

VILLAGE OF NEW AUBURN

Village Board Regular Meeting Minutes Thursday, September 12, 2024 at 5:00 p.m.

The Village of New Auburn Village Board met for 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) Berg called the meeting to order.
- II. **Roll Call.** Trustees in attendance were Gary Pitts, Brad Lotts, and Allan Anderson, and absent was Paul Blodgett.
Public in attendance were Leonard Boehm and Lennie Shier.
Staff in attendance were Village Administrator-Clerk-Deputy Treasurer (VACDT) Bradley Hanson, Village Treasurer-Deputy Clerk (VTDC) Teresa Dachel, Building Inspector (BI) Joe Atwood, Chippewa County Sheriff's Office (CCSO) Sergeant Andrew Clark. Village retained consultants Morgan and Parmley (MP) Engineers Zech Gotham and Larry Gotham, and CBS Squared (CBS2) Engineer Tyler Hastings.
- III. **Pledge of Allegiance.**
- IV. **PUBLIC COMMENTS.** Boehm requested to be on the agenda Board meeting start time, deduct meters, and extend brush pickup for one more additional month. Resident Shier aired complaints from his personal perspective and other residents that have told him about them which included, but was not limited to: brush cleanup, hours of operation, deduct meters, brush dump open 24 hours without key access needed, emphasized no disc golf course.
- V. **CONSENT AGENDA.** Motion by Anderson and seconded by Lotts to approve with Item number 5 removed from the consent agenda. VACDT Hanson provided details on the consent agenda as indicated with each item. Motion carried.
 1. Correspondence and Complaints Received. One complaint received on the form provided regarding a barking dog, it was verbally brought to VACDT attention one time previously and he was advised at that time the complaint had to be reported to the CCSO, nothing could be done from the staff level. Staff does not have the authority to enforce the law.
 2. Board Meeting Minutes for:
 - a. *Regular Board Meeting on Thursday, August 8, 2024.*
 - b. *Special Board Meeting on Wednesday, August 28, 2024.*
 3. Accept Committee and Commission Reports.
 - a. *Park Committee Meeting from August 20, 2024.*
 4. Treasurer's Report.
 - a. *Phase 3 Sewer Lining (Spruce Streets Project # 5218-10) National Rod Payment Request.*
 - b. *Invoices and checks reviewed with Treasurer-Deputy Clerk Teresa Dachel.*
 5. ~~Adopt the Chippewa County Certified Survey Map 220 S East St and Chippewa County Parcel 23110 0124-62270L31D to be merged and divided into four lots to be signed by the Village represented by Board Trustee Brad Lotts and Village Administrator Clerk Deputy Treasurer Bradley Hanson and property owners Tom Berg and McKinze Berg and then filed at the Chippewa County Register of Deeds.~~
 6. Resolutions for adoption:

- a. *Resolution 2024 – 21 Resolution of the Village of New Auburn Board of Trustees Approving the Transfer of Tax Incremental Financing District (TID) 1 Approved for May Street Construction to Transfer to the General Fund Streets.*
- b. *Resolution 2024 – 22 to Wastewater (Sewer) Service Fees Consumption Rate Amended.*
7. Elm & Spruce Street Lead Line & Undersized Water Services Pipe Replacement Construction: These items have been previously approved by the Board for financing current project on Elm and Spruce Streets project [5202-10] and the Wastewater Lining project [5218-10] and are required to officially close on these loans to pay for the work already completed or near completion.
 - a. *Approve Quarles and Brady's Attorney's Engagement Agreements for:*
 1. Proposed Issuance of \$131,323 Village of New Auburn (the "Village") Sewerage System Revenue Bonds, Series 2024 (Clean Water Fund Loan). [5218 – 10].
 2. Proposed Issuance of \$495,843 Village of New Auburn (the "Village") Water System Revenue Bonds, Series 2024 (Safe Drinking Water Loan). [5202 – 10].
 - b. *Approve Quarles and Brady's Revenue Bond Issues with the Wisconsin Department of Natural Resources:*
 1. Resolution 2024 – 23 a Resolution Authorizing the Issuance and Sale of Up to \$131,323 Sewerage System Revenue Bonds, Series 2024, and Providing for Other Details and Covenants with Respect Thereto.
 2. Resolution 2024 – 24 a Resolution Authorizing the Issuance and Sale of up to \$495,843 Water System Revenue Bonds, Series 2024, and Providing for Other Details and Covenants with Respect Thereto.
 - c. *Approve the Wisconsin Department of Natural Resources Financial Assistance Agreements and appropriate signatures necessary to complete the closing:*
 1. Clean Water Fund Program [5218-10] Relining Sewers on Spruce, Elm, East, and North Streets.
 2. Safe Drinking Water Fund Program [5202-10] Replace Watermain on Elm Street and Spruce Streets.
8. Liquor Operator Licenses:
 - a. *Andrea Conoboy with Bridge Stop (BP).*
 - b. *Angie Giesler with BP.*
 - c. *Kyla Nelson with Quarthouse and New Auburn Cheese Company.*
5. Adopt the Chippewa County Certified Survey Map 220 S East St and Chippewa County Parcel 23110-0124-6227OL31D to be merged and divided into four lots to be signed by the Village represented by Board Trustee Brad Lotts and Village Administrator-Clerk-Deputy Treasurer Bradley Hanson and property owners Tom Berg and McKinze Berg and then filed at the Chippewa County Register of Deeds. Motion by Lotts and seconded by Pitts to approve. Motion carried with Berg abstaining.

VI. DEPARTMENT REPORTS.

1. Public Safety. Sgt. Clark presented his monthly report and advised the Board about the barking dog receiving only one call since 2019.
2. Building Inspector. BI Atwood presented his monthly report for building permits and zoning violations.
3. Fire Department & Quarterly Report.
 - a. *Board of Commissioners Quarterly Meeting July 18, 2024.*
 - b. *Board of Commissioners Special Meeting August 22, 2024.*
4. Administrator-Clerk-Deputy Treasurer & Public Works. Flags in Village Park are for the Wetland Delineation for use as a fill site for North St, an orange Camaro was reported to have driven through the park and staff reviewed and camera footage for the night and noticed immediately the angle was not able to view the possible infraction. VACDT Hanson met with CC Highway Deputy Commissioner regarding several Village concerns, to address Capital Improvement Projects (CIP) and attempt to work together to potentially save the Village financial commitments. Reconciliations have been completed for August and all funds balance. Elections are around the corner and the dates are set, November 5, 2024 is the National General Election with absentee voting ballots being mailed out no later than September 19 for voters with a valid absentee registration and October 22 people can begin to vote in Village Hall.

VII. UNFINISHED BUSINESS.

1. North Street project updates:

- a. *Morgan & Parmley updated engineering costs for 2025 North St project.* MP L. Gotham explained the need for an increase in Engineering Fees. Motion by Pitts and seconded by Lotts to approve. Motion carried.
- b. *Sidewalk installation status.* MP Z. Gotham provided historical data regarding the discussions of North St sidewalk, however, the Board at that time never approved a sidewalk install. No action taken.
- c. *30' curb and gutter install on the northside of E North St at intersection of N Spruce St for future growth.* Motion by Lotts and seconded by Pitts to approve. Motion carried. Motion by Lotts and seconded by Berg to extend utilities at the east end of the project on North St towards the potential of Orange St completion east bound from N East St. Motion carried.
- d. *American with Disabilities Act (ADA) compliant intersection ramps for future development potential on the northeast, northwest and southeast corners at the intersection of E North and N Spruce Streets.* Resident Shier advised he was against all sidewalks and further advised so was resident John Halberg. This item was postponed until the October 10, 2024 Board meeting.
- e. *Consideration of utility extension for possible future expansion to the 400 block of N Spruce St.* No action.
- f. *Reconsider alley vacating between 123 W North St and 337 N Central St as decided at the August 8, 2024 Regular Meeting due to stormwater drain installation.* Motion by Lotts and seconded by Anderson to reconsider alley vacating. Motion carried.
- g. *Alley between 123 W North St and 337 N Central St install or remediation after construction.* VACDT Hanson advised that due to the installation of the stormwater catch basin, instead of filling and reseeding the area under remediation portion of the contract, it may cost about the same to put an alley in – which could positively impact two existing commercial properties and potentially a third if the building at 324 N CH SS (Old Highway 53) is saved as the current owner is attempting to do. Motion by Lotts and seconded by Pitts to approve the installation of an alley instead of soil and grass remediation. Motion carried.
- h. *Anticipated Construction Schedule.* MP engineers discussed the potential schedule suggestion for this project.

2. Utility Services considerations.

Consensus of the Board was to continue to research and bring back to the Board for consideration. VACDT Hanson provided the below details verbally and in a hand-out for public in attendance.

- a. *Water Utility Services with private property water wells concerns and options, if available.* Chapter 14 “Public Work Infrastructure”, Section 14 “Well Abandonment and Permit Ordinance”, Paragraph (4) “Well Abandonment Required” and Paragraph (5) “Well Operation Permit”. No action.
- b. *Wastewater Utility Services deduct meter implementation, costs and how to reduce consumption.* VACDT Hanson advised that ultimately allowing individuals to acquire a deduct meter could increase the overall rates usage rates. Having worked in communities with deduct meters it is a drain of personnel resources. The reasons we need to consider some requirements is due to people who had no risk, leaving them out over winter, dropping them, and just having little care on how the meter was handled when it was a net zero sum to them. Adding a deduct meter may require an ordinance up date as well. This should only be allowed with Residential customers and something else should be considered for Commercial properties. Having said all that, if the Board wants to consider a deduct meter here are some options with possible costs, you are the Board and you can decide what would be appropriate if you approve the use of a deduct meter, and these are only my suggestions:
 - Do nothing, or do not authorize any sort of a deduction. Least time consumption for Village, and start cost is nothing, but billing remains the same.

- Authorize Interior Deduct Meters only. These require a deduct meter with each external spicket to be installed with the Village supplying and owning the meter and the property owner responsible for any install costs and any potential water damage from leaking. Most expensive option for the property owner and Village, however, it is the least time consumption for Village staff as meters could possibly be radio read.
- Authorize Exterior Deduct Meters. This would be the middle expense in cost for the property owner and still a time consumption for Village staff.
 - Use refurbished meters, or old meters when replaced.
 - Property owners can purchase a deduct meter only from the Village for \$150.00 after they are recertified as accurate, they would own them, and the Village would know they work appropriately. If no refurbished and certified meters are available and the Village has to use a new meter, then the property will be required to pay the same amount as the Village plus \$50.00. Village staff will keep a list of deduct meters of the owner with their respective serial numbers.
 - If they would like to return them to the Village to discontinue usage or if they need to be repaired the Village would acquire them back for \$25.00 and refurbish/repair them again for the next user. The reasons behind the recertification, is that the Village does not know how each one has been handled by the previous owner.
 - A deduct meter can only be used for six months and only for water of outdoor plants, filling pools, and watering the grass. Annually the first report of usage shall be by the previous end of year calculations after the June reading. The first reported reading will be due by July 15, if it is not reported by that time there will be a lower deduction by 25%. The final report of usage shall be by 5:30 p.m. on October 15 with the meter brought in to Village Hall. No more credits will be issued for that year. If it is not reported by this day, or the following Monday if the Village Hall is not open on the 15th due to Holiday or personnel issues, then this will only be allowed at the next open regular business day. If still not brought and turned in, the deducted amount will not be allowed for that year, and the consumption for the following year will begin at the meter reading before the year begins.
 - Annually the deduct meter must be brought in by January 1 to be recertified as accurate at the expense of the owner plus an administrative fee. Once it is certified Village staff will verify the starting meter read and notify the owner that it is ready for their retrieval. The owner will then have one month from notification by regular mail to retrieve it or it will be resold with no compensation to the owner.
 - Only water ran through a deduct meter is eligible for deduction.
 - A deduct meter can only be resold back to the Village.
- Average Seasonal Usage. From October reading through March is used as the baseline and the rest of the year the high usage is used for deduction. This means that anything above this six-month high or average, would be considered outdoor usage and reduced from their meter charge. This is the most time consuming for Village staff and many issues to consider.
 - Extended family visitors are using more water and the usage will be not captured on the Wastewater treatment side.
 - Nothing stopping family or friends from visiting and doing their laundry in New Auburn and not capturing that extended usage.
 - No incentive for residents to fix leaking utilities, or shut off running spickets and faucets, since during the “summer” months they are not charged for the extra consumption.
 - This is the largest area of potential non-controllable or unknown abuse with consumption.

c. Wastewater Treatment Plant (WWP) Seepage Cell Inverted Siphon Replacement Project scheduling. CBS2 Hastings provided a schedule for this project in 2025 with a consensus from the Board.

3. Elm and Spruce St Project [5202-10] Undersized Water Main update. CBS2 Hastings provided information on the Spruce and Pine Streets curb radius concerns, and an updated schedule. No action.

VIII. NEW BUSINESS.

1. Add to Capital Improvement Plan Chippewa County Highway M bridge over US Highway 53 for 2027 completion by Wisconsin Department of Transportation (WDOT) to add shared use path (sidewalk) and commitment to project. VACDT Hanson advised that all staff are looking at ways to save Village dollars continuously and this was no different. If this is not done when it is scheduled in 2027, it will be another 40 years before this could be considered again. However, because of the timing of the original request to finding this answer from the Wisconsin Department of Transportation (WDOT), and concerns with costs that the Village at this time should not consider this option. Furthermore, we may be able to reconsider this at a later year, as like the Village's CIP, the State can change their date as well according to their funding availability. No action.
2. Approve Street Patch for Pine St and County Highway (CH) SS (Old Hwy 53) intersection. Public Works received two proposals for asphaltting two patch work jobs (1) 500 block of N East St, and (2) W Pine St at intersection with N CH SS to be completed by Chippewa County Highway Department. Property owner in the 500 block would like the Board to delay the decision until the October 10, 2024 meeting for his responsible patchwork. Motion by Berg and seconded by Lotts to approve only the W Pine St at intersection with N CH SS. Motion carried.
3. Possible change of time for Board meetings. Resident Boehm advised a later time may provide an opportunity for many residents to attend Board meetings and suggested the Board of Trustees consideration. Motion by Lotts and seconded by Pitts for Board meetings to begin at 6:00 p.m. going forward from this meeting. Motion carried.
4. Add another month of brush collection in October. VACDT Hanson advised Boehm had requested this to occur, and that it is such a small cost that he believed it could be done administratively and that no action is necessary. No action.
5. Future Board Meetings. There is a Special Board Meeting on 2025 for Curbside Collection and Centralized Dump Site at 6:00 p.m. on September 26, 2024 and the next Regular Board Meeting is at 6:00 p.m. on Thursday, October 10, 2024.

IX. **Adjourn.** At 6:47 p.m. motion by Pitts and seconded by Lotts to adjourn. Motion carried.

Signed: _____

Bradley J Hanson, Village Administrator-Clerk-Deputy Treasurer