

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

The regular board meeting of the Village Board, Village of New Auburn, was held on Thursday, December 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 Brad Lotts; Dan Stanford; Dennis Webb; Marv Baroun; and Shannon Berg. All present. Staff present was: Clerk-Treasurer Stanford, Deputy Clerk-Treasurer Story, and PW Dan Moos. Also present were: Al Anderson, Charlene Kervina, Chippewa County Representative for the Republican Party, Ilene Moos, Inez North, Zech Gotham, Dwain Trowbridge, and Officer Clark.

2. Public Comments: None

3. Meeting Minutes: 11/11/2021, 11/19/2021, 12/02/2021

Motion by Trustees Berg/Stanford to approve the Regular Board Minutes for 11/11/21, 11/19/21, 12/02/21 as presented. All aye. None opposed. Motion carried.

4. Treasurer's Report – October 2021 Treasurers Report was read aloud by Clerk-Treasurer Stanford. Totals include: General Funds \$292,628.47; TIF #1 1,152,198.94; Water Utility 181,911.27; Water Equipment Replacement Fund \$17,684.41, Sewer Utility Fund 81,325.33, Sewer Equipment Replacement Fund 137,585.91; CDBG Revolving Loan Fund Housing 84,601.15, Park Commission 6,590.16.

Motion by Trustees Baroun/Berg to approve the treasurer's report as presented. Roll call: Trustees Stanford – aye; Webb – aye; Baroun – aye; Berg – aye; President Lotts – aye. Motion carried. 5-0.

5. Reports and Requests of employees/officers

A. Public Safety –Officer Clark reported for November 2021.

1. **Law enforcement update:** Responded to 12 incidents; 1 Animal at large; 1 animal nuisance, 2 check person, 1 misc complaint, 2 crash (Dollar General parking lot), 2 domestic disturbance, 2 vehicle assist, 1 parking complaint. Total billable hours: 157. Shifts worked in Village: 46. Billable hours year-to-date: 1,382.50.

B. Public Works – PW Dan Moos Reported

1. Cross Connection Letters: Letters are due every two years; letters will be mailed along with an inspection form to be completed by a master licensed plumber to all commercial / industrial businesses in the village.
2. Banners/Flags on Poles: PW Moos gave all the board members maps of eligible street lighting poles to place banners and/or flags. Board members stressed they want the banners or flags up on the poles.

C. Clerk/Treasurer report:

1. Licenses & Permits: None.
2. Memorial Tree & Plaque in Park: A request was made by a citizen to plant a tree in the park along with a memorial plaque for a deceased family member. After discussion the board requested Deputy Story to draft a resolution specifying tree species, etc etc and bring back before the board.
3. Chippewa County Humane Association: Motion by Trustee Baroun/Stanford to continue working with Chippewa County Humane Association and pay the annual fee for 2022. All aye. None opposed. Motion carried. Roll call: Trustees Webb – aye; Baroun – aye; Berg – aye; President Lotts – aye; Trustee Stanford – aye. Motion carried. 5-0.
4. Business Plaques Awarded: The village board had previously approved plaques for businesses in the village showing appreciation for staying in the village. The plaques are done and will be awarded at the New Auburn Economic Development Annual Meeting at Citizens Connected on January 31, 2022. Business owners are asked to be at the meeting.

5. Nomination and Non-Candidacy Papers: Paper deadlines and info to trustees
6. ATV Chippewa County Map: Deputy Story is working with the Chippewa County ATV Council on updating the Chippewa County ATV map and also working on the ATV Trail Application Process to try extending the trails.
7. Public Works Cell Phones: The PW cell phones are 3G and 3G is going away so cell phones will need to be replaced. Jon's cell phone has completely expired so it will need to be replaced.
8. Clerk Stanford Reported On: Xcel Energy Meeting regarding street lighting, 2022 budget assumptions including the \$143,000 chargeback from Superior Silica was not placed on the 2022 budget and will now have to be placed on the 2023 budget, and county taxes.

6. Miscellaneous purchase orders: \$2,302.98

Motion by Trustees Berg/Webb to approve miscellaneous purchase orders \$2,302.98. Roll call vote: Trustees Baroun – aye; Berg – aye; President Lotts – aye; Stanford – aye. Webb – aye. Motion carried 5-0.

UNFINISHED BUSINESS

7. Consider/Act on Accepting the Resignation of Peggy Stanford, Clerk-Treasurer Effective 12/31/2021;

Motion by Trustee Baroun/Berg to accept the resignation of Peggy Stanford. [Clerk Note: A review of the resignation agreement drafted by the village attorney and was signed by Clerk Stanford was copied in to all board members]. Roll call: Trustee Berg – aye; President Lotts – aye; Trustee Stanford – abstain; Webb – aye; Baroun – aye. Motion carried. 5-0.

A 10-15 minute break was taken to enjoy the refreshments and cupcakes for Peggy's retirement.

NEW BUSINESS

8. Consider/Act on CSM Survey Splitting Parcel #23110-0314-00000000, Kevin & Ronda Ludwigson Trust, 125 W County Highway M, New Auburn;
Motion by Trustee Stanford/Berg to approve the CSM Survey Splitting Parcel #23110-0314-00000000, Kevin & Ronda Ludwigson Trust as presented by the Survey Map. Roll Call: President Lotts – aye; Trustee Stanford – aye; Webb – aye; Baroun – aye; Berg – aye. All aye. None opposed. Motion carried. 5-0.
9. Consider/Act on Appointment of Election Inspectors for 2022-2023;
Motion by Trustee Stanford/President Lotts to approve the appointment of election inspectors/poll workers for the 2022-2023 term. The poll workers appointed are: Shannon Berg; Catherine Yohnk; Kathleen Arcand-Jacobson; Bonnie Halberg; Michaela Borja; Marvin Baroun; Susan Baroun; Marie Dachel; Roxanne Gravunder; Jacqueline McCracken; Ilene Moos; Peggy Stanford. Roll call: Trustees Stanford – aye; Webb – aye; Baroun – abstain; Berg – abstain; President Lotts – aye. Motion carried. 3-0.
10. Consider/Act on Appointment of Building Inspector and Village Assessor for 2022;
Motion by Trustee Stanford/Baroun to appoint Alan Anderson as building inspector for 2022. Roll call: Trustees Webb – aye; Baroun – aye; Berg – aye; President Lotts – aye; Trustee Stanford – aye. Motion carried. 5-0.
Motion by Trustee Stanford/Webb for the Village Assessor to remain to be Associated Appraisals for 2022. Roll call: Trustees Baroun – aye; Berg – aye; President Lotts – aye; Trustees Stanford – aye; Webb – aye. Motion carried. 5-0.
11. Consider/Act on Irrevocable Letter of Credit with Security Bank;
Presentation of the Annual Letter of Credit by Inez North, Security Bank.
12. Consider/Act on Proclamation from the Office of the Governor Proclaiming Election Hero Day;
Motion by Trustees Stanford/Webb to adopt the Proclamation Proclaiming Election Hero Day. All aye. None opposed. Motion carried.
13. Consider/Act Annual Sanitation Services Permits: Republic, Right-a-Way Roll Off, & Swift Sanitation.
Clerk Note: Annual Payments have been received from Republic Services, Right-A-Way Rolloff, and Swift Sanitation.

Motion by Trustees Berg/Baroun to approve sanitation service permits received for Republic Services; Right-A-Way Rolloff; and Swift Sanitation. Roll call: Trustee Berg – aye; President Lotts – aye; Trustees Stanford – aye; Webb – aye; Baroun – aye. Motion carried. 5-0.

14. Consider/Act on Resolution 2021-13: Fee Schedule;
Motion by Trustee Berg/President Lotts to approve Resolution 2021-13: Fee Schedule as presented. Roll call: President Lotts – aye; Trustees Stanford – aye; Webb – aye; Baroun – aye; Berg – aye. Motion carried. 5-0.
15. Consider/Act on Resolution 2021-14: Public Participation Procedures for the Update of the Village of New Auburn's Comprehensive Plan;
Motion by Trustees Stanford/Berg to adopt Resolution 2021-14: Public Participation Procedures for the Update of the Comprehensive Plan. Roll Call: Trustees: Stanford – aye; Webb – aye; Baroun – aye; Berg – aye; President Lotts – aye. Motion carried. 5-0.
16. Consider/Act on Estimate from MuniCode and General Code for Updating Ordinance Book;
Tabled. General Code rough estimate received, waiting on MuniCode.
17. Consider/Act on Outdoor Recreation Plan with West Central Wisconsin Regional Planning Commission;
Motion by Trustees Berg/Webb to approve the Outdoor Recreation Plan with WCWRPC not to exceed the amount of \$4,000.00. Roll call: Trustees Webb – aye; Baroun – aye; Berg – aye; President Lotts – aye; Trustee Stanford – aye. Motion carried. 5-0.
18. Consider/Act on Zoning Ordinance - Last Update 10/22/1998;
Tabled for more information including cost and a possible payment schedule.
19. Consider/Act on Employee Holiday Gift;
Motion by President Lotts/Trustee Berg to approve a \$200 net payment for holiday pay for staff. Roll call: Trustees Baroun – aye; Berg – aye; President Lotts – aye; Trustees Stanford – aye; Webb – aye. Motion carried. 5-0.
20. Consider/Act on the Acceptance of Resignation of Board Trustee: Marvin Baroun Effective December 31, 2021;
Motion by Trustees Stanford/Webb to accept the resignation of Trustee Baroun effective December 31, 2021. Roll call: Trustee Berg – aye; President Lotts – aye; Trustees Stanford – aye; Webb – aye; Baroun – abstain. Motion carried. 4-0.
21. Consider/Act on Appointment of Board Trustee for Replacement of Baroun's Seat for January 1, 2022 thru Seat Term (April 2022);
Motion by Trustee Stanford/President Lotts to appoint Dalton Hinke to complete the 2020-2022 term due to Baroun's resignation. All aye. None opposed. Motion carried.
22. Consider/Act on Resolution 2021-15: 2021 Budget Amendments;
Motion by Trustees Berg/Webb to adopt Resolution 2021-15: 2021 Budget Admendments as presented. Roll call: President Lotts – aye; Trustees Stanford – aye; Webb – aye; Baroun – aye; Berg – aye. Motion carried. 5-0.
23. Consider/Act on Procurement Policy
Motion by President Lotts/Trustee Baroun to adopt the Procurement Policy/Standard Purchasing Policy as presented. Roll call: Trustee Stanford – nay; Webb – aye; Baroun – aye; Berg – aye; President Lotts – aye. Motion carried. 4-0.

BILLS & CLAIMS

24. Morgan & Parnley Inv #12/7/21 \$24,586.10
Monroe Truck Equipment Inv #425668 \$1,007.59
Motion by Trustees Stanford/Webb to approve invoices for M&P \$24,586.10 and Monroe Truck \$1,007.59. Roll call: Trustees Stanford – aye; Webb – aye; Baroun – aye; Berg – aye; President Lotts – aye. Motion carried. 5-0.

Vouchers – Read aloud by Trustee

General Fund: No.: 21250-21285; ACH 21256-21278; Totaling \$45,376.80

Sewer Utility: No.: 3944-3948; ACH 21279; Totaling \$19,714.58

Water Utility: No.: 4370-4379; Totaling \$24,338.75

Parks Commission: No.: 2030, Totaling \$135.78

TID#1: None

Motion by Trustees Baroun/Berg to approve vouchers as presented & read. Roll call: Trustees Baroun – aye; Berg – aye; President Lotts – aye; Stanford – aye. Webb – aye 5-0. Motion carried.

25. Future Agenda Items

Codification of Ordinances: MuniCode & General Code Estimates; Zoning Ordinance Defined and Estimate; Garbage Ordinance Update; Public Records Retention and Destruction Ordinance Update; Budget Billing Notification

18. Adjourn

Motion to adjourn at 9:15 p.m. by President Lotts/Trustee Webb. All aye. None opposed. Motion carried.

Ardith Story,
Clerk-Treasurer

Approved:
Brad Lotts,
Village President