

**VILLAGE OF NEW AUBURN
REGULAR BOARD MEETING MINUTES
Thursday, January 13, 2022 at 7:00 p.m.**

The regular board meeting of the Village Board, Village of New Auburn, was held on Thursday, January 13, 2022 at 7:00 pm at the Village Hall, 130 E Elm St., New Auburn

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; Dalton Hinke; and Shannon Berg. Absent: Dennis Webb. Staff present was: Clerk-Treasurer Story, PW Bohl and Moos. Guests were Ray French, Wis Economic Development Director, Josh Low, Ehlers, and Officer Andy Clark. Citizens present were: Al Anderson, Tom Bischel, and Dean Sayles.

2. Public Comments: Dean Sayles discussed the walking path

3. Correspondence: As Presented;

4. Meeting Minutes: Reg-12/09/2021, PC-1/11/2022;

5. Treasurers Report: November 2021 General Fund \$413,913.73; TIF District #1 \$1,152,819.70; Water Utility \$182,257.30; Water Equipment Replacement Fund \$17,690.22; Sewer Utility \$95,137.93; Sewer Equipment Replacement Fund \$137,713.57; CDBG Revolving Loan \$84,601.15; Park Commission \$6,436.67;

6. Licenses & Permits: None.

Motion by Trustees Stanford/Berg to approve the items listed and presented on the consent agenda. Roll call: Stanford – aye; Hinke – aye; Berg – aye; Lotts – aye. 4-0. Motion carried.

7. Reports and Requests of employees/officers

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

1. **Law enforcement update:** Responded to 20 incidents: 1 911 investigate, 1 animal nuisance, 1 assist EMS, 4 misc complaints, 1 noise complaint, 1 car deer crash, 1 crash drivers report, 2 crash no injury, 1 mental health, 1 property recovered, 2 traffic complaints, 1 vehicle assist, and 3 vehicle parking complaints. Total billable hours: 127.75. Shifts worked in Village: 38. Billable hours year-to-date: 1,510.25.

B. Public Works – PW Bohl & Moos Reported

1. Man Basket: Discussion of man basket and an email received from the Occupational Safety Inspector-District #2, WI Dept of Safety and Professional Services when PW Moos inquired to them indicated as follows: *“No modifications or additions which affects the capacity or safe operation of the equipment shall be made without the manufacturers approval; 29 CFR 1926.451(c)(2)(iv) states that front-end loaders and “similar pieces of equipment” shall not be used to support scaffold platforms unless specifically designed by the manufacturer for such use. The end loader cannot be moved horizontally while the platform is occupied (29 CFR 1926.451(c)(2)(v); and the term “platform” is defined as “a work surface elevated above lower levels” therefore 29 CFR 1926.451, 1926.452, and 1926.454 of OSHA’s standards for scaffolds would be applicable for capacity, construction, access, use, fall, protection, and training.*
2. Bid Items Not Sold: PW Moos indicated three items not sold were the Toro Snowblower, and two weed trimmers. Consensus of the board to donate the weed trimmers to Charlie, and sell the snowblower to Tom Bischel for \$20. Motion by Stanford/Hinke to sell the Toro snowblower to Tom Bischel for \$20. Roll call: Hinke – aye; Berg – aye; Lotts – aye; Stanford – aye. 4-0. Motion carried.
3. Snowplowing W Pine Street: Request by PW regarding snowplowing W Pine Street; Board requested to review any agreements in place and bring it back to the next meeting.

C. Clerk/Treasurer report:

- i. A donation was made by a citizen of \$1,000 to the Park. A thank you card was sent by the Park Chair.
- ii. Brief discussion of taxes collected thru December.

- iii. Two board tablet and a Samsung tv quotes were received. Fire HD tablets 10.1" 3 GB at \$273/unit and Fire HD 10.1" 4 GB at \$312/unit and a Samsung 55-inch smart tv commercial grade \$767 and a Samsung 65-inch smart tv commercial grade for \$949 to be used for presentations and meetings.
Motion by Stanford/Berg to approve the purchase of the Fire 10 HD 10.1" 4 GB RAM tablets at \$312/unit. Roll call: Berg – aye; Lotts – aye; Stanford – aye; Hinke – aye. 4-0. Motion carried.
Motion by Lotts/Berg to approve the purchase of a Samsung TV 65-inch for \$949 as well as mounting brackets for the Village Hall board room. Roll call: Lotts – aye; Stanford – aye; Hinke – aye; Berg – aye. 4-0. Motion carried.
- iv. Elections Training is scheduled for February 1, 2022.
- v. Notification of Noncandidacy received from Trustee Baroun and Trustee Webb so two Board of Trustee seats will be on the April 5, 2022 ballot.

UNFINISHED BUSINESS

8. None

NEW BUSINESS

- 9. Discussion and Presentation from Ray French, Wisconsin Economic Development Director; Clerk Story invited Ray French, a Regional Economic Development Director while working with him regarding economic development. Ray attended the board meeting to acquaint himself with the board members and present options for New Auburn. Ray also sat in on the Joint Review Board and Planning Commission meetings prior to the 7:00 pm Regular Board meeting today. Ray discussed business growth, the economy, grant opportunities, business development, housing, and current bounce back programs. Ray will keep the village in mind while networking with other businesses with the goal to establish new businesses in New Auburn.
- 10. Consider/Act on Resolution: 2022-01 Approving an Amendment to the Project Plan of Tax Incremental District No. 1, Village of New Auburn, Wisconsin;
Motion by Stanford/Hinke to adopt Resolution 2022-01 Approving an Amendment to the Project Plan of TID #1. Roll call: Stanford – aye; Hinke – aye; Berg – aye; Lotts – aye. 4-0. Motion carried.
- 11. Discussion and Possibly Consider/Act on Replacement of Undersized Existing Watermains on Elm Street and Spruce Street and the Availability of Funding Assistance for this Work;
Motion by Berg/Lotts to start acting on and applying for the Safe Drinking Water Loan and Clean Water Fund. Project dependent on funding. Roll call: Hinke – aye; Berg – aye; Lotts – aye; 3-0. Motion carried. [Clerk Note: Stanford stepped away for a couple minutes]
- 12. Discussion and Possibly Consider/Act to Request Contract of a Building Inspector;
Consensus of the board for Clerk Story to place an ad in the paper to fulfill the duties of a Residential and Commercial Licensed Building Inspector
- 13. Consider/Act Acceptance of Resignation of Planning Commission Member R.W. Lemmons;
Motion by Stanford/Berg to accept the resignation of Planning Commission member R. W. Lemmons. All aye. None opposed. Motion carried.
- 14. Consider/Act on the Dissolution of the CDBG Committee;
Motion by Stanford/Hinke to dissolve the CDBG Committee as recommended by previous Clerk-Treasurer Peggy Stanford. All aye. None opposed. Motion carried.
- 15. Consider/Act on Appointment of Joint Review Member, Village Representative;
Motion by Lotts/Stanford to appoint Trustee Shannon Berg as Joint Review Board Member Representative. Roll call: Lotts – aye; Stanford – aye; Hinke – aye; Berg – abstain. 3-1. Motion carried.
- 16. Consider/Act on Appointment of Public Works Liaison or Formation of a Personnel Committee;
Motion by Lotts/Hinke to form a Personnel Committee appointing Brad Lotts as Chairman, and appointing Dan Stanford as liaison for Public Works, and Shannon Berg as liaison for the Clerks. Roll call: Lotts – aye; Stanford – aye; Hinke – aye; Berg – aye. 4-0. Motion carried.
- 17. Consider/Act on Application for the New Auburn WWTF's WPDES permit (WI-0030635) Due July 5, 2022;

Motion by Lotts/Berg to approve Morgan & Parmley to complete the WPDES permit for the Village of New Auburn and the Wastewater Treatment Plant at the quoted cost between \$1,000 - \$1,500. Roll call: Berg – aye; Lotts – aye; Stanford – aye; Hinke – aye. 4-0. Motion carried.

18. Consider/Act on Annual Sanitation Permit: Waste Management;
Motion by Berg/Hinke to approve the annual sanitation permit for Waste Management. All aye. None opposed. Motion carried.
19. Consider/Act on Chippewa County Annual Memo of Understanding: Agreement for Election Purposes;
Motion by Berg/Hinke to approve the Chippewa County Annual Memo of Understanding. All aye. None opposed. Motion carried.
20. Consider/Act on an Agreement Between the Village and WCWRPC to Update the Village Zoning Ordinance - Last Update 10/22/1998; WCWRPC will work with the Village in payments and not bill us until the 2023 Budget. Zoning would not be completed until December 2022 even if approved and started now.
Motion by Lotts/Berg to approve West Central Wisconsin Regional Planning Commission to complete and update Zoning beginning in 2022 and payment in 2023. Roll call: Stanford – aye; Hinke – aye; Berg – aye; Lotts – aye. 4-0. Motion carried.
21. Consider/Act on Standard Operating Procedures/Deferred Payment Agreement for Water-Sewer Utilities; Discussion in regards to the DPA's, and current billing procedures. Currently the village bills quarterly.
Motion by Berg/Lotts to approve the drafted Standard Operating Procedures/Deferred Payment Agreement for Water-Sewer Utilities effective immediately. Roll Call: Hinke – aye; Berg – aye; Lotts – aye; Stanford – aye. 4-0. Motion carried.
Consensus of the Board to direct Clerk Story to request from the PSC to change utility billing from quarterly to monthly as soon as possible. [Clerk Story will provide an update at Feb mtg]
22. Consider/Act on Commercial/Industrial Business Dumpsters;
Consensus of the board to direct Clerk Story to draft an ordinance to pursue commercial and industrial businesses to collect waste and recyclables at their business.
23. Consider/Act on Ordinance 2022-01: Sec. 1, Ch. 3, Sec. 3.01 (1) through Sec. 3.01 (6) of the Village of New Auburn Code of Ordinances are hereby Repealed and Ch. 3, Sec. 3:01 (1) through Sec. 3:01 (4) are recreated as presented [specifically noting Public Records-Retention and Destruction];
Motion by Berg/Hinke to adopt Ordinance 2022-01 Public Records Retention and Destruction and incinerate records at Barron County incinerator. Roll call: Berg – aye; Lotts – aye; Stanford – aye; Hinke – aye. 4-0. Motion carried.
24. Consider/Act on Safety Clothing and Safety Equipment to Enact Caps on Annual Spending;
Motion by Lotts/Berg to instill a cap of \$250/year on safety boots and glasses. Any safety vests or jackets required shall be ordered through Huebsch effective immediately. All aye. None opposed. Motion carried.
25. Discuss/Consider/Act on New Auburn Housing Authority: Sunrise Village Memo from Village Attorney, Chris Gierhart, Weld, Riley;
Tabled. No action.
26. Consider/Act on Village President and Board of Trustees Wage and Salaries Beginning at Trustees Next Term(s). Discussion of current wages and options of payments including the currently payment of salary vs per board meeting and the multiple boards and commissions that Trustees are expected to fulfill as Trustees and Village President.
Motion by Hinke/Berg for Trustees and Village President wages to convert to salary, paying out monthly. Trustee's wages to not exceed \$2,000 per year effective next trustee's seat's term and the Village President's wages not to exceed \$3,000 per year. Roll call: Lotts – aye; Stanford – aye; Hinke – aye; Berg – aye. 4-0. Motion carried.

BILLS & CLAIMS

27. Invoices and Claims
 - a. Gustum Septic Invoice #15927; \$1,326.50
 - b. General Fund No.: 21286-21321; ACH 21280-22004; Totaling \$40,920.28

- c. Sewer Utility No.: 3949-3952; Totaling \$6,331.40
- d. Water Utility No.: 4380-4383; Totaling \$4,343.74
- e. Parks Commission No.: 2031-2032; Totaling \$1,128.03
- f. TID#1 No.: 1070; Totaling \$24,586.10

Motion by Trustees Berg/Hinke to bills and claims as presented. Roll call: Trustees Stanford – aye; Hinke – aye; Berg – aye; Lotts – aye. 4-0. Motion carried.

8. Future Agenda Items

Discussion of future meeting items to include: ATV Ordinance, Building Inspector, Street Lighting along Hwy SS

18. Adjourn

Motion to adjourn at 9:47 p.m. by Trustees Hinke/Berg. All aye. None opposed. Motion carried.

Prepared By: Ardith Story,
Municipal Clerk-Treasurer