

**MEETING MINUTES OF THE VILLAGE OF NEWBURG
COMMITTEE OF THE WHOLE
JULY 28, 2016**

The Committee of the Whole meeting of the Village of Newburg Board of Trustees on Thursday, July 28, 2016, was called to order by President Heili at 7:00 P.M. Roll call was taken with all Board Members present. Also in attendance: Police Chief Yanke, Attorney Kiefer, Village Engineer Komorowski, Administrator/Clerk Goeckner and Treasurer/Deputy Clerk Brunner.

PLEDGE OF ALLEGIANCE

MINUTES

A motion was made by Trustee Beimborn, seconded by Trustee Juech to approve the minutes of the regular board meeting of June 23, 2016. Motion passed 7-0.

PUBLIC FORUM

The forum was not opened since there was no one from the public in attendance.

COMMITTEE REPORTS

1. Law Enforcement. (Trustee Wollner)
 - a. Review of monthly reports – June. Chief Yanke indicated that due to the next topic of discussion he would like to delay this report until the July meeting. Board agreed.
 - b. Discussion in regards to creating a Captain's position and the process that will be taken and eliminating the position of Sergeant. The new Chief has requested this change to the department's staffing noting his reasons for such. He would like to use the same panel used in hiring him as Chief, plus Trustee Wollner, for the Captain's interviews. The pay rate for Captain will be the same as that of Sergeant therefore, other than a requested increase in the hours worked for next year, there will be no cost increase with this position change. Yanke noted that the position of Captain is better suited to serve as his assistant and in his absence than Sergeant which is geared more toward shift supervision. Yanke's intent is to have each officer work 24 hours per month plus a mandatory Friday or Saturday night shift each month. There is nothing in the village code referencing ranked positions within the police department or its structure. There were no Board objections for him to proceed.
2. Public Works. (Trustee Beimborn)
 - a. Report on Hickory Road ditch issue. Village staff has contact Washington County to do this work. They are interested and capable of doing such. Discussed were options to fix the problem. The estimated cost is just over \$10,000.
 - b. Status update on progress of Pavement Management Plan. The last plan was updated approximately 20 years ago. It is almost complete and will be presented at the next COW meeting. During the Plans timeframe, should we follow the recommendations, the village should save ½ the total costs.
 - c. Second request for DPW work/task schedule. Mr. Becker has not turned in any schedule despite numerous requests. Need schedule on Village Administrator's desk every Monday morning in order for village hall staff to know what is going on within DPW on a weekly basis should residents inquire plus follow up with Paul.

- d. Status update on DPW radios. Order placed. Radios awaiting programming however village staff must first contact as to the codes needed. Mr. Becker has been directed to do such.
3. Sanitary. (Trustee Camlin)
- a. Update on Waste Water Treatment Plant Equipment Cost Table replacement schedule. The report is under final review by the village's engineers. This schedule will amortize the life expectancy of the equipment as well as calculate the replacement cost. The village will then need to update its funding schedule for the sanitary replacement account. The last study was conducted in 1997. It is supposed to be updated every 5 years which has never been done. It was noted that one of bonds will be paid off in 2017.
 - b. Update on sanitary sewer lining and lateral repairs on Congress Drive. This project should be completed in the next 2 weeks.
 - c. Discussion on sanitary user rates: commercial, manufacturing and taverns/restaurants. A detailed listing was provided to the Board members for their review. Trustees Camlin and Bauman will evaluate the service amounts billed compared to the type of property usage.
 - d. Update on sink hole on Shady Lane. There is a possible sanitary sewer lateral running under it and village staff needs to determine if sewer line is collapsed or crushed. Mr. Becker was supposed to have this line televised. Questioned was who is responsible to pay the repair costs. President Heili asked the Trustees to drive Shady Lane during the next couple of weeks to see the need for repairs.
4. Personnel and Finance. (President Heili)
- a. Review of Profit and Loss statement. Due to the accounting issues being worked on by Schenk this report is not available.
 - b. Request for monies for holiday decorations for the Parks Department. The Parks Department had budgeted \$5,000 for programming which will not be used this year. They are requesting a reallocation of the funds for holiday decorations/lights. There were no Board objections.
 - c. Discussion on replacement of Village Treasurer/Deputy Clerk. Treasurer/Deputy Clerk Brunner has turned in her resignation. Noted were issues with Brunner's work and her inability to complete the tasks needed with the new fund accounting using an accrual or modified-accrual basis. Applications will be sought. Mr. Goeckner warned of the difficulty to find someone qualified.
 - d. Update on progress of financial review and assistance by Schenck. The village is still waiting for a progress report.
 - e. Discussion on continued use of Schenck for professional accounting services. Schenck has agreed to provide accounting services until we get someone hired. The village will contact Schenck in regards to a new proposal for continuing their work since it has taken longer and there has been more work is involved than originally agreed upon. We will also ask Schenck for a software recommendation.
5. Other Committee/Commission and Village Official's reports.
- A. Update and needed signature on HUD HOME Consortium agreement and Village's participation. This is a mutual agreement with HUD at no cost to the village. We just need to comply with 2 out of 5 requirements they have set. This participation opens up several grants to residents. Trustee Camlin offered to bring in a PowerPoint presentation to present to the public on this program.
 - B. Trustee Strohmeyer. Nothing
 - C. Trustee Wollner. Nothing.
 - D. Trustee Baumann. Requested clarification on a couple of the bills listed for advanced payment. They were both Law Enforcement related.
 - E. Trustee Beimborn. Nothing.

- F. Trustee Juech. Finished ball diamond work in Doc Weber Park. Putting ramp on port-a-potty bolted down and secured. Planted flowers at Freedom Park and installed the sign at Grotelueschen Park. Noted possible future programming for community at reduced or free rates through the YMCA. Looking for building space for such.
- G. Trustee Camlin. Nothing.
- H. Administrator Goeckner. Noted a complaint in regards to village staff mowing wild flowers in the ditch line.
- I. Village President. Thanked new Police Chief for all work he's been doing. Will be looking at problem street addresses in Village.

A motion was made by Trustee Wollner, second by Trustee Camlin to adjourn the meeting at 8:38 P.M.

Rick Goeckner
Village Administrator/Clerk