

**MEETING MINUTES OF THE VILLAGE OF NEWBURG
COMMITTEE OF THE WHOLE
July 27, 2017**

The Committee of the Whole meeting of the Village of Newburg Board of Trustees on Thursday, July 27, 2017, was called to order by President Heili at 7:00 P.M. Roll call was taken with all current Board Members present except Trustee De Luka. Also in attendance: Administrator/Clerk/Treasurer Goeckner, Accountant/Deputy Clerk Brynwood, Police Chief Yanke, DPW Superintendent Waech, Attorney Prust, Engineer Komorowski, and Sanitary Superintendent Becker.

PLEDGE OF ALLEGIANCE

MINUTES

A motion was made by Trustee Juech, seconded by Trustee Strohmeyer to approve the minutes of the Committee of the Whole meeting of June 22, 2017. Motion passed 6-0.

PUBLIC FORUM

The public forum was opened at 7:02 P.M. There was no one from the public in attendance to make comment. A motion was made by Trustee Cording, seconded by Trustee Strohmeyer to close the Public Forum at 7:02 P.M. Motion passed 6-0.

COMMITTEE REPORTS

1. Public Works. (Trustee Cording)
 - a. Discussion on Village Hall roof repair, review on estimates and recommendation to approve. Superintendent Waech reviewed roof estimates he received from three local companies. The three quotes were \$15,134, \$17,861 & \$30,000. It was noted that the second lowest bid for \$17,861 had a 20 year warranty on materials and labor. This is better than the lowest bid which only had a 10 year labor warranty. Superintendent Waech recommended awarding the project to Dehling Voight based on their warranty and prompt response to his questions. It was questioned if this work was in the budget. Administrator Goeckner stated it is not but imperative the roof be replaced as quickly as possible prior to winter. Trustee Cording recommended this be moved to the next Board meeting for approval. A motion was made by Trustee Juech, seconded by Trustee Camlin, to recommend the roofing work be awarded to Dehling Voight at \$17,861. Motion passed 6 - 0.
 - b. Pavement Management Plan update. Engineer Komorowski noted that he is working with Washington County on possibly getting a lower quote for the crack fill and seal coat through the County.
 - c. Update on crack filling and seal coating by Washington County Hwy Department. There was discussion on whether to use of slurry seal versus chip seal and addressing only those roads that need repair versus one-third the village each year.
 - d. Discussion on West Main Street development: schedule, budget, plan of action. Engineer Komorowski suggests that the Village divert some funds from the pavement

management to cover the cost of the redevelopment of W. Main Street. He states that the village should start to plan W. Main Street so if and when grant money becomes available the village will be ready to move forward. Administrator Goeckner noted that Washington County Administrator Schoemann would like to address the Board as to the possibility of Newburg to take over West Main Street and County Highway MY. Engineer Komorowski reminded the Board of previous discussion as to the Village providing municipal water. That cost has been estimated at over \$750,000. The Board has no interest in municipal water. Reviewed was the Local Improvement Fund road money available to the Village for West Main Street. Komorowski will work on getting full estimates for the West Main Street rebuild.

2. Law Enforcement. (Trustee Strohmeyer)

- a. Update on radio system. Chief Yanke stated it is status quo. He also noted that the County's tower repair/replacement work should be completed by the end of next week. Yanke also discussed the use of sim cards in the portable radios which may help with coverage. The County holds the license for the cards so Village would have to pay a fee to use such. The Chief will invite the Sheriff to a future meeting once the tower is fully operational which may not be until November.
- b. Update on security for village owned buildings. Administrator Goeckner and Chief Yanke have met with a locksmith company who will start changing the locks at Sanitary and DPW in the next couple of weeks. Village Hall locks will be changed out in 4-6 weeks. Some of the door entry systems will be keypads. Chief Yanke also discussed the installation of cameras with cloud storage service at the maintenance building. Trustee Cording questioned if Village should use a fob entry system. Yanke explained the price for such was between \$7K and \$10K. It was noted that there will be only one person appointed to control the key once the new system is installed. Trustee Cording made a motion to forward the updated security system to the next board meeting for approval, seconded by Trustee Strohmeyer. Motion passed 6 – 0.

3. Sanitary. (Trustee Baumann)

- a. Update on formulation of plan to address grease in waste water collection system. Superintendent Becker stated the cost is approximately \$1,000 to detect the source of the grease. This project will start as soon as possible.
- b. Status update on waste water treatment plant operational manual. Komorowski stated he will be working with Superintendent Becker to get this completed. He also noted the need to be NIMS compliant which could affect FEMA money should we have a disaster.
- c. Discussion on Village Hall sanitary fee. It was questioned why the Village pays the Sanitary Department for sewer service. Trustee Juech requested Accountant Brynwood to ask our auditors and report back.

4. Personnel and Finance. (President Heili)

- a. Review of monthly Profit and Loss Statement. Trustee Baumann complimented staff for the revised format of the Profit and Loss Statement noting that it is much easier to read.
- b. Review and discussion of Village liquor license ordinance. The village's attorney is doing a complete revamp of the ordinance. Reviewed were several significant proposed changes including the number of hours a license holder must be open every 90 days to continue holding a license.

- c. Update on 2015 and 2016 financial audits. The 2015 Draft audit report has been received by Administrator Goeckner and Accountant Brynwood. They will review and report back. The 2016 audit should start shortly thereafter.
 - d. Discussion of possible DPW snow removal and Police Department staff pay increases. Trustee Strohmeier made a motion recommending snow removal and Police staff pay increases by the Board, seconded by Trustee Juech. Motion passed 6 - 0.
5. Other Committee/Commission and Village Official's reports.
- a. Trustee Strohmeier – Nothing to report.
 - b. Trustee Baumann – Nothing to report.
 - c. Trustee Camlin – Noted the partnership with Community Rivers Project.
 - d. Trustee Juech- Movie night is not going on due to cost of movie license. The parks are looking good and the volleyball court is open for use.
 - e. Trustee Cording – Nothing to report.
 - f. Building Inspector Grotelueschen - Trustee Bauman has been set up with the pager and is now able to operate the emergency siren. He respectfully requests that his report be moved to the beginning of the meeting in the future.
 - g. Sanitary Superintendent Becker – Requests a pay increase for call backs, Administrator Goeckner working on this.
 - h. Chief Yanke- Discussed the request of an establishment wanting to hold a jello wrestling event. Chief Yanke and Administrator Goeckner discussed with them the ramifications if they go forward with this. The event has been cancelled.
 - i. DPW Superintendent Waech – Stated that the carpet at the Village Hall has been installed, the tennis courts cracks are filled, the snow plow will be repaired next week, garbage at the maintenance garage has been disposed of, the electric meter at Doc Weber Park is installed, park weeds were sprayed, Washington County has completed ditch work, street signs have been replaced, they have started recycling metals, Connie and Enge culvert work will start soon, mulching at Doc Weber playground completed, Wellspring will accept leaves from village residents, Goeckner and Trustee De Luka will review LED street lights, village wide chipping will be this Saturday, obtaining bids for DPW gutters, working on SOP manual for complaints and work orders, and Diggers Hotline portal set. Trustee Cording thanked DPW for the work they are doing.
 - j. Attorney Prust- Nothing to report.
 - k. Accountant/Deputy Clerk Brynwood- Thanked DPW for picking up brush due to incorrect dates in Bridges. Made residents pleased.
 - l. Administrator/Clerk/Treasurer Goeckner – Reported SWRPC Vision 2050 report available for review; would like to start an email blast to be sent to village residents.
 - m. President Heili – Noted the need to have an Emergency Management meeting.
 - n. Engineer Komorowski – Nothing to report.
 - o. Building Inspector Grotelueschen - Asked if DPW can straighten up leaning sign poles.

A motion was made by Trustee Juech, second by Trustee Cording, to adjourn the meeting at 8:54 P.M. Motion passed 6 - 0.

Chrissie Brynwood
Accountant/Deputy/Clerk