

**Minutes of the Regular Village Board Meeting
Village of Oostburg, 1140 Minnesota Avenue, Oostburg, WI
Monday, November 10, 2025, 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: John Dwyer, Susan Lentz, Linda Roethel, Matt Stephan representing Cedar Corp, and Clerk Amy Wilterdink.
- Amy Wilterdink certified that the agenda was posted on Friday, November 7, 2025 at 4:00 pm at the Municipal Building, Post Office, Oostburg Public Library, and our website.
- Motion by Pete Scheppmann seconded by Carl Roethel to approve the agenda. Motion carried.

PUBLIC HEARING

- Motion by Jim Davies, seconded by Phil Mentink to open the public hearing. Motion carried.

PUBLIC INPUT –

Susan Lentz representing Fire Fitness addressed the Board regarding trash pickup in the Business Park. She communicated concerns regarding no pickup the past 4 weeks.

MEETING MINUTES –

- Motion by Glenn Wynveen seconded by Jim Davies to approve the Plan Commission meeting minutes of October 13, 2025. Motion carried.
- Motion by Jim Davies seconded by Carl Roethel to approve the Regular Board Meeting minutes of October 13, 2025. Motion carried.

FINANCIALS/CLERKS REPORT –

- Financial Reports –
 - Motion by Glenn Wynveen seconded by Brian Schumacher to approve financial reports, including checks numbered 54685-54742. Motion carried.
- Website ADA Compliance Project – Amy gave an update regarding vendor search.
- Board Action Items List – Amy asked if any progress can be made in November.

PROPERTY – Peter Scheppmann, Chairperson

- We received complaints from 3 businesses whose garbage was not collected in the past few weeks. Pete confirmed our contract is for residential pickup. Pete recommended the businesses get a contract with Waste Management or Harter's. On Friday, he identified 10 other businesses and 3 churches with residential bins. The Board asked the Property Committee to review this topic.
- Real Estate Contract Renewal with NAI Pfefferle.
 - Motion by Peter Scheppmann seconded by Carl Roethel to continue with same firm. Motion carried.
- Resolution to initiate proceedings to Vacate and Discontinue a portion of S 12th St.

- Motion by Peter Scheppmann seconded by Carl Roethel to proceed with starting the process to vacate S 12th St located behind 3 lots on Zuider Ln. Motion carried.

ZONING/PARKS – Glenn Wynveen, Chairperson – No business.

- Glenn gave an update regarding meeting a developer at a recent Sheboygan Economic Development meeting. The developer may be interested in land located in TID 2.

UTILITIES – Brian Schumacher, Chairperson

- The water tower contract with Bertram for Wireless Internet is due Aug 1, 2026.
 - Motion by Brian Schumacher seconded by Peter Scheppmann for attorney to notify Bertram in January of contract termination. Motion carried.
- Maverick Mechanicals – New Disposal Application.
 - Motion by Brian Schumacher seconded by Phil Mentink to grant permit to allow for disposal of solid waste. Motion carried.

SAFETY - Carl Roethel, Chairperson

- Fire Dept Election Nominations.
 - Secretary-Treasurer – Bob Graff and Brian Schumacher.
 - Trustee – Jeremy Present, Aaron Roethel, and Brandon Wisse.
 - Motion by Carl Roethel seconded by Brian Schumacher to approve slate of nominees as presented by Fire Dept. Motion carried.
- Parking Tickets – Amy should notify the Sheboygan County Sheriff’s Dept to start parking enforcement on December 1.
- Identify snow removal violations. While the Code Enforcement position is vacant, the Trustees will each patrol their own neighborhood for snow & ice violations.
- Request for a 4-way stop at Heritage & AA.
 - Motion by Carl Roethel seconded by Jim Davies to request the Sheboygan County Transportation Committee initiate a traffic study at Heritage & AA. Motion carried.
- Orange Cross Ambulance Contract Renewal. The contract was revised for emergency medical dispatch (EMD) which allows a computer to determine the level of call.
 - Motion by Carl Roethel seconded by Glenn Wynveen for Amy to acknowledge the receipt of the contract renewal information. Motion carried.
- Property Violations - The Village attorney has taken legal action to resolve property violations at 2 addresses. The Board discussed 3 additional properties with violations.

STREETS - Philip Mentink, Chairperson

- 2025 Street Project Update. Phil communicated the utilities and road work are done. The final restoration on Huron is still needed, and then permanent signage.
- N Heritage Dr project update for 2026. Phil met with landowners to consider a street interconnecting between N Heritage and N Business Park Dr.
 - Motion by Phil Mentink seconded by Carl Roethel to have our realtor Dane prepare an offer to purchase the required land from Meulbroek and DePagters at \$25,000 per acre with delayed/deferred assessments. Motion carried.

FINANCE – Jim Davies, Chairperson

- Kwik Trip Operator’s Permit – 6 new applications.
 - Motion by Jim Davies seconded by Peter Scheppmann to accept the applications. Motion carried.

- Legal Judgment Collection Options.
 - Motion by Jim Davies seconded by Brian Schumacher to send a letter requesting payments. Motion carried.
- Community Service thank you to David TerMaat, David Nyenhuis, Joel Frier, Ben Wynveen, and Brian Schumacher for service on Plan Commission and/or Board of Appeals.
- Cyber Security Fraud Quote. Brian Schumacher to have conversations with Justin at Werner. Brian Hilbelink will contact Justin to schedule a meeting.
- Assessor Contract Estimates.
 - Our contract with Associated Appraisal is coming due 12/31/26. Their last proposal doubled in price. Other vendors are Catalis or Accurate. Option to terminate contract is after BOR meeting in spring. Amy to request quotes for IMU and ongoing renewed contract quote starting 1/1/27.
- Close Public Hearing.
 - Motion by Jim Davies seconded by Glenn Wynveen to close the public hearing. Motion carried.
- Approval of 2026 General Fund Budget.
 - Motion by Jim Davies seconded by Carl Roethel to approve the 2026 General Fund Budget, including \$25,000 set aside in the Reserve Fund to save for a future Library bathroom remodel. Motion carried.
- Approval of 2026 Water, Sewer, and TID Budgets.
 - Motion by Phil Mentink seconded by Brian Schumacher to approve 2026 water budget, sewer budget, and TID budgets. Motion carried.

PRESIDENT – Brian Hilbelink

- Plan Commission Appointment of Steve TeBeest to replace David Nyenhuis.
 - Motion by Carl Roethel seconded by Glenn Wynveen to appoint Steve TeBeest to Plan Commission. Motion carried.
- Board of Appeals Appointment of Chris Goddard to replace Brian Schumacher.
 - Motion by Carl Roethel seconded by Glenn Wynveen to appoint Chris Goddard to Board of Appeals. Motion carried.
- Board of Appeals Appointment of Scott Krabbe to replace Ben Wynveen.
 - Motion by Carl Roethel seconded by Glenn Wynveen to appoint Scott Krabbe to Board of Appeals. Motion carried.
- Committee Meeting Schedule. The Board will continue to hold monthly committee meetings the week before the Regular Board Meeting.
- Village Board Succession Planning – Brian asked if the incumbents plan to run for office in Spring Election. If not, find someone to run in your place.

MISCELLANEOUS –

- Matt Stephan representing Cedar Corp communicated his findings regarding the MM Cold Storage property. Their permit is still open with DNR. The Village stormwater maintenance agreement only applies after the DNR permit is closed. Matt recommends contacting the DNR. Matt will provide Amy a draft letter to send to the landowner.

ADJOURNMENT –

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

Respectfully submitted,
Amy Wilterdink, Clerk/Treasurer