

Village of Newburg  
Committee of the Whole  
July 25, 2019, 7:00p.m.  
Village Hall, 620 W. Main St. Newburg, Wisconsin

**MINUTES**

**Draft – Subject to Approval of the Board of Trustees**

**OPENING OF MEETING / CALL TO ORDER**

**ROLL CALL**

<b>Trustee</b>	<b>Present</b>	<b>Absent/Excused</b>
Sarah Beimborn	X	
Amy Marquardt		X - Excused
Chris Stangel	X	
Lynn Burkard	X	
David DeLuka	X	
Sandy Stockhausen		X - Excused
Rena Chesak (President)	X	
Total:	5	2

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF PAST MINUTES**

No minutes were yet available for approval.

**PUBLIC FORUM**

Mr. Mike Gaglione of 6814 Enge Dr. commented that the contractor (Fahrner) did a bad job on the recent road work done on Enge Dr.

**STAFF AND COMMITTEE REPORTS**

1. **Law Enforcement** (Officer Michael Geldreich)  
Provided a quarterly report on calls for service and NPD activities.
2. **Department of Public Works** (Interim Superintendent Frank Schneider)  
Micro-sealing project by Fahrner on Enge, Connie, and Diane. Commented that it was not a good job and we hope Fahrner will come back to look at the work done. Board members opined that no further contracts should be executed with Fahrner and no more projects scheduled until this issue is settled to the village's

satisfaction.

3. **Sanitary** (Trustee David DeLuka deferred to Superintendent Dean Groleau)  
Provided general department updates.  
The generator switch was installed.

On the 16<sup>th</sup> of July there was a situation at the lift station due to grease in the system.

Reinforcement of the sewer pipe at Fireman's park is being looked at.

Trustee DeLuka reported that the village has sent information in to the state Department of Emergency Management in an attempt to get reimbursement from the state. The total cost to the village was almost \$90,000. Total possible state reimbursement is \$62,000. They have confirmed receipt. We sent multiple copies of everything we had. We learned that when we had about \$10,000 of donated resources, we thought we got to pick the hourly rate, but it turned out to be only \$7.25 per hour at minimum wage. Donated time included park clean up, and distributing flyers. Some of the quotes have not yet been completed as actual work, so they will only be reimbursing us for actual invoices paid.

4. **Parks** (Trustee Lynn Burkard)  
Update on actions from the meeting of the Parks Committee on July 17, 2019.  
The last meeting before that was in June of 2018.  
Now the new chair of the group.

Hoping to paint the basketball court at Doc Weber Park, and investigating introducing archery at Presidents Park.

Trustee Burkard was asked to attend the next meeting of the Lions club.

Trustee Burkard publicly thanked Mary Monday for her help and commitment to the Parks because she volunteered for many years helping with the village's issues. Trustee Burkard also called for anyone interested in volunteering in the newly vacant role to apply to President Chesak for appointment.

Trustee Burkard noted that looking after the Community Center takes more than just one person and that she will need more help in that area.

5. **Personnel and Finance** (Trustee Sandy Stockhausen)  
No report.
6. **Administration** (Admin/Clerk Deanna Alexander)

Forms to get authorization for access to the payroll tax systems and Wisconsin retirement system have been received. We previously could not gain access to these systems.

Have been working on paying bills. Have set up regular recurring bills for automatic or online payment.

Results from the 2017 audit have not yet been received.

Mr. Tom Mayer had previously been authorized as a check signer, as well as an employee from the State Bank of Newburg are not on any bank accounts and do not have any actual access.

New village hall hours are now in effect per direction from the board.

Regarding the wall at fireman's park:

- 1) We've discovered the DNR never requested the wall.
- 2) The fire department does not approval of the village building the wall as designed (36 feet long, 3 feet high, partially blocking the storm sewer drain).

DPW position is now closed. Applications are being reviewed.

Mr. Robert Worth is seeking to divide his land and has a request that will be scheduled for the September Plan Commission meeting. There will be no Plan Commission meeting on August 1<sup>st</sup>.

The Wisconsin Dept. of Transportation has approved the transfer of jurisdiction of county highway MY from the county system to the village and the village shall receive payment for taking on the highway of \$225,000.

#### **7. File 2019-11: A Resolution / Ordinance Revising the Rules of the Village Board.**

Converting the recurring alternating system of once-per-month Committee of the Whole and Board of Trustees meetings to a twice-per-month schedule of Board meetings with procedures that allow for review and discussion as needed; establishing an exception the Village's adoption of Robert's Rules of Order to require only a motion (without a second) in order for a motion to be properly before the body; clarifying standards of decorum.

Motion by DeLuka to lay over file 2019-11 to the next COW meeting, seconded.

Motion prevailed on a vote of 3-2-2. (No: Beimborn, Chesak. Excused: Marquardt, Stockhausen).

**8. File 2019-16: A Resolution Authorizing the Purchase of a Microscope**

Authorizing up to \$2,000 for the purchase of a microscope in order to meet and maintain standards in the Sanitary Sewer department.

Motion by DeLuka to consider file 2019-16 for approval at the next board meeting, seconded.

Motion prevailed on a vote of 5-0-2. (Excused: Marquardt, Stockhausen).

*CLOSED SESSION NOTICE: This body may entertain a motion to adjourn into Closed Session pursuant to Sec. 19.85(1)(g), Wis. Stats., Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.*

*CLOSED SESSION NOTICE: This body may entertain a motion to adjourn into Closed Session pursuant to Sec. 19.85(1)(c), Wis. Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

Motion by DeLuka to go into closed session to discuss File 2019-14, seconded.

Motion prevailed by a vote of 5-0-2 (Excused: Marquardt, Stockhausen).

Motion by DeLuka to go into closed session to discuss File 2019-17, seconded.

Motion prevailed by a vote of 5-0-2 (Excused: Marquardt, Stockhausen).

*The committee entered to closed session.*

**9. File 2019-14: An Ordinance to Abolish the Ethics Commission and Refer Ethics Complaints to the District Attorney.**

Abolishing the Ethics Commission; establishing policy that all ethics complaints shall be forwarded to the District Attorney for consideration of charges.

**10. File 2019-17: Contract for Permanent Administrator/Clerk/Treasurer**

A contract between the Village of Newburg and Interim Administrator / Clerk Deanna Alexander for the permanent position of Administrator / Clerk / Treasurer.

*The committee reconvened in open session.*

*No actions were taken on File 2019-14 or File 2019-17.*

**ANNOUNCEMENTS AND REMARKS UNDER SPECIAL PRIVILEGE**

No announcements.

**ADJOURNMENT**

Motion by Stangel to adjourn, seconded.

Motion prevailed by a voice vote.

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Drafted by Deanna Alexander, Clerk. Approved by the Village Board of Trustees on

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Deanna Alexander

Administrator / Clerk / Treasurer