



**AGENDA**  
**Village of Newburg**  
**Special Meeting of Village Board of Trustees**  
**Thursday, February 5th – 6:00 P.M.**

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NOTICE IS HEREBY GIVEN that the next meeting of the Newburg Village Board & Committee of the Whole, Washington & Ozaukee Counties, Wisconsin is scheduled for Thursday, February 5th, at 6:00 p.m. at Village Hall, 620 W. Main Street.

- I. Call to order and roll call. (I certify that a quorum is present, and the agenda was properly noticed.)
- II. Pledge of Allegiance.
- III. Correction and Approval of minutes **None**
- IV. Public Hearing: **None**
- V. Public Forum
- VI. The opening of Sealed Bids: **None**
- VII. Presentations: **None**
- VIII. Report of Department Heads
- IX. Committee Reports
- X. New Business:
  - a. Discussion and possible action on lift station repair.
- XI. Motion to convene in to Closed Session
  - a. *Pursuant to Sec. 19.85(1) (c) 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 Clerk/Treasurer role and applicants. Present in closed session will be the Village Board, Village Administrator, and Deputy Clerk/Deputy Treasurer.
- XII. Unfinished Business:
  - a. Discussion and possible action on items discussed in closed session.
- XIII. Announcements
  - a. Next Board of Trustees meeting is February 26.
- XIV. Adjourn

Nathan Wendelborn  
Administrator

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It is possible that individual members of other governmental bodies of the Village may attend the above meeting. Pursuant to State ex.rel. vs. Greendale Village Board, 173 West 20 533,494 NW 2<sup>nd</sup> 408 (1993), such attendance may be considered a meeting of the respective governmental body. This notice is given so that members of other governmental bodies of the village may attend the meeting without violating the open meeting law.

Person with disabilities requiring special accommodations for attendance at the meeting should contact the Municipal Building at (262) 675-2160 at least one (1) day prior to the meeting.

AFFIDAVIT OF POSTING This agenda was posted as required by statute, in the office of the Village Clerk and on the Village website on the 4<sup>th</sup> day of February 2026.



Quote No. Q12193 Version 2  
Date: Jan 29, 2026

W 3150 Co Rd H, Fond du Lac, WI 54937  
920-581-5810  
[www.sabelmechanical.com](http://www.sabelmechanical.com)  
Sabel Contact: Brad Parkhurst  
Email: [bparkhurst@sabelmechanical.com](mailto:bparkhurst@sabelmechanical.com)

**Sabel Mechanical LLC**

Customer Billing Information	Job Site Information	Contact and Other Information
NEWBURG WWTP PO BOX 50, 620 MAIN ST, NEWBURG, WI 53060	Newburg, Carmody Court L.S. 6789 Carmody Ct, Newburg, WI 53060	Contact: Nate Wendelborn Phone: 262-685-7450 Email: <a href="mailto:dpw@village.newburg.wi.us">dpw@village.newburg.wi.us</a>

Sabel Mechanical is pleased to submit this proposal for:

**Scope of Work**

**Option 1: Supply and install 2 new 3 phase pumps at Carmody Ct. L.S.** \$12,314.30

Supply 2 new Liberty LSG203M, 3 phase, grinder pumps at Carmody Ct. L.S. along with new base elbows, new ball checks. Remove old pumps and base elbows, install new pumps, base elbows, SST rails, ball checks, upper rail brackets, and SST anchors for brackets and base elbows. Wire up pumps and test run.

Includes vac truck to vac out wet well and maintain while work is being performed.

Excludes: shipping on parts

**Quote Total: \$12,314.30**  
Estimate valid until: Feb 28, 2026  
Terms of Payment: 30 days

Customer Signature: \_\_\_\_\_ Date \_\_\_\_\_

Customer Name (Print) \_\_\_\_\_

P.O. #: \_\_\_\_\_

Due to the fluctuating material pricing and availability, quote is valid thru end of today's business day, Pricing may have to be adjusted at time of purchase and will be reflected when project is invoiced



**Electors**  
(Newburg Voters)



**Election Staff**  
Chief Inspector: Tom Zajdel  
Chief Inspector: Barb DeLuka  
5-10 additional poll workers

**DPW**

**Building Inspector**  
Jeff Thoma

**Public Works**

DPW Lead- (1.0 FTE)  
1 PT (0.25 FTE)

**Sanitary**

1 part-time workers  
(.25 FTE)

**Police**

**Chief of Police**  
Justin Jilling (.3 FTE)

Captain (.2 FTE)  
4-5 Officers (.6 FTE)  
2 Clerical (.06 FTE)

**Other Government Bodies Confirmed by or Advising the Board of Trustees**

- Plan Commission
- Board of Review
- Police Commission
- Board of Zoning Appeals
- Admin. Review Appeals Board
- Emergency Mgmt. Committee

**Village of Newburg**  
**Clerk /Deputy Treasurer Job Description**

**General Summary:** The Clerk /Deputy Treasurer, under the supervision of the Administrator, is responsible for assisting with accounting, cash management, elections, records management and administrative assistance.

**Deputy Treasurer's Functions and Duties:**

- Collect tax payments.
- Collect delinquent personal property taxes.
- Comply with mandates and processes as required by law and directed by the Washington and Ozaukee County Treasurers, and the Wisconsin Department of Revenue.
- Conduct banking transactions and reconcile accounts monthly for the Village and Sanitary funds.
- Deposit all collected monies as soon as practical, but no less than once a week, in the correct accounts for the Village and Sanitary funds.
- Enter bills into financial software and process disbursements for approval by the Treasurer/ Clerk.
- Process loan payments by their due dates.
- Prepare all sanitary bills in a timely manner to be mailed on the last day of each quarter.
- Collect and post all sanitary payments, adding late fees when necessary.
- Maintain records to ensure that sanitary payments have been posted accurately and are in balance.
- Prepare a listing of all delinquent sanitary amounts, and any other special assessments, to be forwarded to the two counties for inclusion on the property tax bills by mid-November.
- Collect all applications and fees for dog licenses, building permits, bartender/operator licenses, liquor/beer licenses, verify for completeness and maintain records to ensure accuracy.
- Enter approved budgets into financial software.

**Clerk Functions and Duties:**

- Preparing agendas and other notices, and posting them in the Village, on the website and in the newspaper as required.
- Attend all Village Board and committee meetings as needed, and keep a complete and accurate record of those proceedings.
- Attend meetings as directed by the Administrator.
- Attend and achieve completion of the Clerks institute.
- Attend any trainings from either county for elections.
- Issue absentee ballots as needed.
- Work with Election inspectors for training and staffing of poll workers.
- Work with Administrator on any Open Records Requests.
- Attend WisVote training and maintain certification to complete all election work.
- Act as the official records official for the village
- Complete all necessary filings with the state as related to licenses, taxes, etc
- Have a working knowledge of the Clerk's duties in accordance with Wisconsin State Statute and Village of Newburg code of ordinances.

**Other Duties:**

- Perform routine tasks such as answering phones, assisting the public, photocopying and typing.
- Interact/communicate with public officials at all levels of government.
- Maintain office supplies.

- Publish Bridges newsletter quarterly for the Village including any item submitted by residents that might be of interest to the residents, such as Trick or Treat date and time, car show, and Rummage Map.
- Assist Police Department with clerical work as needed.
- Other duties as assigned.

**Essential knowledge, skill and abilities:**

- Proficient in Government Fund Accounting, Excel, Word and Internet Explorer.
- Good problem solving skills and initiative to perform tasks without direct supervision or direction.
- Strong listening, verbal and written communication and organizational skills.
- Ability to establish and maintain effective working relationships with Village Board, other Village officials and employees as well as the general public.
- Possess and use tact, courtesy and good professional judgment.
- Available to attend evening meetings both scheduled regular meetings as well as specially scheduled meetings.
- Strong attention to detail.
- Ability to deal with various personalities in a variety of situations.
- Hold and maintain a valid Wisconsin driver's license.

**Desired experience and training:**

- Associate degree in accounting or public administration
- 2+ years of office accounting and/or bookkeeping.
- WisVote election database entry.
- Experience in public sector accounting, accrual and modified accrual basis.
- Previous experience as a Municipal Clerk/Deputy Clerk and/or Municipal Treasurer/Deputy Treasurer.

**Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; climb stairs; carry medium heavy objects (up to 25 pounds); lift on and off shelves, including overhead, medium heavy objects; attend meetings after normal business hours in the evening; work extended hours on an election day; type and read on a personal computer as well as operate a 10-key calculator; talk and hear; specific vision abilities include close vision and ability to adjust focus when reading and entering data.

**Work environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in primarily a year-round indoor setting. This includes occasional work outdoors going to and from the bank, Post Office and County Offices. Most work is indoors in an office with the heat/air set in a range of 68 – 72 degrees relatively free of dust and dirt. Tasks are normally performed on the first floor however the majority of documents being retained for retention per Wisconsin State Statute are stored in a lower level basement without elevator access. This work environment has a low to moderate noise level. On occasion the employee will be working alone without direct supervision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Village of Newburg Treasurer/Deputy Clerk Job Description**

**General Summary:** The Treasurer/Deputy Clerk, under the Village Administrator, is responsible for assisting with budgeting, accounting, cash management, elections and administrative assistance.

### **Treasurer's Functions and Duties:**

- Act as the financial officer for the village
- Collect tax payments, issue refunds of overpayments of taxes.
- Balance tax collections and prepare tax collection reports.
- Make required payments to all taxing jurisdictions (Counties, School Districts, Village, etc.) by the due dates.
- Collect delinquent personal property taxes.
- Comply with mandates and processes as required by law and directed by the Washington and Ozaukee County Treasurers, and the Wisconsin Department of Revenue.
- Conduct banking transactions and reconcile accounts monthly for the Village and Sanitary funds.
- Deposit all collected monies as soon as practical, but no less than once a week, in the correct accounts for the Village and Sanitary funds.
- Enter bills into financial software and process disbursements for approval at the first Village Board meeting of the month.
- Process loan payments by their due dates.
- Transfer required funds to the checking account from the appropriate savings account prior to disbursements of loan payments.
- Collect, review, and enter all timecard and payroll data, and process paychecks for approval
- Prepare and file all payroll related withholding tax and forms, including W-3 and W-2's, by the required due dates.
- Prepare and file Form 1096 and all 1099 by the required due dates.
- Prepare all sanitary bills in a timely manner to be mailed on the last day of each quarter.
- Collect and post all sanitary payments, adding late fees when necessary.
- Maintain records to ensure that sanitary payments have been posted accurately and are in balance.
- Prepare a listing of all delinquent sanitary amounts, and any other special assessments, to be forwarded to the two counties for inclusion on the property tax bills by mid-November.
- Collect all applications and fees for dog licenses, building permits, bartender/operator licenses, liquor/beer licenses, verify for completeness and maintain records to ensure accuracy.
- Assist Administrator with budgeting and provide the reports needed as requested.
- Enter approved budgets into financial software.
- Prepare comparative financial statements monthly, including a Profit and Loss Statement showing budget to actual, to be given to the Village Board.
- Work with the auditors to facilitate the annual audit.
- Attend the annual Treasurer's Institute at UWGB for Treasurer Certification.
- Complete and file Form C or review if filed by village auditors.

### **Deputy Clerk Functions and Duties:**

- Assist in preparing agendas and other notices, and posting them in the Village, on the website and in the newspaper as required.
- Attend Village Board and committee meetings as needed, and keep a complete and accurate record of those proceedings.
- Attend meetings as directed by the Administrator or Clerk.

- Assist with elections as directed by the Clerk.
- Attend WisVote training and maintain certification to assist with election work.
- Have a working knowledge of the Clerk's duties to act as the Clerk in their absence in accordance with Wisconsin State Statute and Village of Newburg code of ordinances.

**Other Duties:**

- Perform routine tasks such as answering phones, assisting the public, photocopying and typing.
- Interact/communicate with public officials at all levels of government.
- Maintain office supplies.
- Publish Bridges newsletter quarterly for the Village including any item submitted by residents that might be of interest to the residents.
- Maintain the Community Center rental inquiries, contracts, calendar and events.
- Cleaning Duties as required with Village Hall or the Community Center.
- Assist Police Department with clerical work as needed.

**Essential knowledge, skill and abilities:**

- Proficient in Government Fund Accounting, Excel, Word and Internet Explorer.
- Good problem solving skills and initiative to perform tasks without direct supervision or direction.
- Strong listening, verbal and written communication and organizational skills.
- Ability to establish and maintain effective working relationships with Village Board, other Village officials and employees as well as the general public.
- Possess and use tact, courtesy and good professional judgment.
- Available to attend evening meetings both scheduled regular meetings as well as specially scheduled meetings.
- Strong attention to detail.
- Ability to deal with various personalities in a variety of situations.
- Hold and maintain a valid Wisconsin driver's license.

**Desired experience and training:**

- 4+ years of office accounting and/or bookkeeping.
- WisVote election database entry.
- Experience in public sector accounting, accrual and modified accrual basis.
- Previous experience as a Municipal Clerk/Deputy Clerk and/or Municipal Treasurer/Deputy Treasurer.

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