

## VILLAGE BOARD PROCEEDINGS

The regular meeting of the Village Board, Village of New Auburn, was held on Thursday, February 8, 2018 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 President Donna Bischel at 7:03 p.m. Answering roll call were Shannon Berg, Brad Lotts, Gary Pitts and Donna Bischel. Robert W. Lemmons was absent. Clerk/Treasurer Peggy Stanford was also present.

The Pledge of Allegiance was made.

**Others present:** Officer Andy Clark, Dan Moos, and Larry Gotham.

**Public Comments** - none

### **Meeting Minutes – Board meeting January 11, 2018**

Motion by Berg to approve the Board meeting minutes for January 11, 2018 as written; seconded by Pitts. Motion carried.

### **Treasurer's Report**

Motion by Pitts to approve the treasurer's report for January as written; seconded by Lotts. Roll call vote: Pitts – aye, Lotts – aye, Berg – aye, Bischel – 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 January, four citations were issued, 38 traffic warnings, and they responded to 34 incidents within the village.

The deputies have issued a handful of municipal citations. Some have gone through the TRACS/COWS system without incident and others have had minor issues which are being worked out.

#### **Sale of police property -**

Officer Clark reported that both the Chetek and Colfax Police Departments have expressed interest in purchasing some of the police property. Clark is waiting for a response from both to set up times to look at the equipment. Colfax PD has responded and would like to offer to purchase the squad car. They are offering \$5,000 for the car only, or \$6,000 with the equipment that is not exempted from sale due to being grant purchases. The Chippewa County Sheriff's office would like to purchase the PBT and are offering \$200 for it.

The grant representative has approved the sale of grant items (laser, radar) to Chippewa County. Clark is still waiting on an answer for if the items can be sold to other law enforcement agencies. The grant is funded with state and federal dollars, the state representative is checking to see if federal rules will allow the sale to another agency.

Motion by Bischel to approve selling to the Colfax Police Department the 2007 Chevrolet police squad minus the dash camera and light deck for \$6,000; seconded by Lotts. Roll call vote: Bischel – aye, Lotts – aye, Berg – aye, Pitts – no. Motion carried 3-1.

Motion by Bischel to approve selling to the Chippewa County Sheriff's Office the Alcho-Senosr PBT for \$200, a credit on our monthly billing can be made for the equipment purchase; seconded by Berg. Roll call vote: Bischel – aye, Lotts – aye, Pitts – no, Berg – aye. Motion carried 3-1.

Motion by Bischel to transfer ownership of the Kustom Signal Raptor Radar to the Chippewa County Sheriff Department (this originally purchased with grant money); seconded by Pitts. Roll call vote: Bischel – aye, Pitts – aye, Berg – aye, Lotts – aye. Motion carried 4-0.

Motion by Bischel if okay with the granting agencies it is okay to transfer to Colfax Police Department the dash camera and the light deck with the vehicle; seconded by Pitts. Motion carried Bischel – aye, Pitts – aye, Berg – aye, Lotts – aye. Motion carried 4-0.

Dan Moos commented that the Chippewa Sheriff Office is working well with the calls Public Works has made to them.

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

**County Highway M project – SDWLF** – Larry Gotham from Morgan & Parmley was present. He discussed the street project proposed by Chippewa County. Because the Village doesn't know

what the County has planned it was suggested that we have a meeting with Fred Anderson at the Chippewa County Highway department. A decision needs to be made at the March meeting to get the application completed for the SDWLF due the end of June 2018. The Board needs to decide what work we want to complete and who is going to prepare the DNR application. Previously, the Village used the WCWRPC to prepare the document. The initial PERF scores from the pre-application have been received. The Village will not be eligible for principal forgiveness – but are eligible to finance a loan through the WI DNR at 1.056% interest rate.

Gotham asked about the progress for contacting the Mattson's who own property next to the seepage cells and the possibility of purchase of land.

#### **Water tower repairs**

On January 30, 2018 we had a freeze up at the water tower. Lane Tank was contacted for help with the problem. The mud valve leaked and froze up. The back up pushed water out on the platform inside the tower creating ice on the inside of the tower and ladder. Propane heaters were placed in the tower to melt the ice. Lane Tank came in on Wednesday to do temporary repairs. Lane Tank set a relief valve and drained the tank. The mud valve hose was removed and installed a plug in the discharge end of the mud valve to temporarily seal the leak. The mud valve was wrapped in heat tape and insulation. Additional repairs will need to be made later when the weather warms up.

#### **Water tower inspection report**

A report outlining the water tower inspection that was completed in August 2017 was received by Lane Tank. The report outlines items that need to be repaired in the water tower. Items include: the wet interior epoxy coating is showing some signs of failing; the wet interior is not equipped with an access ladder; the existing circulating system discharge pipe is too short to properly allow for circulation; there is a quarter inch gap around the vent pipe and gasket; the transition cone and access tube have a lot of rust bleed-through; the dry interior ladder safety climbing device terminates below the top landing platform; and the antenna cable routed through the access tube needs to be relocated.

#### **Water main break North St.**

A water main break occurred by 135 E North St. A prior repair was leaking but had been running into the storm sewer, now that the ground is froze the water came to the surface. The patch itself busted through on the bottom side. A1 Excavating came and repaired the main.

#### **Invoice approval**

Motion by Bischel to approve the invoice from Lane Tank Company, Inc. for emergency water tower freeze up repair totaling \$1,600; seconded by Berg. Roll call vote: Bischel – aye, Berg – aye, Pitts – aye, Lotts – aye. Motion carried 4-0.

Dan Moos also reported that the influent composite wastewater sampler has been delivered; installation has been scheduled. The new loader has been installed on the John Deere tractor. The playground equipment is on site waiting for spring installation. Board would like to get recommendations and bids for repairing the concrete under the park shelter. Moos priced an electronic lock at Menards for the park pavilion kitchen, cost is \$120.

**Clerk/Treasurer report** – Peggy Stanford reported. The March 24, 2016 Real Estate Lease with Option to Purchase was discussed. Tim Schilla is ready to purchase the old fire station as outlined in the agreement. The bank would like to have closing on April 2, 2018. Stanford will ask if closing document can be signed prior to this possibly March 28<sup>th</sup>. Plans will need to be made about moving the fence and egress to the dumpsite.

Judge Shier will be attending Municipal Judge training on March 15 & 16 in Elkhart Lake.

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

President Bischel made a motion to enter into closed session pursuant to WI statute 19.85(1)(g) conferring with legal counsel and 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 reasonability; specifically, employee concerns; motion seconded by Berg. Roll call vote: Bischel – aye, Berg – aye, Pitts – aye, Lotts – aye. Motion carried 4-0.

A telephone conference was held with Attorney Nodolf; Clerk/Treasurer Stanford was present for the conference with legal counsel. She left the room for the employee concerns.

**Re-convene to open session**

Motion by Pitts to return to open session; seconded by Lotts. Motion carried

**Consideration of issues discussed in closed session - none****Board Report –**

**Update tree removal from Klingenberg property – no action.**

**Sewer easement Troy Robey property**

Motion by Pitts to authorize signing the “Modification to Sewer Easement” with Troy and Jennifer Robey; seconded by Berg. Motion carried.

**Information on park pavilion kitchen repairs –** The Board requested at the last meeting what repairs were previously approved for the park pavilion kitchen. On April 18, 2016 a bid proposal was requested at the Park Pavilion: kitchen area – installation of a ceiling over the kitchen and exhaust fan. On May 12, 2016 a bid from Dave Rosenbrook Construction was approved to do the repair.

The Board requested to post for bids to install a ceiling in the Park Pavilion kitchen and ceiling fan; and to add insulation above the kitchen ceiling.

**Miscellaneous Purchase orders**

Motion by Pitts to approve miscellaneous purchase orders totaling \$1,132.44; seconded by Lotts. Roll call vote: Pitts – aye, Lotts – aye, Berg – aye, Bischel – aye. Motion carried 4-0.

**Operator Licenses**

Motion by Lotts to approve the application for a license to Serve Fermented Malt Beverages & Intoxicating Liquors to Kathy Evenson provided qualifications for licensing have been met, license year ending June 30, 2018; seconded by Berg. Motion carried.

**Waste Management permits**

Motion by Bischel to grant Waste Collection (Management) Permit to Republic Services for the 2018 licensing year; seconded by Pitts. Motion carried.

**Quarles & Brady bond counsel engagement**

Motion by Bischel to accept the Scope of Engagement with Quarles & Brady, LLP for legal counsel for Sewerage System Revenue Bonds, Series 2018 under the Clean Water Fund Loan; seconded by Berg. Roll call vote: Bischel – aye, Berg – aye, Lotts – aye, Pitts – aye. Motion carried 4-0.

**Financial Assistance Agreement with the WI DNR CWF loan**

Preliminary data was shared with the Board. Total project costs equaled \$243,957; loan forgiveness is \$73,188; and net loan amount will be \$170,769. Expected approval will be at the March 8, 2018 with loan closing date being March 28, 2018.

**Special meeting of loan closing – March 28, 2018 – no action****Vouchers**

Motion by Bischel to authorize payment of audited vouchers: General Fund - No. 19678-19704, void 19688, ACH 18012-18030; totaling \$34,201.81; Sewer Utility Fund - No. 3627-3629, ACH 18031; totaling \$5,536.03; Water Utility Fund – No. 3853-3859, totaling \$13,447.93; seconded by Pitts. Roll call vote: Bischel – aye, Pitts – aye, Lotts – aye, Berg – aye. Motion carried 4-0.

**Future agenda items**

Future agenda items: special meeting schedule; park equipment area; water tower issues; sale old fire hall property; and street project Cty Hwy M.

**Adjournment**

Motion by Pitts to adjourn the meeting; seconded by Lotts. Motion carried.

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

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