

July 2, 2025

**Call to Order:** President Theresa Koch called the meeting to order at 6:15 p.m. in Council Chambers

**Members Present:** Koch, Erickson, Huepfel, Jorgenson, Lukes, O'Connell, Pelz

**Members Absent:**

**Staff:** Administrator Luann Emerson, PW Supervisor Kirby

**Pledge of Allegiance was recited**

**Approval of Minutes:** **Motion (Lukes/Jorgenson)** to approve 6/4/2025 minutes. Carried.

**Approval of Agenda:** O'Connell asked to add nomination of Director position, Emerson posted earlier in the day as the item needs to be approved tonight. O'Connell also wishes to make an appearance personally. No formal approval of the agenda was made.

**Appearances:** **Andrea Wallin** appeared to thank all of you on the Board and Luann for duties as Administrator, it has been a long couple of months and all need to be recognized for being kind and professional. Positive comments don't always get stated but you are all appreciated in what you do. **Rich O'Connell** stated we as a Village Board should say congratulations to the school board and staff for the outstanding scholarship award they received for coming in #76 out of some five hundred schools in the state for elementary performance.

**Library Monthly Report:** Becky Manley gave the library report beginning with her appointment as the new Library Director. Summer reading program is 3-weeks in and going very well, 150 people said they would like to participate. Becky has found another PT library staff, Mikaela Borup. Evening hours will be discontinued, almost no activity. Saturday morning hours will start this week to see how it goes. People have spoken favorably about the hours and are supportive of the change. Story time will be reintroduced as well. It was noted that Village employees are excited to have Becky on board. O'Connell announced Emily Keeler has volunteered to become the fourth member of the Library Board. Keeler stated she is excited about the direction the library is moving and to be working with Becky. **Motion (Huepfel/Jorgenson)** to approve Emily Keeler to the Public Library Board. Carried.

**Action items:**

- 1) **Eilidh Pederson** from Western Wisconsin Health gave an update on the clinic: Eilidh stated WWH appreciation for being part of the community and how glad they are to be here. To show coordination with the local library, WWH now prescribes every patient 3 and older a prescription to go to the library; they also get a free book. Volume: since January of this year they have cared for 1300 patients, projecting to 6000 by year end, mostly in family medicine. Average wait to get in is 1 day. Offering additional services: Wellness Wednesday's promoting women's health; coffee with care. Advertising is social media, widespread mailer. One transition Allison Weeks will be relocating so they are working to fill that position.
- 2) **Motion (O'Connell/Huepfel)** to approve Street Use permit from Half Fast Heroes, Saturday July 12, 11:30 a.m – 4:30 p.m. for a celebration of two grand openings: Stylush Salon and Wake & Bake food truck, both local businesses. Also, a fundraiser for school supplies. North end of McKay Ave, food trucks, snow cones, popcorn, bounce house, live music, games, competitions, raffles, etc. Carried
- 3) **Kelly Pelz/Half Fast Heroes** would like to clean up and update Handy Andy Park, flowers by entrance sign, clean Handy Andy, stain shelter and warming house. Starting Yoga in the Park and also want to start having "Music in the Park" nights. Suggestion was made to send to Municipal Development, that would slow the process to call another meeting. All MD was present and were o.k. with the project as they are currently working on a playground plan and possibly a path to the park. **Directive to move forward.**
- 4) **Motion (Huepfel/Pelz)** to accept low bid on LRIP Beltline Road Improvements from Albrightson Excavating Inc \$67,520.00 Vote: Ayes: Koch, Erickson, Huepfel, Jorgenson, Lukes, Pelz. Nays: O'Connell. Absent: none. Abstain: none. Carried. Koch went back to Handy Andy and asked Kirby about sealing Handy Andy west parking lot. Kirby feels it would be a waste of money as it's too far gone but he can get quotes on chip sealing that would actually extend the life of the lot.
- 5) Resolution for changes to Employee Handbook were not available for approval. Credit Card policy updated and grievance policy was updated. Table to August meeting.
- 6) **Ordinance – Food Trucks and Street Use Permits:** Food trailers on private property as opposed to streets, can we regulate? Street Use Permit – for profit vs. non-profit. No decision has been made. Erickson suggested a calendar at the beginning of year with all Community Event street closings being presented so everyone knows what's coming rather than a bike run three days before it's happening and suddenly we need 2 streets shut down. Also, expectations will be reviewed for garbage and general clean up, use of Village employee time, things like this that are becoming more and more a part of Street Use. Start looking at Café Permit for bars to have open container in a confined area so streets wouldn't need to be shut down for that purpose. Ordinance will meet again in July.
- 7) **Planning Commission –** O'Connell stated PC had a long discussion about properties available in the community, then look at feasibility of building on those properties. Types of homes to be built was also discussed. Suggesting we seek financing down the road for a project like this. It's all about planning for population growth and realizing

how that affects tax base. The survey is coming out in the mail with the utility bills, hard copies at Village office and SV Drug. Another meeting will be held in July.

8) **Pay requests and Treasurer's report** - approved as presented.

9) **Confirm August 6, 2025 6:15 p.m. Board meeting**

**Police monthly report** – 57 calls for service, 32 county aid. Annual training and certifications, reimbursements in 2025. Software updates, Community Safety Day, larger cases coming through involving longer investigation times. SVPD was involved with incident initiated by state patrol. SVPD took fugitive into custody after subject fled from the scene into Spring Vale. Part time officer position is still posted. Onboarding will be starting soon with new Managed Services IT vendor VC3. Liquor licenses and operator's licenses background checks completed in partnership with Village Administrator. Calls for service are increasing. Pelz asked for expansion on the VC3 item, Emerson replied: this will be huge for PD and Admin, currently have no or poor IT help, her current provider does not provide 24/7 service, is combative when asked to explain something for our own understanding, currently uncooperative with offboarding. PD and Admin both have areas of expertise, IT is not one of those areas to us. VC3 is backed by the League. Onboarding cost will be paid for with a rebate we received from the League for having PD policy contract. Monthly fee will be split between the two departments. Huepfel reported that ES will be meeting to talk about enforcement of mowing and junk in yard ordinances.

**Municipal Development** – on hold until we hear from the Tree Inventory results that will help direct us to what we can plant and what we have an overabundance of. John Groh and another school staff personnel come out and looked at the south playground with Ruth and gave some suggestions. Jay Arneson suggested testing the soil where trees may be planted on the playground for PH level. Ruth will get that done. An article was put in the newsletter with updates for the community with an "ask" for donations on the phases currently planned. Ruth also talked to Emmaus Church about the future use of their greenspace but cannot commit land to a play area at this time. Gary Lukes is willing to fix a few small items needing immediate attention on the playground.

**Nursing home sub-committee** Jorgenson reviewed the report issued from HDG to the sub-committee: Net Operating Working Capital is down - travel invoices for HDG, interim nursing, and frozen pipe water issues caused expenses to increase during the month. Cash flow is getting better as Valley Villas sorts through comingles cash and gives SNF their share. Net Operating Income reflects these same things. Fiscal year July 2024 – June 2025 has ended, a 6-month budget for July – December has been reviewed to get the facility to a January – December reporting year. Sprinkler system deductible was met so we'll receive a refund back of \$8973. Occupancy is highest since we took over the facility at 38.5 average, this puts us in range to meet budget. Referrals are highest in the area. Social media shows lots of wonderful things going on: animal visits, planting flowers, etc. Agency hours spiked due to correction in reporting structure. DON Kelsey Lansing, ADON Caroline Maachowski, and Culinary Director all started in June. HR/Business Office Director Alexis Konechney also started in June, this position eliminated the MDS position/combined responsibilities into ADON role.

**Clerk's report** – CivicPlus has the ordinances loaded and we're ready to move to the next step, it's an 18-month process so we're moving along! Facebook page is in progress, I need to set up a new personal account so I can attach a business account to that, it will be informational only, no comments accepted, they all know where to find us. Village of SV was represented by two teams at the Cedar Corporation Golf Outing this year, a good time was had by all! VC3 onboarding will begin along with the PD. League insurance did an insurance audit, spent an entire day here reviewing all of our buildings, etc.

**President's report** – Thank you all for your hard work. Looking into doing Meet with the President one time a month, Koch will sit down with Emerson and start looking at some dates, get a couple months lined up, then the community can come and chat. advertisement.

**Motion (Lukes/Erickson) 7:21 p.m. to go into closed session for the following:**

- a. **Statute 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. For the purpose of discussing north playground.**

**Motion (O'Connell/Jorgenson) 7:58 p.m. to go back into open session**

**Any action from closed session – none.**

**Motion (Huepfel/Jorgenson) to adjourn 8:03 p.m. Carried**

Respectfully submitted

Theresa Koch, Village President  
Luann Emerson, Administrator