

## VILLAGE BOARD PROCEEDINGS

The regular meeting of the Village Board, Village of New Auburn, was held on Thursday, December 14, 2017 at 7:00 p.m. at the Village hall.

### **Call to Order, Roll Call, and Pledge of Allegiance**

The meeting was called to order by Trustee Brad Lotts at 7:00 p.m. Answering roll call were Shannon Berg, Robert W. Lemmons, Brad Lotts, and Gary Pitts. Donna Bischel arrived at 7:20 p.m. Clerk/Treasurer Peggy Stanford was also present.

The Pledge of Allegiance was made.

**Others present:** Officer Andy Clark, Verlyn Motzer, Dan Moos, and Inez North.

### **Public Comments:**

Verlyn Motzer – asked for a copy of the employee wages and what they are going to get after this meeting.

### **Meeting Minutes – Board meeting November 9 and December 7, 2017**

Motion by Berg to approve the Board meeting minutes for November 9 and December 7, 2017 as posted; seconded by Lemmons. Motion carried.

### **Treasurer's Report**

Motion by Lemmons to approve the treasurer's report for October and November as presented; seconded by Berg. Roll call vote: Lemmons – aye, Berg – aye, Pitts – aye. Lotts – aye. Motion carried 4-0.

### **Reports and Requests of employees/officers**

#### **Public Safety**

**Law enforcement update** – Officer Andrew Clark, Chippewa County Sheriff's office, was present to report on public safety. He reported service information for November, five citations were issued and 33 traffic warnings. A draft press release has been sent to President Bischel and Trustee Lemmons for their input.

Discussion of parking on the street from 2 – 6 a.m. when snowing.

The Sheriff's office is interested in buying our spike stripes and considering the laser radar.

Motzer asked if the snow could not be pushed to the south in front of the old fire station on Elm St., he feels this is unnecessary now seeing the fireman are not parking there.

**Adjustment of law enforcement hours during the winter** – The Chief Deputy was okay with this changing the hours for less service in the winter months and move more hours to the summer months when more traffic activity is present.

President Bischel arrived. The agenda item for Operator Licenses was move up the list to allow Officer Clark to comment on the applications.

#### **Operator Licenses**

Motion by Pitts to approve the applications for a license to Serve Fermented Malt Beverages & Intoxicating Liquors to Kristina Clemmens, Chasitey Lynn Miller, Braden Rosenbrook, and Kim Whinery provided qualifications for licensing have been met for the licensing year ending June 30, 2018; seconded Lemmons. Motion carried.

### **Reports and Requests of employees/officers (cont'd)**

**Public Works** – Dan Moos was present.

**Cross connection inspector** – The DNR requires that all commercial properties have a cross connection inspection every few years. It is time to complete again. Previous discussion centered on charging the businesses for completion of the inspection, with option of having the inspection done and charging back to the property owner; or giving them the option to have their own inspectors. Ron Young completed our inspections the last time we completed them. Total cost was \$2,475.00 for 33 commercial properties. The Board asked for cost estimates for the next meeting.

**Training approval**

Motion by Bischel to approve Excavation Competent Person Safety Training sponsored by WRWA in Lake Hallie on February 6, 2018 at a cost of \$100; seconded by Lotts. Roll call vote: Bischel – aye, Lotts – aye, Berg – aye, Pitts – aye, Lemmons – aye. Motion carried 5-0.

Motion by Pitts to allow both PW employees to attend the Nitrogen and Phosphorus Removal training in Boyceville on January 18, 2018 free of cost; seconded by Lotts. Motion carried.

**Invoice approval**

Motion by Lotts to approve the invoice from Value Implement for repair of the tractor thermostat, cost is \$1,010.72; seconded by Pitts. Roll call vote: Lotts – aye Pitts – aye, Berg – aye, Bischel – aye, Lemmons – aye. Motion carried 5-0.

Motion by Lemmons to approve the invoice from Blue Diamond Plumbing to install a water line for sampling faucet at the school, cost is \$1,500.00; seconded by Pitts. Roll call vote: Lemmons – aye, Pitts – aye, Lotts – aye, Berg – aye, Bischel – aye. Motion carried 5-0.

Moos reported that Larry Gotham forwarded a map of the Mattson property that is next to the treatment cells. President Bischel forwarded a letter to the Mattson's regarding our interest in purchasing some property from them.

Moos also advised the Board the red plow truck has been fixed; it was a problem with the tie rod ends.

**Clerk/Treasurer report** – Peggy Stanford reported.

**Irrevocable letter of credit** – Inez North, Vice President at Security Bank, was present to discuss. The deposits of the Village are insured by the FDIC for \$250,000 and covered by the State of WI for an additional \$400,000. During the tax collection season when larger deposits are made we exceed the \$650,000 deposit figure. As recommended by safe auditing procedures the Village can opt to enter an agreement with the bank where a security of the bank is controlled by the Village to coverage overages if the Bank should fail. North is recommending using an irrevocable PUD LC or a Public Unit Deposit Letter of Credit by FHLB of Chicago. Security Bank will pay the fees associated with the PUD LC. We have used this in prior years. The amount of the letter of credit will be higher from December 16<sup>th</sup> to February 15<sup>th</sup> while tax collections are high, then a second letter will be drafted to provide extra coverage for the remainder of the year.

Motion by Lemmons to enter into a letter of credit in the amount of \$1,000,000 to cover the excessive deposits over \$650,000 with Security Bank and Federal Home Loan Bank of Chicago; seconded by Lotts. Roll call vote: Lemmons – aye, Lotts – aye, Pitts – aye, Berg – aye, Bischel – aye. Motion carried 5-0.

**Auditor engagement letter - annual audit** – The Board reviewed an engagement letter from CliftonLarsonAllen to complete the 2017 auditing. Motion by Pitts to approve the engagement letter from CliftonLarsonAllen; seconded by Lemmons. Roll call vote: Pitts – aye, Lemmons – aye, Bischel – aye, Berg – aye, Lotts – aye. Motion carried 5-0.

Stanford reported that Attorney James Flory passed away earlier this week. He died from complications of brain cancer at the age of 51. Arrangements are pending. Consensus of the Board to send flowers and a card when further details are available.

**Board Report –**

**Playground equipment** – The Board reviewed plans for playground equipment for the park. Minnesota-Wisconsin Playground quoted a price is \$40,336.53 for the equipment and materials, and \$3,322.00 to supervise construction for one-day; total is \$43,658.53. A plan for playground equipment from BYO Recreation where they send a team to construct the playground after we get the spot prepared and level. Total cost is \$41,236.30.

Motion by Lotts to purchase playground equipment for the park from BYO Recreation at a cost of \$41,236.30; seconded by Lemmons. Roll call vote: Lotts – aye, Lemmons – aye, Berg – aye, Pitts – no, Bischel – aye. Motion carried 4-1.

**Rekeying park pavilion building** – The Board discussed rekeying the park pavilion entry doors. Pitts stated that the kitchen should be rekeyed only.

**Employee holiday gift** – Motion by Pitts to give the four employees a holiday gift of \$125; seconded by Lemmons. Roll call vote: Pitts – aye, Lemmons – aye, Berg – aye, Lotts – aye, Bischel – aye. Motion carried 5-0.

**Miscellaneous Purchase orders**

Motion by Berg to approve miscellaneous purchase orders totaling \$3,055.03; seconded by Pitts. Roll call vote: Berg – aye, Pitts – aye, Lemmons – aye, Lotts – aye, Bischel – aye. Motion carried 5-0.

**2018 appointment of Village assessor and building inspector**

Motion by Bischel to appoint Associated Appraisal as the Village assessor for 2018 and Daryl Dostal as the building inspector for 2018; seconded by Pitts. Motion carried.

**2018-19 appointment of election inspectors –**

Motion by Bischel to appoint election inspectors for the 2018-19 term of Marie Dachel, Karen Klingenberg, Marvin Baroun, Sue Baroun, Roxanne Gravunder, Shannon Berg, and Laurie Olson; seconded by Lemmons. Motion carried.

**Employee wage increases –**

Motion by Pitts to increase the wage of the public works employees by \$2 per hour to \$19.25 per hour starting on January 1, 2018; seconded by Lemmons. Roll call vote: Pitts – aye, Lemmons – aye, Lotts – aye, Berg – aye, Bischel – no. Motion carried 4-1.

Motion by Lemmons to increase the wage of the deputy clerk/treasurer by \$.50 per hour to \$14.50 per hour starting on January 1, 2018; seconded by Pitts. Roll call vote: Lemmons – aye, Pitts – aye, Berg – aye, Lotts – aye, Bischel – aye. Motion carried 5-0.

Motion by Lotts to increase the wage of the clerk/treasurer by \$.50 per hour, Lemmons asked if it could be amended to \$1 per hour, Lotts agreed. Motion by Lotts to increase the wage of the clerk/treasurer by \$1 per hour to \$24.50 per hour starting on January 1, 2018; seconded by Lemmons. Roll call vote: Lotts – aye, Lemmons – aye, Bischel – aye, Berg – no, Pitts – no. Motion carried 3-2.

**Vouchers**

Motion by Lemmons to authorize payment of audited vouchers: General Fund - No. 19584-19622, ACH 17244-17249, 17251-17269, 17271-17272; totaling \$45,360.74; Water Utility Fund – No. 3833-3844, void check No. 3824, ACH 17250; totaling \$42,152.16; Sewer Utility Fund - No. 3613-3619, ACH 17270; totaling \$17,387.93; Parks Commission – No. 1930-1935; totaling \$466.55; seconded by Pitts. Roll call vote: Lemmons – aye, Pitts – aye, Lotts – aye, Berg – aye, Bischel – aye. Motion carried 5-0.

**Future agenda items**

Future agenda items: Cross connection inspections, police equipment sales, and entry locks at the park pavilion.

**Proposed closed session pursuant to WI §19.85(1)(c)**

Closed session pursuant to WI §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility; specifically, employee wages - not used.

**Consideration of issues discussed in closed session - not used.**

**Adjournment**

Motion by Pitts to adjourn the meeting at 8:40 p.m.; seconded by Lemmons. Motion carried.

Respectfully submitted: \_\_\_\_\_  
Peggy Stanford, WCMC, Clerk/Treasurer

Approved: \_\_\_\_\_  
Donna Bischel, Village President