



MINUTES

Board of Trustees & Committee of the Whole Meeting 7:00 PM - Thursday, September 26, 2024 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

7 members present, none absent; a quorum was met. The meeting was called to order at 7:00pm.

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 clearly state their full name and address while standing at the podium when addressing the Village Board.

Heili motioned to open Public form, seconded by Zimdars.
Motion prevailed by a voice vote of 7-0.

Several members of the public spoke at the meeting:

Tom Kempke of 6852 Bellvue Ct spoke about the proposed ATV / UTV ordinance. He pointed out that Item #2, Speed Limit, is not necessary because there are posted vehicle speeds limits, Item #7, Operating Hours, should be determined and Items #10 - 13 are already covered by state statutes.

John Beimborn of 312 Division St spoke in favor of the ATV / UTV ordinance.

Matt Balfanz of 402 Division St spoke in favor of the ATV / UTV ordinance.

Craig Wermager of 322 W. Main St spoke on different points of view on the ATV / UTV ordinance.

Zimdars motioned to close Public Forum, seconded by Enright.
Motion prevailed by a voice vote of 7-0.

PUBLIC HEARING

Members of the public are invited to review

1. File No. 2024 - XX[20] - Resolution Approving Amended Alcohol & Tobacco Establishment Licenses for October 1, 2024 - June 30, 2024

Notice of this public hearing was published in the West Bend Daily News.

Motion by Zimdars to close the public hearing on File 2024-XX[20] Resolution Approving Amended Alcohol & Tobacco Establishment Licenses for October 1, 2024 - June 30, 2024; seconded by DeLuka.

Motion prevailed by a voice vote of 7-0.

Motion by Sackett to accept File 2024-XX[20] Resolution Approving Amended Alcohol & Tobacco Establishment Licenses for October 1, 2024 - June 30, 2024; seconded by Zimdars.

Motion prevailed by a voice vote of 6-0-1. (Enright Abstained)

CORRECTION AND APPROVAL OF PAST MINUTES

2. Meeting Minutes

Motion to adopt the meeting minutes from 8/22/24 as presented.

Moved by Sackett; seconded by Kohn.

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

Motion to adopt the meeting minutes from 9/10/24 as presented.

Moved by Sackett; seconded by Zimdars.

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

PRESENTATIONS

3. County Updates

Tony Thoma, [Washington County Supervisor - District 19](#).

Was not in attendance

NEW BUSINESS

ADMINISTRATION

Administrator Nathan Wendelborn. Including updates on items such as zoning, community center, village hall general operations, or other service areas related to village administration.

4. Department Update - Verbal

- Working on 2025 Budget
- Working on Performance Reviews
- Main St is nearing completion
- Light poles have been delivered and will be installed

5. Discussion and possible action of adding colored concrete in Business District of Main St.

- A local business owner has approached the village about coloring the concrete in the business district at the cost of the business owner because this was

eliminated from the Main St project due to budget constraints.

- A gallon of stain would be \$150, \$51 hr for labor x 4 hrs. This will add up quickly and would need to be done every year for it to be maintained.
- No motion by the board was made.

BUILDING INSPECTION / ZONING / EMERGENCY MANAGEMENT

Mr. Jeff Thoma, Building Inspector

- Emergency Management updates relating to planning, preparation, training, and emergency events.
- Building Inspection information on quantity and type of permits requested, along with approval or denial status and any notable concerns or follow-up.
- Zoning relating to any pending, upcoming or complex zoning concerns. Updates on pending or recent zoning and comprehensive plan changes in neighboring towns relating to territory within the Village of Newburg's extraterritorial review area.
 - Town of Trenton
 - Town of Saukville

6. Department Update - Verbal

- Building permits were pulled for 1 house on Pheasant Lane.
- Working with owners of the Steepleview lots to have house put in there; this will be going to Plan Commission for the road to be put in.
- Casey's will be putting up new signage.
- President DeLuka & Administrator Wendelborn attended the open house in Jackson showing the Next Generation housing that went in there. They had a discussion with County Executive Schoemann about bringing some of those houses to the Village of Newburg.

7. Discussion and Possible Action on Washington County Hazard Mitigation Update File No. 2024-XX[21] - A Resolution Adopting the Washington County Hazard Mitigation Plan Update

(There is an electronic copy of the Mitigation Plan at Village Hall that can be emailed to you)

Motion by Heili to close the public hearing on File 2024-XX[17] Resolution on Bar License Renewals 2024-2025; seconded by Zimdars.
Motion prevailed by a roll call vote of 7-0.

LAW ENFORCEMENT

Police Chief Mike Foeger or Police Captain Justin Jilling.

8. Department Update

- Chief Foeger updated the board on recent activity within the village.

Now that Main Street is complete, the following items were brought up for discussion:

- Parking Ordinances
- Garbage cans being stored out of sight

9. Discussion and Possible Action on UTV and ATV Ordinance

Motion by Enright to approve the All - Terrain Vehicles Ordinance 2024 - XX,
seconded by Zimdars.

Motion by Enright to amend section (C) (7) to add 7:00 am to 11:00 pm, seconded by
Heili. Motion prevailed by a 5-2 (Sackett & Zimdars)

Motion by Heili to amend section (E) (b) to reference our Fee Schedule, seconded by
Kohn.

Motion prevailed by a 6-1 (Sackett)

Motion to adopt Ordinance 24-XX All-Terrain Vehicles as amended prevailed by a 5-2
(DeLuka & Sackett)

DPW: PUBLIC WORKS & SANITARY SEWER

DPW Director Nate Wendelborn.

10. Department Update

Administrator Wendelborn spoke of items listed in memo with no significant additions.

11. Discussion and Possible Action on A Resolution Setting Rate Increases for Sanitary Sewer Services

Motion by Kohn to approve *Resolution Setting Rate Increases for Sanitary Sewer Services File No. 2024-XX[22]*; seconded by Zimdars

Motion by DeLuka to amend section Line 30 to include "3%, to be rounded to the nearest whole dollar," seconded by Zimdars. Motion prevailed with a voice vote 7-0.

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

FINANCE

Treasurer Brandy Loveland Seelow.

12. Financial reports for the period ending August 31, 2024.

Reports provided are in final form for internal management purposes as of the date of publication. Information may be updated in subsequent periods as corrections are made in reconciliation with new information or the auditor determines appropriate adjustments to prior periods.

- **General Fund - Balance Sheet.** Shows the assets the village held, the liabilities the village owes to others, and the allocation of equity holdings remaining as of a certain date.
- **General Fund - Income Statement.** Shows actual revenue and expenses logged over a period of time (year to date) compared to the annual budget for the same. A balance of "profit" or "loss" at the bottom line indicates the resulting change that would affect equity on the Balance Sheet.
- **Sanitary Fund - Balance Sheet.** Shows the assets the SF held, the liabilities the SF owes to others, and the allocation of equity holdings remaining as of a certain date.
- **Sanitary Fund - Income Statement.** Shows the actual revenue and expenses logged over a

period of time (year to date) compared to the annual budget for the same. A balance of "profit" or "loss" at the bottom line indicates the resulting change that would affect equity on the Balance Sheet.

- **All Funds - Payroll Summary.** *Shows hours and dollars paid per category over a period of time (year to date) compared to the prior year. Because all payroll functions are initiated within the GF, this report also includes time for sanitary or capital project functions.*
- **Capital Fund - Income Statement.** *The Capital Fund is presently held as a sub-set of the General Fund data and is segregated out for this report to clearly show actual and budgeted revenue and expenses for capital projects.*
- **All Funds - Summary Debt Schedule.** *Provided Quarterly. Shows details of loans held, estimated future principal balances and debt service payments, and the relation to debt limit.*

Trustees reviewed the financial reports provided. It was noted that the Income Statement for General Fund was omitted from the pack and would be updated when meeting minutes are created and be distributed that way. It was noted that President DeLuka and Clerk Loveland did distribute insurance numbers and created a spreadsheet to be able to do this regularly going forward. Trustees reviewed the financial reports provided and had no questions or discussion.

13. Discussion and Possible Action Draft 2025 Budget

WILL BE PRESENTED AT MEETING OR UPON COMPLETION, added at 3:15 pm on 9/26/2024

Board of Trustees reviewed the working budget and were asked to have any recommendations or questions to staff by October 10th.

CLERK

Clerk Brandy Loveland Seelow, Clerk-related items such as elections, record retention, and license and permits.

14. Pavilion Rental Costs

There was discussion on the cost to reserve the pavilions with use of electricity at Doc Weber and Presidents Park (when installed) and to update the cancellation to 24-hours before the rental.

Rates were determined to be \$100 Damage Deposit, Weekend Non-Resident \$75, Resident - \$50, Weekday Non-Resident \$50, Resident \$25

Motion by Zimdars to approve the charges and update to the Pavilion rental contract, second by Kohn. Motion prevailed by a roll call vote of 7-0.

COMMUNITY EVENTS COMMITTEE

Trustee Zimdars will be reporting on the committee activity.

- Brief update on the Fall Festival

- Administrator Wendelborn emphasized that we are need of volunteers for community events

ANNOUNCEMENTS

- Plan Commission Meeting October 3 at 6:30pm
- Community Events Committee October 10th at 5:30pm
- Next BOT Meeting will be October 17th at 7:00pm
- Special Assessment Public Hearing, Oct 31st at 7:00pm

ADJOURNMENT

Motion to adjourn by Sackett, second by Stangel at 8:20 pm. Motion passed by voice vote 7-0.

Village of Newburg - 620 W Main St. PO Box 50, Newburg, WI 53060 - (262) 675-2160 - Clerk@village.newburg.wi.us