



MINUTES

Board of Trustees & Committee of the Whole Meeting
7:00 PM - Thursday, January 23, 2025
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, except Stangel whom was excused; a quorum was met. 6-0-1. 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 6-0-1 (Stangel)

Jim Kitzinger, 619 Steepleview Rd., voiced his concern with the chip sealing and excessive gravel left.

Heili motioned to close Public form, seconded by Kohn.
Motion prevailed by a voice vote of 6-0-1 (Stangel)

CORRECTION AND APPROVAL OF PAST MINUTES

1. Meeting Minutes

Motion to adopt the meeting minutes as presented.

Moved by Zimdars; seconded by Enright.

Motion prevailed by a voice vote 6-0-1 (Stangel)

[Board of Trustees & Committee of the Whole - Dec 19 2024 - Minutes - Html](#)

PRESENTATIONS

2. County Updates

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

Mr. Thoma was not present at this meeting

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
 - Working with Townweb to build our website and adopting .gov
 - Administrator Wendelborn had a meeting with a local business that is showing interest in doing some development within the Village and has forwarded the information onto the County to see what they may be able to assist with.
4. Discussion and possible action Fire and EMS reserve funds.

A brief explanation by President DeLuka and Administrator Wendelborn was given.

Motion by Zimdars to approve File 2022-xx[02] Resolution Reserving Excess County Sales Tax Dollars for Future Use; seconded by Kohn. Motion prevailed by a roll call vote of 6-0-1(Stangel)

[2025-XX\[02\] Fire and EMS Reserve Funds](#)

5. Discussion and possible action RFP for legal services.

Administrator Wendelborn gave a brief overview of the 3 RFPs that were submitted. In conclusion he asked the board approve the submission from Dempsey Law to enter into contract for legal services.

Motion by Zimdars to approve the RFP from Dempsey Law and begin negotiations; seconded by Enright. Motion prevailed by a roll call vote of 6-0-1(Stangel)

[Dempsey Law Firm LLC - Village of Newburg RFP 01.07.25](#)

[Russell Law Offices, SC - Village of Newburg RFP 01.07.25](#)

[Lindner & Marsack, S.C. Rates - Village of Newburg RFP 01.07.25](#)

[LINDNER & MARSACK, S.C. - Village of Newburg RFP 01.07.25](#)

6. Discussion and possible action on Resolution 2025-01- Modifying the Handbook Health Insurance Supplement

Motion by Sackett to approve File 2022-xx[01] Resolution Modifying the Employee Handbook Health Insurance Stipend; seconded by Heili. Motion prevailed by a roll call vote of 6-0-1(Stangel)

[File 2025-XX\[01\] Handbook Changes](#)

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

7. Department Update

The memo from Building Inspector Jeff Thoma was reviewed. Administrator Wendelborn did add that Cork N Barrel is looking to expand their building to include the back patio.

[Building Inspector Memo](#)

LAW ENFORCEMENT

Police Chief Mike Foeger or Police Captain Justin Jilling.

8. Department Update

Captain Jilling updated the board on the accident at St. John's Lutheran Cemetery that happened on January 10th, 2025. He then reviewed Police Activity as shown in the memo.

[NPD Memo](#)

DPW: PUBLIC WORKS & SANITARY SEWER

DPW Director Nate Wendelborn.

9. Department Update - Verbal

- F550 needs a new front end and will be done in the spring.
- The salter is now not working and DPW will be rebuilding the best they can.
- Administrator Wendelborn is recommending either purchasing a new truck or a complete overhaul.
- DPW building needs to be expanded to house machinery. Pricing will be compiled and presented at a future BOT/COW meeting.

ELECTIONS & FINANCE

Clerk/Treasurer Brandy Loveland Seelow.

10. Financial reports for the period ending December 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 and had few questions or discussion.
 - President DeLuka and Treasurer Loveland continue to review and balance the books on a weekly basis in preparation for our audit and transition over to Workhorse.

[20241230 Financials - Balance Sheet - GEN FUND](#)

[20241230 Financials - Income Statement - GEN FUND](#)

[20241230 Financials - Balance Sheet - SAN FUND](#)

[20241230 Financials - Income Statement - SAN FUND](#)

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

11. *Clerk related items such as elections, record retention and license and permits.*

- We received 2 open records requests for Village Office Nominees
- Noticed for the February Primary have been submitted to local newspaper

ANNOUNCEMENTS

- Next BOT/COW meeting will be February 27rd, 2025 at 7pm
- Spring Primary Election is February 18th

CLOSED SESSION NOTICE

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.

Motion to adjourn into Closed Session at 7:44pm.

Moved by Enright, seconded by Zimdars.

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

ADJOURNMENT

Board of Trustees & Committee of the Whole
January 23, 2025

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