

**VILLAGE OF NEW AUBURN
REGULAR BOARD MEETING MINUTES
Thursday, February 10, 2022 at 7:00 p.m.**

The regular board meeting of the Village Board, Village of New Auburn, was held on Thursday, February 10, 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; Dennis Webb; Dalton Hinke; and Shannon Berg arrived later at 7:30 pm. Absent: None. Staff present was: Clerk-Treasurer Story, PW Moos. Others Present: Joe Atwood, Officer Andy Clark, and Larry Gotham [arriving at 8:00 pm].

2. Public Comments: None

3. Correspondence: None

4. Meeting Minutes: Joint Review Board-1/13; Planning Commission-1/13; Regular Board-1/13; Personnel Committee-1/17; Special Board-1/20; Parks Commission-1/26; Special Board 2/7

5. Treasurers Report: January Tax Settlement (Taxes Collected thru December 31, 2021) were \$92,981.21 with \$55,772.22 being sent to Barron & Chippewa Counties, Northwoods Technical College, CVTC, and the School District of New Auburn; February Tax Settlement (Taxes Collected from January 1, 2022 thru January 31, 2022 and grace period thru February 7, 2022) were \$328,457.01 whereas \$213,864.72 checks will be sent to the counties and schools. Discussion of the Superior Silica Chargeback the village paid in full \$143k and the expected monies that should be coming back to us from the counties and school district.

6. Licenses & Permits: Approved Operator Licenses were Sachel M. Wallis at Bridge Stop and Amanda Becker at Quarthouse.

Motion by Trustees Stanford/Webb to approve the items listed and presented on the consent agenda. Roll call: Lotts – aye; Stanford – aye; Webb – aye; Hinke – 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 29 incidents: 1 business alarm, 1 animal at large, 3 animal nuisance, 2 assist EMS, 1 assist law, 3 check persons, 2 child custody, 1 misc complaint, 2 municipal ordinance violations, 3 noise complaints, 1 crash no injury, 1 criminal damage, 1 found property, 2 OWI, 5 vehicle assists. Total billable hours: 148.25. Shifts worked in Village: 39. Billable hours year-to-date: 148.25.

B. Public Works – PW Bohl & Moos Reported

- i. Moos and Bohl Attendance to Conference on February 17th 8-3:30 pm for Pump Basics & Maintenance (6 WW Credits) – Approved to attend.
- ii. W Pine Street Sidewalk Update – Previous agreement in place. No action.
- iii. Yard waste pickup and brush chipping – Brush chipping for residents will change to two Mondays in May and June and the July – October once per month. Leaves and compost yard debris will change to opening the gated compost site to all residents while offering a sign-up sheet at the village office for those unable to via disability, elderly, etc to place their name for continued yard debris pickup. Further information will be mailed out by the Clerk in a newsletter to residents.
- iv. Flags and banners lift rental or outsourcing – Consensus of the board to call the lift rental company up to twice a year, if needed.
- v. Non-Resident usage of recycling – More research, tabled until next meeting.
- vi. Employee dump usage – Village employees may dump their trash in the dump as an employee benefit, maximum of two bags per week. No large furniture or debris except household waste.
- vii. Spring Clean-Up Date and size of dumpster(s) – Spring cleanup will be one day in April or May and include electronics, appliances, and a separate dumpster for large furniture, mattresses, boxsprings, etc.

- viii. Proposal for a furniture, construction debris dumpster – board agreed to adding a dumpster for larger items for village residents to toss. Residents must show their utility bill or DL to prove they are a resident if the public works employees do not recognize the individual.
- ix. Discussion of Dump Policies – Discussion of bagged garbage and other alternatives. More information to be researched.
- x. Discussion of Expectations of PW Manning Dump – the board would like the public works employee to assist and sit in the shack watching the dump on Saturdays after his regular water/sewer route is done. PW employee shall assist people as needed helping get garbage and/or recyclables into the dumpsters.
- xi. Attendance of both Public Works Employees at board meetings and clarification of attending after the Public Works Departmental Report – both PW employees can be in attendance at meetings unless they have other obligations and leave after their public works report, unless a specific item in business is required for their attendance.
- xii. Clarification of hours worked and overtime – PW hours are M-F 7-3:30 however overtime can happen due to broken meters, snowplowing, and the unforeseen. PW employees should adjust their hours leaving early on other days to compensate for the Saturday dump day hours and the Wednesday till 5 pm dump day hours.
- xiii. Storage of equipment and materials – getting tight with storage, Legion will be moving their items up to the mezzanine to try and clear some space up for equipment and tools in the shop.

C. Clerk/Treasurer report:

- i. Auditors Status and 2022 Timeline – update only
- ii. Appointment by Judge Shier to Clerk Story as Municipal Court Clerk – update only
- iii. Required Municipal Court Clerk training – September 2022 training date for court
- iv. Verizon converted to government plan saving 21% - previous plan was a consumer plan only, by converting to the government plan the village is saving 21% plus we are now tax exempt for the Verizon bill
- v. Compliance/enforcement of commercial/industrial dumpsters – letters went out to businesses, have received calls and questions but everyone is following through with their compliance
- vi. Compliance/enforcement of sidewalk shoveling – board directed the clerk to send out letters and a 24-hour notice for incompliance of shoveling.
- vii. CDBG Home Improvement Loans Available – Clerk reported there is now \$82,000 available for home improvements. A flyer will be sent out with the newsletter.
- viii. Revenue of \$3,470.70 for Aluminum Cans Recouped from Jun-2017 thru Aug-2021 – The monies that was recouped is intended for the park.
- ix. Clarification of Recycling Grant – Previously it was thought that the recycling grant was based on the tonnage of recyclables. According to the DOR that is not the case and is simply based off a formula that the state instilled from 1999. The information was received directly from the grant coordinator at the DOR. Anyone wanting more information to clarify this can contact the Clerk.
- x. Billing for the 2019 Sidewalk Assessments (*citizens portions*) totaling \$12,343.63 – the Clerk will be going thru the signed agreements and bill the residents as per the agreements and assessments.

UNFINISHED BUSINESS

8. None

NEW BUSINESS

- 9. Discussion/Consider/Act on WWTP Disposal Site for Wastewater Sludge and WWTP Project Status Update – Larry Gotham present to provide the board with an update on the WWTP. Looking at a start date in June 2022. Will be filing the Erosion Control Plan. Need approval for sludge disposal. An agreement with Bruce Durand for sludge disposal could be developed.

Motion by Stanford/Webb to approve sludge disposal on Bruce Durand's field. Roll call: Stanford – aye; Webb – aye; Hinke – aye; Berg – aye; Lotts – aye. 5-0 Motion carried.

10. Discussion/Review and Possibly Consider/Act Appointment of Building Inspector, Joe Atwood – Joe was in attendance and his contract proposal was reviewed. After thorough review and all questions were answered between the Board and Joe Atwood the board motioned. Motion by Stanford/Webb to extend an offer to Joe Atwood to work as Building Inspector per his contracted agreement and proposal. Roll call: Webb – aye; Hinke – aye; Berg – aye; Lotts – aye. 5-0. Motion carried.
11. Consider/Act on the Appointment to Fulfill an Open Seat on the Planning Commission: McKenzie Berg;
Motion by Stanford/Lotts to appoint McKinze Berg to the open seat on Planning Commission. Roll call: Hinke – aye; Lotts – aye; Stanford – aye; Webb – aye; Berg – abstained. 4-1. Motion carried.
12. Consider/Act on Resolution 2022-04: Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town, or School Moneys, Specifically Removing Peggy Stanford from Village Accounts;
Motion by Hinke/Berg to adopt Resolution 2022-04: Designating Public Depository and Authorizing Withdrawal of County, City, Village, Town, or School Moneys. Roll call: Lotts – aye; Stanford – abstained; Webb – aye; Berg – aye; Hinke – aye. 4-1. Motion carried.
13. Consider/Act on Resolution 2022-05: Allowing Employees to pay for group medical insurance benefits and make contributions to an HSA as Pre-Tax Dollars;
Motion by Stanford/Hinke to adopt Resolution 2022-05: HSA for pre-tax contributions as pre-tax dollars for employees. Roll call: Stanford – aye; Webb – aye; Berg – aye; Hinke – aye; Lotts – aye. 5-0. Motion carried.
14. Consider/Act on Resolution 2022-06: Planting of Tree with Memorable Plaque in Village Park;
Consensus of the board for citizens wishing to honor their loved one with a memorable plaque is to go with a maintenance free bench with a concrete pad. A plaque can be mounted in the concrete pad or on the bench. The cost will be paid 100% by the citizen(s) wishing to add a memorable item at the park.
15. Consider/Act on Amendment to the Current Fee Schedule to add Title Search Fee – Discussion of title search fees with the fees anywhere from \$15-50 when surveyed with other municipalities. Our village currently does not charge anything for these fees.
Motion by Stanford/Berg to amend our current fee schedule and add a \$20 title search fee to title companies. Roll call: Webb – aye; Berg – aye; Hinke – aye; Lotts – aye; Stanford – aye. 5-0. Motion carried.
16. Consider/Act on Xcel Energy's proposal for (3) three street light along County Highway SS – Discussion on the proposal. Board requested more information, the luminance and provide a design where the poles/lights would actually be. Tabled until next meeting.
17. Consider/Act on Citizens Incompliance to Remove 'Burn Pile' – Discussion of several brush piles within the village boundaries. The board requested the Clerk to send letters out to the citizens that have brush piles, giving them a deadline at the end of February 2022.
18. Consider/Act to Present Business Plan to Citizens Connected
Tabled to next meeting, for more information.

BILLS & CLAIMS

27. Invoices and Claims

- a. General Fund No.: 21322-21364 Totaling \$81,155.70; ACH 22005-22025 Totaling \$17,166.73
- b. Sewer Utility No.: 3953-3955 Totaling \$8,442.40; ACH 22009 Totaling \$815.33
- c. Water Utility No.: 4384-4391 Totaling \$10,069.85
- d. Parks Commission No.: 0000; Totaling \$0.00
- e. TID#1 No.: 1071; Totaling \$280.00
- f. CliftonLarsonAllen Invoice #3137569; \$9,975.00
- g. Morgan & Parmley, Ltd. Project #19-220 WWTF Expansion: \$6,422.50
- h. Tru-Lock Inv#050191702: \$2,474.60
- i. Tice Technologies Inv#31261: \$2,509.00
- j. Lotts Construction Estimate for \$6,050.00

k. Lampert Lumber Quote for \$2,615.36

Motion by Webb/Stanford to approve the bills and claims as Item A-K were read aloud by Trustee Webb. Roll call: Berg – aye; Hinke – aye; Lotts – aye; Stanford – aye; Webb – aye. 5-0. Motion carried.

FUTURE MEETINGS

- a. February 24, 2022: Joint Review Board for TID#1
- b. March 10, 2022: Regular Board
- c. March 16, 2022: Parks Commission for Outdoor Rec Plan

28. Adjourn: 10:14 p.m.

Motion by Berg/Webb to adjourn. All aye. None opposed. Motion carried.

Prepared By: Ardith Story,
Municipal Clerk-Treasurer

DRAFT