

**LUXEMBURG VILLAGE BOARD MEETING MINUTES
TUESDAY, NOVEMBER 13, 2018
MUNICIPAL OFFICE BUILDING
206 MAPLE STREET, LUXEMBURG, WI**

Members present: Ken Tebon, Dan Olson, Jack Seidl, Lori Bonk, and Dan Porath and Michelle Seidl. Absent: Sue Raduenz. Others present: Clerk/Treasurer MiLissa Stipe, Public Works Rick Simonar, Police Chief Chris Gulbrand.

1. CALL MEETING TO ORDER

Meeting was called to order at 7:00 p.m.

2. ROLL CALL

Members Ken Tebon, Dan Olson, Jack Seidl, Lori Bonk, Dan Porath and Michelle Seidl. Absent: Sue Raduenz.

3. ADOPT AGENDA

Motion (Michelle Seidl/Bonk) to approve agenda. All ayes. Motion carried.

4. COMMENT FROM CITIZENS

None

5. APPROVE MINUTES FROM OCTOBER 9, 2018 (OPEN/CLOSED) BOARD MEETING

Motion (Porath/Bonk) to approve the open/closed session minutes from October 9, 2018 Board Meeting. Motion carried. All ayes.

6. APPROVE VOUCHERS FOR PAYMENT

The board reviewed the listing of unpaid vouchers and payroll totaling \$124,432.61. A separate listing of vouchers and payroll which were paid since the previous board meeting totaling \$40,265.35 was reviewed. Motion (Jack Seidl/Bonk) to approve the payment of the unpaid vouchers and payroll. All ayes. Motion carried.

7. DISCUSSION/DECISION ON STROM WATER ISSUES AND EASEMENTS/GLEN RUECKL

There is a sixty-six foot easement on Glen Rueckl's property (Ash Street) that was formally the entrance to the Wastewater treatment facility. Glen Rueckl has requested to remove the easement since it is no longer an active easement. Motion (Porath/Olson) to release the sixty-six foot easement. All ayes. Motion carried.

8. DISCUSSION/DECISION ON CONDITIONAL USE PERMIT FOR VERTICAL BRIDGE DEVELOPMENT LLC-INSTALLATION OF CELL PHONE TOWER AT 150 COMMERCE DRIVE, PROPERTY OWNED BY MCKN PROPERTIES LLC/NICK'S AUTO PARTS

President Tebon informed the Board that the Conditional Use Permit has been tabled due to concerns that were raised by Planning Commission members. Vertical Bridge Developmental LLC have been informed to supply additional information regarding alternative sites available, support system for the structure and that the site for the tower is in a Planned Unit Development which does not coincide with the guidelines of that development.

9. DISCUSSION/DECISION ON ORDINANCE 11-2018 (ANNEXATION OF TOWN OF LUXEMBURG PROPERTY-N5626 COUNTY ROAD AB-CAROLYN FENENDAEL

Clerk/Treasurer Stipe presented the Board Ordinance 11-2018 for the annexation of Carolyn Fenendael property from the town of Luxemburg to the Village of Luxemburg. This is the last step in the annexation process. The rationale behind Carolyn's request of annexation is securing alternative water/sewer for her residence. Motion (Michelle Seidl/Olson) to approve annexation ordinance 11-2018. All ayes. Motion carried.

10. REVISIT DISCUSSION ON EMPLOYEE HANDBOOK; FEEDBACK RECEIVED REGARDING VENDORS FOR THE PROPOSAL FOR COMBINATION OF HANDBOOKS

Trustee Michelle Seidl presented the reference check feedback on the companies that supplied quotes for the combination of the two handbooks (Police/Village). Trustee Seidl stated that overall Boardman-Clark had the best reference check. They have extensive experience with this type of work and were given excellent ratings. After discussion, it was agreed to table this request until the budget is finalized.

11. DISCUSSION/DECISION ON SALE OF BOOKCASES/OLD LIBRARY ROOM

There has been interested in the unused bookcases that are currently in our old library room that were either made by the boy scouts or purchased a long time ago. After discussion, it was agreed the Public Works department may have use of a few of them and the Kewaunee County Historical has an interest in donating funds to attain the bookcases. Motion (Porath/Jack Seidl) to approve the historical society to donate funds for the bookcases with a plaque to placed on the bookcases when they are secured at the Historical Society site. All ayes. Motion carried.

12. REVIEW/TAKE ACTION ON PICNIC AND OPERATORS LICENSES

Motion (Michelle Seidl/Bonk) to approve operator's licenses for Kelly Jo Gamberel/Venture One Stop and Autumn Smith/Augies. All ayes. Motion carried.

13. BUDGET DISCUSSION FOR 2019 AND SET UP FINAL MEETING FOR LEVY LIMIT

Discussion surrounded what capital items would be implemented into the 2019 budget. Based off preliminary calculations, the Village mill rate would slightly increase. The next budget hearing/Board meeting is set for November 26, 2018 at 6:00 p.m. There will be review of budget overall with final figures for the mill rate.

14. COMMITTEE REPORTS

Public Works Supervisor, Rick Simonar presented the following:

- Grinding of yard waste at the Village landfill has been completed
- Picking up leaves is getting close to the end. Public Works will pick up until 11/26/18.
- Water tower exterior has been cleaned and vent has been changed via DNR request.
- Old building that houses old generator and radio equipment at the water tower needs to be removed. The building/equipment is owned by Kewaunee County. Clerk/Treasurer Stipe will email Scott Feldt for Contact information to remove building/equipment.
- Garbage truck will be getting a new clutch.
- Generator for Village Hall is getting close to arrive, concrete slab is poured, electrical and gas prep work has been completed. Generator should arrive in early December.
- Rick presented a need for updated metering station at Fermented Nutrition, so that the data that is logged can be backed up and updated since the equipment that is there now if outdated. Cost of \$10,135.00 for new system.
- Well #2 still has temporary pump-still waiting on permanent pump to be received. Working on a submersible pump since the well has an angled shaft and would work more efficiently.

Police Chief Chris Gulbrand presented the following:

- Chief Gulbrand presented a request for expedited field training for part-time officers. Since the Village does not have more than one full-time officer, the Village utilizes part-time officers to support the department. This proposal would allow the Police Department to speed up the process for training and get the officers up to speed so they can get out on patrol. This would be an investment in the future of the Police Department. The consensus of the Board was to give Chief Gulbrand the go ahead with the training proposal.

Clerk/Treasurer Stipe presented a request from resident Karen Vandebusch, 425 Third Street to combine a section of land from her neighbor since it was just discovered that Karen's additional section of driveway sits on her neighbor's property. This combination has been agreed upon with both parties and

They wanted to run it by the Board. The Board was in consensus for Karen Vandebusch to go ahead with the combination of the parcels/acreage.

15. CLOSED SESSION: PROCEED INTO CLOSED SESSION PURSUANT TO WISCONSIN STATE STATUTES 19.85 (1) (c) CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION, PERFORMANCE EVALUATION DATE OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY.
Motion (Michelle Seidl/Porath) to move into closed session at 8:44 p.m.
16. OPEN SESSION: RECONVENE INTO OPEN SESSION TO DISCUSS AND/OR TAKE ACTION ON ANY ISSUES THAT OCCURRED DURING THE CLOSED SESSION, IF NECESSARY.
Motion (Michelle Seidl/Bonk) to approve wage increases as designated in the closed session. All ayes.
Motion carried.
17. ANY OTHER ISSUES
President Tebon presented some projects he was working on such as racetrack promoters and finding investors to build a motel/hotel in the Village.
18. ADJOURN
Motion (Olson/Bonk) to adjourn the meeting. All ayes. Motion carried. 9:09 p.m.

MiLissa Stipe, Clerk/Treasurer