

Board of Trustees Regular Meeting Minutes

- I. **CALL TO ORDER.** At 5:31 p.m. Village President (VP) Shannon Berg called the meeting to order.
- II. **ROLL CALL.** Board of Trustee (Board) Members in attendance were Gerid Dodge, Brad Lotts, Gary Pitts, and Paul Blodgett, and VP Berg. There was a quorum in attendance. Staff in attendance were Public Works Utilities (PW) Garrett Larson, Treasurer-Deputy Clerk Teresa Dachel, Administrator-Clerk-Deputy Treasurer (ACDT) Bradley Hanson, Building Inspector (BI) Joe Atwood and Chippewa County Sheriff's Office (CCSO) Sergeant Andy Clark.
There was no Public in attendance.
- III. **PLEDGE OF ALLEGIANCE.**
- IV. **PUBLIC COMMENTS.** *Comments are limited to three (3) minutes.* There were no comments.
- V. **CONSENT AGENDA.** Motion by Lotts and seconded by Dodge 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.
 3. Board of Trustees, Committees and Commission Meeting Minutes or Reports for the:
 - a. *Regular Board Meeting on Thursday, July 10, 2025.*
 - b. *Park Committee on Tuesday, July 15, 2025.*
 4. Operator Licenses Approval:
 - a. *Alyson R Karshbaum, Bridge Stop.*
 - b. *Sarah Morneau, Quarthouse. (Added by FINAL Agenda).*
- VI. **DEPARTMENT REPORTS.**
 1. Public Works. PW Larson discussed Pavilion cabinet installed, electrical inspection for the Village Park (Park) Bathrooms, Utilities are running good, North St blacktop tomorrow.
 - a. *Monthly Report.*
 2. Public Safety. CCSO Sgt Clark reviewed last months statistics including 22 incidents, 187 complaints, and 36 business checks.
 3. Building Inspector. BI Atwood Lauterbach Inspection Warrant in the works and once it is ready will need CCSO in attendance and anyone is welcome to attend, discussed a vacant house with bad shingles, aesthetic ordinance discussed, other properties are progressing or extended for a period of time, S County Highway (CH) 126 should begin construction September 1, 2025, 121 E Main no progress, and described permits issued and their progress.
 4. Treasurer's Report. All School Reunion and Sesquicentennial Committee provided the Board with a Thank You Card for the donation to the Tour Bus.
 - a. *Invoices and checks reviewed.*

At 5:48 p.m. Morgan & Parmley (MP) Zech Gothem Engineer arrived.

5. Administrator-Clerk-Deputy Treasurer.
 - a. *New Auburn Area Fire Department (NAAFD) & Quarterly Report.* Pitts reported on officers elected by Board members and the old engine that sold all proceeds went towards the new truck. Next meeting is a Special Budget on September 25, 2025 and the next regular meeting October 16th.
 - b. *General Code renews on February 14, 2026 and any change requires a 90-day notice.* No action.

- c. *City Clerk participation in the State of Wisconsin new software search for electronic ballot book.* No action.

VII. UNFINISHED BUSINESS.

1. Village Project Updates:
 - a. *Wastewater Treatment Plant (WWTP) Effluent Pipe Replacement.*
 1. Resolution 2025 – 18 A Resolution Authorizing the Issuance and Sale of Up to \$245,935 Sewerage System Revenue Bonds, Series 2025B, and Providing for Other Details and Covenants with Respect Thereto, and approval of related \$491,870 Financial Assistance Agreement. Motion by Pitts and seconded by Blodgett to approve. Motion carried.
 2. Clean Water Fund (CWF) 5218-11 Quarles engagement letter Village President and Clerk to sign as appropriate. Motion by Pitts and seconded by Lotts to approve. Motion carried.
 3. CWF 5218-11 Closing Certificate Village President and Clerk to sign as appropriate. Motion by Pitts and seconded by Blodgett to approve. Motion carried.
 4. CWF 5218-11 Financial Assistance Agreement Village President and Clerk to sign as appropriate. Motion by Pitts and seconded by Dodge to approve. Motion carried.
 - b. *North/Central Street.* MP Gotham provided an update on the project with curb & gutter completion and schedule of asphaltting scheduled to begin tomorrow.
 1. 5202-09 North & Central St Project Pay Request 03. Motion by Dodge and seconded by Pitts to approve. Motion carried.
 2. New Auburn Housing Authority water service line repair fund assignment. MP Gotham described the located pin hole of the service line, no decision needs to be reached tonight, but will be a separate line item with the next Pay Request. No action.
 - c. *May Street.*
 1. Consideration of change order to Chippewa County paving agreement to including the intersection with Mathias St. Motion by Lotts and seconded by Blodgett to approve the change order to add additional paving of May St and to be funded by Tax Incremental Financing District 1 for the total amount of \$9,478.00. Motion carried.
 2. May Street Change Order 03. Motion by Dodge and seconded by Pitts to approve. Motion carried.
 3. May Street Pay Request 03. Motion by Pitts and seconded by Lotts to approve. Motion carried.
 - d. *Village Park Improvement update.* PW Larson updated the landscaping and trail to the bridge on the northside of the creek, and Pavilion cabinets added. TDC Dachel provided the Board potential next steps to continue the improvement of the Park.
 - e. *Elm & Spruce \$430,000 project loan repayment fund assignment.* No action.
2. Ordinance 2025 – 10 An ordinance to repealing and recreating Chapter 190 Fireworks of the New Auburn Municipal Code of Ordinances. Motion by Pitts and seconded by Blodgett to approve. Motion carried.
3. Fireworks Permit fee. Motion by Pitts and seconded by Berg to approve the Fireworks Permit fee to \$30.00 and no contribution to the NAAFD. Motion carried.
4. Ordinance 2025 – 11 A Village of New Auburn Ordinance creating Chapter 216 Mobile Vendors & Direct Sales Permit required. Motion by Dodge and seconded by Pitts to approve. Motion carried.

5. Electrical inspection agreement with REM Inspecting, LLC. Information only that the contract has been renewed as the original from 2022 was not formally approved as two more steps were left undone. Current staff has remedied this situation. No action.

VIII. NEW BUSINESS.

1. Sidewalk reconstruction request for 113 E Main St. ACDT Hanson provided the Board history on this specific sidewalk situation and what current Code stipulates with sidewalks. Municipal Code 292-7. Village records indicate that when the sidewalk was installed in 2019 there was no 50% assessment to the property owners. Resident Jason Eberhardt requested the Village to contribute 50% of repair work since it was discovered allegedly it was done incorrectly in 2019. Motion by Lotts and seconded by Blodgett to contribute 50% of the sidewalk repair, but not to exceed \$600. Motion carried.
2. Approve Certified Survey Map (CSM) for 330 & 340 W Main St (Bridge Stop). Motion by Dodge and seconded by Pitts to approve and for VP Berg to sign. Motion carried.
3. Designating Plan Commission for Public Hearing regarding a re-zoning request on September 23, 2025. Motion by Pitts and seconded by Lotts to have the Plan Commission hold the Public Hearing at 5:00 p.m. on Tuesday, September 23, 2025 for the rezoning request of 330 Mathias St and any other rezoning requests received within time as prescribed by the Municipal Code. Motion carried.
4. Local Road Improvement Program (LRIP) and/or Agricultural Road Improvement Program (ARIP) [added by FINAL Agenda] grant applications engineering assistance with Morgan & Parmley (MP) for 50th & 250th Streets. Motion by Lotts and seconded by Blodgett to approve the application for LRIP and ARIP if funded with the assistance of MP. Motion carried.
5. Municipal Code 238-5 Control of weeds and grasses and 259-11 Abatement by Village [Mowing] (B) 5-day mow notification consideration days changed. Motion by Dodge and seconded by Pitts to move forward with a new ordinance to adjust the days from five to seven. Motion carried.
6. Resolution 2025 – 19 A resolution of the Village of New Auburn Board of Trustees adopting the 2025 Emergency Operations Plan. Motion by Dodge and seconded by Lotts to approve. Motion carried.
7. Contesting of Wisconsin Department of Administration (WDOA) 2025 Census estimation. [added by FINAL Agenda]. Motion by Dodge and seconded by Pitts to approve the contesting of the WDOA's 2025 population estimation. Motion carried.
8. Recess into Closed Sessions per WI Statute §19.85(1) (g) for the following purposes: 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: unpaid invoice from Village property owner from 2023 and potentially 2024. Motion by Lotts and seconded by Pitts to enter Closed Session by voice vote. Those saying aye were Pitts, Lotts, Blodgett, Dodge and VP Berg. Motion carried and at 7:12 p.m. the Board entered the Closed Session. Those in attendance were all present Trustees, VP Berg, TDC Dachel, and ACDT Hanson. Joining the Closed Session via telephone was Village Attorney (VA) Chris Geirhart.
9. Reconvene in Open Session. At 7:16 p.m. motion by Pitts and seconded by Dodge to reconvene in Open Session. Motion carried.
10. Action on Closed Session. No action.
11. Future Board Meetings:
 - a. *Next Regular Board of Trustees Meeting is at 5:30 p.m. on Thursday, September 11, 2025.*

IX. ADJOURN.

Having covered all of the agenda items, at 7:18 p.m. VP Berg adjourned the meeting.

Signed: _____

Bradley J Hanson, Village Administrator-Clerk-Deputy Treasurer