Minutes of the Regular Village Board Meeting
Village of Oostburg, 1140 Minnesota Avenue, Oostburg, WI
Monday, May 11, 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, Carl Roethel, Brian Schumacher, Peter Scheppmann, and Glenn Wynveen.
    - Other Attendees: Wendy Bjorklund, Julie Darnell representing Oostburg Public Library, Travis Krell representing Oostburg Athletic Association, Ben Wood representing Strand, and Clerk Amy Wilterdink.
- Amy Wilterdink certified that the agenda was posted on Friday, May 8, at 11:30 am at the Municipal Building, Post Office, Oostburg Public Library, and our website.
    - Motion by Glenn Wynveen seconded by Peter Scheppmann to approve the agenda. Motion carried.

LETTERS & COMMUNICATIONS / PUBLIC INPUT –

- Travis Krell spoke on behalf of the Oostburg Athletic Association to thank the DPW for the great job they do to support them on several projects.

MEETING MINUTES –

- Motion by Glenn Wynveen seconded by Brian Schumacher to approve the Plan Commission meeting minutes of April 13, 2026. Motion carried.
- Motion by Glenn Wynveen seconded by Phil Mentink to approve the Regular Board meeting minutes of April 13, 2026. Motion carried.

FINANCIALS/CLERKS REPORT –

- Financial Reports –
    - Motion by Glenn Wynveen seconded by Peter Scheppmann to approve financial reports, including checks numbered 55108-55195. Motion carried.
    - ACH audit – Amy reported progress on collecting signatures as directed by auditor at Oostburg State Bank.

PROPERTY – Peter Scheppmann, Chairperson

- Library Director, Julie Darnell, introduced herself to the Village Board.
- Engineering Request for Proposal for 2027 street project on S 8th St, Ontario, Huron, and alternate Erie Ave. Ben Wood from Strand spoke regarding their past project successes.
    - Motion by Peter Scheppmann seconded by Brian Schumacher to approve the engineering Request for Proposal for Phase 2 on S 8th, Huron, Ontario, and alternate Erie to go with Donohue for $122,000.
    - Roll Call Vote 4-2 passes. Wynveen no; Davies yes; Roethel yes; Scheppmann yes; Schumacher yes; Hilbelink no; Mentink abstains. Motion carried.

FINANCE – Jim Davies, Chairperson

- Resolution 5-2026 for assessments for N Heritage Dr project.
    - Motion by Jim Davies seconded by Peter Scheppmann to move ahead with deferred assessments. Board discussion that section 6A is unclear. Amy will ask our attorney and move this topic to next month's agenda.
- Proposal to increase fees to state maximum.
    - Discussion to put all fees on the fee schedule rather than found in the various chapters. Topic referred to the Finance Committee.

SAFETY - Carl Roethel, Chairperson

- Fireworks Permits –
    - Motion by Carl Roethel seconded by Glenn Wynveen, due date is before May 31 for individuals, $50 application fee for individuals, and $100 application fee for professionals. There is no due date for professionals.
    - Roll Call Vote 6-1 passes. Wynveen yes; Davies yes; Mentink yes; Roethel yes; Scheppmann yes; Schumacher yes; Hilbelink no; Motion carried.
- Fireworks Fine Schedule.
    - Motion by Carl Roethel seconded by Glenn Wynveen, fireworks fines of $100 first offense, $200 second offense, and $500 subsequent offenses. Also, we should add a line to the fine schedule. Motion carried.
- Fireworks Permit Application from Adam Dykstra.
    - Motion by Carl Roethel seconded by Jim Davies to approve application. Motion carried.
- Burn Permits Expiration -
    - Board discussion that the Fire Chief gave 30 days expiration due to conditions. Carl will discuss with Nate Voskuil.
- 4-way stop at Heritage & Center requested by Kay DePagter.
    - Motion by Carl Roethel seconded by Glenn Wynveen, upon review by the County consisting of traffic study and accident history, the County will not agree to a 4-way stop at Heritage Dr & Center Ave. Motion carried.
- Request from First Responders to add apartment numbers on doors at Northern Village and Rich-Len Apartments.
    - Motion by Carl Roethel seconded by Glenn Wynveen change our ordinance to require door numbers at least 2" high with nothing covering it for all residential multi-unit, and to request our attorney to update the appropriate ordinance. Motion carried.
- Property violations at 830 New York Ave – the 2nd notice letter gave a due date of May 22. After that, they should be fined $50 per day until abated.
- Carl communicated that the State Inspector contacted our Building Inspector regarding MM Cold Storage. It's illegal to require truck drivers to use a port-a-potty. Brian Hilbelink will discuss the topic with our attorney.

UTILITIES – Brian Schumacher, Chairperson

- Simplified Water Rate Increase – per the PSC, we are eligible for a 3% water rate increase.
    - Motion by Brian Schumacher seconded by Peter Scheppmann to increase water rates and fire protection rates by 3% effective 10/16/26 to appear on 11/15/26 bills. Motion carried.

    - Brian Schumacher communicated he may propose a possible sewer and water increase in 2027 because the last sewer increase was in 2023.
- IT proposal and iPad Policy – Brian Schumacher communicated that he met with Werner regarding our contract, and they proposed some additional IT services. The Board referred this topic to the Committee. Brian is also working on an iPad policy that covers laptops and cell phones as recommended by Werner.
- Incentive of $20 one-time sewer credit for email bills and ACH payments – Brian communicated the intention to offer a sewer credit to save costs. The Board will discuss more at the next Board meeting.
- Masters Gallery request – Brian Schumacher contacted Masters, and they are satisfied if there are no barriers around the power box at N Business Park Dr and Center Ave. They will not pursue this request.
- Utility poles – Brian communicated that some of the old poles along Center Ave are clear of wires. Brian submitted a work request for WE Energies to remove the pole near Masters Gallery where the new road will be put in.

STREETS - Philip Mentink, Chairperson

- Alley pavement between S 7th and S 8th St. We received a complaint from a resident regarding damaged pavement. The Board discussed that this is low priority after streets. We could get a quote from the County for a regrind next year.

ZONING/PARKS – Glenn Wynveen, Chairperson

- Pete Scheppmann reported an increased use of Sunrise Park. Also, the DPW is contacting the vendor for the steps railing.

PRESIDENT – Brian Hilbelink, Village President

- Brian communicated that the loan bids for N Heritage utility project came in at a good rate.

ADJOURNMENT –

- Motion by Jim Davies seconded by Glenn Wynveen to adjourn at 7:44 pm. Motion carried.

Respectfully submitted,
Amy Wilterdink, Clerk/Treasurer