

Board of Trustees Regular Meeting Minutes

Thursday, September 11, 2025

- 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, Brad Lotts, and VP Berg. Absent were Paul Blodgett and Gerid Dodge. There was a quorum in attendance. Staff in attendance were Treasurer-Deputy Clerk (TDC) Teresa Dachel and Administrator-Clerk-Deputy Treasurer (ACDT) Bradley Hanson. There was no Public in attendance.
- III. **PLEDGE OF ALLEGIANCE.**
- IV. **SEPTEMBER 11TH A DAY OF REMEMBRANCE AND NATIONAL DAY OF SERVICE MOMENT OF SILENCE.** VP Berg called for a moment of silence for September 11th A Day of Remembrance and National Day of Service immediately following the Pledge of Allegiance.
- V. **PUBLIC COMMENTS.** There were no public comments.
- VI. **CONSENT AGENDA.** Motion by Lotts and seconded by Pitts to approve. Motion carried.
 1. Board of Trustees approve Agenda Order & Conduct in compliance with Municipal Code 89-5(A)(2).
 2. Correspondence and Complaints Received. A few complaints were received regarding the North & Central Streets project that were immediately relayed to the engineer and contractor to handle. One advised that the Board of Trustees should be out to inspect as well.
 3. Board of Trustees, Committees and Commission Meeting Minutes or Reports for the:
 - a. *Regular Board Meeting on Thursday, August 14, 2025.*
 - b. *Park Committee on Tuesday, August 19, 2025.*
 - c. *Joint Review Board on Tuesday, August 26, 2025.*
 - d. *Board of Appeals on Tuesday, August 26, 2025.*
 - e. *Special Board Meeting for Public Works Candidate Interviews, Wednesday, August 27, 2025.*
 4. Operator Licenses Approval.
 - a. *Michelle Gentling – Bridge Stop.*
- VII. **DEPARTMENT REPORTS.**
 1. Public Works (PW). No PW staff were in attendance to limit overtime accumulation. Water and Wastewater gallons reviewed, Wastewater Treatment Plant (WWTP) project began with electrical needs, May St completed blacktop, Chippewa County Highway (CH) M from United States (US) Highway 53 to Columbia St was repaved, started working on the Village Park Improvement (VPI) Project trails.

At 5:35 p.m. Trustee Blodgett arrived.

2. Public Safety. Chippewa County Sheriff's Office (CCSO) Sergeant Andrew Clark was unable to attend due to other meeting commitments. In August there were 21 contacts/citations, 111 business contacts with 16 building checks, and 132 hours in Village limits with 32 covered shifts, and 7 criminal reports.
3. Building Inspector. Building Inspector (BI) Joe Atwood was unable to attend due to commitment with primary employer.
4. Treasurer's Report.
 - a. *Invoices and checks reviewed.* There were no questions from the Board regarding the written checks.
5. Administrator-Clerk-Deputy Treasurer. PW Jared Thom started on Monday, September 8, 2025, PW Thom's Utility training arranged by TDC Dachel, and PW Larson has been doing well being shorthanded.
 - a. **Agreements [Removed by FINAL Agenda].**

VIII. UNFINISHED BUSINESS.

1. Village Project Updates.

- a. *Wastewater Treatment Plant (WWTP) Effluent Pipe Replacement.* WDNR loan has been closed on, so funding is available, and we are just waiting for the project's main portion to begin later this month.
- b. ***Elm & Spruce Street Project (5202-10) FINAL Pay Request [Added by FINAL Agenda].*** Received an additional one-year warranty for the intersection of S Spruce and E Dell Streets due to some noticed concerns with the pavement by PW Larson during a walk through from Monarch. Motion by Pitts and seconded by Lotts to approve the amount of \$29,373.23 Final Pay Request. Motion carried.

At 5:45 p.m. Morgan & Parmley (MP) Engineer Zech Gotham arrived.

- c. *North/Central Street (5202-09).* MP Gotham summarized the completion of the project that included a brief on restoration finished August 30, 2025, punch list of items written, ruts from large equipment still being field, restoration to existing grass/trees/edges of yards, pruned broken branches, resident driveway repair work to be determined, different sized lines were discovered, extra stormwater work, and filter fabric still in yard catch basins until the grass has stabilized.
 1. Project Pay Request 04. Motion by Pitts and seconded by Lotts to approve Pay Request 04 in the amount of \$217,466.68. Motion carried.
- d. *May Street.* Only detail was provided with the PW Report. In addition, TDC Dachel advised that final pavement has been made to Mathias St and a pay request should be on the next agenda.
- e. *Village Park Improvement update.* TDC Dachel advised that PW Larson is still working on the bathroom, have a concern with Xcel supply line, grass growing, silt fence will be removed later, trail completed from the southside of the bridge to the Pavilion, MP Permit application with Wisconsin Department of Natural Resources (WDNR) for the trail to the Playground and Veteran's Memorial for a possible catch basin to make it a dryer area. ACDT Hanson advised he communicated with a resident that gets around by the use of a wheelchair and is very excited about the trail completion as it will be a better connection for shopping.
2. Vendor and Direct Sales Permit approval. Motion by Pitts and seconded by Blodgett to approve. Motion carried.
3. Establishing fees for Vendor and direct sales for permit and background investigation. Motion by Lotts and seconded by Pitts to approve the fee of \$25.00 not to exceed \$200.00 annually. Motion carried.
4. Ordinance 2025 – 12 An Ordinance repealing and recreating § 238-5 Control of Weeds and Grasses, and repealing and recreating § 259-11 Abatement by Village of the New Auburn Municipal Code of Ordinances. The Board reviewed staff recommendations to change the ordinance will consider for adoption at the next Board meeting with changes and after Village Attorney review. The Board added to the draft to hand deliver a copy in bright colored paper and provide an image of the notification when delivered. No action.
5. **Reconsideration to approve Certified Survey Map (CSM) for 330 & 340 W Main St (Bridge Stop) [Added by FINAL Agenda].** Motion by Pitts and seconded by Lotts to approve. Motion carried.

IX. NEW BUSINESS.

1. Barron County and Village Recycling partnership. TDC Dachel provided details on the result of a possible partnership with Barron County's Waste to Energy and Recycling Department (W2ER). The partnership would offer 24 hours and seven days a week recycling for our residents. Barron County residents (all residents in the Village on the north side of North St) currently pay for the service, but we could place it on the Utility Bills for all Chippewa County Residents for a nominal fee equal to what Barron County residents pay. This would save the Village \$11,000 annually. Furthermore, Barron County would become the Village's Responsible Unit (RU) for reporting on recycling amounts and collecting the grant dollars from the State of Wisconsin for Recycling. ACDT Hanson advised the meeting with W2ER was called as part of the Dump Site research, which during both Barron County and Village staff noticed there is not a close Recycling Site for Barron County residents in the southeast corner of the County. If the Board approves of the yet to come agreement with W2ER, there may be two months of overlap and double pay, however, in the long term this saves the Village dollars. Consensus of Board to bring back an updated ordinance to allow for intergovernmental agreements without requiring bids.
2. Ordinance 2025 – 13 An Ordinance repealing and recreating Chapter 292 Streets and Somatic Transportation, Article III Somatic Transportation Construction and Repair of the New Auburn Municipal Code of Ordinances.

Recommended changes reviewed by the Board with amendments for next meeting, and leave in special assessments. TDC Dachel advised that Somatic Transportation (ST) is very expensive. No action.

3. Aesthetic ordinance consideration. This would address needed painting, shingle degradation, and roof conditions, which right now cannot be addressed. Will review at next month's Board meeting.
 4. Capital Improvement Plan and somatic transportation (sidewalks, trails, etc.). Reviewed the Village's 2018 sidewalk Capital Improvement Plan (CIP) and the Village's GIS information relating to existing and the CIP. Prioritized roads and existing ST first until funding is available for new ST.
 5. Approve Liquor License & Tobacco License transfer from Bridge Stop / Dwain Trowbridge to Bridge Stop / LP New Auburn, LLC (Lakhwinder Singh = President, Parvinder Singh = Vice President, Jatinder Singh = Secretary) Milwaukee, Wisconsin [Added by FINAL Agenda]. Motion by Lotts and seconded by Pitts to approve pending the Close Date of September 17, 2025, approval by Chippewa County Sheriff's Office, and the original owner rescinding their licenses. Motion carried.
 6. Tax Incremental Financing District (TIF or TID) 1 direction. Motion by Lotts and seconded by Blodgett to proceed with the closing requirements for TID 1. Motion carried.
 7. Elm/Spruce St Security Bank Loan fund designation. Motion by Pitts and seconded by Lotts to assign the funds for Elm/Spruce St project to the General Fund General obligation debt. Motion carried.
 8. Future Village Meetings. No action.
 - a. *Park Committee meeting is at 5:00 p.m. on Tuesday, September 16, 2025.*
 - b. *Cemetery Committee meeting is at 5:00 p.m. on Monday, September 22, 2025.*
 - c. *Plan Commission meeting is at 5:30 p.m. on Tuesday, September 23, 2025.*
 - d. *Regular Board Meeting is at 5:30 p.m. on Thursday, October 9, 2025.*
 - e. *Special Board Budget Work Session is at 4:00 p.m. on Thursday, October 23, 2025.*
- X. **ADJOURN.** At 7:06 p.m. having covered the entire agenda, VP Berg adjourned the meeting.

Signed: _____


Bradley J Hanson, Village Administrator-Clerk-Deputy Treasurer