

LUXEMBURG VILLAGE BOARD MEETING MINUTES
TUESDAY, APRIL 10, 2018
MUNICIPAL OFFICE BUILDING
206 MAPLE STREET, LUXEMBURG, WI

Members present: Ken Tebon, Dan Olson, Jack Seidl, Lori Bonk, Sue Raduenz, and Dan Porath. Absent: Jason Carviou Others present: Clerk/Treasurer MiLissa Stipe, Public Works Supervisor Rick Simonar, Interim Police Chief Chris Gulbrand, Police Officer, Brianna Schommer and family, Josh Swanson and Kaysie Schultz from Schenck SC Audit Firm, Tim Feldhausen from Davis & Kuelthau, Michael Bonk, Mark Raduenz, Steve Haen.

1. CALL MEETING TO ORDER

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

2. ROLL CALL

All members of the board were present except Jason Carviou.

3. ADOPT AGENDA

An addition of an operator's license application for Amber Mooco will need to be added to the agenda. Motion (Raduenz/Seidl) to approve the agenda with the addition of the operator's license for Amber Mocco. All ayes. Motion carried.

4. SWEAR IN NEW PART-TIME POLICE OFFICER (BRIANNA SCHOMMER)

Interim Police Chief Chris Gulbrand swore in Brianna Schommer as the Village's part-time police officer. A large group of Officer Schommer family was present to witness the event. Her Father, a retired Outagamie County Police Officer pinned her badge. The Village welcomed our new part-time police officer, Brianna Schommer. Welcome Brianna!

5. COMMENT FROM CITIZENS

A new procedure starting for Board meetings is a designated segment where residents can make comments. There will be a 3-minute time limit for comments. There will be a sign-up sheet at the conference table for Comments from Citizens. Residents can also call ahead to a Board meeting to register as well.

Resident Michael Bonk wanted to provide input to the Garbage/Recycling contract that will expire on December 31, 2018. He stated that in Suamico, resident's contract separately for their own garbage/recycling services. He thought the Village could process the service/billing the same way as well.

6. APPROVE MINUTES FROM MARCH 13, 2018 BOARD MEETING

Motion (Porath/Raduenz) to approve the minutes from March 13, 2018 Board meeting. All ayes. Motion carried.

7. APROVE VOUCHERS FOR PAYMENT

The board reviewed the listing of unpaid vouchers and payroll totaling \$81,238.98. A separate listing of vouchers and payroll which were paid since the previous board meeting totaling \$26,981.48 was reviewed. Motion (Bonk/Seidl) to approve the payment of the unpaid vouchers and payroll. All ayes. Motion carried.

8. TIM FELDHAUSEN- VILLAGE ATTORNEY TO DISCUSS/APPROVE TREATMENT AGREEMENT AND WATER USE & RESTRICTION AGREEMENT FOR FERMENTED NUTRITION

Attorney Feldhausen presented his draft form of the agreement for Water Use & Restriction for Fermented Nutrition. The purpose behind the agreement would allow the Village to control the use of water by a “wet” company. The Village has had concerns with the water consumption from Fermented Nutrition. The Village is responsible for supplying water to all users of the Village. A restriction agreement will assist the Village in maintaining a productive level of water usage for all customers. Details of the agreement were discussed. A meeting was set up for April 18, 2018 at 9:00 a.m. at Village Hall with the Village Attorney, Village Engineer, President Tebon and Trustee Seidl, Public Works Manager Rick Simonar and Clerk/Treasurer MiLissa Stipe. Once the agreement is in the final version, it will be presented to Public Service Commission of WI for review, then on to Fermented Nutrition Attorney Arndt Labs.

9. REVIEW/APPROVE BID OPENING FOR PROJECT: 2018 UTILITY RECONSTRUCTION, CONTRACT 253-18-01 (ST. MARY’S PROJECT)

Village Engineer Novak presented the bid opening result for the St. Mary’s Project. The lowest bidder was Dorner Inc. at \$331,706. The project consists of a sanitary sewer and water main in an easement between Hickory Street and Church Road to the east of St. Mary’s Church and school which is in poor condition. The sanitary sewer line from Hickory to Church was televised and there were 22 leaks located in the line. The project bid was for replacement of the sanitary sewer and water main in the designated areas and restoration of the disturbed areas of the land/parking lot. Construction will begin in early June when school is out and be completed by August. Motion (Porath/Olson) to approve the bid for the St. Mary’s project to Dorner Inc. for \$331,706. All ayes. Motion carried.

10. 2017 AUDIT PRESENTATION BY JOSH SWANSON & KAYSIE SCHMIDT/SCHENCK SC

Kaysie Schultz presented the 2017 Audit for the Village. Overall, the Village, Water and Sewer funds are in good standing at year end. Based on cash flows and debt structure of the Village, the Village is able to proceed to plan for additional projects. In reference to Water and Sewer funds, in 2018 one of the sewer debts will be retired. The Board members had questions that were answered regarding debt, plans for the future and the closure of the Tax Increment Financing which will expire in 2022. Overall, the auditors reassured the Board that processing for the 2017 audit went smoothly. A copy of the audit is available upon request at the Village Hall Office.

11. REVIEW OF FINAL DRAFT OF POLICE DEPARTMENT EMPLOYEE REGULATIONS AND GUIDELINES

Interim Police Chief Gulbrand presented to the Board the final version of the Police Department Employee regulations and guidelines. Clarification of vacation versus PTO, funeral leave and lunch hours were discussed. The draft version was discussed at last month’s Board meeting and this final draft was for a final review of the handbook. Motion (Porath/Olson) to approve the final version of the Police Department Employee Regulations and Guidelines. All ayes. Motion carried.

12. SWEAR IN NEWLY ELECTED TRUSTEE (RADUENZ, PORATH, OLSON)

Clerk/Treasurer Stipe swore in the newly elected trustees and had the trustee sign off on the official oath.

13. REVIEW/ACTION ON OPERATORS/LIQUOR/BEER & PICNIC LICENSES

Operator’s applications received: Amber Mocco, Augies Bar & Grill and Evan Matchopatow, Simonar Shell. Motion (Raduenz/Bonk) to approve operator’s licenses. All ayes. Motion carried.

Temporary License for Anthony Heurkens, LC Softball Organization Tournament on May 18-20, 2018; Motion (Bonk/Seidl) to approve Temporary license for Anthony Heurkens. All ayes. Motion carried.

Cassie DeTampel, Burdick’s Bar & Grill. Motion (Porath/Olson) to deny application due to omission of prior offense. All ayes. Motion carried.

When the issue was found with an operator's license applicant that did not report an offense when a background check was completed. An applicant must sign off on the application verifying the information is true & correct. Normally, the applicant would be denied a license. Which is what happened to the applicant this time. But based on the records, there is no process in place for applicant's to reapply for an error on their application. This specific applicant stated she accidentally omitted the offense. Interim Chief Gulbrand requested the Board to have a process to allow applicant's to reapply for an operator's license. The Board agreed that a 30-day delay in the application process for an operator's license and that the applicant would need to attend the Board meeting when applying for the second time.

Another request presented to the Board regarding the process of the operator's licenses:

- *is to have the applicant apply for an operator's license
- *proof of beverage server course training
- *pay the background check fee of \$12.00
- *have the Interim Police Chief process the background check, if favorable
- *the clerk/treasurer would issue the license
- *Applicant would pay license fee

The Board would not be involved in approving the operator's license. This would speed up the process for an operator's license and alleviate the need for Board approval if the applicant met all the requirements of the process. Motion (Raduenz/Olson) to approve the new process of issuing bartender's licenses.

14. COMMITTEE REPORTS

Public Works Supervisor Rick Simonar gave an update on the activities for the past month.

*The Village went through their three year inspection for the Water Department. DNR, Wendy Anderson reviewing all documents and inspected all water sites within the Village. She recommended that Fermented Nutrition abandon their well since there is not an active permit and communication with Fermented Nutrition stated that they are not able to rehab their well.

*Well #1 is still down due to bad samples. Another chemical treatment was administered but another bad sample was received back from the lab. Rick Simonar is still running water through the pump to cleanse it and hopefully we are able to get a clean sample back. Discussion about how much funds the Village wants to invest in this well is a concern.

*Well #2 will be in the process for its ten year inspection. A temporary submersible pump will be installed while the pump is being rebuilt. Discussion started regarding the process that would need to take place for connection to the Green Bay Water Source via Sugarbush water plant.

*Rick Simonar's old work truck will be sold off since the Village purchased his new truck. The Board agreed that value was between \$9,000-\$13,000. Rick stated he had a couple leads from interested parties for the sale.

*Front doors at Village Hall will be replaced since the locking mechanism on one of the doors is broken. There are other issues with the doors during the winter months. Lakeland Door will be replacing the doors as soon as it gets warmer weather.

*PLC Jetting is jetting pipes in the Village.

*Trustee Seidl attended a meeting at NEW Water and a proposed fixed costs recalculation could save the Village \$16,000 annually, if it is passed at their next meeting.

*Trustee Porath has been in communication with Premier Machine. They just purchased a new machine for their operation and is putting on hold a building purchase.

*Interim Police Chief Gulbrand presented the board a report that breaks down the call reports for the Village of Luxemburg for 2017. This report breaks down the type of call, date, and reporting officer. The Board was pleased with the detail report and commended Gulbrand on his work.

*Emergency Planning training had taken place for the Village. President Tebon, Public Works Rick Simonar and Bob Romuald, Wade Sicklinger and Clerk/Treasurer Stipe completed the NIMS (National Incident Management System) training.

*The Kewaunee County landfill will close on May 25, 2018.

*Trustee Raduenz informed the Board that Ruby's Pop up Pantry will be implemented at St. John's Church by September, 2018.

Trustee Carviou emailed a resignation letter to the Village Board due to a new position he has accepted as Menominee County administrator. There may be a conflict with his working hours and a possible conflict of interest and has chosen to resign. A request from area residents for an appointed replacement will be taken place to reappoint at the May 2018 Board meeting.

15. OTHER NEW BUSINESS/NEXT MONTH AGENDA ITEMS:

Replacement gazebo at Pond Park, can the school get this project completed?

16. ADJOURN

Motion (Olson/Bonk) to adjourn at 9:22 p.m. All ayes. Motion carried.

MiLissa Stipe
Clerk/Treasurer