

August 19, 2021  
**VILLAGE OF NEW AUBURN**  
**SPECIAL BOARD MEETING MINUTES**

A special meeting of the Village Board, Village of New Auburn, was held on Thursday, August 19, 2021 at 7:00 pm at the Village Hall.

**1. Call to Order, Roll Call, and Pledge of Allegiance**

The meeting was called to order at 7:02 pm by President Lotts. Answering roll call were President Brad Lotts; Trustees Dan Stanford, Dennis Webb, Marv Baroun, Shannon Berg. Staff present were Deputy Clerk-Treasurer Ardith Story and PW Dan Moos. Guests Speaker: Susan Badtke, WCRPC; Citizens: Dean & Dawn Prior, Cindy Lou Larson, Larry Gotham, Dwain Trowbridge [arriving at 7:08 pm].

**2. Public Comments:** None.

**3. Meeting Minutes:** Regular Board 8/12/21

Motion by Trustees Berg/Baroun to approve the regular board Minutes for 8/12/21 as presented. All aye. None opposed. Motion carried.

**4. Treasurer's Report** – None

**UNFINISHED BUSINESS**

**5. Reports and Requests of employees/officers**

**A. Public Safety** – None

**B. Public Works** – PW Moos present

**1. Status Update** on the playground equipment – warranty – hasn't heard a response from the company and will follow up with them.

**2. McCoy Quote** obtained for annual maintenance and brakes for loader for approximately \$1,200. Consensus of board to go ahead. Invoice will be on the next month's meeting for approval.

**3. Moos Training:** 9/2/21 WRWA Conference in La Crosse: Registration \$100

Motion by Trustee Berg/Baroun to approve Moos to attend the Rural Water Conference with mileage and 10 hours totaling approximately \$345. Roll call: Stanford – aye; Webb – aye; Baroun – aye; Berg – aye; Lotts – aye; Motion carried 5-0.

**4. Speed Bumps – Park Street**

Tabled.

**5. Tree on Corner of Central & Pine St**

Motion by Trustee Stanford/Webb to trim the oak and leave standing. All aye. None opposed. Motion carried.

**6. Pavement Replacement on W Main St/CTH M [Warranty]**

Gotham from Morgan & Parmley, PW Moos, and Monarch Paving met on site on Main St to analyze the warranty work to be done. It's located from the fire hydrant to East by manhole by Columbia. The plan is to grind and pave this Fall. Gotham indicated A-1 completed the work originally, nothing is to be done with grading material, will not cost any additional monies. The warranty period ends this Fall. If the work cannot be completed this Fall then a solid written document stating the work will be completed in Spring 2022 and still covered under the warranty period.

**7. Invoice Discussion**

Discussion of invoices noted in Bills & Claims. Monarch Paving invoice is for road patches; R&R is for jetting and televising of treatment plant; Larry Gotham reviewed the M&P invoice which was for May Street redevelopment; Trustee Baroun requested the CAD designs for May St as the village owns the drawings since the village paid for them but Larry declined indicating he will not be sharing the drawings with CBS Squared.

**C. Clerk/Treasurer report:**

**1. Office Closure Aug 25-26-27**

The Village Hall will need to be closed for floor reconstruction. The office is looking at floor replacement on Aug 26 with Aug 25 moving items out and Aug 27 putting it back. Office closed to public although staff will work as they can.

Motion by Trustee Berg/Stanford to close the Village Hall to the Public Aug 25-26-27. All aye. None opposed. Motion Carried.

**2. Customer Value Survey Results**

Review of Customer Survey Results

**3. Status Update for Delinquent Accounts**

Update provided by Story on the Water/Sewer Delinquent Accounts over 90 days-office staff have been working diligently trying to recoup past dues that were over \$26,200 and is now down to \$6,200. Municipal Court unpaid fines from 2018-2019-2020 totaling \$9,801 have been submitted to the State Debt Collection after proper notification and letters were sent out. Likely won't recoup funds until 2022.

**4. Huebsch Services**

A review of accounts for public works clothing reimbursements to equal the proposed costs of uniforms for the public works dept. Story requests to obtain a quote from Huebsch which would be presented at the September meeting.  
Consensus of the Board to obtain a quote from Huebsch Services

**D. Board**

**1. Local Government 101**

An upcoming conference for Board Trustees is being offered by the League of Wisconsin Municipalities which we are a member of. Clerk-Treasurer Stanford wanted the information provided to board members for which the village would pay for. Deputy Clerk-Treasurer Story indicated for board members to contact the office should they like to attend.

**UNFINISHED BUSINESS**

6. None

**NEW BUSINESS**

**7. Consider/Act on Approval of Moving Forward with WCRPC Comprehensive Plan;**

Susan Badtke from West Central Regional Planning Commission discussed the Comp Plan, a state statute requiring municipalities to update their comp plan every 10 years (currently the village is overdue at 12 years). The process would incorporate plan data updates; maps updated; public participants procedures; public hearing; and plan commission meetings. A preliminary email generated by Chris Straight indicated \$8,000-\$10,000. An agreement will be established and presented to the board at the October meeting.

**8. Consider/Act on Morgan & Parmley, Ltd Engineering Agreement, Specifically for the WWTP Project;**

Review of Engineering Report and Agreement. Project scope was reviewed line by line with Larry Gotham and Board.

Motion by Trustees Stanford/Webb to approve the Morgan & Parmley Engineering Agreement for the WWTP with changes. [As Board Noted, Do NOT include the new doors or paving for the WWTP project]. Roll call: Webb – aye; Baroun – aye; Berg – aye; Lotts – aye; Stanford – aye. Motion carried. 5-0.

**DUE TO PRIOR'S REQUEST THE BOARD MOVED UP ITEM #18**

**18. Consider/Act on Zoning 22.22 Parking and Loading;**

Consensus of the board to allow parking on Dell St for one semi to park, empty load, and not to park over the manhole. Parking only on the West side of the railroad tracks at the East end of Dell St.

**9. Consider/Act on WWTP – Morgan & Parmley, Ltd. Clean Water Fund Certification**

Deputy Clerk-Treasurer will sign the Certification Form

**10. Consider/Act on Resolution 21-08 Authorized Representative for Clean Water Fund**

Motion by Trustees Stanford/Berg to approve Resolution 21-08 Authorized Representative for Clean Water Fund. Roll call: Baroun – aye; Berg – aye; Lotts – aye; Stanford – aye; Webb – aye. Motion carried. 5-0.

**11. Consider/Act on Resolution 21-09 Intent to Reimburse: Clean Water Fund**

Motion by Trustees Stanford/Baroun to approve Resolution 21-09 Intent to Reimburse: Clean Water Fund. Roll call: Berg – aye; Lotts – aye; Stanford – aye; Webb – aye; Baroun – aye. Motion carried. 5-0.

**12. Consider/Act on Application of Building Permit: Beach Front Properties**

Discussion between Dwain Trowbridge and Board. Trowbridge questioned the Board as to why the May Street project is now being handled by CBS Squared. Trustee Stanford indicated that was from closed session and cannot be discussed. After continuing questioning Trowbridge indicated that the "village is going backwards."

President Lotts asked Deputy Clerk-Treasurer Story to comment. Story commented to Trowbridge that according to the past board meeting minutes that Trowbridge had agreed to pay for the May Street development at 100% and one year ago Trowbridge indicated he would then pay 50% sharing the cost with the village; and now the village is looking at 100% of the cost, so how can it possibly be that the village is "going backwards" which in fact, in light of the new TIF information and working with Ehlers we have taken a giant leap forward. Trowbridge denied ever stating he would pay the cost of May Street project and indicated that the minutes were wrong. [February 19, 2019; April 11, 2019; May 14, 2020; and September 10, 2020] Trustees and President Lotts reiterated that they do recall Trowbridge indicating he would pay for the cost.

Trowbridge stated the agenda indicated approval of a building plan and believes this is also 'going backwards.' It is noted that Trowbridge has not ever submitted a building plan to the village and that no building plans for the May Street Development site has ever been submitted for review and/or approval by the Board and this is part of the process. Trowbridge indicated he will be looking into building at Chetek or possibly a different area within the village limits of New Auburn.

No action.

**13. Consider/Act on Resolution 21-10 for CSM: Village & McCracken Family**

Motion by President Lotts/Trustee Baroun to approve Resolution 21-10 for CSM. Roll call: Lotts – aye; Stanford – aye; Webb – aye; Baroun – aye; Berg – aye. All aye. None opposed. Motion carried.

**14. Consider/Act on Ehlers Contract Agreement**

No action. Tabled.

**15. Consider/Act on ARPA Funds Designation – Preliminary – Receipt of 2021 Funds**

The ARPA funds guidelines were reviewed. Deputy Clerk-Treasurer Story indicated that the interim report that has to be filed at month's end for the US Dept of Treasury requires a preliminary placement of funds usage for completing the report. After discussion there was a Motion by Trustees Stanford/Berg to suggest to use the ARPA funds for the sewer lining on Pine Street tentatively to apply for the ARPA funds for the sanitary sewer relining on Pine Street. Roll call: Stanford – aye; Webb – aye; Baroun – aye; Berg – aye; Lotts – aye. Motion carried. 5-0.

**16. Consider/Act on Resolution 21-03 to Establish Hunting Areas Including Map Update**

Motion by Trustees Stanford/Baroun to approve Resolution 21-03 to Establish Hunting Areas Including the Hunting Map Update. Roll call: Webb – aye; Baroun – aye; Berg – aye; Lotts – aye; Stanford – aye. Motion carried. 5-0.

**17. Consider/Act on the Creation of Ordinance 2021-03 Section 13.01(6)(G) and Section 13.01(7)(D) Hunting**

Motion by Trustees Stanford/Berg to approve the Creation of Ordinance 2021-03 Section 13.01(6)(G) and Section 13.01(7)(D) Hunting. Roll call: Baroun – aye; Berg – aye; Lotts – aye; Stanford – aye; Webb – aye. Motion carried. 5-0.

**ITEM #18 WAS REVIEWED AFTER ITEM #8 ABOVE****19. Consider/Act on Ordinance 5.18 Special Assessment**

Motion by President Lotts/Trustee Webb to approve Ordinance 5.18 Special Assessment. Roll call: Berg – aye; Lotts – aye; Stanford – aye; Webb – aye; Baroun – aye. Motion carried. 5-0.

**20. Consider/Act for Total Pest Control Services**

The current pest control services cost is increasing. Three pest control companies including Total Pest Control services were reviewed and their costs. PW Moos indicated that since the electrical panel was full of Asian beetles and shorting it out at the park that the Asian beetles will need to be sprayed for as well. After further discussion it was

Motioned by Trustees Baroun/Webb to contract with Total Pest Control for all services as presented. Roll call: Lotts – aye; Stanford – aye; Webb – aye; Baroun – aye; Berg – aye. Motion carried. 5-0.

**21. Consider/Act on Public Works Department Employee Matters Including Use of Village Trucks**

Motion by Trustees Stanford/Berg to move for adjournment to closed session. [10:30 pm] Read aloud by Trustee Berg, Proposed closed session pursuant to WI Statute 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 exercises responsibility; specifically, to review employee matters Roll call: Stanford – aye; Webb – aye; Baroun – aye; Berg – aye; Lotts – aye. Motion carried. 5-0.

Motion by President Lotts/Trustee Stanford to reconvene into open session. [10:55 pm] All aye. None opposed. Motion carried.

Consensus of the Board that Public Works have no personal vehicle use without contacting the Public Works Liaison, Trustee Marv Baroun and there shall be no payment of personal use of vehicles.

**22. Consider/Act to Authorize Village President Brad Lotts and Clerk-Treasurer Peggy Stanford to Sign Warranty Deeds and Closing Paperwork Associated with the Land Swap Between the Village of New Auburn and the McCracken Family**

Motion by Trustees Stanford/Webb to authorize President Lotts and Clerk-Treasurer Stanford to sign warranty deeds and closing paperwork associated with the land swap between the Village of New Auburn and the McCracken family. All aye. None opposed. Motion carried.

**23. BILLS & CLAIMS: Consider/Act on Invoices and Misc. Purchase Orders**

Motion by Trustees Berg/Webb to approve invoices as presented: Morgan & Parmley Inv# 19-139 for \$5,325.00; Tri-State Sales Order#238045 for \$4,220.00; Tri-State Inv#442924 for \$1,190.00; Monarch Paving Inv#5500058082 for \$9,865.00; and R&R Waste Systems Cleaning, Inc. Inv#1583 for \$3,650.50. Roll call: Webb – aye; Baroun – aye; Berg – aye; Lotts – aye; Stanford – aye. Motion carried. 5-0.

**24. Future Agenda Items** – None noted by Board.

**25. Adjournment**

Present Lotts/Trustee Berg motioned to adjourn the meeting at 11:02 p.m.

Respectfully submitted:

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Ardith Story,  
Deputy Clerk-Treasurer

Approved:

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Brad Lotts,  
Village President