

**Minutes of the Regular Village Board Meeting  
Village of Oostburg  
1140 Minnesota Avenue, Oostburg, Wisconsin  
Monday, April 11, 2022**

The following members of the Village Board were present: President Allen Wrubbel, Trustees Jim Davies, Steve Eggebeen, Phil Mentink, Carl Roethel, Pete Scheppmann, and Glenn Wynveen. Also present were Phil Cosson and Harry Allen representing Ehler's, Bryan Grunewald representing Clifton Larson Allen, Jon Kuhlow, Wendy Bjorklund, Sgt Jesse Smith, and Amy Wilterdink.

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 April 11, 2022, Notice of Meeting and Agenda was posted on April 9 at 10:00 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 Davies moved that the agenda be approved. Trustee Scheppmann seconded the motion. Motion carried.
- Trustee Wynveen moved to approve the minutes of the March 14, 2022, Joint Review Board meeting. Trustee Davies seconded the motion. Motion carried.
- Trustee Wynveen moved to approve the amended minutes of the March 14, 2022, Plan Commission meeting. Trustee Davies seconded the motion. Motion carried.
- Trustee Wynveen moved to approve the amended minutes of the March 14, 2022, Regular Board meeting. Trustee Davies seconded the motion. Motion carried.

**CLERK'S REPORT**

- Checks 51574 and 51575 were voided.
- Trustee Davies made a motion to approve the financial reports, including checks numbered 51569-51624. Trustee Mentink seconded the motion. Motion carried.

**FINANCE** - Jim Davies, Chairperson

- General Obligations Bonds – Phil Cosson presented information regarding the Village finances. Our Capital Improvements Financing Plan will fund upcoming road projects.
- Water/Sewer Revenue Bonds – Phil communicated the importance for the Village to ensure there is sufficient debt coverage. We will look at a simplified increase to keep up with inflation.
- Trustee Davies moved to authorize the issuance of General Obligation Promissory Notes, Series 2022A, not to exceed \$2,180,000. Trustee Wynveen seconded the motion. The roll call was unanimous. Motion carried.
- Trustee Davies moved to authorize the issuance of Water System and Sewer System Revenue Bonds, Series 2022B, not to exceed \$2,750,000. Trustee Wynveen seconded the motion. The roll call was unanimous. Motion carried.

- Auditor Update – Bryan Grunewald from Clifton Larson Allen (CLA) presented the 2021 Audit Report. Overall, the Village is financially in a better position and has made positive changes over the past 11 years to allow for road project work as needed.
- Board of Trustees Annual Reimbursement
  - Trustee Davies moved to pay trustee and president salaries for the past year.
  - Trustee Wynveen seconded the motion. Motion carried.
  - Amy distributed the paycheck statements.
- Ordinance creating section 8.10 adopting the Wisconsin Municipal records schedule as the records retention schedule for the Village of Oostburg, Sheboygan County, Wisconsin. Amy explained it will be helpful to have a specific schedule to determine how long various documents should be retained. This is the schedule recommended by Attorney Bauer.
  - Trustee Davies moved to adopt the Wisconsin Municipal records schedule as the records retention schedule.
  - Trustee Scheppmann seconded the motion. Motion carried.
- Speedup Liquor License Application requesting to change agent from DeWayne Fugate to Lakhbir Singh. Trustee Davies moved to approve the agent change. Trustee Roethel seconded the motion. Motion carried.

#### **STREETS** - Philip Mentink, Chairperson

Trustee Mentink communicated the following upcoming street projects:

- North 9th Street from Center to Wisconsin Avenue. There were four water main breaks in the past year. This is the oldest section in the Village. Planned in 2023.
- Wisconsin Avenue from Railroad to Oostburg Schools planned in 2023.
- New York Avenue 7<sup>th</sup> to 9<sup>th</sup> Street – emergency repair last month, replacing the sewer lines in April-May 2022. In summer 2023, remove asphalt surface/base and reconstruct street.
- Discussion regarding engineering and requests for proposals and whether to have an RFP to price out other engineering firms.
  - Trustee Mentink moved to issue proposal for planned construction projects for 2023. Trustee Eggebeen seconded the motion. Call of the roll carried 4-3.
  - Trustee Mentink will seek RFPs from other Engineering companies.

#### **PROPERTY** - Pete Scheppmann, Chairperson

- Quote for fertilizer applications from Jay's Services.
  - Trustee Scheppmann made a motion to not accept the proposal. Sawyer holds certification for broad leaf fertilizing. Last year's budget covered purchasing application equipment for DPW. This will be a cost savings for the Village in less than four applications. Equipment is on order.
  - Trustee Eggebeen seconded the motion. Motion carried to deny proposal.
- Library Repairs for roof, soffit, and gutters were budgeted this year.
  - Trustee Scheppmann made a motion to accept the competitive contracts from three local vendors.
  - Trustee Eggebeen seconded the motion. Motion carried.

#### **SAFETY** - Carl Roethel, Chairperson

- Crossing Guard vacancy filled by McKenna Walvoord starting 3/23/22.
- Fire Department and Oostburg Emergency Medical responders – The Payroll schedule was recently changed from annual to quarterly. The schedule change will be delayed until 2023 so that the Fire partners can budget this in 2023 because it was not planned in 2022.

- No parking request from Carl Nyhof on east side of North 10th Street for 2 car lengths from Center Avenue.
  - Trustee Roethel moved to make an ordinance for No Parking for 2 car lengths to allow semi-trucks space to make the turn. Carl Roethel will draft an ordinance for review at next month's board meeting.
  - Trustee Davies seconded the motion. Scheppmann and Wynveen opposed. Motion carried 4-2.
- Agenda topic of No Parking zone at Wisconsin Avenue and North 10<sup>th</sup> Street. No action taken.
- Rabbits – discussion regarding a resident's request to raise meat rabbits. Based on recommendation from Safety Committee and Allen Wrubbel's discussion with Attorney Bauer, we can add a definition to our ordinances. If selling meat, it becomes a business.
  - Trustee Roethel moved to add a definition for mammals and can have no more than 5 animals total. Carl Roethel will draft an ordinance for review at next month's board meeting.
  - Trustee Wynveen seconded the motion. Motion carried.

#### **UTILITIES** - Steve Eggebeen, Chairperson

- PTS contractor bid for North 10th Street inceptor sewer project of \$1,170,000. Strand indicated they are a responsible bidder.
  - Trustee Eggebeen moved to approve bid and authorize Strand to issue a Notice of Award to proceed.
  - Trustee Mentink seconded the motion. Motion carried.
- New York Avenue Sewer – DPW will start in 1-2 weeks, their labor will save on the cost. Jeff Gabrielse will be inspecting. Patching storm sewer laterals. Communications will be delivered to homes. Sewer photos were displayed. Moving ahead on emergency project.
- Water/Sewer Rate Increase
  - Trustee Eggebeen moved to initiate a simplified water rate increase study which is part of the PSC process.
  - Trustee Wynveen seconded the motion. Motion carried.
- In 2022, we budgeted for a new pump in Well #1, and we are waiting on that order.
- There is one streetlight not converted to LED between 7<sup>th</sup> and 8<sup>th</sup> St & Erie Avenue.
  - Trustee Eggebeen moved to fill out forms to change one light for \$50.
  - Trustee Mentink seconded the motion. Motion carried.
- Televising – Greg LeMahieu is required by PSC to televise. He does that on a regular basis.
- Scope of construction services for the interceptor project.
  - Trustee Eggebeen moved to accept the scope of services.
  - Trustee Mentink seconded the motion. Motion carried.

#### **PUBLIC INPUT** –

Sheriff Sargent Jesse Smith communicated there has been an increase in break ins in Southern Sheboygan County. Because some suspects were recently apprehended, there may be a lull. The reports include unlocked garages, open vehicle entries, and some storage units.

#### **ZONING** – Glenn Wynveen, Chairperson

- No topics to discuss at this meeting.

**PRESIDENT'S REPORT – Allen Wrubbel**

- President Wrubbel planned to attend a Round Table with Sheboygan County representatives at State level regarding the success of TIF district. However, he did not go to the Round Table due to a scheduling conflict today.
- Pine Haven Lawsuit – the claim has been amended to remove 3 condos on Pine Drive from the lawsuit. The 4 condos on 12<sup>th</sup> Street are still part of the lawsuit claim for tax exemption.
- The annual Open Book meeting will be on April 19, 1:00-3:00 pm.
- The Board of Review meeting will be on May 26, 3:00-5:00 pm.
- Culver's update – they will probably build spring 2023.
- Kwik Trip update – construction will start around May 1. The store will open by Oct 1. There are 3 job fairs scheduled.
- Warehousing Cold Storage – Allen had a meeting today with Oshkosh Cold Storage. He is working with Ron Dalton to schedule a meeting to review the site plan with Dept of Public Works.

**ADJOURNMENT**

Trustee Wynveen moved to adjourn at 8:33 pm, seconded by Trustee Scheppmann, and unanimously carried.

Respectfully submitted,

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Amy S. Wilterdink, Clerk