

October 1, 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, O'Connell, Pelz

**Members Absent:** Lukes

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

**Pledge of Allegiance was recited**

**Approval of Minutes:** **Motion (Erickson/O'Connell)** to approve September 3, 2025 minutes. Carried.

**Approval of Agenda:** **Motion (O'Connell/Erickson)** to approve agenda as adjusted Anderson will be heard first, Resolution 10-1-2025 will be approved under Municipal Development/UF report. Carried.

**Appearances non-agenda items:** Andrea Wallin introduced herself as the new SVSSP Volunteer Coordinator. She stressed the importance and need for volunteers in the Staying Put organization. She mentioned that they may have a new Strong Bodies instructor, more to come on that.

**Library Monthly Report:** No report. Board has not met yet for the month of October.

**Action items:**

- 1) **Motion (Pelz/Jorgenson)** to approve splitting 22' from PID 181-01107-0800 to PID 181-01107-0900, current owner Barb Anderson. Quit Claim deed will be prepared with appropriate legal description. Emerson questioned the 22': if 12 feet were already QC deeded by Harold Dungan previously, why wouldn't the current transfer be 10'? Anderson wasn't sure but in the end the total from the original lot will be 22' transferred. Board approved, motion carried.
- 2) **2026 budget** line items were reviewed for variances high or low from 2025 budget. **General Fund - Revenue:** Additional debt levy will be added this year; DOT aid went up \$12,000; nursing home revenue went up considerably to allow for the debt payment and the cash flow repayment; rent of Village buildings increased \$12,000 as the Public Library will begin chargeback of \$1,000/month for services including insurance and other building costs, administrative services, etc.; LT debt for the Village costs to replace Glade Ave bridge – this will be converted to debt payments in 2027; water PILOT reduced due to previous year audit adjustments. **Expenses:** Salaries and benefits varied from last year due to raises, changes in insurance, and elimination of PT person that was budgeted for 2025 but not hired; audit fees continue to increase; cleaning wages increased; general insurances stayed the same; Police Department staff expense increased for PT/FT officer; computer maintenance increased due to sign on by PD and Administrator for managed services; equipment outlay went down due to realignment of payment schedule on existing and new equipment; street dept wages shifted from streets to water/sewer utility; Street Dept outlay increased to allow for purchase of grapple bucket; Capital Imp/Street Maint increased with the increase in DOT aid; Glade Ave bridge repair total cost \$650K is included but offset by LRIP-S grant and debt that will convert in 2027; first budget year for Van Buren debt payment. **Water Fund – 3%** Simplified Rate Case is applied for to increase revenue; Wages shifted; PILOT expense reduced due to previous year audit adjustments; Equipment Outlay increased to allow 1/3 Capital Imp for backup generator. **Sewer Fund -** Revenue increased to allow \$1/000 increase on usage; Capital Contribution \$47,178 from a reserve account that is overfunded, wages shifted out of General Fund into Sewer Fund, as current lift station problems demand more time the percentage split of PW wages shifted as well. Sewer Consulting Fees will pay for a study by Cedar Corporation
- 3) **Motion (Jorgenson/Erickson)** to allow application for a raffle license. Municipal Development can use donations for fundraiser for South Playground. Carried.
- 4) **Motion (Jorgenson/Pelz)** to close two small accounts at WESTconsin Credit Union that are no longer needed. Emerson will close Park Fund and Civil Defense Fund and deposit the money at Pillar Bank. Verification was made that neither of these is required by State Statute. Parks will continue to get revenue through residential new construction impact fees. Carried.
- 5) **Motion (Jorgenson/Huepfel)** to approve Half Fast Brewery for Street Closure, Saturday October 11 from 11:30 a.m. – 9:30 p.m. for Oktoberfest community event. They are sending letters to other businesses and encouraging everyone to participate. Ordinance Committee will schedule to review and rewrite ordinance for community events and hopefully get rid of the “pop-up” street closing requests. Pelz abstained. Carried.
- 6) **Pay requests and Treasurer's report** – No Treasurer's report, bank statements are not ready yet. Checks approved as presented.
- 7) **Confirm November 5, 2025 Board meeting and Public Hearing for 2026 budget**

**Police monthly report** – 45 calls for service. Chief Lilly would like to personally thank the following agencies for their assistance during Dam Daus: Trooper Knudson of Wisconsin State Patrol, Sgt. Van Nocker from Ellsworth Police Department, Deputy Andrew Johnson for the Pierce County Sheriff's Department. The police officer candidate is continuing through the hiring process.

**Public Works** – Pelz reported pumps are needed immediately on Silver Fox lift station. There is money in the current budget to get that done, not a permanent fix but will buy two years, sewer impact fees will be discussed in closed session.

**Planning Commission** – Met in September. Planning continues, waiting for census information.

**Municipal Development** – We're in official fundraising mode for south playground, banner for fundraiser hanging on fence of south playground shortly before Dam Days, Ruth Lukes personally went to 30 businesses to pass out flyers & answer questions, more to do. Several of MC committee did a table Saturday of Dam Days to get the word out and collect from passersby. Raised over \$1200 from businesses and DD table so far. Still hoping to get a few shade trees & bushes planted in October. Urban Forestry grant is ready for submittal and is due by midnight tonight along with an Authorizing Resolution allowing Emerson to act on Village's behalf where the grant and all its listed elements are concerned. **Motion (Jorgenson/Pelz)** to approve Resolution 10-1-2025 Authorizing Resolution which authorizes and empowers Luann Emerson, Administrator, to act on Village's behalf. Carried.

**Nursing home sub-committee** -Jorgenson: BS dips due to transition to EIN, Medicare not coming through yet, Medicaid is. Net income revenues down, census lower than expected, Occupancy trends going up, YTD is good. Sales/Marketing: admissions, discharges, referrals continue to vary. Executive Director Ryan is physically going out to facilities to develop relationships and we're getting referrals from this. Plan: developing brochures, 501(c)3 formation continues, SVHCS Inc has informed us we need to get SNF employees off their EIN by October 10<sup>th</sup> for insurance reasons. Agency staff significantly reduced, RNs hired, all nursing positions filled, leadership positions changing as well.

**Clerk's report** – one bldg permit electrical alteration. No operations licenses. Attended Incident Management training at Pierce County. Attended League Conference: grant stacking and passing a levy referendum were the two conferences I wanted to attend. Strong Bodies Instructor interest Andrea referred to is me, I would need approval from the Board to do this and I would make up the time (all were in favor). Ruth and Luann need new towers, our current towers do not support Windows 11. CDBG is starting the closing process-we're in the middle of approving one now but we will not be taking on anything new. VC3 doing good/no credential exposure and no dark web hits. Web page is moving along, if anyone has pictures of community events or scenery, please send them to me to personalize our site. Personnel needs to meet to prepare for interviews of department heads.

**President's report** – I have no idea what happened to September! I'm sure October is going to go by just as quickly. Thank you to everyone for your hard work, especially to Finance Committee.

**Motion (Jorgenson/Huepfel)** 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 increased sewer hookup and other fees and potential building sale.

**Motion (Jorgenson/O'Connell)** to go back into open session.

**Action from closed session: Motion (Pelz/Jorgenson)** to increase one-time sewer hookup fees based on an incremental ratio beginning with 5/8" meter at \$4,500 and increasing up to 8" meter at \$360,000. Anyone not within the Village limits will be allowed to hook up to Village sanitary sewer utility at a rate of 2X the base schedule. One time lift station hookup fees will be implemented beginning with 5/8" meter at \$500 and increasing up to 8" meter at \$40,000. Anyone not within the Village limits will be allowed to hook up to Village sanitary sewer utility and pass through a lift station at a rate of 2X the base schedule. All fees effective immediately.

**Vote: Ayes: Koch, Erickson, Huepfel, Jorgenson, O'Connell, Pelz. Nays: none. Absent: Lukes. Abstain: none. Motion Carried.**

**Motion (Jorgenson/Huepfel) to adjourn 8:50 p.m. Carried**

Respectfully submitted

Theresa Koch, Village President  
Luann Emerson, Administrator