

## VILLAGE BOARD PROCEEDINGS

The regular meeting of the Village Board, Village of New Auburn, was held on Thursday, June 8, 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 President Donna Bischel at 7:00 p.m. Answering roll call were Donna Bischel, Shannon Berg, Robert W. Lemmons, Brad Lotts, and Gary Pitts. Clerk/Treasurer Peggy Stanford was also present.

The Pledge of Allegiance was made.

**Others present:** Marv Baroun, Dan Moos, Larry Gotham, Brandi Still, and Andy Clark.

**Public Comments:** Marv Baroun explained that he has a problem with Buckthorn in his woods and this extends onto our street right of way across from the school property. He is willing to cut the Buckthorn and stack on the road side if the Village would have it chipped and hauled away. Buckthorn kills out everything when it takes over, it is thorny and tough. Not all herbicides will kill the plant, the DNR recommends a specific product. Baroun asked if the Village would reimburse him for the purchase of the herbicide with an expected cost of \$85. The herbicide needs to be applied within 20 minutes of cutting the plant. The Board has no objections to help with this project – the employees may use a purchase order to provide for the expense associated with the removal.

### **Meeting Minutes – Board meeting May 11, 2017, May 25, 2017, Board of Review – May 17, 2017**

Clerk/Treasurer stated that page 972, paragraph 2, has a spelling error and will be changed to “Staci Young” not “Stacy Young”.

Motion by Lotts to approve the Board meeting minutes as amended for May 11 and May 25, 2017 and the Board of Review for May 17, 2017; seconded by Lemmons. Motion carried.

### **Treasurer’s Report**

Motion by Pitts to accept the Treasurer’s report as given; seconded by Berg. Roll call vote: Pitts – aye, Berg – aye, Bischel – aye, Lemmons – aye, Lotts- aye. Motion carried 5-0.

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

#### **Public Safety**

Lock for police door – Motion by Pitts to approve the invoice for Tru Lock & Security, Inc. in the amount of \$1,218.80 to change to a push button lock on the police department office; seconded by Lotts. Roll call vote: Pitts – aye, Lotts – aye, Lemmons – aye, Bischel – aye, Berg – aye. Motion carried 5-0.

**Law enforcement update** – Andy Clark, Chippewa County Sheriff’s office, was present to report on public safety. Clark on behalf of the Sheriff’s office, thanked the Village for the opportunity to serve the Village with law enforcement personnel. Clark shared forms that they will be using to report service information to the Village. The work schedule will be made available to President Bischel, Trustee Lemmons, and Clerk/Treasurer Stanford.

President Bischel commented that she liked the work schedule which scheduled officer spread over more times and days than we could cover. Trustee Pitts asked questions about the speed used by firemen answering a fire call. Clark will find out the answer to the Pitts question.

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

**East St. Lift Station project update & pay request** - Larry Gotham was present from Morgan & Parnley, Ltd. A1 Excavating is looking for payment for the first pay request. The Lift Station completion date is the end of June. As things stand right now, this will not be met. We had been experiencing many rain events in the past month, equipment still needs to arrive from the suppliers, and the electrical panels need to be hooked up. The manhole is in the ground and the digging is done except ten feet to attach to the force main. We are looking at extending the paving of the driveway due to mud. The constructing of the driveway may include changing the materials, to include a geo grid, stone, and gravel. Estimated cost for this is \$4,025. A1 needs to provide information for the Davis Bacon wage rates to the Clerk/Treasurer prior to payment.

Motion by Pitts to pay the first pay request to A1 Excavating for \$95,019.00 after the wage reporting is received; seconded by Lemmons. Roll call vote: Pitts – aye, Lemmons – aye, Berg – aye, Bischel – aye, Lotts – aye. Motion carried 5-0.

Motion by Lemmons to approve for payment the Morgan & Parmley, Ltd invoices for May 5, 2017 and June 5, 2017 totaling \$3,707.50 for engineering services; seconded by Lotts. Roll call vote: Lemmons – aye, Lotts – aye, Pitts – aye, Berg – aye, Bischel – aye. Motion carried 5-0.

The WI DNR representative, Kim Leizinger, will be able to reimburse the Village with Clean Water Funds after the Sustainability Plan and O&M manuals are completed. The Village will receive a Financial Assistant Application outlining how to apply for the CWF funds.

**Resolution #17-02 Water Utility Consumer Confidence Report** – A Consumer Confidence Report is required under Federal Regulations, to annually report to their users the water quality, contaminated and monitoring violations, and potential health effects created by those violations based on results reported to the WI DNR.

Motion by Pitts to approve Resolution #17-02 2016 Water Utility Consumer Confidence Report; seconded by Lemmons. Motion carried.

**Resolution #17-03 Sewer Utility Compliance Maintenance Annual Report** - A Compliance Maintenance Annual Report is required annually to document to the DNR, the performance and condition of the Wastewater Treatment Plant.

Motion by Pitts to approve Resolution #17-03 2016 Sewer utility Compliance Maintenance Report; seconded by Berg. Roll call vote – Pitts – aye, Berg – aye, Bischel – aye, Lemmons – aye, Lotts – aye. Motion carried 5-0.

**Culvert replacement on Tarr Rd** – We have a hole in a Tarr Rd culvert. The hole is located between the Eugene Dachel and Wayne Rogge properties. Chippewa County Highway Department will be sending a cost estimate for replacement. The road will need to be closed for one day while repair is made. Consensus to let the asphalt patch wait until area has settled.

**Street and patch repairs** – no new information.

**Park drainage ditch digging** – still waiting for contractor cost estimates.

**Electric repairs at park** – Pavilion electrical upgrades for putting a switch in the hallway, a cost estimated from Red Cedar, Inc. was reviewed. Cost is \$500, employees told to use a purchase order.

Dan Moos reported that he has been exercising the water valves. So far has found one broken valve that needs to be repaired and a hydrant valve is tipped.

Moos reminded the Board that the park bathroom needs to be locked every night.

The WWTP blower motor change has been stalled because it was found that the breakers were not installed correctly and need to be replaced. LW Allen is working with B&B Electric to make the change at the same time they are doing the Lift Station electrical. Cost estimate coming.

**License renewals** – The Board moved to the Liquor license to hear Brandi Still who was present.

**Liquor licenses** – The Board reviewed information regarding Alcohol Beverage bills due and Village Ordinance Chapter 10.01 (35) Unpaid Forfeitures, Claims and Taxes: Right to Refuse License or Permit.

Motion by Bischel, to grant a renewal combination of Class B Intoxicating Liquor and Class B Fermented Malt Beverage license for licensing year July 1, 2017 to June 30, 2018; provided qualifications for licensing have been met and payments have cleared the bank to Brandi R. Still for Brandis Hambones bar located at 328 N. Old 53 St. – to include the first floor front bar; kitchen; rear storage room; garage; back porch; and limited use of inside fenced area when gate allows no exterior entrance – fenced area times are: July 1, 2017 to August 31, 2017– daily to 10 p.m., Friday & Saturday extended hours to midnight; September 1, 2017 to October 31, 2017 – daily to 9 p.m.; April 1, 2018 to June 5, 2018 – daily to 9 p.m.; June 6, 2018 to June 30, 2018 – daily to 10 p.m., Friday & Saturday extended hours to midnight; seconded by Lotts. Roll call vote: Bischel – aye, Lotts – aye, Lemmons – aye, Pitts – aye, Berg – aye. Motion carried 5-0.

#### **Reports and requests of employees/officers (Cont'd)**

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

**PSC Water rate file notice of proceedings** – The Village is still waiting for a response from the PSC about the rate file for the water utility increase. Once that is received we will be able to post notice.

**TIF District #1 Meeting** – a Joint Review Board (JRB) meeting for our TIF District #1 is scheduled for June 20, 2017 at 3 p.m. This is a new requirement this year. This involves notification of the JRB and publication of a notice five days before the meeting to review the 2016 annual report.

**Set aside funds apply for street repairs** – Motion Bischel to transfer \$20,930 set aside Street Construction funds to the 2017 Budget line item Street Construction; to cover additional funds needed for the East St. grinding and paving project; seconded by Lotts. Roll call vote: Bischel – aye, Lotts – aye, Lemmons – aye, Berg – aye, Pitts – aye. Motion carried unanimously 5-0.

Stanford reported that the Village has received a zoning change request from a Sean Melavarie who purchase a parcel on tax lien property south of Chippewa Sands along Hwy 53. This parcel does not have road access. He wants to change zoning from Agricultural to Commercial. After a discussion with Attorney Flory he suggests that we deny the request until access is obtained. Board is in agreement.

#### **East St. Lift Station project update & pay request (cont'd)**

Stanford discussed how to pay the invoices for the East St. Lift Station from A1 Excavating and Morgan & Parmley until the CWF funds are received. Stanford suggested using funds in Super Money Market accounts for the Sewer Utility and Sewer Equipment Replacement Fund.

Motion by Bischel to withdraw funds from the Sewer Utility and Sewer Equipment Replacement fund super money market accounts to pay invoices from A1 Excavating and Morgan & Parmley for the East St. lift station on an interim basis; seconded by Pitts. Roll call vote: Bischel – aye, Pitts – aye, Berg – aye, Lotts – aye, Lemmons – aye. Motion carried 5-0.

#### **Board Report**

**Update Website work** – Work is progressing on the Village Website.

**Employee wage schedule** – The Board agreed that the Guideline for Pay Increases for Village of New Auburn Employees will be used as a tool for determining future pay increases and will be based in part on the Consumer Price Index after WI Act 10.

**Parks Commission** - Work is continuing around Jamboree Days. Next meeting June 12, 2017 at 7 p.m.

#### **Miscellaneous Purchase orders**

Motion by Lemmons to approve miscellaneous purchase orders totaling \$1,638.15; seconded by Pitts. Roll call vote: Lemmons – aye, Pitts – aye, Berg – aye, Bischel – aye, Lotts – aye. Motion carried 5-0.

#### **License renewals (Cont'd)**

##### **Liquor licenses**

Motion by Bischel to grant a renewal combination of Class B Intoxicating Liquor and Class B Fermented Malt Beverage license for licensing year July 1, 2017 to June 30, 2018 to Travis Turner, Agent, for Black Bear Spirits – Quarthouse bar located at 152 E. Main St. to include the first floor, basement of two story building and back deck daily to 10 p.m. from July 1, 2017 to August 31, 2017; and June 1, 2018 to June 30, 2018 when North building door is open and stair gate is locked; seconded by Lemmons. Motion carried.

Motion by Bischel to grant renewal of Class A Intoxicating Liquor and Class A Fermented Malt Beverage license to Dwain M. Trowbridge, Agent, for Bridge Stop LLC – to include one story retail gas and liquor c-store at 330 W Main St. considering past approvals for the licensing year July 1, 2017 to June 30, 2018; seconded by Lotts. Motion carried.

##### **Operator Licenses**

Motion by Lemmons to grant an operator license to Serve Fermented Malt Beverages & Intoxicating Liquors provided qualifications for licensing have been met to Dalton Hinke, Sara Krostag, Zacariah Miller, Kaitlin M. Warner for the licensing year July 1, 2017 through June 30, 2018; seconded by Berg. Motion carried.

Motion by Bischel to grant renewal operator licenses to Serve Fermented Malt Beverages & Intoxicating Liquors provided qualifications for licensing have been met to Tina M. Bates, Theresa

Hanson, Amanda Becker, Miranda L. Iverson, Chelsie Klatt, Crystal M. Petersen, and Staci Young for the licensing year July 1, 2017 through June 30, 2018; seconded by Lemmons. Motion carried.

Motion by Lemmons to grant renewal operator license to Serve Fermented Malt Beverages & Intoxicating Liquors provided qualifications for licensing have been met to Shelby Lotts for the licensing year July 1, 2017 through June 30, 2018; seconded by Pitts. Roll call vote: Lemmons – aye, Pitts – aye, Bischel – aye, Berg – aye, Lotts – abstain. Motion carried 4-0 with 1 abstaining.

**Coin Machine License** - Motion by Pitts to grant Coin Machine licenses to Travis Turner, Agent, Black Bear Spirits, LLC, - Quart House (8 machines) and Brandi Still, Brandis Hambones (9 machines) for the licensing year July 1, 2017 to June 30, 2018; seconded by Berg. Motion carried.

**Cigarette License** - Motion by Lemmons to grant a Cigarette license to Dwain Trowbridge, Agent, Bridge Stop LLC; Brandi Still for Brandis Hambones; and to Travis Turner, Agent, Black Bear Spirit, LLC for the licensing year July 1, 2017 to June 30, 2018; seconded by Lotts. Motion carried.

**Mobile Home Park License** – Motion by Pitts to grant a Mobile Home Park License to Oakview Mobile Home Court, John Scharlau, Agent, ending June 20, 2018; seconded by Lemmons. Motion carried.

**Waste Collection (Management) Permit** – Motion by Pitts to approve a Waste Collection Permit for Michael Lindeman, Agent for Swift Sanitation, ending June 30, 2018; seconded by Lotts. Motion carried.

**Driveway Permit** – Motion by Lemmons to approve the driveway permit for Brad Lotts at 208 E. Pine Street; seconded by Berg. Roll call vote: Lemmons – aye, Berg – aye, Pitts – aye, Bischel – abstain, Lotts – abstain. Motion carried 3-0, with two abstaining.

#### **Ordinance Amendment Well Abandonment and Permit – 15-03(14)**

Motion by Bischel to adopt #17-02 Ordinance of the Village of New Auburn to Amend Section 15.03(14) with Well Abandonment and Permit Ordinance; seconded by Pitts. Roll call vote: Bischel – aye, Pitts – aye, Berg – aye, Lotts – aye, Lemmons – aye. Motion carried 5-0.

#### **Appointment/reappointment of officers and committees**

Motion by Lemmons to appoint Cody Beal to the parks commission, term expires 4/18/2018; seconded by Bischel. Motion carried.

Motion by Lemmons to appoint Cody Beal to the Zoning Board of Appeals, term expires 4/30/2019; seconded by Bischel. Motion carried.

#### **Vouchers**

Motion by Bischel to authorize payment of audited vouchers: General Fund - No. 19415-19440, ACH 17106-17123, 17125-17126; totaling \$27,733.03; Sewer Utility Fund - No. 3568-3575, ACH 17124; totaling \$15,091.19; Water Utility Fund – No. 3779-3788, totaling \$19,646.65; Parks – No. 1915, Totaling \$300.00; seconded by Pitts. Roll call vote: Bischel – aye, Pitts – aye, Lotts – aye, Berg – aye, Lemmons – aye, Berg – aye. Motion carried 5-0.

#### **Future agenda items**

Agenda items for future meetings: revisit the New Auburn Police Department points system for license consideration.

#### **Adjournment**

Motion by Lotts to adjourn the meeting at 9:32 p.m.; seconded by Berg. Motion carried.

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

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