



AGENDA

Board of Trustees & Committee of the Whole Meeting 7:00 PM - Thursday, November 21, 2024 Newburg Community Center

Page

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

PLEDGE OF ALLEGIANCE

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.

PUBLIC HEARING

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.

1.
 - Special Assessments of cost related to Main St Reconstruction to be imposed on properties located on Main St. A detailed listing of properties and amounts are available by request or at Village Hall.
 - Hearing on proposed 2025 Budget
 - Alcohol & Tobacco Establishment Licenses for December 1, 2024 - June 30, 2024, The Old Fashioned Supper Club

CORRECTION AND APPROVAL OF PAST MINUTES

2. Meeting Minutes 5 - 9
[Board of Trustees & Committee of the Whole - Oct 31 2024 - Minutes - Html](#)

PRESENTATIONS

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

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 11
[Admin Memo](#)
5. Main St. Update
6. Stantec 13 - 14
[Main Street Engineering Fees Summary from Stantec](#)
7. Discussion and possible action on NFD Compensation 15
[File 2024-xx\[29\] Resolution Compensation NFD for staffing](#)
8. Discussion and possible action on Special Assessments of cost related to Main 17 - 18

St Reconstruction to be imposed on properties located on Main St
[File 2024-xx\[24\] Final Resolution Levying Special Assessments for Sidewalk, Curb and Gutter, Back of Walk Repairs and Driveway - Final Revision](#)

9. Discussion and possible action Adopting of 2025 Budget as proposed 19 - 28
[2025 Budget - Gen Fund](#)
[2025 Budget - San Fund](#)
[File 2024-XX\[30\] Resolution Adopting 2025 Budget](#)

10. Discussion and Possible Action on RFP for Legal Services 29 - 30
[VON Legal Services 2025](#)

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

11. Department Update

LAW ENFORCEMENT

Police Chief Mike Foeger or Police Captain Justin Jilling.

12. Department Update 31
[NPD Memo](#)

DPW: PUBLIC WORKS & SANITARY SEWER

DPW Director Nate Wendelborn.

13. Department Update 33
[DPW - Sanitary Memo](#)

14. Discussion and Possible Action on Pay Request #4 on Main Street Reconstruction. 35 - 39
[Main Street Reconstruction Pay App #4](#)

ELECTIONS & FINANCE

Clerk/Treasurer Brandy Loveland Seelow.

15. Financial reports for the period ending October 31, 2024. 41 - 51

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.

[20241031 Financials - Balance Sheet - GEN FUND](#)

[20241031 Financials - Income Statement - GEN FUND](#)

[20241031 Financials - Balance Sheet - SAN FUND](#)

[20241031 Financials - Income Statement - SAN FUND](#)

[Ocotber Payroll Summary - Hours and Dollars Compared to Prior Year](#)

16. Discussion and possible action on issuing Liquor License to The Old Fashioned Supper Club

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[File 2024-xx\[28\] Resolution on Bar License Issuance 2024-2025](#)

17. Clerk related items such as elections, record retention and license and permits.
- Nov 5th Election Recap
 - Spring 2025 Election will be on April 1st, three Trustees are up for reelection as well as Village President. Candidacy papers can be pulled beginning December 1st and must be returned no later than January 7th at 5pm.

COMMUNITY EVENTS COMMITTEE

Committee Members to report out on what is taking place in the committee and upcoming events

ANNOUNCEMENTS

- Next meeting will be December 19th at 7:00pm
- Village Hall will be closed for the Thanksgiving holiday on November 28th & 29th
- Christmas in the Village: Saturday, December 7th, 2024
 - Children's Christmas Party at Community Center is 11am - 2pm
 - Parade will kick off at 5:30pm
 - Community Tree Lighting will follow the parade completion at approximately 6:30pm

ADJOURNMENT

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