

Village of Spring Valley
Village Board – Monthly meeting minutes
September 3, 2025

APPROVED

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 Emerson

Pledge of Allegiance was recited

Approval of Minutes: Motion (Lukes/Huepfel) to approve 8/6/2025 minutes. Carried.

Approval of Agenda: Motion (O'Connell/Jorgenson) to approve agenda. Carried.

Appearances non-agenda items: none

Library Monthly Report: Becky Manley: Door count for August was 1800. Teen Advisory Board (TAB) has disbanded; there is no funding through the library, they are not allowed to fundraise as part of the library and they aren't under FOL, and don't have their own bank account due to age. Dam Days planning is in full swing with some fun projects planned.

Action items:

- 1) CDA Committee needs new members and there are two items waiting to be discussed for the committee. Several names were presented as potential members. Emerson will contact people the Board suggested first.
- 2) **Motion (Huepfel/Erickson)** to approve pay ap for Advantage Excavating on WQT \$35,493.72 Vote: Ayes: Koch, Erickson, Huepfel, Jorgenson, Lukes, O'Connell, Pelz. Nays: none. Absent: none. Abstain: none. Carried.
- 3) **Motion (Huepfel/O'Connell)** to approve CSM and division of Spence property on north east hill at the edge of Village limits. This being done to satisfy Village Ordinance #46-7(c) which states "(c) Certified survey. Any division of land, other than a subdivision, as defined in Wis. Stats. § 236.02(12), shall be surveyed and a certified survey map prepared as provided in Wis. Stats. § 236.34." Carried.
- 4) **Pay requests and Treasurer's report** – of note: Transfers to Capital Improvements for 2024 lay-aways have been done now that the audit is complete and has been reviewed. August settlement was received from both Pierce and St. Croix counties. Report approved as presented.
- 5) **Confirm October 1, 2025 6:15 p.m. Board meeting**

Police monthly report – 52 calls for service, 20 county aid. Conditional offer is out to potential part time officer.

Planning Commission – Met in August. Reviewed survey results. Need for senior housing as boomers are aging. Will meet in September with Josh to start working on updated verbiage for Comprehensive Plan.

Finance – Budget process continues, General Fund budget needs a lot of work. Committees have met; Board will have first look at the October meeting.

Public Works – Pelz relayed information on the lift station problems and noted that until we have the review by a pump company next week to help pinpoint the problem. Huepfel stated the school is looking at building so we need to determine the problem before we move forward with that. Emerson will contact John Groh to let him know our system is currently having problems, we don't know what those are at this time, but we need to figure those out as well as solutions before we move forward with the them. We will be in touch with him as soon as the study is complete and the Board has had a chance to review.

Clinic update – Ellen Thompson gave a Western Wisconsin Health update of the clinic. There has been an uptick in volume lately. Flu shots will begin as flu season is starting. Sports check ups are being done. Mental health services are going well.

Municipal Development – MD met with Urban Forestry people as some members overlap. DNR did an inventory and noted what they found in a report so we know what direction we need to move for planting this year. Marketing is starting for the south playground project. We have a flyer and a QR code to advertise and collect donations. The MD project web site has details of our vision for the playground; MD purchased a picnic table to get the process started. Lukes is meeting with Library to touch base on their plan for an outdoor reading area. Soil sample came back with a recommendation to amend soil before planting along the west fence.

Nursing home sub-committee -Jorgenson: BS Metrics were reviewed; we are moving into the first month of the six-month cycle to get us on a calendar year instead of a fiscal year. Net loss for the term but this will ebb and flow with revenues and expenses, timing can be an issue. Occupancy is down slightly admissions and discharges change frequently. Sales & Marketing were reviewed with the number one priority being building relationships with hospitals and others to get ideal referrals. Marketing brochures with new photos will be updated. Upcoming

events include open house for Valley Villas 15-year anniversary, car show on September 20th, October Halloween event, November open house Thanksgiving event, and the December soup lunch for seniors. Mobile phones were installed on nurse carts to help cut down on missed calls. Security doors are needed for various purposes: Access Security Egress Doors will help keep residents from wandering outside cost \$12,582. Two doors of Access Control for front door and back door to allow employees access but keep unwanted people out cost \$6,609. Front door intercom also goes with the front/back access doors cost \$2,054. **Motion (O'Connell/Jorgenson)** to approve purchase of all three doors and accessories. Vote: Ayes: Pelz, O'Connell, Lukes, Jorgenson, Huepfel, Erickson, Koch. Nays: none. Absent: none. Abstain: none. Carried.

Clerk's report – no bldg permits for August. Cleaning person resigned for medical reasons so I'm looking for a cleaning company. I attended Valley Villas 15th Anniversary gathering. Working with MBIC to get updated information on all buildings for a renewal insurance policy. Matt Shafer would like to meet with CDA about haying the 17-acre lot in the business park, this will happen when we once again have an active CDA committee. I continue to work with HDG and DHS to get an account set up to take Medicaid payments, another meeting with Stephanie tomorrow re: other DHS questions about ownership, employees, etc. working on getting simplified rate case done.

President's report – Thank you to all for your hard work on the Board. Hoping for a safe Dam Days.

Huepfel commented that Music in the Park seems to be a very good thing for the community.
Erickson commented that the flowers in town look great!

Motion (O'Connell/Jorgenson) to adjourn 7:27 p.m. Carried

Respectfully submitted

Theresa Koch, Village President
Luann Emerson, Administrator