

**MEETING MINUTES OF THE VILLAGE OF NEWBURG
COMMITTEE OF THE WHOLE
January 26, 2017**

The Committee of the Whole meeting of the Village of Newburg Board of Trustees on Thursday, January 26, 2017, was called to order by President Heili at 7:00 P.M. Roll call was taken with all current Board Members present. Also in attendance: Accountant/Deputy Clerk Brynwood, Police Chief Yanke, Attorney Prust, Building Inspector Groteleuschen.

PLEDGE OF ALLEGIANCE

MINUTES

A motion was made by Trustee Cording, seconded by Trustee Juech to approve the minutes of the Committee of the Whole meeting of October 27, 2016. Motion passed 7-0.

PUBLIC FORUM

The public forum was opened at 7:03. Don Gibowski requested that his late fee for his sanitary bill be waived. He stated he wasn't aware if he was on the agenda. Trustee Strohmeyer told him he was indeed on the agenda. He stated he has lived in the Village for 20 years and has always paid his bills on time. This was just a mistake and it's the principal of the matter. He has paid the late fee already but would like to have it refunded. Trustee Strohmeyer explained he will have to wait for his turn on the agenda.

COMMITTEE REPORTS

1. Law Enforcement. (Trustee Wollner)
 - a. Review of monthly reports. Chief Yanke stated he feels we are within the 2016 budget with payroll expenditures. Trustee Cording asked if we have received the year-end report from the court. Chief Yanke responded not as of yet.
 - b. Review of the complaint of excess vehicles on private property. Chief Yanke discussed there are several (5) properties that have abandoned vehicles or are in conflict with the village ordinance, Patrolman Radtke investigated , some are resolved and some were given 30 days to remove or register. Others were nuisance vehicles- will provide Board address if requested. Chief Yanke requested assistance from the Board to notify him if there are known issues with bartenders, so he can handle accordingly. Trustee Cording questioned if Chief Yanke is made aware if the Sheriff cites someone in the village? Chief Yanke responded no, they are not being made aware of these incidents and has recently emailed Administrator/Clerk/Treasurer Goeckner with his assistance on how to proceed. President Heili stated he will support whatever Chief Yanke & Admin/Clerk Goeckner decide. Chief Yanke discussed issues with radios and Trustee Cording wants it added to next Village Meetings agenda.
 - c. Review of overnight parking on village streets and village owned parking lots. Chief Yanke discussed some confusion on overnight parking ordinance. Odd/Even during Nov-April or Odd/Even all 12 months, Administrator/Clerk Goeckner wants more clarification on what the board wants the ordinance to read. Chief Yanke suggests to avoid confusion keep it in line with rest of village. Trustee Cording makes a motion to place on next Village meeting's agenda. Seconded by Trustee Strohmeyer. Motion passed 7-0.

2. Public Works. (Trustee Cording)
 - a. Update on replacement of DPW Superintendent and needed manpower coverage. Trustee Cording discussed interviewed three individuals and suggested instead of hiring superintendent fulltime make a worker fulltime. One candidate is a good fit.
 - b. Hickory Road ditch work and culvert on Pheasant Lane. The culvert has been completed but there is a problem farther up river- either the ditch is not deep enough or needs to be cleaned out. With heavy rain water is running across the top of the road and will be a problem if road ices over. Has had several complaints from residents, not a good situation.
3. Sanitary. (Trustee Camlin)
 - a. Request by Donald Gibowski to waive his late fee- Mr Gibowski left early, Trustee Cording made a motion to deny the waiving of his late fee and Trustee Strohmeyer seconded. Motion passed 7-0.
 - b. Request made by Diane Miller for review of recent increase to the REU's charged for sanitary usage at Welcome HOME. Ms. Miller requested clarification on what her home is considered as per the code. She states she is a single family residence she has lived there 19 years. Many of her visitors do not use the restroom facilities. Trustee Camlin suggested her residence be considered as a hotel, since she is renting out rooms. Ms. Miller stated she is a single family residence with a conditional use permit. She suggests she should be assessed as a single family residence and a non-profit organization, she has no employee's. Ms. Miller stated she would like the code changed before increase in fees are made. Ms. Miller also stated she does not think we are following our own code. Attorney Prust and Trustee Baumann agree that Ms. Miller's residence does not match our code. Attorney Prust states Ms. Miller residence is significantly different from a tavern with an apartment upstairs. Trustee Camlin makes a motion to place on next village hall's agenda to lower it back to 1 REU. Ms. Miller also requests a refund of her money that she has already paid. Seconded by Trustee Baumann. Motion passed 7-0.
 - c. Request by Gladys Weinreich for review of the recent increase to the REUs charged for sanitary usage at Nifty Fifties. Ms. Weinreich requests a walk-through by the Village Building inspector and Administrator/Clerk Goeckner to assess the property. President Heili discussed since Ms. Weinreich is selling the property that the listing states she is still not being charged enough and consider raising it to a 5.5 REU wants this on next agenda. Trustee Baumann disagrees and states the inspection needs to be completed first.
 - d. Request by Sandy Webb for consideration to meter sanitary usage versus flat fee based on recent increase to the REU's charged for sanitary usage at Parkside Inn. Trustee Cording states cost will be too expensive to have meters installed.
4. Personnel and Finance- (President Heili)
 - a. Update on collection of Real Estate taxes, sanitary billing fees and dog licenses. Ms. Brynwood states for the tax collection for Ozaukee County we have collected 53% as for Washington County 70% have been collected. Sanitary billing fees collected Ozaukee County 0% has been collected and Washington County 85% collected. Dog Licenses for Ozaukee county 13% and Washington County 48%.
 - b. Update on 2015 audit, reconciliation of 2016 books, and Profit and Loss statements. Ms. Brynwood states auditors were here last Friday January 20, 2017 and seems to be fairly close to completing the audit. Ms. Brynwood stated she has really worked to divide out the QuickBooks companies out and have moved appropriate sanitary accounts to Sanitary QuickBooks. Auditors will be here Late April early May for 2016 audit. Brynwood is confident that 2016 audit will not take as long due to getting books in order.

- c. Update on consolidation of bank accounts. Ms. Brynwood stated when she took over the position the village had eighteen bank accounts of these, six accounts have been reconciled and closed. Out of the twelve accounts remaining eight accounts have been reconciled and she is working steadily on reconciling the remaining four accounts. She believes they will be completed soon, but these are tough ones. Trustee Baumann and President Heili thanked Ms. Brynwood for her work.
5. Other Committee/Commission and Village Official's reports.
 - a. Trustee Camlin – At next Committee of the Whole meeting to address changes to sanitary.
 - b. Trustee Jeuch – An order for the remaining Christmas lights went in today and received a 40% discount and they will arrive in October and that is when the warranty will start.
 - c. Trustee Cording – Have patience with the DPW, tough loss with the leaving of Mr. Becker. President Heili states he will stay out of the process for liability reasons. Trustee Baumann asked if a Village resident will be on the interviewing panel. Trustee Cording stated it will be Administrator/Clerk Goeckner and himself in the interview for Paul's replacement.
 - d. Trustee Bauman - Going forward that any Personnel issues need to be in a closed to public meeting.
 - e. Trustee Wollner – nothing to report.
 - f. Trustee Strohmeyer – nothing to report.
 - g. Attorney Prust – Wanted to inform the board that the Freedom of Information records request from last election for material have been rescinded.
 - h. Walt Groteleuschen– Request radio's to have as Emergency Management to be able to communicate with the Sheriff and Fire Departments. Wants to allocate funds in 2018 for these radios.
 - i. Chief Yanke – Has eight applicants for Police Department administrative assistant one had accepted a job with different county, seven remain. Will be interviewing four to five candidates on February 1 and February 2nd. Chief Yanke has asked Accountant/Deputy Clerk Brynwood to sit in on interview since she will be working with this person, Administrator/Clerk Goeckner and the police committee as well to sit in on the interview. There are only two applicants to fill Former Chief Buege position.
 - j. Accountant/Deputy Clerk Brynwood – nothing to report.
 - k. President Heili – nothing to report.

A motion was made by Trustee Wollner, second by Trustee Strohmeyer to adjourn the meeting at 8:45 P.M. Motion passed 7-0.

Chrissie Brynwood
Accountant/Deputy Clerk