



AGENDA

Board of Trustees & Committee of the Whole Meeting 7:00 PM - Thursday, December 19, 2024 Village Hall, 620 W. Main St., Newburg, Wisconsin

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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

"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.

CORRECTION AND APPROVAL OF PAST MINUTES

1. Meeting Minutes

5 - 10

[Board of Trustees & Committee of the Whole - Nov 21 2024 - Minutes - Html](#)

PRESENTATIONS

2. 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.

3. Department Update - Verbal

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
4. Department Update:
 - Occupancy Permit was issued for 258 Connie Dr.

LAW ENFORCEMENT

5. Department Update 11
[NPD Memo](#)

DPW: PUBLIC WORKS & SANITARY SEWER

DPW Director Nate Wendelborn.

6. Department Update - Verbal
7. Discussion and Possible Action on Pay Request #5 on Main Street Reconstruction - Final 13 - 17
[Main Street Reconstruction Pay App #5 - FINAL](#)
8. Discussion and Possible Action on WWTP Upgrade Pay Apps #1, #2, #3 & #4 19 - 50
[WWTP Upgrade PayApp #1](#)
[WWTP Upgrade PayApp #2](#)
[WWTP Upgrade PayApp #3](#)
[WWTP Upgrade PayApp #4](#)

ELECTIONS & FINANCE

Clerk/Treasurer Brandy Loveland Seelow.

9. Financial reports for the period ending November 30, 2024. 51 - 61

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.

[20241130 Financials - Balance Sheet - GEN FUND](#)

[20241130 Financials - Income Statement - GEN FUND](#)

[20241130 Financials - Balance Sheet - SAN FUND](#)

[20241130 Financials - Income Statement - SAN FUND](#)

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

10. Clerk related items such as elections, record retention and license and permits.
- 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 to the Village Clerk. Non-Candidacy paperwork is due no later than December 27th at 5pm to the Village Clerk.

COMMUNITY EVENTS COMMITTEE UPDATE

11. Christmas in the Village
1. Parade winners were announced.
 - a. 1st Place - West Bend Kettle Trailblazers Snowmobile Club, Polar Express
 - b. 2nd Place - Central United Corp. - National Lampoons Christmas Vacation
 - c. 3rd Place - St. John's Lutheran Church - "Home Alone" - Don't spend Christmas Home Alone
 2. Children's Coloring Contest Judging

ANNOUNCEMENTS

- Next BOT/COW meeting will be January 23rd, 2025 at 7pm
- Village Hall will be closed for the holidays on December 24th & 25th and a half day on December 31st & full day on January 1st, 2025.

Merry Christmas & A Happy New Year to all.

CLOSED SESSION NOTICE

12. Pursuant to wis state statue 19.85(1)(c) this board will enter in to closed session for the purposes of Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically to be discussed is the performance reviews and compensation of all employees including the administrator. Parties in attendance during closed session include the Village Board and the Village Administrator. The board may adjourn from closed session if no action is needed.

ADJOURNMENT

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