

Village Board of Trustees Regular Meeting - **FINAL**

Thursday, April 10, 2025 at 5:30

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 5:30 p.m. Village President (VP) Shannon Berg called the meeting to order.
- II. **Roll Call.** Board of Trustee Members in attendance were Allan Anderson, Paul Blodgett, Brad Lotts, and Gary Pitts, and VP Berg. There was a quorum in attendance. Staff in attendance were Public Works Parks & Transportation (PW) Garrett Larson, Treasurer-Deputy Clerk (TDC) Teresa Dachel, Administrator-Clerk-Deputy Treasurer (ACDT) Bradley Hanson, Building Inspector (BI) Joe Atwood, and Chippewa County Sheriff's Office (CCSO) Sergeant Andy Clark. Also in attendance was Morgan & Parmley (MP) Engineer Zech Gotham.
Public in attendance were American Legion Post Commander (AL) Dan North.
- III. **Pledge of Allegiance.**
- IV. **PUBLIC HEARING – VILLAGE PARK MASTER PLAN AMENDING THE OUTDOOR RECREATION PLAN**
 1. Open Public Hearing. At 5:31 p.m. VP Berg opened the Public Hearing.
 2. Public Comments. There were no public comments.
 3. Village Park (Park) Master Plan (MP) add to Outdoor Recreation Plan (ORP). ACDT Hanson provided detailed information on the formation of the Master Plan, why items were where they are, why trails were added to the MP that led south and towards the Village Downtown were to enhance the Park as the Village's Placemaking location. A gis photo background was used to demonstrate locations of existing facilities, future facilities, and trails. Veteran's Memorial and full-court basketball were among the items indicated on the MP, discussion of why the trail is located in the center of the Park instead of on its western boundaries due to wetland concerns and considerations. MP indicated locations for future attractions, benches, and trails. Further, final layout is to be determined by a Wetland Delineation as determined by the Wisconsin Department of Natural Resources (WDNR).
 4. Add and/or Remove items from the Outdoor Recreation Plan. Items to be removed from the are the ATV / UTV Loading / Unloading Ramp and the Campground.
 5. Board Discussion. Board agreed to add a line to the MP two items (1) Pickleball court is under consideration and a location has yet to be determined, and (2) indicate on the MP the potential future development of an elevated boardwalk on the western edge of the Park property line adjacent to County Highway (CH) SS.
 6. Close Public Hearing. At 5:40 p.m. VP Berg closed the Public Hearing.
 7. Resolution 2025 – 05 A Resolution of the Village of New Auburn Board of Trustees to Amend the 2022 Outdoor Recreation Plan. Motion by Anderson and seconded by Lotts to adopt with amendments to the MP discussed. Motion carried.
- V. **PUBLIC COMMENTS.** AL North provided an update to the Board on fundraiser status, proposed dedication at 2:00 p.m. on Saturday, July 26, 2025 during the Jamboree Celebration, and recent factor of the WDNR and Wetland Delineation requirement.
- VI. **CONSENT AGENDA.** Motion by Lotts and seconded by Blodgett to approve. Motion carried.
 1. In compliance with Municipal Code 89-5 (A) (2) the Board accepts this Order and Conduct of the Agenda. [Added by FINAL Agenda].
 2. Correspondence and Complaints Received.
 3. Board Meeting Minutes for the Regular Board Meeting on Thursday, March 13, 2025.
 4. Committee Meeting Reports / Minutes: Board of Canvass Meeting on Tuesday, April 1, 2025. [Added by FINAL Agenda].

5. Ordinances and Resolutions:

- a. *Ordinance 2025 – 05 A Village of New Auburn creating a Tree Care and Planting Ordinance.*
- b. *Resolution 2025 – 06 A Resolution of the Village of New Auburn Board of Trustees to Adopt the Donation Policy.*
- c. *Resolution 2025 – 07 A Resolution of the Village of New Auburn Board of Trustees to adopt the 2025 Revised Fee Schedule.*
- d. *Resolution 2025 – 08 A Resolution of the Village of New Auburn Board of Trustees to appoint the 2025 Board of Review Members and Alternate Members.*

6. Committee Appointments with Terms beginning on May 1:

a. Cemetery Committee:

- i. Gary Pitts.
- ii. Ilene Moos.
- iii. **Bradley Hanson. [Changed by FINAL Agenda]**

- iv. Dean Sayles.
- v. Gerid Dodge.

b. Election Inspectors 2025:

- i. Marie Dachel (Chief Election Inspector).
- ii. Peggy Stanford (2nd Chief Election Inspector).
- iii. Ilene Moos (Alternate Chief Election Inspector).
- iv. Shannon Berg.
- v. Bonnie Halberg.
- vi. Jacqueline McCracken.
- vii. Cindy Swenson.
- viii. Cheryl Weldon.
- ix. Catherine Yohnk.

c. Housing Authority Commission (5 Year Appointment):

- i. Jackie McCracken, term expiring 2030.

d. Microloan Fund Program & Downtown Façade Loan Program:

- i. Dennis Bachman (Chair).
- ii. Karen Smith.
- iii. Dan North.

- iv. Peggy Stanford.

v. **Bradley Hanson. [Changed by FINAL Agenda].**

e. New Auburn Area Fire Department: Commissioners:

- i. **Robin Jones. [Changed at meeting].**
- ii. Bradley Hanson.
- iii. **Gary Pitts, as Alternate. [Changed at meeting].**

f. Park Committee (1 Year Appointment):

- i. Shannon Berg.
- ii. Tiffany Goodremote.
- iii. Gary Pitts.
- iv. Ashley Sarauer.
- v. Garrett Larson.

g. Planning Commission (3 Year Appointment):

- i. Leonard Boehm, term expiring 2027.
- ii. **—, term expiring 2026. [Changed by FINAL Agenda].**

h. Zoning Board of Appeals (3 Year Appointment):

- i. Joe Atwood (Chair), term expiring 2028.
- ii. **—, term expiring 2028. [Changed by FINAL Agenda].**
- iii. Brad Lotts, term expiring 2027.
- iv. Bradley Hanson, term expiring 2026.
- v. Gerid Dodge, term expiring 2026.

VII. DEPARTMENT REPORTS.

1. Public Works.

a. Monthly report. [Changed by FINAL Agenda].

b. 2024 Consumer Confidence Report. [Added by FINAL Agenda]. Motion by Lotts and seconded by Blodgett to accept the CCR as prepared and submitted.

2. Public Safety. Sgt. Clark advised on the statistics for the month of March that included 3 incidents, 17 traffic issues, 81 contacts, 124 business checks. There were an additional eight incidents handling some sort of time commitment or report.

3. Building Inspector. BI Atwood provided a summary of current permits issued and enforcement status for properties in violation of the Municipal Code (MC).

- a. 126 S County Highway SS (Old Hwy 53). Consensus of Board to allow construction continuance at this time, especially since the Wisconsin Department of Safety and Professional Services is handling their side of the

Commercial Building process for this property and are the reason behind the additional eight-week delay. Motion by Blodgett and seconded by Lotts to resume enforcement of violations. Motion carried.

- b. Review of Municipal Code 350-117 Existing nonconforming structures and direction. BI Atwood described concerns with the remodeling of older buildings and the MC as it stands and recommended change to incorporate a case-by-case decision with the condition of the building taken into consideration, and reviewed a recommended ordinance change. No action taken.
 4. Fire Department & Quarterly Report. ACDT Hanson provided an update from a couple of the New Auburn Area Fire Department (NAAFD) meetings, including the hiring of a new Secretary / Treasurer.
 5. Treasurer's Report.
 - a. *Invoices and checks reviewed.*
 6. Administrator-Clerk-Deputy Treasurer.
 - a. *Public Fire Protection Fee consideration of policy.* Staff will provide guidance to inquiries according to the Public Service Commission (PSC) Tariffs. No action taken.
 - b. Attended Barron County Highway Department's Annual Township Day with VP Berg and PW Larson to see new equipment, good pricing to consider within our Capital Improvement Plan, and a great presentation on funding received by Barron County communities.

VIII. UNFINISHED BUSINESS.

1. Scott Loofboro request to detach (de-annexation) from Village of New Auburn 401 N Front St (Parcels 151-8000-06-000 & 151-8000-04-010). Motion by Pitts and seconded by Blodgett for staff to deny any detachment (de-annexation) from the Village boundaries request, unless it is requested by their legal representation and appropriate documents provided to staff. Motion carried.
2. Village Project Updates:
 - a. *North & 300 block of N Central St project update, Pre-Construction Meeting, and Notice to Proceed.* MP Gotham provided updates to the Board on project pre-construction meeting, funding reporting requirements, pre-construction neighborhood meeting, notice to proceed was issued, WE Energies current boring project, Xcel relocating four poles, Haas should be starting a week earlier than proposed on April 28, 2025 with a tentative completion of August 21, 2025, and Chippewa County Highway Department should be completing their stormwater culvert replacement project on N CH SS just south of the intersection with North St. Chippewa County will coordinate with Haas Construction which will cost the Village an additional \$9,000 to \$10,000 as part of the contingency in the project budget. Motion by Lotts and seconded by Pitts to approve the additional expense as explained by MP Gotham. Motion carried.
 - b. Village Park Improvement Project [Added by FINAL Agenda]:**
 - i. Wetland Delineation. [Added by FINAL Agenda].** Motion by Pitts and seconded by Lotts to award the Park Wetland Delineation to Ecosystems in the amount of \$2,900 plus additional needs. ACDT Hanson advised this was needed to move forward with improving the park with the Veteran's Memorial and other future attractions. Motion carried.
 - ii. Fill and seeding quote from Haas Sons [Added by FINAL Agenda].** Postponed until May meeting, requested by Village staff to be able to retain additional quotes. No action taken.

IX. NEW BUSINESS.

1. Ordinance 2025 – 06 An Ordinance Adopting a Revision and Codification of the Ordinances of the Village of New Auburn, Wisconsin. There were no questions at this time and consideration for adoption was postponed until May 8, 2025 by Village staff's request.
2. Ordinance 2025 – 07 A Village of New Auburn Ordinance Repealing and Recreating Sections 270-1 (new code) Maintenance of Services, 270-10 (new code) Service and Billing Connections, and 270-12 (new code) Service Connections in their entirety. There were no questions at this time and consideration for adoption was postponed until May 8, 2025 by Village staff's request.

3. Ordinance 2025 – 08 A Village of New Auburn Ordinance Creating Chapter 216 (new code) Mobile Vendors & Direct Sales Permit Required. There were no questions at this time and consideration for adoption was postponed until May 8, 2025 by Village staff's request.
 4. Approve applications for Village use: Motion by Pitts and seconded by Blodgett to approve the Antenna & Wireless Telecommunication Facilities Permit and the Overweight Permit, and tentatively approve the Mobile Food Establishment permit application pending the possible ordinance adoption in May. Motion carried.
 - a. *Antenna & Wireless Telecommunication Facilities Permit.*
 - b. *Mobile Food Establishment (Food Truck).*
 - c. *Overweight Permit. (50th & 250th St).*
 5. How to proceed with Municipal Code Chapter 223 Mobile Homes and Mobile Home Parks, specifically Section 223-10 (A) Monthly Parking Fee for parcels affected outside of a Mobile Home Park. Consensus of Board is to consider this section's elimination for a future ordinance or code change.
 6. Time Capsule consideration to open request from Jamboree Committee.
 7. Snow Removal Policy. There were no questions at this time and consideration for adoption was postponed until May 8, 2025 by Village staff's request.
 8. Recess into Closed Session per WI Statute §19.85(1)(g) for the following purpose: "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved." To wit: CBS Squared (CBS2) Engineer project change orders and pay request for McCabe for the 2024 Undersized Main Project on Elm and Spruce Streets and future work. At 6:57 p.m. motion by Pitts and seconded by Lotts to enter Closed Session as described. Motion carried. Those in the Closed Session included all Board of Trustee members in attendance, TDC Dachel and ACDT Hanson. Attendance via phone was Village Attorney Chris Gierhart.
 9. Reconvene from Closed Session. At 7:06 p.m. motion by Pitts and seconded by Lotts to reconvene into Open Session. Motion carried.
 10. Action on Closed Session. Motion by Anderson and seconded by Blodgett to pay the remaining balance from Pay Request three for Project number 5202-10 in the amount of just over \$92,000. Motion carried.
 11. **Wastewater Treatment Plant (WWTP) Forced Main to Seepage Cells project 5218-11. [Amended by FINAL Agenda].** Motion by Lotts and seconded by Pitts to increase the amount of costs for engineering to CBS Squared, bid process, and project management for \$22,000. Motion carried.
 12. **Future Board Meetings in compliance with Municipal Code 89-3. [Amended by FINAL Agenda].**
 - a. *Next Regular Board Meeting is at 5:30 p.m. on Thursday, May 8, 2025.*
- X. **Adjourn.** All agenda items were covered by 7:10 p.m. when VP Berg adjourned the meeting.

Signed: _____

Bradley J Hanson, Village Administrator-Clerk-Deputy Treasurer