

Public Works Committee

To the Honorable Mayor and members of the Nekoosa Common Council:

A Public Works Committee meeting was held on Tuesday June 3, 2025 at 6:00 PM in the Nekoosa Council Chambers. Members present were: Larry Krubsack - *Chairman*, Anthony Carlson - *Secretary*, Garrett Kuhn and Brian Lytner.

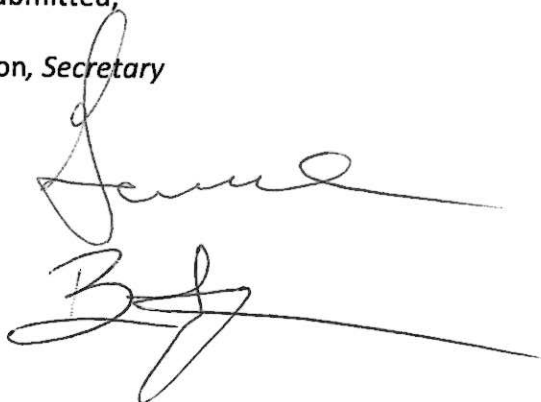
Also in attendance were Mayor Dan Carlson, Brad Hamilton(via Zoom), Mike Kumm, Dan Downing, Alan Marcoux and Rick Schmidt with the DPW..

Meeting Minutes:

1. Discussion and a recommendation on hiring 2 students, Sofia Gaupp, and Brayden Stevens as summer help for the Public Works Department. Subject to preemployment drug and alcohol testing.
2. Discussion and recommendation on purchasing paint and materials needed to refresh and allow for Pickle Ball on the Tennis courts. Cost of approximately \$1,500.00 and work to be completed by streets crew.
3. Discussion and recommendation to send mailer to city residents to educate citizens on costs to mitigate, impacts on the system and the benefits of reducing Fats, Oils, and Grease in the sanitary sewer system by residents.
4. Discussion and recommendation on having Rick obtain quotes for replacing/repairing the asphalt between shelter 1 and Shelter 2 at Riverside Park and overlaying several areas along the bike trail.
5. Discussion and update on Safestep audit and sidewalk repair program for summer of 2025. Rick is compiling a list of top candidates for replacement and will send cost to repair letters.
6. Discussion on funding options for road projects on Glendal and Elmwood Lanes. Recommend having Rick apply for the safe drinking water loan for completing Fairview Ln project.
7. Discussion on the purchase of a new van for the Water Utility department.

Respectfully submitted,

Anthony Carlson, *Secretary*



PROPERTY RECREATION AND HUMAN AFFAIRS

The Property, Recreation and Human Affairs committee met on Tuesday June 3, 2025, at 7:05 PM in the Council Chambers at City Hall. Members present were Mike Kumm, Chairman, Brad Hamilton, Secretary, Alan Marcoux and Dan Downing.

Others present were Mayor Dan Carlson, Larry Krubsack, and DPW Director Rick Schmidt.

1. Recommend development settlement agreement with SC Swiderski.
2. Discussed submitting an economic development grant with Wood County for 2026.
3. Recommend purchasing picnic tables not to exceed \$6,000.00 for the new Kautzer Park building.
4. Discussed purchasing donor plaques for the new Kautzer Park building.

Signed

Mike Kumm

Brad Hamilton

Alan Marcoux

Dan Downing

City of Nekoosa

Kallee D. Dhein, City Clerk
951 Market Street
Nekoosa, WI 54457

(715) 886-7877
(715) 886-7901—Fax
www.nekoosa.org



No. 05-2025

Compliance Maintenance Resolution

Whereas, the DNR requires the annual CMAR report to be filled out by local municipalities, and

Whereas, the CMAR submission requires a resolution to be agreed upon and signed for report submission,

Now, Therefore, Be It Resolved, that the City of Nekoosa informs the Wisconsin Department of Natural Resources that the following actions were taken by the Nekoosa Common Council:

- 1.) Reviewed the Compliance Maintenance Annual Report which is attached to this resolution.
- 2.) Set forth the following actions necessary to maintain effluent requirements contained in the WPDES Permit.
 - A.) The City will continue to operate and maintain the Wastewater Treatment Plant according to DNR Permit Limits.

Pass on a unanimous vote by the Nekoosa Common Council

Signed on this day, Tuesday, June 10th, 2025

Dan Carlson, Mayor

Kallee Dhein, City Clerk

CONTRACT FOR ASSESSMENT SERVICES

City of Nekoosa, WI

Forward Appraisal Inc.
P.O. Box 13434
Green Bay, WI 54307

ASSESSMENT CONTRACT

THIS AGREEMENT by and between **Forward Appraisal, LLC**, the "Assessor," and the City of Nekoosa, Wisconsin, the "Municipality".

WITNESSETH: The Assessor and Municipality for the consideration stated herein agree as follows:

SCOPE OF WORK: The Assessor, having become familiar with the local conditions affecting the cost of the work, hereby agrees to perform all duties of the Municipal Assessor as set forth by Wisconsin State Statutes and the Wisconsin Property Assessment Manual. This contract shall be for the following services:

2026 Assessment Year	Revaluation	July 1, 2025 – June 30, 2026
2027 Assessment Year	Maintenance	July 1, 2026 – June 30, 2027
2028 Assessment Year	Maintenance	July 1, 2027 – June 30, 2028

All services will be performed and completed in a professional manner in accordance with applicable Wisconsin Statutes and this contract. *Please refer to the Wisconsin Property Assessment Manual for a full description of the work required and to be completed for a Full Revaluation and Maintenance.*

Responsibilities of the Assessor include, but are not limited to the following:

1. Complete and file all required reports with the Department of Revenue
2. Perform all land splits, combinations, and creation of new parcels
3. Field review and value all changed properties as determined by building permits, sale reviews, requested reviews, and independent discovery
4. Electronically transmit all sales validation data to the Department of Revenue
5. Transmit and balance Real Estate and Personal Property Rolls with County
6. Mail notices of changed assessment
7. Sign the Assessment Roll
8. Hold Open Book and defend values at Board of Review

Additional comments on scope of work:

1. Assessor shall create and maintain electronic records for all parcels
2. Assessor shall utilize CAMA software; Market Drive
3. Assessor shall furnish a read-only copy of Market Drive for the Municipality
4. Municipality shall pay to maintain software license with Market Drive
5. Municipality shall pay to maintain website publishing on assessordata.org (billed through Market Drive)

COMPENSATION:

The Municipality shall pay to the Assessor for the performance of this contract the following compensation:

Assessment Year 2026 - Revaluation	\$54,000.00
Assessment Year 2027 - Maintenance	\$24,000.00
Assessment Year 2028 - Maintenance	\$24,000.00
Contract Total	\$102,000.00

If necessary, oral and written testimony beyond Board of Review in defense of the values established by the Assessor

\$50/hour

Billing schedule will be monthly, equally divided, with payment due within 10 days of invoice date. First billing will be **July 31, 2025** and final billing will be **June 30, 2028**. Suggested billing schedule below:

2026 Revaluation, 2027 and 2028 Maintenance			
Billing Date	Maintenance	Revaluation	Total Invoiced
7/31/2025	\$2,000		\$2,000
8/31/2025	\$2,000		\$2,000
9/30/2025	\$2,000		\$2,000
10/31/2025	\$2,000		\$2,000
11/30/2025	\$2,000		\$2,000
12/31/2025	\$2,000		\$2,000
1/31/2026	\$2,000	\$2,500	\$4,500
2/28/2026	\$2,000	\$2,500	\$4,500
3/31/2026	\$2,000	\$2,500	\$4,500
4/30/2026	\$2,000	\$2,500	\$4,500
5/31/2026	\$2,000	\$2,500	\$4,500
6/30/2026	\$2,000	\$2,500	\$4,500
7/31/2026	\$2,000	\$2,500	\$4,500
8/31/2026	\$2,000	\$2,500	\$4,500
9/30/2026	\$2,000	\$2,500	\$4,500
10/31/2026	\$2,000	\$2,500	\$4,500
11/30/2026	\$2,000	\$2,500	\$4,500
12/31/2026	\$2,000	\$2,500	\$4,500
1/31/2027	\$2,000		\$2,000
2/28/2027	\$2,000		\$2,000
3/31/2027	\$2,000		\$2,000
4/30/2027	\$2,000		\$2,000
5/31/2027	\$2,000		\$2,000
6/30/2027	\$2,000		\$2,000
7/31/2027	\$2,000		\$2,000
8/31/2027	\$2,000		\$2,000
9/30/2027	\$2,000		\$2,000
10/31/2027	\$2,000		\$2,000
11/30/2027	\$2,000		\$2,000
12/31/2027	\$2,000		\$2,000
1/31/2028	\$2,000		\$2,000
2/29/2028	\$2,000		\$2,000
3/31/2028	\$2,000		\$2,000
4/30/2028	\$2,000		\$2,000
5/31/2028	\$2,000		\$2,000
6/30/2028	\$2,000		\$2,000
	\$72,000	\$30,000	\$102,000

INSURANCE: Forward Appraisal shall carry no less than \$1,000,000 in liability insurance. Copies of business insurance are available upon request.

SUBMITTED this 19th day of May 2025

Firm Name: Forward Appraisal, LLC
By: Steven J. Shepro
Title: Assessor II
Address: P.O. Box 13434
Green Bay, WI 54307-3434
Phone: 608-206-3002
Email: steve@forwardappraisal.com

The above agreement and terms are hereby accepted:

[Municipality] _____ on _____ 2025

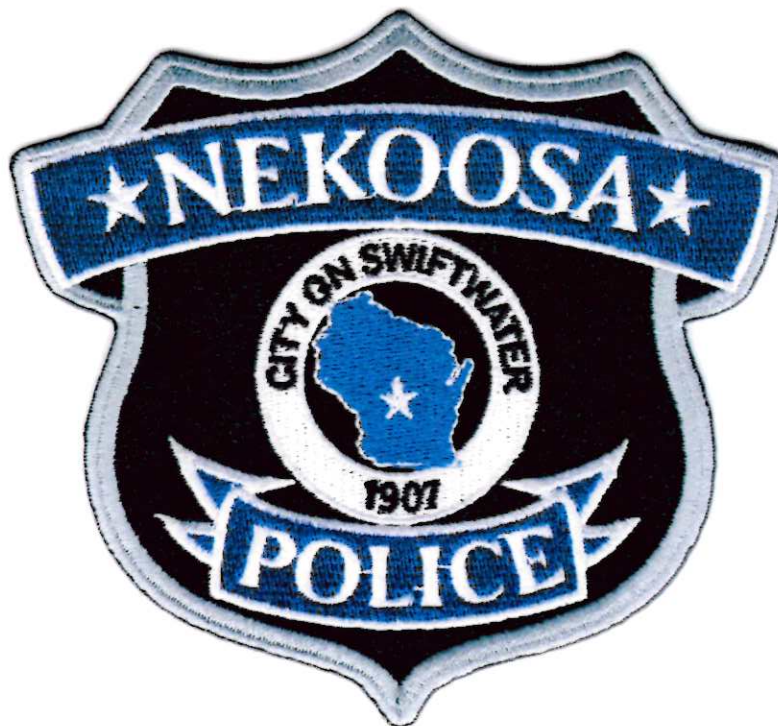
[Print Name] _____

[Assessor] _____ on _____ 2025

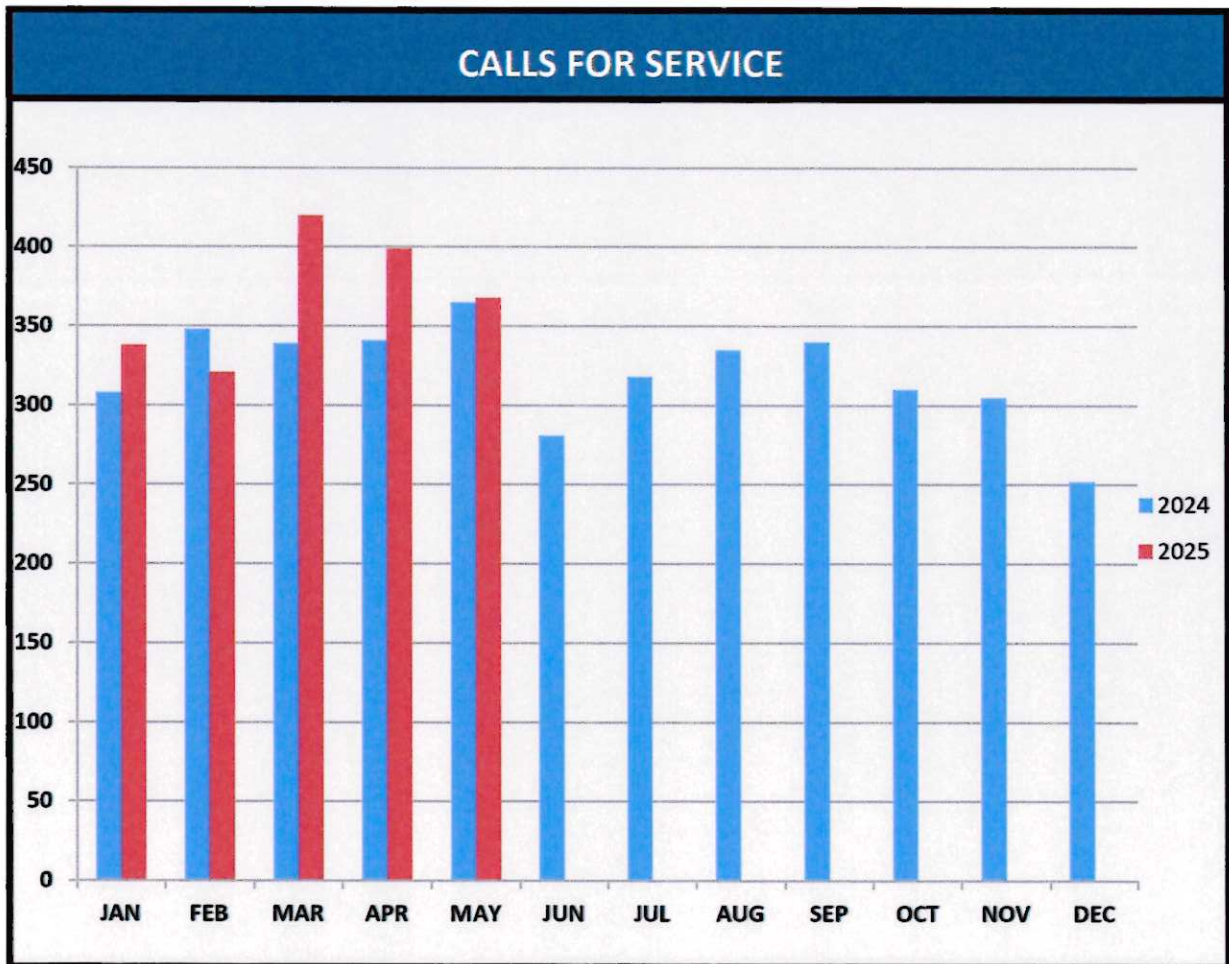
[Print Name] _____

NEKOOSA POLICE DEPARTMENT

Monthly Report May 2025



ACTIVITY	CURRENT MONTH
TRAFFIC CONTACTS	107
TRAFFIC CITATIONS	46
ORDINANCE CITATIONS	15
CRIMINAL OFFENSES	10
DRUG OFFENSES	8
TRAFFIC CRASHES	5
CALLS FOR SERVICE	420



CALLS FOR SERVICE

Alarms	6
All Other	8
Ambulance Call	8
Animal Complaint	14
Assist Citizen	7
Assist Motorist	2
Assist Other Agency	29
Civil Matter	2
Criminal Damage	1
Disturbances	6
Drugs-sale/mnfc/poss	1
Escort	6
Extra Patrol	1
Fire Call	1
Follow Up	9
Lost & Found	3
Lost or Found Animals	1
Ordinance Violations	1
Paper Service	1
Project Lifesaver	1
Property Protection	95
Prowler/Suspicious Subject/Vehicle	1
School Zones	12
Special Detail	3
Telephone Abuse	1
Theft	5
Theft-Bikes	1
Traffic Accident	1
Traffic Accident - Deer	1
Traffic Accident - Hit & Run	3
Traffic/Parking Complaint	10
Traffic Inquiry	1
Traffic Stop	107
Trespassing	1
Utility Problems	1
Warrant Pick-up	1
Welfare Check	16
Total	368

ARRESTS & CITATIONS

10.34(1) ANIMALS RUNNING AT LARGE	1
174.042(1)(a) Dog Running at Large	2
174.07(1)(A) Keep Dog without License	2
254.92(2) Minor Possesses or Purchases Tobacco	2
341.03(1) Operate After Rev/Susp Of Registration	1
341.04(1) Non-Registration of Vehicle, Etc	4
343.05(3)(A) Operate without Valid License	2
343.44(1)(A) Operating While Suspended	1
343.44(1)(B) Operating While Revoked	4
344.62(2) Operating motor vehicle w/o proof of insurance	5
346.14(1m) AUTOMOBILE FOLLOWING TOO CLOSELY	1
346.46(1) Fail/Stop at Stop Sign	1
346.57(4)(E) Speeding on City Highway	12
346.57(4)(F) Speeding in Outlying District	5
346.63(1)(A) Operating While under the Influence	2
346.67(1) Hit and Run	1
346.68 Hit and Run-Unattended Vehicle	1
346.70(2) Duty/Report Accident (Report Req'mt)	1
346.89(1) Inattentive Driving	2
346.93(1) Minor Transporting Intoxicants in MV	2
347.413(1) Ignition Interlock Device Tampering/Failure to Install	1
7.10 DISORDERLY CONDUCT/MOTOR VEHICLE	2
9.09 STORAGE OF JUNK	1
9.948.61 DANGEROUS WEAPON-NOT FIREARM-AT SCHOOL	1
9.961.41(3g)(e) POSSESSION OF THC	2
9.961.573 POSSESSION OF DRUG PARAPHERNALIA	2
940.19(1) Battery	2
940.235(1) Strangulation and Suffocation	1
943.201(2)(b) Misappropriate ID Info - Avoid Penalty	1
943.38(2) Forgery-Uttering	1
946.41(1) Resisting or Obstructing an Officer	1
961.41(3G)(E) Possession of THC	2
961.573(1) Possess Drug Paraphernalia	2
Total	71

ADDITIONAL INFO./ACTIVITY

- *Asst. Chief Kolo facilitated the Wood County Law Enforcement Executives meeting at the Wood County Sheriff's Department*
- *Officer Berg & K9 Ivo attended the "Hero's Appreciation" event at Lakeside Fire Campground.*
- *Chief Woods attended a von Briesen Town Hall webinar on "Bad Board Members" (April Town Hall webinar topic was "Productive Board Members").*
- *Officer Berg and K9 Ivo participated in annual K9 team recertification and competition at Jessifany Kennel.*
- *Asst. Chief Kolo and Det. Machon attended leadership training at Wood County Sheriff's Dept.*
- *Asst. Chief Kolo and Officer Meyer attended Peer Support training sponsored by WI DOJ at MSTC.*
- *Asst. Chief Kolo attended school safety training in WI Dells.*

PERSONNEL

<i>Shawn Woods</i>	<i>Chief of Police</i>
<i>Josh Kolo</i>	<i>Asst. Chief, S.R.O</i>
<i>Brian Machon</i>	<i>Detective</i>
<i>Chris Meyer</i>	<i>Patrolman</i>
<i>Andrew Berg</i>	<i>K9 Officer</i>
<i>Tim Resheske</i>	<i>Patrolman</i>
<i>Kolton Kessler</i>	<i>Patrolman</i>
<i>Logan Otto</i>	<i>Patrolman</i>

Respectfully submitted,

 - Chief of Police



NEKOOSA PUBLIC WORKS

MONTHLY REPORT

June 2025

Streets

- Public works are finishing up tree planting at various locations around the city. We purchased 22 trees this year and are focusing on planting boulevards.
- We have 3 summer help students working in public works this summer. All three have started as of June 9.
- Notices are starting to go up on houses that are not grass mowing. The ordinance officer takes the lead to mark houses that need mowing. Public Works are responsible for mowing private lawns if not completed in a timely fashion.

Public Works Fleet

- We are expecting the first patrol truck we ordered to be delivered in about one month. We hope to receive the second patrol truck by the end of the summer.

Water Utility

- All hydrants have been flushed in the month of May. Next hydrant flushing will be conducted in the fall.
- We replaced 4 water valves located on North Street. Final restoration of these areas will be completed with asphalt patching this summer.

Sewer Utility

- R&R Sewer is finishing up in town with this year's sewer cleaning and televising of sanitary sewers. This work is completed annually to complete about 10% of our sewer system to make sure the pipes are clean and televise these sewers to check for leaks and pipe integrity.

Director Updates

- 2nd Street project is underway. The first block from Patton to Vilas has sanitary sewer and water main installed. The contractor is currently installing water and sewer laterals to homes on this block. Storm sewer in this block will be installed next and finally the stone base course will be placed. 2nd Street from Vilas to Prospect will begin once this first block is completed with the stone base course.

Training & Staff Activity

- Security Insurance will be conducting public works safety training on June 12 for all public works staff. We are planning two sessions with Security insurance for onsite safety training. The next training date is planned for October/November.



NEKOOSA FIRE DEPARTMENT

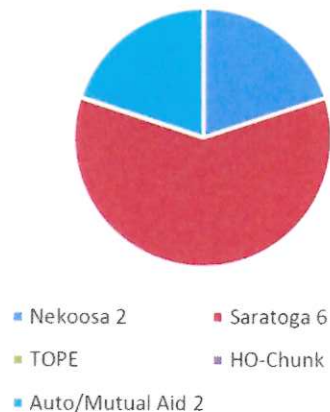
MIKE HARTJE
Chief

Monthly Report May 2025

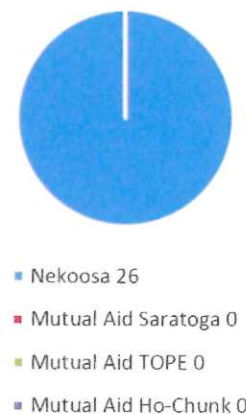
Activities:

- 🚒 Fire training night (5-minute drill for ISO)
- 🚒 EMS training night
- 🚒 Chief Hartje attended Ways & Means and Common Council Meetings
- 🚒 Chief officers meet to prepare for the ISO audit
- 🚒 We participated in Hometown Heroes Weekend at Lakeside Fire Campground
- 🚒 Fire meeting night
- 🚒 Chief Hartje and Water Superintendent Kaberle meet with the ISO Field Representative for the fire department ISO audit

May Fire Calls



EMS Calls



Type	Nekoosa	Saratoga	Township	Ho-Chunk	Mutual Aid	May Total	YTD Total
Fire	2	6			2	10	54
EMS	26	0	0	0	0	26	124
Totals							178

Nekoosa Area Community/Senior Center Scheduled Receivable Account											
Date	Event	Small/Large Conf/ Misc.	Main Hall	Kitchen	Security Deposit	Total Charge	Down Payment	Paid Balance	Amount Due		
Total Bookings 2010		\$190.00	\$300.00	\$50.00	\$200.00	\$765.00	\$565.00	\$200.00	\$0.00		
Total Bookings 2011		\$1,672.35	\$9,211.50	\$1,600.00	\$3,600.00	\$16,633.85	\$12,437.85	\$4,196.00	\$0.00		
Total Bookings 2012		\$3,853.00	\$12,287.00	\$2,560.00	\$4,383.50	\$23,933.50	\$18,023.50	\$5,910.00	\$0.00		
Total Bookings 2013		\$3,527.18	\$14,653.00	\$2,800.00	\$4,266.82	\$26,147.00	\$17,935.50	\$8,211.50	\$0.00		
Total Bookings 2014		\$2,939.00	\$11,180.00	\$2,000.00	\$3,620.00	\$20,289.00	\$14,846.00	\$5,443.00	\$0.00		
Total Bookings 2015		\$3,732.00	\$15,060.00	\$3,210.00	\$4,822.00	\$27,464.00	\$19,638.00	\$7,826.00	\$0.00		
Total Bookings 2016		\$3,003.77	\$9,965.00	\$2,300.00	\$2,350.00	\$17,618.77	\$12,638.77	\$4,980.00	\$0.00		
Total Bookings 2017		\$3,860.92	\$12,120.00	\$2,600.00	\$3,835.00	\$22,415.92	\$17,000.00	\$5,205.00	\$200.92		
Total Bookings 2018		\$2,560.00	\$9,690.00	\$4,759.50	\$2,490.00	\$19,499.50	\$16,249.50	\$3,250.00	\$0.00		
Total Bookings 2019		\$4,646.30	\$12,530.00	\$5,556.00	\$2,175.00	\$24,907.30	\$18,012.30	\$7,345.00	\$0.00		
Total Bookings 2022		\$3,280.00	\$16,850.00	\$2,000.00	\$2,000.00	\$24,230.00	\$6,050.00	\$17,980.00	\$0.00		
Total Bookings 2023		\$6,200.00	\$13,905.00	\$400.00	\$800.00	\$21,305.00	\$1,550.00	\$7,000.00	\$150.00		
Total Bookings 2024		\$4,075.00	\$12,250.00	\$800.00	\$200.00	\$17,325.00	\$2,950.00	\$4,750.00	\$0.00		
2025											
Date	Event	Small/Large Conf/ Misc.	Main Hall	Kitchen	Security Deposit	Total Charge	Down Payment	Paid Balance	Amount Due		
1/2/25-1/8/25	Jacoby Pool Tournament		800			\$800.00		\$800.00	\$0.00		
01/11/25	Smeldbron Family Christmas	\$100.00				\$100.00			\$0.00		
1/12/2025	Barker Celebration of Life		250			\$250.00			\$0.00		
1/17/2025	WTA Monthly Meeting	\$100.00				\$100.00		\$100.00	\$0.00		
1/18/2025	Bridal Shower	\$100.00				\$100.00		\$100.00	\$0.00		
1/25/2025	Fire Department	\$0.00				\$0.00			\$0.00		
2/1/2025	Be Mine Valentine		300			\$300.00			\$0.00		
2/8/2025	Fire Department					\$0.00			\$0.00		
2/13-15/2025	Wakley Winter Fest		\$300.00			\$300.00	\$150.00		\$0.00		
02/16/25	Olseon Party	\$50.00				\$50.00			\$0.00		
02/18/25	ELECTIONS					\$0.00			\$0.00		
2/18-2/19/2025	Domtar	\$200.00				\$200.00			\$0.00		
02/20/25	State of WI PSC LRTP Scoping Meeting		\$300.00			\$300.00			\$0.00		
02/23/25	CWSA School		\$0.00			\$0.00			\$0.00		
02/27/25	Chefs for Change-Family Center		\$300.00			\$300.00		\$300.00	\$0.00		
03/04/25	Glavinsured	\$100.00				\$100.00			\$100.00		
03/06/25	Early Childhood Nekoosa Schools		\$0.00			\$0.00			\$0.00		
03/08/25	Baby Shower-Berry		\$300.00			\$300.00		\$300.00	\$0.00		
03/10/25	Domtar	\$100.00				\$100.00			\$100.00		
03/11/25	Domtar	\$100.00				\$100.00			\$100.00		

Nekoosa Area Community/Senior Center Scheduled Receivable Account											
Date	Event	Small/Large Conf/ Misc.	Main Hall	Kitchen	Security Deposit	Total Charge	Down Payment	Paid Balance	Amount Due		
03/12/25	Domtar	\$100.00				\$100.00			\$100.00		
03/13/25	Domtar	\$100.00				\$100.00			\$100.00		
03/15/25	Party-Nennig	\$125.00				\$125.00		\$0.00	\$0.00		
03/18/25	Erco		\$300.00			\$300.00			\$0.00		
03/20/25	Erco		\$300.00			\$300.00			\$0.00		
03/21/25	Material Girls		\$100.00			\$100.00			\$0.00		
03/22/25	Material Girls		\$100.00			\$100.00			\$0.00		
04/01/25	ELECTIONS										
04/05/25	Travis Carol-Anniversary		\$300.00			\$300.00			\$0.00		
04/08/25	Glavinsured	\$100.00				\$100.00			\$100.00		
04/10/25	Nekoosa Wrestling Banquet					\$0.00			\$0.00		
04/13/25	Schaurette Party	\$100.00				\$100.00			\$0.00		
04/19/25	Easter Egg Hunt					\$0.00			\$0.00		
04/22/25	Football Sign Ups					\$0.00			\$0.00		
04/24/25	Football Sign Ups					\$0.00			\$0.00		
04/25/25	Party-Kayleah	\$150.00				\$150.00			\$0.00		
04/26/25	Vega Party	\$100.00				\$100.00			\$0.00		
04/27/25	Trudaue Party	\$100.00				\$100.00			\$0.00		
04/30/25	Football Sign Ups					\$0.00			\$0.00		
05/03/25	lockman Baby Shower	\$100.00				\$100.00			\$0.00		
05/06/25	Charge Homeschool		\$300.00			\$300.00			\$0.00		
05/07/25	Glavinsured	\$100.00				\$100.00			\$100.00		
05/10/25	Bridal Shower-Dhein		\$150.00			\$150.00		\$150.00	\$0.00		
05/12/25	Domtar		\$300.00			\$300.00			\$300.00		
05/13/25	Domtar		\$300.00			\$300.00			\$300.00		
05/14/25	Domtar		\$300.00			\$300.00			\$300.00		
05/15/25	Domtar		\$300.00			\$300.00			\$300.00		
05/17/25	Droste Wedding		\$600.00	\$200.00	\$200.00	\$1,000.00	\$600.00		\$0.00		
05/22/25	Wood Co Hwy		\$100.00			\$100.00			\$0.00		
05/24/25	Ferk Wedding		\$600.00	\$200.00	\$200.00	\$1,000.00	\$600.00	\$400.00	\$0.00		
05/31/25	Freeman Celebration of ife		\$250.00			\$250.00			\$0.00		
06/07/25	Clark Graduation		\$300.00			\$300.00	\$150.00		\$150.00		
06/10/25	Glavinsured	\$100.00				\$100.00			\$100.00		
06/14/25	Khang Party	\$150.00	\$600.00	\$200.00	\$200.00	\$1,150.00	\$475.00	\$675.00	\$0.00		
06/20/25	Johns Graduation	\$100.00				\$100.00			\$0.00		
06/21/25	Conrad Graduation	\$150.00				\$150.00			\$150.00		
06/22/25	Wilcox Graduation		\$300.00			\$300.00			\$300.00		
06/28/25	Bruhning Graduation		\$300.00			\$300.00			\$300.00		
06/29/25	Sacred Heart					\$100.00			\$100.00		
07/05/25	Gonzales Party		\$300.00			\$300.00	\$160.00		\$140.00		
07/12/25	Pech Party	\$100.00				\$100.00		\$100.00	\$0.00		
07/13/25	Benson baby Shower	\$150.00				\$150.00			\$0.00		
07/18/25	Town of Seneca	\$250.00				\$250.00			\$0.00		
07/19/25	Kyle Reunion	\$100.00				\$100.00			\$100.00		
07/26/25	Cisler Anniversary		\$300.00	\$200.00		\$300.00			\$300.00		
08/07/25	Quilt Class		\$100.00			\$100.00			\$0.00		
08/10/25	Grotefund	\$100.00				\$100.00			\$0.00		
08/23/25	Hartley Wedding		\$600.00	\$200.00	\$200.00	\$1,000.00	\$200.00		\$800.00		
08/15/25	Headstart		\$300.00			\$300.00			\$300.00		
08/16/25	Karbowski Party	\$100.00				\$100.00			\$0.00		

June 4, 2025

You are hereby notified that there will be a meeting of the Charles and JoAnn Lester Public Library Board of Trustees at **2pm** on Monday, June 9, 2025 in the Buehler Room at the Charles and JoAnn Lester Library, 100 Park Street, Nekoosa, WI 54457.

- AGENDA
1. Call to order
 2. Roll Call
 3. PUBLIC NOTICE: Members of the public who wish to address the Library Board of Trustees on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the President as set forth in Robert's Rules of Order.
 4. Minutes of the Meeting of May 2025
 5. Treasurer's Report
 6. Donations
 - SLP
 - Nekoosa Paper Mill Print
 7. Director's Report
 8. Vouchers

NEW BUSINESS

9. Holiday weekends
10. Trustee Essentials
11. Library Policies
12. Wisconsin Public Library Standards
13. Heart of Wisconsin
14. Wisconsin Rapids Daily Tribune
15. Staff Evaluations
16. Library Director Evaluation

OLD BUSINESS

17. Cybersecurity insurance
 18. Community Conversation / Circulation Desk
 19. Friends of the Library
 20. Any other items
- Motion to Adjourn

Any person who has special needs and plans on attending this meeting should contact the Library Board as soon as possible to ensure that reasonable accommodations can be made. Please call 886-7879.

Charles & JoAnn Lester Library

Board Minutes: May 12, 2025

Board Present: Elaine Wolfe, Alan Marcoux, Lucy McGinley, Nita Kirst, Jennifer Dye
Laura Lewis, Jesse McKeever

Staff Present: Darla Allen (Director)

The regular meeting of the Charles & JoAnn Lester Library was called to order at 2 p.m. by President Nita Kirst.

Motion to approve the minutes was made by Elaine Wolfe and seconded by Laura Lewis.
Motion carried.

Motion to approve the treasurer's report was made by Lucy McGinley and seconded by Elaine Wolfe. Motion carried.

Vouchers were reviewed and signed by Lucy McGinley. Motion to approve payment of \$2,869.70 was made by Laura Lewis and seconded by Elaine Wolfe. Motion carried.

Motion to approve a new copier and \$253.79 per month lease was made by Elaine Wolfe and seconded by Jennifer Dye. Motion carried.

Motion to adjourn at 3:20 p.m. was made by Jesse McKeever and seconded by Jennifer Dye. Motion carried.

Submitted by Lucy McGinley—Secretary

Library Director Report

Our flooring was cleaned on Friday and Saturday, May 16th and 17th. Megan and Kira did a ton of extra work and got about 75% of the furniture moved. Kira and I moved the remaining furniture on May 16th. I came in on May 19th with my boys and we moved all the furniture back, so the staff would be able to come into work with a functional library.

I attended the Never Forgotten Honor Flight for Tom Schider on the 19th. He was very touched by the cards sent from library patrons.

On the 23rd, I went to Baraboo to pick up some prints from Anne Horjus, a "local-ish" artist. He is married to Ken Lang's daughter, DeeDee. He painted an amazing picture of the Nekoosa Mill, and I felt the library needed a copy. It has been donated to the library by my family, in honor of all those families that worked in the Nekoosa mill and helped build this community. I will be looking at framing options this month.

Megan and I had many class tours the end of May; 1st, 2nd, and 3rd grades. All the classes were enthusiastic about the Library, and there was a tremendous amount of interest in our SLP and our Graphic Novel and Manga collections.

I shifted the Kids' Fiction Series and Newbery Books, to provide additional space for our growing Character/Gaming collections. I also shelf read and consolidated the kid's picture books.

We had a high school volunteer in who did some shelf reading and cleaning.

I purchased a set of shelves, which I installed in the furnace room, and I reorganized the janitor closet to make better use of the space, and also provide better visual management of cleaning supplies.

I spoke with both Kira and Megan, and we purchased an app that we can use all year for reading programs. It is called ReadSquared, and so far we have over 90 people signed up. We also are offering Plinko for Prizes. We had our first two adults qualify on June 4, and they were thrilled with their prizes.

Our Never Forgotten column about Gary Keyzer and Jerry Ashurn was well received. As a reminder, I will be at the Nekoosa Cemetery at 4pm, and then we will travel to the Port Cemetery at 4:30pm, as Gary did every year. I got lot of positive comments about the Gary article.

We have some big programs on deck: June 10th is Boomwhackers with Mrs. Pulvermacher and then the United Way Great Book Giveaway. Thursday, June 12 we will be at the Nekoosa Community Center with ZooZort. Facebook events show 99 interested (not including Noelle's own Facebook post about the event.) Our Touch-a-Truck event has over 200 people interested, so we are hoping it's wildly successful.

Our doors show over 52,000 bodies have been through our doors so far this year.

NEW BUSINESS

9. Holiday weekends

There was a discussion amongst Directors regarding staff coming in on 3 day Holiday weekends to empty the bookdrop. From the responses, and based on some phone calls I made to other area library directors, we are the only library that opens on the Saturday of a 3-day holiday weekend. I am asking the board to consider following the practice of other libraries and closing the Library on 3-day holiday weekends, where the holiday falls on a Friday or a Monday.

For reference, this affects the following dates in 2025:

Saturday, July 5
Saturday, August 30
Saturday, November 29

In 2026:

Saturday, April 4
Saturday, May 23
Saturday, August 29
Saturday, November 28
Saturday, December 26

10. Trustee Essentials

We will be reviewing chapter 1, which ties into both our first Library Policy, and our discussion of Wisconsin Public Library Standards.

11. Library Policies

Our first two policies tie in well with our fundraising for an ADA accessible circulation desk: Accessibility Policy and Animal Policy

12. Wisconsin Public Library Standards

I would like to review the Wisconsin Public Library Standards, to show where Nekoosa falls within certain guidelines.

13. Heart of Wisconsin

Heart of Wisconsin is requesting that we pay them \$137.52. When Krista Coon was with the Chamber, we were given a complimentary membership, based on her office hours here and the assistance the library provided for various events. HoW now wants to charge us a membership fee. I have my thoughts, but would like to discuss this with the Board.

14. Wisconsin Rapids Daily Tribune

The current price for a subscription to the Tribune is now \$663.52 for 1 year. I spoke with Customer service at Gannett and will review what I have found.

15. Staff Evaluations – in process

16. Library Director Evaluation handout

OLD BUSINESS

17. Cybersecurity insurance

I am including the City Policy and coverage from Spectrum.

18. Community Conversation / Circulation Desk

I have submitted additional paperwork to Mead Witter and hope to hear back soon. I have also been contacted by Kim Shields from InCourage, and am submitting additional paperwork for a Bridge Grant, which awards up to \$2,500. I have also completed grant paperwork for Ocean Spray and Enbridge.

I am including a copy of the letter I am sending out to select organizations and families. I ask that you share this information with your circle.

19. Friends of the Library Update

20. Other items as allowed by law