

Village of Newburg
Committee of the Whole
and Special Meeting of the Board of Trustees
August 22, 2019, 7:00p.m.
Village Hall, 620 W. Main St. Newburg, Wisconsin

AGENDA

OPENING OF MEETING / CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PAST MINUTES

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.

STAFF UPDATES AND COMMITTEE REPORTS

1. **Law Enforcement** (Chief Mike Foeger)
 - Discussion of Vaping Ordinances with planned submission of future ordinance change.
 - Departmental updates.

2. **Department of Public Works** (Interim DPW Superintendent Frank Schneider)
 - Preparing department for future winter snowplow scheduling.
 - Update on tattered flag removal.
 - Update on cleaning exterior of Village Hall.
 - Departmental updates.

3. **Sanitary** (Trustee David DeLuka)

4. **Parks** (Trustee Lynn Burkard)

5. **Personnel and Finance** (Trustee Sandy Stockhausen)

6. **Administration** (Admin/Clerk/Treasurer Deanna Alexander)
- Open Records Request Updates.
 - Recruitment and hiring of a Deputy Clerk / Deputy Treasurer.
 - Report on the 2019 budget v. actual; personnel expenses; liquid asset balances; and bills/vendors payable.
 - Additional administrative updates as needed.

BUSINESS FOR DISCUSSION

7. **File 2019-11: A Resolution / Ordinance Revising the Rules of the Village Board.**
(DeLuka/Alexander)

This file, provided by Admin. Alexander, was previously discussed by the Board and laid over to the COW meeting on the motion of Trustee DeLuka.

The file would convert 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 to 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; and clarifying standards of decorum.

Admin. Alexander is no longer proposing passage of this entire file and plans to discuss potential amendments or rejection.

8. **Agenda Item Submission Schedule and Agenda Setting Policies** (DeLuka / Alexander)

The Administrator issued Memo 2019-03 on July 26, 2019, establishing a recurring schedule for the submission of agenda item requests and the preparation of meeting minutes; and also:

The Administrator issued Memo 2019-04 on August 6, 2019, at the advice of the Village's legal counsel, to establish a procedure for setting meeting agendas unless and until an alternative policy is established by the Village Board. The interim policy is that agenda items can be scheduled by the Village President, the Village Administrator, or the agreement of two Trustees.

Trustee DeLuka has requested a review and discussion of these policies, with possible revision.

- 9. File 2019-19: A Resolution Regarding Financial Access Authorizations** (Alexander)
Establishing that persons holding the appointed positions of Administrator/Clerk/Treasurer, Deputy Clerk / Deputy Treasurer, and the elected position of Village President are the only persons who shall be listed as signers on Village bank accounts and all other previous temporary signers shall be unauthorized and removed. Also establishes that department heads, along with the Administrator, are authorized to hold and utilize credit cards on behalf of the Village of Newburg, for authorized and proper business purchases
- 10. File 2019-20: A Resolution / Ordinance Regarding Financial Transaction Authorizations** (Alexander)
Revises §32.08 requiring all disbursements to be by order check to also allow direct deposit / electronic ACH payments and petty cash allowances.
- 11. Budget Timeline.** (Alexander)
Establishing a timeline for preparing, amending, and approving the 2020 budget.
- 12. Pavement Project at No-No's** (Alexander / DPW)
The village and the business previously made an arrangement for the paving of a diagonal parking area. Requires discussion by the board to clearly establish direction.
- 13. Moving the Fence located at the Sanitary Sewer Plant** (Alexander / DPW)
The village received quotes in 2018 for moving a fence located at the plant due to too small of a turn radius for large trucks entering the lot. This item is scheduled for discussion to share information with the Board and to receive direction as needed.
- 14. Painting Lines on Basketball Courts / Discussion of Parks Financial Resources** (Burkard)
Due to some uncertainty about the Village's financial position over the summer months during transition, the Trustee seeks to request formal Board approval and direction for the DPW to repaint basketball courts before winter.
- 15. Trick or Treat Hours** (Beimborn)
Hours for the village's 2018 Trick or Treat event were scheduled from approximately 4pm-6pm. The Trustee seeks to discuss extending the timeframe from two to three hours in 2019 to allow children enough time to participate; also proposing the event to occur on Saturday October 26, 2019.

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; and Sec. 19.85(1)(f), considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems.

16. Considering Employment and Notice of Leave for a Village Employee.

A village employee has been placed on leave. How the village chooses to proceed requires board discussion.

ANNOUNCEMENTS AND REMARKS UNDER SPECIAL PRIVILEGE

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 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 Administrator/Clerk at (262) 675-2160.