

## VILLAGE OF NEW AUBURN

### Village Board Special Meeting Minutes Wednesday, March 27, 2024

The Village of New Auburn Village Board held a Special Board Meeting at the New Auburn Village Hall, 130 E. Elm St., New Auburn, WI 54757. At 5:00 p.m. Village Board President (VP) Shannon Berg called the meeting to order. Board Members in attendance were Brad Lotts, Gary Pitts, and Allan Anderson, and VP Berg. Staff in attendance were Village Clerk-Treasurer (VCT) Bradley Hanson and Village Attorney (VA) Chris Gierhart. Public attendees were Thomas Bischel and Brady Bischel.

1. **Call to order.**
2. **Application for Well Operation and Septic Tank Permit and Driveway Permit by Thomas Bischel, 330 Mathias Street.** Motion by Pitts and seconded by Lotts to approve. VA Gierhart advised the board on proposed future ordinances and policies to ensure we are compliant with the Public Service Commission and the Wisconsin Department of Natural Resources in regards to the Village's utilities and hookup requirements, which he suggested should be required if within one hundred and fifty (150) feet. Furthermore, he explained to T. Bischel the well permit was valid for five (5) years with the Village and it will have to be renewed. Finally, the actual septic permit will have to be obtained through Chippewa County after the Village's approval. Motion carried.
3. **Direct Annexation Status/Process on North Street.** VCT Hanson provided detail with support from Lotts about obtaining the last needed signatures. VA Gierhart advised the next steps with the Planning Commission and then approval from the Board at a later date. No action taken.
4. **Meeting Minutes approval:** VCT Hanson apologized for the minutes not being ready, but will be prepared by the next meeting and will be at all future meetings ready for approval. VP Berg postponed the minutes approval until the next regular Board meeting on April 11, 2024. No action taken.
  - a. March 14, 2024.
5. **Board Member's review of transactions and initials on invoices before meetings.** VCT Hanson provided some importance on the Board Members review of invoices paid especially due to the recent incident in a neighboring Wisconsin community. He will work on a policy to bring back to the Board for approval. No action taken.
6. **Bank signatures and authorization of account access.** Motion by Anderson and seconded by Pitts to approve. VA Gierhart advised to approve the resolutions provided by Security Bank for VP Berg, Board Member Lotts and VCT Hanson to be authorized signors on Village accounts and checks, which will be revisited once the Village's Deputy Clerk-Treasurer is hired. Motion carried.
7. **Information regarding possible Pay Schedule and Work Schedule to assist with recruitment efforts.** VCT Hanson reviewed a proposed pay schedule, work days, and work hours for the Board's information at this time and will bring back at a later day after some thought has been given by the Board. No action taken.
8. **Deputy Clerk-Treasurer job description.** Motion by VP Berg and seconded by Pitts to approve. Motion carried.
9. **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: Clerk-Treasurer position employment agreement, job duties and titles.** At 6:06 p.m. motion by VP Berg

and seconded by Anderson to approve. Motion carried by voice vote with those saying aye: Anderson, Pitts, Lotts and VP Berg; there were no nays. Those in attendance were all Board Members present, VA Gierhart, and VCT Hanson.

- 10. Reconvene into open session.** At 6:40 p.m. motion by VP Berg and seconded by Pitts to return to open session. Motion carried by voice vote with those saying aye: Pitts, Lotts, Anderson, and VP Berg; there were no nays.
- 11. Possible action on closed session items.**
  - a. Vacation. Motion by Lotts and seconded by Anderson to “front load” VCT Hanson with the equivalent to 3-5 years of vacation hours due to his experience as indicated in the Village’s Employee Handbook and made available immediately with not more than half used prior to six (6) months of employment with the Village. Motion carried
- 12. Clerk-Treasurer and Administrator role Job Description.** Motion by Lotts and seconded by Pitts to designate VCT Hanson titled also as Administrator, making the position title as Village Administrator-Clerk-Treasurer (VACT) and approving the job description. Motion carried.
- 13. Oath of Office for Bradley J Hanson as the Village Clerk-Treasurer and possibly Administrator.** No action taken as the Oath will be completed by a Notary.
- 14. Public Works direct reporting to Clerk-Treasurer (and possibly Administrator) or Board.** Motion by VP Berg and seconded by Lotts to have Public Works report to the VACT. Motion carried.
- 15. Adjourn.** At 6:45 p.m. motion by Pitts and seconded by Lotts. Motion carried, meeting adjourned.



Signed: \_\_\_\_\_  
Bradley J Hanson, Village Administrator-Clerk-Treasurer