

**Minutes of the Regular Village Board Meeting
Village of Oostburg, 1140 Minnesota Avenue, Oostburg, WI
Monday, March 11, 2024, 6:00 pm**

ATTENDANCE

The following members of the Village Board were present: President Brian Hilbelink, Trustees Jim Davies, Phil Mentink, Peter Scheppmann, and Glenn Wynveen. Steve Eggebeen and Carl Roethel were absent. Also present were Ken Beilke 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 March 8 at 4:30 pm at the Municipal Building, Post Office, Oostburg Public Library, and the Village website.

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

PROPERTY - Pete Scheppmann, Chairperson

- Cell Tower Contract – Bret Victor from Tower Point and another company representative joined the meeting virtually to present their proposal.
 - Motion by Scheppmann seconded by Mentink to accept Tower Point’s proposed offer and the Village accepting a lump sum of \$230,000 pending our attorney’s review of the contract. Roll call 5-0
- Lawn Care Bids – refer to committee.

PUBLIC INPUT - No business.

MEETING MINUTES

- Motion by Davies seconded by Wynveen to accept the minutes of February 12, 2024 Safety Committee meeting. Motion carried.
- Motion by Wynveen seconded by Mentink to accept the minutes of February 12, 2024 Regular Board meeting. Motion carried.
- Motion by Mentink seconded by Scheppmann to accept the minutes of February 28, 2024 Street Committee meeting. Motion carried.

CLERK’S REPORT/FINANCIALS

- Amy reminded trustees to turn in annual expenses by March 31.
- Amy learned from the Chamber that the Band Shell tiles have been promoted with a full-page ad in the Lakeshore Weekly annually, but only one person was interested in the past two years. Also, they found it’s difficult finding a contractor. The Board directed Amy to do another promotion.
- Amy communicated the staffing change. Gail is no longer with the Village after 6 months’ employment.
- CLA will present the Annual Financial Report at the April Board meeting.
- Based on recommendation from the auditors, the Library finances are now being processed through the same system. Those expenses appear on the monthly reports.

- Motion by Wynveen seconded by Scheppmann to approve financial reports, including checks numbered 53004-53043. Motion carried.

ZONING/PARKS – Glenn Wynveen, Chairperson

- Veterans Park Sign Location –
 - Motion by Wynveen seconded by Davies to authorize Marshall Sign to put the sign at the designated location (stake in ground), about 20 feet west of driveway. We will hold efforts until fill is added, transformer is raised, and part of original sign is put into the base. Motion carried.
- District Lot Sizes – Attorney Bauer highlighted different lot sizes.
 - Motion by Wynveen seconded by Davies to request our attorney changes the ordinance that we restrict allowing lots smaller than 12,150 sq ft pending any state laws. Motion carried.
- Formal acceptance of Sunrise Park bids
 - Motion by Wynveen seconded by Scheppmann to accept bids for construction of shelter building at Sunrise Park. Motion carried.
- Quote to open safe –
 - Motion by Wynveen seconded by Davies to hire Victory Locksmithing to open the safe. Motion carried.

STREETS - Philip Mentink, Chairperson

- Town of Holland agreement regarding DeMaster Road
 - Motion by Mentink seconded by Scheppmann to not enter into agreement. Motion carried.
- Request for driveway going east on Ohio Ave.
 - Motion by Mentink seconded by Wynveen to deny request. DPW has nowhere to push snow. We would reconsider if Mr. Rice can document there is no federal, state, or other agency with a say in the matter. Phil will send him a letter. Motion carried.
- Glenn has concerns that there is no outlet from N Business Drive. In the future, we should plan to have a spur off Heritage Drive.

SAFETY - Carl Roethel, Chairperson

- Camper Parking on Semi-Permeable Surface – send topic back to committee.
- Winter Parking Ordinance – request to eliminate winter parking ordinance. Discussion to increase fines if parked in the way of snowplows. If we have a Code Enforcer on staff, then we could open it up. Send topic back to committee. Brian will respond to letter.

UTILITIES – Steve Eggebeen, Chairperson

- Water/Sewer Storm Drafting Maps – per recommendation from Joel, consider contracting with TAC to consolidate electronic maps in one place.
 - Motion by Scheppmann seconded by Mentink to contract with TAC Drafting Services, option 1 only - CAD Drafting. Motion carried.
- Ordinance 21.06 Water/Sewer Bills Late Penalties – revise bill timing from quarterly to monthly and change timing when late fees are applied. Discussion regarding verbiage stating service will be discontinued after 20 days. Bring to Committee.
 - Motion by Scheppmann seconded by Mentink to accept revised ordinance for penalties. Motion carried.

- WPDES Permit Review - have Donohue review Greg's work for the multi-discharge usage variance.
 - Motion by Mentink seconded by Scheppmann to approve up to \$2,000 for Donohue to assist Greg. Phil abstained. Motion carried.
- FEMA Floodplain Management – need to update maps. Brian contacted two engineering companies. Quote of \$2,500 to update our insurance.
 - Motion by Scheppmann seconded by Mentink to have Strand complete DNR floodplain work. Motion carried.

FINANCE - Jim Davies, Chairperson

- Tax Claim from Jeff Holler - appraiser calculated an overage of taxes in the amount of \$136.18. Attorney Bauer concurs to proceed with refunding a portion of 2023 Tax Bill.
 - Motion by Davies seconded by Wynveen to have Amy send Jeff Holler letter and work with County Treasurer on refund timing. Motion carried.
- Special Assessment Interest Calculation – per calculation from Bryan Grunewald and Attorney Bauer, keep interest rate at 4%. Do not send letters to use 4.85%.
 - Motion by Davies seconded by Wynveen to rescind last month's motion. Motion carried.

MISCELLANEOUS BUSINESS –

- Nomination to lead April Board meeting – Brian will have Jim lead the April meeting.
- Brian shared Joel's updates –
 - Trailhead floor getting resin flooring on March 19. They will be more durable and better appearance.
 - Veterans Park work to regrade, etc.
 - Business Park - will meet with Ron Dalton regarding flooding before putting in sidewalks.
 - Met with Pete to obtain pricing for truck attachments.
- Brian shared Greg's updates –
 - Scada update should be completed by early April.
 - Donohue application.
 - Waiting to get the water tower exterior cleaned.
 - Generator quotes for well #1 and #2.

PRESIDENT'S REPORT – Brian Hilbelink

- Discussion with Brian Doudna – we are on top of list for second cold storage building. We may need a special meeting on this. Will need Plan Commission and Special Board meeting.
- Met with Eric Meinen regarding property/liability insurance options.

ADJOURNMENT

- Motion by Wynveen seconded by Mentink to adjourn at 7:29 pm. Motion carried.

Respectfully submitted,

Amy Wilterdink, Clerk