

VILLAGE BOARD PROCEEDINGS

The regular meeting of the Village Board, Village of New Auburn, was held on Thursday, December 8, 2016 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. The Pledge of Allegiance was made. Answering roll call were John Knight, Robert W. Lemmons, Brad Lotts, Gary Pitts, and Donna Bischel. Clerk/Treasurer Peggy Stanford was absent.

Others present: Jon Bohl, Anthony Brunner, Thomas Jenkins, Larry Gotham, Inez North, and Dean Sayles.

Budget Hearing on the 2017 Village budget: A question was asked how the public fire protection charge would be affected with the proposed PSC water rate file increase. The PFC will be increased at the same rate as the water utility rates.

The budget lists \$457,468 in revenues, down 116.07 percent from last year's \$988,452; total expenditures of \$457,468, down 116.07 percent from last year's \$988,452. The local tax levy is \$160,000, down 3% from last year's levy. Proprietary fund budgets were presented for the water utility and sewer utility; water utility, budget \$197,934 expenditures and \$197,934 revenues; and sewer utility budget \$356,618 expenditures and \$356,618 revenues. TIF District #1 budget \$205,604 expenditures and \$251,500 revenues.

The public hearing was closed.

Public Comments: Dean Sayles commented about the roads and why they weren't plowed and sanded especially with the new equipment that has been recently purchased with tax money. The park playground has not been repaired so kids can play in the park. The waterway in the park is a danger for the kids. Police officer needs to stop vehicles doing doughnuts in the church parking lot.

Appointment of Village Trustee: The Board welcomes Robert W. Lemmons back from military duty. John Knight has been temporarily appointed as a trustee in Lemmons absence. The Board has an opening with the resignation of Verlyn Motzer in September 2016.

Motion by Bischel to appoint John Knight to fill the trustee opening created by the resignation of Verlyn Motzer; seconded by Lemmons. Motion carried.

Meeting Minutes – Board meeting October 13, October 22, November 10, and November 15, 2016

Motion by Lotts to approve the Board meeting minutes for October 13, 2016, October 22, 2016, November 10, 2016, and November 15, 2016 as written; seconded by Knight. Motion carried.

Treasurer's Report

Motion by Lemmons to accept the Treasurer's report as read; seconded by Knight. Roll call vote: Lemmons - aye, Knight - aye, Lotts - aye, Pitts - aye, Bischel - aye, Motion carried 5-0.

Reports and Requests of employees/officers

Clerk/Treasurer report

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 cover overages if the Bank should fail. North is recommending using an irrevocable PUD LOC or a Public Unit Deposit Letter of Credit by FHL of Chicago. Security Bank will pay the fees associated with the PUD LOC. We have used this in prior years. The amount of the letter of credit will be higher from December 15 to February 20th while tax collections are high then a second letter will be drafted to provide extra coverage for the remainder of the year if needed.

Motion by Lotts to enter into an irrevocable letter of credit in the amount of \$800,000 to cover the excessive deposits over \$650,000 with Security bank and Federal Home Bank; seconded by Pitts. Roll call vote: Lotts - aye, Pitts - aye, Knight - aye, Lemmons - aye, Bischel - aye. Motion carried 5-0.

Extension of Security Bank loan 2015282 – Inez North spoke with the Board about an extension on the due date of loan for the fire station. The WI Department of Administration has not finished the closure of the CDBG PF grant, until this is complete we cannot close with NAAFD on the property transfer.

Motion by Pitts to extend the due date to June 13, 2017 on Loan number 2015282 held at Security Bank; seconded by Lemmons. Roll call vote: Pitts – aye, Lemmons – aye, Knight – aye, Lotts – aye, Bischel – aye. Motion carried 5-0.

Rural Insurance Update -

Tom Jenkins, Agent for Rural Insurance, presented information on renewal of the Village insurance. The information presented outlined a small increase to the property values. Jenkins reviewed the Rural Mutual Business Owners Policy Declarations which shows a summary of coverages and premiums. A review of equipment was adjusted to actual. The Village overall insurance rating is very good. Jenkins suggested that a certificate of insurance be on file for the renter of the old fire hall. An updated replacement cost is needed for the water tower.

Board report

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

Public Safety – Officer Anthony Brunner was present.

Equipment requests – A new laptop computer was purchased for the police department office. Brunner has been having problems with the portable radio. RACOM came and replaced the antenna on the squad but still experiencing problems. Chippewa County Sheriff's office is investigating changing to a new software package for the squads in 2018.

The Board asked that Brunner make his presence be felt along S. East St.

Public Works - Jon Bohl was present.

Invoice approval: Mid State Truck Service and WCWRPC - Motion by Lotts to approve the invoice totaling \$1,730.64 for Mid State Truck Service for repairs and towing of the red snowplow truck; seconded by Pitts. Roll call vote: Lotts – aye, Pitts – aye, Knight – aye, Bischel – aye, Lemmons - aye. Motion carried 5-0.

Motion by Pitts to approve the invoice totaling \$3,000.00 for West Central Wisconsin Regional Planning Commission for drafting the application of the Clean Water Fund; seconded by Lemmons. Roll call vote: Pitts – aye, Lemmons – aye, Lotts – aye, Knight – aye, Bischel – aye. Motion carried 5-0.

Employee request for funeral leave – Motion by Lemmons to approve three days of bereavement for Jon Bohl; seconded by Lotts. Roll call vote: Lemmons – aye, Lotts – aye, Pitts – aye, Knight – aye, Bischel – aye. Motion carried 5-0. Trustee Knight asked that we revise the bereavement policy in the job descriptions.

WPDES permit renewal consideration of outside service to draft form: Motion by Pitts to ask Morgan & Parnley to do the WPDES application form for renewal; seconded by Lemmons. Roll call vote: Pitts – aye, Lemmons – aye, Lotts – aye, Knight – aye, Bischel – aye. Motion carried 5-0.

Bohl shared that McCarthy Well was here today to inspect the leak at Well #1. The paperwork is in place for replacing the roof at the Well #1 well house and the WWTP buildings. Steven McCracken has temporarily moved the fence on the southeast side of the WWTP to accommodate his log removal. A tree fell from the property of James Mead on the park fence; the fence will need to be repaired.

Motion by Bischel to take a short break at 8:06 p.m., seconded by Lotts. Motion carried.

Engineer report East St. lift station – Larry Gotham, engineer from Morgan & Parnley, was present to discuss the East St. lift station. Project financing was discussed. The CWF loan application was approved for 30% principal forgiveness. It is necessary to obtain a loan to get the principal forgiveness – we cannot pay for the project directly and get the forgiveness. The Village has to borrow from the DNR to qualify for the forgiveness. More information will need to be discussed with the DNR. The Village would like to use the principal forgiveness.

The next question was when do we want to bid the project? The Board would like the project bid as soon as M&P can get the bid together; January or February of 2017.

WPDES permit renewal consideration of outside service to draft form (cont'd)– the Board asked Larry Gotham if his office would be able to complete the WPDES renewal. Gotham will send us a cost estimate for preparation.

Gotham was asked what the replacement cost would be for the water tower. The Village needs this for insurance rates.

Clerk/Treasurer report (cont'd) –

Transfer of ownership of the fire station and loan payoff – Stanford explained that we are still waiting for a finalization of the grant process from the WI Department of Administration which is needed before we can transfer ownership to the NAAFD.

Audit engagement letter – Motion by Bischel to approve the audit engagement letter with CliftonLarsonAllen for auditing services for the year ending 2016, seconded by Pitts. Roll call vote: Bischel – aye, Pitts – aye, Lotts – aye, Knight – aye, Lemmons – aye. Motion carried 5-0.

Command Central election equipment maintenance contract – Motion by Lotts to approve the 2017 election equipment maintenance contract with Command Central at a cost of \$570; seconded by Pitts. Roll call vote: Lotts – aye, Pitts – aye, Lemmons – aye, Knight – aye, Bischel – aye. Motion carried 5-0.

Clerk/Treasurer Stanford reported on a question regarding the new ambulance being purchased at Bloomer Ambulance. No additional cost will be requested from the municipalities. The entire amount has been budgeted in previous years to cover the costs. The amount budgeted in the 2017 budget is for a future ambulance.

Miscellaneous Purchase orders

Motion by Pitts to approve miscellaneous purchase orders totaling \$3,120.19; seconded by Lemmons. Roll call vote: Pitts – aye, Lemmons – aye, Knight – aye, Lotts – aye, Bischel – aye. Motion carried 5-0.

Operator Licenses

Motion by Lotts to grant operator licenses to Serve Fermented Malt Beverages & Intoxicating Liquors provided qualifications for licensing have been met to Gregg Gifford, Michelle Collins, RoseAnn Klatt, Makita Kempe, and Jesseka Illa for the licensing year ending June 30, 2017; seconded by Lemmons. Motion carried.

Motion by Knight to deny the application for an operator license to Serve Fermented Malt Beverages & Intoxicating Liquors for Mark E. Hole. The denial is based on Wisconsin Statute 125.04 provides in Subsection 5(b) that no license may be issued to a person who has habitually been a law offender or has been convicted of a felony unless the person has been duly pardoned. Hole has a felony conviction; seconded Pitts. Roll call vote: Knight – aye, Pitts – aye, Lotts – aye, Lemmons – aye, Bischel – aye. Motion carried 5-0. Clerk Stanford was asked to notify Hole in writing of the Board decision and as part of the appeal process to offer a hearing at the January 12, 2017 meeting.

Budget consideration and Resolution adoption of 2017 budget & Motion to set aside funds

President Bischel read the resolution aloud. The motion to set aside funds is included in the resolution.

Motion by Pitts to approve Resolution #16-10 to adopt the Village of New Auburn 2017 budget which includes to set aside \$10,000 for a police squad vehicle; seconded Lotts. Roll call vote: Pitts – aye, Lotts – aye, Bischel – aye, Knight – aye, Lemmons – aye. Motion carried 5-0.

2017 appointment of Village Assessor and building inspector

Motion by Bischel to reappoint for 2017 Association Appraisals as the Village Assessor; and Daryl Dostal, Tall Pines Building Inspection, Inc. as the Village building inspector; seconded by Lemmons. Motion carried.

Resignation of Patricia Skar from Village Committees

Motion by Lotts to accept the resignation of Patricia Skar from the Planning Commission, Election inspector, NAAFD Commissioner (alternate), and Board of Review; seconded by Lemmons. Motion carried.

Appointment committee openings

Motion by Bischel to appoint Roxanne Gravunder to be an election inspector for a term ending December 31, 2017; seconded by Lotts. Motion carried.

Vouchers

Motion by Lemmons to authorize payment of audited vouchers: General Fund - No. 19162-19210, ACH 16269-16286, 16288-16289; totaling \$128,826.32; Sewer Utility Fund - No. 3528-3531, ACH 16287, totaling \$7,867.58; Water Utility Fund – No. 3721-3726, totaling \$6,514.83; Parks Commission – No. 1910-1911, Totaling \$387.40; seconded by Pitts. Roll call vote: Lemmons – aye, Lotts – aye, Pitts – aye, Knight – aye, Bischel – aye. Motion carried 5-0.

Future agenda items: Agenda items for future meetings: employee reviews, wage discussion, and PSC rate file increase.

Adjournment

Motion by Pitts to adjourn the meeting at 9:10 p.m.; seconded by Lemmons. Motion carried.

Respectfully submitted: _____
Peggy Stanford, WCMC, Clerk/Treasurer

Approved: _____
Donna Bischel, Village President