

**LUXEMBURG VILLAGE BOARD MEETING MINUTES**  
**TUESDAY, MAY 12, 2020**  
**MUNICIPAL OFFICE BUILDING**  
**206 MAPLE STREET, LUXEMBURG, WI**

Members present: Ken Tebon, Jack Seidl, Dan Porath, Sue Raduenz, Dan Olson, Germaine Burkart and Lori Hurley. Others present: Clerk/Treasurer MiLissa Stipe, 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, Jack Seidl, Dan Porath, Sue Raduenz, Dan Olson, Germaine Burkart and Lori Hurley.

3. ADOPT AGENDA

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

4. APPROVE MINUTES (OPEN/CLOSED) FROM APRIL 14, 2020 BOARD MEETING

Motion (Porath/Hurley) to approve open session of minutes of April 14, 2020. All ayes. Motion carried.  
Motion (Seidl/Burkart) to approve closed session of minutes of April 14, 2020. All ayes. Motion carried.

5. SWEAR IN MEMBERS OF THE BOARD (NEW TERM) (SUE RADUENZ, DAN PORATH AND DAN OLSON)

Clerk/Treasurer Stipe processed the swearing in paperwork for all new members of the Board of Sue Raduenz, Dan Porath and Dan Olson.

6. REVIEW/APPROVE COMMITTEE APPOINTMENTS FOR 2020-2021 YEAR

An updated Committee Appointment listing was presented to the Board members. President Tebon had contacted all Board members for their input on committee assignments. There were no changes made for 2020-2021 year. Motion (Seidl/Burkart) to approve Committee appointments for 2021-2021 year. All ayes. Motion carried.

7. APPROVE VOUCHERS FOR PAYMENT

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

8. AWARD BID FOR 2020 UTILITY CONSTRUCTION PROJECTS (WATER & SEWER)

The bid opening was May 7<sup>th</sup>, 2020 and of the six companies that bid, Dorner Inc. was the lowest bid at \$434,006.30. The Board was presented the bid list. Motion (Olson/Seidl) to approve the bid of \$434,006.30 to Dorner Inc. for the Utility projects this summer. All ayes. Motion carried. A preconstruction meeting will be held at Village Hall in Late July for construction to start in August with late September as a completion date.

9. DISCUSSION-UPDATE ON LEMENS PROPERTIES – (HAROLD & BERDINA LEMENS TRUST)

Lee Novak, Village Engineer (via phone) presented his findings on the update on Lemens Properties. The initial review of the properties is that specific buildings have contamination of asbestos or possible soil contamination. The concern for the Village would be the issue of purchasing the properties and the cleanup of the properties which is very costly. The Village is in the process of applying for a CDBG grant which would allow the Village funds up to 50% for covering purchasing, demolition, and cleanup of the designated properties. At this time, the CDBG grant will be awarded in late August and the Board will defer progress on the Lemens Properties until the award of the grant.

Lee Novak gave an update on the Kewaunee County resurfacing project that will take place in 2021. There are some items that will need to be addressed with sewer/water on Hickory Street, water main replacement on Walnut and additional parking lane paving North of Robin Lane when the project commences. The approximate cost of the utility project is \$150,000.00. The additional parking lanes estimated cost is \$45,000.00. Motion (Porath/Seidl) to approve the movement (with estimated projections) forward on the two aspects of the utility project/additional parking paving for 2021. All ayes. Motion carried.

#### 10. DISCUSSION-APPROVE /DENY REQUEST FROM THE KEWAUNEE COUNTY TAVERN LEAGUE IN RELATION TO REDUCING ALCOHOL BEVERAGE LICENSING FEES IN RESPONSE TO COVID-19 PANDEMIC

Discussion began on the issues that the Class A & B businesses are facing during the shutdown. Review of the current licensing fees for Class A & B was also discussed. After a lengthy discussion, the Board was not in favor to reduce fees for Class A & B license holders. Motion (Hurley/Burkart) to leave licensing fees for Class A & B as is, no reduction will take place. All ayes. Motion carried.

#### 11. REVIEW/TAKE ACTION ON PICNIC AND OPERATORS:

Picnic: Spartan Youth Baseball Club, Inc., Spartan Grand Slam Tourney on June 12-14, 2020; Motion (Porath/Seidl) to approve picnic license for Spartan Youth Baseball Club. All ayes. Motion carried.

Liquor: Class B (Beer) license for Kewaunee County Racing Association LLC for Luxemburg Speedway at 625 Third Street. Motion (Burkart/Hurley) to approve Class B Beer License for Kewaunee County Racing Association. All ayes. Motion carried.

Bartenders: Preapproved: Hannah M. Schwartz; Stodola's IGA, Motion (Hurley/Burkart) to approve bartender's license for Hannah Schwartz. All ayes. Motion carried.

#### 12. COMMITTEE REPORTS

##### \*Rick Simonar, Public Works/Sewer & Water

- Public Works/Sewer & Water employees have shifted duties due to parks being closed. Outside activities such as park benches installation on hold as well.
- Wood Chips for parks/under playground equipment will arrive soon.
- Fountains starting up soon.
- At Well #4; aqua stream will be looked at again since we haven't had it applied in three years.
- SKADA system is being updated to Windows 10.
- An issue has come about regarding the big tractor that is used for yard waste, since it used primarily on pavement the steering was broke/ripped apart. It has been repaired but this issue will arise in the future, it is too much stress on the steering with the work that it is completing. Rick recommended to the Board for an articulated tractor with a snow blower. The proposed tractor would estimate at \$85,000 with snow blower. With the sale of the old tractor and splitting the costs over Village/Water/sewer the Village budget would expense \$20,000. The Board approved Rick to go ahead and purchase the tractor.

##### \*MiLissa Stipe, Clerk/Treasurer

- MiLissa requested how the Board would like to have the audit presented at the next Board meeting. Our Auditor Elizabeth is currently pregnant and would not be attending the meeting. She stated that any way the Board wanted the Audit presented, they would work it out either with Zoom, phone or on-site. Stipe will contact CLA and work out the details.
- There has been inquiry by employees and residents that the Village should initiate a Facebook page. This would allow the Village employees to post needed information that residents would be interested in such as yard waste changes and other notices. The Board felt that residents use Facebook as their communication

platform more than they use the website. Overall, the Board gave the go ahead to have Bob Romuald and Tammy Skarban create the Facebook page and to keep it up to date.

\*Chief Gulbrand

- Chief Gulbrand gave a brief update on the residential dumpster sites.
- Chief Gulbrand is finishing up reentering the ordinance code book into a Word document.
- Still working on Police policies
- Concern that the Tavern League is encouraging bars to be open during the shutdown procedures, normal police procedures is to close down bars that are open.
- Click it or Ticket has awarded Luxemburg a \$4,000 grant, plan to purchase the following: handheld radar, pedestrian street signs, flares and rechargeable cones for squads.

\*Lori Hurley-Parks & Playground Committee Chair

-Lori met with Rick Simonar, Trustee Burkart, Ann Mathu, Scott Daul and Randy Vandenplas at the Legion field and Community Baseball fields to discuss placement of new batting cages for each field. The Village has agreed that the batting cages would be an asset for the sport. Discussion for additional concrete to be placed around the Community Fields concession stand.

\*Dan Porath

-Informed the Board that the “Music in the Park” will be cancelled this summer due to COVID-19. He is still working on something for this summer at the parks.

13. ANY OTHER ISSUES

14. ADJOURN

Motion (Olson/Hurley) to adjourn the meeting at 9:03 p.m. All ayes. Motion carried.

MiLissa Stipe, Clerk/Treasurer