



MINUTES

Board of Trustees - Special Meeting Meeting

7:00 PM - Thursday, September 14, 2023

Village Hall, 620 W. Main St., Newburg, Wisconsin

CALL TO ORDER / ROLL CALL

- President Dave DeLuka - Trustee Bill Sackett - Trustee Mike Heili
- Trustee Mike Enright - Trustee Brooke Stangel - Trustee Kevin Kohn
- Trustee Paul Zimdars

All members present, none absent; a quorum was met (7-0).

PLEDGE OF ALLEGIANCE

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at attention facing the flag with the right hand over the heart. A person in uniform should instead remain silent and render the military salute. Veterans may choose either method. (4 USC Sec. 4).

PUBLIC FORUM

Members of the public are invited to address the Village Board regarding any topic of public concern. Those who wish to speak are asked to complete a written card to register with the clerk.

No members of the public requested to speak at public forum.

CORRECTION AND APPROVAL OF PAST MINUTES

1. Meeting Minutes - August 2023.

Motion to adopt the meeting minutes as presented.

Moved by Zimdars; seconded by Kohn.

Motion prevailed by a voice vote (7-0).

President Deluka asked for a motion to suspend the rules and take items out of order on the agenda moving items 4-9 to the end after item 14.

Motion to suspend the rules and take items out of order.

Moved by Heili; seconded by Sackett.

Motion prevailed by a voice vote (7-0).

[Meeting Minutes - BOT - 2023 08 24](#)

APPOINTMENTS

2. File 2023-XX[32] A resolution confirming the Village Presidents appointments to the Plan Commission

Motion to adopt File 2023-32 - A Resolution confirming the Village Presidents appointments to the Plan Commission.

Moved by Stangel, seconded by Enright.

Motion prevailed by a roll call of 7-0.

[File 2023-XX \[32\] Resolution Confirming Appointees to Plan Commission](#)

PURCHASE AUTHORIZATIONS

3. File 2023-XX [33] - A Resolution Authorizing the Purchase of Computer Hardware and Software Through Washington County.

Nate Wendelborn explained the following:

- Attachment labeled 3 is for the server replacement that is to expire on 10/10/23. The new server would have a 7 yr ProSupport that comes with it.
- Attachment labeled 1 is for internet with firewall protect hardware with a 5 yr ProSupport.
- Attachment labeled 2 is for Antivirus and would actually be closer to \$495.72.
- Attachment labeled 4 is the Microsoft package for 10 full subscriptions and 12 basic subscriptions. The actual total need would be less than that and be closer to \$4000.00.
- Money will be coming from the current IT budget

Motion to amend File 2023-XX[33] - A Resolution Authorizing the Purchase of Computer Hardware and Software Through Washington County. To only approve the purchase of Server replacement.

Moved by Zimdars, seconded by Kohn.

Motion prevailed by a roll call of 7-0.

Motion to approve File 2023-XX[33] as amended - A Resolution Authorizing the Purchase of Computer Hardware and Software Through Washington County. To only approve the purchase of Server replacement.

Moved by Zimdars, seconded by Heili.

Motion prevailed by a roll call of 7-0.

[File 2023-XX \[33\] Resolution Authorizing the Purchase of Computer Hardware and Software Through Washington County](#)
[File 2023-XX\[33\] - Quote Attachement](#)

CLOSED SESSION NOTICE

This body may entertain a motion to adjourn into Closed Session pursuant to Sec. 19.85(1)(c), Wis. Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The board may provide notice that it will adjourn from closed session without reconvening in open session. This notice is effective for all agenda items nested within this Closed Session Notice.

Motion to enter into closed session for the purpose as planned on the agenda, and with the intention to reenter into open session.

Moved by Zimdars, seconded by Heili.

Motion prevailed by a roll call vote of 7-0.

4. Admininstrator / Clerk / Treasurer contract and transitional duties. Present in Closed Session will be Village Board, Interim Village Administrator, Interim Village Clerk, Village Admininstrator / Clerk / Treasurer, and Village Attorney.

Private file to be distributed at meeting.

Motion to return to open session for a vote on item number 4 only.

Moved by Heili, seconded by Zimdars.

Motion prevailed by a roll call of 7-0.

Motion to choose Option A - Ending the current contract of Deanna Alexander effective immediately, with no work during the 30 day notice period and no fault dismissal.

Moved by Zimdars, seconded by Sackett.

Motion prevailed by a roll call of 7-0.

5. Interim Village Administrator / DPW Director duties and performance. Present in Closed Session will be the Interim Village Administrator, Interim Village Clerk, Village Administrator / Clerk / Treasurer, and Village Attorney.

Motion to enter back into closed session for the purpose as planned on agenda items 5 - 8, and with the intention to adjourn from closed session

Moved by Zimdars, seconded by Sackett.

Motion prevailed by a roll call vote of 7-0.

[2023 Village Administrator-DPW Job Description](#)

6. Interim Village Clerk & Treasurer duties and performance. Present in Closed Session will be Interim Village Administrator, Interim Village Clerk, Administrator / Clerk / Treasurer, and Village Attorney.

[2023 Clerk - Treasurer Job Description](#)

7. Compensation for newly established positions. Present in Closed Session will be Village Board, Administrator / Clerk / Treasurer Interim Village Administrator, and Interim Village Clerk.
8. Contract negotiations with interim Village Administrator. Present in Closed Session will be Village Board and interim Village Administrator.
Private file to be distributed at meeting.
9. Motion to return to Open Session pursuant to Section 19.85(2) Wis. Stats. to act on items from Closed Session.

SPECIAL MEETING BUSINESS

10. File 2023-XX [29] A Resolution Adopting Organizational Charts for Management of the Village.

Motion to adopt File 2023-29 - A Resolution Adopting Organizational Charts for Management of the Village.

Nate Wendelborn reviewed the updated Organizational chart with the two major changes being the splitting of the Administrator/Treasurer/Clerk role into Clerk/Treasurer and Administrator / DPW Director roles. This is being updated upon the transition of Deanna Alexander departing from the Village of Newburg.

Moved by Zimdars, seconded by Sackett.

Motion prevailed by a roll call of 7-0.

[File 2023-XX \[29\] Resolution Adopting the Organizational Chart for Management of the Village](#)

[2023-09-05 Newburg Organizational Chart](#)

11. File 2023-XX [30] A Resolution Adopting a Job Description for the Position of Deputy Clerk / Deputy Treasurer.

Motion to adopt File 2023-30 -A Resolution Adopting a Job Description for the Position

of Deputy Clerk / Deputy Treasurer.

Nate Wendelborn explained that the job description is one that was created by a previous Administrator, Rick Goeckner and updated with current responsibilities.

Moved by Heili, seconded by Zimdars.

Motion prevailed by a roll call of 7-0.

[File 2023-XX \[30\] Resolution Adopting a Job Description for the Position of Deputy Clerk - Deputy Treasurer](#)
[2023 Deputy Treasurer-Deputy Clerk Job Description](#)

12. File 2023-XX [31] A Resolution Adopting a Job Description for the Position of Clerk / Treasurer.

Motion to adopt File 2023-31 - A Resolution Adopting a Job Description for the Position of Clerk / Treasurer.

Nate Wendelborn explained that the job description is one that was created by a previous Administrator, Rick Goeckner and updated with current responsibilities.

Moved by Zimdars, seconded by Sackett.

Motion prevailed by a roll call of 7-0.

[File 2023-XX \[31\] Resolution Adopting a Job Description for the Position of Clerk - Treasurer](#)
[2023 Clerk - Treasurer Job Description](#)

13. File 2023-XX [34] A Resolution Adopting a Job Description for the Position of Administrator / DPW Director.

Motion to adopt File 2023-34 -A Resolution Adopting a Job Description for the Position of Administrator / DPW Director.

Nate Wendelborn explained that the job description is one that was created by a previous Administrator, Rick Goeckner and combine with the current DPW / Sanitary Director job description.

Moved by Zimdars, seconded by Stangel.

Motion prevailed by a roll call of 7-0.

[File 2023-XX \[34\] Resolution Adopting a Job Description for the Position of Administrator - DPW Director](#)
[2023 Village Administrator-DPW Job Description](#)

14. File 2023-25 - A Resolution Providing for Employee Pay Ranges Effective in 2024.

This item was reviewed in July and August 2023 and laid over. The effective date of the resolution will be updated to the date of adoption upon approval. There are three documents attached:

1) The pay ranges presently in effect.

2) The pay ranges originally reviewed for consideration in July and August 2023.

3) An alternative listing of pay ranges that incorporates newly created positions, which may be substituted for the original file.

Motion to adopt File 2023 - 35 - A Resolution Providing for Employee Pay Ranges Effective

in 2024.

Moved by Heili, seconded by Stangel.

Motion prevailed by a roll call of 7-0.

[Current Pay Ranges - July 2023](#)

[2023-25 Resolution Employee Pay Ranges for 2023-24](#)

[File 2023-XX\[35\] Resolution Employee Pay Ranges for 2023-24](#)

ADJOURNMENT

Motion to adjourn the meeting.

Moved by Zimdars; seconded by Enright.

Motion prevailed by a voice vote (7-0).

The meeting adjourned at 9:25 PM.