Minutes of the Regular Village Board Meeting
Village of Oostburg, 1140 Minnesota Avenue, Oostburg, WI
Monday, April 13, 2026, 6:00 pm

- Village President Brian Hilbelink called the meeting to order at 6:00 pm.
- The Pledge of Allegiance was recited.
- Roll Call was taken –
    - Present: President Brian Hilbelink, Trustees Jim Davies, Phil Mentink, Brian Schumacher, Peter Scheppmann, and Glenn Wynveen.
    - Absent: Carl Roethel.
    - Other Attendees: Sheriff Matt Spence, Sgt. Jeremiah Pritzl, Phil Cosson representing Ehler's, Matt Stephan representing Cedar Corp, Joel VanEss representing Abacus, and Clerk Amy Wilterdink.
- Amy Wilterdink certified that the agenda was posted on Friday, April 10, at 4:30 pm at the Municipal Building, Post Office, Oostburg Public Library, and our website.
    - Motion by Phil Mentink seconded by Jim Davies to approve the agenda. Motion carried.

LETTERS & COMMUNICATIONS / PUBLIC INPUT –

- Sheriff Matt Spence introduced our primary contact, Sgt. Jeremiah Pritzl.

MEETING MINUTES –

- Motion by Brian Schumacher seconded by Peter Scheppmann to approve the Regular Board meeting minutes of March 9, 2026. Motion carried.

FINANCIALS/CLERKS REPORT –

- Financial Reports –
    - Motion by Phil Mentink seconded by Pete Scheppmann to approve financial reports, including checks numbered 55038-55107. Motion carried.
    - The Oath of Office for Elected Officials was signed by Trustees Wynveen and Davies. Trustee Roethel will sign at a later date.
    - The board members' annual pay was approved by Jim Davies last week and direct deposited on April 10, 2026.

FINANCE – Jim Davies, Chairperson

- Resolution 4-2026 Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed $2,365,000 General Obligation Promissory Notes, Series 2026A.
    - Discussion regarding financing the road project on N Heritage Dr with loan proceeds. The loan will go to bidders in May and will close in June.
    - Motion by Jim Davies seconded by Glenn Wynveen to approve Resolution 4-2026. Vote 6-0. Motion carried.
- Scope of Engagement for Street Project Loan.
    - Motion by Jim Davies seconded by Glenn Wynveen for Village President to sign the Quarles paperwork. Motion carried.
- Deferred assessments for N Heritage Dr project.
    - Motion by Jim Davies seconded by Pete Scheppmann to proceed with deferred assessments. Motion carried.

- Assessor Contract Proposal.
    - Motion by Jim Davies seconded by Brian Schumacher to renew the contract with Associated Appraisal for 3 years. Motion carried.
- Succession Planning for Trustees and President. No discussion.
- Termination of Village Option / Release the Title for MM Cold Storage.
    - Motion by Jim Davies seconded by Glenn Wynveen to approve the Termination of Option to Purchase MM Cold Storage. Motion carried.

PROPERTY – Peter Scheppmann, Chairperson

- Bid District Quote for Lawn Care.
    - Motion by Pete Scheppmann seconded by Phil Mentink to accept the proposal from Jaycob Mentink Outdoors for lawn services in the BID district. Motion carried.
- N Heritage Dr Engineering Inspections.
    - Motion by Pete Scheppmann seconded by Brian Schumacher to approve the engineering agreement for N Heritage Dr. Motion carried. Phil Mentink Abstained.
- Recycling notice - Phil Mentink shared a draft Lakeshore Weekly communication for residents regarding Redemption Recycling. We should also arrange one more Electronics Day in May at the Municipal Building.

STREETS - Philip Mentink, Chairperson

- Settlers Pointe Street Conditions - the contractor is aware of poor road conditions on S 2nd St and Ontario Ave due to settling over the winter. A meeting will be scheduled with DPW, contractor, and engineer.
- Chip Sealing – Phil communicated chip sealing is planned in late May or early June at N 10th St & Center Ave from 4th St to railroad tracks and tentatively Minnesota. The Board asked for the center lines to be correctly marked on Center Ave.
    - Motion by Phil Mentink seconded by Brian Schumacher to do the chip sealing. Motion carried.
- PSC water/sewer thresholds for construction projects. No discussion.
- Repaving South Ave project with Town of Holland. No discussion.

UTILITIES – Brian Schumacher, Chairperson

- Cyber Security - Brian Schumacher will meet with Justin from Werner regarding IT services.
- Proposals for Re-Lining Sewer on Michigan Ave and S 10th St.
    - Motion by Brian Schumacher seconded by Phil Mentink to approve the VisuSewer proposal to re-line the sewer on Michigan and S 10th St for $192,568.75. Motion carried.
    - Motion by Brian Schumacher seconded by Pete Scheppmann to approve the VisuSewer proposal for manhole sealing. Motion carried.
- Delinquent water/sewer bills – Brian Schumacher communicated that disconnection notices went on 6 doors today. Letters will be mailed to 9 more residents this week regarding delinquency.
- Street light fix – Brian Schumacher communicated that all but one lights were lit on Enterprise Dr. He will check again tonight.
- Masters Gallery – Brian Schumacher communicated that the request form Masters Gallery to prevent future power outages is in flux. The electric company responded that the power box is far enough off the roadway.

ZONING/PARKS – Glenn Wynveen, Chairperson

- ADA guidelines – the Board to consider if ADA guidelines should be added into Zoning Codes. Glenn Wynveen will work on this topic with Ben Greenberg.
    - Motion by Glenn Wynveen seconded by Brian Schumacher to have Cedar Corp look into adding ADA guidelines to our zoning codes. Motion carried.
- Proposed Oostburg Concrete storage buildings – per Plan Commission meeting, this topic is pending staff review of lighting, parking, grading, landscaping, and color.
    - Motion by Glenn Wynveen seconded by Jim Davies to accept the Plan Comm recommendation pending staff review. Motion carried. Matt Stephan will provide a letter as requested from Joel VanEss.
- Pre-Heat parking lot expansion. No discussion.

SAFETY - Carl Roethel, Chairperson

- First Responders request - Brian Schumacher spoke regarding a request to require visible apartment numbers on doors at Northern Village and Rich-Len Apartments. The Village Board referred this topic to the Safety Committee.

PRESIDENT – Brian Hilbelink, Village President

- Comprehensive Plan - discussion to possibly have a future planning workshop.
- Needs assessment worksheet was requested by Kirtis at UW-extension. Glenn will draft a response to him, plans subject to change.

ADJOURNMENT –

- Motion by Brian Schumacher seconded by Glenn Wynveen to adjourn at 7:29 pm. Motion carried.

Respectfully submitted,
Amy Wilterdink, Clerk/Treasurer