

September 9, 2021
VILLAGE OF NEW AUBURN
REGULAR BOARD MEETING MINUTES

The regular meeting of the Village Board, Village of New Auburn, was held on Thursday, September 9, 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 7:00 pm by President Lotts. Answering roll call were President Brad Lotts; Trustees Dan Stanford; Dennis Webb; and Shannon Berg. Absent: Trustee Marv Baroun. Staff present were Clerk-Treasurer Peggy Stanford, Deputy Clerk-Treasurer Ardith Story, and PW Jon Bohl. Guests/Citizens: Officer Andy Clark; Tom Bischel, Allan Anderson, Zoning Administrator, and Larry Gotham, Morgan & Parmley.

2. Public Comments: Allan Anderson provided the board with an update with discussion of an order to remove an unapproved pallet fence (no permit application); a removal of an unapproved drain tubing used as a culvert; and a forthcoming driveway permit and building permit.

3. Meeting Minutes: Special Board 8/19/21 & 8/30/21;

Motion by Trustees Webb/Berg to approve the Special Board Minutes for 8/19/21 and 8/30/21 as presented. All aye. None opposed. Motion carried.

4. Treasurer's Report – Checking fund totals read by Clerk-Treasurer Stanford;

Motion by Trustees Berg/Stanford to approve the treasurer's reports for August 2021. Roll call vote: Stanford – aye, Webb – aye, Berg – aye, Lotts – aye. Motion carried 4-0.

5. Reports and Requests of employees/officers

A. Public Safety –Officer Clark reported for August 2021

1. **Law enforcement update:** Responded to 18 incidents; 1 alarm, 3 assist EMS, 2 assist law, 1 assist non law, 1 check person, 1 noise complaint, 2 criminal damage, 3 juvenile cases, 1 found property, 1 traffic complaint, 1 traffic hazard, and 1 OWI. Total billable hours: 155.50. A clarification of billable hours when officers are scheduled.

B. Public Works – PW Jon Bohl Reported

1. **Septage System & Receiving Station:** Discussion and Q&A between Board and Larry Gotham. After all questions were considered, it was

Consensus of the Village Board to not pursue the receiving station.
No action.

2. **Morgan & Parmley, Ltd. – \$23,166.50:** An update of WWTP Project Scope was presented to the Board along with a Schedule. Engineering services invoice for August 2021 was reviewed.

Motion by Trustees Stanford/Webb to approve Aug-2021 Invoice by Morgan & Parmley, Ltd. Roll call: Webb – aye; Berg – aye; Lotts – aye; Stanford – aye. Motion carried. 4-0.

3. **Ace Development - \$12,687.67.** Clerk-Treasurer Stanford updated the Board with an additional cost to the original invoice the Board approved was \$10,635.00.

Motion by Trustees Berg/Stanford to approve Invoice #97, Ace Development & Construction, LLC. For \$12,687.67. Roll call: Berg – aye; Lotts – aye; Stanford – aye; Webb – aye. Motion carried 4-0.

4. **McCoy Construction & Forestry – Quote of \$6,290.82** for end loader brakes.

Motion by Trustees Stanford/Berg to approve McCoy Construction & Forestry quote for service of the end loader for brakes not to exceed the quote by 10% and if more than 10% it will be brought back to the Board for approval. Roll call: President Lotts – aye; Trustees Stanford – aye; Webb – aye; Berg – aye. Motion carried. 4-0.

5. **Paul's Sheet Metal & Roofing, Inc. - \$638.00** for furnace annual maintenance.

Motion by Trustees Stanford/President Lotts to approve the annual contract with Paul's Sheet Metal & Roofing, Inc. to furnace maintenance. Roll call: Stanford – aye; Webb – aye; Berg – aye; Lotts – aye. Motion carried. 4-0.

6. **Huebsch Services** – Proposal of services reviewed. The current clothing allowance as well as the unlimited safety clothing allowance will be removed. Boots will remain to be paid for safety.

Motion by President Lotts/Trustee Webb to approve weekly service for public works uniforms, paper towels, and weekly mats as presented effective October 1, 2021. Roll call:

Trustees Webb – aye; Berg – aye; President Lotts – aye; Trustee Stanford – aye. Motion carried. 4-0.

7. **WW Training for Bohl:** 9/24/21 no overnight and 9/28-29/21 one overnight. Motion by Trustees Stanford/Berg to approve PW Bohl to attend wastewater training conferences as presented. Roll call: Trustees Berg – aye; President Lotts – aye; Trustees Stanford – aye; Webb – aye. Motion carried. 4-0.

C. Clerk/Treasurer report:

1. Licenses & Permits

No Operator Licenses issued but one forthcoming; Building Permit Application received from Tim Schilla for Elm St property. Noise application for NASD for Homecoming on October 2, 2021 from 7:00 a.m. to 11:00 p.m.

Motion by Trustees Stanford/Webb to approve extension of park noise ordinance to NASD to 11:00 p.m. on October 2, 2021. All aye. None opposed. Motion carried.

2. Office Conferences: Deputy Clerk-Treasurer Story attendance to Workhorse Conference on 10/15/21 and Municipal Court Conference 10/28-29/21.

Motion by President Lotts/Trustee Berg to approve training conferences as presented for Story. Roll call: President Lotts – aye; Trustees Stanford – aye; Webb – aye; Berg – aye. Motion carried. 4-0.

D. Board – None

6. **Miscellaneous purchase orders:** \$2,568.03

Motion by Trustees Webb/Berg to approve miscellaneous purchase orders \$2,568.03. Roll call vote: Trustees Stanford – aye; Webb – aye; Berg – aye; President Lotts – aye. Motion carried 4-0.

UNFINISHED BUSINESS

7. **Discussion/Consideration on May Street Development** – Discussion in regards to May St and whether to proceed or stay on project due to the unknown development from Ace Development/Beach Front Properties. Also, discussion by Tom Bischel and board to put gravel on May Street so it won't be so spongy come Spring.

Consensus of Village Board to have Deputy Clerk-Treasurer Story contact Ehlers to review and have information back before the board for the October 14th meeting.

Motion by Trustees Stanford/Webb to approve up to \$1,000 in gravel for May Street to be done as soon as possible. Roll call: Trustees Webb – aye; Berg – aye; President Lotts – aye; Trustee Stanford – aye. Motion carried. 4-0.

NEW BUSINESS

8. **Discussion/Consideration on Walking Path to Dollar General Store along Hwy SS:** Discussion of walking path, Fire Chief Bischel presented the concern of safety to the Village Board of children and adults walking along Hwy SS. The Village requested a shared cost with the New Auburn Fire Department and Dollar General for the proposed path. Bischel indicated that the street lamp that had been approved prior has not been installed yet. Clerk-Treasurer Stanford will contact Xcel Energy to get the street lamp installed and obtain a cost for lights along Hwy SS for the walking path. A preliminary walking path and further information will be at the October 14th Regular Board Meeting for approval.

Motion by President Lotts/Trustee Berg to approve moving the Park bridge, adding a 4-ft walking path; larger rock base and shale top up to the Dollar General store. Roll call: Trustees Berg – aye; President Lotts – aye; Trustees Stanford – aye; Webb – aye. Motion carried. 4-0.

9. **Consider/Act on Weed Commissioner's Lawn Mowing Fees for Noxious Weeds/Unmown Lawns;** Motion by Trustees Stanford/Webb to approve Biz Boys Ventures to mow the unmown lawns as overseen by the Weed Commissioner at a rate of \$175.00/hour plus repair or replacement costs of lawn mowing equipment. The Clerk-Treasurer will oversee the billing to residents and tax roll as needed. Roll call: President Lotts – aye; Trustees Stanford – aye; Webb – aye; Berg – aye. Motion carried. 4-0.

10. **Consider/Act on Project Scope for Review of Finances to Include TIF District** – Discussion of projects the Board wishes to have Ehlers review. A request from Larry Gotham, Morgan & Parnley to approve contact with Ehlers.

Consensus of the Board to have Deputy Clerk-Treasurer Story reach out to Ehlers to review financing to reline the sewer mains, the sewer utility rate, May St. development, and extending the TIF District.

11. **Consider/Act on Resolution #21-11 Board Participation Policy** – Review of policy and an update to the policy from 2009.

Motion by Trustees Stanford/Webb to approve Resolution #21-11 Board Participation Policy. Roll call: Stanford – aye; Webb – aye; Berg – aye; Lotts – aye. Motion carried. 4-0.

- 12. Consider/Act on Resolution #21-10 Designating Public Depository & Authorizing Withdrawal of County, City, Village, Town, & School District Monies** – Review of resolution by Clerk-Treasurer Stanford with Board.

Motion by Trustees Stanford/Berg to approve Resolution #21-10 Designating Public Depository & Authorizing Withdrawal of County, City, Village, Town, & School District Monies and Trustee Webb as acting witness. Roll call: Trustee Webb – aye; Berg – aye; Lotts – aye; Stanford – aye. Motion carried. 4-0.

- 13. Consider/Act on Schedule for 2022 Budget** - Review of preliminary budget schedule. Regular Board Meeting 10/14/21 Regular Board Meeting; 10/28/21 Budget Workshop; 11/11/21 Regular Board Meeting; 12/2/21 Budget Hearing & Budget Adoption; 12/9/21 Regular Board Meeting.
Consensus of the Board in agreement for the budget schedule for 2022 budget.

- 14. Vouchers** – Read aloud by Trustee Stanford.

General Fund: No.: 21151-21184; ACH 21178-21198, 21200-21201; totaling \$78,557.78

Sewer Utility: No.: 3916-3921; ACH 21199; totaling \$21,184.97

Water Utility: No.: 4333-4341; totaling \$20,877.75

Parks Commission: No.: 2026; totaling \$1,987.33

TID# 1: No.: 1067; \$23,166.50

Motion by Trustees Stanford/Berg to approve vouchers as presented & read. Roll call: Trustee Berg – aye; President Lotts – aye; Trustees Stanford – aye; Webb – aye. Motion carried. 4-0.

- 15. Future Agenda Items**

- a) Comprehensive Plan with WCRPC
- b) Ehlers Review of Project Plans
- c) May Street Development
- d) Walking Path along Hwy 55 from Park St. to Dollar General
- e) Employee Job Description Updates
- f) Employee Handbook

- 18. Adjourn**

Motion to adjourn by President Lotts/Trustee Stanford at 9:40 pm. All aye. None opposed. Motion carried.

Respectfully submitted:

Ardith Story,
Deputy Clerk-Treasurer

Approved:

Brad Lotts,
Village President