

Village of Whitelaw
Regular Monthly Board Meeting Minutes
Monday, August 3rd, 2026, at 7:00 p.m.
Village Hall - 147 W. Menasha Ave., Whitelaw, WI

1. The regular monthly meeting of the Village Board was called to order on Monday, August 3rd, 2026, at 7:00 p.m. by Village President, Randy Christiansen. Present were Trustees Lois Kiel, Jim Kronschnabel, Barney McCulley, Beverly Linzmeier, Stacey Mangin, Jeremy Johaneck, and Clerk/Treasurer Sheena Kocourek.
2. **Public Present:** Leon Braun, Tim Mangin, Abigail Zahorik, Ed VanEss, Dean Najmayer, Rozann Mott, and Nick Schaden.
3. The Board and public stood for the Pledge of Allegiance.
4. **Approval of Agenda:** The agenda was properly posted. Motion by McCulley to approve the posted agenda, second by Johaneck. All in favor. Motion carried.
5. **Approval of Minutes:** Motion by Kiel, second by Johaneck to approve the minutes of the July 6th, 2026, meeting. Motion carried.
6. **Approval of Bills/Treasurer Reports:** Sheena presented the following vouchers- Accurate Appraisal – \$850.00, Complete Office – \$60.37, Endura Clean – \$58.67, Great America Financial – \$64.57, Manitowoc County Solid Waste – \$1,080.67, McClone – \$555.00, Valders Ambulance (final 25% district dues for 2026) – \$6,963.50. The Board also noted that a Flight pump invoice previously approved by the Utility Committee will be reviewed for payment through the equipment replacement fund. Motion by McCulley to approve vouchers in the amount of \$9,632.78. Second by Mangin. Motion carried.
7. **Public Input:** Ed VanEss expressed concerns regarding fire hydrant maintenance and water shutoff valve accessibility. He requested records of hydrant inspections with Clerk Sheena earlier in the day. Board will follow up with the Public Works Director and provide available information. Abigail Zahorik asked about sprinkler forgiveness calculations and whether all participants received the full 10% discount off their sewer charge for the month of June. Board confirmed all approved applicants received the full discount. Abigail also raised questions about base water/sewer rates not being itemized on bills. Sheena will review Workhorse billing capabilities and PSC requirements.
8. **Marshal Report:** Marshal Chuck Muench read his report on 12 calls he received between July 8th – July 31st. All issues were resolved. A detailed report is available to view at the Village Hall.
9. **Old Business**
 - a. Discussion/Possible action considering a change from monthly to quarterly utility billing (continued discussion from June & July meetings) The board continued discussion on returning to quarterly billing. Sheena and Phil reported significant time spent managing monthly late payments and shutoffs, with 21 delinquent accounts in July. Board consensus is to pursue quarterly billing. Additional information will be gathered, and a formal motion will be placed on next month's agenda.
 - b. Discussion/Update regarding the insurance claim for the June 10th lightning strike near the treatment plant. Sheena reported the claim is closed. Insurance issued payment of \$13,988.83 for pump and motor damage. Uncovered service calls and repair costs total \$5,647.00.
 - c. Discussion/Possible action on the Village Hall roof replacement (tabled at May Board meeting) The Village will consult with Ginny Hinz and begin preliminary budgeting research. The board discussed future capital projects for 2027, including:
 - Village Hall roof replacement
 - Pump house fascia/soffit repairs
 - Replacement of single-pane windows at pump house

- Possible snow removal equipment needs
- d. Discussion/Possible Action regarding the remaining Village street signs following the silent auction and additional sales. 22 signs remain. Sheena reported continued interest from residents, though at a lower price. Board approved reducing the price to \$5.00 per sign, first-come, first-served. Motion by Johanek to set the remaining signs at \$5 each. Second by Kronschnabel. Motion carried.

10. New Business

- a. Discussion regarding utility billing software error affecting late fee calculations following transition from quarterly to monthly billing in September of 2024. A resident questioned how late fees are calculated, which prompted our accountant to look into our programming software. Sheena will determine whether refunds may be applied as a credit on a future bill. Affected residents will receive a letter regarding this error and their credit amount.
- b. Discussion/Possible action to update the Water Utility Reconnection Charge from \$30.00 to the PSC-approved rate of \$40.00. PSC previously approved a reconnect fee of up to \$40.00. Village fee schedule currently lists \$30.00. Motion by Linsmeier to increase the reconnect fee to \$40.00. Second by McCulley. Motion carried. Board will consider updating fee schedule language to reference “current PSC-approved rate.”
- c. Discussion/Possible action on Village Office hours based on the extended Wednesday hours trial period. Sheena reported that during the 17-week trial period, only 8 residents visited during the extended Wednesday hours (4–6 PM). Board agreed that extended hours are not necessary. Sheena will propose updated office hours at the next meeting. Motion by Johanek to table until next month. Second by McCulley. Motion carried.

11. Committee/Commission Reports

a. Personnel Committee

- i. Discussion/Possible action regarding amendment to Appendix A Wage Schedule for Director of Public Works, Clerk/Treasurer, and Part-time laborer (approved at the May & July board meetings) A revised contract will be presented at the September Board meeting to reflect these changes.
- ii. Discussion/Possible action regarding a revision to the employee contract changing vacation time accrual from days to hours (approved at June meeting) A revised contract will be presented at the September Board meeting to reflect these changes.
- iii. Discussion/Possible action regarding a revision to the employee contract to include compensation for the clerk to attend special meetings (continued discussion from July meeting) The personnel committee presented a revision to the wording of the contract regarding compensation for the clerk/treasurer to attend special meetings. A revised contract will be presented at the September Board meeting.
- iv. Discussion/Possible action on revising the employee contract to reflect the current clerk’s name throughout the document. A revised contract will be presented at the September Board meeting.

b. Finance Committee

- i. Discussion/ Possible action regarding the ability to offer online payments for property taxes, utilities, licenses, and other applicable Village charges; deadline to opt in through Transcendent Technologies has been extended to August 15th. (continued discussion from July meeting)
 - a. Trustee Kiel reported that the Committee reviewed options for online payments for property taxes, utilities, and licenses. The following information was discussed:
 - Transcendent Technologies would cost \$350/year to enable online payment access.

- Current website through Town Web costs \$1,472/year; adding online payment capability would cost an additional \$1,200/year.
- Credit card payments would incur a 2.5% fee to residents.
- Committee expressed concern about cost vs. usage.
- Committee will explore debit card payment options through the Village's bank.

Motion by Kiel to table the credit card payment option until next month. Second by Johanek. Motion carried.

c. Public Works Committee

- i. Discussion/Possible action regarding the decision of the Manitowoc County Highway Department and Highway Committee to no longer provide snow plowing and winter maintenance services for the Village. Manitowoc County Highway Department will no longer provide snow plowing and winter maintenance for the Village of Whitelaw, the Village of St. Nazianz, and the Town of Manitowoc. The County will continue plowing Highway 10 only. The reason is due to staffing shortages and expanded responsibilities (including the new rest areas in Maribel). The Village must secure a new provider. Village President reached out to some of the surrounding municipalities to see if they had any interest, they declined. A couple other contacts have also been made. The Board discussed service expectations, bidding requirements, and potential for purchasing Village equipment and hiring seasonal staff. More information will be gathered.

d. Zoning, Setback & Building Committee

- i. A resident reported grass clippings and a wood pile placed on her property. Board determined this is a civil matter between property owners. Village will notify residents not to dump clippings but cannot resolve boundary disputes.

e. License Committee

- i. Discussion/Possible action on Beverage Operator's Licenses for Stephanie Schilling and Penny Heinrich. Motion by Kronschnabel to approve an operator's license for Stephanie Schilling. Second by Johanek. Motion carried. The Beverage Operator's License Application from Penny Heinrich was not considered because the fee was not paid.
- ii. Fire Department Anniversary Event – Liquor License Issue- The Fire Department plans a September 19th event at the park and wishes to sell beverages requiring a Class B liquor license. Issue: Lions Club holds the annual liquor license for the park; two licenses cannot exist for the same address. The Village attorney will advise on options, including temporary relinquishment or alternative locations. The Fire Department will submit paperwork once guidance is received.

f. Cable TV Commission

- i. Discussion/Update regarding the new proposal/agreement request from Bertram. Linsmeier reported receiving a draft contract from Bertram. Committee members will meet to review the draft. Meeting tentatively scheduled for August 17th at 6:30 PM following Open Book.

g. Weed & Nuisance Committee

- i. Discussion/Update regarding letters mailed to residents with violations. Linsmeier reported letters were sent to residents with ordinance violations. Only one property has complied so far; remaining properties have until mid-week to correct issues.

h. Park & Recreation Committee

- i. Discussion/Update on this past weekend's Manitowoc County Youth Sports Tournament. The Village President Board gave an update on the Manitowoc County Youth Sports tournament and park dedication held over the weekend. He reported that the park was in excellent condition due to Public Works efforts. The dedication went great, they received a

lot of compliments and appreciation. They figured out that the park was started in 1966. The village purchased the land for the treatment plant, baseball field and Sportsman's Club from Ray Schuh's family. Whitelaw won three championships. Dedications included: Diamond 2 – William J. Wallander, Diamond 3 Scoreboard – Marvin Braun. Playground equipment – Rylan Madson, Shelter & Tree – Al Kiel, Tree - Jim Meidl

- i. Law Enforcement, Public Safety & Welfare Committee
 - i. Discussion/Possible action to adopt a new resolution ordering sidewalk repair to be completed by affected residents. Three residents who were previously notified of sidewalk hazards will receive formal letters requiring repairs by October 1st, 2026. Motion by Mangin to send resolution letters. Second by Kiel. Motion carried.
 - ii. Discussion regarding electronic scooters and where they are permitted to drive. The Board discussed concerns regarding scooter use on sidewalks and streets. Committee will review applicable regulations and bring recommendations next month.
- j. Public Utility Committee
 - i. Committee to Summarize from Utility Meeting Bev reported:
 - Several items tabled due to Jerry's absence.
 - PFAS retest completed; results pending.
 - Insurance claim from lightning strike closed; payment received.
 - Estimate received for drainage ditch cleaning (along Cty Hwy S for \$6,000) Committee will review with Jerry.
 - Recent power outage occurred; generators functioned properly.
 - ii. Update on unpaid water bills: 21 unpaid utility bills; shutoff notices will be mailed; shutoff date is scheduled for August 17th.
- k. Planning Commission- No report

12. Correspondence

- a. Labor Day falls on the first Monday of September; meeting rescheduled to Tuesday, September 8th. Motion by McCulley to set the September meeting for September 8th. Second by Kronschnabel. Motion carried.
- b. The Fire Department submitted and received approval for fireworks at their September 19th 100 Years Centennial Celebration at the Community Park.

13. Adjournment: Motion by Mangin to adjourn meeting, seconded by Johanek. All in favor. Motion carried. The meeting was adjourned at 8:23 p.m.

Prepared by: Sheena Kocourek Clerk/Treasurer

Note: These draft minutes are subject to approval at the September 8th, 2026, Regular Monthly Village Board Meeting.

Posted this 7th day of August 2026 on the Village website www.villageofwhitelaw-wi.gov, Village Hall Posting Board, and Post Office

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