

**LUXEMBURG VILLAGE BOARD MEETING MINUTES**  
**TUESDAY, JULY 12, 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

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

3. DISCUSSION AND APPOINTMENT OF 2016-2017 ALTERNATE MEMBER FOR BOARD OF APPEALS

There was discussion regarding an alternate member; President Tebon approached 3 residents but no one expressed interest in the position. It was decided to defer this agenda item until the next Board meeting so that President Tebon could secure a resident for this position.

4. APPROVE MINUTES FROM THE JUNE 14, 2016 BOARD MEETING

Motion (Porath/Sicklinger) to approve the minutes. All ayes. Motion carried.

5. APPROVE VOUCHERS FOR PAYMENT

The board reviewed the listing of unpaid vouchers and payroll totaling \$560,146.93. A separate listing of vouchers and payroll which were paid since the previous board meeting totaling \$284,619.35 were reviewed. Discussion regarding Motion (Jack Seidl/Dan Porath) 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 (Colle Street): Jossart has hired Willems Landscape to complete the necessary seeding and restoration. With the recent heat wave, it was recommended to wait until 8/15/16 to seed the area so it has a better chance to grow.
- Fourth Street Reconstruction: All work has been completed. The project went well.
- Industrial Park Lift Station Upgrade: The foundation/slab have been poured, Stahl Electric will be installing controls/electrical in the next two weeks, completion should be 8/15/16.
- 2016 Bituminous Paving: Northeast Asphalt will be performing the work in late July.
- Main Street Enhancement Project: Dorner Inc. was the lowest bid with three contractors bidding. This will provide for a new street pavement/curb/gutter for the entire length of Main Street from STH 54 to Ash Street. Plans to start early August with finalization by November 1, 2016. Discussion w/Kewaunee County for an agreement to reimburse (estimated \$106,860.00) through other services the County provides like plowing.
- Glen Rueckl Drainage Ditch Cleaning: Installation of storm sewer to enclose the section of ditch through Glen Rueckl's property is included in the bid for the Main Street as well as cleaning approx.. 650 feet of ditch east of Ash Street. Glen Rueckl has requested the Village to clean the entire ditch through his property, another 700 feet. The engineers are researching the other agreements which would indicate what the Village's obligations are concerning the ditch.

- Replacement of sanitary sewer/water main in alley between first/second Street from St. John's to Maple Street: Bids received from five contractors with Dorner Inc. as the lowest bidder. Recommend Dorner Inc. for approval. Dorner anticipates construction in early August with completion by October 1, 2016.
- 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 engineers are completing a study to address the issues. NEW Water is completing their study which should be done in early 2017. There are two options that the Village is researching for possible purchase of flow capacity which should allow Fermented Nutrition flows plus possible development from another wet company if needed. The Village would be looking into a tie in to the Wequiock Creek Interceptor. The Village is researching the financial impact with (Schenck Solutions/audit firm) for all users for the sewer system.

7. BID REVIEW/ACTION ON 2016 MAIN STREET ENHANCEMENT PROJECT: 253-16-05

After review of all the bids, it was recommended by Lee Novak, Village Engineer to accept the bid from Dorner Inc. as low bidder at \$1,365,082.50 with an alternate bid of \$27,450.00 (to replace curb/gutter between Ralph/Maple Streets). Motion (Porath/Jack Seidl) to accept the bid from Dorner Inc. for the Main Street Enhancement Project 253-16-05 for \$1,392,532.50 (Initial and alternate bid total). All ayes. Motion carried.

8. BID REVIEW/ACTION ON 2016 UTILITY RECONSTRUCTION PROJECT: 253-16-04

Engineer Novak reviewed the five bids ranging from \$269,899.30 to \$331,407.50 with Dorner Inc. as low bidder. Motion (Michelle Seidl/Sicklinger) to accept the bid from Dorner Inc. for \$269,899.30. All ayes. Motion carried.

9. DISCUSSION/ACTION ON CHANGING DATE OF AUGUST 9, 2016 VILLAGE BOARD MEETING DUE TO ELECTION

Discussion was presented by Clerk/Treasurer Stipe citing that the August 9, 2016 election will coincide with the monthly Board meeting. It was agreed to wait until the week after. Motion (Olson/Porath) to change the monthly Board meeting from August 9, 2016 to August 16, 2016. All ayes. Motion carried.

10. DISCUSSION/ACTION ON CHANGE OF CHARGE CARD (REAL BUSINESS REWARDS MASTERCARD)

Discussion was brought forth by Trustee Michelle Seidl with a different concept instead of a new credit card but with a consortium type of purchases through a charge card that is managed by a large group of municipalities. Trustee Michelle Seidl will get the contact information to Clerk/Treasurer Stipe that we can discuss at the next Board meeting.

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

- Motion (Sicklinger/Jack Seidl) to approve cigarette licenses for: Ellisville-Luxemburg Cooperative and Family Dollar. All ayes. Motion carried
- Motion (Michelle Seidl/Leist) to approve soda license for: Ellisville-Luxemburg Cooperative. All ayes. Motion carried.
- Motion (Leist/Olson) to approve new operator's license for: Teal J. Metoxen/Kewaunee County Fairgrounds; Keith A. Leach/Augies; Jill M. Bernhardt, Peter J. Denil, Jeff S. Jodar, Paula M. McCarty/All for Dyckesville Lions Club at Kewaunee County Fair. All ayes. Motion carried.
- Motion (Porath/Jack Seidl) to approve temporary operator's licenses: Larry W. Brunette, Gene Dalebroux, Jeffrey M. Dorner, Mike G. McCarty, Alden J. Servais All for Dyckesville Lions Club at Kewaunee County Fair. All ayes. Motion carried.

12. ADJOURN TO CLOSED SESSION

Motion (Sicklinger/Leist) to move into closed session at 8:39 p.m. All ayes. Motion carried.

13. 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.

14. RETURN TO OPEN SESSION

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

15. MOTION ON CLOSED SESSION DISCUSSION/ACTION

After closed session discussion, it required by the Employee Trust Funds that manages the WI State Pension Program that Lois Blahnik is eligible for pension. Initial paperwork will need to be processed for her enrollment, but it will be processed by the end of July 2016. The Village pays .066% and the employee pays .066 of the allocation for pension which is 13.2% of gross salary. Motion (Michelle Seidl/Leist) to approve the initiation of the WI State Pension Program for Lois Blahnik. All ayes. Motion carried.

16. COMMITTEE REPORTS

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

- The flow meter has been replaced at Well #4 and everything is up and running.
- As of right now with the warm temperatures, the wells are keeping up with demand.
- All weeds in the streets have been sprayed.
- Still waiting on a contractors input/cost to removing the old cistern in Firemen's Park and no paperwork has been initiated from Matt Joski/Kewaunee County regarding the building/equipment at the water tower.
- There have been some communication issues with Fermented Nutrition regarding the overflows that have been happening these past few months. We have had seven overflow events and the last overflow event there was no communication with our sewer department. Concerns were raised and will be addressed with the agreements that will need to be drawn up for the new process of receiving all of their waste. The understanding is an important key that the village staff be notified in a timely fashion for any event that may cause our sewer pretreatment plant to be adversely effected from an event.
- Discussion regarding a resident who made an inquiry to her curb by her driveway needed to be repaired. Procedures need to be decided in reference to repair of curb/gutters when the road has not been recently repaired/resurfaced. President Tebon will be stopping by the residence and checking out the damage.
- Discussion regarding bulk water sales was brought to the attention to the Board since we do not have a site for bulk water dispensing that is ideal for bulk water users. It would take approximately \$10,000.00 to retrofit a site within the village to accommodate the needs of the bulk water users. Request to defer this discussion to the next Board meeting.
- Clerk/Treasurer Stipe requested clarification on the procedure for payment for trustees in reference to committee meetings that last for only a 30 minute interval. The Board discussed and agreed that if a meeting would only last for 30 minutes, the trustee would be paid at a ½ hour increment payment. Any meeting lasting longer than the 30 minute timeframe would be paid at the 1 hour payment amount.

17. OTHER NEW BUSINESS/NEXT MONTH AGENDA

- Dan Porath requested an agenda item for advertising the Village's businesses and possibly different signage or a brochure/booklet for the Village of Luxemburg.
- Consortium purchasing
- Bulk Water Discussion

18. ADJOURN

Motion (Olson/Porath) to adjourn at 9:22 p.m. All ayes. Motion carried.