

**LUXEMBURG VILLAGE BOARD MEETING MINUTES  
TUESDAY, JUNE 9, 2020  
MUNICIPAL OFFICE BUILDING  
206 MAPLE STREET, LUXEMBURG, WI**

Members present: 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, LC School Superintendent Glen Schlender, Auditor, CliftonLarsenAllen, Sue Pable, Village Engineer Lee Novak.

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Members Jack Seidl, Dan Porath, Sue Raduenz, Dan Olson, Germaine Burkart and Lori Hurley.

3. ADOPT AGENDA

Agenda item #5; Swear in Caleb Shanle will be delayed due to scheduling issues with his family members. Motion (Porath/Raduenz) to approve the agenda with the elimination of agenda Item #5. All ayes. Motion carried.

4. APPROVE MINUTES FROM MAY 12 AND JUNE 2, 2020 BOARD MEETINGS

Motion (Hurley/Burkart) to approve open session of minutes of May 12, 2020. All ayes. Motion carried.  
Motion (Hurley/Burkart) to approve open session of minutes of June 2, 2020. All ayes. Motion carried.

5. SWEAR IN OFFICER CALEB SHANLE

This agenda item will be deferred to a later date.

6. AUDIT PRESENTATION FOR YEAR 2019 (SUE PABEL)

Auditor Sue Pabel presented the data for fund balances for all categories of Village, Water and Sewer, asset management, revenue and expense data. Overall, the Village is in good standing with Water and Sewer with positive cash balances at yearend of 2019. There was discussion on internal controls such as segregation of duties for the Clerk/Treasurer, preparation of the audit and adjustments for financial records. The Board inquired on debt ratio capability for the Village for future General Obligation Debt. Currently the Village has +\$4million capability of debt capacity. Overall, the Village/Sewer/Water are in good standing.

7. AUTHORIZE RESOLUTION TO SUBMIT CDBG APPLICATION (6-2020)

In order to process the grant application for the Community Development Block Grant, there are many resolutions that need to be approved by the Board in order to submit the application by the deadline of June 25, 2020. The budget for this project is listed at \$424,927.00 which includes purchase of the property, demolition of the buildings, restoration of the lot to gravel, any removal/disposal of any contaminated soil, and/or building materials. The grant is an up to 50% match. This resolution is for submission of the CDBG application. Motion (Raduenz/Hurley) to approve resolution 6-2020. All ayes. Motion carried.

8. AUTHORIZE RESOLUTION TO COMMIT MATCH FUNDS (6-2020B)

Motion (Porath/Burkart) to approve Resolution 6-2020B. All ayes. Motion carried.

9. AUTHORIZE RESOLUTION CITIZEN PARTICIPAN PLAN (6-2020C)

Motion (Raduenz/Hurley) to approve Resolution 6-2020C. All ayes. Motion carried.

10. AUTHORIZE FAIR HOUSING ORDINANCE RESOLUTION (6-2020D)

Motion (Porath/Hurley) to approve Resolution 6-2020D. All ayes. Motion carried.

11. AUTHORIZE FAIR HOUSING ORDINANCE

Motion (Porath/Raduenz) to approve Fair Housing Ordinance. All ayes. Motion carried.

12. AUTHORIZE NONVIOLENT CIVIL RIGHTS DEMONSTATION POLICY (6-2020E)

Motion (Raduenz/Burkart) to approve Nonviolent Civil Rights Demonstration Policy (6-2020E). All ayes. Motion carried.

13. REVIEW/APPROVE OTHER SUPPORTING DOCUMENTATION FOR CDBG GRANT APPLICATION

This motion is for any other documentation that may need to be filed on behalf of the Village for the CDBG grant application. Motion (Porath/Hurley) to approve all other supporting documentation for the CDBG grant application. All ayes. Motion carried.

Reminder, the Sewer/Water projects that are scheduled for this summer will take place in early August and should be completed in early September 2020.

Reminder: Phone in call for Judge's initial conference for approval of railroad crossing on Frontier Road on June 17, 2020 at 10:30 a.m. at Village Hall.

14. APPROVE VOUCHERS FOR PAYMENT

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

15. INFORMATIONAL/DISCUSSION ON MAINTENANCE & AGRICULTURE BUILDING CONCEPT FOR LC SCHOOL DISTRICT (MIKE NEWBERT)

LC School District Superintendent Glen Schlender was present to review the request for the demolition of the maintenance building and move it to the north side of the campus. There was a previous presentation of the agriculture building which is a greenhouse and agriculture building that will house animals for training/education on activities of various animals such as a cow, horse, goat and chickens. The Zoning Administrator has requested that the Village Board review these changes to the reconstruction of the expansion of the school. Rick Simonar, Public Works inquired to the placement of the buildings to the water/sewer lines for the school district. Based on the plan, the building will be approximately 35 feet from the lines. There were concerns raised to the storm water runoff issues that have happened during heavy downpours. Mike Newbert assured Rick that he would get the storm water plans to him the next day for review. Motion (Porath/Hurley) to approve the concept design for the maintenance and agriculture buildings. All ayes. Motion carried.

16. DISCUSSION/DECISION ON CORRECTION FOR THE EMPLOYEE HANDBOOK

There was an error found by Police Chief Gulbrand in relation to part-time officers that work on a designated holiday, the updated handbook only states that full time employees receive overtime pay for working (8) eight consecutive hours, this should also include all employees (full or part time). Motion (Raduenz/Hurley) to add the following language to the updated employee handbook; part time police officer will be paid overtime hours worked in excess of eight (8) consecutive hours or for working on a designated holiday. All ayes. Motion carried.

17. DISCUSSION/DECISION ON SHIFT OF AUGUST 11, 2020 BOARD MEETING (ELECTION)

Clerk/Treasurer Stipe reminded the Board that we need to move the August 2020 Board meeting since it

lands on an election day. President Seidl informed the Board that Jason Carivou (former Board member) will be able to attend the Board meeting in August to discuss the need for an administrator for the Village of Luxemburg. Motion (Hurley/Porath) to approve to move the August 11, 2020 to August 18, 2020. All ayes. Motion carried.

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

Motion (Hurley/Porath) to approve bartender's listing for 2020 – 2022 cycle. All ayes. Motion carried.  
Motion (Porath/Burkart) to approve Class A Combination (Beer/Liquor) licenses for 2020-21 cycle. All ayes. Motion carried.

Motion (Raduenz/Olson) to approve the Class A (Liquor) only license. All ayes. Motion carried.  
Motion (Hurley/Burkart) to approve Class B Combination (Beer/Liquor) licenses. All ayes. Motion carried.

#### 19. COMMITTEE REPORTS

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

- There is an upgrade for the SKADA system for Water/Sewer but the cost is \$11,000; which is a high price for the upgrade. Rick has decided to let the system run out until he is able to purchase a complete new upgraded version of the SKADA system with laptop.
- Well #4 will have a cleaning and aquastream installation; it is time to process this process to make sure the well is functioning properly.
- Since Rick has ordered the new tractor, the Village will sell the current tractor. Rick will meet with President Seidl to discuss sale price.
- Rick was concerned at the garage that people are dumping at the garage yard waste site that is not Village residents. He has started the process to install cameras at the garage.
- The St. Mary's cemetery on Main Street will have a water service installed when the Main Street reconstruction commences in 2021.
- The Village will be street sweeping in the Village of Casco; we will bill Kewaunee County for the service.
- Rick will be treating Pond Park due to the high algae growth.
- Rick informed the Board that crack filling and repair to roadways will commence this summer.
- When the Village commences the roadway on Frontier Road, the railroad tracks on 2<sup>nd</sup> street will be removed as well.
- Rick wanted to say that the apprenticeship is working out very well, positive for the Village and the student.

-Trustee Porath will be working on a recycling event and hopefully we will be able to host the event in fall of 2020 at the Kewaunee County Fairgrounds.

##### \*Chief Gulbrand

- Chief Gulbrand's temporary office is in place since the construction has started.
- Chief Gulbrand graciously offered to transfer hard copy of the ordinance code book to word. Just a few more entries and he should be completed.
- Racing will start at the Racetrack on June 14, 2020; Police will be on duty to control any speeding or any other issues that may arise.
- The Police Dept. received a \$4,000 grant and Chief Gulbrand has ordered supplies such as handheld radars, hi-tech flashlights and LED Flares for traffic incident/stops.

##### \*Lori Hurley-Parks & Playground Committee Chair

- Trustee Hurley mentioned to Chief Gulbrand that Robin Lane is turning into a racetrack again.

13. ANY OTHER ISSUES

Zoning Changes for proposed two residential developments; July 14<sup>th</sup> public hearing preliminary planned.

14. ADJOURN

Motion (Olson/Burkart) to adjourn the meeting at 8:53 p.m. All ayes. Motion carried.

MiLissa Stipe, Clerk/Treasurer