

**LUXEMBURG VILLAGE BOARD MEETING MINUTES
TUESDAY, OCTOBER 13, 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, Police Chief, John Massart, Mike Judkins, Water Well Solutions, Dan Porath, Luxemburg Chamber of Commerce, Public Works Employees: Rick Simonar and Bob Romuald.

1. ROLL CALL
2. ADOPT AGENDA
Motion (Tebon/Jack Seidl) to adopt the agenda for the Board meeting. All ayes. Motion carried.
3. APPROVE MINUTES FROM THE SEPTEMBER 8, 2015 BOARD MEETING
Trustee Jack Seidl requested an adjustment on the minutes to include correct trustee name on any motions since there are two "Seidl" trustees. Correction on the "approve minutes from August 11" section. Motion (Michelle Seidl/Leist) to approve minutes with correction presented. All ayes. Motion carried.
4. APPROVE VOUCHERS FOR PAYMENT
The board reviewed the listing of unpaid vouchers and payroll totaling \$141,284.70. A separate listing of vouchers and payroll which were paid since the previous board meeting totaling \$44,306.73 was reviewed. Motion (Jack Seidl/Leist) to approve the payment of the unpaid vouchers and payroll. All ayes. Motion carried.
5. APPROVE RESOLUTION (10-2015A) FOR APPRECIATION RECOGNITION (KATHY JANDRIN)
Resolution (10-2015A) reflects the appreciation that the Village of Luxemburg extended to Kathy Jandrin for over three years of service. Motion (Michelle Seidl/Bertrand) to approve resolution (10-2015A). All ayes. Motion carried.
6. 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 completed with WPS replacing gas main currently, once complete Jossart will complete restoration of the site. The Main Street Enhancement project will have their next meeting on November 3rd at 6:00 p.m. Industrial Park Lift station upgrade is in the preliminary design phase and anticipated bid date for December 2015. Vacation of excess of right-a-way on Haven Lane is in process. Public hearing and publishing requirements will be met. Proposed timeframe for public hearing is December 8, 2015.
7. ADOPT INITIAL RESOLUTION (10-2015) TO VACATE EXCESS RIGHT OF WAY ALONG HAVEN LANE
Discussion regarding the process of the resolution in order to vacate the property adjacent to Haven Lane was reviewed Engineer Novak. After the final resolution is finalized, the vacated right-of-way will be deeded to the adjacent property owner at no cost. Motion (Bertrand/Olson) to approve Resolution (10-2015). All ayes. Motion carried.
8. REVIEW AND APPROVE CONTRACT WITH WATER WELL SOLUTIONS (MIKE JUDKINS) FOR WELL #3 REHABILITATION
General Manager, Mike Judkins for Water Well Solutions presented a plan of action for rehabilitation of the wells in the Village. The plan is designed on a 10 year contract for maintenance of the wells with an annual payment of approximately \$40,500 per year. The plan is designed for analysis of the wells current

operation, rehabilitation and of maintenance equipment, repair of pumps/motors, annual maintenance, annual performance testing and any emergency call outs services. After further discussion, it was agreed to table the contract with further requests for business references and further discussion at the Public Utility Committee meeting.

9. PRELIMINARY DISCUSSION FOR THE BUDGET OF 2016

Many items were discussed regarding the budget for 2016, this is a list of the items discussed (this is not an exhaustive list):

Street Department

1. Fire and Rescue fees for 2016 will increase to \$53,328.65
2. Removal of the soda license fee of \$5.00
3. Discussion of a possible increase in the sewer/water connect fees
4. Street department needs for 2016 are: Zero Turn lawnmower (\$9,000-\$13,000); Trailer for lawnmower (\$2,400); Rotary hammer drill (\$250); Tires for tractor (\$1,760); 2005 Chevy Truck tires (\$600); Snowblower (\$1,500); Smart Phone for Bob (\$50 monthly)

Police Chief Massart presented his 2016 budget requests with slight increases for police officers,

Parks Department

1. Playground care (\$1,000); Fireman's Park swing replacement (\$84 each for 4); Wood chips for all park locations, estimated for 47 yards (\$1,300). There was discussion on possibly moving swings (Well #2 swings to another site, but it may not be possible if they do not remove from the ground without any damage). It was discussed that Northbrook development would also need more playground equipment.

Insurance (Liability/Property)

The Village just recently went through an annual audit for liability issues. The three areas of concern have been addressed by the Public Works employees. The three areas were: 1) Slip/Fall prevention at Fireman's Park (both sites have been repaired); 2) Standard playground surfacing; the area has had sand placed to remove the issue, 3) Standard Roof Inspection/Maintenance Program, Public Works supervisor will be performing inspection on Village building roofs in a Spring/Fall rotation.

Insurance (Medical benefit for Employees)

Discussion was presented by Clerk/Treasurer Stipe for additional bids for medical insurance for the Village employees. The medical insurance currently expires on 10/31/15; this information was presented with the idea that the Board would use this information for the next budget cycle in 2017 with the expiration of the current policy. Trustee Michelle Seidl discussed that this issue should be brought to the Board in June of 2016 for the 2017 budget cycle since the open enrollment for any State of WI-health plans is normally for the month of October. Finding a good medical plan for a fair price is what the Village and employees would want. It was agreed to table the item for June 2016, for the Personnel Committee discussion.

10. DISCUSSION ON APARTMENT RECYCLING PICKUP

Discussion was presented as to the practice of apartment recycling pickup in the Village. President Salentine discussed that the Village does not pick up any other residential/commercial sites for recycling pickup and an analysis of costs/labor associated with this practice is costing the Village approximately \$9,038.00. Trustee Michelle Seidl acknowledged that the Village receives funds from the State of WI for a recycling grant and those funds are identified for single family residential parcels only; and this practice could jeopardize receiving those funds in the future. More discussion was presented by all trustees and it was the consensus of the Board to discontinue the practice of picking up the recycling for the three identified apartment complexes. A letter informing the property owners will need to be sent out by November 1, 2015 that the practice will discontinue as of January 1, 2016. Motion (Michelle Seidl/Bertrand) to discontinue the practice of picking up the recycling at the apartment complexes. All ayes. Motion carried.

11. REVIEW/TAKE ACTION ON OPERATOR'S LICENSES

Operator's licenses for Debra G. VandenPlas, Emily R. VandenHouten, Kayla L. Mundigler, Rusty M. Rooney, Jeffrey J. Kohnle, Wendy A. VillaSenor and Barbara J. Reckelberg. Motion (Michelle Seidl/Tebon) to approve operators' licenses. All Ayes. Motion carried.

12. COMMITTEE REPORTS

Trustee Jack Seidl reviewed the Street & Utility Report. Trustee Bertrand updated the Board as to the Village's request to purchase Linus Treml property to extend Frontier Road. Discussion was presented to Mr. Treml but negotiations have been halted due to land sale price is too expensive for the Village.

13. OTHER NEW BUSINESS/NEXT MONTH AGENDA ITEMS:

President Salentine reminded the Village Board on the Main Street Enhancement meeting on November 3, 2015 at 6:00 p.m. at Village Hall.

President Salentine and Trustee Jack Seidl discussed with the Board the need to make contact with Dan or Todd Dorner on the final coat of pavement for the Dorner subdivision residential development. There are streets (Meadows, Bluebird, Cardinal and Scenic) that are in the development that are deteriorating due to no final coat application. President Salentine stated he would contact Dan or Todd Dorner to request the final pavement coat application. It would be requested to start the process in spring of 2016 since it is too late in the season for any paving activities.

Clerk/Treasurer Stipe requesting information/background on the cleaning of the Village Hall. The cleaning of the Village Hall is currently being completed by the Public Works employees (Back of the building); Police clean their office and the front areas are being cleaned by the Clerk/Treasurer. Clerk/Treasurer Stipe requested that the Board review the current arrangement since there is not time in the work day to complete the daily Clerk/Treasurer activities and clean the Village Hall. Discussion was presented to hire a part-time high school student/retired individual to clean the Village Hall or have the Public Works employees clean the entire Village Hall. Continued discussion on this subject will be reviewed at the closed session.

President Salentine requested that the Village purchase a plant or flower arrangement for the funeral of Lori Gulbrand (wife of former temporary Interim Police Chief) who filled in when Police Chief Ken LeFevre passed away. It was the consensus of the Board to proceed with a plant/arrangement for Lori Gulbrand.

14. CONSIDER TO ADJOURN TO CLOSED SESSION PRUSUANT 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 (Michelle Seidl/Leist) to adjourn to closed session.

15. MOTION TO OPEN SESSION

Motion (Tebon/Leist) to go to open session. All ayes. Motion carried.

16. ACTIONS FROM CLOSED SESSION

No actions were taken.

17. ADJOURN

Motion (Olson/Michelle Seidl) to adjourn. All ayes. Motion carried at 10:32 p.m.

MiLissa Stipe
Clerk/Treasurer