

Village of Whitelaw
Regular Monthly Board Meeting Minutes
Tuesday, September 8th, 2026, at 7:00 p.m.
(Rescheduled from Monday, September 7th due to Labor Day)
Village Hall - 147 W. Menasha Ave., Whitelaw, WI

1. The regular monthly meeting of the Village Board was called to order on Tuesday, September 8th, 2026, at 7:00 p.m. by Village President, Randy Christiansen. Present were Trustees Lois Kiel, Jim Kronschnabel, Barney McCulley, Beverly Linzmeier, Stacey Mangin, and Clerk/Treasurer Sheena Kocourek. Trustee Jeremy Johanek was excused.
2. **Public Present:** Bruce Budysz, Dean Najmayer, Tim Mangin, Leon Braun, Ed VanEss, Mark Loam, Abigail Zahorik, Rozann Mott, and Brandon Kolbeck.
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 Kronschnabel. Motion carried.
5. **Approval of Minutes:** Motion by Linzmeier, second by McCulley to approve the minutes of the August 3rd, 2026, meeting. Motion carried.
6. **Approval of Bills/Treasurer Reports:** Sheena presented the vouchers. Motion by Kiel to approve vouchers in the amount of \$35,805.13. Second by Mangin. Motion carried.
7. **Public Input:** Bruce Budysz questioned the cost structure of building permit inspections, noting he was charged \$115 for each of three inspections for a deck replacement. He stated that other municipalities use a single flat fee for deck projects and asked why Whitelaw's inspector charges per visit. President Christiansen explained that additional inspections occur when items are not in compliance or require corrective action (e.g., footing depth, framing issues, added electrical work). Christiansen stated he would speak with the building inspector and agreed that three inspections for a deck may be excessive. Ed VanEss believes that residents should be notified when hydrants are tested. He had a complaint that his prior open records request did not include hydrant pressure logs and that he believes the hydrant testing records he received were inaccurate; he alleged the paperwork constituted fraudulent reporting. He also noted that he submitted another open records request that has not yet been fulfilled. Clerk Sheena informed him she had acknowledged the request by email and again when he stopped at the Village Office a couple days ago reminding her. She would complete it when time permitted; and the clerk restated that she has multiple pending tasks and processes requests in order. Abigail Zahorik raised concerns that the sewer base rate listed in the ordinance is outdated. President Christiansen noted PSC governs rates and the ordinance may not have been updated since 1982. Zahorik had asked at the August meeting if the base rate could be listed on the statements. Clerk Sheena assured her that this is on her list of things to research and will inquire about listing the base rate on bills if our utility billing program allows this feature. Zahorik also questioned why there isn't any grace on late payments made just 8 or 9 hours after the due date. Clerk Sheena explained that she posts payments based on the date they were placed in the drop box, received in person, or post marked in the mail. She attempts to be fair and consistent. President Christiansen noted that any payment that is received after the due date is considered late and a fee will be applied.
8. **Marshal Report:** Chuck Muench read his report on 11 calls he received between August 4th – September 5th. 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. The PSC application was uploaded on August 21st, and may take up to 6 weeks for approval. The Village has requested implementation by October 1st to convert utility payments to quarterly with payment due at the end of December. The Village is awaiting PSC confirmation; all required filings have been submitted.

- b. Discussion/Possible action on future capital projects for 2027 (tabled at August Board meeting) Additional projects may be considered once cost estimates are obtained. Ginny can run debt-impact scenarios for mill rate adjustments. Budget preparation will occur in late September.
- c. Discussion/Update on utility billing software error affecting late fee calculations. Sheena reported a software programming error affecting late fee calculations from November 2024 – June 2026 affected 83 accounts and totaled \$207.01. (71) current residents have received letters and credits applied to their accounts. 12 accounts were past residents. Letters/Emails were sent August 17th. Past residents have six months to claim their refund.
- d. Discussion/Possible action on proposed Village Office hours following extended Wednesday hours trial. Sheena proposed updated office hours of Monday–Friday, 8:00 a.m.–3:00 p.m. (Sept. 1 – May 31), and summer hours: Monday–Thursday, 8:00 a.m.–3:00 p.m. (June 1 – Aug. 31) (office will be closed to walk-in traffic on Fridays, but she will still be working and responding to calls/emails) Motion by McCulley to approve, second by Linsmeier. Motion carried.

10. New Business

- a. Discussion/Possible action to authorize Clerk/Treasurer bond. The clerk is required to be bonded; currently no bond is in place. Sheena will contact the insurance provider to obtain a quote for a two-year bond.
- b. Discussion/Possible action regarding date & time for trick-or-treating. Discussion held regarding whether to schedule trick-or-treat on Saturday, October 31, Sunday, Oct. 25 or Sunday, Nov. 1. Motion by Kiel to set trick-or-treating for Sunday, October 25, 2:00 p.m. – 4:00 p.m. Seconded by Linsmeier. Motion carried.

11. Committee/Commission Reports

a. Personnel Committee

- i. Discussion/Possible action on the revised employee contract (reflecting all approved revisions) Updated employee contract presented, including wage schedule, vacation accrual, special meeting compensation, and employee name updates. Motion by McCulley to approve the revised employee contract, seconded by Linsmeier. Motion carried.

b. Finance Committee

- i. Discussion/ Possible action regarding the ability to offer online payments for property taxes, utilities, licenses, and other applicable Village charges. Motion by Kiel to table, Seconded by Mangin. Motion carried.

c. Public Works Committee

- i. Discussion/Update regarding snow plowing and winter maintenance services for the Village. Bid notice has been published in the Valdres Journal. Snow plowing bids are due September 25 at 3:00 p.m. Committee will meet prior to the October 5th board meeting to make a recommendation.

d. Zoning, Setback & Building Committee – No Report.

e. License Committee

- i. Discussion/Possible action on Beverage Operator’s License for Penny Heinrich – Beverage Operator’s license application for Penny Heinrich was approved. Motion by Kronschnabel, seconded by Mangin. Motion carried.

f. Cable TV Commission

- i. Discussion/Update regarding the new proposal/agreement request from Bertram - Bertram has not yet responded to requested contract revisions. Motion by Linsmeier to table. Second by McCulley. Motion carried.

g. Weed & Nuisance Committee

- i. Discussion/Update regarding letters mailed to residents with violations – Several properties are being monitored; letters will be sent if issues persist. One erosion-related runoff letter was previously issued.

h. Park & Recreation Committee – No Report.

i. Law Enforcement, Public Safety & Welfare Committee

- i. Discussion/Update regarding sidewalk repair orders to affected residents - Three sidewalk repair letters sent August 4; one completed, two pending until Oct. 1.
- ii. Discussion on electronic scooters; committee opted for parent-guided safety rather than ordinance creation. Safety reminders posted on the Village website & Facebook page.

i. Public Utility Committee

- i. Committee to Summarize from Utility Meeting
 - Drainage ditch cleanup estimate from Ross Fritz (\$6,000) tabled pending budget review.
 - DNR CMAR response due Sept. 30; extension requested.
 - PFAS retesting results decreased from 120 to 27; further retesting scheduled.
 - Hydrant flushing completed.
 - Curb painting pending
 - Catch basin repairs: Pop Asphalt estimate \$2,750.00. Motion by Linsmeier, seconded by McCulley. Motion carried.
 - Update on unpaid water bills – There are (17) unpaid utility bills for the August 25th due date. Water shutoff notices will be sent on September 9th, with shut off on September 21st; One shutoff occurred last month.

j. Planning Commission

- i. Interest reported in two properties:
 - Draheim property west of Parkview
 - Lot near former Denmark State Bank Both parcels lie within the TID.

12. Correspondence

- i. The Village Association Dinner is scheduled for Wednesday, September 16th
- ii. Open Book was held on August 17th; Board of Review is scheduled for September 30th 5:00 – 7:00 at the Village Hall

13. Adjournment

Motion by McCulley to adjourn. Seconded by Linsmeier. All in favor. Motion carried. The meeting adjourned at 8:05 p.m.

Prepared by: Sheena Kocourek Clerk/Treasurer

Note: These draft minutes are subject to approval at the October 5th, 2026 Regular Monthly Village Board meeting.