

**LUXEMBURG VILLAGE BOARD MEETING MINUTES
TUESDAY, MAY 14, 2019
MUNICIPAL OFFICE BUILDING
206 MAPLE STREET, LUXEMBURG, WI**

Members present: Ken Tebon, Jack Seidl, Dan Porath, Michelle Seidl, Dan Olson and Lori Hurley. Excused: Sue Raduenz. Others present: Clerk/Treasurer MiLissa Stipe, Rick Simonar, Police Chief Gulbrand, Resident Germaine Burkart, Auditors Josh Swanson and Elizabeth McMasters.

PUBLIC HEARING 6:45 to 7:00 p.m.

ORDINANCE: 11.01 (15) Adopting certain State Statues (Amended)

ORDINANCE: 12.04 (3) Prohibiting Retail Theft (Amended)

ORDINANCE: 12.04 (5) Issue Worthless Check (Amended)

ORDINANCE: 12.04 (6) Fraud on Tavern, Hotel, Restaurant Keeper, Recreational Attraction
Or Gas Station (New)

Chief Gulbrand gave a brief background on each of the ordinance new/amendments for the police department. The main reason for the amendments is updating outdated language and the Police Committee has made recommendations to the ordinance new/amendments. For further information, please see the Clerk/treasurer.

1. CALL MEETING TO ORDER

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

2. ROLL CALL

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

3. ADOPT AGENDA

An addition of Tracie Ropson to the Bartender's to be approved. Motion (Porath/Olson) to approve agenda with the addition of Tracie Ropson. All ayes. Motion carried.

9. APPOINTMENT OF TRUSTEES (2 VACANT POSITIONS); SWEAR IN NEW TRUSTEES

Discussion on the vacant positions (Jack Seidl's and Michelle Seidl's); Jack's vacant position will be temporary filled by Jack Seidl who graciously accepted to return for one more year. Germaine Burkart came forward and has expressed interest in the other vacant position (Michelle Seidl's). After discussion, a motion (Porath/Hurley) to appoint Jack Seidl to the vacant position. All ayes. Motion carried. Motion (Porath/Hurley) to appoint Germaine Burkart into the other vacant trustee position. All ayes. Motion carried.

4. COMMENTS FROM CITIZENS

Joseph Pagel approached the Board to discuss Paul Baeb's storm water issues on his property. There will be substantial landscaping to be completed for the property but the need to connect to the storm water basin in the roadway has been requested. There would need to be an extension of the line to accommodate the storm water connect. This request has been approved by the Village at the cost of the resident. This cost (estimated \$4,000) would be accommodated by a special assessment during tax preparation on a 3 year payment plan. The plan would need to be approved by the Village Engineer Lee Novak prior to construction.

5. APPROVE MINUTES FROM APRIL 9, 2019 BOARD MEETINGS

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

6. APPROVE VOUCHERS FOR PAYMENT

Motion (Porath/Burkart) to approve vouchers. All ayes. Motion carried.

7. 2018 AUDIT PRESENTATION: JOSH SWANSON/CLIFTONLARSENALLEN LLC

Auditor Josh Swanson and Elizabeth McMasters presented their findings after the completion of the 2018 audit. Overall, the Village/Water/Sewer is in good standing. Discussion of the activities that occurred during 2018 were presented. There was recommendations for a policy on the credit card activities and limits was presented to the Board. Discussion on tax collection new rules for 2019 were discussed. The auditors were pleased with all the activities that the Village experienced in 2018, which overall status was in good standing.

Richard Baker/Executive Director of Kewaunee County Economic Development Corporation stopped in to present himself to the Board and present his ideas of development for Kewaunee County. He would like to expand tourism and the expansion of broadband as well. His experience is grant writing and economic development.

8. REVIEW/APPROVAL OF SALE OF PROPERTIES: 31-146-LIP-9.4; 540 FRONTIER ROAD to WAK PROPERTIES and 31-146-LIP-5; 615 FRONTIER ROAD TO RIO CREEK FEED MILL

The sale of the two above listed properties have been completed and are in the process for approval. Motion (Jack Seidl/Hurley) to approve the above listed parcels to their respective buyers. All ayes. Motion carried.

10. APPOINTMENT OF COMMITTEE ASSIGNMENTS 2019-2020 YEAR

The committee assignment listing was presented to the Board with Jack Seidl and Germaine Burkart as a vacant member. Motion (Seidl/Hurley) to approve the tentative committee assignments. All ayes. Motion carried. An updated committee assignment listing will be presented at the June 11, 2019 Board meeting.

11. DISCUSSION ON ORDINANCES: (CHIEF GULBRAND)

11.01 (15) Adopting certain State Statues.

12.04 (3) Retail Theft punishable by a forfeiture.

12.04 (5) Worthless checks.

12.04 (6) Fraud on tavern, hotel, restaurant, recreational attraction or gas station.

At the public hearing, Chief Gulbrand gave a summary rationale for each of the ordinance amendments. Motion (Porath/Burkart) to approve the above noted ordinances. All ayes. Motion carried.

12. DISCUSSION ON EXPANSION OF VILLAGE OFFICE

Discussion on the need to expand the current municipal/police office space. Details are still being worked on. The plan would be to expand the office in the spring of 2020. Trustee Seidl will be getting a general quote from Van's Lumber for the expansion and present at the June 11, 2019 Board meeting.

13. DISCUSSION/PRELIMINARY APPROVAL OF MOBILE HOMES AND MOBILE HOME PARKS ORDINANCE

Discussion regarding what type of guidelines to be incorporated into this ordinance such as snow removal services and garbage/recycling (who does it/pays for it?). Requirements for installation of new trailers, concrete bases for all trailers. The board members would like to get some insight from other municipalities regarding what type of requirements are needed. The board requested the Clerk/Treasurer to inquire with local municipalities to review their ordinances for understanding of the requirements for the Village. Clerk/Treasurer will bring back the information at the June 11, 2019

14. REVIEW/APPROVE CLASS B BEER LICENSE:

Motion (Porath/Hurley) to approve the Class B Beer license for Luxemburg Bluejays Little League; Matt Piesler, 341 Northbrook Road at Community Fields/Legion Field and Skyhigh Entertainment LLC; Hope Romportl, 1022 6th Street, Kiel, WI for Luxemburg Speedway at 625 Elm Street. All ayes. Motion carried.

15. REVIEW/TAKE ACTION ON PICNIC AND OPERATORS:

Previously Approved Picnic: Skyhigh Entertainment LLC; Hope Romportl, 1022 6th Street, Kiel, WI for Luxemburg Speedway for May 5, 12, 2019 at 625 Elm Street.

Picnic: Dyckesville Lions Club Concession stand at Kewaunee County Fair from July 11-14, 2019 and Kewaunee County Farm Bureau concession stand at Kewaunee County Fair from July 8-14, 2019. Motion (Hurley/Burkart) to approve the above noted picnic licenses. All ayes. Motion carried.

Bartenders: Preapproved:

Stephanie Kay Stevens and Melissa J. Rauls for Luxemburg Speedway. Motion (Hurley/Burkart) to approve bartender's licenses as noted above. All ayes. Motion carried.

16. COMMITTEE REPORTS

*Open Book will be May 28th, 3-5 p.m.; Board of Review will be held on June 18th, 2019 from 3-5 p.m.

*Rick requested to fund chip sealing for this year at approximately \$25,000.

*Rick approached the Board regarding an issue that was presented from a business owners on Main Street for a request of additional usage of village land as a parking lot. After review, the Board decided that allowing village land for parking would not be fair to the other property owners and that parking for Main Street businesses would need to be completed on their own property.

*Concerns with the drop off/pickup at St. Mary's School was discussed with children on buses and parents. A request to install a sign on the West side of the road in front of the school entrance for (No student drop off/pickup this side of street) and Chief Gulbrand will be talking to the school principal on possible drop off/pick up on Hickory Street.

*Rick informed the Board that he replaced the furnace in the garage. Replacement cost is \$2,700.00; repair would be \$1,700.00. The furnace is from 1987.

*The sewer lines from Fermented Nutrition have been having issues again, due to a change in their influent process. Rick is working with them on their process.

*Upgrade on the radio head reader is in the process since the current radio head is out of date and the Village is having reading issues with it. The cost is estimated at \$11,000.00 for the new equipment/mapping software and upgrade on current software.

*The gazebo is completed at Pond Park.

17. ANY OTHER ISSUES.

None

18. Adjourn to closed session pursuant to Section 19.85 (1) (c) considering employment, promotion, compensation or performance data for any public employee over which the governmental body has jurisdiction or exercises responsibility. Motion (Porath/Seidl) to go into closed session. All ayes. Motion carried. 9:44 p.m.

19. Reconvene into open session. Motion (Porath/Hurley) to reconvene into open session. All ayes. Motion carried.

20. Actions from closed session. Motion (Porath/Burkart) to approve Officer Schommer schedule request for an adjusted schedule. Chief Gulbrand has recommended this adjusted schedule. All ayes. Motion carried.

16. Adjourn. Motion (Olson/Porath) to adjourn the meeting at 9:54 p.m. All ayes. Motion carried.

MiLissa Stipe, Clerk/Treasurer