

VILLAGE OF NEW AUBURN

Village Board Regular Meeting Minutes

Thursday, April 11, 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 Gary Pitts, Allan Anderson, and Brad Lotts, and VP Berg. Staff and contracted representatives in attendance were Village Administrator-Clerk-Treasurer (VACT) Bradley Hanson, Chippewa County Sheriff's Office (CCSO) Sergeant (Sgt) Andrew Clark, Building Inspector (BI) Joe Atwood, and CBS Squared (CBS2) Engineer Tyler Hastings.

Public attendees were Chippewa County Housing Authority (CCHA) Janette Jack; New Auburn American Legion Post #267 (NAALP 267) Representative Dan North; Andrea Lemmons; New Auburn Area Fire Department (NAAFD) Fire Chief (FC) Thomas Bischel.

I. CALL TO ORDER.

II. Pledge of Allegiance.

III. PUBLIC COMMENTS. CCROD McManus handed out flyers explaining Chippewa County's program for potential property fraud with information on the County's website, which is easy to register.

NAAFD FC Bischel gave a quarterly report and discussed commitment of all communities and their agreements. Addressed how one community wanted their share of costs to be reduced to 50% and increased to the other communities. The total assessment is calculated using the State of Wisconsin's "Equalized Value" for each community and an established mil rate. This same member community absorbs about 40% of the call load and between 60-70% of the labor costs.

IV. CONSENT AGENDA. Motion by Pitts and seconded by Lotts to approve. FC Bischel addressed and supported the reappointment of Lemmons as one of the Village's representatives to the NAAFD Commission, which includes six years of experience. Motion carried with changes as requested.

1. Correspondence and Complaints Received.
2. Board Meeting Minutes.
 - a. Regular Board Meeting on Thursday, March 14, 2024.
 - b. Special Board Meeting on Wednesday, March 27, 2024.
3. Accept Committee and Commission Reports.
 - a. Personnel Committee Meeting Report from Tuesday, January 30, 2024.
 - b. Planning Commission Meeting Report from Thursday, February 8, 2024.
 - c. Planning Commission Meeting Report from Thursday, February 22, 2024.
 - d. Park Committee Meeting Report from Friday April 5, 2024.
4. Treasurer's Report. VACT Hanson advised the Board the Treasurer's Report is behind and should be ready by the May 9, 2024 Regular Board meeting, some balancing issues were being resolved with the reconciliation process.
5. Appointments to Committees and Commissions with an effective term beginning May 1, 2024 and expiring as indicated:

- a. Bonnie Halberg to the Housing Authority with a term expiring April 30, 2029.
 - b. Dan Moos and Dean Sayles to the Planning Commission with terms expiring on April 30, 2027 and appoint Dwain Trowbridge to the Planning Commission with term expiring April 30, 2027.
 - c. ~~Dan Moose~~ Andrea Lemmons and Bradley Hanson (VACT) to the New Auburn Area Fire Department Committee and Gary Pitts as an alternate, with terms expiring April 30, 2025.
 - d. VP Berg, John Halber, Dwain Trowbridge, Dean Motzer, and Gary Pitts to the Park Committee with a term expiring April 30, 2025.
 - e. Nick Jones to the Zoning Board of Appeals with a term expiring April 30, 2027 and ___ with a term expiring April 30, 2026.
6. Appoint Brad Lotts as Village Interim-Board President for Brief Absence of Village President Berg as needed.

V. DEPARTMENT REPORTS

- 1. Public Safety. CCSO Sgt Clark presented the Board his report on hours worked and activity statistics.
- 2. Building Inspector. BI Atwood provided updates on residential construction permits and progress with approved permits.
- 3. Administrator-Clerk-Treasurer & Public Works. VACT Hanson briefly explained the memos provided by staff and then went into two recent administrative decisions for the operation of the utilities. (1) a replacement pump was ordered for Wellhouse 1 due to parts for the existing one causing problems cannot be located and has been needing repair since December 2023. (2) the annual expense of sewer line televising to be completed in July saving the Village mobilization charge since the organization will already be in our area for another community.

VI. UNFINISHED BUSINESS

- 1. NAALP 267 annual permission to use Village Hall for meetings. Motion by Pitts and seconded by Lotts to approve. North described the annual use of Village Hall and once a quarter they will host all of the American Legions in Chippewa County. Motion carried.
- 2. Brush hog tractor attachment counter balance correction and concerns. VACT informed the Board of a delay and concern with the ordered Brush hog attachment with the lack of counter weight for the tractor order by previous staff. Staff was researching it further and will bring back for the Board's information.
- 3. Developer's agreement amendment with Dwain Trowbridge for the May St Housing Development. Motino by VP Berg and seconded by Pitts to approve. Motion carried.
- 4. Park Stewardship Grant for 2024 Village Park Improvement project. VP Berg and VACT Hanson provided detail with Park Board Committees discussion from April 5, 2024. These items included a paved multiuse trail at ten feet (10') wide and three (3) inches thick and twin culverts crossing the drainage creek, light poles added to the trail with vertical banner poles to announce events/celebrations, new bathrooms, no splash pad, deck or connection of the old pavilion (shelter) to the new bathrooms. Furthermore the Saturday June 22, 2024 Fundrasing Event from 3:00 to 6:00 p.m. will have Michael Perry performing and working on other events.
- 5. Payroll Period & Work Schedule change to assist with staff recruitment and retention efforts effective June 2024. VACT Hanson described the process of keeping the residents informed and that the payroll will move to bi-weekly and furthermore, the Village will be moving to a four day ten hour work week with hours from 7:00 a.m. until 5:30 p.m. beginning Monday June 10, 2024.
- 6. Safe Drinking Water Loan Program (SDWLP) Watermain Replacement Undersized Mains.
 - a. *Somatic Transportation (sidewalk) corner ramps at intersections instead of curbs.* Motion by Anderson and seconded by Lotts for approval. VACT Hanson discussed adding up to eight (8) ramps

for potential future sidewalks at approximately \$10,000 additional cost to the project total. Motion carried.

- b. *Continue to line the wastewater (sewer) line or new construction on N Spruce St.* Motion by Pitts and seconded by Lotts to approval. VACT Hanson detailed the approximately \$10,250 dollars to the project instead of lining the 200 block of N Spruce St to replace that line from Access Point (manhole) to Access Point which is better and will last longer. Motion carried.
- c. *Water utility service (lateral) line added to City owned lot at 326 N Spruce St during construction.* Motion by Anderson and scoded by Pitts for approval. VACT Hanson detailed the additional cost of approximately \$10,000 to the project to bring a lateral line from the corner of E Pine and N Spruce intersection along the Village owned right-of-way (ROW). This would include the value and marketability of the lot as it is the only lot currently not served by water and therefore there is no need to extend the main water service line through this block. Furthermore, the Village is not intending to sub-divide the lot, but use it for a possible infrastructure need for the Village or to sell with the intent of a single family house is placed on the lot – or work with the New Auburn School District to develop a new or remodeled house. Motion carried.
- d. *Funding and rescheduling issues with the Wisconsin Department of Natural Resources.* Motion by Pitts and seconded by Lotts to approve. CBS2 Hastings provided the Board with details on funding changes, 100% to 45% financing, brought about by the Wisconsin Department of Natural Resources (WDNR) on Friday, April 5, 2024, which was one work day from when we were to begin construction on Monday, April 8, 2024. Construction has been delayed until we figure out the funding to finance the remainder of the project. Staff and CBS2 has a meeting scheduled with WDNR early next week. VACT Hanson advised the Board depending on the results of the meeting with WDNR, that staff would like to draft a letter to our State Senator and Representative how this has last minute change has negatively impacted the Village, the Contractor and our residents. Motion carried.

VII. NEW BUSINESS

1. ATV / UTV Club request to open County Highway (CH) SS (Old Highway 53), CH AA, and CH M (Main St) to ATV/UTV usage. Motion by Pitts and seconded by Lotts for approval. Clubmembers described their request and asked the Village to complete the request to Chippewa County and provided the form. Motion carried.
2. Elimination of Personnel Committee. Motion by Berg and seconded by Pitts for approval. Motion carried.
3. Spring Cleaning and roll-off containers for normally uncollected items. Motion by VP Berg and seconded by Pitts for the date to be May 31, 2024. Motion carried.
4. 2024 Consumer Confidence Report (CCR) submittal to the Wisconsin Department of Natural Resources. Motion by VP Berg and seconded by Pitts to approve with the traditional notifications. Motion carried.
5. Recess into Closed Session per WI Statute §19.85(1)© 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: Interviewing/Hiring Candidates for Deputy Clerk-Treasurer Position. At 6:37 p.m. motion by Lotts and seconded by Pitts to approve. Motion carried. Those in the Closed Session were all Board Members present, VACT Hanson, and the following Deputy Clerk-Treasurer candidates according to their scheduled times:
 - a. 6:45 p.m. Jenni Sterling
 - b. 7:30 p.m. Teresa Dachel
 - c. 8:15 p.m. Vicki Fankhauser
6. Reconvene into open session. At 9:50 p.m. motion by Lotts and seconded by Pitts to reconvene in open session. Motion carried.

7. Closed session items: Deputy Clerk-Treasurer position potential offer of employment. Motion by Pitts and seconded by Lotts to offer the full-time benefitted position as the Village's Deputy Clerk-Treasurer. Motion carried.
8. Future Meetings – Next Regular Board Meeting is Thursday, May 9, 2024.

IX. Adjourn. At 8:54 p.m. motion to adjourn by Lotts and seconded by Pitts. Motion carried.

Signed:  _____
Bradley J Hanson, Village Administrator-Clerk-Treasurer