name Victory Lane Minong, located at 511 5th Ave, Minong, WI 54859. "Class A" Liquor and Class "A" Beer: IGA Country Foods of Minong, Inc – Robert T. Henson, Agent; Trade Name Henson's Country Foods, located at 403 Business 53, Minong, WI 54859.

"Class B" Liquor and Class "B" Beer: Jack Links Community Center, Inc – Katie Denninger, Agent; Trade Name Jack Links Aquatic & Activity Center, located at 714 West Hokah Street, Minong, WI 54859. "Class B" Liquor and Class "B" Beer: Sportsmen's Headquarters, LLC – Timothy Wing, Agent; Trade Name Sportsmen's Headquarters, located at 1010 Hokah Street, Minong, WI 54859. "Class B" Liquor and Class "B" Beer: PNL WI, Inc – Phillip Pagorek, Agent; Trade Name PNL Corner Bar, located at 203 5th Ave, Minong, WI 54859. "Class B" Liquor and Class "B" Beer: TR Club Northern – Thomas Morris, Agent; Trade Name TR Club Northern, located at 306 5th Ave E, Minong, WI 54859. "Class B" Liquor and Class "B" Beer: Longbranch, Inc. – Gerald Fritsch, Agent; Trade Name Longbranch Saloon and Grill, located at 301 5th Ave W, Minong, WI 54859.

Cameras at the Village Parks: The board discussed solar LTE cameras, which include cloud backup for $140/year per camera, eliminating the need for electricity and separate internet. Motion by Ruud, seconded by Hiller to approve one wireless S4 Pro solar-powered LTE camera (approx. $500 + $140/year data plan) on a trial basis for the park. Funds will

come from the Unassigned Hall Fund. Motion carried (5-0). This allows for testing before a larger commitment and provides a "floater" camera for future trouble spots.

Interim Funding Resolution to Borrow General Fund Operations: Motion by Ruud, seconded by Hiller to approve borrowing $50,000 from the Sewer Utility Extension Reserve Fund for the General Fund's operational needs, to be repaid by December 31, 2026. Motion carried (5-0). Clerk Lee proposed looking at any possible year end surpluses to finally create a dedicated General Fund operating reserve, and commit to building on it each year, to avoid such borrowing.

Fire Department Fire Truck Purchase: Clerk Lee updated the board. The decision on purchasing a new fire truck has stalled as partner municipalities (Frog Creek, Town of Minong) have postponed their decisions. The Clerk presented research on alternative funding and cost-sharing models which have been shared with the partnering municipalities. Board members were asked to review this information for the next meeting. The Clerk will also investigate if TID funds can contribute to the village's portion of the purchase.

Village Hall Floor Cleaning & Waxing: Discussion initiated about the need for floor maintenance. Board Consensus: The Public Works Director (Duane Myers) is authorized to proceed with this and similar routine maintenance/repair tasks for village buildings and properties, using available budget funds, without requiring specific board approval for each item. This streamlines operations, with the understanding that he will coordinate with Clerk Lee on budget and compliance matters.

Use of Village Hall for Parks and Recreation Events: Trustee Ruud requested authorization for the Parks and Recreation Committee to use Village Hall at no cost for committee-sponsored events when the facility is not otherwise reserved, including relocating outdoor activities indoors due to weather and hosting community activities such as crafts, cookie decorating, and other activities. Discussion focused on ensuring that all users follow Village Hall cleanup requirements and that use of the facility is coordinated through the Village office to avoid conflicts with existing reservations. Concerns were raised regarding Sundays, particularly when the hall has been reserved by another organization for the day. Board members agreed that previously scheduled and paid reservations must take precedence. The consensus of the Board was to allow Parks and Recreation Committee use of Village Hall when the facility is available, provided reservations are coordinated through the Village office and all hall use policies and cleanup requirements are followed. Trustee Ruud also discussed upcoming country line dancing events being planned in advance of Minong Summer Days to encourage community participation.

COMMITTEE REPORTS & UPDATES

Finance Insurance & Personnel: No new updates at this time.

Parks & Recreation: Ball Field Usage: The committee reported successful use of the ball fields for 4-year-olds, kindergartners, first, and second graders.

Bathroom Access & Maintenance: Keys to the bathroom are held by two coaches and Julie; Duane Myers requested a key. Julie and Jeremiah have performed initial cleaning; Duane will add it to the regular cleaning list. Traffic control concerns were raised regarding children crossing to the bathrooms, suggesting temporary measures like cones or pedestrian flags. Sandlot Sundays: Two "Sandlot Sundays" have been held, with 30 and 25 children participating, respectively. Upcoming Event: A hot dog event is scheduled for next week, June 18th and June 19th for the children, for which a tent and grill will be used. Trustee Julie Ruud and her husband Brian will be cooking the hot dogs for the event.

Seasonal Employment Applications: The Parks & Recreation Committee has created and posted a job description for a seasonal employee and received three (possibly four) applications. Discussion held: The Public Works Director (Duane Myers) raised logistical concerns about transportation, training time for a short season, and coordination with existing staff (especially with his upcoming vacation). The Utilities Director (Jeremiah Johnson) supported the position, noting it would free up skilled staff for more technical tasks. Unanimous Board Consensus: The Parks & Recreation Committee

and Clerk Lee will proceed with interviewing candidates this week. The employee would be covered by village insurance, and potential transportation solutions (e.g., mileage reimbursement, shared vehicle use) would be explored.

Streets & Utilities: Snow Removal Proposal: No new updates at this time.

Transfer Station Update and Ad Hoc Work Group Update: Signage Project: The transfer station committee plans to install new signs at the entrance, brush pile, and dumping area to guide users and clarify rules (e.g., requiring municipal cards, permissible brush items). Signs will cost $200 each (4x4 size) from Woodland Signs. Concerns were raised about transfer station attendants not checking municipal cards or inspecting loads for prohibited items (e.g., large logs), often remaining inside rather than policing the area. This issue will be brought to the attention of the transfer station committee and the ad hoc committee. Intergovernmental Agreement: The participating municipalities are working on an intergovernmental agreement related to the transfer station.

Clerk/Treasurer Updates: No new updates or correspondence for this meeting.

Public Comment (Agenda Items Only): Under public comment on agenda items, the following information was discussed. The ball fields and bathroom are being used by 4-year-olds, kindergartners, and first and second graders for games. Concerns were raised about traffic control near the bathroom, with suggestions for cones, a stop sign, or a "little kid/running kid" sign. Street Construction: Duane Myers will contact "Links packing plant" to coordinate and save materials when trucks come for street construction and Long Branch will be informed about the upcoming construction. National Night Out: Jerry from Long Branch (Gerald Fritch) expressed interest in helping with the National Night Out event and is willing to donate. Duane Myers offered to forward his contact number.

Future Agenda (July 6, 2026): Based on the discussion, the following items were noted for future agendas:

- Olympic Builders Revised Pay Request - 1
- Update on Fire Truck USDA Cost and Bank Rates
- MSA Project Progress Updates
- Fire Truck Discussion and use of TID Funds
- Follow-up on Edgewood Apartments Rotting Windows
- Selling the extra squad car
- Update on National Night Out

UPCOMING MEETINGS

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

ADJOURNMENT
Motion by Hiller, seconded by Johnson, to adjourn at 8:05 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

June 24, 2026 – 1:00 p.m.

CALL TO ORDER

Village President Dan Rassbach called the special board meeting to order at 1:00 p.m. on Wednesday, June 24, 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 attended by phone. A quorum was established, and the meeting was properly noticed.

ALSO, PRESENT

Janel Lee Clerk Treasurer, and Utilities Director, Jeremiah Johnson.

APPROVAL OF AGENDA

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

PUBLIC COMMENT / CONCERNS

No members of the public had commented.

REVIEW AND APPROVE THE 2025 (CMAR) COMPLIANCE MAINTENANCE ANNUAL REPORT RESOLUTION 300-10-2025

Review of the 2025 Compliance Annual Report and Resolution 300-10-2025): A board member noted a significant increase in "Links Snacks" (likely referring to solids and BOD) reported for October and November. Jeremiah Johnson attributed the rise to an industry sending more solids and BOD to their plant, possibly due to an internal process change or an economic decision driven by higher trucking costs. Membrane Replacement: Jeremiah confirmed that membranes on a plant component are being replaced. This action is expected to improve the plant's compliance ratings. Groundwater Issue: Jeremiah highlighted a persistent challenge with one specific groundwater well. Located near a swamp, this well consistently registers high preventative action levels, negatively impacting their compliance score. This particular well was previously the subject of a lawsuit attempt against the village. The high readings are attributed to decaying vegetation in the swamp, which naturally produces nitrates, a condition the plant cannot alter.

CMAR Report Correction: Jeremiah mentioned a correction made to page 18 of the report, changing a "no" to "yes" regarding a placeholder sewer expansion project for 2030.

Motion by Ruud, seconded by Miller to approve the Compliance Maintenance Annual Report and Resolution 300-10-2025. Motion carried (7-0). This motion acknowledges the Village Board's review of the 2025 CMAR and authorization to submit the report to the Wisconsin Department of Natural Resources.

ADJOURNMENT

Motion by Miller, seconded by Buckner, to adjourn at 1:07 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

July 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, July 6, 2026, by Village President Dan Rassbach.

ROLL CALL
Roll call by Clerk Lee: Present were Randy Johnson, Wayne Miller, Steve Hiller, Dan Rassbach, Julie Ruud, Taryn Buckner and Tammy Melton. A quorum was established, and the meeting was properly noticed. Taryn Buckner was excused from the full meeting due to other obligations.

ALSO, PRESENT
Chief of Police Lucas Shepard, Janel Lee Clerk Treasurer, Duane Myers, Cheryl Myers, Michelle Jung, Teresa Anderson, Jeremiah Johnson, Shauna Wallace and Minong Summer Days Volunteers and Robert Budden.

APPROVAL OF AGENDA
Motion by Miller, seconded by Ruud, to approve the meeting agenda as presented. Motion carried (7-0).

MINONG SUMMER DAYS UPDATES
Shauna Wallace, Vice Chair of the Minong Summer Days Committee, provided an update on preparations for the upcoming event. She reported that plans for portable restroom placement have been finalized and that the 5K race route has received Wisconsin Department of Transportation approval. Additional clarification was provided to the DOT confirming that participants will utilize existing sidewalks and briefly cross Highway 77, eliminating the need for a road closure. Chief Shepard is coordinating traffic control arrangements for the event. Ms. Wallace also reported that the Long Branch Bar will apply to temporarily extend its licensed premises into the designated ballfield area during Summer Days. Due to the Main Street construction project, this year's parade route will utilize Railroad Street. She concluded by reporting that planning is progressing well and the committee is focused on final event preparations.

WASHBURN COUNTY HOUSING AUTHORITY UPDATES
Michelle Jung reported that window replacement work is progressing at Edgewood Apartments. Additional repairs to deteriorated wood surrounding some windows are being completed, and previous condensation issues may have contributed to the damage.

PUBLIC COMMENT / CONCERNS
Utilities Director Jeremiah Johnson addressed the Board regarding the Village's response to the recent water system issue over the holiday weekend. He emphasized the importance of allowing department personnel to manage operational emergencies and expressed concerns regarding communication and coordination during response efforts. Board members discussed the matter and agreed to continue the conversation privately to improve communication and emergency response procedures.

POLICE REPORT & UPDATES
Chief of Police, Lucas Shepard gave his report to the board. The outstanding wood pile ordinance violation on Shell Creek Road is nearing resolution, with the property owner indicating the remaining materials will be removed before the next meeting. The Board then discussed the Village's approach to ordinance enforcement, including consistency in enforcement, the use of citizen complaints, and officer discretion. Board members expressed interest in reviewing and updating the Village's ordinance code to ensure it remains current and provides clear guidance for enforcement. Staff was directed to gather information on ordinance enforcement practices from other municipalities, and the Board indicated it would revisit the topic at a future meeting to discuss potential ordinance revisions and enforcement expectations. Police Report: Motion by Ruud, seconded by Miller, to accept the police report. Motion carried. (6-0).

MSA – WELLHOUSE IMPROVEMENT PROJECT UPDATES

Contractor Application for Payment No. 1: Teresa Anderson and the Board reviewed the submitted pay request and determined that previously identified errors had not been corrected. By unanimous consensus, the Board directed MSA to have Olympic revise and resubmit the pay request with the approved change order and corrected contract information before payment would be considered. Teresa provided a brief update on the progress of the Wellhouse Improvement Project. Most of the underground work at Well No. 1 has been completed, and the contractor is preparing to install the concrete floor. Construction of the building is expected to begin taking shape soon. MSA continues to review contractor product submittals and shop drawings, including those for masonry, process instrumentation and controls, and the standby generator. The Board expressed satisfaction with the overall progress of the project.

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting 06.08.2026 and the Special Board Meeting on 06.24.2026. Treasurer's Report including the quarterly budget status for all funds – 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

Public Fire Protection & ACH Utility Payment Update: Clerk Lee provided an update on the implementation of the Public Fire Protection direct charge. Approximately 48 additional eligible parcels were identified and added to the billing system for the second-quarter billing cycle. The quarterly charge will be $21.45 per billable account, with projected annual revenue of approximately $52,593.60 when fully implemented. Clerk Lee also explained that contiguous parcels under common ownership will be billed as a single account, while non-contiguous parcels will be billed separately. Staff continues to review state-owned properties to determine their eligibility for the Public Fire Protection charge. In addition, ACH authorization forms will be included with the second-quarter utility bills, allowing customers to enroll in automatic utility payments. The new ACH payment option is expected to improve customer convenience while reducing postage costs, credit card processing fees, and staff processing time through automated batch processing of payments.

Safety Equipment Grant Update: Clerk Lee reported that the Guardian Angel safety devices have been received, and the reimbursement application has been submitted to the Wisconsin League of Municipalities. The Village expects to receive full reimbursement of the $264.97 purchase price.

Main Street LRIP Project Update: Construction is expected to begin on July 27, 2026, with an anticipated completion date of August 14, 2026. Staff confirmed that the project remains on schedule and that the contractor will provide traffic flaggers during construction; no full street closures are anticipated.

VILLAGE BOARD REGULAR BUSINESS

Faith Fellowship Hall Cleaning Request: A representative of Faith Fellowship requested that the Village assume responsibility for cleaning the Community Hall floors following events, with the church paying an additional fee for the service. Discussion followed regarding the current cleaning process and occasional minor issues identified after events. The Board agreed that Faith Fellowship volunteers will continue cleaning the facility, with Village staff performing minor touch-ups as needed. Staff will communicate any cleaning concerns to the church, and the possibility of adding an entry rug to help reduce tracked-in dirt will be ordered from Cintas.

Surplus Police Squad Discussion: The Board discussed the possible sale of the surplus police squad. Clerk Lee explained that the vehicle is a Police Department asset and recommended that the matter first be reviewed by the Police Advisory Committee before any recommendation is forwarded to the Village and Town Boards for final consideration. No action was taken.

TIF Funds for Fire Truck Purchase: Clerk Lee presented the results of research regarding the potential use of Tax Increment District (TID) funds for the purchase of a fire truck. She reported that TID No. 3 does not specifically authorize the purchase of municipal equipment, making its use for a fire truck difficult to justify. While TID No. 4 contains broader

language allowing certain municipal equipment expenditures related to new development, she advised that using TID funds for a fire truck would likely require a legal opinion to ensure compliance with Wisconsin Stat. § 66.1105. The Board discussed various funding options for the Village's share of a future fire truck purchase, including financing, use of TID funds, and debt levy financing, as well as the need for all participating municipalities to agree on a funding approach. Board members generally agreed that TID funds may be better reserved for infrastructure improvements consistent with the purpose of the districts. The Board recognized that any future funding decision would also require coordination with the participating municipalities.

COMMITTEE REPORTS & UPDATES

Finance, Insurance & Personnel Committee

Finance, Insurance & Personnel Committee Chair Julie Ruud reported that no committee updates were available. She briefly noted reallocation of funds within the Parks & Recreation budget by transferring unused wage funds to the utilities and supplies accounts to better reflect anticipated expenditures.

Parks & Recreation Committee

Julie Ruud provided an update on Parks & Recreation activities, highlighting preparations for the Village's first National Night Out event. She encouraged Board members to assist in promoting the event throughout the region and outlined planned activities, community partners, and volunteer opportunities. Additional planning is underway for the committee's participation in Minong Summer Days, including a parade float and concession stand. The committee will continue meeting in the coming weeks to finalize event logistics.

Streets & Utilities Committee

The Streets & Utilities Committee discussed the need to begin a long-term sanitary sewer inspection program. Staff recommended budgeting for televising approximately one-quarter of the gravity sewer system in 2027 to reduce mobilization costs and maintain compliance with recommended inspection practices. Funding is expected to come from Sewer Utility reserves. Jeremiah Johnson also reported that replacement parts for the wastewater lagoon aerator system remain on order and no additional issues have been identified since the previous update.

Transfer Station Committee

Wayne Miller reported that the Transfer Station Committee did not meet during the previous month. He also provided an update on discussions regarding the continued evaluation of weight-based versus usage-based allocation methods for determining municipal cost shares at the transfer station and shared observations regarding customer traffic and wait times.

Clerk/Treasurer Updates: Clerk-Treasurer Report: Clerk Lee reminded the Board that the Partisan Primary Election will be held on August 11, 2026, and reported that election officials would be contacted to confirm staffing for Election Day. She also advised that preparations for the 2027 budget are underway and encouraged Board members to begin identifying anticipated projects and capital needs for inclusion in the upcoming budget process. During the discussion, Village President Dan Rassbach proposed establishing a General Fund Operating Reserve to reduce the need for temporary borrowing from the Sewer Utility during periods of uneven cash flow. Clerk Lee explained that the Village's improving financial position now makes it feasible to begin building such a reserve and described how a General Fund Reserve could provide operating stability while earning interest for the General Fund. The Board discussed incorporating annual contributions to the reserve as part of future budget planning and agreed the concept should be considered during the 2027 budget process.

Public Comment (Agenda Items Only): Julie Ruud provided additional comments regarding the proposed security camera project at the Love Memorial Play Park. She reported that staff is evaluating the feasibility and cost of providing permanent electrical service at the park, which may influence the type of camera system selected and support future Parks & Recreation activities and concession operations. She also emphasized the importance of coordinating the scheduling of the Community Hall floor stripping and waxing project with Faith Fellowship and other facility users to minimize disruptions. Staff will coordinate the project schedule and provide notice prior to the work being completed.

Future Agenda (August 3, 2026): Based on the discussion, the following items were noted for future agendas:

- Olympic Builders Revised Pay Request - 1
- Premise Extension for Longbranch – Minong Summer Days
- MSA Project Progress Updates
- Cameras at the Play Park (Love Memorial Field)

UPCOMING MEETINGS

Next Regular Village Board Meeting – Monday August 3, 2026, at 5:00 p.m.

ADJOURNMENT
Motion by Miller, seconded by Hiller, to adjourn at 7:28 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

August 3, 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, August 3, 2026, by Village President Dan Rassbach.

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

ALSO, PRESENT
Chief of Police Lucas Shepard, Janel Lee Clerk Treasurer, Minong Summer Days Volunteers, Jerry Smith, Drew Lindh (MSA) and Fire Chief, Todd Conaway.

APPROVAL OF AGENDA
Motion by Buckner, seconded by Miller, to approve the meeting agenda as presented. Motion carried (7-0).

MINONG SUMMER DAYS UPDATES

Traffic & Security: Discussion held on the 5K traffic control and security for the event held on private Jack Link Aquatic and Activity Center (JLAAC) property. Event organizers are investigating hiring additional security, as mandated for large events. The Minong Area Police Department will be on duty for regular patrolling. Youth Baseball Tournament: Clarification was sought regarding the management of concessions and the purchase of youth baseball jerseys. Donations for jerseys are being collected, and the process for purchasing them needs to be confirmed.

Long Branch Event Premise Extension Request: The board considered Long Branch's request for an alcohol premise extension on the JLAAC property for Minong Summer Days, valid from 11 AM to 8 PM on Saturday and Sunday. Motion by Miller, seconded by Buckner to approve the premise extension request with conditions. Motion carried (7-0). Conditions for Approval: The extended area must be enclosed by approved barriers (e.g., snow fence or rope) to control alcohol consumption within designated boundaries, primarily on the grassy area behind the Village Hall and ball field. No alcohol is permitted on the blacktop. Emergency vehicle access must remain unblocked. The licensee is responsible for adequate supervision, preventing underage/intoxicated service, and cleanup. Porta potties will be installed.

WASHBURN COUNTY HOUSING AUTHORITY UPDATES
Michelle Jung was unable to attend this meeting for updates. No new updates were provided beyond the financial reports included in the consent agenda.

PUBLIC COMMENT / CONCERNS
Washburn County Jail Project: Updates indicated no final decisions have been made, and options for a future county jail are still being evaluated. The board clerk emphasized monitoring the project due to its potential tax implications. Thank You, Letter: A thank you letter was received from Todd and Susan Conaway with Austin Janz, expressing gratitude for the support from the Village of Minong, following a personal tragedy.

POLICE REPORT & UPDATES
Lawn Maintenance Discussion: The board discussed the process for addressing overgrown lawns. The current system is complaint-driven or initiated by Public Works, followed by a letter to the property owner. If not rectified, Public Works mows the lawn, and the cost is billed to the owner or assessed to their taxes. There is no routine, scheduled monitoring. A recent incident involved the village mowing overgrown "wildflowers" at a corner for upcoming events, leading to a complaint from the property owner. Body Cameras: Body cameras have been received, and training for their use and

cloud-based data storage is scheduled for August 21st. Police Report: Motion by Miller, seconded by Hiller, to accept the police report. Motion carried (7-0).

MSA – WELLHOUSE IMPROVEMENT PROJECT UPDATES

Contractor Application for Payment No. 1: The engineer, Drew Lindh, recommended *not* approving Payment Application #1 due to the contractor's failure to provide "Made in America" certifications for materials, a requirement for federal and state funding. Failure to comply risks loss of funding. Project work (concrete, masonry, roof) is progressing, and the contractor remains on schedule for the well to start in October and overall completion by spring next year. A previous issue with procuring a dual fuel generator has been resolved by switching suppliers.

Fair Housing Proclamation: A proclamation for Fair Housing Month (August 2026) was reviewed by the board, as required for funding purposes. Motion by Buckner, seconded by Miller to approve the Village of Minong Proclamation for August 2026 as fair housing month. Motion carried (7-0).

VILLAGE OF MINONG PROCLAMATION FAIR HOUSING MONTH

Whereas, The Fair Housing Act, enacted on April 11, 1968, enshrined into federal law the goal of eliminating racial segregation and ending housing discrimination in the United States; and

Whereas, our social fabric, the economy, health, and environment are strengthened in diverse, inclusive communities; and

Whereas, it is important to reaffirm the commitment of the Village of Minong regarding citizens' right to buy, sell, rent or otherwise secure housing in the Village of Minong without regard to race, color, family status, disability, sex, national origin, religion, marital status, ancestry, source of income, sexual orientation, or age in conformance with Title VIII of the Civil Rights Action of 1968 – Federal Fair Housing Law and Wisconsin Statue 106.50 – State Open Housing Law. Now, Therefore, I, Dan Rassbach, Village President of the Village of Minong, on behalf of the Village of Minong and its residents, do hereby proclaim August 2026 as Fair Housing Month and encourage all housing providers to support and affirm their commitment to Fair Housing.

Dated this 3rd day of August 2026.

Dan Rassbach, Village President

CONSENT AGENDA Approval of Minutes – Regular Board Meeting 07.06.2026. Treasurer's Report including the quarterly budget status for all funds – General / Water / Sewer / Campground / Police and the Fire & Ambulance Run Reports. Motion by Miller, seconded by Hiller to approve the consent agenda with corrections to the 07.06.2026 Regular Board Meeting minutes documenting Buckner's partial absence from the meeting. Motion carried (7-0).

PUBLIC WORKS/UTILITIES/STREETS

Fire Protection Informational Flyer: The board approved distributing an informational flyer to residents explaining the Public Fire Protection charge on utility bills. This charge is a water utility fee for infrastructure, not a fire department fee, and aims for a more equitable distribution of costs.

LRIP - Main Street South Limits Road Project: The project has been delayed due to other commitments in Hayward and is now expected to begin around or shortly after Minong Summer Days.

VILLAGE BOARD REGULAR BUSINESS

Village Hall Christmas Sing-Along: The board approved a request from Lynda Rassbach for free use of the Village Hall for a community Christmas choir and sing-along event. Further discussion was held on Village Hall usage. Motion by Miller, seconded by Buckner, to allow the use of the Village Hall for community events free of charge without having to ask the village board each time. This includes Village of Minong residents/groups only and the scheduling should be worked out

with the Village Office. Community use of the hall does not to interfere with paying customers and or existing scheduled events. Motion carried (7-0).

148 South Limits Road Lot Split Request: Clerk Lee presented a report on the lot split request from John E. Link. The board also reviewed the certified survey map (CSM) to split the property at 148 South Limits Road. The conditional use permit for commercial use will be amended to apply to the newly designated Lot 2 (retained by Jack Link's for storage), while Lot 1 (house) will be residential. This clarifies the property's use without requiring rezoning.

Motion by Buckner, seconded by Miller, to approve the Certified Survey Map submitted by John E. Link for the division of the property located at 148 South Limits Road into two lots, subject to recording and compliance with all applicable Village ordinances and Wisconsin Statutes. The Village Board further amends the Conditional Use Permit approved on December 6, 1993, for operation of a truck garage and business office to update the legal description of the property subject to the Conditional Use Permit so that it applies to the newly created Lot 2 as shown on the approved Certified Survey Map. This amendment is intended solely to update the legal description associated with the existing Conditional Use Permit and does not authorize any expansion or change in the previously approved use. Motion carried. (7-0).

Parcel 29976 Tax-Exempt Property on Jones Street: Discussion about a non-buildable lot owned by Jack Link's Trust, which is tax-exempt. Options include purchasing the property for $500 or pursuing adverse possession. The decision was postponed pending more information on attorney, transfer/filing fees.

2026-2027 Budget Timelines: Clerk Lee presented her timeline for the 2026-2027 Budget season. The board accepted a proposed timeline for the 2026-2027 budget preparation, aiming for completion and a public hearing in November to avoid year-end delays.

Ordinance Review Scheduling: The board decided to postpone the first meeting of a committee (comprising board members) to review and update village ordinances until November 16, 2026, at 5:00 p.m. to accommodate the busy August-October budget season.

New Fire Truck Purchase Options: The board reviewed financing and cost allocation models for purchasing a new fire tanker truck (estimated at $400,000+, with a 3-year delivery time). Consensus: The board leaned towards the "Current Equalized Value Model" (Page 38 of the packet) by unanimous consent for allocating costs among participating municipalities (Village of Minong, Town of Minong, Town of Frog Creek, and Town of Brooklyn). The Village also expressed a preference for paying its portion outright to avoid interest, although the specific funding mechanism for this was not decided. Old Tanker Sale: The clerk recommended that revenue from the sale of the old tanker go directly into the fire truck fund to support future vehicle replacement as part of long-term infrastructure planning, rather than being distributed to municipalities. This was emphasized as critical for maintaining essential fire and ambulance service infrastructure for all municipalities now and into the future.

COMMITTEE REPORTS & UPDATES

Finance, Insurance & Personnel Committee
No updates at this meeting.

Parks & Recreation Committee
National Night Out (August 4th, 2026, from 5:00 – 7:00 p.m.) is scheduled for tomorrow night, with some slow signs for pedestrians, but no road closures. Play Park security cameras have been installed and are functional, with efforts underway to enable cloud recording. Electric services and outlets have been installed at the pole building.

Streets & Utilities Committee
Concerns were raised about "No Parking" signs in front of the Edgewood Apartments on 2nd Avenue, suggesting they be changed to "No Overnight Parking" or specifying time limits to accommodate visitors. This item is to be placed on the next regular board meeting agenda.

Transfer Station Committee

The discussion about the Transfer Station covered several points. Hours of Operation: The general consensus with the committee was to receive trash from 9 a.m. to 5 p.m. There was an issue with attendants not opening the gate until 9 AM and turning people away before 5 p.m., which was seen as losing time. The committee emphasized that attendants should be ready by 9 a.m. and accept trash until 5 p.m.

Contract Development: Discussion revolved around the new contract, including how to handle billing and whether to maintain the percentage of usage across the board (42.5%, 42.5%, 15% for general upkeep) or use two formulas as in the past. Grant Money: There might be more money left over from the Clean-up days; the clerk received a check of $3,000, similar to the previous year.

Single Municipality Operation: A significant suggestion was for one municipality to take over the total operation of the transfer station. This would involve the employee becoming a municipal employee, qualifying for insurance and benefits. It would eliminate the transfer station committee. The operating municipality would handle all aspects (plowing, mowing, daily operations, bookkeeping). This was seen as a simpler approach to reduce headaches and streamline operations.

Auditing: It was noted that there has not been an external audit for the transfer station in a while. Operating under one municipality would ensure it is audited as part of that municipality's audit schedule. Accountability and Management: There was a concern that "nobody feels accountable for it" currently, leading to issues like loads not being inspected and rules (e.g., brush size) not being enforced. It was suggested that having one municipality to manage it would improve accountability.

Public Comment (Agenda Items Only): DNR Responsibility for Trail Grass: A public comment raised the issue of tall grass along the trail, questioning if the Village or the DNR/Trails Club is responsible for mowing it. Smith stated that the Trails Club receives state reimbursement for trail maintenance. Clerk Lee to look into who is responsible for mowing along the trail.

Future Agenda (September 14, 2026): Based on the discussion, the following items were noted for future agendas:

- Olympic Builders Revised Pay Request - 1
- Transfer Station Operational Structure
- MSA Project Progress Updates
- Parcel 29976 Transfer
- Preliminary 2027 Budget Updates
- Update on LRIP Main/South Limits Road Project

UPCOMING MEETINGS

Next Regular Village Board Meeting – Monday September 14, 2026, at 5:00 p.m. (Due to the Labor Day Holiday).

ADJOURNMENT

Motion by Buckner, seconded by Miller, to adjourn at 7:44 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

September 14, 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, September 14, 2026, by Village President Dan Rassbach.

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

ALSO, PRESENT
Chief of Police Lucas Shepard, Janel Lee Clerk Treasurer, Drew Lindh (MSA) and Kitty Waggoner.

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

PUBLIC COMMENT / CONCERNS -No members of the public had comments or concerns.

POLICE REPORT & UPDATES
The police report noted a three-week cyber-attack that affected the CAD system, leading to some non-major activity not being recorded for August. Police Report: Motion by Ruud, seconded by Buckner, to accept the police report. Motion carried (6-0).

FARMER'S MARKET – KITTY WAGGONER
Kitty Waggoner provided an update on the past year's Farmers Market, thanking the village for hosting. The market had 44 sponsors and 41 vendors (27 seasonal). It donated $2,000 to various community groups: $400 to Comforts for the Kids, $300 to the library, $200 each to the ambulance, fire department, and American Legion, $100 to the Northwood Theater group, $100 for school supplies, and $500 to the Village Parks Department. Waggoner emphasized Minong's significant assets (fire, ambulance, police, bank, post office, churches, taverns, school, gas, groceries, dollar store, lumber yard, laundromat, library, cafes, coffee shop, fast food, supper clubs, senior center, insurance, real estate, sales/service/repair shops, medical services, indoor pool, motels, campgrounds, trades, recreation, retail, industry, and employment). She highlighted the financial dilemmas inherited by the current board due to past "shortsightedness" and suggested exploring options like converting RV park land or ball fields (later clarified as privately owned) for permanent housing to boost the tax base. Waggoner advocated for the village board to actively work with and promote local businesses, recognizing them as Minong's greatest asset, and suggested forming a "business booster" committee. The board presented Kitty Waggoner with a certificate of appreciation for her dedication and contributions to the Minong Farm and Flea Market and the Village of Minong.

MSA – WELLHOUSE IMPROVEMENT PROJECT UPDATES
Drew from MSA provided an update on the project, recommending payment for Olympic Builders General Contractors (Application #1, Revision #4) totaling $281,649.63. The project schedule includes finishing drywall, steel roof, and masonry in October, with Well 1 expected to start in December. Concerns were raised about the contractor's on-site presence and potential delays, though the contractor assures adherence to the schedule. Motion by Ruud, seconded by Hiller to pay Olympic Builders General Contractor for Project #00533056 application 1, revision 4 in the amount of $281,649.63. Motion carried (6-0).

CONSENT AGENDA

Approval of Minutes – Regular Board Meeting 08.03.2026. Treasurer's Report including the quarterly budget status for all funds – General / Water / Sewer / Campground / Police and the Fire & Ambulance Run Reports. Motion by Ruud, seconded by Hiller to approve the consent agenda as presented. Motion carried (6-0).

PUBLIC WORKS/UTILITIES/STREETS

LRIP Project Update: The Monarch street project (Hilltop to South Limits Road) is scheduled to begin Wednesday and Thursday, (September 16-17, 2026) with preparations on Wednesday and pulverization on Thursday.

Edgewood Apartments Parking Signs: Discussion was postponed to next month to allow board members to assess the area and gather input from Edgewood Apartments representatives. The clerk noted the village ordinance already prohibits overnight street parking, and any decision on signage can be immediately implemented.

Wild River Trail Mowing and Maintenance: The clerk presented information from Washburn County's comprehensive land use plan, indicating the Trails Club is responsible for mowing and brushing. Questions were raised about funding the Trails Club receives for maintenance and the possibility of the village getting reimbursed for any mowing it performs. Duane, a public works employee, suggested not mowing to reduce dust. The item was tabled for further information from the DNR and next month's agenda.

VILLAGE BOARD REGULAR BUSINESS

Fire and Ambulance 2027 Proposed Budgets:

Fire Department: The proposed 2027 budget of $212,506.08 included a $40,000 annual contribution to a vehicle replacement fund for future vehicle replacement, split equally ($10,000) among the four participating municipalities (Village of Minong, Town of Minong, Town of Frog Creek, Town of Brooklyn). The board expressed strong disagreement with the equal-share approach, arguing it disproportionately burdens municipalities with smaller tax bases (like the Village) compared to the Town of Minong (with 8-10 times higher equalized valuation). They preferred a proportional contribution based on equalized value, similar to the ambulance department's approach. Motion by Ruud, seconded by Buckner to approve the 2027 Minong Fire Department budget with an amendment to change the $10,000 vehicle fund contribution by each municipality into a proportional reflection of each municipality's equalized value. Motion carried (6-0). Discussion arose about increasing fire department revenue by billing for services (e.g., car accidents, highway incidents) to insurance companies or individuals, similar to ambulance fees. This was suggested as a future agenda item for the fire committee meeting.

Ambulance Department: The proposed 2027 ambulance budget of $208,699.69, which includes a $25,000 contribution to the vehicle replacement fund spread by equalized value, was discussed. Motion by Buckner, seconded by Hiller to approve the 2027 ambulance budget (6-0).

Payment in Lieu of Taxes (PILT): The board discussed properties exempt from property tax that still benefit from village services. The Jack Links Aquatic Center was highlighted as a large, tax-exempt entity that currently pays no PILT. The board decided to actively pursue PILT from non-church entities. The creation of a Stormwater Utility was suggested as another potential revenue source, which could also apply to large properties like the Aquatic Center based on acreage. MSA can assist the Village with pursuing this option.

Board Member Pay & Simple Texting: Board members were requested to sign up for direct deposit (ACH) for their monthly pay to streamline payroll. The board approved using a simple texting service for village notices, including water, utility, street, seasonal services, village hall, public meetings, and community information. Weather notices would be limited to snow removal, avoiding liability for severe weather alerts.

Washburn County Housing, Building B Roof: A leak in Building B's roof was reported. The board previously deferred replacement two years prior, questioning the roof's age. A representative from a building supply store and a roofer emphasized the urgency, noting the roof is likely 15-16 years old, deterioration will worsen, and repairs will be more costly if damage spreads to plywood and insulation. They explained modern shingle warranties require removal down to the substrate. The board raised questions about insurance coverage for a deteriorating roof and the timing of repairs given available reserve funds. Clerk Lee will seek clarification from Washburn County Housing regarding their plan and funding timeline, potentially requiring a special meeting if immediate action is needed.

Jones Street Parcel: Discussion centered on a tax-exempt parcel (Jones Street) that is technically owned by the Jack Link Trust but has been maintained by the village as a road for over 40 years. The Jack Link Trust offered to deed the property to the village for $500. The board decided not to pay the $500, arguing that the village already maintains the road, and the trust should cover the costs of transferring ownership or continue paying the fire protection bill if they retain ownership. No immediate action was taken, with the expectation that the trust will need to resolve the tax-exempt status or transfer the deed without cost to the village.

COMMITTEE REPORTS & UPDATES

Clerk Updates – Deputy Clerk Treasurer Position: Deputy Clerk Jessica verbally resigned, accepting a position with the Washburn County Zoning office. The board approved advertising for a full-time (40 hours/week) Deputy Clerk position with a wage range of $22-25/hour and benefits. The clerk emphasized the need for a competent, trustworthy individual with a long-term commitment, acknowledging the role's extensive training requirements and responsibilities, and suggesting a review of the current office wages.

Finance, Insurance & Personnel Committee Trustee Julie Ruud: Gave a brief report. Janel is working on the budget. We need to set up a meeting to start going over the budgets. We have a bunch of transfers that need to be brought up to date to know where the actual parks and rec budget stands. Janel mentioned health insurance will be going up 15% this year. The meeting is coming up on September 30th with the health insurance company to find out the status. Clerk Lee also noted the CPI will be certified on September 30th, giving a more solid number for budget work.

Parks & Recreation Committee: Trustee Ruud reported that National Night Out was well attended, with approximately 201 attendees completing forms and an estimated total attendance of approximately 250 people. More than 300 hot dogs were served. The event received positive feedback, and the Committee discussed continuing National Night Out next year, including budgeting for the event and recruiting additional volunteers. Trustee Buckner suggested holding a volunteer meeting prior to the event to assign duties and improve coordination. Trustee Ruud also reported that Minong Summer Days went well, including the two ball tournaments, 5K race, and parade. No issues were reported with traffic crossings during the 5K or with the parade. Plans were discussed to move the 5K race and parade route to Highway 77 next year.

Streets & Utilities Committee: President Rassbach reported an issue with the Jetter truck involving a leaking fuel tank caused by damage near one of the tank support bands. The tank was removed and taken in for repair. Due to the age of the truck, a replacement tank may be difficult to obtain; however, the truck remains operational using the remaining fuel tank while repairs are completed.

Transfer Station Committee: In Trustee Miller's absence, Clerk Lee presented the Transfer Station financial information included in the Board packet. Discussion regarding proposed infrastructure and operational changes was postponed to the October 5 Board meeting so Trustee Miller could be present. President Rassbach and Clerk Lee noted that the Transfer Station Committee is considering significant operational matters, including ownership and management responsibilities, which municipality would maintain the financial records and budget, disposal fees, municipal ownership percentages, actual usage, and potentially allocating costs based on tonnage. Clerk Lee emphasized that any proposed changes affecting the Village would require Village Board approval before implementation.

Public Comment (Agenda Items Only): No members of the public had comments.

Future Agenda (October 5, 2026): Based on the discussion, the following items were noted for future agendas:

- Fire and Ambulance 2027 budgets
- Deputy Clerk Position
- Payment in lieu of taxes (PILTs)
- Edgewood parking and Roof (Washburn County Housing B building)
- Wild River Trail mowing
- LRP (Local Road Program) project update (if not done)
- Farmer's Market location (and potentially securing management/further development)
- Hall bathroom (status of finishing work, insulation)
- Stormwater utility (further investigation/information)

UPCOMING MEETINGS

Next Regular Village Board Meeting – Monday October 5, 2026, at 5:00 p.m.

ADJOURNMENT
Motion by Buckner, seconded by Hiller, to adjourn at 7:44 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

October 5, 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, October 5, 2026, by Village President Dan Rassbach.

ROLL CALL

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

ALSO PRESENT

Chief of Police Lucas Shepard, Janel Lee, Clerk-Treasurer, Duane Myers, Michelle Jung, Teresa Anderson, and Fire Chief Todd Conaway.

APPROVAL OF AGENDA

The Board approved the agenda as amended to move Item 9(b), Fire and Ambulance 2027 Proposed Budgets, immediately after Item 5, Washburn County Housing Authority Updates. Motion by Ruud/Buckner to approve the agenda with the stated changes. Motion carried (7-0).

PUBLIC COMMENT / CONCERNS -No public comments or concerns were presented.

POLICE REPORT & UPDATES

September Police Report: The Board accepted the September Police Report, pages 1–9 of the packet. Motion by Ruud/Buckner; motion carried (7-0).

2027 Police Budget: Chief Lucas Shepard reviewed the proposed budget, including use of unexpended 2026 appropriations to establish or supplement designated reserves for legal expenses, mental health transportation, vehicle repairs, office repair/replacement, paid time off liability, and vehicle replacement. Discussion addressed the distinction between operating funds and designated money-market reserves, the availability of an operational reserve for unforeseen expenses, and the need to budget future reserve contributions when prior-year balances are unavailable.

The Police Committee recommended advancing Officer Joseph Rochon to 100% of his established $32.00 hourly starting wage, effective immediately, rather than waiting until February 2027. The recommendation was based on positive performance and feedback and was estimated to increase remaining 2026 expenses by approximately $850, within the existing budget. Motion by Buckner/Ruud to advance Officer Rochon to $32.00 per hour, effective immediately. Motion carried (6-1), with Trustee Miller voting nay. The proposed 2027 budget contemplated a further $1.00 hourly increase in February 2027.

A separate motion was made and seconded to approve the 2027 Police Department budget recommendation. Motion by Buckner/Ruud. Motion carried (7-0). The Clerk-Treasurer was asked to provide a clearer breakdown of designated reserves and operationally available funds to Trustee Miller.

Actions in Progress: Chief Shepard reported continuing complaints concerning a property on B Street, including campers and accumulated items. He described ongoing inspections and enforcement limitations under the existing nuisance ordinance. No formal action was taken.

WASHBURN COUNTY HOUSING AUTHORITY UPDATES

Building B Roof: The Housing Authority reported receiving three roof bids and selecting a preferred contractor, subject to Rural Development authorization to use reserves because the work was not budgeted. The work would include roof replacement, damaged plywood and vent repairs, and remediation of mold identified in vacant Unit B1. If reserve authorization is denied, repair alternatives may be necessary.

Second Avenue Parking: Discussion addressed existing no-parking signs on both sides of Second Avenue, limited tenant and visitor parking, street width, school bus access, and emergency vehicle access. Suggestions included limited-duration parking on the apartment side while retaining restrictions on the opposite side.

Housing Financials and 2027 Budget: The Housing Authority discussed its financial statements and proposed budget, including approximately $9,110 in annual auditing costs attributable to specialized federal housing requirements. The Authority requested consideration of transfer station access cards for apartment units because of dumpster costs and disposal needs. The Board discussed issuance to the Housing Authority for unit-based administration, return of cards at move-out, and replacement charges. The Authority representative agreed to prepare a proposed policy for subsequent Board review. No card policy was adopted at this meeting.

FIRE AND AMBULANCE 2027 PROPOSED BUDGETS (AGENDA ITEM 9(b), TAKEN OUT OF ORDER)

The Clerk-Treasurer reviewed differing municipal positions regarding vehicle replacement contributions. The Town of Minong favored equal municipal shares, while the Village previously approved contributions based on equalized value. The Fire Department budget alternatives included no vehicle contribution, equal shares, and a $40,000 replacement contribution apportioned by equalized value. The Board discussed current intergovernmental agreements, the need to fund future vehicle replacement, and potential fire suppression billing revenues.

A motion was made and seconded to approve Fire Budget Option 3 (page 12 of the packet), providing a $40,000 vehicle replacement contribution distributed among participating municipalities according to equalized value. Motion by Miller/Buckner. Motion carried (7-0). The Board confirmed this maintained its previously stated position.

Regarding the Ambulance Department, the Board reaffirmed by consensus its prior approval of the 2027 budget, including the $25,000 vehicle replacement contribution allocated by equalized value. No new motion was adopted on the ambulance budget.

MSA – WELLHOUSE IMPROVEMENT PROJECT UPDATES

Teresa Anderson from MSA reported that Well 1 remained on track to provide water into the system by December, although the generator and other components may not yet be fully operational. No contractor payment application was submitted for Board consideration. A possible hydrant extension change order, expected to cost less than $5,000, remained pending contractor documentation. MSA also explained changes to state water and wastewater funding application timelines. No action was taken.

CONSENT AGENDA

The Board approved the consent agenda, including the September 14, 2026, Regular Board Meeting minutes and the Treasurer's Report for the General, Water, Sewer, Campground and Police funds and Fire/Ambulance run reports. Motion by Miller/Hiller; motion carried (7-0).

PUBLIC WORKS/UTILITIES/STREETS

LRIP Main Street Project: Staff reported that final grading was anticipated during the week, with paving tentatively planned for Thursday, weather permitting. The contractor did not anticipate a full road closure. Additional prepared street projects were expected to follow. Discussion included two manhole covers and one valve cover requiring attention.

Wild River Trail Mowing: The Clerk-Treasurer presented DNR correspondence, maintenance agreements, and grant information. The Board discussed whether the Village should continue mowing trail-adjacent areas at its expense, whether a separate reimbursable arrangement could be negotiated, and whether trees or vegetation could provide dust and noise buffering. Staff were directed to inquire about a paid mowing agreement and, if that was not feasible, permission for tree planting. No motion was taken.

VILLAGE BOARD REGULAR BUSINESS

NIMS and Hazard Mitigation Training: The Board was informed of the October 13, 2026, National Incident Management System training for senior officials and the October 28, 2026, Washburn County Hazard Mitigation planning session. Board members were invited to attend.

Stormwater Utility: MSA provided preliminary information regarding legal considerations, impervious-surface-based billing, potential infrastructure costs, and the effort necessary to develop a stormwater utility. The Board agreed that other priorities should take precedence and generally favored revisiting the subject around September 2027. No action was taken.

Senior Center Electrical Fire: Following the fire at the Senior Center, the Board supported offering Village Hall space without rental charge for temporary senior activities, subject to coordination and suitability. Rassbach volunteered to reach out to the Senior Center. No new fee policy was adopted.

Demolition Permit: The Clerk-Treasurer presented a revised permit structure distinguishing ordinary demolition from work affecting Village rights-of-way, streets, sidewalks, or utilities. The proposal retained contractor insurance requirements and suggested consideration of a lower standard demolition fee (approximately $150) while retaining a $500 fee for work involving public infrastructure. Board members requested additional time to review the materials; the matter was deferred to the next regular board meeting without action.

COMMITTEE REPORTS & UPDATES

Deputy Clerk-Treasurer Vacancy: The Clerk-Treasurer reported receipt of five applicants and described the need to obtain completed Village application forms and arrange Finance Committee interviews. The Board discussed office workload and previously scheduled Friday vacation days during the vacancy.

2027 Budget Workshop: The Board discussed holding its first full-Board budget workshop on Monday, October 19, 2026, at 5:00 p.m., as proposed, to begin reviewing emerging revenue estimates, certified CPI, and insurance costs.

ACH Board Payroll: The Clerk-Treasurer reported that nearly all Board ACH authorization forms had been returned, permitting monthly Board payroll to be processed in one batch and avoiding duplicate transaction fees.

Finance, Insurance & Personnel: The Board reviewed a 19.9% projected 2027 health insurance premium increase and options from the existing consortium. A motion was made and seconded to renew coverage under the current $3,500 HDHP Option 2 for 2027. Motion by Ruud/Buckner. Motion carried (7-0). A proposal to change the employer/employee contribution split for future hires from 85/15 to 80/20 was identified for later Finance Committee, budget, and employee handbook consideration; no action was taken on that proposal.

Parks & Recreation: Staff reported that the exterior Village Hall bathroom finishing and insulation work was expected to be completed during 2026. Discussion included winter closure and the possible future use of adjacent space by the Police Department.

Streets & Utilities – Second Avenue Parking: After further discussion of school bus clearance, road width, parking restrictions and sign costs, a motion was made and seconded to remove the no-parking signs on the north side of

Second Avenue near 181 Second Avenue. Motion by Miller/Johnson, motion carried (7-0). The existing restrictions on the opposite side were not removed by this motion.

CLOSED SESSION

The Village Board considered convening in closed session pursuant to Wis. Stat. § 19.85(1)(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 review the proposed Transfer Station management arrangement with the Town of Minong and related 2027 budget provisions.

Following a short recess, a motion was made and seconded to convene into closed session pursuant to Wis. Stat. § 19.85(1)(e). Motion by Buckner/Miller, motion carried (7-0). A roll-call vote was taken and the Board entered closed session. Johnson, Miller, Hiller, Rassbach, Ruud, Buckner, and Melton. All ayes, motion carried. Closed session observed.

RECONVENE INTO OPEN SESSION

A motion was made and seconded to reconvene into open session; motion by Buckner/Miller, motion carried (7-0). In open session, the Board expressed general consensus to continue discussions regarding having one municipality manage the Transfer Station books and operations and using a single banking arrangement. No municipality was selected, no final management agreement was approved, and no formal implementing motion was adopted. Further details and steps were to be developed for future consideration.

Public Comment (Agenda Items Only): No members of the public had comments.

Future Agenda: Based on the discussion, the following items were noted for future agendas:

- 2027 Budgets – General, Campground, Water and Sewer
- Village of Minong Employee Handbook Updates
- Deputy Clerk Position
- Hall bathroom (status of finishing work, insulation)
- Transfer Station Management
- Demolition Permit & Fee

UPCOMING MEETINGS

Next Regular Village Board Meeting – Monday, November 2, 2026, at 5:00 p.m.

ADJOURNMENT

Meeting adjourned. Motion by Buckner/Miller to adjourn at 9:04 p.m. Motion carried (7-0).

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

MINUTES OF THE VILLAGE OF MINONG SECOND REGULAR BOARD MEETING AND 2027 BUDGET WORKSHOP
Held at the Village Hall, 123 5th Ave, Minong, WI 54859

October 22, 2026 – 5:00 p.m.

CALL TO ORDER

The Village of Minong Second Regular Board Meeting and 2027 Budget Workshop was conducted on Thursday, October 22, 2026, with Village President Dan Rassbach calling the meeting to order.

ROLL CALL

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

ALSO PRESENT

Janel Lee, Clerk-Treasurer.

APPROVAL OF AGENDA

Motion by Miller/Ruud to approve the agenda as amended to correct the meeting day from Monday to Thursday. Motion carried (6-0).

COMMITTEE REPORTS & UPDATES

Finance, Insurance & Personnel: The committee presented its recommendations concerning employee insurance contributions, 2027 compensation, the insurance stipend, and sick leave payout provisions. The recommendations and related handbook updates were discussed with the budget workshop items below.

VILLAGE BOARD REGULAR BUSINESS AND 2027 BUDGET WORKSHOP

Health, Dental and Vision Insurance Contributions: The committee recommended amending Employee Handbook Sections 5.11 and 5.12. Employees hired after November 4, 2013, and before October 15, 2026, would retain the Village contribution of 85% and employee contribution of 15%. Employees hired on or after October 15, 2026, would have a Village contribution of 80% and employee contribution of 20%. Life insurance was excluded from this change.

Motion by Ruud/Miller to amend Employee Handbook Sections 5.11 and 5.12 to establish the stated 85/15 and 80/20 contribution schedules, effective October 15, 2026. Motion carried (6-0).

2027 Employee Compensation: The Board reviewed the Finance Committee's recommended compensation adjustments. Motion by Ruud/Buckner to approve the 2027 employee compensation adjustments as presented in the worksheet titled "Village of Minong 2026 Current versus 2027 Proposed Wages." Motion carried (6-0).

Insurance Stipend and Handbook Update: By unanimous consent, the Board agreed to restore the $4,000 annual stipend in lieu of health insurance to the Employee Handbook on an ongoing basis, effective October 15, 2026. Discussion supported making the option available to current employees as well as future eligible employees. The Board also expressed general consent to allow annual selection between the stipend and insurance. The Finance Committee would review the handbook wording concerning restrictions on switching between the options.

Sick Leave Accumulation and Retirement Payout: The committee recommended removing the Clerk-Treasurer's grandfathered provision allowing accumulation and retirement payout of up to 960 hours. The Clerk-Treasurer agreed to the same provision applicable to the other employees: a maximum accumulation of 720 hours, with 50% payable upon eligible retirement, for a maximum payout of 360 hours. The corresponding handbook language would be updated.

Motion by Ruud/Buckner to apply the same sick leave retirement payout provision to all employees, including the Clerk-Treasurer, with a maximum bank of 720 hours and a 50% payout upon eligible retirement, not to exceed 360 hours. Motion carried (5-1), with Trustee Miller voting nay.

2027 GENERAL FUND BUDGET FIRST DRAFT

Clerk-Treasurer Lee reviewed the proposed revenues and expenditures, updated through October 22, and the supporting payroll allocation worksheets. Board members were asked to review the draft and consider remaining allocations before the November 2 meeting. No motion adopting the General Fund budget was recorded.

Revenues: The initial draft showed total proposed revenues of $716,883.54 before discussion changes. The Board identified $150 in police-related court fee revenue for removal from the General Fund and allocation to the Police Department. The property tax proposal included general obligation debt, including the Water Fund debt portion. Lee reviewed shared revenue, expenditure restraint aid, transportation aid, payment in lieu of taxes, interest earnings, and licenses and permits.

Prior-year reserves for one-half of the plow blade purchase and one-half of the 2027 revaluation would be applied toward the full 2027 expenditures. These were identified as one-time resources. The draft also proposed increasing the Campground office rent contribution from $2,500 to $3,000 and applying the contractual 3% lease increase.

Board and Administrative Expenses: The draft used 24 paid meetings annually rather than the prior 42-meeting assumption. Lee explained that Board and Village President compensation was allocated 60% General Fund, 20% Water, and 20% Sewer, including applicable payroll taxes; utility shares were included in administration and general salaries. The President's budget also reflected the $50 monthly reduction related to the texting service.

The Board directed that notices be reduced to $500; payroll processing and ACH fees be increased to $600; and the Village Board, Clerk-Treasurer, and Village Hall miscellaneous lines be combined under Village Hall at $200. Clerk training and convention expenses would remain at $1,000. Lee explained that reimbursed Fire and Ambulance ACH expenses were already excluded from the Village's net estimate.

Elections and Professional Services: The proposed election payroll calculation used $15.00 per hour rather than $11.00, allowing for up to two elections in 2027 and training. No separate motion changing election worker pay was recorded. The Board discussed the $26,400 revaluation expense and prior-year savings, a $5,000 attorney allowance, and an auditing estimate pending confirmation. The draft included an additional Municode module, estimated at approximately $550 annually, for posting adopted changes before codification.

Village Hall and Public Works Building: The Board retained $4,800 for Village Hall heat after discussing furnace efficiency and recent expenses. Increased water and sewer expenses reflected Public Fire Protection charges. Payroll estimates included departmental allocation of wages and benefits. The Board discussed property and liability coverage and the favorable workplace injury experience rating. Public Works building estimates were retained, with inquiry to be made into motion sensors for the main shop lights.

Streets: The Board reviewed allocated payroll, supplies, maintenance, equipment, uniforms, plowing and sanding, and overtime. The Clerk would check recurring Rapid Radio subscription costs. The $250 Streets training allowance would remain, with applicable training time charged there first. Signs, flags, and decorations were being combined, and the discontinued snow and ice removal account was incorporated into plowing and sanding. Street lighting was proposed at $23,000; a suggestion to reduce the number of lights along Business 53 and other heavily lighted areas was referred for committee review.

Parks and Recreation: The Board supported retaining $2,000 for ball field lights and supplies. Discussion covered National Night Out, Village participation in Summer Days, ball field fencing and a shed roof, pavilion improvements, playground equipment, and possible future work on the large ball field. Celebrations and entertainment funding would remain under consideration. Staff would investigate possible charges for event signage and setup services, including any levy implications. No new service fee was adopted.

TRANSFER STATION BUDGET AND OPERATIONS

The Board reviewed revised Transfer Station proposals, including a Village contract share of approximately $35,275 under an arrangement returning to shared municipal work responsibilities. Discussion described the Village performing weekly crushing and compacting as needed, the Town performing plowing and sanding, and each municipality mowing

once per year. Scheduling, workload for Myers and Johnson, implementation dates, and insurance coverage were also discussed.

Proposed costs were discussed using usage shares of 67% Town of Minong, 25% Village of Minong, and 8% Town of Frog Creek. Frog Creek's representative reportedly supported an additional contribution toward work performed by the other municipalities. The Board discussed removal of the separate treasurer/bookkeeping expense and relocation of accounting costs within the revised proposal.

Audit and Financial Reporting: Rassbach reiterated his request for audits of 2025 and 2026 funded in 2027. Members questioned why an audit line was not shown and discussed differing municipal views on retrospective audits. Clarification would be sought regarding audit funding and scope. Discussion also supported more frequent budget-to-actual financial and usage reports, monthly if feasible or quarterly, rather than waiting until year end.

Levy Concerns and Future Structure: Members discussed potential levy-limit consequences of charging the Transfer Station for work previously supported by municipal funds, and possible repayment or credit treatment of a prior reimbursement to the Village, estimated during discussion at approximately $3,500 to $3,900. A possible joint waste commission and user fees were discussed as future options requiring further research and intermunicipal agreement. No refund, credit, commission, or new fee was formally approved.

The Board also discussed separate reporting for tire and other recycling revenues and expenses, and hauling, container, and tonnage estimates. The General Fund Transfer Station placeholder would remain at $38,325 pending a finalized proposal and clarification of audit costs. The Transfer Station budget would return for consideration November 2. No formal motion approving the revised Transfer Station budget was recorded.

GENERAL FUND CAPITAL ITEMS, RESERVES, AND CONTRIBUTIONS

The Board supported reducing the proposed 2027 advance reserve for 2028 and 2029 property assessment maintenance to zero and budgeting the approximately $5,800 annual maintenance expense in the applicable future years. The full plow blade purchase remained in the 2027 capital proposal with prior-year savings applied. Public Fire Protection was identified as an operating expense rather than a reserve. The shared UTV purchase was described as a nonrecurring expenditure.

Library and Other Contributions: Members discussed prior legal advice, the library's status and reserves, its payment in lieu of taxes, and the Village's need to build operating reserves. Discussion initially reflected differing views on library support. Members subsequently supported keeping proposed contributions and library funding at zero pending additional research into permissible municipal contributions. A written policy or resolution was requested for future consideration. No formal resolution, recovery of prior contributions, or final budget adoption occurred.

Lee would update the budget for the discussed changes and recalculate available surplus before further Board consideration. Figures presented during the workshop were preliminary and remained subject to year-end activity and revisions.

2027 WATER, SEWER, AND CAMPGROUND BUDGET REVIEW

Water and Sewer: Preliminary worksheets were distributed primarily to show the effect of proposed compensation and allocation changes. Lee proposed consolidating salary, payroll tax, and benefit costs into single budget lines, supported by detailed allocation worksheets. Water project financing, Safe Drinking Water loan and CDBG reimbursements, and remaining loan and interest estimates required additional work. More complete figures would be brought back in November. No Water or Sewer budget was adopted.

Campground: The preliminary draft used $31,000 in campsite revenue for 2027, reflecting a cautious estimate and the effect of wage increases. Advertising was expected to help bookings. Lee reported renegotiating credit card processing to approximately 5.4%, fixed for one year, from rates described as approximately 12% to 14%. The Board questioned whether the existing $8 reservation charge would cover the revised processing and other reservation costs and discussed possible fee or reservation-length changes. The matter would be returned to the Finance Committee for further calculation and recommendation. No reservation fee changes or Campground budget was adopted.

PUBLIC COMMENT ON AGENDA ITEMS ONLY

No public comments were presented when this item was called.

FUTURE AGENDA ITEMS

Items identified for further consideration included the revised 2027 General Fund budget; Water, Sewer, and Campground budgets; the Transfer Station budget and related questions; Finance Committee updates, including Campground reservation fees; employee handbook wording; and library and other contribution questions. The November agenda would emphasize budget work while limiting other regular business because of the election the following day and budget timeline constraints.

UPCOMING MEETINGS

Next Regular Village Board Meeting and continued 2027 budget discussion – Monday, November 2, 2026, at 5:00 p.m.

ADJOURNMENT

Motion by Miller/Buckner to adjourn. Motion carried (6-0). Meeting adjourned at 7:33 p.m.

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