

Minutes of the proceedings of the City Council of the City of New Auburn in the County of Sibley and State of Minnesota including all accounts audited by said Council.

Regular Meeting  
November 10, 2025

**Meeting called to order** by Mayor Mandy Grack at 7:00 p.m. at the city office.

**Members present:** Wayne Schultz, Pam Horton, John Wangen, Michael Cotterman and Mandy Grack

**Members absent:**

**Staff present:** Roberta Zaske, Joey Schuft and Bryce Busse

**Additions or Corrections to the agenda :**

**Open Public Forum:**

**Approval of minutes:** A motion by Wayne Schultz, seconded by Michael Cotterman to accept the minutes for October meeting, motions carried.

**Reports given:**

1. Fire Department – Chief Busse gave his report. 3 calls for the month. Hurst tool broke, \$500 to repair it, had it fixed. 931 leaks in pump. Discussed recent fires calls.
2. Treasurer report – Report was given and approved.
3. Park/streets/buildings- Joey gave his report. One batch of crack fill was bed, Representative gave 3 5-gallon pails for free. Plow is on truck, put new cutting blades and rubber topper on top, just need a beacon yet. A motion by Pam Horton, seconded by Michael Cotterman to have John Wangen and Wayne Schultz be the back up drivers, of the plow trucks, motion carried.
4. Sheriff Report –

**Resolutions, Ordinances and Policy:**

**Resolutions: 20251110A Final Tax Levy** A motion by Wayne Schultz, seconded by Michael Cotterman to approve the final tax levy as presented, motion carried.

**Ordinances: Peddlers, Solicitors, Transient Merchants and Food Venders** First reading

**Policy: 2026 Personnel Policy** bring back to December meeting for approval

**Hall rental Policy** A motion by Michael Cotterman, seconded by John Wangen to accept the changes in the policy, motion carried.

**Unfinished business:**

1. STREAMS –A motion by Michael Cotterman, seconded by John Wangen to accept the agreement between STREAMS and SEH Engineering. The City of New Auburns share is \$52, 609.00 for project management, pre-facility plan, WWTF alternative and meetings, motion carried with 5 yes.
2. SEH - Sam Fink - at a stand still with the government shut down, he is working on the addendum to our PER, he will come to our next council meeting, no action taken.
3. State of MN – Lead and copper – SEH still has 12 unknowns and submitted the report to the State.
4. JD5 Ditch - they are still planning on the repairs this fall, possibly the week of November 11th-14<sup>th</sup>
5. Development Agreement – A motion by Wayne Schultz, seconded by Pam Horton to approve the development agreement between the City of New Auburn and Jake Properties to purchase the property at 7234 7<sup>th</sup> Ave for \$5,000.00, motion carried.

**New Business:**

1. Public Hearing on Special Assessment – Homeowner did not show for the meeting.
2. Zoning Ordinance – City Council will start updating the ordinance in January 2026.
3. Water/Sewer statements due date will change to the 25<sup>th</sup> of every month, motion by Pam Horton, seconded by Wayne Schultz to approve the due date to the 25<sup>th</sup> of every month, motion carried.
4. Health insurance/HSA Plan renewal – the City of New Auburn will stop the HSA plan as of December 31<sup>st</sup>.
5. Letter to employees for MN Paid Family and Medical Leave – A motion was made by Wayne Schultz, seconded by Michael Cotterman to approve the letter and to send the letters to each employee.

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6. Santa Day - A motion by Wayne Schultz, seconded by Michael Cotterman to waive the fee for hall rental and deposit money for Santa day, motion carried.
7. Employee evaluations after meeting closed.

**Additional items discussed:**

1. Clerks Report - no report
2. Curt Reetz – no report
3. Open discussion -

Motion by John Wangen, seconded by Wayne Schultz to approve paying claims #70123-70149 in the amount of \$18,227.98 plus any other normal monthly bills. Claims paid in October were claims 70097-70114 for \$17,287.59 and additional claims 70115-70122 \$5,413.22 Payroll - CK 24966-24968 \$3,366.14 PERA \$608.84 Payroll CK 24959-24961 \$3,384.88 PERA \$608.84 Federal taxes for October \$1,978.74 Motion carried with 5 ayes, 0 nays

Motion by John Wangen, second by Pam Horton to adjourn at 7:55 pm. Motion carried.

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Roberta Zaske, City Clerk-Treasurer