

LUXEMBURG VILLAGE BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 8, 2015
MUNICIPAL OFFICE BUILDING
206 MAPLE STREET, LUXEMBURG, WI

Members present: President Josh Salentine, Gerald Bertrand, Dan Olson, Jack Seidl, Michelle Seidl, Suzie Leist and Ken Tebon. Others present: Village Engineer, Lee Novak, Clerk/Treasurer, MiLissa Stipe and Police Chief, John Massart, Tim Treml, Bank of Luxemburg.

1. ROLL CALL

2. ADOPT AGENDA

Clerk/Treasurer informed the Board that an additional picnic license was presented after the agenda was posted and the addition would adjust agenda item #13. Motion (Tebon/Jack Seidl) to adopt the agenda (with adjustment to agenda item #13) for Board meeting. All ayes. Motion carried.

3. APPROVE MINUTES FROM THE AUGUST 11, 2015 BOARD MEETING

Trustee Bertrand requested a change in language (committee reports) from skid steer to skid unit that the fire department would be purchasing. Motion (Bertrand/Leist) to approve minutes as presented. All ayes. Motion carried.

4. APPROVE VOUCHERS FOR PAYMENT

The board reviewed the listing of unpaid vouchers and payroll totaling \$109,740.26. A separate listing of vouchers and payroll which were paid since the previous board meeting totaling \$37,194.73 was reviewed. Motion (Michelle Seidl/Jack Seidl) to approve the payment of the unpaid vouchers and payroll. All ayes. Motion carried.

5. ENGINEER UPDATE: LEE NOVAK

Village Engineer Lee Novak presented an updated listing of the projects that are currently in progress and prospective projects on the horizon. Update on Sanitary Sewer/Water replacement on Colle Street is projected to be completed by October 2015. Capacity, Management, Operations and Maintenance Report (CNOM) and Sanitary Sewer Overflow Emergency Response Plan reports will be presented for approval tonight. These are necessary reports requested by the Department of Natural Resources outlining the Sanitary Sewer operations and emergency guidelines. Discussion on future TIF projects, Sludge Testing for molybdenum levels which is a byproduct of metal work and printing processes. Recommendation is to contact local businesses that may impact the molybdenum levels. Intervention and further testing may be involved. Discussion on vacating excess right-of-way on Haven Lane, a resolution will need to be processed in order to complete the vacation of the right-of-way. Engineer Novak will prepare the resolution for approval at the next Board meeting.

6. REVIEW AND APPROVE FINANCING FOR SEWER & WATER MAIN REPLACEMENT PROJECT

Bank of Luxemburg and Baylake Bank presented proposals for financing of the water/sewer replacement project. After further discussion, it was the consensus of the Board to proceed with the financing of the project with the Bank of Luxemburg with lower interest rate and closing fees. Motion (Leist/Tebon) to approve financing of the project with Bank of Luxemburg with 2.57% interest rate and a 20 year amortization. All ayes. Motion carried.

7. REVIEW AND APPROVE CAPACITY, MANGEMENT, OPERATIONS & MAINTENANCE (CMOM) REPORT

Engineer Novak presented an overview of the report stating the purpose and reporting requirements of the DNR for the Village's sanitary sewer operations. Motion (Bertrand/Jack Seidl) to approve the (CMOM) report. All ayes. Motion carried.

8. REVIEW AND APPROVE SANITARY SEWER OVERFLOW EMERGENCY RESPONSE PLAN
Engineer Novak presented the plan showing the emergency response plan, contact phone numbers and the necessary forms that will be needed in case of a sanitary sewer overflow emergency. Examples: Sanitary sewer manholes covers blow off and sewage is released into the storm water system, contamination into the water system or a power outage. Motion (Jack Seidl/Olson) to approve the response plan. All ayes. Motion carried.
9. DISCUSSION FOR COMMITTEE FORMATION FOR THE MAIN STREET ENHANCEMENT, LIFT STATION UPGRADE AND OTHER TIF PROJECTS
Engineer Novak presented a plan for involvement with local businesses. Creation of the “Main Street Enhancement Committee” inviting local businesses so that they are involved in the design, streetscaping improvements since they are directly impacted by the Main Street redesign. The first meeting date is set for September 28th, 2015 at Village Hall at 6:00 p.m. Discussion regarding going underground for electrical was also presented. Engineer Novak would be in contact with WPS to get estimates of costs associated with going underground. Estimated plan costs for the Main Street Enhancement is at \$1.4 million. Tim Treml of the Bank of Luxemburg was present and informed the Board that the bank would be available for financial assistance for any local business for facade upgrading/improvements. Discussion of 4th Street reconstruction looking at LRIP funding source, School Street reconstruction/extension to Prairie Court as part of a TIF project and purchase of a portable generator for the lift station.
10. DISCUSS AND SET “TRICK OR TREAT” HOURS
Discussion on when the best/safest time. Motion (Michelle Seidl/Leist) to set Trick or Treat hours for October 31, 2015 from 1:00 p.m. to 3:00 p.m. All ayes. Motion carried.
11. REVIEW AND APPROVE/DISAPPROVE RECOMMENDATION FROM LICENSING & BONDS COMMITTEE REGARDING PROVISIONAL OPERATORS LICENSING
Trustee Michelle Seidl presented the recommendation from the Licensing & Bonds Committee in reference to instituting the provisional operator’s license section into ordinance 11.01 (g) Operator’s. Trustee Michelle Seidl stated that since the background checks are being processed within hours compared to days, this opportunity for provisional operators licenses would benefit the business owners so there would be no real delay in granting a license. The recommendation is as follow: “that provisional operator licenses be issued by the Village Clerk, to applicants with a successful background check, that are enrolled or who have successfully completed, a responsible beverage server course pursuant to Section 125.17 (5) of the Wisconsin State Statues.” It was recommended that this new ordinance language/process be reviewed by Attorney Abts. Motion (Bertrand/Tebon) to approve the new language for ordinance change in reference to provisional operator’s licenses. All ayes. Motion carried.
12. SET DATES/TIMES FOR BUDGET/COMMITTEE MEETINGS
Discussion on the budget process was reviewed. Committee members were advised to meet with their respective staff people to determine 2016 needs and present to the Board at the October Board meeting. The following committee meetings are set: Personnel Committee meeting, Monday, September 14th at 6:00 p.m.; Licenses & Bonds Committee meeting at 7:00 p.m. and Parks & Playground Committee meeting at 7:30 p.m.
13. REVIEW/TAKE ACTION ON OPERATOR/PICNIC LICENSES
Operator’s licenses for James A. Johnson, Haley D. Bagniefski and Lisa L. Christensen. Motion (Michelle Seidl/Olson) to approve operators’ licenses. All Ayes. Motion carried.
Temporary operator’s license for Clarence J. Novak. Motion (Michelle Seidl/Olson) to approve temporary operator licenses. All Ayes. Motion carried.
Picnic Licenses for Algoma FFA Alumni (Ag Heritage Days) and Luxemburg Lions Club (Luxemburg Fire & Rescue Burger/Brat Fry). Motion (Tebon/Leist) to approve presented picnic licenses. All Ayes. Motion carried.

14. COMMITTEE REPORTS

Trustee Jack Seidl reviewed the Street & Utility Report and requested from the Board for repairs to be completed on the 2003 dump truck/block heater & pinion seals. The Board was in consensus to go ahead with the repairs.

15. OTHER NEW BUSINESS/NEXT MONTH AGENDA ITEMS:

President Salentine reported that Kewaunee County will no longer pick up dead deer on roadways. There would be a cost of \$30 if contracted with the county's vendor for pick up. It was agreed that our staff would be picking up dead animals on roadways and disposing of them appropriately.

Police Chief Massart updated the Board in reference to the severe storm/tornado siren that is located at the Village Hall. The siren is not currently in working order and may need some maintenance. It was advised that our staff tackle the issue since the vendor the previously worked on it had extremely high costs for minor repairs with travel costs/parts. He advised the Board it would be recommended that during an election that a handout be distributed to residents for emergency management and if any resident was interested in purchasing a warning radio.

16. ADJOURN

Motion (Olson/Leist) to adjourn. All ayes. Motion carried at 9:06 p.m.

MiLissa Stipe
Clerk/Treasurer