

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  
December 8, 2025

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

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

**Members absent:** Wayne Schultz

**Staff present:** Roberta Zaske, Bryce Busse, Justin Wisch and Dale Brenhaug

**Additions or Corrections to the agenda :**

**Open Public Forum:**

**Approval of minutes:** A motion by Michael Cotterman, seconded by Pam Horton to accept the minutes for November meeting, motions carried.

**Reports given:**

1. Fire Department – Chief Busse gave his report. 4 calls for the month. A motion by Michael Cotterman, seconded by Pam Horton to approve the new fire officers for 2026, Fire Chief Bryce Busse, 2<sup>nd</sup> Assistant Chief Dale Brenhaug and Training Officer Collin Brehmer, motion carried. The City Council and Fire Chiefs would like to make a few changes in the policy so a workshop will be set up in January. Talked about firefighters in good standings, one firefighter is on a 6 month probation.
2. Treasurer report – Report was given and approved.
3. Park/streets/buildings- Bobbi gave Joey's report. The backup camera is not working on the pickup. KLM report on the water tower needs to have a final vent screens added, a motion by John Wangen, seconded by Michael Cotterman to have the vents installed, motion carried.
4. Sheriff Report –

**Resolutions, Ordinances and Policy:**

**Resolutions: 20251208A Special Assessments** A motion by John Wangen, seconded by Pam Horton to approve the special assessment to property taxes in the amount of \$2,962.39, motion carried.

**20251208B Authorizing Sale of Property** Tabled until next month

**20251208C Fee Schedule for 2026** A motion by Michael Cotterman, seconded by Pam Horton to approve the fee schedule as presented, motion carried.

**20251208D Appointments for 2026** A motion by Pam Horton, seconded by Michael Cotterman to approve the appointment for 2026, motion carried.

**20251208E Allowing Wire/Automated Bank Payments** A motion by John Wangen, seconded by Michael Cotterman to approve the wire/automated bank payments, motion carried.

**Ordinances: Peddlers, Solicitors, Transient Merchants and Food Vendors** A motion by Michael Cotterman, seconded by John Wangen to approve the Peddler, Solicitors, Transient Merchants and Food Truck ordinance, motion carried.

**Policy: 2026 Personnel Policy** Tabled until next month

**Unfinished business:**

1. STREAMS –The City of Gibbon backed out. We have a zoom meeting on Wednesday at 2:00 pm to discuss.
2. SEH - Sam Fink - A motion by Michael Cotterman, seconded by Pam Horton to sign the agreement for 2025 I/I reduction report for the State of MN, motion carried. A motion by John Wangen, seconded by Michael Cotterman to sign the agreement for 2026 Professional Services, motion carried
3. State of MN – Lead and copper – SEH still has 12 unknowns and submitted the report to the State.
4. JD5 Ditch - All the repairs have been fixed.
5. State Of MN – Lead and Copper - Our next steps is to send a letter to all the homeowners of unknown services, the letter will go out in the January bills.

**New Business:**

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1. Selling property at 7443 7<sup>th</sup> Ave – no action taken
2. Purchase Agreement for 7234 7<sup>th</sup> Ave – agreement was not ready, tabled until next month
3. Change water and sewer saving account payments – leave it up to the City Clerk
4. 4<sup>th</sup> of July Celebration - had a discussion, agreed to put information into the newsletter
5. Employee annual wages - A motion by Michael Cotterman, seconded by Pam Horton to increase city clerk and city maintenance 4%, currently receiving \$27.18 and with the increase it would be \$28.27, motion carried.
6. Work on January 1<sup>st</sup> - city council granted the city clerk to work on January 1<sup>st</sup> but no over time in the pay period.
7. City audit will be January 20-22 – no action taken.
8. RS Fiber – informational letter – no action taken

**Additional items discussed:**

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

Motion by John Wangen, seconded by Michael Cotterman to approve paying claims #70155-70172 in the amount of \$16,098.42 plus any other normal monthly bills. Claims paid in November were claims 70123-70150 for \$19,715.38 and additional claims 70151-70154 \$20,515.00 Payroll - CK 24997-24999 \$3,262.70 PERA \$608.84 Payroll CK 25004--25006 \$3,447.40 PERA \$608.84 City Council payroll CK325007-25011 \$4,826.20 PERA \$200.00 Federal taxes for November \$1,973.84 Motion carried with 5 ayes, 0 nays

Motion by Michael Cotterman, second by Pam Horton to adjourn at 8:23 pm. Motion carried.

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Roberta Zaske, City Clerk-Treasurer