

Village of Edgar  
Regular Board of Trustees Meeting Minutes  
July 14, 2025  
Edgar Village Hall

Call to Order/ Roll Call: The Regular Board of Trustees Meeting was called to order by President Lepak at 8:00 p.m. Trustees: Schueller, Apfelbeck, Schroeder-Schuett, Streit and Werner were present Absent: Butt

Pledge of Allegiance was led by President Lepak

Guests: Police Chief Zaug, Administrator Lopez, Gerry Newman, Gavin Borchardt, Clarence Werner, Kevin O'Brien – Record Review - in person and Gordon Krall – via Zoom

Approval of Minutes: Motion by Schueller/Schroeder-Schuett to approve the minutes as presented:

- Plan Commission – June 4, 2025
- License Building Safety Zoning Committee – June 9, 2025
- Water and Sewer Committee – June 9, 2025
- Finance Committee – June 9, 2025
- Regular Board of Trustees – June 9, 2025
- Plan Commission – June 18, 2025

All ayes. Motion carried, without a negative vote.

Agenda approval: Motion by Schueller/Schroeder-Schuett to approve the agenda. All ayes. Motion carried, without a negative vote.

Public Comments: Gavin Borchardt stated that the Football Alumni now has solicited about 85% of the funding for the new signage and is looking to place one sign at Shortner Park and is working with the Village on the easement issue for the North sign.

Announcements:

- Chalk Fest/Car Show – August 9, 2025
- Open Book
- Board of Review

Scotch Creek Update: Gordon Krall updated the Board on the status of the Scotch Creek related projects.

Solar Bid – Village Hall: Motion Streit/Schroeder-Schuett to table proceeding with the solar bids until further information could be obtained. Streit requested changing motion to not proceed with the solar bids; but due to the second in place and not desiring to be changed the motion stood. All ayes. Motion carried without negative vote.

CSM: Motion Streit/Schueller to approve CSM – Part of the North ½ of the Frac Southwest ¼ of Section 7, Township 28 North, Range 5 East, Village of Edgar, Marathon County, WI; it was explained this is a requirement of our Village Ordinances. All CSM's must be presented to the Village prior to recording at the Marathon County Register of Deeds Office. All ayes. Motion carried

Sign Permit – Champion Sign: Motion Schueller/Schroeder-Schuett to accept the recommendation from the License/Building Safety/Zoning Committee and approve the Championship Sign at Shortner Park in the requested location noting the sign will exceed the size restrictions being approximately 221 square feet. All ayes. Motion carried without negative vote.

Street Closure request from the Edgar Chalk Fest and Car Show: Motion Schueller/Apfelbeck to accept the recommendation from the License/Building Safety/Zoning Committee and approve the Street Closure request from the Edgar Chalk Fest:

August 9<sup>th</sup>, 2025 – 6:00 am – 6:00 pm  
 Redwood Street from S 4th Ave to S 5<sup>th</sup> Ave

USDA proposal for final grant distributions: Motion by Schueller/Schroeder-Schuett to approve the recommendation from the Wastewater committee the proposed final grant distribution agreement of 84.12%: 15:87% per table:

	RD fund	Village Fund	Total
Additional Engineering	\$ 115,830.00		\$115,830.00
UV system	\$ 326,000.00	\$ 38,000.00	\$364,000.00
Redwood LS	\$ 65,000.00	\$ 6,000.00	\$ 71,000.00
Asphalt		\$ 25,850.00	\$ 25,850.00
Influent pump		\$ 25,800.00	\$ 25,800.00
TOTALS	\$ 506,830.00	\$ 95,650.00	\$602,480.00

All ayes. Motion carried without negative vote.

Change Order #15 – Staab Construction - \$39,288.00 + days: Motion Schueller/Streit to accept the recommendation from the Water and Sewer Committee to approve Change Order #15 – Staab Construction in the amount of \$39,288.00 plus increasing the days to substantial completion to July 15, 2025, and final completion to August 11, 2025. Motion carried without negative vote.

Pay Application #26 - \$94,648.00 Saab Construction: Motion Schueller/Apfelbeck to accept the recommendation from the Water and Sewer Committee to approve Pay Application #26 to Staab Construction in the amount of \$94,648.00. All ayes. Motion carried, without a negative vote.

Pay Request #30 - \$179,383.76 – USDA expenditures: Motion Schueller/Apfelbeck to accept the recommendation from the Water and Sewer Committee to approve Pay Request #30 in the amount of \$179,383.76. All ayes. Motion carried without negative vote.

Financial Activity: The financial activity for June 2025 was reviewed. Motion by Schueller/Apfelbeck to approve the June 2025 financials. All ayes. Motion carried without negative vote.

Closed Session: Motion Schueller/Apfelbeck to convene to closed session under exemptions provided in Wisconsin State Statutes 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the purpose of reviewing 6-month Employee Self Evaluation on Chief of Police.

Roll call: Schueller – yes, Streit – yes, Apfelbeck – yes, Werner – yes, Schroeder-Schuett – yes, and Lepak – yes

Motion Schueller/Apfelbeck to convene to open session. All ayes. Motion carried without negative vote.

Handbook Language: Motion Lepak/Streit to approve the revised handbook language as presented:

**Weekend/Holiday Duty Time (Page 35)**

As a requirement for employment, qualified Village employees will be required to clock in and perform weekend/holiday duties to ensure the basic utility and other village services are provided to the Village residents. Please refer to your job description to confirm if you are expected to perform weekend/holiday duties. These duties will be assigned on a rotating basis, with standard duty times falling between 6:30 AM and 5:00 PM on Saturdays, Sundays, and holidays. Employees shall not exceed **three (3) hours of duty unless** prior approval is obtained from the Village Administrator. (updated 7/14/25)

Employees on duty must clock in, remain on-site, and be engaged in duties for the entire clocked-in period. The assigned employee must also be available for emergency responses (e.g., water main breaks, sewer backups; or other urgent situations requiring Village personnel).

**Holidays (Page 36)**

The Village recognizes and is generally closed during the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- day after Thanksgiving
- Christmas Eve (half-day)
- Christmas Day
- New Year's Eve (half-day)

When any such holiday falls on a Saturday, the preceding Friday shall be considered the holiday. When any such holiday falls on a Sunday, the following Monday shall be considered the holiday.

Scheduled Holiday Duty: Full-time employees scheduled for duty on a holiday shall be compensated at time and one half (1 ½) their regular hourly wage for duty hours worked up to **3 hours on the holiday** (updated 7/14/25); if required to work any additional hours due to emergency responses, weather events, or other urgent needs, they would be entitled to double time pay for actual additional hours worked.

All ayes. Motion carried without negative vote

Adjournment: Motioned by Streit/Schueller to adjourn. All ayes. Motion carried, without a negative vote. Meeting adjourned at 9:34 p.m.

---

Terry Lepak, Village President

---

Jennifer Lopez, Village Administrator