

# VILLAGE OF NEW AUBURN

## Village Board Regular Meeting Minutes

Thursday, June 13, 2024

The Village of New Auburn Village Board held their Regular Board Meeting at the New Auburn Village Hall, 130 E. Elm St., New Auburn, WI 54757.

- I. **CALL TO ORDER.** At 5:00 p.m. Village President (VP) Shannon Berg called the meeting to order.
- II. **Roll Call.** Board Members in attendance were Paul Blodgett, Gary Pitts, and Brad Lotts. Absent was Allan Anderson. Staff in attendance were Village Administrator-Clerk-Treasurer (VACT) Bradley Hanson, Deputy Clerk-Treasurer (DCT) Teresa Dachel, Chippewa County (ChipCo) Sheriff's Office Sergeant (Sgt) Andrew Clark, and New Auburn Area Fire Department (NAAFD) Fire Chief (FC) Tom Bischel. Public in attendance were Brady Bischel, Game and Fish Club (GFC) Representative Steve Anderson, Security Bank Representative Inez North, and Clifton-Larson-Allen (CLA) Auditor Dan Carlson.
- III. **Pledge of Allegiance.**
- IV. **PUBLIC COMMENTS.** There were no public comments.
- V. **CONSENT AGENDA.** Motion by Lotts and seconded by Pitts to approve with VP Berg abstaining due to a conflict of interest. Motion carried.
  1. Correspondence and Complaints Received. Village received a thank you from the Veterans for use of Village Hall for their meetings.
  2. Board Meeting Minutes: Regular Board Meeting on Thursday, May 9, 2024
  3. Accept Committee and Commission Reports:
    - a. *Park Committee Meeting from Wednesday, May 15, 2024.* VACT Hanson advised the Board on the Park Committee's recommendation for the purchase of automatic locks for the Village Park bathrooms and included software, with the adoption of the report, would be the Board's approval for that purchase.
    - b. *Park Committee Meeting from Wednesday, May 29, 2024.*
    - c. *Board of Review meeting from Wednesday, May 30, 2024.*
    - d. *Board of Appeals meeting from Tuesday, June 11, 2024.*
  4. Treasurer's Report.
    - a. *Lead Jointed Watermain Replacement (Elm & Spruce Streets) McCabe Payment Request #1.*
    - b. *Invoices and checks reviewed with DCT Dachel.*
  5. Liquor and Cigarette Licensing and Liquor Operator Licenses.
    - a. *Retail Liquor Licenses:* Dollar General (DG), Quarthouse (QH), and Bridge Stop (BP).
    - b. *Cigarette Licenses:* DG and BP.
    - c. *Picnic Licenses:* FGC in cooperation with the Park Committee for the Pavilion at the Village Park on June 22, 2024 and FGC for the Jamboree fest for the Village Park for July 26, 27, and 28.
    - d. *Operator Licenses:* Steve Anderson – Fish & Game Club (FGC), Morgan Berg (QH), Kathy Evenson (BP), Ashley S. A. Jarvinen-Pitts (FGC), Danniell Jarvinen-Pitts (FGC), Phil Fedie (FG), Marcus Hom (DG), Veronica LaGesse (DG), Shelby Lotts (BP), Corey Miller (BP), Loryn Osgood (BP), Alex Puczynski (BP), Lena Rogatzki (DG), Susan Trowbridge (BP)

6. Street Permits for:
  - a. *Park Committee Tractor Pull on 100-200 block of Park St and waive costs request.*
  - b. *Jamboree Days 100 Block E Main St Closure and waive costs request.*
7. Fireworks Permit for Debbie Knight at 146 E North St.

#### VI. DEPARTMENT REPORTS.

1. Public Safety. Chip Co Sgt Clark provided his monthly update to the Board.
2. Building Inspector. Building Inspector Joe Atwood was absent, but his report was provided to the Board prior to the meeting. In addition, it was reported that the house for 533 N East St has been delivered.
3. Fire Department. No report given.
4. Administrator-Clerk-Treasurer & Public Works. VACT Hanson had no update available. DCT Dachel discussed with the Board about having a list of expenses instead of physical invoices, which the Board agreed to.

#### VII. UNFINISHED BUSINESS.

1. 2023 Village Annual Audit presented by Clifton-Larson-Allen (CLA) Accounting. Motion by Lotts and seconded by Pitts to approve. Motion carried.
2. Citizens Connect agreement renewal regarding use of their lot for snow clearing purposes in exchange for clearing of the same lots' somatic transportation (sidewalks). VACT Hanson acknowledged the yearly agreement with the addition of an automatic annual renewal unless one notifies the other of their intent to discontinue, thereby, saving the Board from this annual agenda item. Motion by Pitts and seconded by Lotts to approve. Motion carried.
3. Elm and Spruce St (project 5202-10) update:
  - a. *Project progress and iterim loan process with Wisconsin Department of Natural Resources (WDNR) Safe Drinking Water Fund Program.* VACT Hanson informed the Board of Wisconsin's Department of Natural Resources requiring the Village to take 100% of the financing in one draw since it is an interim loan. Until this loan is repaid, the Village will be paying interest, with the hopes for all closing funds to occur by the middle of September and WDNR's closing end of July or the beginning of August. Information only, no action taken.
  - b. *Resolution 2024 – 12 Resolution Authorizing the Borrowing of \$900,729.00; Providing for the Issuance and Sale of a General Obligation Promissary Note Therefor; and Levying a Tax in Connection Therewith. [Interim Loan].* Motion by Pitts and seconded by Blodgett to approve. Motion carried.
  - c. *Options for Safe Drinking Water Fund Program financing reduction and to refinance interim loan with Ehlers, Inc.* The Village's Financial Advisor Sean Lentz with Ehlers, Inc. reviewed the Village's financial capabilities and future expenses with potential funding mechanisms.
  - d. *Option to correct drainage ditch at 214 S East St due to issue with cleaning of new water line.* VACT Hanson described the overflow situation that occurred at the property during construction water testing. Current contractor, McCabe and WDNR Project Number 5202-10, advised it would cost an additional \$900 to retore the stormwater drainage ditch in order to serve is purpose better. Motion by Pitts and seconded by Lotts to approve with VP Berg abstaining due to a conflict of interest. Motion carried.
  - e. *Option to use "202" N East St (300 block ~~E-Elm~~ Paul St) for fill and possibly use for residential.* VACT Hanson advised the Board on the potential fill from the current construction project on E Elm and N Spruce St possibly saving or breaking even with the construction costs with local use of land.

However, due to the proximity of the drainage ditch from E Elm St it would have to be engineered for the appropriate drainage at the cost of approximately \$4,000.00. Motion by Pitts and seconded by Lotts to approve. Motion carried.

- f. *Option to use Village right-of-way (ROW) on Elm St on the property located at 115 N East St for fill to use as a wider shoulder and possible future sidewalk and provide property owner with better slope for maintenance improvement.* VACT Hanson addressed a resident's concerns with slope of roadway and maintenance into their property. McCabe could also use as minor fill spot adding about 7' shoulder with gradual slope down with and if the property owner agrees. Could use new shoulder for future sidewalk and would be only logical place for such due to deeper grade and drop to the north of E Elm St, but it also ensures a safer street making it wider. Motion by VP Berg and seconded by Lotts to approve. Motion carried.
4. May St project update:
  - a. *Trowbridge update & road condition with complaints.* VACT Hanson detailed daily complaints and concerns with May St construction.
  - ~~b. Resolution to accept developers utility improvements~~
  - c. *2021 preliminary construction plans to pickup and complete for construction award and additional funding request.* VACT Hanson reminded the Board of the Tax Incremental Financing District funding set aside by previous Board action. He recommends talking with the current developer and take over the road construction now that all utilities are finished for underneath the roadway. According to the Village's Engineering firm, CBS Squared, Engineer Tyler Hastings the project should just be under the funds set aside. Although, he suggested we secure an additional \$50,000.00 for any contingency, which if not needed the Village could use for other stormwater improvements and or small road work. Motion by VP Berg and seconded by Lotts to approve as described by VACT Hanson. Motion carried.
5. Wastewater Treatment Plant mower acquisition. Public Works staff drove a demo Ventrac mower with dual wheels and believe it would mow all of the difficult sites without concern instead of a second Grasshopper and the change has been approved by WDNR if so decided. Motion by Lotts and seconded by Pitts to approve. Motion carried.
6. Finance Policy. Motion by VP Berg and seconded by Pitts to approve with changes. Motion carried.
7. Possibly eliminate Finance Committee. Motion by Pitts and seconded by Lotts to approve. Motion carried.

#### VIII. NEW BUSINESS.

1. Village land possible liquidation and/or swap update and survey and immediate use of one lot. VACT Hanson advised the potential swap is no longer under consideration, but the property owner would sell a portion of the land where the Village's Wastewater Lift Station is located, the Village Park drainage creek, and a 66 foot wide right-of-way for a potential new road to the east that leads to the former Village Wastewater Treatment Plant (WWTP). He further advised of multiple lots that need to ensure of their property markers to be used as potential residential lots or future Village use. Motion by Pitts and seconded by Blodgett to approve with VP Berg abstaining due to a conflict of interest.
2. 326 N Spruce property adjustment. VACT Hanson advised that the southern property line is approximately one and a half feet from its neighboring property's garage. It was CBS Squared Engineer Patrick O'Leary and I professional opinions to sell a three foot strip for a dollar (\$1.00) to the adjacent property owner to be able to appropriately maintain his property without creating potential

neighborly issues. Motion by VP Berg and seconded by Blodgett to approve with Lotts abstaining due to a conflict of interest.

3. 326 N Spruce potential housing development ideasnt. VACT Hanson provided samples for potential housing development on 326 N Spruce St of only a shell with windows, doors, and exterior completed to be delivered on the decided upon foundation. The other was a number of housing potential plans using shipping containers. Hanson still has to research a stick build shell of a house and the potential moving of a house as we are waiting on a decision on the latter for funding. A concensus from the Board liked one of the final potential houses to use shipping containers.
4. Board of Appeals variance decision for 106 W Pine St. Variance was granted. No action taken.
5. Curbside collection alternative to individual collection contracts. VP Berg advised she was against going cubside collection. VACT Hanson described the possibility of using a “monopoly” hauler for curbside collection. This has many benefits, which include, but are not limited to, less heavy trucks on Village roads with one collection day (two with recycling), ease of recycling reporting to the state, lower cost to residents, and it can be included with Village Utility bill.
6. Elections Emergency Plan. Provided to the Board for review with potential July approval. No action taken.
7. Personnel Handbook revision with pay schedule. Motion by Pitts and seconded by Lotts to approve. Motion carried.
8. Request for “immediate” minutes to be posted on Village’s website. No action taken.
9. Somatic Transportation (sidewalks, paths) Master Plan – including Safe Routes to Schools and possible partnership with New Auburn School District, and West Central Wisconsin Regional Planning Commission (WCWRPC) received funding. Consensus to have WCWRPC present their proposal to complete the decided upon somatic transportation plan for the 2025 Budget Year.
10. Recess into Closed Session per WI Statute §19.85(1)(c) for the following purposes: “[c]onsidering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, to wit: three-month orientation period review for Village Administrator-Clerk-Treasurer. At 7:25 p.m. motion by VP Berg and seconded by Lotts to enter into closed session. Motion carried. Those in the Closed Session were all Board Members in attendance, VACT Hanson, and DCT Dachel.
11. Reconvene into open session. At 7:52 p.m. motion by Berg and seconded by Lotts to reconvene in Open Session. Motion carried.
12. Closed session items: Village Administrator-Clerk-Treasurer’s three-month orientation period review and compensation of their status. Motion by Lotts and seconded by Pitts to provide VACT Hanson with \$6,000.00 lump sum with a February 2025 payroll and continue that pay rate through the 2025 – 2026 year for him. Motion carried.
13. Future Meetings – Next Regular Board Meeting is Thursday, July 11, 2024.

**IX. Adjourn.** At 8:05 p.m. motion by Berg and seconded by Lotts to adjourn. Motion carried.

Signed: \_\_\_\_\_

Bradley J Hanson, Village Administrator-Clerk-Treasurer