

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

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

1. CALL MEETING TO ORDER

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

2. ROLL CALL

All members of the board are present.

3. ADOPT AGENDA

Motion (Carviou/Raduenz) to approve the agenda. All ayes. Motion carried.

4. APPROVE MINUTES (OPEN/CLOSED) FROM JANUARY 9, 2018 BOARD MEETING

Motion (Porath/Raduenz) to approve the (Open) January 9, 2018 minutes. All ayes. Motion carried.
Motion (Seidl/Carviou) to approve the (Closed) January 9, 2018 minutes. All ayes. Motion carried.

5. APPROVE VOUCHERS FOR PAYMENT

The board reviewed the listing of unpaid vouchers and payroll totaling \$149,449.80. A separate listing of vouchers and payroll which were paid since the previous board meeting totaling \$712,956.12 was reviewed. Motion (Porath/Olson) to approve the payment of the unpaid vouchers and payroll. All ayes. Motion carried.

6. DISCUSSION/DECISION ON PROCESS FOR RENEWAL OF CONTRACT FOR GARBAGE/RECYCLING THAT EXPIRES ON 12/31/18

President Ken Tebon reminded the Board that the garbage/recycling contract will expire on 12/31/18. President Tebon called a meeting with Brian Hopkins, Advanced Disposal, to discuss options for renewal if that is what the Board decided to pursue. Advanced Disposal would like to continue providing services with the Village and proposed that a larger recycling bin and using the current recycling bin as the garbage bin, this would cut down costs. Advanced Disposal would like to go to the automated system for both recycling and garbage pickup activities. The Board discussed many options for the future contract for garbage/recycling but thought it is only fair to the Village residents that this process go out to bid. Discussion regarding the garbage sticker switch from purchasing the stickers at the designated sites to charging an average charge on the water/sewer bills was presented. Many topics were discussed from fair average price, to businesses that currently use the sticker method, would need to go to their own garbage pickup, and working out the details to charge the water/sewer bills. Further discussion will need to take place to work out further details to the bid process, charging the water/sewer bills and implementation of the new process.

7. DISCUSSION AND UPDATE ON AGREEMENT FOR PURCHASE OF CAPACITY IN GREEN BAY METROPOLITAN SEWERAGE DISTRICT INTERCEPTOR SEWER AND PROPOSED AGREEMENT FOR FERMENTED NUTRITION REGULATORY DOCUMENT FOR WATER USAGE AND SEWER DISCHARGE

A draft agreement for the purchase of 1 cfs from Green Bay Metropolitan Sewerage District was presented to the Board. Prior to the release of the agreement, President Tebon, Trustee Seidl, Village Engineer Lee Novak, Utilities Supervisor Rick Simonar, and Clerk/Treasurer MiLissa Stipe met with Attorney Tim Feldhausen and Attorney James Kalny from Davis & Kuelthau. They were recommended by NEW Water to work with the Village to work out the necessary agreements with Fermented Nutrition

and NEW Water. Historical information was discussed with the pending needs of the Village and possible future issues regarding water and sewer. Attorney Feldhausen received the draft agreement with NEW Water for purchasing 1 cfs. He will be reviewing and responding back to the Village on his recommendations as well as the Fermented Nutrition regulatory document. He should be able to get back to us within a couple of weeks.

8. DISCUSSION/DECISION ON \$46,000 (FUND BALANCE) CARRYOVER PROPOSED EXPENDITURE LISTING

Clerk/Treasurer Stipe presented to the Board that when the auditors were processing their final visit for 2017 year. There were funds of \$46,000 designated for items such as parks streets, and the Industrial Park. The funds are designated as general funds and can be used in any department within the Village budget. Discussion regarding what items were not funded in the 2018 budget were discussed. One item presented was the generator and work involved to make the Village Hall compatible for a new generator. The Village Hall is designated as an emergency shelter but there is no backup electrical generator for the facility. Estimated costs to purchase the generator and work involved is \$35,000. Interim Police Chief Gulbrand also presented items that would need to be purchased to equip the Police Department with items that have not been upgraded.

*Items such as a dash cam for the Police Squad (\$5,700)

*New moving radar and upgrade of old radar equipment (\$2,000)

*Safety Vests (\$425)

*New flash lights, and safety wands.

A detailed list was presented to the Board for review. Lengthy discussion regarding the need to upgrade equipment, especially safety equipment was discussed. A new bullet proof vest for Officer Hurley will be ordered in April with a Federal grant for 50% reimbursement will be processed as well. Further discussion will need to take place for future items for purchase. The generator for the Village Hall is high on the priority list, but at this time is delayed for purchase. A motion (Carivou/Porath) to authorize the Police Department \$10,000 to purchase the items presented by Interim Police Chief Gulbrand. All ayes. Motion carried.

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

Operator's application received: Cherish A. Portillo; Venture One. Motion (Bonk/Olson) to approve operator's licenses. All ayes. Motion carried.

Picnic Licenses:

*Kewaunee Lions Club, Roar off the Shore-BrewFest on March 24, 2018 held at the Kewaunee County Fairgrounds

*Saint Mary's Parish for School Spring Fling held on April 28, 2018 at Kewaunee County Fairgrounds

*Luxemburg/Casco Softball Organization for Spartan Challenge held on May 18-20, 2018 at the Community Center Baseball Fields and the Legion Park Field

Motion (Bonk/Porath) to approve the above picnic licenses. All ayes. Motion carried.

*Taylor Tenor for sale of fireworks to be sold at 1601 Main Street (Simonar Sports) for the 2018 Year. Motion (Carviou/Bonk) to approve the Firework sales permit. All ayes. Motion carried.

*Hunter VandeWater/1825 Woodhaven Court for beekeeping permit renewal for 2018 Year. Motion (Bonk/Raduenz) to approve the 2018 beekeeping permit. All ayes. Motion carried.

10. COMMITTEE REPORTS

*Public Works Supervisor, Rick Simonar presented a few items that he would like approval on.

(1) the one-ton truck is in need of replacement tires (\$1,000).

(2) Leak locator \$3,700 new/\$12,400 demonstrator model. Motion (Carviou/Porath) to purchase lead locator. All ayes. Motion carried.

*Supervisor Simonar presented that when the Village engages into an agreement with Fermented Nutrition that the agreement should incorporate an upgrade for the sampling station since it would need approximately \$6,700 in an upgrade.

*Trustee Porath has been working with Eric Larsen @Premier Machine for guidance with financing with the Bank of Luxemburg to secure funds to purchase new machines and possibly purchase land in the Town of Luxemburg with possible annexation to the Village.

*Trustee Carivou expressed concerns on the need to switch up the schedule for Police to run radar since the spot they have been using is becoming predictable. It was also brought up that Interim Police Chief Gulbrand presence in the Village has received positive feedback.

*Trustee Seidl stated he is still working with LC High School/New Plastics on the replacement project for the gazebo at Pond Park. He stated he attended a NEW Water meeting and expressed his concerns with the proposed capital costs charges/fixed charges that NEW Water may be implementing. He did contact NEW Water with his concerns.

12. OTHER NEW BUSINESS/NEXT MONTH AGENDA ITEMS:

Nothing at this time.

13. CONSIDER TO ADJOURN TO CLOSED SESSION PURSUANT TO SEC. 19.85 (1) (C) CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY.

Motion (Porath/Olson) to go into closed session. All ayes. Motion carried. 9:20 p.m.

14. MOTION TO OPEN SESSION

Motion (Porath/Carviou) to move back into open session. All ayes. Motion carried. 9:48 p.m.

15. ACTIONS FROM CLOSED SESSION

Motion (Porath/Seidl) to institute contributions by employee: Larry Hurley into the Employee Trust Funds (pension) effective at the next payroll (3/1/18) at a rate of .067 of gross pay. This change will also make the change effective in the Police Employee Handbook. Larry Hurley will be granted a \$1.00 per hour pay increase. All ayes except Trustee Bonk voting nay. Motion carried.

16. ADJOURN

Motion (Olson/Porath) to adjourn at 9:51 p.m. All ayes. Motion carried.

MiLissa Stipe
Clerk/Treasurer