

**MINUTES OF THE SPECIAL BOARD MEETING
MAY 5, 2026 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: D Conaway verified the posting.

**CALL TO
ORDER:**

Meeting was called to order by David Conaway at 2:00 PM.

ROLL CALL:

David Conaway, Christine Holland, and Dean Patrick were present.

**Also present Susan Conaway Clerk/Treasurer, Rhonda Kellen Deputy Clerk/Treasurer, Todd Conaway Town Superintendent and Jim Smith prior TS Committee Member.

**PLEDGE OF
ALLEGIANCE:**

Recited

**APPROVE
AGENDA:**

Motion by C Holland to approve the Agenda as presented, 2nd by D Patrick. All in favor. Motion Carried.

Public Comment: No Comments

NEW

BUSINESS:

Operator Licenses – Motion by D Patrick to accept the operator licenses for 2026 for 004, 005, 006, 007, 008, and 009, 2nd by C Holland. All in favor. Motion Carried.

TS Workgroup Paperwork Plan and Discussion – D Patrick stated at the Transfer Meeting there were a number of interesting conversation around hours, fees and even an idea brought up possibly any resident that would like to use the TS pay a fee every year and it would be optional on if you wanted to do that or not, this could help the TS be self-sustaining. If the TS could become self-sustaining, we could possibly use the money that we are currently providing the TS for a new budget category called blacktop road repair and upkeep. D Conaway asked for clarification on the TS fee, S Conaway stated it would essentially be the same as it is now except you would receive the TS Card from them and not the municipalities. Another idea was to provide something that hangs off the rearview mirror like the Gordon dump has. One other idea was to invest in a card reader so when you backed in it would read the card and know which municipality you were from, you could also purchase additional cards for additional vehicles for a fee. D Patrick stated today we need to define what we want the committee/board/commission's duties are and what they can do and also look at some of the dump rules. The Town of Frog Creek will be purchasing some gravel and the Town of Minong will be doing the grading, and the Town will be paid for the work.

Regarding the name, per the Town of Minong's April 13th Regular Board Meeting it was voted on the name would be called the Transfer Station Board.

The TS Board Duties as follows:

1. Have the TS Board develop a self-sustaining budget starting 2027.
2. Have the TS Board obtain their own insurance.
3. As long as it is within the budget the TS Board would be in charge of employee compensation and hiring and firing.
4. Make sure the employees have a detailed job description taking care of the day to day operations of the TS including billing. The payroll, deposits and paying of monthly bills should be outsourced. (The

Town of Minong is willing to take on the administrative tasks.) In the detailed job description for the TS Supervisor they should be able to do the research on if a new company is needed to pick up tires or metal and they should bring the information to the TS Board and the TS Board would bring it to the municipalities. (The only thing the municipalities would have to get involved with regarding purchases is if the cost is not in the budget and is more than \$1,000.) Otherwise it would just go to the TS Board.

5. TS Board would need to bring back to the municipalities if there is a change in hours of operations.
6. If the Ownership stays the same, 42.5% for the Town, 42.5% for the Village and 15% for Frog Creek, the 2 municipalities with 42.5% should have more representation on the TS Board.

Day to Day Operations for the Transfer Station for 2027

1. The current days and hours of operation are good. (4 days for summer hours and back to 3 during Sept.)
2. Rates Review for non-residents using the TS per bag option vs \$0.50 per pound.
3. Municipalities Free Days should be determined TS employees.
4. Compactor pick-ups.
5. Mattresses
6. Bidding out plowing, mowing, crushing of furniture and loading of scrap.
7. Bidding out of maintenance for the buildings and grounds.

J Smith was asked what needed to be in the bins, he stated tube TV's, florescent light bulbs and batteries. Every bin needs to be marked.

If one of the municipalities wants to get out of the TS, it would need to be at the end of the contract year.

Commercial users bringing household garbage and paying a per ton fee.

CITIZENS

COMMENTS: On Agenda Items Only – No Comments


ADJOURN TO CLOSED

SESSION: Motion made by D Patrick to go into closed session Pursuant to Statute 19.85 (1) (c)
c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. – Employee Issue, 2nd by C Holland. All in favor. Motion Carried.

ROLL CALL: David Conaway, Christine Holland, Dean Patrick. Susan Conaway was requested to attend.

ADJOURN

MEETING: Motion by D Patrick at 4:14 pm to adjourn, 2nd by C Holland. All in favor. Motion carried.



Chairman



Clerk/Treasurer