

Board of Trustees Regular Meeting

Thursday, July 10, 2025

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 Gary Pitts, Paul Blodgett, and Brad Lotts, and VP Berg. Absent was Gerid Dodge. There was a quorum in attendance. Staff in attendance were Public Works Utilities (PW) Joe Koterak, Administrator-Clerk-Deputy Treasurer (ACDT) Bradley Hanson, Chippewa County Sheriff's Office (CCSO) Sergeant Andy Clark, Building Inspector (BI) Joe Atwood, and Village Attorney (VA) Chris Gierhart.
Public in attendance was Dwain Trowbridge and at 5:58 p.m. Morgan & Parmley (MP) Engineer Zech Gotham arrived.
- III. **Pledge of Allegiance.**
- IV. **PUBLIC COMMENTS.** There were no public comments.
- V. **CONSENT AGENDA.** Motion by Pitts and seconded by Blodgett to approve the consent agenda. Motion carried.
 1. Board of Trustees approve Agenda Order & Conduct in compliance with Municipal Code 89-5(A)(2).
 2. Correspondence and Complaints Received. ACDT Hanson advised that staff received a complaint that mowing violations were not being handled appropriately, that Village staff mowed grass into the road, and an Open Records Request (ORR) for policy for mowing and setbacks in the R-1 Single-family residentially zoned areas. All have been remedied and advised the ordinances were available online for future reference.
 3. Board of Trustees, Committees and Commission Meeting Minutes or Reports for the:
 - a. *Regular Board Meeting on Thursday, June 12, 2025.*
 - b. *Park Committee on Tuesday, June 17, 2025.*
 4. Ordinances and Resolutions for consideration:
 - a. *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.*
 - b. *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.*
 5. Board appointments: Verlyn Motzer to the New Auburn Housing Authority Commission (aka Sunrise Village) —or Eileen Moos.
 6. Operator Licenses Approval:
 - a. *Christa Paulson, Bridge Stop.*
- VI. **DEPARTMENT REPORTS.**
 1. Public Works.
 - a. *Monthly Report.* PW Koterak reviewed the utility numbers and they had no concerns with the results. Water had an unequal number of gallons pumped into service over the past month, wastewater had a lot of Inundation and Infiltration (I & I) at 1,400,000 gallons due to the many

inches of rain, construction projects, and possible sump pumps connected into the wastewater system. Chippewa County (Chip Co) finished May St paving, shoulder work to be completed in the next few weeks, and other patch work within the Village. Village Park Improvement (VPI) Project bathrooms is all sheet metal was up and doors were installed.

2. Public Safety. There were no incidents during scheduled times, three traffic warnings, 26 contacts, 46 building checks from 21 shifts and a total of nearly 84 hours service. There were eight incidents outside of the scheduled contract time.
3. Building Inspector. 2024 property 324 N County Highway (CH) SS slated for possible condemnation has completed what needed to be done and can be removed at the September Board meeting. Other minor properties were discussed progress with extensions, compliance status, and construction area delayed enforcement, and other projects progress.
 - a. **112 E North St possible condemnation process. (Item added by FINAL Agenda).** ACDT Hanson advised that a certified letter was mailed to the property owner on June 18, 2025 with no response as of the night of the meeting. VA Gierhart advised the Village would have to get a raze order, but first will work on a Special Inspection Warrant (SIW) with BI Atwood to get into the structures and will administratively work with BI Atwood, and to cease all citation issuing.
 - b. **126 S County Highway (CH) SS status and possible reconstituting the condemnation process. (Item added by FINAL Agenda).** BI Atwood stated that rafters should be delivered in four weeks and will be reducing the current wall heights. New Code adopted in 2023 with the setback of 20' from S CH SS if 50% or greater of the value prior to construction is removed, then the property must meet current zoning and setback requirements. Fence must be a safety fence to the distance of the potential falling wall and must be chain link. Motion by Blodgett and seconded by Lotts for 126 CH SS property owner to erect a six-foot tall chain link safety fence with signs by July 23, 2025 and all current lumber removed from the site or placed within the structure walls, and to be reconsidered at the Board's regular meeting on Thursday, October 9, 2025. Motion carried.
4. Treasurer's Report. No action taken.
 - a. *Invoices and checks reviewed.* ACDT Hanson ensured the bills were reviewed by Board members.
5. Administrator-Clerk-Deputy Treasurer. No action taken.
 - a. *Fire Department & Quarterly Report.*
 - b. *Listening Training update.*
 - c. *Refuse & Recycling Report (R3) update.* ACDT Hanson described a potential opportunity that would benefit the residents and the Village as a whole. The report has been delayed due to a possible improvement in service discovered during research with the R3.
 - d. **Habitat for Humanity (H4H) economic development and non-profit requests. (Item added with FINAL 2 of 2 Agenda).** H4H requested non-profit status for property tax and to waive at least one of the Public Fire Protection (PFP) fees. VA Gierhart advised that the PFP fees must be applied equally and the Village Assessor will determine the non-profit status of H4H's parcels.

VII. UNFINISHED BUSINESS.

1. Village Project Updates:
 - a. *Wastewater Treatment Plant (WWTP) Effluent Pipe Replacement.*
 1. 5218-11 Wastewater Treatment Plant Seepage Cell Effluent Replacement Change Order 01. Motion by Blodgett and seconded by Lotts. Motion carried with Pitts voting against.
 2. Easement for parcel 23109-0623-05000000 for construction purposes. Motion by Pitts and seconded by Lotts to approve the permanent easement not to exceed \$1,000. Motion carried.
 - b. *May Street.* Paving is complete, shoulder work should be completed within the next two weeks, and still have to repair one driveway from construction damage. No action.

- c. *North/Central Street*. MP Gotham provided an update to the Board with underground being completed this week and road work to be the next few weeks. There will be continuity testing of the water main tracer wire, final wastewater testing televised last Thursday, one issue with a service line as the seal did not keep and it had to be redone.

- 1. 5202-09 North & Central St Project Pay Request 02. Motion by Lotts and seconded by Pitts to approve. Motion carried.

- d. *Wellhouse #1 and Utility wide Supervisory Control and Data Acquisition (SCADA) Improvement update and engineering*. Motion by Pitts and seconded by Lotts to approve letter, as drafted by ACDT Hanson, to remove CBS2 from the Wellhouse #1 and SCADA improvement projects. Motion carried. VA Gierhart advised ACDT Hanson to email and have a phone conversation with CBS2 Engineer Jon Strand, and mail them a letter as well.

Based on current representation on the North & Central St project, Village staff recommended MP firm to complete this project. MP Gotham advised on funding situations and timing with Wisconsin Department of Natural Resources (WDNR). PW Koteras advised the current system is analog and has some issues with replacement items for repair. Further, the project would move chemicals out of the main room into an addition and along with a shower in the event of any contamination occurring due to maintenance or repair work. Motion by Pitts and seconded by Blodgett to approve MP to engineer the Wellhouse #1 and SCADA improvement projects once the agreement is received. Motion carried.

- 2. Jamboree Day & All School Reunion/Village Sesquicentennial Celebration Committees requests. Motion by Lotts and seconded by Pitts to approve all requests from the aforementioned citizen Committees. Motion carried.
 - a. *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*.
 - b. *Resolution 2025 – 17 A Resolution of the Village of New Auburn Board of Trustees to set a Temporary Recognized Camping Areas at the Village Park near the Pavilion & Softball Field*.
 - c. *Street closure application / request 200-250 block N Spruce & 150-200 E Elm St*.
 - d. *Amplification Permit for 175 Park St (Pavilion)*.
- 3. 309 N Front St Certified Survey Map and potential vacating of 47' of right-of-way in Chippewa County. VA Gierhart advised that during a vacate process each adjacent parcel gets one-half of the vacated property through Wisconsin state law. Board consensus to move forward with the property owner, Chad Toews at 309 N Front St, providing the Certified Survey Map (CSM) for the Board's consideration at their next meeting after the CSM has been provided by Toews.

VIII. NEW BUSINESS.

- 1. "Deaf Child" sign request for the 100 block of E Main St. Motion by Lotts and seconded by Blodgett to approve with the costs contributed by the family with Village staff installation, and with an annual renewal requirement. Motion carried.
- 2. Ordinance 2025 – 10 An ordinance to repealing and recreating Chapter 190 Fireworks of the New Auburn Municipal Code of Ordinances. No action and will be brought back at the next Board meeting for consideration of adoption.
- 3. Fireworks Permit fee. Postponed until August's Regular Board meeting for consideration.
- 4. Discussion with Dwain Trowbridge regarding possible development. Trowbridge provided a brief development history around May St, which included concerns on a building permitted in 2024. He

then discussed parcels he owns between North St and Barron County Highway (CH) MM via an extension of Spruce St connecting the two roadways. He continued with Wetland Delineation concerns on his property and the Village Park with the belief the Village and he could work together with the WDNR Wetland process. Concerned with previous Board actions and those not making the Board Minutes, and Village staff at that time did not complete the necessary steps toward achieving then directed Board Actions. He advised that he has considered litigation against the Village and coming up with a proposal on how to pay him back that would benefit many. Possibly Tax Incremental Financing Districts (TID) and formal letter together to get rid of the wetlands, so long as his property has some great potential. VA Gierhart described TID concerns, process, limitations, plan development, and demonstrated need from a developer. Litigation threats and VA Gierhart will advise his clients in Closed Session.

5. Recess into Closed Sessions per WI Statute §19.85(1)(e) and (g) for the following purposes: “(e) deliberating or negotiating... the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” to wit: discuss negotiation strategy with respect to potential Village assistance for housing development and “(g) 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: claim by Dwain Trowbridge with respect to May Street development payments. At 7:07 p.m. motion by Pitts and second by Lotts to go into Closed Session as described by VP Berg. Motion carried. Those in the Closed Session included all Board of Trustees in attendance, VA Gierhart, BI Atwood, PW Koteras, and ACDT Hanson.
6. Reconvene in Open Session. At 7:36 p.m. motion by Lotts and seconded by Pitts to reconvene in Open Session. Motion carried by voice vote.
7. Action on Closed Session. Motion by Lotts and seconded by Blodgett for ACDT Hanson to draft a letter of support to the Wisconsin State Legislature representatives in support of Trowbridge Wetland designation removal. Motion carried. VA Gierhart advised Trowbridge the Village is interested in working with him, but they need his plans resubmitted to the Village, how many lots, utilities needed, and the Village will need to discuss with their Financial Advisors to determine the possible return on the Village’s return on investment.
8. Future Board Meetings:
 - a. *Next Regular Board Meeting is at 5:30 p.m. on Thursday, August 14, 2025.*

IX. **Adjourn.** All agenda items were covered at 7:40 p.m. and VP Berg adjourned the meeting.

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