

**Minutes of the Regular Village Board Meeting
Village of Oostburg
1140 Minnesota Avenue, Oostburg, Wisconsin
Monday, June 13, 2022**

The following members of the Village Board were present: President Allen Wrubbel, Trustees Jim Davies, Steve Eggebeen, Phil Mentink, Carl Roethel, and Glenn Wynveen. Also present were Jon Cameron representing Ehler's, Wendy Bjorklund, Ashley Boss, David Resch, Vicki Taylor, and Clerk Amy Wilterdink. Pete Scheppmann was absent.

President Wrubbel called the meeting to order at 6:00 pm. The Pledge of Allegiance was recited.

COMPLIANCE WITH THE OPEN MEETINGS LAW

The Village of Oostburg received certification from Amy Wilterdink that the Notice of Meeting and Agenda was posted on June 10 at 11:00 am at the Municipal Building, the Oostburg Public Library, the Post Office, the Oostburg.org website, and Village of Oostburg Facebook page.

AGENDA & MEETING MINUTES

- Trustee Wynveen moved that the amended agenda be approved. Trustee Mentink seconded the motion. Motion carried.
- Trustee Wynveen moved to accept the amended minutes of the May 9, 2022, Plan Commission meeting. Trustee Davies seconded the motion. Motion carried.
- Trustee Wynveen moved to approve the amended minutes of the May 9, 2022, Regular Board meeting. Trustee Roethel seconded the motion. Motion carried.
- Trustee Davies moved to approve the minutes of the May 23, 2022, Special Board meeting. Trustee Mentink seconded the motion. Motion carried.

CLERK'S REPORT/FINANCIALS

- Clerk Amy Wilterdink provided the Board of Trustees a list of accomplishments achieved during her first six months of employment. This was based on a request from Jim Davies.
- Trustee Wynveen made a motion to approve the financial reports, including checks numbered 51682-51742. Trustee Davies seconded the motion. Motion carried.

PUBLIC INPUT

David Resch addressed the Board regarding wildflowers. Community Resource Officer Riddiough visited his home and provided a copy of our ordinance indicating lawn height must be under 8". Mr. Resch wants to ensure he is within Village guidelines, to provide a good presentation, and to inspire people to grow more food locally. Trustee Roethel communicated that he needs a permit for a natural lawn, but we have not had this request in the past. Trustee Roethel will work with the Committee to develop the necessary paperwork. Mr. Resch will provide Trustee Roethel with a list of what is planted.

UTILITIES - Steve Eggebeen, Chairperson

- Sanitary Sewer Rates Resolution – Jon Cameron from Ehler's presented a Cash Flow Analysis. The last sewer rate study was in 2018 associated with the new wastewater treatment plant. At that time, the Board contemplated 3 rate increases; however, we only implemented 2 sewer rate increases.

Operating expenses have increased considerably since 2019, especially chemical costs have increased over 30%. Ehler's recommends a 5% sewer increase. The average customer would see a \$2.50 increase per month. The increase is needed for debts and increased expenses. The Board should continue to monitor during the annual budget process to see if perhaps a 3% annual increase is needed.

- Trustee Eggebeen made a motion to raise sewer rates 5% effective July 15, 2022.
 - Trustee Mentink seconded the motion. Motion carried.
- New York Avenue Project Update – the emergency sanitary sewer project has been completed. The DPW will wait to determine if the gravel is compacted sufficiently to pave it this fall. If not, we may need to apply asphalt before winter, and then permanently pave it next summer.
 - Annual Compliance Maintenance Annual Report (CMAR) Resolution - No action needed at this meeting. It was accomplished last month.
 - Utility Bill Mailings Proposal from Diamond Business Graphics - Amy provided the Board of Trustees with a proposal to outsource monthly utility billing mailings. Current postage costs are \$320 per month for about 800 postcards. (About 400 emails are sent to those willing to receive electronic bills.) Based on feedback from other area Clerks, most of them either outsource Monthly mailings or process Quarterly mailings in-house.

Two businesses provided quotes, and Amy prefers the Diamond Business Graphics because they are an established vendor, they are local, and the lower cost at \$136.80 per month with a 3-year contract. Amy proposes to start with September 15 bills.

The Board communicated Amy may decide if it's better to continue sending postcards or change to envelopes. She will discuss with the vendor.

- Trustee Eggebeen made a motion to contract with Diamond Business Graphics.
- Trustee Roethel seconded the motion. Motion carried.

FINANCE - Jim Davies, Chairperson

- Liquor License Applications for Judi's Place, Mentink's Market, and Speed Up
 - Trustee Davies made a motion to approve Class B beer and Class C wine license for Judy's Place; Class A beer and Class A liquor license for Mentink's Market; and Class A beer and Class A liquor license for Speed Up.
 - Trustee Wynveen seconded the motion. Motion carried.
- Cigarette and Tobacco Products Application for Speed Up
 - Trustee Davies made a motion to approve the license for Cigarette and Tobacco Products for Speed Up.
 - Trustee Roethel seconded the motion. Motion carried.

- Operator Applications for Cynthia Torry, Audrey Achtmann, Kristen Dang, Marcus Newton, Cali Olds, Despina Fergadakis, Rachel Mentink, Joseph Parrish, Ashley Teunissen, Matthew Mentink, Faye Mentink, Ashley McCabe, Kimberly Meulbroek, Jay Mentink, Victoria Malueg, and Lynette Lammers
 - Trustee Davies made a motion to approve the Operator's (Bartender's) permits for the named employees at Judi's Place, Mentink's Market, and Speed Up
 - Trustee Eggebeen seconded the motion. Motion carried.

PROPERTY - Pete Scheppmann, Chairperson

- Dumpster for Heavy Refuse Disposal – President Wrubbel gave a report in Pete's absence. Before removing the dumpster, the DPW was daily pulling out items that should not be in there. Also, some Village residents were giving cards to non-residents. There are other options for residents to contact a waste removal business such as Harter's.

SAFETY - Carl Roethel, Chairperson

- Unregistered Vehicle Ordinance – per the Sheboygan County Sheriff's Dept, we need to revise our ordinance due to a typo. In our ordinance, we refer to Wis. Stat. 431.65, but that should be Wis. Stat. 341.65.
 - Trustee Roethel made a motion to amend Ordinance Chapter 3.15
 - Trustee Wynveen seconded the motion. Motion carried.
- Natural Lawn Ordinance – no action at this time.
- Lawn Cutting Regular Offenders – Trustee Roethel reported that we cannot lengthen the ordinance to extend the whole summer. We must send a letter every occurrence. Rather than mailing a certified letter, the Community Resource Officer could deliver a notice and attach to the door, then they have 3 days to cut the grass. The City of Sheboygan uses a Violation Card. Then 3 days to cut the grass. Carl's committee will work on this.

Carl went to Frontier Communications in Plymouth to discuss the property at 1029 Center Avenue. They need the lawn cut and the dead tree taken down. Allen talked to Joel who will contact Jaycob Mentink. Then we will bill Frontier for the cost.

- Traffic Study Proposal at intersection of Center Avenue and Business Park Drive
 - Trustee Roethel made a motion to accept proposal from SRF Consulting Group.
 - Trustee Wynveen seconded the motion. Motion carried.

STREETS - Philip Mentink, Chairperson - nothing to report this month.

ZONING – Glenn Wynveen, Chairperson

Alcohol Consumption in Veteran's Park – Trustee Wynveen provided a proposal in the agenda packet to revise Ordinance 2.03 to allow alcoholic beverages in the park upon signing the Park Reservation Form. If time allows, Amy will call those who already signed a Park Reservation form and offer they may sign the new form.

- Trustee Wynveen made a motion to revise Ordinance 2.03 and revise the Park Reservation Form. Trustee Davies seconded the motion. Motion carried.

PRESIDENT'S REPORT – Allen Wrubbel

- President Wrubbel talked to Oshkosh Cold Storage today. The DNR and Army Corp of Engineers have different rules. There was a permit taken out in 1992 to fill in the wetlands. No action is needed by the Board.
- Budget worksheets will be due from the Committees by the first week in September. Allen, Amy, and our Accountant will review for accuracy due to increased expenses. Amy will save 2023 rough draft worksheet to shared Trustee files this week. She will provide the worksheets by early August.
- On June 29, there will be Heads of Government Round Table meeting at UWGB regarding waterways, EMS/Fire Department, and other topics.
- Dan from Orange Cross will give an update at next month's Board meeting.
- The attorney representing Pine Haven did not appear at the June 9 depositions meeting. Pine Haven will owe \$69,000 taxes or give up the vacant land property. This lawsuit has been delayed six months.

MISCELLANEOUS BUSINESS

The Oath of Office was administered to Rebeka Dickie for the office of Deputy Clerk/Treasurer.

ADJOURNMENT

Trustee Wynveen moved to adjourn at 7:15 pm, seconded by Trustee Roethel and unanimously carried.

Respectfully submitted,

Amy S. Wilterdink, Clerk