

October 14, 2021
VILLAGE OF NEW AUBURN
REGULAR BOARD MEETING MINUTES

The regular meeting of the Village Board, Village of New Auburn, was held on Thursday, October 14, 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 Marv Baroun. Absent: Trustee Shannon Berg. Staff present were Clerk-Treasurer Peggy Stanford, Deputy Clerk-Treasurer Peg Paulsen and Ardith Story, and PW Dan Moos (arriving 7:13 pm). Also present was Officer Bauman, Citizen Dwain Trowbridge, and arriving at 8:25 p.m., Father Feltis, and Eugene Dachel.

- 2. Public Comments:** Mr. Trowbridge came before the board to ask the board to put in the employee handbook (*currently being created*) for employees to have consequences to their actions. He expressed that he had an opportunity with Amazon this spring and it was mentioned to the clerk and wanted to know why it was never put on the agenda or brought to the board. He also indicated the May St development was brought up over two years ago and nothing was done until this year. He added that recently he was asked to give the landfill key back when there was a verbal agreement that he could hold onto it while he was removing concrete from the village. Deputy Story stated to Dwain that she was unaware there was a verbal agreement and that the village only has one landfill key to be shared with all citizens of the village and other citizens were requesting it. Story will make additional copies of the landfill key.

3. Meeting Minutes: Regular Board 9/9/21;

Motion by Trustees Stanford/Baroun to approve the Regular Board Minutes for 9/9/21 as presented. All aye. None opposed. Motion carried.

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

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

5. Reports and Requests of employees/officers

A. Public Safety –Officer Bauman reported for September 2021.

1. **Law enforcement update:** Responded to 13 incidents; 1 animal nuisance, 1 assist law, 1 check person, 2 check vehicle, 3 municipal ordinance, 1 car/deer crash, 1 fraud, 1 mental health, 1 traffic hazard, 1 parking complaint. Traffic Citations: 2. Traffic Warnings: 12. Total billable hours: 134. Shifts worked in Village: 37.

B. Public Works – PW Dan Moos Reported

1. **Review of Tri-State Pump & Control estimate:** PW Moos discussed the estimate from Tri-State is due to sand and rock from a broken sewer pipe. Pine Street will collapse if not lined. [Clerk Note: The Board approved using ARPA funds at the August 16, 2021 Board Meeting to reline Pine St. sewer line.]
2. **Lift station pump lift, hoist, welding \$800:** PW Moos discussed the need for a new pump lift, hoist, and welding totaling \$800. Currently they hire out pumps being lifted. This equipment would save the village money by the PW employees pulling the pumps themselves instead of hiring it out. Trustees Baroun and Stanford indicated to Moos to put it on the upcoming budget request for 2022 Budget review.
3. **CTW Corporation estimate \$430.00 Well #2 mixer valve:** Moos discussed the mixer valve at length providing an explanation of the process and the equipment needed. Trustee Stanford indicated to Moos to put on the upcoming budget request for 2022 Budget review.
4. **Chippewa County Invoice \$2,468.00 for paving patch for Pine & Spruce Street:** Discussion.

- Motion by Trustees Baroun/Webb to pay the Chippewa County Invoice in the amount of \$2,468.00 for the Pine St. and Spruce St. paving patch. Roll call: Webb – aye; Baroun – aye; Lotts – aye; Stanford – aye. Motion carried. 4-0.
5. **Softball field dig out estimate:** Moos discussed the softball field digging out the field sod/dirt for the upcoming year for softball teams that have been organized.
 6. **McCoy Inv#2057228 \$14,503.58 for End Loader:** Discussion.
Motion by Village President Lotts/Trustee Stanford to approve the McCoy Invoice in the amount of \$14,503.58 to pay for the end loader repairs for brakes and maintenance. Roll call: Baroun – aye; Lotts – aye; Stanford – aye; Webb – aye. Motion carried. 4-0.
 7. **WWTP update:** Email update of the wastewater treatment plant from Larry Gotham from Morgan & Parmley provided to the board. A required public hearing will coincide at the November 11th Regular Board Meeting.
 8. **Tri-State Pump & Control Inv#443010 \$4,201.68:** Invoice reviewed. Motion combined with #10 noted below.
 9. **Tri-state Pump & Control Inv#443027 \$1,105.00:** Invoice reviewed. Motion combined with #10 noted below.
 10. **Tri-State Pump & Control Inv#443050 \$775.00:** Invoice reviewed.
Motion by Trustees Baroun/Webb to approve Tri-State Pump and Control Invoice #443010 \$4,201.68; Invoice #443027 \$1,105.00; #443050 \$775.00 totaling \$6081.68. All aye. None opposed. Roll call: Lotts – aye; Stanford – aye; Webb – aye; Baroun – aye. Motion carried. 4-0.
 11. **Peak Excavation Inv#115 \$2,400.00:** Review of invoice.
Motion by Trustees Webb/Stanford to approve Peak Excavation Invoice #115 in the amount of \$2,400.00. Roll call: Stanford – aye; Webb – aye; Baroun – aye; Lotts – aye. Motion carried. 4-0.
- C. Clerk/Treasurer report:**
1. Licenses & Permits: Clerk-Treasurer Stanford discussed Building Permit received from Tim Schilla for Elm St property/storage addition for his business; Mark Goodremote driveway permit on Dell Street; and an Operator License for Sally Michalak at The Quarhouse. Clerk Stanford also reported the Final Population count is in with the village population being 520 in Chippewa County and Barron County 33 for a total of 553 residents in the village.
 2. Future Agenda Items: Deputy Clerk-Treasurer Story discussed future agenda items and whether the board wished to add them to the November agenda. The Zoning Ordinance has not been updated since 10/22/1998 and is overdue to be updated. The Water-Sewer Utility Policy needs to be established for Deferred Payment Agreement as well as updated should the board want to proceed with monthly utility billing vs. quarterly billing; and a discussion regarding the current garbage as currently the village is spending upwards to \$35,000 annually on garbage, recycling, and public works employee wages for approximately six hours every week for extended hours manning the dump.
It was consensus of the Board to put these items on the next Regular Board Meeting.
 3. Preliminary Budget Info: Clerk-Treasurer Stanford discussed the preliminary budget items that were submitted. Reviewed by board. A budget workshop meeting is scheduled for Thursday, October 28, 2021 at 7:00 p.m.
 4. COVID and WEC Regulations Update: Deputy Story briefly discussed upcoming regulations as an FYI; further information will be on a future regular board meeting, as needed.
 5. Economic Development Update: Deputy Story has made numerous contacts for Economic Development in the village. The Board would like New Auburn to be a 'destination' and Story is gathering information. The Wisconsin Economic

Development Director will be at the November 11, 2021 board meeting to do a presentation of options.

6. LRIP Meeting: Deputy Story and PW Moos will be in attendance to the LRIP meeting in Chippewa Falls Tuesday evening to try to obtain funding for street projects.

6. Miscellaneous purchase orders: \$4,056.84

Motion by Trustees Stanford/Webb to approve miscellaneous purchase orders \$4,056.84.

Roll call vote: Trustees Webb – aye; Baroun – aye; President Lotts – aye; Stanford – aye.

Motion carried 4-0.

UNFINISHED BUSINESS

7. **Consider/Act on Walking Path along Hwy SS from Park St to Dollar General:** Discussion of width: 4-ft vs. 10-ft; gravel vs. pavement; and travel of pathway.

Tabled. No action.

8. **Consider/Act on Employee Job Descriptions Updates:** Moved to after #17.

9. **Discussion of the Creation of an Employee Handbook:** Brief discussion. Trustee Stanford requested to take home to review again.

Tabled. No action.

NEW BUSINESS

- 10. Consider/Act on Ordinance 2021-05: Annexing Territory to the Village of New Auburn Pursuant to WI Stat.: §66.0223:**

Motion by Trustees Baroun/Stanford to approve Ordinance 2021-05: Annexing Territory to the Village Pursuant to WI. Statute: §66.0223. Roll call: Trustee Baroun – aye; President Lotts – aye; Trustees Stanford – aye; Webb - aye. Motion carried. 4-0.

- 11. Consider/Act on Ehlers Review of Finances for May St Development and Sewer Relining Projects:**

Memo letter provided by Ehlers providing financial information for funds utilizing the TID#1 funds. A project plan amendment for TID#1 costing \$6,000 and a 3-year extension to TID#1 at a cost of \$2,500 to be able to move forward with the May St Development and provide a financial security net for the current WWTP project. Costs would cover the required approval from the Joint Review Board, working with State of Wisconsin, and filing all required paperwork and hearings.

Motion by Trustees Stanford/Webb to approve Ehlers review of project plan at a total cost of \$8,500.00. Roll call: President Lotts – aye; Trustees Stanford – aye; Webb – aye; Baroun – aye. Motion carried. 4-0.

- 12. Consider/Act on May Street Development:**

Motion by Trustees Webb/Baroun to approve May Street development and to move forward with the project. Roll call: Trustees Stanford – aye; Webb – aye; Baroun – aye; President Lotts – aye. Motion carried. 4-0.

- 13. Consider/Act on Resolution 2021-12: Accepting Redistricting Plans and Designating Wards and Polling Places:** Discussion of the wards and resolution by Clerk-Treasurer Stanford.

Motion by Trustees Stanford/Baroun to adopt Resolution 2021-12: Accepting Redistricting Plans and Designating Wards and Polling Places. Roll Call: Trustees Webb – aye; Baroun – aye; President Lotts – aye; Trustee Stanford – aye. Motion carried. 4-0.

- 14. Consider/Act on Certificate of Deposit Maturity Notice:**

Motion by Trustees Baroun/Webb to approve #17240 Certificate of Deposit for 12-month at 1%. Roll call: Trustee Baroun – aye; President Lotts – aye; Trustees Stanford – aye; Webb – aye. Motion carried. 4-0.

- 15. Consider/Act on Fee Schedule:** Deputy Story updated the Fee Schedule at the direction of Trustee Berg as the Fee Schedule has not been updated since January 1, 2012. Clerk-Treasurer Stanford requested to table the Fee Schedule so she can review it.

Tabled. No action.

- 16. Consider/Act on *Public Works Employees Review of Job Scope and/or Performance and **Purchase of Property Located at 216 N Front St., New Auburn, Parcel #23110-0211-6227OL04A:**

**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 issues; **Proposed closed session pursuant to WI Statute §19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion by President Lotts/Trustee Stanford to move into Closed Session at 9:12 p.m.

17. Reconvene into Open Session with Consider/Act on Closed Session Items:

Motion by Trustees Baroun/Stanford to move into Open Session at 10:35 p.m. All aye. None opposed. Motion carried.

8. From Unfinished Business #8: Consider/Act on Employee Job Descriptions Updates:

Trustee Stanford requested Dep. Clerk Story to create a seasonal public works job description to incorporate mowing and dump attendance. Story will have this at the next meeting addressing job descriptions and/or handbook.

Motion by Trustees Stanford/Webb to approve the Public Works Job Description as Maintenance Operator as well as the Job Description as presented. All aye. None opposed. Motion carried.

18. Vouchers – Read aloud by Trustee Stanford.

General Fund: No.: 21185-21218; ACH 21202-21217; 21219-21230; Totaling \$205,086.80

Sewer Utility: No.: 3922-3934; ACH 21231; GEN-2128; Totaling \$33,145.90

Water Utility: No.: 4342-4358; VOID 4349; Totaling \$31,626.21

Parks Commission: No.: 2027-2028; Totaling \$226.18

TID#1: No.: 1068; Totaling \$2,359.00

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

19. Future Agenda Items

a) Zoning Ordinance Update

b) W/S Utility Billing Policy

c) Garbage/Dump Assessment Consideration

18. Adjourn

Motion to adjourn by Trustees Webb/Baroun at 11:00 pm. All aye. None opposed. Motion carried.

Respectfully submitted:

Ardith Story,
Deputy Clerk-Treasurer

Approved:

Brad Lotts,
Village President