

**VILLAGE OF NEW AUBURN
REGULAR BOARD MEETING MINUTES
Thursday, March 14, 2024 at 5:00 p.m.**

The Village of New Auburn held a Regular Board Meeting at Village Hall, 130 E. Elm St., New Auburn to:

- I. **CALL TO ORDER** at 5:00 p.m. by Village President Shannon Berg.
- II. **Roll Call** Answering roll were Village President (VP) Shannon Berg, Trustees Gary Pitts, Allan Anderson, and Brad Lotts. All present. Staff present were: Administrator Clerk-Treasurer Ardith Story, Clerk-Treasurer Bradley Hanson, Public Works (PW) Joe Koterak and Garrett Larson. Guests present: Village Attorney (VA) Chris Gierhart, Weld/Riley; Sgt. Nick _____, Chippewa County Sheriff's Dept; Brady Bischel; _____ and ___ (car dealership); Larry Gotham, Morgan & Parmley, Ltd.; Jon Strand and Bernie Lenz, CBS Squared;
- III. **Pledge of Allegiance**
- IV. **PUBLIC COMMENTS:** None
- V. **CONSENT AGENDA.** Motion by Lotts to approve items 1 through 10 with items 11 and 12 removed to be considered later during the meeting, and seconded by Pitts. Motion carried.
 1. Correspondence;
 2. ~~Meeting Minutes;~~
 3. Treasurer's Reports;
 4. Resignation of Trustee Dalton Hink;
 5. Appointment of Shannon Berg to Park Committee Vacancy;
 6. Appointment of Brad Lotts to Plan Commission Vacancy;
 7. Eco-Tree Chipping Services Rates for 2024 and 2024 Chipping Schedule;
 8. PW Hours to be Scheduled as Mon-Thurs 7 AM – 4:30 PM and Fri 7 AM – 11 AM;
 9. Resignation of Marie Dachel as Chief Election Inspector and Appointment of Peggy Stanford as Chief Election Inspector for the 2024 Elections;
 10. Written Reimbursement Agreement Regarding CDL-B Class and Training for Public Works Employee Joseph Koterak;
 11. ~~Resolution 2024-09 Project 5218-11 Replace Force Main from WWTP to Seepage Cells;~~
 12. ~~Resolution 2024-10 Wellhouse Equipment Upgrades;~~
- VI. **DEPARTMENT REPORTS OF EMPLOYEES/OFFICERS/COMMITTEES**
 1. Public Safety Report: Chippewa County Sheriff's Office (SO) Sergeant ___ reported on the month of February 2024. The SO responded to 5 incidents consisting of ___21 business/citizen contacts, 1 traffic citation, 6 traffic warnings, 63 building checks, 72.5 (billable) hours within Village limits, 7.5 hours outside Village (non-billable), 18 shifts worked in the Village, 6 incidents outside contracted hours, 178 billable hours to date.
 2. Building Inspector Report: In absence of Building Inspector Joe Atwood, Administrator Story read Joe's report.
 3. Public Works Report: PW Koterak read the PW report with influent/effluent intake/discharge. No snow and some ice between _____ where sanding was required. Precipitation had _____" of rain and trace amounts of snow.
 4. Clerk-Treasurer Report: January settlement reports for December tax payments have been completed and checks to CVTC, Northwood, New Auburn School District, Barron County and Chippewa County have been cut; the audit is scheduled for the week of February 12th; I've been in contact with EcoStat, the company hired to complete the study on the bio fuel; a lot in town is selling and looking at a possibility of a manufacturing home to be installed; working with a gentleman helping him find a place for an auto

car dealership; a complete financial breakdown of all the accounts was provided in the board members packets including checking/savings/long-term investments and even with the updates to the hall and buildings, the maintenance items that have been serviced we are steadily growing our reserves and resources; tax season is in full force as well as quarterly and year-end financials;

VII. UNFINISHED BUSINESS

1. None;

VIII. NEW BUSINESS

1. Consider/Act on CBS Squared [CWF] Notice of Award for Undersized Mains Project in the amount of \$868,000 to McCabe Construction, Inc. -
2. Consider/Act on CBS Squared [SDWLP] to Begin Design on Water Improvement System Needs for Well House #1 and #2 SCADA and Chemical Feed Pumps – Motion by Pitts and seconded by Anderson. Motion carried.
3. Consider/Act on CBS Squared [CWF] to Begin Design on WWTP Effluent Gravity Forcemain – Motion by Anderson and seconded by Lotts. Motion carried.
4. Consider/Act on CBS Squared to Implement Design Work for Village Park Fundraising – Motion by Lotts and seconded by Pitts. Motion carried.
5. Discussion, Possible Consider/Act on Review of Projects Including WWTP Status, Monitoring Wells Status; and North Street Status and Financial Update Including CDBG Application –
6. Consider/Act on Plan Commission’s Recommendation for Approval of an Auto Dealership Located at 146 W Main Street;
7. Consider/Act on Application for Well Operation and Septic Tank Permit and Driveway Permit by Thomas Bischel, 330 Mathias St. – VP Berg postponed the decision to a later date to allow incoming Village Clerk-Treasurer Hanson, Gierhart and Atwood to collect better data prior to the Board’s approval.
8. Consider/Act on Kennel License for Catherine Evitch, 206 S East St. – No Kennel License application was received and therefore the Board took no action.
9. Consider/Act on Parking Complaint on W Dell Street – Previous Agreement Between Prior and Village for Semi Parking on Dead End Street – Motion by VP Berg and seconded by Pitts to rescind the Board’s previous decision from August 19, 2021 to allow commercial vehicles/semi-truck parking on the dead-end street of W Dell St. Motion carried.
10. Consider/Act on Relisting Village Lots for Sale with Real Estate Company Parcel # 23110-0131-60470101 and Parcel # 23110-0131-60470114 on S East St, both lots 0.2 acres and approximately 66-ft x 130-ft – Motion by Lotts and seconded by Pitts to re-list the properties with a professional realtor. Motion carried.
11. Discussion/Consider/Act on Direct Annexation Status/Process on North Street – CT Hanson and Board Member requested the Board to give one last attempt to retrieve the remaining signatures. VP Berg postponed this agenda item until a later date.
12. Consider/Act on Deputy Clerk-Treasurer Position Hours, Wages, Duties, Job Description and Posting of Open Position – Motion by Pitts and seconded by Anderson to advertise for a Deputy Clerk-Treasurer position at \$19.00 per hour, full-time hours, with full benefits. Motion carried.
13. Consider/Act on Deposit Accounts and Line of Credit with Dairy State Bank – No action taken.
14. Future Meetings. Established a Special Meeting for Wednesday, March 27, 2024 at 5:00 p.m. to discuss mostly personnel items and the postponed items from today’s meeting.
15. Resolution 2024-09 Project 5218-11 Replace Force Main from WWTP to Seepage Cells – Motion by Anderson and seconded by Pitts. Motion carried.
16. Resolution 2024-10 Wellhouse Equipment Upgrades – Motion by Pitts and seconded by Anderson. Motion carried.

IX. Adjourn at 6:07 p.m.

Motion by Pitts and seconded by Lotts to adjourn. Motion carried.

Prepared by: Bradley J Hanson and Ardith Story,
Incoming Municipal Clerk-Treasurer & Outgoing Village Administrator-Clerk- Treasurer

DRAFT