

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

MINUTES

Draft – Subject to Approval of the Board of Trustees

OPENING OF MEETING / CALL TO ORDER

ROLL CALL

Trustee	Present	Absent/Excused
Sarah Beimborn		X - Excused
Amy Marquardt	X	
Chris Stangel	X	
Lynn Burkard	X	
David DeLuka	X	
Sandy Stockhausen	X	
Rena Chesak (President)	X	
Total:	6	1

PLEDGE OF ALLEGIANCE

APPROVAL OF PAST MINUTES

Committee of the Whole – June 27, 2019

Motion by Marquardt for approval of the minutes as presented; seconded.

Motion prevailed by a voice vote. (Excused: Beimborn).

Committee of the Whole – July 25, 2019

Motion by Marquardt for approval of the minutes as presented; seconded.

Motion prevailed by a voice vote. (Excused: Beimborn).

PUBLIC FORUM

Mrs. Barbara DeLuka, who is a long-time elections worker but had just finished her final day of employment as a temporary receptionist for the village, thanked the village. Board members also reciprocated and thanked Mrs. DeLuka for helping the village during a time of need. Trustee Burkard generously provided snacks, balloons, and a thank you card for Mrs. DeLuka.

Mr. Stan Kraft of 5009 Columbia Rd. in Cedarburg, and a Newburg property owner, spoke regarding his concerns about village finances. He explained his past profession as an auditor and expressed concerns that he believes the village needs to explore growth opportunities, expenditure reductions, and better plan future budgets. He offered his assistance as a volunteer.

Mr. Walt Grotelueschen of 415 Salisbury in Newburg spoke to make the board aware of the side walk in front of Holy Trinity church as a trip hazard. Frank Schneider from DPW responded that the village will look into the problem.

STAFF UPDATES AND COMMITTEE REPORTS

1. Law Enforcement (Chief Mike Foeger)

Discussion of Vaping Ordinances with planned submission of future ordinance change. Chief Foeger and Captain Jilling explained the importance of having a vaping ordinance in relation to youth who have begun vaping. There is no way to tell what chemical a vaping object contains and the practice is harmful similar to the way in which cigarettes are harmful. Cpt. Jilling recommends amending village ordinances in the near future to include vaping alongside each area that already discusses cigarettes.

Motion by Marquardt to consider such an ordinance at the next Board of Trustees meeting, seconded.

Motion prevails by a voice vote. (Excused: Beimborn).

2. Department of Public Works (Interim DPW Superintendent Frank Schneider)

- Discussion of how the village roads were painted in 2018 the village has the machinery to pain the roads. Trustee Marquardt provided history that the village used to paint roads right before winter, but then converted to doing it in the spring. The DPW will be painting the roads with the paint available on hand and will use any excess to paint lines for basketball courts.
- Mr. Schneider described hiring for building a daytime snowplowing team to ensure that there are staff available for plowing when it is most likely to be needed.
- There had been complaints about tattered American flags around the village. DPW has now identified and removed all tattered flags. They usually use a bucket truck for this work but because of the high level of community concern, they used a ladder this time with multiple people to ensure safety.
- The exterior of village hall has been pruned and the windows have been cleaned. Any remaining visible debris on the windows is on the inside or between the glass. The windows are very worn and will not survive another removal; the next time they are removed they will have to be replaced.

- The hydraulic piston on the snowplow (international) is no longer working. It was taken to a repair shop and has been soaking in oil. It is a ten year old machine that the village has had for one year. The piston may need to be replaced.

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

- The Scata alarm system upgrade was tested (sampled) as a potential upgrade this spring by the Sanitary Sewer department and previously approved by the board. The department finds a great deal of value in the system because it allows the village to upgrade its technology to a live alarm/update option, rather than simply hoping a passerby will notice a light on at the Main St. or Carmadie stations. The clerk distributed a copy of the new quote for moving forward with full installation of the alarm system.

Motion by DeLuka to approve of the installation of the alarm system and payment of quote as presented, seconded.

Motion prevailed on a voice vote of 6-0-1. (Excused: Beimborn).

- Discussion of PVC cracking; the village is expecting a \$2,500 quote to fix the grinder station.
- Discussion of smoke testing; approximately \$14,000 estimate for this service that locates leaks and cracks in the system. The village would need to notify residents prior to the start of the project. It should be scheduled for mid-October.
- The safety climbing line has been installed.
- The phosphorous remains a major concern; the department would like to get ahead of the DNR so the village is not required to build a whole new plant.
- There was a grease clog located in the system on the west side of the river, luckily discovered before a back-up occurred. It was 80% clogged. This clogging occurs because residents are pouring things down the drain that are not compatible with the system.

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

- The Lions meeting was moved to September, so the village has nothing to report yet.
- Trustee Burkard has asked each member of the Parks Commission to come to the next meeting prepared to discuss four ideas or desires for Newburg's parks in the coming year.
- There will be no community coffee at the community center on August 24th due to the community rummage sale.

5. **Personnel and Finance** (Trustee Sandy Stockhausen)
 - Discussion of Trustees' desires for financial reporting. Trustees requested reports for the next meeting: information on bills paid or otherwise needing approval and a report showing monthly earnings by department and showing any overtime paid out.
6. **Administration** (Admin/Clerk/Treasurer Deanna Alexander)
 - Ms. Alexander provided updates on the completion of responses to open records requests. All previously pending searches and responses have been completed.
 - The recruitment and interview process for a Deputy Clerk / Deputy Treasurer has begun. Over 20 candidates applied.
 - Ms. Alexander shared a document providing the board updated bank account balances.

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.

Ms. Alexander explained that after better understanding why some Trustees preferred to keep a practice of holding BOT and COW meetings separately and distinctly, she would no longer pursue asking the board to adjust its practice at this time; and would also abandon the proposed rule change of requiring only a motion, and not requiring a second. She advised the board to consider clarifying the standards of decorum.

Motion by Deluka to amend File 2019-11; seconded; by:

Striking all lines except 22-25, and 56-75; and

Amending line 24 to remove the word "temporarily"

Motion prevailed by a voice vote. (Excused: Beimborn).

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 had requested a review and discussion of these policies, with possible revision.

The Board discussed the potential cause and effect relationship of various policies, not wanting to either overly empower the President, nor any one Trustee at the expense of the body.

Motion by Marquardt to allow the written policies to continue with the exception that a single Trustee's request is all that is necessary in order to put an ordinance change or a budget request on a meeting agenda; seconded.

Motion prevailed on a voice vote. (Excused: Beimborn).

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

Motion by Marquardt to adopt File 2019-19; seconded.

Motion prevailed on a voice vote. (Excused: Beimborn).

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.

Motion by Marquardt to adopt File 2019-20; seconded.
Motion prevailed on a voice vote. (Excused: Beimborn).

11. Budget Timeline. (Alexander)

Establishing a timeline for preparing, amending, and approving the 2020 budget. Board members opted to provide the administration with availability and allow Ms. Alexander to set the schedule.

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.

Motion by Marquardt to direct the administration to obtain new quotes for amount of work required to pave the diagonal parking area at a basic level (in anticipation of future work on Main St.); seconded.

Motion prevailed on a voice vote. (Excused: Beimborn).

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 was discussed but no action was taken.

14. Painting Lines on Basketball Courts / Discussion of Parks Financial Resources (Burkard)

This request was moot due to the DPW report provided in this meeting identifying available paint for the basketball courts.

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.

This item was not discussed due to the sponsor's excused absence.

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.

This item was noticed for closed session, but the board did not choose to convene into closed session. There was general discussion with general consensus that the village will attempt to have meaningful contact with the

employee and rectify all concerns within 30 days, and re-agenda if leave of absence is not resolved.

ADJOURNMENT

Motion by Marquardt to adjourn; seconded.

Motion prevailed on a voice vote. (Excused: Beimborn).