

LUXEMBURG VILLAGE BOARD MEETING MINUTES
TUESDAY, MAY 10, 2016
MUNICIPAL OFFICE BUILDING
206 MAPLE STREET, LUXEMBURG, WI

Members present: President Ken Tebon, Dan Olson, Jack Seidl, Michelle Seidl, Suzie Leist, Dan Porath and Wade Sicklinger. Others present: Clerk/Treasurer: MiLissa Stipe, Village Engineer: Lee Novak, Chief of Police: John Massart, Public Works Supervisor: Rick Simonar, Dan Dorner, Jason Carviou, Schenck Solutions Auditor, Tom Karman.

1. ROLL CALL

All Board members present.

2. ADOPT AGENDA

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

3. DISCUSSION AND APPOINTMENTS OF 2016-2017 COMMITTEE ASSIGNMENTS

A draft form of the 2016-2017 Committee Assignments was included in the packet for each board member to review. There was discussion on assignments and it was recommended that Dan Olson take the role of the chair for the Fire & Police Committee. Dan Porath expressed concern in attending the Fire Dept.'s meetings since a conflict coincided with the Fire Dept.'s meetings which are the 4th Monday of the month. Dan Olson stated he would take the role as Chairperson. Michelle Seidl was removed from the Industrial Development committee and the Board of Appeals members will be determined at the June 14, 2016 Board meeting.

4. APPROVE MINUTES FROM THE APRIL 12, 2016 BOARD MEETINGS

Motion (Porath/Michelle Seidl) to approve the minutes for the April 12, 2016 Board meeting. All ayes. Motion carried.

5. APPROVE VOUCHERS FOR PAYMENT

The board reviewed the listing of unpaid vouchers and payroll totaling \$160,047.22. A separate listing of vouchers and payroll which were paid since the previous board meeting totaling \$204,421.37 was reviewed. Discussion regarding Motion (Jack Seidl/Olson) to approve the payment of the unpaid vouchers and payroll. All ayes. Motion carried.

6. 2015 AUDIT REVIEW AND PRESENTATION (TOM KARMAN-SCHECK SOLUTIONS)

Tom Karman, Auditor for the Village of Luxemburg gave a brief background of the financial status of the funds for the Village. The Village budget is in good standing. The Tax Increment Financing (TIF) fund is also in good standing. The projects that are being completed currently are Fourth Street Reconstruction; contracted \$669,479.00; the Lift Station project; contracted at \$198,895.00 and Main Street Reconstruction project has yet to be bid but is estimated at \$1.5 million to complete. The estimated total of TIF projects completed this year is at \$2,368,374.00 The Village will be borrowing a portion of the projects since the balance in the TIF budget will not funds all the projects in the 2016 year, with the payments to be made in the next three years. There was discussion on the closure of the TIF funds and the residual payment that is made to each entity of the taxing jurisdictions. The response to pay down debt that would be allowable via the TIF criteria. The debt margin for the Village which is in good standing is at \$6 million, is backed by tax levy (if borrowed) and with Water & Sewer debt payments are backed by user fees. Tom Karman updated the Board that there is another reporting requirement. This does not affect the Village just a new reporting requirement for those employees who are participating in the State

of WI pension program. Another discussion deferred to the June Board meeting is the usage of the Village's charge cards and potential policy regarding it.

Another subject that were discussed are the meetings that have been taking place with Fermented Nutrition, Dept. of Natural Resources (DNR), NEW Water and Village staff in relation to the discharge of waste water to the Village sewer facility. In the past, Fermented Nutrition was discharging to the School Creek with treatment being processed prior to the discharge. Fermented Nutrition has been proactive with their waste removal process and has increased sensitivity with the agricultural issues in Kewaunee County. Multiple meetings will need to be held in order to get all aspects of the new process in line. NEW Water will be involved extensively since they will be involved when the Village's waste is shipped for final treatment. A cursory review of the main sewer line that supports the shipment of waste to the sewer facility is in need of a major reconstruction since the line was televised recently and had shown dramatic damage to the septic line. This water/sewer line will be bid soon (Estimated at \$250,000.00) so that it can be incorporated after the upgraded lift station project is completed. Agreements will need to be put into effect with all parties that are affected with the new process of waste discharge from Fermented Nutrition. NEW Water and DNR would likely request the Village to connect to the interceptor at STH 54 and Craanen Road in New Franken.

7. ENGINEER UPDATE: LEE NOVAK

Village Engineer Lee Novak informed the Village Board that Jossart will be coming back into the Village to repair the Colle Street Project grass areas, with a recheck in a month to make sure reseeded is not required.

The Lift Station Project update is that the pumps are here and the building is on order and progressing as planned.

The Main Street Project update; WPS final design is in progress, Lighting issues are being worked out. Project should start construction in late July 2016.

A request from (WITN) WI Technology Networking LLC to propose to install a 120 foot cell tower in the east Village right of way on Second Street approx. 50 feet from STH 54.

(Geographical area is not desirable and recommendation to deny request.) Motion (Porath/Olson) to deny request from WITN for a cell tower in the Village's right of way. All ayes. Motion carried. Engineer Novak will be sending WITN a letter back on the denial from the Village Board's decision to find a more appropriate location of this tower.

Another issue that was brought to the Engineer's attention is the property adjacent (Ash Street) to the drainage area for the storm water runoff. It seems that the drainage area has been overgrown with trees, grasses and such but is in need of maintenance. Since the Main Street Project will be in close proximity to the drainage area, this will be incorporated into the Main Street Project. The grades levels will need to be processed and plans for the actual maintenance put into place for the bid process for the Main Street Project.

8. DISCUSSION/DECISION ON FINAL COAT/PAVEMENT FOR COUNTRYSIDE ESTATES (DAN DORNER)

Developer Dan Dorner was present to discuss the final coat application for the development. A policy (Development/Assessment Policy dated March 5, 2005) was presented to all Board members to show the effect the developer would need to pay all costs in relation to street construction. Dan Dorner supplied the Village with a bid for \$96,642.00 for the final coat in the requested streets. He also requested (aside from the policy) to have the Village participate in assisting in the payment on the final coat application. Discussion was presented from all Board members: If this could be covered by TIF funds? Can the Village pay a portion and the balance owed by the developer? Some members would like to see this completed since this may increase

the sale of lots (21 lots available). Some members were not comfortable with a payment plan since it would set a precedent for future development. Motion (Jack Seidl/Michelle Seidl) to approve a payment plan for the final coat application with the Village's portion at 1/3 (TIF funds with confirmation that TIF funds can be used) and 2/3 Dan Dorner's portion (with a 5-year option on special assessments) if he chooses that payment option. Trustee Michelle Seidl requested a roll call vote; Yes for motion (Olson, Michelle Seidl, Jack Seidl, Susie Leist) No for motion (Sicklinger, Porath) Motion carried 4-2 vote. Based on the decision that was made by the Board, the Village will need to bid this project since they will be part of the funding source for this project. Engineer Novak will be working on getting a bid together for review at the June 14, 2016 Board meeting.

9. DISCUSSION ON CLEANING OF THE COMMUNITY CENTER/VILLAGE HALL

President Tebon gave the new Board members the background on the cleaning of the Village Hall for the past years. There was an individual that was hired in the past that did clean the Village Hall but was let go approximately four years ago. Since that time, the Public Works and office staff employees have been cleaning the Village Hall. It was the consensus of the Board that current employees do not have time, nor should the Village pay wages of the current employees to clean the Village Hall. Trustee Michelle Seidl is the chairperson for the Personnel Committee and requested to review this position. It is very difficult for the current employee staff to clean the Village Hall due to other work duties that need to be performed. An employee devoted to janitorial duties would be a better solution. She recommended that the Personnel Committee meet to discuss a job description for this individual, which includes wages and times for this position and bring back a recommendation to the Board at the June 14, 2016 Board meeting.

10. REVIEW/TAKE ACTION ON OPERATORS/PICNIC LICENSES

Motion (Olson/Michelle Seidl) to approve picnic license for St. John Lutheran Church for "Rib Fest Car Show" on June 4, 2016 at 700 Heritage Road. All ayes. Motion carried.

Motion (Jack Seidl/Sicklinger) to approve Picnic License (Class B Retailer's License) for Spartan Youth Baseball Club, Inc. for Spartan Grand Slam held on June 10-12, 2016 at Community Center Ball Fields. All ayes. Motion carried.

Motion (Sicklinger/Porath) to approve renewal of "Class B-Beer" liquor license for Luxemburg Strikers for May 15, 2016 to November 15, 2016 to be dispensed at the concession stand at the Community Baseball Fields. All ayes. Motion carried.

Motion (Leist/Jack Seidl) to approve Temporary Operators: Jennifer & Robert Kinnard for Spartan Grand Slam, Tony Heurkens, Dan & Elizabeth Dart and Brian Prevost for the Luxemburg United Softball League Tourney on May 20-22, 2016. All ayes. Motion carried.

Motion (Porath/Leist) to approve Operator: Lisa M. Matzke/Augie's Bar & Grill. All ayes. Motion carried.

11. COMMITTEE REPORTS

Trustee Jack Seidl went over the monthly Public Works/Water & Sewer report with updates on the activities of Public Works. This includes street sign replacement, wood chips in the parks, swing set at Well #1 to be removed. Pond areas, the fountains have been started. Purchase of new lawnmower and trailer. Removal of water cistern at Fireman's Park. The upgrading of the Scada system for monitoring the Sewer & Water monitoring systems with new iPhones or iPads. President Tebon attended a Fire Department meeting and stated that they need fire fighters to apply. New tanker may need to be purchased as well as a new rescue squad.

He also stated that the first night at the Luxemburg Speedway had attendance approximately 1800 people. What a turnout!

12. OTHER NEW BUSINESS/NEXT MONTH AGENDA ITEMS:

- Charge card usage policy
- Closing of Village Hall (evening hours)
- Janitorial services for cleaning of Village Hall-Continued discussion/decision
- Certified Survey Map (Joe & Amy Peters and Jean Brown and Dennis Krueger)
- Liquor licensing and operator licensing

13. ADJOURN

Motion (Olson/Leist) to adjourn. All ayes. Motion carried at 9:26 p.m.

MiLissa Stipe, Clerk/Treasurer