

**MINUTES OF THE REGULAR BOARD MEETING
FEBRUARY 14, 2022 AT THE MINONG TOWN HALL
DISCUSSION AND/OR ACTION CAN BE TAKEN ON ALL AGENDA ITEMS**

NOTICE: IF SOMEONE WITH A DISABILITY REQUIRES THAT THE MEETING BE ACCESSIBLE OR THAT MATERIALS AT THE MEETING BE IN AN ACCESSIBLE FORMAT, CALL THE CLERK'S OFFICE AT LEAST 48 HOURS IN ADVANCE TO REQUEST ADEQUATE ACCOMMODATIONS.

**VERIFY LEGAL
POSTING**

NOTICE: L Featherly verified.

CALL TO

ORDER: Meeting was called to order by Harold Smith at 6:00 PM.

ROLL CALL: Jim Smith, Linda Featherly, Roger Wojt, Chuck Warner, Harold Smith, Susan Conaway Clerk/Treasurer and Rhonda Kellen Deputy Clerk/Treasurer

PLEDGE OF

ALLEGIANCE: Recited.

APPROVE

AGENDA: Motion by J Smith to approve the agenda as presented, 2nd by C Warner. All in favor. Motion Carried.

APPROVE

MINUTES: Motion by L Featherly to approve minutes from the January 10th Caucus Meeting and Regular Board Meeting, 2nd by C Warner. All in favor. Motion Carried.

PAY BILLS:

Motion by L Featherly to pay debits 359-365 and check numbers 29863-29927, 2nd by J Smith. All in favor. Motion Carried.

FINANCIAL

REPORT: Motion by J Smith to approve the Financial Statement dated February 14, 2022 in the amount of 1,470,169.92, 2nd by C Warner. All in favor. Motion Carried.

OLD

BUSINESS: **Greenwood Cemetery & Financial Statement** – Susan reported there have been 3 individuals asking about plots, she is waiting until April to schedule meetings. The only contribution was an interest payment this month for a total of \$50,615.07 in the Cemetery Fund. Motion by L Featherly to approve the Cemetery Financial, 2nd by C Warner. All in favor. Motion Carried.

Short Term Rental Licenses – L Featherly will be working on a letter to send to the individuals at the Kimball property asking for an updated Property Manager. We did receive the Insurance and license.

Gracie Lane Property – Have not heard anything regarding the survey.

NEW

BUSINESS: **Review & Update Employee Handbook** – The Board reviewed the Introduction, Employment and Employment Status & Records sections with a few updates.

1. On the Employee Acknowledgement Form, removed the 3rd paragraph regarding the conflict with the union contract in force.
2. Section 116 Job Posting, the first sentence will be updated to add the Town of Minong Website and will remove Bond Park, also updating the number of days posted for a minimum of 14 days.
3. Section 210 Job Descriptions, make the correction to Clerk1Treasurer to Clerk/Treasurer.
Employees must ALL be masked when there is more than 1 person in a vehicle.
For the March Meeting, the Board will review Employee Benefit Program, Sections 301-316.

Direct Deposit – Susan will do a little more research about price and ease of removal or startup of new individuals and she will report back at the March meeting.

ZONING: N/A

ROADS: **Maintenance** – The Road Crew has been hauling salt sand and plowing. We have the individuals from the Gordon Correctional Center helping with the brushing. This past week they were on Greenwood and will move on to Lakeside Road South.

Larry Radzak would like Board Approval to hire a part-time snowplowing person. This individual is only if needed. Motion to allow Larry to hire an individual by H Smith, 2nd by J Smith. All in favor. Motion Carried.

R Wojt talked with Dave at Ayers & Associates regarding the Lakeside Bridge. Currently the bridge is not eligible for replacement. There will be an inspection in the early fall of 2022. R Wojt is also waiting to hear back from Brian Danielsen from Washburn County on his recommendation and next steps forward. At this time the Board has decided to wait until this fall after the inspection before making any decision.

Purchases – New signs

MONTHLY REPORTS:

Fire & Ambulance Report – C Warner reported there were a total of 2 Fire Calls, both for the Town of Minong and 14 total calls for the Ambulance, 2 calls for the Town of Minong.

Transfer Station Report – J Smith did not have a Transfer Report this month should have one for next month's meeting. Transfer Station will be putting in new cameras. Washburn County will be putting up a new tower for better communication for the fire, ambulance, sheriff departments

Constable – Eric reported that the Know Your Community site is a great source of finding out around the community.

Lakes Committee – N/A

Clerk's Update – Susan reported we are done receiving taxes. She and Rhonda will be attending a meeting in March to go over the new voting machines and we are expecting to get our new machine in March as well. L Featherly brought up the windows in the office and the replacement of them.

Discussion from Other Meetings- C Warner attended the Library Meeting this morning there was no quorum. The library is once again thinking of having a summer reading contest to get more kids into the library. C Warner also attended the County Health and Human Services meeting, the committee did vote to have Marie Schrankel assume the role of interim director which will be going to the Personal Board for approval. COVID is on a decline, January there were 656 cases, so far in February there have been 81. The HHSD Board Community Representatives had 4 at large seats available new members selected Lynn Bergjhuis (medical), Terry Dryden, John Sahlstrom and Chuck Warner we appointed. L Featherly attended the County Board meeting which consisted mostly of resolutions. She has also been asked to sit on the Law Enforcement & Emergency Communities until after elections. Also presented a copy of a CenturyLink article.

CITIZENS COMMENTS: N/A

DATE & AGENDA:

Next Regular Board Meeting: Next meeting will be held on Monday, March 14, 2022 at 6:00 pm. Agenda Items: Employee Handbook 301-316, Direct Deposit, Windows.

ADJOURN MEETING: Motion to adjourn meeting at 7:01 pm by R Wojt, 2nd by L Featherly.

Chairman

Clerk/Treasurer