

**LUXEMBURG VILLAGE BOARD MEETING MINUTES**  
**TUESDAY, APRIL 12, 2016**  
**MUNICIPAL OFFICE BUILDING**  
**206 MAPLE STREET, LUXEMBURG, WI**

Members present: Gerald Bertrand, Dan Olson, Jack Seidl, Michelle Seidl, Suzie Leist and Ken Tebon. Others present: Clerk/Treasurer: MiLissa Stipe, Village Engineer: Lee Novak, Chief of Police: John Massart, Public Works Supervisor: Rick Simonar, Dan Porath, Wade Sicklinger and John Bins.

1. ROLL CALL

All Board members present excluding President.

2. REORGANIZATION DISCUSSION AND APPOINTMENT OF INTERIM PRESIDENT & SUPERVISOR DUE TO RESIGNATION OF JOSH SALENTINE WITH POSSIBLE TRUSTEE APPOINTMENT.

Clerk/Treasurer Stipe opened the discussion due to the absence of the position of the President. She inquired with the current board members if anyone had interest in an appointment into the President position. Trustee Michelle Seidl stated that she would possibly accept the appointment if no one else had an interest. There was also discussion as to the length of the appointment, until the November 2016 or April 2017. The board was in agreement that this appointment should be appointed until April 2017? The rationale was due to the TIF projects being completed this summer, the continuity of this position and to coincide with the normal election process. Trustee Tebon expressed interest in the appointment. Motion (Michelle Seidl/Bertrand) to appoint Ken Tebon as President. All Ayes. Motion carried.

Discussion was also brought to the table in reference to the Supervisor position, which is a position designated if there was a need to complete duties of the President if the president was unable to complete such as if the President was on vacation, out of state, etc. Motion (Jack Seidl/Leist) to appoint Trustee Michelle Seidl as the supervisor for the Village Board. All ayes. Motion carried.

Since the position of the President was resolved with the appointment of Trustee Tebon; there is a vacant trustee position. The board felt that an appointment of a trustee would benefit the Board in future. In the audience, Wade Sicklinger was present; who in the April 2016 election ran for the open trustee position but did not win. He expressed interest in the vacated trustee position. Motion (Michelle Seidl/Olson) to appoint Wade Sicklinger into the vacated trustee position, effective for the May 10, 2016 Board Meeting.

3. ADOPT AGENDA

Motion (Michelle Seidl/Jack Seidl) to adopt the agenda. All ayes. Motion carried.

4. APPROVE MINUTES FROM THE MARCH 8, 2016 BOARD MEETINGS

Motion (Bertrand/Olson) to approve the minutes for the March 8, 2016 Board meeting. All ayes. Motion carried.

5. PROCLAMATION FOR YEARS OF SERVICE FOR GERALD BERTRAND AND JOSH SALENTINE

President Tebon read the Proclamation for each, thanking each for their dedication and years of service. The Board "Thanked" both individuals for their hard work and expressed congratulations on the next phase of their lives.

6. APPROVE VOUCHERS FOR PAYMENT

The board reviewed the listing of unpaid vouchers and payroll totaling \$171,101.66. A separate listing of vouchers and payroll which were paid since the previous board meeting totaling \$39,461.39 was reviewed. Motion (Jack Seidl/Olson) to approve the payment of the unpaid vouchers and payroll. All ayes. Motion carried.

7. BID REVIEW AND AWARD OF PROJECT (253-16-02 2016 LIFT STATION AND FORCE MAIN REPLACEMENT AND PROJECT (253-16-01) 2016 FOURTH STREET RECONSTRUCTION

Village Engineer Lee Novak gave a brief background on the scope of the project for replacement of the existing industrial park lift station; work consists of removal and replacement of the existing lift station by installing submersible pumps, pouring a building pad for a prefabricated building, piping and valve modifications and upsizing the force main by pipe bursting to accommodate larger flows. The two bids received were from Dorner Inc. for \$198,895.00 and Advance Construction for \$228,260.00. Recommend award to Dorner, Inc. for the low bid of \$198,895.00. Discussion regarding the pumps and prefabricated building to be purchased directly from the vendors with an option of a tan colored preferred versus a white building. Motion (Jack Seidl/Leist) to accept the bid from Dorner, Inc. for \$198,895.00 for the replacement of the existing industrial park lift station. All ayes. Motion carried.

Village Engineer Lee Novak discussed the timeline for the Fourth Street reconstruction which should start early May 2016 and be completed July 8, 2016. Bids were received from (4) contractors ranging from \$569,712.69 to \$623,135.00. The project consists of the total replacement of the water main, adding some storm sewer and the total reconstruction of the street. Asphalt pavement was the base bid with an alternate bid of concrete pavement. Discussion surrounded whether to place asphalt or concrete as the base of the street. With life of an asphalt street at approx. 20-25 years and concrete life approx. at 35-40 years and the street is primarily truck traffic, it was the consensus of the Board to go with a concrete base for the street. There is a Local Road Improvement Grant attached with this project, approx. \$12,000 to \$13,000 of grant funding.

Motion (Michelle Seidl/Jack Seidl) to accept the bid from Advance Construction for \$669,479.80 with the concrete as the street base. All ayes. Motion carried.

8. ENGINEER UPDATE: LEE NOVAK

Village Engineer Lee Novak informed the Village Board that Wisconsin Public Service has completed the preliminary design for the lighting. Proposed design is to use a mix of 30 foot poles at intersections with 14 foot poles in mid-block. The typical block will have 2 to 3 poles spaced on alternate sides of the street. The electric feeds will be primarily underground with several drop off(s) of existing wood distribution poles. WPS is proposing 14 foot poles on the east side only in front of St. Mary's School and Church. Between Hickory Street/Church Road and Church/Robin Lane, WPS will not be able to install 14 foot poles due to distribution lines, there will be further investigation by WPS on what would be appropriate to place. Engineer Lee Novak will inquire with WPS to make sure that Christmas lights and banners can be placed on the new lights. The estimated cost without restoration is \$225,000.00. This TIF project funding base will be borrowed ahead with financing due to the funds will be available in future years with payments back in the next three years. The project will be bid in June 2016 and the project will begin construction in mid to late July.

9. DISCUSSION AND RECOMMENDATION TO KEWAUNEE COUNTY FOR SEXUAL OFFENDER RESIDENCY ORDINANCE

Trustee Jack Seidl presented the updated Kewaunee County Sexual Offender Residency Ordinance, with Chief Massart supplying information on the background that initiated this ordinance. The State of WI has placed out-of-County paroled individuals into other communities and this has caused increased police protection and other issues that may arise. This ordinance allows Kewaunee County to restrict the State of WI in the placement of out-of-County paroled individuals into Kewaunee County, unless the paroled individual resided in Kewaunee County at the time of WI Stat. Ch. 980 commitment or the person previously resided in Kewaunee County for over five years. The Kewaunee County Sexual Offender Residency Ordinance is available to view at Village Hall. It was recommended by the Village Board to send an official letter of support to Kewaunee County.

10. SIREN UPDATE: CHIEF MASSART

Chief Massart updated the Village Board that the two sirens that reside in the Village limits are currently working. The company that was maintaining them in the past, repaired the siren at the Village Hall at no cost. Future maintenance/costs will be discussed on a case by case basis.

11. DISCUSSION/DECISION ON PROCESSING "POOL CREDITS/LAWN CREDITS" FOR WATER/SEWER

Clerk/Treasurer Stipe discussed that the Village has in the past sewer credits on water/sewer monthly billings for those individuals who filled their pools and water their lawns (new) and for pesticide reasons that they needed to water their lawns. This service that the Village provided was inconsistent since residents did not report actual gallons and this type of service is not widely used in municipalities. The Board discussed different options for residents but ultimately decided to forego the process completely. A request to post this change in procedure in the minutes and the website.

12. REVIEW/TAKE ACTION ON OPERATORS/PICNIC LICENSES

Motion (Bertrand/Leist) to approve Operator's licenses for Kenneth J. Tebon, Kristine M. Agamaite, Emily R. Gilson. All ayes. Motion carried.

Motion (Michelle Seidl/Jack Seidl) to approve the six-month Class "B" (Beer) Retail license for Eric Mahlik and Ron Cochrane for the Luxemburg Speedway. This approval was previously approved prematurely due to publishing and insurance documentation requirements. All ayes. Motion carried.

13. COMMITTEE REPORTS

Public Works Supervisor: Rick Simonar informed the Board that there will be a meeting tomorrow (7:30 a.m. at Fermented Nutrition) with Fermented Nutrition, Green Bay Metropolitan Sewage District/New Water in reference to opening discussions with the Village for a request to release all the sewer waste from Fermented Nutrition to the Village. The request would involve pretreatment of the waste before it is released to the Village. The Green Bay Metropolitan Sewage District would need to be involved and approve all procedures for this new process. This is a preliminary meeting to discuss options for Fermented Nutrition.

He informed the Board the spring yard waste pickup would begin on April 18, 2016: I would have started earlier but disposal of the yard waste at the Luxemburg land fill was not accessible due to the wet conditions.

He also updated the Village Board that the gazebo at the pond off of County AB was damaged due to the wind. Clerk/Treasurer will be contacting the Village's Insurance carrier to report the claim.

Possible replacement options for the gazebo would be contact the High School and see if there is an industrial arts/woodworking class that may be interested in taking this on as a project? The replacement gazebo would need to be built to handle the wind at this site.

Update on Water: Well #3: is waiting for pump to be installed and once that is completed, the well should increase capacity flow by (4) times.

Well #2: Iron bacteria will most likely be an on-going issue for this well.

Sewer: Televising the lines from the upgraded lift station to the Baseball diamonds to safeguard that there are no blockages before the lift station is in full production.

Rick Simonar also inquired with the Board about community service with high school students, possibly an industrial arts or woodworking class could use this project as class credit. Board members were concerned about liability issues, which will be checked into with the Village's insurance carrier.

Rick Simonar confirmed that the Village employees are not required by the State of WI to hold a license to spray weeds in the Village.

Trustee Jack Seidl brought to the attention to the Board that the Planning Commission is required to appoint their members by the May 2016 Board meeting. Members include the President, Public Works Director, Building Inspector, a Trustee and 6 citizens.

President Tebon met for his last Kewaunee County Finance meeting that the County is in deficit by \$750,000 due to the closure of the nuclear plant. There is still litigation regarding the nuclear plant that is still pending. Many options were discussed for regaining County funds such as a sales tax % increase or a road tax.

Trustee Bertrand would like to pass on the torch in reference to the representation for the Village for the Fire/Rescue departments. President Tebon stated he would attend the next meeting until another Trustee can be appointed. The next meeting is scheduled for April 25, 2016 at 7:30 p.m. at the Rescue building.

14. OTHER NEW BUSINESS/NEXT MONTH AGENDA ITEMS:

Inquiries to the final coat of blacktop for the Dorner Meadows development, confirmation with the Village Engineer will need to be completed.

Confirmation with the Village Engineer regarding the Kewaunee County's obligation to the Village for paving of Main Street.

Audit presentation will be completed by Tom Karman/Schenck Solutions at the May 2016 Board meeting.

15. ADJOURN

Motion (Olson/Bertrand) to adjourn. All ayes. Motion carried at 9:25 p.m.

MiLissa Stipe, Clerk/Treasurer