

**Minutes of the Regular Village Board Meeting
Village of Oostburg, 1140 Minnesota Avenue, Oostburg, WI
Monday, September 11, 2023**

ATTENDANCE

The following members of the Village Board were present: President Brian Hilbelink, Trustees Jim Davies, Phil Mentink, Carl Roethel, Pete Scheppmann, and Glenn Wynveen. Steve Eggebeen was absent. Also present were Wendy Bjorklund, Kevin Bruggink, Phil Cosson, Kelly Kleiber, Jon Kuhlow, Greg LeMahieu, Jesse Rogers, Fred Rose, Gail Stokdyk, Joel Ternes, and Clerk Amy Wilterdink.

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

COMPLIANCE WITH OPEN MEETINGS LAW

The Village Clerk certified that the agenda was posted on September 9, 2023 at 10:00 am at the Municipal Building, Post Office, Oostburg Public Library, and the Village website.

AGENDA - Motion by Davies seconded by Wynveen to approve the agenda. Motion carried.

PUBLIC INPUT -

- Kevin Bruggink, Superintendent of Oostburg School District provided an update regarding many strengths of the Oostburg schools and good use of tax dollars.
- Department Public Works – update from Greg LeMahieu:
 - The Water Tower needs to be cleaned prior to the next painting scheduled in 2026.
 - Well 3 contaminates are going up.
 - Water Meter endpoints – request to phase in cellular endpoints during routine replacements after 20 years.
 - Island in S Business Park Dr – benefits to remove island as part of traffic lights project.
- Kelly Kleiber representing 4-H Rangers offered to donate a Bench and Book Box to Sunrise Park. The Board appreciates the donation from 4-H Rangers.
- Jesse Rogers, Library Director at Oostburg Public Library, provided a request for increased funding in 2024.
- Kwik Trip – no one in attendance.

MEETING MINUTES

- Motion by Wynveen seconded by Roethel to accept the minutes of August 14, 2023, Board of Appeals meeting. Motion carried.
- Motion by Roethel seconded by Mentink to approve the minutes of August 14, 2023, Regular Board meeting. Motion carried.
- Motion by Scheppmann seconded by Mentink to approve the minutes of August 29, 2023, Road Construction meeting. Motion carried.

CLERK'S REPORT/FINANCIALS

- Motion by Roethel seconded by Scheppmann to approve financial reports, including checks numbered 52554-52599. Motion carried.
- Amy introduced Gail Stokdyk, Deputy Clerk/Treasurer, hired 9/6/23. She will work part-time on Monday/Tuesday/Friday.
- Office Staffing Hours – Based on a comparison of other municipalities with limited office hours, discussion to close the office for focus time to work efficiently.
 - Motion by Roethel seconded by Wynveen to close the office one day per week. Motion carried. Amy will communicate the schedule in Lakeshore Weekly and the Village website.
- Badger Books electronic poll books – In May, the Board approved a 2024 budget request for \$6500. Now that request is revised to purchase in 2023, roll out in early 2024 at a smaller election, and be prepared for fall 2024 Presidential election.
 - Motion by Roethel seconded by Wynveen to purchase Badger Books in 2023. Motion carried.

FINANCE - Jim Davies, Chairperson

- Phill Cosson representing Ehler's discussed financial options regarding TIF 1. We could choose to close TID 1 between today and April 15, 2024 to collect revenue for 2024. There is no negative impact for closing TID 1 early.
 - Motion by Davies seconded by Roethel to close TID 1 and start the process today. Roll call vote unanimous. Steve Eggebeen absent. Motion carried.
- Alcohol License Application for Bubs Pub & Grill – business plans are progressing.
- Delinquent Personal Property Taxes – request to write off \$81.69 for two parcels as recommended by Attorney Bauer.
 - Motion by Davies seconded by Mentink to write off \$81.69. Motion carried. Amy will notify the Sheboygan County Treasurer.
- Payment by ACH vs Checks – based on advice from our auditor, Bryan Grunewald, the purpose of two signors on checks is to provide oversight and segregation of duties before the check is released. However, waiting for the monthly Board meeting to send paper checks is inefficient and often payment is late. Proposal to approve list of vendors we can ACH or weekly approval of invoices for ACH.
 - Motion by Scheppmann seconded by Roethel to approve invoices for ACH payments. Motion carried.
- Kwik Trip – projected business levels are below corporate expectations. We need better signs on the highway. The Dept of Transportation was contacted, and signs will be updated soon to add Kwik Trip and Culvers.

PROPERTY - Pete Scheppmann, Chairperson

- Garbage and Recycling contract is due Dec 31. Two proposals were provided. The committee will discuss.

STREETS - Philip Mentink, Chairperson

- Sidewalk Ordinance – refer to committee.
- Traffic Lights / Island Removal –
 - Motion by Mentink to not accept change order, seconded by Wynveen. We will go with the original contract. Motion carried.

SAFETY - Carl Roethel, Chairperson

- Crossing Guards – Motion by Roethel, seconded by Scheppmann to continue reimbursement to the school for 2023-2024 school year. Motion carried.
- Orange Cross Apartment Rent - no response from Orange Cross. Carl will investigate.
- Natural Lawns - Refer to committee to update ordinances.
- Registered Sex Offender living in Village - letter was sent and his supervisor was contacted several times. The Sheriff's Dept should take care of the situation.
- Community Resource Officer – Brad Riddiough is no longer employed with Oostburg Schools, so has no jurisdiction in the Village. The car will be stored in Firehouse. Committee will discuss.

UTILITIES - Steve Eggebeen, Chairperson

- Water/Sewer Meters Cellular Option –
 - Motion by Roethel seconded by Scheppmann to go with cellular option for future meter purchases as well as any we can exchange. Fees are part of water budget. Should go to any problem meters and/or high usage businesses. Motion carried.
- PCAP report to file with DNR – promoting discharge variance report as prepared by Donohue.
 - Motion by Mentink seconded by Scheppmann to accept the PCAP report and approve submission to DNR by Donohue. Motion carried.

ZONING/PARKS - Glenn Wynveen, Chairperson

- Zoning change from R-1-A to R-3 at 616 N 10th St (single-family to two-family).
 - Motion by Wynveen seconded by Roethel to accept Planning Commission recommendation to change zoning at 616 N 10th St to allow construction of duplex on that property. Motion carried.
- Zoning change from R-2 (single-family) at 701, 703, 715, 753 N 10th St.
 - Motion by Wynveen seconded by Roethel to change zoning of 701, 703, 753 from R-2 to R-3 (residential two-family). Motion carried.
 - Motion by Wynveen seconded by Roethel to change 715 N 10th St from R-2 to R-4 (residential multiple family). Motion carried.
- Christian Reformed Church Addition -
 - Motion by Wynveen seconded by Davies to accept Planning Commission recommendation pending approval by Ron Dalton at Cedar Corp. Motion carried.
- Veterans Park Sign Damage – Amy getting estimates for insurance company.
- Sunrise Park Sign – committee to discuss.

- Park Reservation Fees in 2024 – the tent surcharge fee did not cover electrician charges. Also, set-up and clean-up work by DPW for most reservations.
 - Motion by Wynveen seconded by Roethel to change tent surcharge fee from \$80 to \$125. Motion carried.
 - Motion by Wynveen seconded by Davies to change park reservation fees as follows:
 - \$50 to \$75 for Village of Oostburg Residents
 - \$100 to \$125 for non-residents
 - \$100 to \$125 for “For Profit” Village of Oostburg businesses
 - \$150 to \$175 for “For Profit” non-village businesses
 - \$0 to \$50 for non-profit organizations.
- Motion carried.
- Park Building – door combination locks and/or park fobs – committee to discuss.
 - Dwelling Requirement for Minimum Size Square Footage – committee to discuss.

MISCELLANEOUS BUSINESS –

- Transient Merchant application denied for windows, siding, and doors quotes.

PRESIDENT’S REPORT – Brian Hilbelink

- Budget progress – reminder to Committees to finish budget submissions to Clerk.
- Postmaster budget request – new postmaster requesting \$11,000 to upgrade mailboxes in Village because original boxes were not waterproof. Refer to Streets Committee.
- Cell Tower proposals under consideration.
- Stoplight contractor – we should move ahead with the original signed contract.

ADJOURNMENT

Motion by Wynveen seconded by Mentink to adjourn at 8:59 pm. Motion carried.

Respectfully submitted,

Amy Wilterdink, Clerk