

**VILLAGE OF NEW AUBURN
REGULAR BOARD MEETING MINUTES
Thursday, June 9, 2022 at 7:00 p.m.**

The regular board meeting of the Village Board, Village of New Auburn, was held on Thursday, June 9, 2022 at 7:00 pm at the Village Hall, 130 E Elm St., New Auburn

- I. **NOTICE OF QUORUM – WWTP Field Trip for Board Members:** Board Members will be at the Wastewater Treatment Plant for a Field Trip viewing the WWTP grounds from 6:00 pm – 7:00 pm. No decisions will be made.
- II. **CALL TO ORDER** at 7:00 p.m., **Roll Call:** Village President Brad Lotts, Trustees Alan Anderson, Gary Pitts, Shannon Berg. Absent: Dalton Hinke. **Pledge of Allegiance**
- III. **PUBLIC COMMENTS** – None
- IV. **CONSENT AGENDA**
 - a. Meeting Minutes: 4/14/22 Regular Board, 4/28/22 Special Board, 5/12/22 Regular Board, 5/17/22 Plan Commission, 5/24/22 Board of Review, 5/25/22 Parks Commission
 - b. Licenses & Permits;
 - i. Building Permits: 339 W Dell St – Garage; 226 N Spruce St – Porch; 308 W Dell St – Split Rail Fence; 224 N Columbia St – Deck/Window/Door; 328 W Elm St – Re-Roof; 403 May St.– Duplex; 129 N Central St – Sign;
 - ii. Driveway Permits: 401/403/405/407 May Street – Trowbridge; 148 E Elm St – Schilla;
 - iii. Privilege in Street: Jamboree Days 7/22 – 7/24 – Parks Commission
Trustee Berg requested Main Street closure for the Car Show [closure from bank drive to Spruce St]; Parade Route as previous year; and for Dairyland Tractor Pull on July 16th Park Street closed and a portion of East St (North of East and Park and South to the Mobile Home);
 - iv. Conditional Use: Jamboree Days 7/22 – 7/24 – Parks Commission
Request for use of the entire park with the exception of the small shelter due to a reservation.
 - c. Operator Licenses for Licenses beginning July 1, 2022 through June 30, 2023:
Bridge Stop – Kathy A. Evenson, Sachel M. Wallis, Kelsey D. Simmons, Vicki E. Main, Heather Benson;
Dollar General – Veronica LaGessee, Leah Theesfeld, Tanya L. Weber;
Winklerbacon, LLC (The Quarthouse) – Amanda G. Becker, Brandy A. Clark, Courtney R. Gravunder, Amanda M. Henning, Makita R. Kempe, Sally M. Michalek, Crystal M. Petersen, William E. Waldbuesser, III, Adam D. Winkler;
 - d. TEMPORARY OPERATOR LICENSES beginning July 22, 2022 through July 24, 2022
New Auburn Fish & Game – Steve D. Anderson, Darryl M. Dahl, Jesse W. Fedie, Phillip P. Fedie, Michael W. Janota, Pete M. Pederson;
Motion by President Lotts/Trustee Berg to approve the consent agenda for minutes; licenses and permits; privilege in the street; conditional use permit; and operators licenses pending the approval from the Chippewa County Sheriff's Department. Roll call: Trustees Anderson – aye; Pitts – aye; Berg – aye; President Lotts – aye. 4-0. Motion carried.
 - e. Treasurers Reports;
Motion by Trustees Pitts/Berg to approve Treasurer's Report for May as presented. Roll call: Trustees Pitts – aye; Berg – aye; President Lotts – aye; Trustee Anderson – aye. 4-0. Motion carried.
 - f. Correspondence Received;
Clerk Story provided the board on the correspondence from Mr. Scott Loofboro and a brief discussion regarding his questions and requests.
- V. **DEPARTMENT REPORTS OF EMPLOYEES/OFFICERS**
 1. Public Safety: May's Sheriff's office responded to 20 incidents in the village consisting of the following call types: 1 animal nuisance, 2 assist EMS, 1 assist fire, 1 building

- check, 2 person checks, 1 civil standby, 2 municipal ordinance violations, 1 recreational complaint, 2 crashes-no injuries, 1 domestic disturbance, 3 juvenile cases, 1 traffic complaint, and 1 trespass complaint. Billable hours: 112.75. Billable hours YTD: 631.75.
2. Building Inspector: May's inspector report included four properties becoming compliant; six properties pending compliance; and five properties in non-compliance. Citations may be issued to those in non-compliance.
 3. Public Works
 - a. CMAR Report is due June 30th. Still working on this report.
 - b. Porta-Potties Quotes were reviewed.
Consensus of the board for the Public Works staff to open the parks bathrooms up during their morning rounds and to lock it up at the end of their day Monday thru Friday. Parks Bathrooms will remain locked unless there are reservations on weekends and it will be asked that the contact who made the reservation will lock up the bathrooms when they leave.
 - c. Elm Street Ditches – a quote at the request of the board was received. The quote received with ditching W Elm St to N Front St on both sides of W Elm St and adding two storm drains was quoted at \$17,020 but did not include the storm drain basins so ultimately could be pushing over \$20,000. With the current pitch of the existing ditches simply ditching is not a viable option.
Consensus of the Board to hold on this project, grants have been applied for, for Columbia St redo with curb and gutter. Grant review is July or August with a 2023 project date. If homeowners on the block want to share the cost an assessment could be done and the project could commence immediately.
 - d. Steepness Grade at Seepage Cells – grade was reviewed. Clerk Story shared that the seepage cells are 3:1, meaning a 33-degree slope and the southern end nearing 45-48 degree. A degree of 33 is comparative to house stairs and 45 comparatives to a step ladder. Options are: 1) to keep it as is with Public Works mowing or 2) have Chippewa County Hwy Dept mow the seepage cells or 3) obtain the correct equipment to safely mow.
Motion by Trustees Anderson/Berg to have Chippewa County Highway Department mow the seepage cells this year, coordinating it with other mowing and equipment will be reviewed at Budget time. Roll call: Trustees Pitts – Nay; Berg – aye; President Lotts – aye; Trustee Anderson – aye. 3-1. Motion carried.
 - e. Estimate from Hwy Dept for Mowing Seepage Cells received was \$550 for the entire top of the seepage cells plus both seepage cells. In comparison to both PW guys wages/benefits/labor is \$670.
 - f. Park Ballfield Scoreboard – Scoreboard parts are on their way and will be fixed. The Softball League that has dissolved had money remaining and donated \$1,080 for the repair.
 - g. Flags & Banners – Lift Issues – a lift was rented to place flags and banners and it was not functional – majority of money was refunded to the village; however what direction does the board want to go? A commercial lift would be required which would cost significantly more.
Consensus of the board to forego flags and banners for 2022 except for the Park flags/banners.
 - h. Park Work Day – The Park Commission is having a work day asking the public for assistance and help on Friday, June 24th from 3:30 – 7:00 p.m. and Saturday, June 25th from 8:00 a.m. to Noonish. Help with painting, digging, mulching, sanding, wheelbarrow work is needed. Rain date of Friday, July 8th and Saturday, July 9th, same times, was set.
 4. Clerk-Treasurer
 - a. WWTP Update: Pre-Construction Meeting 6/6/22 was held at the Village Hall with McCabe Construction, Larry Gotham-Morgan & Parmley, Clerk-Treasurer Story, Public Works-Dan Moos and Jon Bohl, S&S Forestry, Charles Cameron-

Wisconsin DNR, Mattison Contractors, and Sundstrom's Pit Pumping. The construction contract, authority and responsibility, contractor's construction schedule and coordination, permits and approval compliance, WI DNR Funding requirements and compliance, plans and specs, contractors pay requests, and project close-out process was all reviewed. Construction to begin. A change order request has come through from Larry Gotham, Morgan & Parmley for limestone to put on Durand's fields at the requirement from the DNR. Time is of the essence to get going on this to not delay project. Consensus from the Board to approve limestone with a formal change order request with the specifics to be submitted to the board for a future board meeting approval.

- b. Review of Quarterly Budget Reports;
- c. Review of Current CD's;
- d. Used Population Signs and Cement Culverts
Consensus of the Board to put the Populations signs up for closed bids and the used cement culverts can be given to Michael Stoffel for his pumpkin patch for preferably a small donation, but not required.
- e. Report of the Monthly Utility Bill Cycle – Clerk Story reported that there has been positive feedback on the monthly billing cycle, many people thanking the board for going to monthly billing.
- f. Accounting Update – the auditors, workhorse software, and accountant have all agreed going to pooled cash would be a better method so have been working diligently with them in getting that all coordinated.

VI. UNFINISHED BUSINESS

1. Consider/Act on Beachfront Properties Water and Sewer Development on May Street: Dwain presented the Board with his proposed water and sewer, drilling four wells and a 2" forcemain with a grinder station in the right-of-way of May Street to service his duplexes. The Village Attorney, CBS Squared (via phone), President Brad Lotts, Clerk Story, Dwain Trowbridge, and Trowbridge's engineer met on Wednesday to review options. Two options came from that meeting. Dwain's proposal or for Dwain to put in a 6-inch water main and an 8-inch sewer gravity main and then hand them over to the village. This option would eliminate legal issues of the right-of-way, permitting, and continued sampling on Dwain's part.
Motion by President Lotts/Trustee Pitts to approve the Village attorney to work on drafting agreements consistent with the preferred route being the 6-inch water main and 8-inch gravity main, adding two manholes, and one fire hydrant, and to appoint Clerk Story to work with the Village Attorney to draft the agreement for possible assessments to Dwain Trowbridge/Beachfront Properties, with final approval contingent upon the Board's review and approval of the final agreement. Roll call: Trustee Berg – aye; President Lotts – aye; Trustees Anderson – aye; Pitts – aye. 4-0. Motion carried.

VII. NEW BUSINESS

1. Consider/Act on Notice of Award from CBS Squared for Project NAUBU 21-003 Pine Street Sewer Relining for \$90,845.30; Notice of Award, Unit Price Bid Tabulation, and CBS Squared recommendation letter were reviewed. Three bids were received: National Power Rodding Corp at \$110,784.64; Visu-Sewer at \$101,796.00; and Insituform Technologies at \$90,845.30.
Motion by President Lotts/Trustee Berg to approve Insituform Technologies to proceed with the Pine Street Sewer Relining in the amount of \$90,845.30. Roll call: President Lotts – aye; Trustees Anderson – aye; Pitts – aye; Berg – aye. 4-0. Motion carried.
2. Consider/Act on Resolution 2022-12: Authorizing A Representative to File Applications for Financial Assistance from State of Wisconsin Environmental Improvement Fund;
Motion by Trustees Berg/Anderson to approve Resolution 2022-12: Authorizing a Representative to File Applications for Financial Assistance from State of Wisconsin

- Environmental Improvement Fund. Roll call: Trustees Anderson – aye; Pitts – aye; Berg – aye; President Lotts – aye. 4-0. Motion carried.
3. Consider/Act on Resolution 2022-13: Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing;
Motion by Trustees Berg/Pitts to approve Resolution 2022-13: Declaring Official Intent. Roll call: Trustees Pitts – aye; Berg – aye; President Lotts – aye; Trustee Anderson – aye. 4-0. Motion carried.
 4. Consider/Act on Review of Winklerbacon, LLC. and Old 53 Bar & Grill Sewer Utility Accounts – a review of utility accounts, code of ordinances, and discussion.
Motion by President Lotts/Trustee Pitts to end the second sewer utility bill for Winklerbacon, LLC and Old 53 Bar & Grill and for Clerk Story to update the ordinance available at the next regular board meeting.
 5. Consider/Act on the Chippewa County Sheriff's Department 3-year Contract;
Motion by Trustees Berg/Pitts to appoint Clerk Story to work with Chippewa County Sheriff's Department in developing a draft contract for one year.
 6. Consider/Act on Liquor Licenses from July 1, 2022 through June 30, 2023:
 - a. Class A Liquor & Beer by Dwain Michael Trowbridge, Agent, Bridge Stop, LLC.;
Motion by Trustees Berg/Pitts to approve Bridge Stop, LLC.'s liquor license for Class A Liquor and Beer from July 1, 2022 through June 30, 2023. Roll call: President Lotts – aye; Trustees: Anderson – aye; Pitts – aye; Berg – aye. 4-0. Motion carried.
 - b. Class A Liquor & Beer by Ron Borderding, Agent, Dollar General Store #22014;
Motion by Trustees Berg/Pitts to approve Dolgencorp's liquor license for Class A Liquor and Beer from July 1, 2022 through June 30, 2023. Roll call: Trustees Anderson – aye; Pitts – aye; Berg – aye; President Lotts – aye. 4-0. Motion carried.
 - c. Class B Liquor & Beer by LeAnna Bacon, Agent, Winklerbacon, LLC [d.b.a. The Quarthouse];
Motion by President Lotts/Trustee Anderson to approve Winklerbacon, LLC's liquor license for Class B Liquor and Beer from July 1, 2022 through June 30, 2023. Roll call: Trustees Pitts -aye; Berg – aye; President Lotts – aye; Trustee Anderson – aye. 4-0. Motion carried.
 7. Consider/Act on Coin Machine Licenses from July 1, 2022 through June 30, 2023:
 - a. Coin Machine License Application by LeAnna Bacon, Agent, Winklerbacon, LLC.;
Motion by Trustees Berg/Anderson to approve Winklerbacon, LLC's coin machine license July 1, 2022 through June 30, 2023. Roll call: Trustee Berg – aye; President Lotts – aye; Trustees Anderson – aye; Pitts – aye. 4-0. Motion carried.
 8. Consider/Act on Cigarette Licenses from July 1, 2022 through June 30, 2023:
 - a. Tobacco License by LeAnna Bacon, Agent, Winklerbacon, LLC.
Motion by Trustees Berg/Pitts to approve cigarette license for Dolgencorp, Inc. [d.b.a, Dollar General Store #22014] from July 1, 2022 through June 30, 2023 for Dolgencorp, Inc. Roll call: President Lotts – aye; Trustees Anderson – aye; Pitts – aye; Berg – aye. 4-0. Motion carried.
 - b. Tobacco License by Dwain Michael Trowbridge, Agent, Bridge Stop, LLC.
Motion by Trustees Anderson/Berg to approve cigarette license for Bridge Stop, LLC. From July 1, 2022 through June 30, 2023. Roll call: Trustees Anderson – aye; Pitts – aye; Berg – aye; President Lotts – aye. 4-0. Motion carried.
 9. Consider/Act on Temporary Class "B" 'Picnic' License for New Auburn Fish and Game Club from July 22, 2022 through July 24, 2022;
Motion by Trustees Pitts/Anderson to approve New Auburn Fish and Game Club for a temporary Class "B" 'picnic' license from July 22, 2022 through July 24, 2022 for

- Jamboree Days event. Roll call: Trustees Pitts – aye; Berg – aye; President Lotts – aye; Trustee Anderson – aye. 4-0. Motion carried.
10. Consider/Act on Resolution 2022-14 Exhibit A Public Improvement Loan for \$98,886.60;
Motion by Trustees Berg/Pitts to approve Resolution 2022-14 Exhibit A Public Improvement Loan for \$98,886.60. Roll call: Trustee Berg – aye; President Lotts – aye; Trustees Anderson – aye; Pitts – aye. 4-0. Motion carried.
 11. Consider/Act on Resolution 2022-15 Pooled Cash Accounting;
Motion by President Lotts/Trustee Berg to approve Resolution 2022-15 Pooled Cash Accounting. Roll call: President Lotts – aye; Trustees Anderson – aye; Pitts – aye; Berg – aye. 4-0. Motion carried.
 12. Consider/Act on Resolution 2022-16 Outdoor Recreation Plan;
Motion by Trustees Berg/Anderson to approve Resolution 2022-16 Outdoor Recreation Plan. Roll call: Trustees Anderson – aye; Pitts – aye; Berg – aye; President Lotts – aye. 4-0. Motion carried.
 13. Consider/Act on General Fund CD 17076 for \$60,863.00 Maturing June 18, 2022;
Motion by Trustees Anderson/Berg to approve closing out CD #17076 in the amount of \$60,863.00 and depositing it into the General Fund Checking. Roll call: Pitts – aye; Berg – aye; President Lotts – aye; Anderson – aye. 4-0. Motion carried.
 14. Consider/Act on Appointment of Parks Commission member for open seat;
Motion by President Lotts/Trustee Berg to appoint Tom Amesquita to Parks Commission. Roll call: Berg – aye; President Lotts – aye; Anderson – aye; Pitts – aye. 4-0. Motion carried.
 15. Consider/Act on Appointment of New Auburn Housing Authority member for open seat;
Motion by President Lotts/Trustee Pitts to appoint Shannon Berg to the New Auburn Housing Authority. Roll call: President Lotts – aye; Anderson – aye; Pitts – aye; Berg – abstain. 3-1. Motion carried.
 16. Discussion and Review of Board Meeting Participation Policy and Review of WI Statute Harassment Code of Ordinance;
Consensus of the Board for the Village Clerk to contact the Chippewa County Sheriff's Department in regards to harassment and/or trespassing issues for future.

VIII. BILLS & CLAIMS

- a. Payment Approval Report: May 13, 2022 thru June 9, 2022;
- b. Ace Development: Estimate #9 Robey Dig Ditch and Rock, \$525;
- c. Ace Development: Estimate #9 Park Rock Moving, \$525;
- d. Morgan & Parmley, Ltd.: Inv: 5/1/22-5/31/22, \$5,677.50;
- e. Xcel Energy: Statement #781966074, \$2,385.79;
- f. Security Bank: Truck Loan, \$4,702.82;
Motion by Trustees Berg/Pitts to approve Item A through Item F under Bills & Claims as presented. All aye. None opposed. Motion carried.

IX. Future Meetings

Public Hearing, Zoning Ordinance 2022-11 Amending Section 22.15(3) Detached accessory buildings;

- X. Adjourn** at 10:05 p.m. per President Lotts.

Prepared By: Ardith Story,
Municipal Clerk-Treasurer