

**LUXEMBURG VILLAGE BOARD MEETING MINUTES**  
**WEDNESDAY, FEBRUARY 13, 2019 (Rescheduled from 2/12/19)**  
**MUNICIPAL OFFICE BUILDING**  
**206 MAPLE STREET, LUXEMBURG, WI**

Members present: Ken Tebon, Jack Seidl, Lori Bonk, Dan Porath, Michelle Seidl, Dan Olson and Sue Raduenz. Others present: Clerk/Treasurer MiLissa Stipe, Rick Simonar, Police Chief Gulbrand, LC School District Superintendent Glen Schlender; Ike McWaters, Michael Frailing, Melanie Parma and Dan St. Pierre from Nexus Solutions.

1. CALL MEETING TO ORDER

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

2. ROLL CALL

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

3. ADOPT AGENDA

Motion (Michelle Seidl/Raduenz) to approve agenda, with additions of bartender Autumn Gruber, Venture One and Local Zoning Certification Form for WAK Properties/D&S Machine Service Inc. for purchase of property from Fermented Nutrition Corporation. All ayes. Motion carried.

4. COMMENTS FROM CITIZENS

Andrew Anderson informed the Board to discuss a sewer back up in his basement, stated that it was (3) times in the last nine months. He had talked to Rick Simonar on what caused this and was aware that Fermented Nutrition was working on their disposal of waste.

Brian Holbrook from Bird's Eye Aviation stopped to present an updated shot of the aerial view of the Village. The last one was updated in 1986. The Village Board reviewed the shot and was interested in purchasing an updated photo that will be in a brown wood frame to match the existing ones at Village Hall. The cost will be approximately \$450.00. Motion (Michelle Seidl/Porath) to go ahead for the purchase of the updated aerial shot of the Village. All ayes. Motion carried.

Barb Michiels from 518 Marcks Lane approached the Board regarding traffic issues that she thinks may develop when the LC School District will be finalizing their expansion. The concern is that Marcks Lane will be used more for incoming/outgoing bus traffic. Concerns raised to safety of children, pedestrians walking/biking, and overall concern of the logistic travel for the busses.

5. APPROVE MINUTES FROM JANUARY 8, 2019 BOARD MEETING

Motion (Porath/Olson) to approve minutes. All ayes. Motions carried.

6. APPROVE VOUCHERS FOR PAYMENT

Motion (Michelle Seidl/Bonk) All ayes. Motion carried.

7. DISCUSSION/DECISION ON LOGISTICS ISSUES WITH LUSEMBURG-CASCO SCHOOL DISTRICT EXPANSION

\*Proposed Utility Relocation; \*proposed relocated utility meters; \* Traffic circulation and added entrances on Marcks Lane (no parking on south side of the street), \*Site layout plan with retention pond revisions, \*Building set back clearances

Discussion started out with the concern of the school/parents and trying to keep the busses and student drop off sites apart. Congestion of the current traffic flow is a major concern. Reducing the conflict with students/busses/student drop off. The bus fleet is currently at 24 busses. There will be approximately 8 busses that will be taking the Marcks Lane route in/out of the campus. No south side parking on Marcks Lane during school hours//events. The School Board and the County has a major concern with 24 busses going directly out on Hwy. 54. Initiation of a secure entrance when school is in session, decorative bollards to ensure no one can ram a car into front entrance.

Utility Relocations are required due to the expansion. A Water main will need to be rerouted. There will be digging the storm water pond that exists on the school property to utilize the flow of water off the property/sidewalks to the pond.

Discussion on lighting for the new campus, and setback requirements for the new expansion.

Motion (Michelle Seidl/Jack Seidl) to approve the utility relocations for the expansion. All ayes. Motion carried.

Motion (Michelle Seidl/Jack Seidl) to approve access for Marcks Lane as an ingress/egress for bus traffic.

Dan Porath, Lori Bonk-Nay, Michelle Seidl/Jack Seidl/Sue Raduenz/Dan Olson-aye. Motion carried.

Motion (Michelle Seidl/Jack Seidl) to approve the setback requirements for the school expansion. All ayes. Motion carried.

Motion (Michelle Seidl/Jack Seidl) to approve signage of (No parking during school hours on South Side of Marcks Lane). All ayes. Motion carried.

#### 8. DISCUSSION/DECISION ON WATER SHUT OFF PROCEDURES

Clerk-Treasurer Stipe presented the current process that exists with shutting off individuals in the village. Normally, an account would need to be 90 days in arrears before the village would initiate a shut office notice. Discussion on a 60 day arrears procedure. This would assist the village in securing the payments in a quicker fashion and hopefully catch the habitual abusers. The Public Service Commission that oversees water utilities requirement for shut off is any balance owed after 30 days can be issued a shut off notice. The Village did not want to go to that extreme. Motion (Raduenz/Bonk) to approve to move to a shut off procedure for any balance due after 60 days in arrears. All ayes. Motion carried.

#### 9. DISCUSSION/DECISION ON TRAILER PARK REQUEST FOR CREDIT ON WATER/SEWER BILLING

Discussion regarding the request from property owner of the trailer park to the sewer charges for leaks that have been occurring in the park for the past (3) months. The leaks have been substantial and the charges reflected it. Rick Simonar assisted the trailer park in locating some of the leaks. The concern for the village is that the owners/renters of the trailers need to more vigilante in monitoring any water issues that may arise. After further discussion, the Village decided to deny the request for a sewer credit for the trailer park. Motion (Raduenz/Bonk) to deny request for sewer credit for trailer park. All ayes. Motion carried.

#### 10. DISCUSSION/DECISION ON SALE PRICE OF LOT (31-146-lip—5/615 FRONTIER ROAD) RIO CREEK FEED MILL

Discussion regarding the sale of the above mentioned lot and what the Village sold previous lots. The previous sale of lot was based on \$12,500 per acre which was recommended to us from the auditors of the Village and data analysis of comparable lots. Motion (Jack Seidl/Porath) to go forward with \$12,500 as the sale price per acre. All ayes. Motion carried.

#### 11. LOCAL ZONING ADMINISTRATOR CERTIFICATION FORM FOR WAK PROPERTIES/D&S MACHINE SERVICE INC. FROM FERMENTED NUTRITION Parcel (31-146-NE-21-4-5)

This process/form is being used by Kewaunee County as alternative to a certified survey map. This process is being used for the sale of the lot from Fermented Nutrition to WAK Properties. This purchase will be part of the expansion of WAK Properties. Motion (Porath/Jack Seidl) to approve the Local Zoning Administrator Certification form for WAK properties. All ayes. Motion carried.

#### 12. REVIEW TAKE ACTION ON PICNIC AND OPERATORS

Picnic Licenses: Motion (Michelle Seidl/Bonk) to approve the picnic licenses for Kewaunee Lions Club, "Roar off the Shore brewfest" on March 30, 2019 at Kewaunee County Fairgrounds and Preapproved: Algoma FFA Alumni, "Luxemburg Racing Show" on February 9, 2019 at Kewaunee County Fairgrounds. All ayes. Motion carried.

Bartenders:

Motion (Michelle Seidl/Raduenz) to approve the bartender's licenses for Bryana D. Geyer and Autumn Gruber, Venture One Stop; James J. DeClark, Bump N Ugly's; Jennifer J. Rowell, The Farmhouse Bar & Grill. All ayes. Motion carried.

13. COMMITTEE REPORTS

Sue Raduenz stated that the Fire Dept. was down to one engine due to a repair of an engine due to extreme weather.

Clerk/Treasurer Stipe expressed concerns with the labor charge invoices that she received and that the two invoices were active resident/business of the Village. She expressed her concerns that the procedure that the fire dept. was working with doesn't seem to be followed. She felt that more follow up needs to be completed since both parties are active in the Village. It was agreed that Clerk/Treasurer Stipe would follow up on the invoices and report back to Sue Raduenz on the outcome and inquiry on communication from the fire dept. procedure.

Police: Chief Gulbrand is working on drafting an ordinance for "dark sky" for residential lighting issues in the Village. He will have a committee meeting to discuss and present back their findings at the March 2019 Board meeting.

Brett Price was hired as a new part-time police officer, he is working out good.

Chief Gulbrand presented the purchase of a new squad for 2020 but needs to have the Board give approval to purchase the new vehicle for the Police Dept. The procedure for purchasing a new Police squad requires advance ordering/design layout which is approximately a nine month procedure. Chief Gulbrand presented the specs for the squad. The cost of the squad (with the works, lights, etc.) would be \$48,257.00 and we would then also sell the old 2010 Ford Crown Victoria.

President Tebon mentioned he was working on expansion projects with D&S Machine Service, New Plastics, and the sale of the Northbrook Golf Course.

14. ANY OTHER ISSUES

Resolution for salary increase for Trustees/President for next Board meeting.

15. ADJOURN

Motion (Olson/Michelle Seidl) to adjourn. 9:21 p.m.

MiLissa Stipe, Clerk/Treasurer