

## Board of Trustees Regular Meeting Minutes

Thursday, June 12, 2025 at 5:30 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 5:30 p.m. Village President (VP) Shannon Berg called the meeting to order.
- II. **Roll Call.** Board of Trustee (Board) Members in attendance were Brad Lotts, Gary Pitts, Gerid Dodge, and Paul Blodgett, and VP Berg. There was a quorum in attendance. Staff in attendance were Public Works Utilities (PW) Joe Koterak, 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.  
Public in attendance were Roxanne Gravunder, Jackie McCracken, Patty Proehl, Morgan & Parmley (MP) Engineer Zech Gotham, Cooper Engineering (CE) Amy Kelsey, Clifton-Larson-Allen (CLA) Auditor Dan Carlson, Tiffany Goodremote, and Fire Chief (FC) Thomas Bischel.
- III. **Pledge of Allegiance.**
- IV. **PUBLIC HEARING: COMMUNITY DEVELOPMENT BLOCK GRANT – PUBLIC FACILITIES PROGRAM (CDBG-PF): NORTH STREET AND CENTRAL STREET WATER AND SEWER SYSTEM IMPROVEMENTS PROJECT.**
  1. Open the Public Hearing. At 5:32 p.m. VP Berg opened the Public Hearing.
  2. Update on the status of the Community Development Block Grant project, including an overview of project activities completed to date and activities remaining to be completed. CE Kelsey described the funding mechanisms for this project including the CDBG were partial Principle Forgiveness and low interest loans for the water and wastewater utility share of the project. The project received funding due to age of systems, repeated issues with interrupted service, and lack of adequate fire hydrant services for emergency response needs.
  3. The status of any residential and/or business displacement and relocation assistance activities as a result of the CDBG project, if applicable. CE Kelsey advised that there were no residents displaced due to this project.
  4. Review housing needs in the community. CE Kelsey detailed the 2022 Comprehensive Plan, where the Village had 250 housing units, with 45% of them greater than 70 years old or older, one-third were occupied by tenants, and where typical tenants rent is about 42.5% of their gross income.
  5. Brief description of the North Street and Central Street improvement project progress and performance. There was no concerns with the project progress or performance presented.
  6. Open floor to receive citizen views on CDBG activities and performance. There were no comments from the public.
  7. Close the Public Hearing. At 5:45 p.m. VP Berg closed the Public Hearing.
  8. Action on the Public Hearing if necessary. There were no actions necessary by the Board.
- V. **PUBLIC COMMENTS.** FC Bischel addressed the Board on a personal nature stating his belief how a previous Board a number of years ago approved the asphaltting of May and Mathias Streets, he directed some of his comments towards Trustees that may have been on the Board at that time. However, when May St was completed last year, asphalt stopped just after the new manhole and would like May & Mathias St completely asphalted to his drive way. There were no other public comments.
- VI. **CONSENT AGENDA.** Motion by Pitts and seconded by Lotts to approve. Motion carried.
  1. In compliance with Municipal Code 89-5(A)(2) the Board of Trustees accepts this Order & Conduct of the Agenda.
  2. Correspondence and Complaints Received.
    - My apologies as mowing complaints were relayed to BI Atwood as I was unaware these were to be handled by the Village's administration, which we are not handling those complaints. All it took was a few phone calls to get them remedied, schedule their remedy, or discover that the Village Park is not the only parcel under going a Wetland Delineation.
    - S East St complaint regarding items, debris, junk in yard that was forwarded to BI Atwood for review and handled appropriately.

3. Board of Trustees, Committees and Commission Meeting Minutes or Reports for the:
  - a. *Regular Board Meeting on Thursday, May 8, 2025.*
  - b. *Park Committee on Tuesday, May 20, 2025.*
  - c. *Board of Review meeting on Tuesday, May 27, 2025.*
4. Liquor, Tobacco, Gaming Licenses Annual Renewal 2025-2026 Approval:
  - a. *Bridge Stop Annual Renewal.*
  - b. *Dollar General Annual Renewal.*
  - c. *Fish & Game Club of New Auburn picnic license for Jamboree Days.*
  - d. *Winklerbacon dba Quarthouse Annual Renewal.*
  - e. *New Auburn Cheese House Annual Renewal.*
  - f. *Operator Licenses Annual Renewal 2025-2026 Approval:*

<ol style="list-style-type: none"> <li>1. Anderson, Dezirae Rosine – Quarthouse (QH).</li> <li>2. Anderson, Steve Douglas – Fish &amp; Game (FG).</li> <li>3. Berg, Morgan Marie – QH.</li> <li>4. Brady, James – Bridge Stop (BS).</li> <li>5. Calkins, Kayla Jeanne – QH.</li> <li>6. Clark, Brandy A – QH.</li> <li>7. Dahl, Darryl Martin – FG.</li> <li>8. Engel, Danielle – QH.</li> <li>9. Evenson, Kathy – BS.</li> <li>10. Hazelton, John C – FG.</li> </ol>	<ol style="list-style-type: none"> <li>11. Henning, Amanda Mae – QH.</li> <li>12. Hom, Marcus Allen – Dollar General (DG).</li> <li>13. Jarvinen-Pitts, Dannel Thomas – FG.</li> <li>14. Jones, Teanna Mae – DG.</li> <li>15. LaGesse, Veronica Annette – DG.</li> <li>16. Michalek, Sally Marie – QH.</li> <li>17. Nelson, Callee Jade – QH.</li> <li>18. Rizer, Nicole – QH Mid-Cycle &amp; Renewal.</li> <li>19. Trowbridge, Susan – BS.</li> <li>20. Winkler, Adam Donald – QH.</li> </ol>
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## VII. DEPARTMENT REPORTS.

1. Public Works. PW Koteras reviewed the utility numbers and had no concerns with their results. He further provided a summary of the rodent intrusion to Wastewater Utility (WW) Lift station (LS) #2 in the 400 block of W Dell St which caused the LS to go into failure mode and that it was not operating as it should.
2. Public Safety. CCSO Sgt Clark provided his monthly update to the Board with five (5) incidents, 23 traffic contacts, 23 contacts, 79 building checks, and 26 shifts within the Village where they investigated 17 incidents (multiple miscellaneous non-criminal events, dog at large, suspicious vehicle, ordinance complaint, car vs deer crash, criminal damage, two (2) frauds, and one (1) theft.
3. Building Inspector. BI Atwood detailed his monthly activities which included dilapidated buildings and/or nuisance buildings status, and issued building permits issued and progress. He further advised that a recent housing developer may approach the Village to expand their development area and additional housing potential, who already owns land within and adjacent to the Village.
  - a. *324 N County Highway (CH) SS (Old Hwy 53).* Motion by Pitts and seconded by Lotts to extend for another 90 days to provide Trowbridge with more time to finish the interior improvements and be inspected. Motion carried.
  - b. *126 S CH SS.* BI Atwood detailed how this is currently in the hands of the Wisconsin Department of Safety and Professional Services (WDSPS) for another couple of weeks and until that status changes there is no progress.
  - c. *121 E Main St (listed as Dell on the Building Inspector's report).*
  - d. *112 E North St.* BI Atwood has not had much success with the property owner and suggests a letter be center to them regarding a raze order. Consensus of Board to have the Clerk send the letter.
  - e. *116 E North St.* BI Atwood aired concerns with property owner requesting to burn old barn wood instead of removal and disposal at an appropriate landfill. FC Bischel responded that it has to be "clean" wood, so paint or treated lumber is not allowed to be burned in the Village. Consensus of Board was to provide additional time for compliance due to the construction of North St adjacent to their property.
4. Fire Department & Quarterly Report. There is no report and the next quarterly meeting is scheduled at 6:00 p.m. on Thursday, July 17, 2025. ACDT Hanson advised he is unable to attend the next quarterly meeting and Trustee Pitts acknowledge he would be able to attend.
5. Treasurer's Report.
  - a. *Invoices and checks reviewed.*

- b. *Approve purchase of cabinets for Pavilion per recommendation of Park Committee.* TDC Dachel advised the Board the cabinets were order at a cost of just over \$4,000 due to delivery timing issues, and there were no issues from the Board.
  - c. *North / Central St project Pay Request # 01.* Motion by Dodge and seconded by Lotts to approve. Motion carried.
  - d. *2024 Audit report and acceptance.* CLA Carlson presented a summary of the Village's finances for 2024 and recommend to begin the Tax Incremental Financing District 1 closing process. Motion by Lotts and seconded by Pitts to accept the 2024 Audit. Motion carried.
6. Administrator-Clerk-Deputy Treasurer.
- a. *Bloomer Ambulance Agreement review (every odd year original 2020).* No action taken.
  - b. *Northwood Technical College search for College District Board member.* No action taken.
  - c. *League of Wisconsin Municipalities Fall Conference attendance and scholarship opportunity.* ACDT Hanson provided details on this event for September 17 – 19, 2025. No action.
  - d. *Citizens Connected Annual Meeting and election.* June 25, and appoint voting member. Consensus of Board to have ACDT Hanson vote for the appropriate member and attend the Annual Meeting.
- He continued that three (3) requests came in for this agenda late last week through yesterday, but due to the agenda length we had to postpone them until July or a special meeting after a discussion with VP Berg. An Open Records Request (ORR), dealt with numerous complaints regarding the length of the grass at the Park during the Wisconsin Department of Natural Resources (WDNR) required Wetland Delineation study and direction not to mow until its completion. He attended a free Listening Skill training session in May, and another free listening web training session.
- Additionally, ACDT Hanson continued regarding the May St binding layer, back sometime next week for 2<sup>nd</sup> layer. Chippewa Co replaced culverts under CH SS @ North St and at the same time on CH SS between DG & Park St. We also heard from Progressive Rail as they are attempting to remedy their culvert issue under the rail line south of Park St. Bathroom development is progressing.

#### **VIII. UNFINISHED BUSINESS.**

- 1. Loofboro request regarding utilities to his properties at 405 & 407 N Front St. ACDT Hanson advised from staff's research, and discussions with Wisconsin Rural Water Association (WRWA) staff and Village Attorney (VA) Chris Gierhart, it is the consensus and VA Gierhart's legal opinion that the Village is not "obligated" to provide Loofboro's property with any utilities. Further, VA Gierhart supports the Village Board's stance that Village staff can reject any detachment request unless submitted by legal means, and thereby that should be immediately reported to the Board and the VA at the time. Furthermore, VA Gierhart believed you have entertained Loofboro's request more than adequately, and his utility requests do not need to come before the Board again, until the Board believes there is a potential Developer's Agreement or needs of the Village indicate utility improvements for that area of the Village. Loofboro still has the right to address the Board during Public Comment as any other member of the public. No action taken.
- 2. Jamboree's request regarding Time Capsule opening. All-School Reunion and Sesquicentennial Committee members Gravunder, McCracken and Proehl addressed the Board with this request. Once the older time capsule contents are revealed, their intentions is to rebury the "100-Year Time Capsule" with the new capsule to be buried during Jamboree Days with a schedule of opening in 2075. Motion by Berg and seconded by Lotts to approve. Motion carried with Pitts voting nay.
- 3. Vacate Paul St, also known as 210 N East St. No action taken.
- 4. Village Project Updates:
  - a. *Wastewater Treatment Plant (WWTP) Effluent Pipe Replacement.* PW Koteras advised the Board the project has been delayed due to supply line issues with a valve. ACDT Hanson is attempting to locate the record of a permanent easement for the pipe to be placed within.
  - b. *May Street.* FC Bischel was wondering what happened to and requested the "No Outlet" sign be re-installed as soon as practical. PW Koteras advised the sign is in the shop and it was already on staff's future schedule. No other update that was not already discussed.

**IX. NEW BUSINESS.**

1. Ordinance 2025 – 08 An ordinance to amend Chapter 1 General Provision, Article I Construction and word usage, Section 1-1 Construction of ordinances (H) and Article III Rules of Procedure of the New Auburn Code of Ordinances. No action taken.
2. Ordinance 2025 – 09 An ordinance repealing and recreating Chapter 89 Village Board, Article I Meetings; Rules of Procedure of the New Auburn Code of Ordinances. ACDT Hanson advised this would require agenda items be at least provided no later than two (2) days prior to the meeting day, order of business, and other small changes. No action taken.
3. 150<sup>th</sup> All School Year Celebration request for donation for Trolley bus tour – Patty Proehl. Proehl discussed their expenses of brochures, displays, the tour trolley, and signage that they are looking for assistance. ACDT Hanson provided budgetary concerns and having to take from one (1) service to be able to donate to this cause. Motion by Pitts and seconded by Dodge to approve \$500 from the budgeted Park improvement fund.
4. Resolution 2025 – 15 A Resolution to endorse the principals of Fair Housing and adherence to the Fair Housing Law. Motion by Berg and seconded by Lotts to approve. Motion carried.
5. Approval of Village President to sign letters addressed to banks and realtors regarding Fair Housing. Motion by Lotts and seconded by Pitts to approve. Motion carried.
6. Resolution 2025 – 16 A Resolution of the Village of New Auburn Board of Trustees to set aside Municipal Code §120-8 Beer or Liquor Consumption on Streets Prohibited for certain areas of the Village during Jamboree Days. No action taken.
7. Agreement with Randy Prochnow d/b/a Prochnow Assessing for the Village's Assessment needs. Motion by Lotts and seconded by Pitts to approve a 3-year agreement with Prochnow Assessing. Motion carried.
8. Future Board Meetings in compliance with Municipal Code 89-3.
  - a. *Special Board of Trustees Meeting.* No action taken.
  - b. *Next Regular Board Meeting is at 5:30 p.m. on Thursday, July 10, 2025.*

- X. Adjourn.** All agenda items were discussed and therefore, at 7:11 p.m. VP Berg adjourned the meeting.

Signed: \_\_\_\_\_

  
Bradley J Hanson, Village Administrator-Clerk-Deputy Treasurer