

**VILLAGE OF NEW AUBURN  
REGULAR BOARD MEETING MINUTES  
Thursday, April 14, 2022 at 7:00 p.m.**

The regular board meeting of the Village Board, Village of New Auburn, was held on Thursday, April 14, 2022 at 7:00 pm at the Village Hall, 130 E Elm St., New Auburn

**1. Call to Order, Roll Call, Pledge of Allegiance**

Roll call: Brad Lotts, Alan Anderson, Dalton Hinke. Absent: Shannon Berg. Staff present: Clerk-Treasurer Ardith Story, Public Works Dan Moos. Others Present: Building Inspector, Joe Atwood, Gary Pitts, Sergeant Clark, Officer Maurice, Nick & Robin Jones, John Halberg, and Tom Bischel. Larry Gotham, Morgan and Parmley arrived at 8:20 p.m.

2. **Public Comments:** John Halberg announced he was disgruntled because the compost yard waste dump area was closed. Public Works informed the Clerk it was too muddy out there and sinking into the mud in areas and staff did not want ruts etc. Mr. Halberg informed the board that he jumped the fence and walked the driveway and declared it was fit to drive on. He declared he "pays his taxes" and therefore he should have access to it whenever he wants to. [Clerk Note: Mr. Halberg was also informed that there was meeting with a DNR official for an inspection and at the time did not know if we could even utilize it]

3. Disclosure of conflict of interest by members regarding any item on the agenda.  
None

4. **Meeting Minutes:** 3/10 Regular Board, 3/14 Parks Commission; 3/15 Special Board; 3/15 Plan Commission; 3/22 Plan Commission; 3/23 Special Board;  
Motion by Trustee Anderson/Hinke to approve the minutes. All aye. None opposed.  
Motion carried.

5. **Licenses and Permits:**

- a. B22-01: Moos-Run-In Shelter-CTH M
- b. F22-02: Punttenney-Fence-Main St
- c. B22-03: Farrell-Room Remodel-East St
- d. C22-02: United Methodist-Windows&Doors-East St
- e. R22-01: Schilla-Raze-Elm St
- f. D22-01: Trowbridge-Driveway-May St

Motion by Trustee Hinke/Anderson to approve licenses and permits. Roll call: Anderson – aye; Hinke – aye; Lotts – aye; 3-0. Motion carried.

6. **Operator Licenses:** None

7. **Reports and requests of employees/officers**

A. Public Safety

Law Enforcement Report for March: 23 Incidents; 1 animal at large; 1 animal nuisance; 2 assist law; 3 check persons; 2 check vehicles; 1 civil standby; 2 misc complaints; 1 noise complaint; 1 crash-no injury; 2 domestics; 1 harassment; 2 mental health; 1 traffic arrest; 2 traffic complaints; 1 vehicle assist. Billable hours 124. Billable hours YTD 381.

B. Building Inspector

Monthly update: 146 W Dell St, public nuisance/property clean up; 1505 County Line Rd are living in their garage, no permits; 141 Elm St, public nuisance/property clean up; 620 East St S public nuisance/brush pile; 217 Spruce St S public nuisance/brush pile; 130 Park St E, public nuisance/brush pile; 151 Main St E, public nuisance, raze/repair; East St N vacant lot, debris; 234 W Main St, public nuisance, brush pile; 222 W Main St, excessive junk; 124 East St S, property abandonment; 338 Elm St W, culvert install; Nicholas Jones variance request was reviewed.

C. Public Works

- i. Street Closure for Spring Cleanup on Elm St by Village Hall;
- ii. Chippewa County Weed Spraying & Street Sweeping Schedule;

- iii. Discussion of items for sale or to discard, specifically, old hydrants for scrap, telephone poles, old Sears transient, miscellaneous lumber 4x4 pieces and 2x6 pieces;  
Consent of board to scrap hydrants, tires to Chippewa County Recycling, bids for posts and lumber unless can sell at thrift sale, clerk to check with legal
- iv. Sign quotes: 12-No ATV Traffic; 5-ATV signage; 1-yield; 4-population; 1-fire #; 1-compost signage  
Motion by Trustee Anderson/Hinke to purchase signs as noted above. Roll call: Hinke – aye; Lotts – aye; Anderson – aye. 3-0. Motion carried.

D. Clerk-Treasurer

- a. Update on applicable grants-the village was not awarded the MSID and MSIS grants for the streets-another grant is the Bipartisan Infrastructure grant and will be getting an application in for that. The recycle grant was submitted as well.
- b. PFP Fee Update-The public fire protection fee was updated for all parcels as according to the PSC-this can be addressed in a future Rate Case study. Clerk Story recommends to add the verbiage of 'adjoining parcels' for the new rate case file in future.
- c. Waste Management garbage survey results-consensus of results from citizens was to keep the dump as is and not have curb side service.
- d. EOP – Emergency Operation Plan Update-the EOP is outdated and Clerk Story will be working with the Village President, Fire Chief, and County Representatives to update. This should be an annual topic for preparation, a proactive approach instead of reactive. The last full update was 2007 and the contact list was last updated in 2020 but was not sent to the Counties.
- e. Compost Site on CTH M-Clerk Story is meeting with the DNR for an inspection. Will keep the board informed.
- f. FYI re: Spring Clean-up and Newsletter-Clerk Story drafted a newsletter and presented it to the board, will go out in the next w/s utility bills.
- g. Agenda review-skipped-not discussed

**8. Unfinished Business**

- A. Review of and Possible Consideration/Action on Aflac quotes for employees' benefits;  
Motion by Village President Lotts/Trustee Anderson to approve the proposed life insurance policies for employees up to \$30,000 paid for by the village and short-term disability up to \$35/month per employee. Roll call: Lotts – aye; Anderson – aye; Hinke – aye. 3-0. Motion carried.
- B. Consider/Act Citizens Business Loan Opportunity – skipped/not discussed.

**9. New Business**

- A. Consider/Act on Approval of plans and Specifications for WWTP Upgrade and Authorization to Bid; Larry spoke regarding the WWTP upgrade and Authorization to Bid. Discussion of nitrogen, requirements of the DNR and groundwater standards. A new fence, monitoring well replaced at north end, a replacement of what's currently there, new blowers with a new style, the electrical panel is 40-years-old so are replacing that panel as well, new piping, airlines replaced, new steel siding, will be keeping the doors. The sludge will be removed from the two existing cells. New aerators in the ponds, four in the first cell and two in the second cell. Liner has a 20-year guarantee in it. Drain piping between cells will be upgraded. New valves. Meters are staying. Third seepage cell will be constructed.  
Motion by Village President Lotts/Trustee Hinke to approve plans and authorization to bid. Roll call: Trustee Anderson – aye; Hinke – aye; Lotts – aye. 3-0. Motion carried.
- B. Consider/Act on WWTP Project Schedule and Funding; Cost of project is \$2.1 million, with 45% of interest paid for thru the DNR, a grant of \$625,000 and the rest paid for by a clean water fund loan.

- Motion by Trustee Hinke/Anderson to approve the schedule of funding. All aye. None opposed. Motion carried.
- C. Discussion and Possible Consider/Act on possible agreement with Dave Rosenbrook's for soil disposal and use of WWTP Road to haul soil/dirt out; - Larry indicated that 25,000 cubic yards of soil will need to be hauled out from the pond area and an agreement that was discussed prior with the board should be established between the village and Rosenbrook for the driveway only. The contractor will work with Rosenbrook as far as the dirt removal.  
Motion by Trustee Hinke/President Lotts that in the event Rosenbrook accepts the dirt that the village shall draft an agreement with Rosenbrook to take the soil with the conditions Rosenbrook will fix the road if any damage to the road, dust, pipe, and road damage. Roll call: Trustee Hinke – aye; President Lotts – aye; Trustee Anderson – aye. 3-0. Motion carried.
- D. Discussion and Possible Consideration/Action on Bruce Durand's possible agreement with the village to haul sludge out onto Durand's fields; - Durand is allowing to sludge to be spread on his fields.
- E. Discussion and Possible Consideration/Action on 2022 Mowing Rates Received with Outside Vendor;  
Motion by Trustee Hinke/President Lotts to approve mowing with Biz Boys as presented. Roll call: Trustee Anderson – aye; Trustee Hinke – aye; President Lotts – aye. 3-0. Motion carried.
- F. Consider/Act on Nicholas Jones property for variance request to build garage outside of the current building specifications; Nick Jones expressed his desire to build a garage and pointed out that other garages have been approved that did not meet the zoning requirements. Joe Atwood indicated to grant a variance you have to have a public hearing. The board motioned to approve [Clerk note: This was addressed again later at Plan Commission meeting and May's Regular Board].  
Motion by Trustee Hinke/President Lotts to approve Nick Jones garage on Dell Street. Roll call: President Lotts – aye; Trustee Anderson – aye; Trustee Hinke – aye. 3-0. Motion carried.
- G. Consider/Act on Ordinance 2022-03 Abolish Municipal Court; - discussion of the Municipal Court including reviews of the revenues/expenditures and options were all considered.  
Motion by Trustees Hinke/Anderson to abolish Municipal Court and adopt Ordinance 2022-03. Roll call: Trustees Anderson – aye; Hinke – aye; President Lotts – aye. 3-0. Motion carried.
- H. Consider/Act on Ordinance 2022-04 Creating Section 16 of the New Auburn Code of Ordinances Relating to Electrical Code and Inspections; - Joe Atwood recommendation to adopt this ordinance for Commercial properties.  
Motion by President Lotts/Trustee Hinke to adopt Ordinance 2022-04 Creating Section 16 of the New Auburn Code of Ordinances Relating to Electrical Code and Inspections. Roll call: Trustee Hinke – aye; President Lotts – aye; Trustee Anderson – aye. 3-0. Motion carried.
- I. Consider/Act on REM Inspecting – Electrical Inspection Agreement;  
Motion by President Lotts/Trustee Hinke to contract with REM Inspecting to conduct the electrical inspections for commercial properties. Roll call: President Lotts -aye; Trustees Anderson – aye; Hinke – aye. 3-0. Motion carried.
- J. Consider/Act on Ordinance 2022-05 Poultry Keeping and Licensing;  
Motion by Trustee Hinke to deny. No second. On table. Clerk Story indicated the reasoning behind the ordinance to regulate the number of poultry people have within the village and to keep roosters out so as not to annoy neighbors. After further discussion and more review of the ordinance a Motion by President Lotts/Trustee Anderson to approve Ordinance 2022-05 Poultry Keeping and Licensing. Roll call: Trustee Anderson – aye; Trustee Hinke – aye; President Lotts – aye. 3-0. Motion carried.

- K. Consider/Act on Ordinance 2022-06 Dog and Animal Repealing and Recreating Section 10.03 of the New Auburn Code of Ordinances;  
Motion by President Lotts/Trustee Hinke to adopt Ordinance 2022-06 Dog and Domestic Animals. Roll call: Trustee Hinke – aye; President Lotts – aye; Trustee Anderson – aye. 3-0. Motion carried.
- L. Discussion and Possible Consider/Act on Parks Commission: Jamboree Days Event of July 22-23-24 including Street Closures, Event Dates, and Main Event Items;  
Motion by Trustees Hinke/Anderson to approve the event dates for Jamboree Days July 22-23-24, 2022. Roll call: President Lotts – aye; Trustees Anderson – aye; Hinke – aye. 3-0. Motion carried.
- M. Consider/Act on Xcel Energy Street Lighting on County Highway SS;  
Motion by President Lotts/Trustee Hinke to approve Xcel Energy's addition of three street lights on County Highway SS from Park Street South towards Dollar General. Roll call: Trustees Anderson – abstained; Hinke – aye; President Lotts – aye. 2-1. Motion carried.
- N. Consider/Act on Village Board Member Handbook;  
Motion by Trustees Hinke/Anderson to approve the Village Board of Trustees Member Handbook. All aye. None opposed. Motion carried.
- O. Consider/Act on the Annual Appointment of Chairs and Officers;  
Building Inspector and Zoning Administrator: Joe Atwood; Weed Commissioner: Shannon Berg; Assessor: Associated Appraisals; Emergency Coordinator: Ardith Story;  
Board of Review: Brad Lotts, Shannon Berg, Ardith Story terms expiring 4/30/2025;  
New Auburn Housing Authority Commission: Peggy Stanford, Chair (term expiring 4/30/2026), Jackie McCracken (term expiring 4/30/2025), Bonnie Halberg (term expiring 4/30/2024), and two OPEN SEATS;  
Plan Commission: Brad Lotts, Chair, Dan Moos, David Lane, Dean Sayles, Steve McCracken, Don Moos;  
Cemetery Committee: Art Klingenberg, Chair, Gary Pitts, Ardith Story, Dean Sayles, John Farrell, II;  
NAAFD Commissioners: Andrea Lemmons, Gary Pitts, Dan Moos (Alternate);  
Finance Committee: Shannon Berg, Chair, Brad Lotts, Ardith Story;  
Parks Commission: Shannon Berg, Chair, McKenzie Berg, Mary Garfinkle, Gary Pitts, Dalton Hinke;  
Zoning Board of Appeals: Joe Atwood, Chair, Brad Lotts, Ardith Story, Nick Jones, Dan Moos;  
Election Inspectors: Shannon Berg, Catherine Yohnk, Kathy Arcand-Jacobson, Bonnie Halberg, Michaela Borja, Ilene Moos, Jackie McCracken, Marie Dachel (Chief Inspector)  
Personnel Committee: Brad Lotts, Chair, Shannon Berg, Alan Anderson  
Motion Trustees Anderson/Hinke to adopt the committees and chairs for the annual 2022-2023. Roll call: Trustee Hinke – aye; President Lotts – aye; Trustee Anderson – aye. 3-0. Motion carried.
- P. Consider/Act on Ordinance 2022-07 TIF Charge;  
Motion by Trustees Hinke/Anderson to adopt Ordinance 2022-07 TIF Charge. Roll call: President Lotts – aye; Trustees Anderson – aye; Hinke – aye. 3-0. Motion carried.

#### **10. Treasurers Report & Vouchers**

- A. Treasurers Report: General Fund; Sewer Utility; Water Utility; Parks Commission; TID#1  
Motion by Trustees Hinke/Anderson to approve the Treasurer's Report as presented and read aloud. 3-0. Motion carried.
- B. Payment Approval Report: 03/11/2022-04/14/2022 – skipped, couldn't print, printer issues. Will be provided at next meeting.
- C. Peak Excavation: Inv #166 \$1,600  
Motion by President Lotts/Trustee Anderson to approve Invoice #166 in the amount of

\$1,600.00. Roll call: Trustees Andreson – aye; Hinke – aye; President Lotts – aye. 3-0.  
Motion carried.

**11. Future Meetings**

- A. Wednesday, April 20, 2022; BOR Open Book 1-3 pm
- B. Tuesday, May 24, 2022; Board of Review 6-8 pm

**12. Adjourn** – 10:01 p.m.

Motion by President Lotts/Trustee Hinke to adjourn.

Prepared By: Ardith Story,  
Municipal Clerk-Treasurer