

**LUXEMBURG VILLAGE BOARD MEETING MINUTES
TUESDAY, DECEMBER 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, Police Chief, John Massart, Ryan Johnson, Bob Jossart, Tony Heurkens and Jamie Heupel.

1. ROLL CALL

2. ADOPT AGENDA

Clerk/Treasurer Stipe requested the following changes in the agenda. The following changes requested: (1) addition of Jonathan Pitzen for an Operator's license and language addition "Public Hearing" for Agenda Item #6. Motion (Tebon/Bertrand) to adopt the agenda with the noted changes for the Board meeting. All ayes. Motion carried.

3. APPROVE MINUTES FROM THE NOVEMBER 10, 2015 (REGULAR/CLOSED) AND NOVEMBER 30, 2015 (SPECIAL) BOARD MEETINGS

Trustee Michelle Seidl requested a change to the motion on November 10, 2015 for "Vouchers for payment" to (Michelle Seidl/Jack Seidl). Motion to approve the minutes for the November 10, 2015 (Regular/Closed) with requested change and minutes from November 30, 2015 (Jack Seidl/Suzie Leist) to approve minutes. All ayes. Motion carried.

4. APPROVE VOUCHERS FOR PAYMENT

The board reviewed the listing of unpaid vouchers and payroll totaling \$133,538.56. A separate listing of vouchers and payroll which were paid since the previous board meeting totaling \$61,535.34 was reviewed. Motion (Michelle Seidl/Tebon) 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: Sanitary Sewer/Water replacement on Colle Street is completed with possible grass replacement in spring 2016; with second payment to be processed this month excluding \$5,000.00 retainage. The Main Street Enhancement project will meet on December 15, 2015 at 6:00 p.m. Engineer Novak will be meeting with Wisconsin Public Service on December 9, 2015 to secure quotes for the electrical replacement of ornamental lighting on Main Street.

Vacating Haven Lane will be discussed at the next agenda item. Fourth Street Reconstruction and Lift Station upgrade will be bid in January/February to coincide with the Main Street Reconstruction project.

6. PUBLIC HEARING, REVIEW AND ADOPT FINAL RESOLUTION TO VACATE EXCESS RIGHT OF WAY ALONG HAVEN LANE (LEE NOVAK)

Engineer Novak stated that all adjacent property owners were sent out the Public Hearing notice. He reviewed the process once the resolution was adopted by the Village. The County Land Records office will be reviewing the resolution and determining the placement of the designated vacated land areas to the landowners. The Village of Luxemburg is not involved in the distribution of the right of way, this is up to the Land Records Department with Kewaunee County. When in reference to sewer/water/storm water laterals that are currently in the right of way and will be deeded over to the new land owner; it would be advisable for the private property owners to secure easements for those specific laterals for any future repairs.

Motion (Bertrand/Tebon) to open the floor for public input. All ayes. Motion carried.

There were questions from the three property owners present. Questions and concerns if new pins would be placed when the land is deeded to the new owner, traffic concerns after the races, how long this process takes, easements for the private laterals. Engineer Novak answered questions and insured residents that the procedure would take approximately two months to complete. Any communication for the newly deeded land would come directly from Kewaunee County.

Motion (Jack Seidl/Tebon) to close the Public Hearing. All ayes. Motion carried.

Motion (Bertrand/Michelle Seidl) to approve Resolution 12-2015 (Resolution to vacate excess right of way along haven lane, in the Village of Luxemburg, Kewaunee County, Wisconsin). All ayes. Motion carried.

7. DISCUSSION/APPROVE STORAGE REQUEST FROM THE AMERICAN LEGION (CHIEF MASSART)

Chief Massart gave a brief background on the request for additional storage space for the American Legion. The American Legion is looking at a large secured cabinet or possibly two small secured cabinets. It was recommended that the location for the cabinet(s) would be best suited at the basement level of the Village Hall. Motion (Tebon/Olson) to approve the request from the American Legion for additional storage area. All ayes. Motion carried.

8. REVIEW/TAKE ACTION ON OPERATOR'S LICENSES

Regular Operator's:

Emily R. Pelnar, Courtney F. Viste, Conchita Elena Chico, Jamie J. Sperber, Jonathan V. Pitzen. Motion (Michelle Seidl/Leist) to approve Operators' licenses. All Ayes. Motion carried.

9. COMMITTEE REPORTS

Trustee Michelle Seidl requested input from the rest of the Board regarding background checks for operator's licensing activities. Since the Village will be going to a two-year operator license, the background issue will be eliminated since any applicant that is applying new will have a background check and any renewal application will not need a background check completed. The board did not pursue any further involvement at this time.

Trustee Tebon brought the Board up to date on the bidding process for the Kewaunee County Raceway Track. Currently the deadline is nearing and there are a couple possible applicants.

Trustee Jack Seidl inquired with the Board that the Sewer line televising will need to begin since the Department of Natural Resources is requesting that the Village implement a televising schedule into their yearly operations.

Clerk/Treasurer Stipe reminded the Board that she will be updating the sewer rates for 2016 since NEW WATER (Green Bay Metropolitan Sewage) has increased their rates for 2016. She should be able to present at the January 2016 Board meeting.

10. OTHER NEW BUSINESS/NEXT MONTH AGENDA ITEMS:

No information/action taken.

11. ADJOURN

Motion (Olson/Leist) to adjourn. All ayes. Motion carried at 8:14 p.m.

MiLissa Stipe
Clerk/Treasurer