

**reVILLAGE OF NEW AUBURN  
MEETING MINUTES  
Regular Board Meeting on  
Thursday, January 12, 2023 at 7:00 p.m.**

The Village of New Auburn held a Regular Board Meeting at the New Auburn Village Hall, 130 E. Elm St., New Auburn on Thursday, January 12, 2023 at 7:00 p.m. to:

**I. CALL TO ORDER, Roll Call, Pledge of Allegiance**

Call to Order at 7:00 p.m. Answering Roll Call were: President Brad Lotts, Trustees Allan Anderson, Dalton Hinke, Shannon Berg. Absent: Gary Pitts [arrived at 7:09 pm] Staff present was: Clerk Story; PW Moos; PW Bohl. Guests present: Justin Olson, General Code; Chris Gierhart, Weld, Riley; and Sergeant Clark, Chippewa County Sheriff's Dept, and Joe Atwood, Building Inspector. Others Present: Verlyn Motzer

**II. PUBLIC COMMENTS** – President Lotts requested if any Comments. *None approached.*

**III. CONSENT AGENDA**

1. Meeting Minutes;
2. Treasurer's Reports: Nov-22, Dec-22;
3. Payment Approval Report 12/09/22-1/12/22;
4. V-Plow for Blue Ford Truck [Budgeted Item];
5. Lampert Lumber Quote of Cabinets for Hall [Budgeted Item];
6. 2023 Ehlers Annual Disclosure;
7. Merchant Capture Device from Security Bank for Check Deposits;
8. Records Destruction as 1/12/23 Report Lists;
9. Annual Waste Sanitation Permits: Waste Management; Republic Services; Swift Sanitation; and Right-of-Way Rolloff;
10. Verizon Phone for Village Administrator;

Clerk Story noted that all items were in the agenda packet and asked if the board members had any questions on the consent agenda items.

Motion by Trustee Berg/Hinke to approve minus #8: Records Destruction as not yet completed per Clerk Story. All aye. None opposed. Motion carried.

**IV. DEPARTMENT REPORTS OF EMPLOYEES/OFFICERS/COMMITTEES**

1. Public Safety Report: Sgt. Clark reported on the December report. They responded to 21 total calls consisting of: 1 assault, 1 assist law, 2 check persons, 1 check vehicle, 1 child abuse/neglect, 2 municipal ordinance violations, 1 crash/drivers report, 1 crash no injury, 1 death, 1 domestic disturbance, 1 drug incident, 1 fraud, 2 mental health, 1 traffic complaint, 2 OWI, and 2 vehicle assist.
2. Building Inspector Report: 2022 permits were reviewed by Joe Atwood. He will provide a list of total improvements at next regular board meeting.
3. Public Works Report: PW Bohl and PW Moos reported on a quote for the grasshopper seat replacement, the total cost of the V-plow installed was less than budgeted at 10,970. [citizen Verlyn Motzer asked why we needed a V-plow and Trustee Gary Pitts responded with we are replacing the dump truck]. Discussion of the effluent force main break along county highway aa, another joint leaked, this is the third one in a year. Samples have been taken, notices posted, quotes being obtained for the repair of the leak and SSO has been completed. Discussion of the required safety gas meter tester and the need for a new one, repair or replace was discussed, it is necessary and required to test for gas in confined spaces prior to entry. Discussion of notification of salt costs increasing, at a rate of five times higher than last year. The salt storage inspection is scheduled in February. The monitoring well materials were quoted. The budgeted tractor wing was quoted with Baraboo Implement in Rice Lake. Well #1 is shut down temporarily due to the pump for chemicals not working, running Well #2 only.

Consensus of the board to replace and approved the purchase of a new gas meter tester at a cost of \$772.32.

Motion by Trustee Pitts/Anderson to approve the air ride seat for the Grasshopper mower in the amount

of \$1,102.50. All aye. None opposed. Motion carried.

Consensus of the board for Ardith to obtain quotes for the forcemain with CBS.

4. Clerk-Treasurer Report;

1) For the recodification process and obtaining quotes, General Code was contacted along with MuniCode. General Code presented today for a presentation to the Board as well as a proposal for codification services. 2) Worked with the DOT in obtaining some lost Transportation Aids due to the Olson annexation in 2011, received those back now in the amount of \$5,895.08; 3) the pine tree at CTH M and CTH SS will be cut down by the railroad as that's their ROW; 4) auto pay for utilities is now set up – water/sewer customers can set up auto pay with Allpaid online – it is all confidential and it is set up directly with the customers and Allpaid and the village does not have access to that information – we only get notification of the payment; 5) working on W-2's and payroll year end; 6) Nov and Dec treasurer's reports were reviewed; 6) received the mandatory injury and illness reporting to file; 7) a review of the January settlement of taxes [for taxes received thru December 31, 2022] Barron County: Total Received: \$6,929.71 Chippewa County: Total Received \$100,562.38 Checks were issued to the Chippewa Co Treasurer [\$12,080.12], Barron Co Treasurer [\$1,695.36] CVTC [\$3,127.48], and School District of New Auburn [\$37,085.35]. 8) A quote from Lampert Lumber for the cabinets was previously reviewed with the board and approved on the consent agenda. The cabinets will allow us to rent out the conference area of the village hall so people can have a place for crock pots and etc while having their small family gatherings, baby showers, birthday party, etc. and will be available year-round since we don't have a community center. 9) The open records request of tax records is completed and met with the requestor and reviewed the records. 10) Chippewa Co would like the addressing along Old Highway 53 / CTH SS to be more unified, currently there are five different forms of addresses along that highway. I will be working with the USPS postmaster and Chippewa County to clean those up. 11) We do not have a utility easement at the Durand hydrant off of CTH AA. An agreement was drafted but Bruce Durand declined to sign it at this time. 12) The WWTP project has found that a new code with electrical service requiring the valve building to be on a separate ground will be a change order of \$2,000 with the CWF / WWTP project. 13) During the application process for the PSC direct charge the PSC pointed out that in 2020 the seven properties that are in the Town of Dovre should have ended the additional 25% charge on the water service and previous administration did not change that so current staff will have to review records to issue refunds from October 2, 2020. Notices will be going out to current and previous property owners for those seven services. 14) A review of each project that is lined up from now thru 2025 was reviewed with the board. 15) A review of the 2023 CWF Sewer lining project including advertising, and bidding schedule was reviewed with the board. 16) The North Street project has qualified for the extended CDBG grant up to \$1 million, it is a 1 to 3 grant meaning the grant pays 2/3 and the village would pay 1/3. We can piggyback another grant on this project as well. A DNR loan would be obtained for the 1/3; however, Town of Dovre has a portion of the road and an agreement is being worked out between the village and Dovre currently. The deadline for the grant application is May 1<sup>st</sup>.

**V. UNFINISHED BUSINESS**

1. None;

**VI. NEW BUSINESS**

1. Discussion and Presentation of Open Meetings by Attorney Chris Gierhart;  
A presentation and review for newer board members and update as a refresher that legal offers annually discussing parliamentary procedures and open meeting laws.
2. Review of Water/Sewer Discounts Legal Opinion by Attorney Chris Gierhart;  
A review of legal's opinion on the sewer discounts was read to the Board which stated: *"My opinion remains that reducing the amounts due to some but not others would be a violation of the equal protection clause of the Wisconsin and United States Constitutions. The Village's rate design is in place and changing the amounts to be paid to some but not others is a clear violation. I could not locate any specific authority for the Village to reduce the bills for only certain residents. The only way for the Village to reduce rates would be to do a system wide rate reduction, which has its own issues as the sewer system obviously needs to remain solvent."*

3. Consider/Act on Community Development Block Grant Application to Approve Application Agreement and Engineering Agreement for Plans and Specifications and Authorize Completing Same for the North Street Project;

Legal reviewed the contract with CBS and did not foresee any issues; however, CBS should be contacted to assure their approval.

Motion by Trustees Berg/Pitts to approve North Street Engineering Agreement with Morgan and Parmley and CDBG Application Agreement with Cooper Engineering pending the permission from CBS Squared. Roll call: President Lotts – aye; Trustees Anderson – aye; Pitts – aye; Hinke – aye; Berg – aye. 5-0. Motion carried.

4. Consider/Act on Abandonment of Alleyway(s) between Old Hwy 53/SS and Central St.;  
No action and no future action planned.
5. Consider/Act on Resolution 2023-01 Snowfall and Plow Route;  
Motion by Trustees Berg/Pitts to approve Resolution 2023-01 Snowfall and Plow Route as presented. All aye. None opposed. Motion carried.
6. Discussion and Possible Consider/Act on Utility Credit Card Fees Paid by Muni;  
Motion by Trustees Berg/Hinke to approve the New Auburn Utility to pay for the water/sewer utility credit card processing fees with Allpaid, to be reviewed annually. All aye. None opposed. Motion carried.
7. Consider/Act on a Part-Time Utility Clerk position 15-20 hours per week;  
Motion by Trustees Berg/Hinke to post for a Utility Clerk from 15-20 hours as part-time, no benefits. All aye. None opposed. Motion carried.
8. Consider/Act on Public Works Employees Review of Performance and/or Job Description and Review of Employees Vacation Time;  
Motion by Trustees Berg/Pitts to move into closed session at 10:01 p.m. Roll call: Trustee Anderson – aye; Pitts – aye; Hinke – aye; Berg – aye; President Lotts – aye. 5-0. Motion carried.  
Motion by Trustees Berg/Hinke to reconvene into open session at 10:30 p.m.

*\*Proposed closed session pursuant to WI Statute 19.85(1)(c) to consider employment promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically, to review administration office matters.*

**VII. Future Meetings**

**IX. Adjourn** at 10:30 p.m.

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

Prepared by Ardith Story, Clerk-Treasurer