Board of Trustees Regular Meeting Minutes

on Thursday, July 9, 2026, at 5:30 p.m.

I. **CALL TO ORDER.** At 5:30p.m. Village President (VP) Shannon Berg called the meeting to order.

II. **ROLL CALL**. VP Shannon Berg, Board of Trustee (Board) Members in attendance were Gary Pitts, Brad Lotts, Gerid Dodge and Paul Blodgett. There was a quorum in attendance. Staff in attendance were Clerk-Treasurer (CT) Stephanie Daniells, Deputy Clerk Treasurer (DCT) Teresa Dachel, Building Inspector Joe Atwood, Seargeant Andy Clark. Public in attendance was Austin Heiss Superintendent for the School District of New Auburn.

III. **PLEDGE OF ALLEGIANCE.**

IV. **PUBLIC COMMENTS.** There were no public comments.

V. **CONSENT AGENDA.** There were no questions or concerns with the consent agenda. Motion made by Pitts to accept the consent agenda, 2nd by Dodge. All in Favor, none opposed. Motion carried.

1. Announcements, Complaints, Concerns and Communications. CT Daniells discussed a renter in the Village having issues with his landlord taking care of the property; another resident has issues with the chicken keeping ordinance and having to keep them in a chicken run; fence dispute between 2 neighbors located on E Main Street.
2. Minutes and Reports.
   a. Regular Board Meeting on Thursday, June 11, 2026.
   b. Park Committee Meeting on Tuesday, June 23, 2026
   c. Park Committee Meeting on Tuesday, July 7, 2026.
3. Liquor, Tobacco, Gaming Licenses 2026-2027 Approval:
   a. Fish & Game Club of New Auburn picnic license for Jamboree Days.
   b. Operators Licenses Annual Renewal 2026-2027 Approval:
      1. Steve Anderson – Fish & Game (FG).
      2. Phillip Fedie - FG
      3. Danniel Jarvinen-Pitts - FG
      4. Dustin Lotts - FG
      5. Peter Pederson – FG
      6. Tanner Johnson – Bridge Stop

VI. **DEPARTMENT REPORTS.**

1. Public Works. CT Daniells noted that PW Thom was on vacation so PW Jacobson prepared the report.
2. Public Safety. Sergeant Clark noted for the month of June there were 91 billable hours; 27 non-billable hours with a total of 29 shifts. He mentioned to the board about the potential increase for the renewed contract.
3. Building Inspector. BI Atwood discussed the list of properties that still need to be addressed. His monthly report covered 9 properties still being reviewed with one shed permit completed. At that time, he instructed DCT Dachel to call Landon Cole to discuss his property located at 126 S Old 53. There was no answer so the board instructed DCT Dachel to email Mr. Cole with the boards' decision to give him until August 1, 2026 to complete the outside work including sealing and repairing broken windows and overhead door otherwise the Village would start citing. He also talked about the Landlord/Tennant building and would be sending a letter with his findings. Citations will begin for 2 property owners.
4. Treasurer's Report.
   a. Receipts-Expense Report – DCT Dachel noted since last board meeting total revenues of $45,900.56 and total expenses of $51,583.77. The board did not have any questions and DCT Dachel noted everyone had signed the report.
5. Clerk-Treasurer – CT Daniells attended the business meet and greet at New Auburn Cheese and Auburn Rod. Security camera install has been completed at the Veteran's Memorial. Sent out Absentee Ballots for upcoming election. Met with Peggy Stanford regarding cemetery history. Will be attending UW Green Bay Clerk school 7/13 through 7/17 from home. Election training for poll workers. Working on amending 2 ordinances for language issues.

VII. **UNFINISHED BUSINESS.**

1. Consider/Act on 2025 Audit Summary. DCT Dachel discussed the 2025 Audit report and summary. She offered audit books for all the board members with no takers. On the General fund, she noted that the summary is showing a huge loss overall and gave us a negative fund balance due to the closing of the Elm/Spruce Street and North Street projects. This is mostly

due to the 3 change orders for the Elm/Spruce Street project. It's not ideal to have a negative fund balance but going forward, the goal will be to try and build this fund back with mindful budgeting and expenses. Both Water and Sewer funds and balances are sitting good. Sewer has been trending in the negative due to non-cash depreciation so we could start talks about raising sewer charges. Other funds are Park, CDBG Housing, Capital Projects and CDBG Grant. Capital Projects North Street expenses have been tied out now holds housing money from land sales. CDBG Grant has reconciled to zero. Long term General Obligation debt is sitting at 30% of our allowed 5% of equalized value. In the Audit Summary, our auditors did not note any major concerns. Motion was made by Pitts to accept the 2025 audit report and summary, 2nd by Dodge. All in favor, none opposed. Motion carried.

VIII. NEW BUSINESS.

1. Consider/Act on Amplified Device Permit for Tom Moos Wedding Reception 8/1/26. Motion made by Berg to approve the amplified device permit and 2nd by Lotts. All in favor, none opposed. Motion passed.

2. Consider/Act on Waste Collection Permit. CT Daniells noticed while going through ordinances and permits that these permits had not been updated since 2024 so she reached out to all sanitation haulers. These 3 had submitted paperwork and one will be listed on the August meeting. Motion was made by Lotts to approve the permit applications, 2nd by Dodge. All in favor, none opposed. Motion carried.
   a. RightAway Rolloff LLC.
   b. Republic Services
   c. Swift Sanitation

3. Consider/Act on Storage Container Permit for the School District of New Auburn. Austin Heiss, Superintendent of the New Auburn School District talked about submitting an application for a new storage container to hold track equipment. They would like to place this next to the garage located on N East Street. The board feels this would be the best location. They will defer this to the Building Inspector to follow through. BI Atwood spoke about being mindful of placement especially when it comes to the Fire Dept needing access. Motion was made by Lotts to approve the storage container permit, 2nd by Dodge. All in favor, none opposed. Motion carried.

4. Consider/Act on Street Permit Application and waive fee for Jamboree Craft Fair. VP Berg has applied for street closure of Park Street during the craft fair on July 25th during Jamboree days and is asking for the fee to be waived. Motion was made by Pitts to approve the application and waive the fee, 2nd by Lotts. All in favor, none opposed. Motion carried.

5. Recess into Closed Sessions per WI Statute §19.85 (1) (c) for the following purposes: "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.," to wit: Clerk 90 Day Check-in. Motion by Dodge to move the meeting to closed session, 2nd by Pitts. Roll call VP Berg, Trustee Pitts, Trustee Lotts, Trustee Dodge, Trustee Blodgett. Meeting moved to closed session at 6:11p.m.
6. Reconvene in Open Session. Motion made by Pitts to reconvene to open session at 7:00p.m., 2nd by Lotts. All in favor, none opposed. Motion carried.
7. Action on Closed Session. VP Berg stated no action needed for closed session.
8. Future Board Meetings:
   a. Next Regular Board Meeting at 5:30 p.m. on Thursday, August 13, 2026.
   b. Next Park Committee Meeting at 5:00 p.m. on Tuesday, August 25, 2026.

IX. ADJOURN. VP Berg adjourned the meeting at 7:01p.m.

NOTE: Any person who has a qualifying disability as defined by the American with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Village Clerk-Treasurer at (715) 237-2223 or email Sdaniells@newauburn-wi.com by 2:00 p.m. the day before the meeting so that any necessary arrangements can be made to accommodate each request.

Teresa Dachel

Prepared by Teresa Dachel, Village Deputy Clerk-Treasurer