# Minutes of the Oostburg Regular Village Board Meeting
# Village of Oostburg, 1140 Minnesota Avenue, Oostburg, WI
# Monday, June 8, 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: Attorney Michael Bauer, Ken Beilke, Wendy Bjorklund, Trudi Laganowski, Ben Greenberg and Matt Stephan representing Cedar Corp, Joel Ternes and Greg LeMahieu representing the Dept Public Works, and Clerk Amy Wilterdink.
- Open Meetings Law Compliance - Amy Wilterdink certified that the agenda was posted on Friday, June 5, at 12:30 pm at the Municipal Building, Post Office, Oostburg Public Library, and our website.
- Approval of the Agenda – Act 68 ordinance changes will be discussed but no public hearing tonight due to need Plan Commission recommendation.
    - Motion by Jim Davies, supported by Glenn Wynveen, to approve the agenda. Motion carried.

**PUBLIC WORKS UPDATE –**

- Joel and Greg from the Dept Public Works provided project updates as follows:
    - N Heritage Dr road project – Some additional requests came from the contractor.
    - N Heritage Dr residents requested to hook up to sewer line.
    - Settlers Pointe road conditions – The contractor is working on it. The Village Board requested a meeting to discuss with the developer, engineer, and DPW.
    - Settlers Pointe sewer conditions near double duplexes on private drive need cleaning and televising.
    - Request from Jason Otte to trim ditch area to prevent rocks on grass after plowing. The Streets Committee will discuss this request.

**LETTERS & COMMUNICATIONS / PUBLIC INPUT –**

- Trudi Laganowski communicated concerns regarding property development as follows:
    - Noise at night in July-Sept.
    - Lighting is too bright at night. Brian Hilbelink will look at the original landscaping design to see if they proposed a landscape buffer.
    - Retention pond danger.
    - Home real estate value.

**MEETING MINUTES** –

- Motion by Peter Scheppmann, supported by Phil Mentink, to approve the amended minutes of the Regular Board Meeting on May 11, 2026. Motion carried.
- Motion by Jim Davies, supported by Peter Scheppmann, to approve the Board of Review Meeting Minutes of May 21, 2026. Motion carried.

**FINANCIALS/CLERKS REPORT** –

- Financial Reports –
  - Amy reported that two checks were voided:
    - Check 55188 in the amount of $500 for Christian School woodchips.
    - Check 55174 in the amount of $742.70 to Marshall sign for flagpole repair.
  - Motion by Glenn Wynveen, supported by Carl Roethel, to approve financial reports, including checks numbered 55196-55262. Motion carried.

**STREETS** - Philip Mentink, Chairperson

- Request from N Heritage Dr resident to hook up to a second sewer line. There will be a connection fee of $2,000 for one lateral, and any second lateral requests should be paid in full by the resident.
  - Motion by Phil Mentink, supported by Peter Scheppmann, to approve any landowner requesting more than one lateral if they agree to 100% of cost. Motion carried.

**UTILITIES** – Brian Schumacher, Chairperson

- Resolution 6-2026 for CMAR (Compliance Maintenance Annual Report).
  - Motion by Brian Schumacher, supported by Peter Scheppmann, to accept the resolution. Motion carried.
- Resolution 7-2026 for simplified water rate increase.
  - Motion by Brian Schumacher supported by Glenn Wynveen, to adopt resolution increasing water rates 3% in the 4th Quarter. Motion carried.

**FINANCE** – Jim Davies, Chairperson

- Resolution 5-2026 for deferred assessments for N Heritage Dr project.
  - Discussion regarding deferred assessments without interest. Payment is due when connecting or an option of 10 installments + interest + 1% for administrative costs. Otherwise, full payment is due upon sale.
  - The Board asked Amy to contact Donohue to estimate assessments based on a normal sewer depth and 8" main (rather than the deep sewer and 12" main). The Board needs to be comfortable with the numbers.
- Alcohol Licenses -
  - Motion by Jim Davies supported by Phil Mentink, to accept applications for Citgo, Kwik Trip, Judi's, Margo's, and Mentink's. Motion carried.
- Cigarette/Tobacco Permits for Citgo and Kwik Trip.
  - Motion by Jim Davies supported by Glenn Wynveen, to accept permits. Motion carried.
- Operator (Bartender) Applications -
  - Motion by Jim Davies supported by Glenn Wynveen, to accept operator's permits. Motion carried.
- Vacant Land Offer to Purchase from AMC Property Holdings, parcel 59165-719310.
  - Motion by Jim Davies supported by Glenn Wynveen, to approve the land sale in the amount of $1,000. Motion carried. Carl Roethel abstained.
- Staffing Update for Code Enforcement Specialist – Jim is reviewing over 60 resumes. The interview committee will meet this week.

**PROPERTY** – Peter Scheppmann, Chairperson

- Library Board Re-Appointments -
    - Motion by Peter Scheppmann supported by Brian Schumacher, to accept the library board reappointment of Jill DuMez and Janice Schmidt effective July 1. Motion carried.
- Civic Center sign – the Village Board requested the "Civic Center" sign on Center Ave to be changed to "Oostburg Public Library." The signs on the library building should remain as is.

**SAFETY** - Carl Roethel, Chairperson

- Ordinance 3-2026 Fireworks regulations.
    - Motion by Carl Roethel supported by Glenn Wynveen, to approve 3-2026 fireworks regulations. Motion carried.
- Fireworks Permit Application from Jim Davies.
    - Motion by Carl Roethel supported by Glenn Wynveen, to approve fireworks permit for Jim Davies. Motion carried. Jim Davies abstained.
- Village website – discussion about searching for ordinances is difficult on the website. Plans are in place to hire a vendor to redesign website and meet ADA compliance by April 2028. Amy will save a copy of the ordinances in the Trustees Shared folders.
- Transient Merchant Permits –
    - Grill Magic food truck application is not received as of today.
    - King Wok application renewal and payment received. Amy to approve the renewal.
    - Motion by Carl Roethel, supported by Glenn Wynveen, to grant the Clerk authority to grant a transient merchant permit for Grill Magic Food Truck. Motion carried.
- Sending pre-emptive letters in April 2027 to frequent offenders of long grass.
    - Attorney Bauer communicated that we could do an informational mailing to all residents that we don't allow "no mow May", or a notice on our website and/or paper. However, we should not single out someone before there is a violation.
- Set burn permit violation fine amount.
    - Motion by Carl Roethel supported by Glenn Wynveen, to set fine amount at $100 for 1st offense, $200 for 2nd offense, and $300 for 3rd offence. Motion carried.
- Fire Prevention – require apartments to have house numbers per request by the Fire Dept.
    - Motion by Carl Roethel supported by Glenn Wynveen, to approve the house numbering ordinance. Motion carried.
- Property and Maintenance Ordinance Changes.
    - Discussion regarding the definition of clutter.
    - Motion by Carl Roethel supported by Glenn Wynveen, to change the Property Maintenance Code as highlighted. Motion carried.
- Complaint regarding too many animals –
    - Discussion regarding how to determine the number of animals at an address. Per our attorney, the Building Inspector can go in if the resident allows it. If not, we can request an Inspection Warrant.
- Discussion regarding what basis to condemn a house. Under the General Public Nuisance Ordinance, if neighbors complain about the odor or condition, that would be a basis. The Building Inspector can identify code violations and can issue a raze and repair order.

**ZONING/PARKS** – Glenn Wynveen, Chairperson

- Annual gift of $500 to Oostburg Christian School –
    - Discussion to discontinue the woodchips gift because we have a new Sunrise Park available to the public in that neighborhood.
    - Motion by Glenn Wynveen supported by Phil Mentink, to eliminate the annual gift in 2026 and future years. Motion carried. Carl voted no. Brian Hilbelink will write a letter to Oostburg Christian School.
- Town of Holland rezoning on DeMaster Road. This notice is for informational purposes.
- Veterans Park commemoration bricks - We received a request for another brick, but this was discontinued in 2025 after promotion efforts. Brian Schumacher will talk to someone to fill in space.
- Request for zero entry access at Sunrise Park – Glenn communicated he is working with Joel Ternes to allow for zero entry access to the playground area.

**ATTORNEY UPDATE** –

- Attorney Bauer communicated there are two trials scheduled for June 29 regarding property violations. Carl Roethel will represent the Village.

**ADJOURNMENT** –

- Motion by Glenn Wynveen, supported by Phil Mentink, to adjourn at 8:06 pm. Motion carried.

Respectfully submitted,
Amy Wilterdink, Clerk/Treasurer