

Village of Newburg
Meeting of the Committee of the Whole
and Special Meeting of the Board of Trustees
September 26, 2019 at 7:00pm
Village Hall, 620 W. Main St. Newburg, Wisconsin

AGENDA
Updated

OPENING OF MEETING / CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

CORRECTION AND APPROVAL OF PAST MINUTES

Board of Trustees Meeting – September 12, 2019

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.

PRESENTATIONS

2018 Audit of the Village of Newburg - Johnson Block CPAs presenting the final 2018 audit. (*Distribution at meeting*).

Government 101 Seminar – Trustee Burkard presenting some of the lessons learned during her attendance at this training event.

FEMA Flood Plain Expansion and Mitigation Action – Trustee DeLuka presenting maps and information regarding FEMA actions affecting Newburg. The village has an opportunity to submit comments to FEMA before the proposed new flood plain maps are approved.

ADMINISTRATIVE REPORTS AND ACTIONS

1. Administration

(Administrator Deanna Alexander)

Presentation of all matters not inherent to another committee or commission.

- 1.1 Email from Lynn Burkard regarding Board meeting on September 12, 2019.
- 1.2 Discussion of Village Hall Hours.
- 1.3 Request to reschedule the October 24, 2019 COW meeting for October 31, 2019.
- 1.4 Establishing a standard Trick-or-Treat time for the village.
- 1.5 Reminder discussion of time-sensitive option for altering the size of the board from seven to five members, per request for information from Trustee DeLuka.
- 1.6 Discussion of activities and potential village policies regarding the Bridges Newsletter.
 - 1.6.1 Previously missed homes have been delivered to.
 - 1.6.2 Goals of the newsletter.
 - 1.6.3 Editorial rights.
 - 1.6.4 Publication schedule: four or three times per year.
 - 1.6.5 For-profit business advertisement policy
- 1.7 Presentation of financial reports. *(Distribution at meeting)*.
- 1.8 Presentation and approval of bills and claims. *(Distribution at meeting)*.
- 1.9 R&R Insurance Services policy renewals.
- 1.10 Grotta Appraisals proposal for 2020-2022 contracted services.
- 1.11 OPG proposal for laser fiche services.
- 1.12 Riveredge Nature Center request for Community Rivers Program (CRP) funding.
- 1.13 Relocation of intra-county ride-share stop to Village Hall.
- 1.14 Town of Jackson Resolution J-19-004 Resolution to Pursue a Joint Library.
- 1.15 Managed Forest Law parcels being considered.
- 1.16 Policies for purchase and project payment approvals by Administrator, department heads, or others. *(Distribution at meeting)*.

COMMITTEE REPORTS AND ACTIONS

2. Personnel and Finance

(Trustee Stockhausen, Chair; with Administrator Deanna Alexander)

Personnel matters involving full-time employees and part-time management staff, such as hiring, discipline, and firing as well as wages for all employees; shall assist in the development of the annual budget; as prescribed in ordinance §31.04(1).

- 2.1 File No. 2019-22 A Resolution Establishing the Pay Scale for Employee Classifications.

- 2.2 Employee request for health insurance reimbursement at “family” rate under current village policies. *(Distribution at meeting)*.
- 2.3 Discussion of potential changes to village policies for health insurance reimbursements, per request by Chesak.
- 2.4 General oral report on committee matters.

3. **Public Works**

(President Chesak, Chair; with DPW Superintendent Nate Wendelborn)

Responsible for overseeing all public works projects, street maintenance, storm sewers, and maintenance of village parks; works with consultants regarding proposed capital improvements to this system; as prescribed in ordinance §31.04(2).

- 3.1 Snowmobile Routes, per request by Chris Stangel.
- 3.2 Washington County Quote for pavement for three jobs submitted as joint proposal for cost savings: No-No’s parking lot; broken ditch on Enge; and the pavement around the Sanitary Plant building. *(Distribution at meeting)*.
- 3.3 Weyker Excavating quote for removing soil and preparing DPW/Sanitary area for installation of new fencing.
- 3.4 Graef quote for PASER rating completion.
- 3.5 General oral report on committee matters.

4. **Law Enforcement**

(Trustee Marquardt, Chair; with Police Chief Mike Foeger)

Oversee operation of the Police Department, except for disciplinary matters’ review state legislation’; review all license applications; recommend ordinance amendments; as prescribed in ordinance §31.04(3).

- 4.1 Consideration and possible action on license applications:
Bartender Applications for 2019-2020 for:
 - Jonathon Blahnik
 - Deanna LaBonte
 - Diane Soehner
 - Nicole Ann Unz
- 4.2 General oral report on committee matters.

5. Sanitary

(Trustee DeLuka, Chair; with Sanitary Superintendent Dean Groleau)

Operation and maintenance of the sewer collection and treatment system; works with village consultants in regard to proposed capital improvements to the system; makes periodic reviews of user regulations and service charges; reviews proposed extensions to the system; as prescribed in ordinance §31.04(4).

- 5.1 Compliance Maintenance Annual Report (CMAR) with response.
- 5.2 Sabel Mechanical quote for PVC piping.
- 5.3 Alum treatment options.
 - 5.3.1 Memo from Graef and Sanitary Superintendent to WI DNR on Water Quality Based Effluent Limits (WQBEL) Improvements and Modification Status.
 - 5.3.2 Quotes for alum treatments from Martelle Water Treatment and Hawkins Chemical, Inc.
- 5.4 Fireman's Park manhole protection options provided by Graef.
- 5.5 General oral report on committee matters; including updates on the SCADA system, smoke testing, the back-up generator, and sludge hauling.

COMMISSION REPORTS AND ACTIONS

6. Parks Commission

(Trustee Burkard, Chair; with DPW Superintendent Nate Wendelborn)

Charged with developing plans for the acquisition, development, maintenance, and operations of the village parks and making recommendations to the Village Board regarding implementation of the same, as prescribed in ordinance §30.04(F)(2).

- 6.1 Report based actions from the September 24, 2019 Parks Commission Meeting.

7. Plan Commission

(President Chesak, Chair; with Administrator Deanna Alexander)

Powers and duties prescribed in Wis. Stats. §61.35.

- 7.1 Appointment of Al Wollner to the Plan Commission.
- 7.2 Request from Donald Thoma of Accurate Surveying for final approval of Scheunemann Evergreen Acres.

ANNOUNCEMENTS UNDER SPECIAL PRIVILEGE

REQUESTS FOR FUTURE AGENDA ITEMS

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 for discussion or 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 Clerk at (262) 675-2160.