

LUXEMBURG VILLAGE BOARD MEETING MINUTES
TUESDAY, JUNE 14, 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, Public Works Supervisor: Rick Simonar, Jason Carviou.

1. ROLL CALL

All Board members present.

2. ADOPT AGENDA

Clerk/Treasurer Stipe made an addition of a Picnic (Class B Retailers) license for the Friends of the Ahnapee State Trail for the Ahnapee Summer Solstice 50 on 6/16/16. Motion (Michelle Seidl/Sicklinger) to adopt the agenda. All ayes. Motion carried.

3. DISCUSSION AND APPOINTMENT OF 2016-2017 PLANNING COMMISSION ASSIGNMENTS

After review of the current members of the Planning Commission, which are: President Tebon, Trustee Jack Seidl, Lew Duchateau, Jonas Barbiaux, Bob Jossart, Al Peot and Andy Wallander. There is one available spot open for a resident. Trustee Michelle Seidl recommended Rick Simonar as the resident for the available spot open. After a short discussion, (Michelle Seidl/Jack Seidl) made a motion to appoint Rick Simonar as the 6th resident member of the Planning Commission. All ayes. Motion carried.

4. APPROVE MINUTES FROM THE MAY 10, 2016 BOARD MEETING

Trustee Jack Seidl requested confirmation on the total amount of the TIF projects that were mentioned in the audit 2015 section. He believes it's estimated at too high of an amount. Confirm before posting on the website. Motion (Jack Seidl/Dan Porath) to approve the minutes with the confirmation on the estimated TIF project for 2016 completion for the May 10, 2016 Board meeting. All ayes. Motion carried.

5. APPROVE VOUCHERS FOR PAYMENT

The board reviewed the listing of unpaid vouchers and payroll totaling \$175,564.66. A separate listing of vouchers and payroll which were paid since the previous board meeting totaling \$351,556.95 were reviewed. Discussion regarding Motion (Porath/Leist) to approve the payment of the unpaid vouchers and payroll. All ayes. Motion carried.

6. ENGINEER UPDATE: LEE NOVAK

Village Engineer Lee Novak updated the Board on the following projects:

- 2015 Utility Reconstruction Project: Jossart had Shadian Landscape come back and fill sections that have settled and reseeded areas that did not grow.
- Fourth Street Reconstruction: All water/sewer work has been completed, 75% gravel base is completed. Construction will be completed by July 8, 2016.
- Industrial Park Lift Station Upgrade: The building & pumps have been ordered and pipe bursting on the force main has been completed. The project will complete On September 1, 2016.
- 2016 Bituminous Paving: Two bids were received, with recommendation of Northeast Asphalt at \$117,345.00. Work includes patching (Second Street \$2,242.50) and surfacing streets in the last

phase of Countryside Estates Subdivision. The cost of the binder repairs and bituminous surface is \$115,097.50 of which the Village is to pay 1/3 of the cost or \$38,365.80.

- Main Street Enhancement Project: WPS is working on final design, proposed design with a mix of 30 foot poles at intersections and 14 foot poles in mid-block. Bids will be received in early July and approved at the July 12, 2016 Village Board meeting.

- Replacement of sewer/water main in alley between 1st/2nd street from St. Johns to Maple Street: sewer main was televised and will need to be replaced as well as the water main. Bids will be opened in July with construction in late July/August.

- Fermented Nutrition Corporation Proposed Discharge to Village: FNC is proposing to discharge pretreated wastewater to the Village, FNC had discharged to the Village in early 2000's until they installed a treatment facility. The Village had two bypass events in the last year during heavy rains, so the WDNR wanted an action plan that the Village can handle additional flows. Meetings have been taking place and staff are working on a plan of action to ensure the best approach for meeting WDNR requirements and new agreements with NEW Water and costs associated with the new process.

7. BID REVIEW/ACTION ON 2016 BITUMINOUS PAVING PROJECT: 253-16-03

Engineer Lee Novak discussed the bid opening that presented two bids: Northeast Asphalt \$117,345.00 and MCC, Inc. \$127,650.25 Engineer Novak recommended that the award go to Northeast Asphalt at the lowest bid. Motion (Michelle Seidl/Olson) to approve the bid from Northeast Asphalt at \$117,345.00. All ayes. Motion carried.

8. REVIEW/ACTION ON CERTIFIED SURVEY MAP FOR 1871 DEER TRAIL COURT (JOE PETERS) AND 1851 DEER TRAIL COURT (JEAN BROWN)

Engineer Novak gave a brief outline and recommendation of the CSM for split of a parcel which is between the above mentioned parcels and that parcel is to be split between both parties. Motion (Jack Seidl/Michelle Seidl) to approve Certified Survey Map for Joe Peters and Jean Brown. All ayes. Motion carried.

9. REVIEW THE 2015 COMPLIANCE MAINTENANCE ANNUAL REPORT TO BE FILED WITH THE WI DEPARTMENT OF NATURAL RESOURCES AND VOTE ON RESOLUTION #06-2016

Review of the draft Compliance Maintenance Annual Report was discussed in reference to Pond sediment and sewer chemical sediments that are of concern. Overall, the report shows that our grade for the Village of Luxemburg is an "A". Motion (Jack Seidl/Sicklinger) to approve Resolution #06-2016 for filing the CMAR report with the WI DNR. All ayes. Motion carried.

10. PRELIMINARY DISCUSSION ON CELL PHONE TOWERS

Since Engineer Novak was not available to discuss, this item will be deferred to the July 12, 2016 Village Board meeting.

11. PRELIMINARY DISCUSSION ON A POLICY FOR CHARGE CARD USE BY EMPLOYEES

Trustee Michelle Seidl requested information about the use of the Village charge card and the possibility of more usage via the charge card and the benefits for cash back rewards.

Clerk/Treasurer Stipe was directed to contact Nicolet National Bank and see what options are available for the Village charge card.

12. REVIEW/ACTION ON CLOSING THE VILLAGE HALL (BACK AREA-GYM) WHEN NOTHING IS SCHEDULED

Clerk/Treasurer Stipe gave the background of the issues that having been happening with vandalism, damage to Village Hall and loitering of select individuals that have caused concern.

After further discussion, it was presented to close the Village Hall when the gym schedule is not booked. Motion (Porath/Leist) to close the Village Hall at close of the business day (4:15 p.m.) when the gym is not booked. The bathrooms would stay open in the evening if there was an event in the park such as "Music in the Park". All ayes. Motion carried.

13. REVIEW/ACTION ON OPERATORS/LIQUOR/BEER/PICNIC LICENSES

Motion (Olson/Leist) to approve picnic licenses for:

- Picnic License (Class B Retailer's License) for Kewaunee County Fair Association for Kewaunee County Fair, July 14-17, 2016.
- Picnic License (Class B Retailer's License) for Dyckesville Lions Club for Kewaunee County Fair, July 12-17, 2016
- Picnic License (Class B Retailer's License) for Kewaunee County Farm Bureau for Kewaunee County Fair, July 11-17, 2016
- Picnic License (Class B Retailer's License) for Holy Rosary Parish & School for Kewaunee County Fair, July 14-17, 2016
- Picnic License (Class B Retailer's License) Algoma FFA Alumni at Kewaunee County Fair, July 11-17, 2016
- Picnic License (Class B Retailer's License) Friends of the Ahnapee State Trail, Ahnapee Summer Solstice 501 on June 18, 2016. All ayes. Motion carried.

- Renewal for all current Operator's License (See List) for 2-year term 2016-18. Motion (Sicklinger/Olson) to approval renewal for Operator's Licenses. All ayes. Motion carried.

- Temporary Operator's Licenses (See list). Motion (Michelle Seidl/Jack Seidl) to approve temporary licenses for 2016-17 term. All ayes. Motion carried.

- Approval of New Operator's Licenses (See list). Motion (Porath/Sicklinger) to approve new operator's licenses. All ayes. Motion carried.

- Approval of Class A Combination (Beer & Liquor). Motion (Michelle Seidl/Porath) to approve all Class A Combination Liquor licenses. All ayes. Motion carried.

- Approval of Class A (Liquor only). Motion (Jack Seidl/Michelle Seidl) to approve Class A (Liquor only). All ayes. Motion carried.

- Approval of Class B Combination (Beer & Liquor). Motion (Sicklinger/Porath) to approve Class B Combination (Beer & Liquor). All ayes. Motion carried.

- Approval of Class B (Beer) and Class C (Wine) Combination. Motion (Michelle Seidl/Leist) to approve Class B (Beer) and Class C (Wine) Combination. All ayes. Motion carried.

- Approval of soda licenses. Motion (Jack Seidl/Leist) to approve the soda licenses. All ayes. Motion carried.

- Approval of cigarette licenses. Motion (Michelle Seidl/Jack Seidl) to approve the cigarette licenses. All ayes. Motion carried.

14. ADJOURN TO CLOSED SESSION

Motion (Sicklinger/Jack Seidl) to move into closed session at 8:36 p.m. All ayes. Motion carried.

15. CLOSED SESSION

Closed session WI State Statutes 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. Discussion/action on recommendation for custodian for the Community Center/Village Hall

16. RETURN TO OPEN SESSION

Motion (Porath/Jack Seidl) to open session. All ayes. Motion carried.

17. MOTION ON CLOSED SESSION DISCUSSION/ACTION

After discussion, it was recommended to make an offer to Jim Vandenplas at a pay rate of \$14.20, approximately 35 hours a month, with duties that are listed in the newly Village of Luxemburg Municipal Custodian job Description. This position may also require additional hours requested from the Public Works Supervisor, Rick Simonar. Motion (Michelle Seidl/Porath) to make an offer to Jim Vandenplas for the Municipal Custodian position. All ayes. Motion carried.

18. COMMITTEE REPORTS

Rick Simonar, Public Work Supervisor went over the issues that he is addressing:

- The Village will need to purchase a flow meter \$2,500.00 for monitoring storm water flows
- One of the scoreboards is currently down and is estimated at \$1300.00 to repair, Seidl Electric has been contacted
- The Public Works staff are spraying weeds
- Working on closing/capping the cistern in the fireman's Park
- Updating signs throughout the Village
- Kewaunee County had a communication device/repeater on the water tower that is now defunct and will be transferring the property (building/equipment) to the Village. Matt Joski/Kewaunee County will be initiating the transfer documentation of the property.

19. OTHER NEW BUSINESS/NEXT MONTH AGENDA

Cell Phone Towers-Lee Novak
Credit Card options

20. ADJOURN

Motion (Olson/Sicklinger) to adjourn at 9:40 p.m. All ayes. Motion carried.