

VILLAGE OF NEW AUBURN

Village Board Regular Meeting

Thursday, December 12, 2024

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 6:00 p.m. the meeting was called to order by Village President (VP) Shannon Berg.
- II. **Roll Call.** Trustees in attendance were Paul Blodgett, Allan Anderson, Gary Pitts and Brad Lotts. There were no Trustees absent.
Public in attendance were American Legion Representative (AL) Dan North and Tiffany Goodremote. Staff in attendance were Village Administrator-Clerk-Deputy Treasurer (ACDT) Bradley Hanson, Village Treasurer-Deputy Clerk (TDC) Teresa Dachel, Public Works Utilities Employee (PW) Joe Koterak, and Chippewa County Sheriff's Office (CCSO) Sergeant Andrew Clark. Also in attendance was Morgan and Parmley (MP) Engineer Zech Gotham.
- III. **Pledge of Allegiance.**
- IV. **PUBLIC HEARING: 2025 ANNUAL BUDGET.**
 1. Open Public Hearing. At 6:01 p.m. VP Berg opened the public hearing.
 2. Public Comments. There were no public comments in relation to the proposed 2025 Budget.
 3. Board of Trustees Discussion. TDC Dachel provided all attendees a brief update on the property taxes and that all other information has been previously discussed at the two previous publicly held 2025 Budget Work Sessions.
 4. Close Public Hearing. At 6:05 p.m. VP Berg closed the public hearing.
 5. Action on the proposed 2025 Annual Budget. There was no further action by the Board.
 6. Resolution 2024 – 26 A Resolution of the Village of New Auburn Board of Trustees Approving and Adopting the 2025 Budget. Motion by Lotts and seconded by Anderson to approve. Motion carried.
 - ~~7. Review of a sample Resolution Approving the Budget Mill Levy Adjustments. FINAL Agenda removed item.~~
 8. Resolution 2024 – 27 A Resolution of the Village of New Auburn Board of Trustees Amending the 2024 Budget. Motion by Anderson and seconded by Pitts to approve. Motion carried.
- V. **PUBLIC COMMENTS.**
- VI. **CONSENT AGENDA.** Motion by Pitts and seconded by Lotts to approve. Motion carried.
 1. Correspondence and Complaints Received. ACDT Hanson advised the Board on a complaint received for a nuisance action which requested a phone call prior to an email or letter being sent in an attempt to resolve these types of issues. Hanson advised that he will do his best to implement this process with Village staff.
 2. Board Meeting Minutes for:
 - a. *Regular Board Meeting on Thursday, November 14, 2024.*
 - b. *Special Board Budget Work Session on Thursday, November 21, 2024.*
 3. Accept Committee and Commission Reports.

- a. *Election Audit Report from Monday, December 2, 2024.*
- b. *Park Committee Report from Tuesday, December 10, 2024.*
- 4. Approve renewal for 2025 with Chippewa County Clerk for Elections assistance.
- 5. Appoint Park Committee Members with terms expiring 04/30/2025:
 - a. *Shannon Berg, Village President.*
 - b. *Gary Pitts, Village Trustee.*
- 6. Appoint Election Poll Workers with terms expiring 12/31/2025:
 - ~~a. *Morgan Berg, Poll Worker. FINAL Agenda removed item.*~~
 - b. *Shannon Berg, Poll Worker.*
 - c. *Marie Dachel, Chief Election Inspector.*
 - d. *Bonnie Halberg, Poll Worker.*
 - e. *Jacqueline McCracken, Poll Worker.*
 - f. *Ilene Moos, Poll Worker.*
 - g. *Peggy Stanford, Alternate Chief Inspector.*
 - h. *Catherine Yohnk, Poll Worker.*
- 7. Approve Liquor Licenses:
 - a. *Galetka, Stephanie – Dollar General.*
 - b. *Schindler, Andrea – Dollar General.*
 - c. *Hawkins, Alex – Dollar General.*
 - d. *Jones, Tianna – Dollar General.*

VII. DEPARTMENT REPORTS.

- 1. Public Safety. CCSO Sergeant reviewed the monthly report that covered: 5 incidents, 6 traffic contacts, 62 regular checks, 114 business checks, 32 shifts and over 1,126 hours worked within the Village.
- 2. Building Inspector. Building Inspector (BI) Joe Atwood was unable to attend the meeting, but his monthly covered an update with seven (7) outstanding building permits – three (3) of which are nearing completion and eight (8) nuisance property issues and their status.
- 3. Fire Department & Quarterly Report. No report.
- 4. Public Works. PW Koteras detailed the gallons of water treated for safe drinking and clean water at the appropriate treatment plants, nitrate levels at the Wastewater Treatment Plant (WWTP – seepage cells or ponds), and WWTP testing wells.
- 5. Treasurer's Report.
 - a. *Credit to account do to billing error.* TDC Dachel described a billing error regarding the Fire Protection Fee (FPF) charge and a credit will be issued.
 - b. *May St Payment Request.* Motion by Lotts and seconded by Pitts to approve May St Pay Request #2. Motion carried.
 - c. *Invoices and checks reviewed with Treasurer-Deputy Clerk Teresa Dachel.*
- 6. Administrator-Clerk-Deputy Treasurer. ACDT Hanson provided a brief update to the Board about meeting with both Barron & Chip Co engineers to discuss some concerns and/or collaborative agreements, and competing the Vibrant Spaces Grant: only a couple of clarifying questions need to be answer, of which we have completed, and waiting on a letter of work in kind donation.

VIII. UNFINISHED BUSINESS.

- 1. Village Project Updates:
 - a. *Veteran's Memorial update and electrical connection permission with Xcel.* North provided an update to the Board with power requirements from Xcel Energy, excavation needs and site location for the unneeded soil, granite benches and monument to aid in durability. Consensus of

the Trustees was to have ACDT Hanson advised the Board that he could meet with North for the terms with the Memorandum of Understanding, have it reviewed by the Village Attorney and then brought back for consideration by the them at their January Board meeting.

- b. May St **Pay Request 2. This was a duplicate agenda item not corrected by the FINAL Agenda.**
- c. Stormwater improvements adjacent to North St project including 300 block of N East St and the same block along County Highway SS. ACDT Hanson reminded the Trustees of their previously approved consideration of the 300 block of N East St stormwater improvement with 2025 North St project, however it is more expensive than first anticipated, \$45 – 55k depending on ditching or pipe. He finished that this was mostly information as MP Gotham will provide a little better detail while discussing the 2025 North St project.
- d. North St 2025 Reconstruction.
 - i. *22-136 North Street Reconstruction: Project Funding Sources; CDBG, WI DNR EIF SDWLP and DNR EIF CFWP funding.* MP Gotham advised the Board of the Village’s success with the water funding from Wisconsin Department of Natural Resources (WDNR) Safe Drinking Water Fund (SDWF) Program [5202-09] with some Principle Forgiveness (PF). Unfortunately, the Village was unsuccessful this year with the Clean Water Fund (CWF) Program for the Wastewater (Sewer) improvements. However, he advised the Village can apply again in the fall of 2025.
 - ii. *22-136 North Street Reconstruction: Review storm drainage improvement options along East St between May St and North St and decide if Village wants to add the drainage improvements into project scope.* MP Gotham provided details with the two previously discussed stormwater improvement for the 300 block of N East St. One was for a two-feet (2’) deep ditch with culverts under two (2) driveways for \$45,000 and the other was \$55,000 for the stormwater pipe from E North St intersection to the newly installed catch basin in the northeast corner of the May St at intersection with N East St. He recommends the Village place this as an “Alternative Option” with the North St project, so that if the bids come back to much the Board has the option to decline this work to be done until a later date. This would then also provide an actual number of the costs instead of an engineering estimate or potential cost. Motion by Anderson and seconded by Pitts to approve the Alternative Option for the Stormwater pipe install within the 300 block of the east side of N East St and to connect to the newly installed northeast catch basin and pipe at the northeast corner of May St and N East St. Motion carried.
 - iii. *22-136 North Street Reconstruction: Finalize project schedule; advertising, bid opening, bid award, notice to proceed, begin construction, and end construction.* MP Gotham provided a preliminary schedule and the actual schedule with be determined once contractor is selected and the agreement is signed. An additional meeting will include a neighborhood meeting with the engineer, Village staff, contractor, and the impacted residents and/or property owners. No action taken.
 - iv. *22-136 North Street Reconstruction: Grant authorization to Morgan & Parmley, Ltd. to advertise the project in the Bloomer Advance and at local bid exchanges.* Motion by Pitts and seconded by Lotts to provide the advertising as indicated and appropriate with January 9, 2025 for the North St reconstruction project.
2. 222 S East St property acquisition closing additional cost considerations and authorizing the Clerk to sign all closing documents. ACDT Hanson advised of additional costs from their mortgage company to be able to close on the property and thereby the Village’s primary lift station would be on property

owned by the Village instead of on an easement. Motion by Pitts and seconded by Blodgett to approve of the additional closing costs not to exceed \$3,000 and authorizing the Clerk and Treasurer to sign all closing documents. Motion carried with VP Berg abstaining.

3. 326 N Spruce St selling of southern most three feet (3') to Brad Lotts for setback needs with previously approved \$30.00 recording fee and Lotts' contribution of \$1.00 for the deed, and Village President Berg and Administrator-Clerk-Deputy Treasurer Hanson are authorized to sign the deed on behalf of the Village. Motion by Blodgett and seconded by Pitts to approve. Motion carried with Lotts abstaining.

IX. NEW BUSINESS.

1. **Habitat for Humanity (H4H) offer to purchase 526 S Spruce St.** ACDT Hanson advised on the offer from H4H, which he advised he did not want the Board to rush into a decision. H4H is a non-profit organization, their offer is for \$1.00, the promise to build a house within two years he believed, their focus is on families – not always, and if they do build a house this would accomplish this Board's desire for a new house and potentially new kids into the New Auburn School District system. He recommends postponing until the Board's next Regular meeting on Thursday, January 9, 2024. Motion by Lotts and seconded by Pitts to postpone the offer for 526 S East St until the Board's next regular monthly meeting on Thursday, January 9, 2025. Motion carried.
2. Future Board Meetings.
 - a. Special Board Meeting is at 5:00 p.m. on Thursday, December 26, 2024.
 - b. Next Regular Board Meeting is at 6:00 p.m. on Thursday, January 9, 2025.

- IX. Adjourn.** At 7:25 p.m. motion by Pitts and seconded by Blodgett to adjourn. Motion carried.

Signed: _____


Bradley J Hanson, Village Administrator-Clerk-Deputy Treasurer