

Village of Newburg
Meeting of the Committee of the Whole
and Special Meeting of the Board of Trustees
October 31, 2019 at 6:00pm
Village Hall, 620 W. Main St. Newburg, Wisconsin

AGENDA

Revised – Note addition of Takeaways presentation and Item 1.7 on Trick-or-Treat Hours.

OPENING OF MEETING / CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CORRECTION AND APPROVAL OF PAST MINUTES

Board of Trustees Meeting – October 10, 2019

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 complete a written card to register with the clerk. The chairperson will then call on individuals to address the council from the front table in an orderly fashion for up to three minutes each.

PRESENTATIONS

Government 101 Seminar – Trustee Burkard presenting the second half of lessons learned during her attendance at this training event.

Takeaways - League of WI Municipalities Annual Meeting – Trustee DeLuka presenting information from his attendance at the LWM Annual Meeting.

Recommended Village of Newburg Budget for the Year 2020 – Administrator Alexander presenting the recommended budget for the next fiscal year.

Note: This is an initial presentation. A formal Public Hearing on the recommended budget is scheduled for 6pm on Thursday, November 21, 2019. The Board of Trustees will have the opportunity to amend the recommended budget at a special meeting at 7pm on Thursday, November 21, 2019. Should the Board be unable to reach a conclusion and choose to extend the timeline for budget adoption, the November 21, 2019 meeting may be adjourned to reconvene its business at 7pm on Friday, November 22, 2019 at which time final adoption of the budget shall conclude.

ADMINISTRATIVE REPORTS AND ACTIONS

1. Administration

(Administrator Deanna Alexander)

Presentation of all matters not inherent to another committee or commission.

- 1.1 Request from Mr. Ron Wicke to allow a shelter to be placed over the fallen angel at Freedom Park, to be paid for by the veterans' group.
- 1.2 Discussion of activities and potential village policies regarding the Bridges Newsletter.
 - 1.2.1 Previously missed homes have been delivered to.
 - 1.2.2 Goals of the newsletter.
 - 1.2.3 Editorial rights.
 - 1.2.4 Publication schedule: four or three times per year.
 - 1.2.5 For-profit business advertisement policy

This item is laid over from the September 2019 COW meeting. If a policy is to be established, drafting instructions to be determined at this time.

- 1.3 Request by Trustee Burkard for the village to host/sponsor a Thanksgiving event to provide 50 meals to seniors in the community and a Christmas event for children to take pictures with Santa Claus at the Community Center.
- 1.4 Report on vacation paid out upon separation of former village staff.
- 1.5 Recommendation on schedule of meetings for the year 2020.
- 1.6 Presentation of financial reports, bills, and claims.
- 1.7 Establishing a standard Trick-or-Treat time for the village. Discussion of proposed policy.

This item is laid over from the September 2019 COW meeting. If a policy is to be established, drafting instructions to be determined at this time.

COMMITTEE REPORTS AND ACTIONS

2. Personnel and Finance

(Trustee Stockhausen, Chair; with Administrator Deanna Alexander)

Personnel matters involving full-time employees and part-time management staff, such as hiring, discipline, and firing as well as wages for all employees; shall assist in the development of the annual budget; as prescribed in ordinance §31.04(1).

- 2.1 General oral report on committee matters.

3. Public Works

(President Chesak, Chair; with DPW Superintendent Nate Wendelborn)

Responsible for overseeing all public works projects, street maintenance, storm sewers, and maintenance of village parks; works with consultants regarding proposed capital improvements to this system; as prescribed in ordinance §31.04(2).

- 3.1 Update on relocation of intra-county ride-share stop to Village Hall.
- 3.2 Update on the relocation of the fence at the DPW/Sanitary Plant.
- 3.3 Washington County Quote for pavement at No-No's parking lot. Quote is much higher than expected and the businesses contributions to the project so far are not sufficient to meet goals previously established. The Board should provide direction on whether the project shall be pursued, and to what extent the village shall pay for such improvements.
- 3.4 Update on PASER rating outcomes.
- 3.5 General oral report on committee matters.

4. Law Enforcement

(Trustee Marquardt, Chair; with Police Chief Mike Foeger)

Oversee operation of the Police Department, except for disciplinary matters' review state legislation'; review all license applications; recommend ordinance amendments; as prescribed in ordinance §31.04(3).

- 4.1 Consideration and possible action on license applications:

Temporary Class "B" (fermented) and "Class B" (wine) license for special events occurring between Jan 1, 2020 and June 30, 2020, for the Newburg Fire Department, under the officers Jeff Walczyk, Randy Roeslier, Carol Nothem, and Ken Mayer.

New license to serve fermented malt beverages and intoxicating liquors (Bartender) for:

Heather Mack
Victoria Westphal

- 4.2 Winter parking plans during inclement weather in the village.
- 4.3 General oral report on committee matters.

5. Sanitary

(Trustee DeLuka, Chair; with Sanitary Superintendent Dean Groleau)

Operation and maintenance of the sewer collection and treatment system; works with village consultants in regard to proposed capital improvements to the system; makes periodic reviews of user regulations and service charges; reviews proposed extensions to the system; as prescribed in ordinance §31.04(4).

- 5.1 General oral report on committee matters; including updates on the SCADA system, the manhole cover at Fireman’s Park, other pending projects, and staffing situations providing weekend coverage.

6. Building Inspection

(Mr. Walt Grotelueschen, Building Inspector)

- 6.1 General oral report providing updates on issues related to building inspections, permitting, and constructive repairs or developments within the village.

COMMISSION REPORTS AND ACTIONS

7. Parks Commission

(Trustee Burkard, Chair; with DPW Superintendent Nate Wendelborn)

Charged with developing plans for the acquisition, development, maintenance, and operations of the village parks and making recommendations to the Village Board regarding implementation of the same, as prescribed in ordinance §30.04(F)(2).

- 7.1 Report based actions from the October 10, 2019 Parks Commission Meeting.

8. Plan Commission

(President Chesak, Chair; with Administrator Deanna Alexander)

Powers and duties prescribed in Wis. Stats. §61.35.

- 8.1 Announcement or cancellation of next Plan Commission meeting date.

ANNOUNCEMENTS UNDER SPECIAL PRIVILEGE

REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURNMENT

ADDITIONAL NOTICES: *Please know that the governmental body meeting under this notice may take action on items listed in the agenda, including items presented for discussion or in report form for informational purposes.*

Please note that it is possible members of other governmental bodies may be in attendance during the meeting referenced in this notice. Although their combined presence may constitute a quorum, no official meeting nor action by any governmental body will be taken other than during its scheduled meeting time as set forth in this meeting notice.

The Village of Newburg intends to provide equal opportunity for everyone to participate in public meetings. Upon reasonable notice, efforts will be made to accommodate the needs of persons with disabilities or special needs through the appropriate aids and services. To request this service, contact the Village Clerk at (262) 675-2160.