

**LUXEMBURG VILLAGE BOARD MEETING MINUTES
TUESDAY, AUGUST 16, 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, Thomas Werner and Zoning Administrator Todd Delebreau.

1. ROLL CALL

All Board members present except Dan Olson. Trustee Dan Olson arrived at 7:05 p.m.

2. ADOPT AGENDA

Motion (Michelle Seidl/Sicklinger) to adopt the agenda with the change of moving agenda item #8 to agenda item #6. All ayes. Motion carried.

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

President Tebon secured Tom Werner as the alternate member for the Board of Appeals. Motion (Jack Seidl/Porath) to approve the appointment of Tom Werner. All ayes. Motion carried.

4. APPROVE MINUTES FROM THE JULY 12, 2016 BOARD MEETING

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

5. APPROVE VOUCHERS FOR PAYMENT

The board reviewed the listing of unpaid vouchers and payroll totaling \$454,014.08. A separate listing of vouchers and payroll which were paid since the previous board meeting totaling \$28,527.15 were reviewed. Motion (Sicklinger/Leist) to approve the payment of the unpaid vouchers and payroll. All ayes. Motion carried.

6. DISCUSSION ON COVENANTS FOR NORTHBROOK SUBDIVISION

Todd Delebreau was present to discuss the confusion regarding the enforcement of the covenants for the Northbrook Subdivision. He stated that if an infraction is reported to the Village and the infraction is not in compliance with the Village's ordinance, then the Village can enforce the ordinance based on the condition of the enforcement procedures.

But if the infraction is related to a covenant restriction, the Village can't enforce the infraction since the Village has no authority. The infraction would need to be reported to the developer (Barburhoff LLC) and the developer would need to enforce the infraction via the court system. It seems that past history of the developer is that they are not motivated to enforce the infraction. Todd Delebreau stated that if a shed is being constructed by a resident in the subdivision, the resident would need to get approval from the developer first and submit that approval prior to submitting a building application through the Village.

7. DISCUSSION/ACTION ON SIDEWALK PLACEMENT AT 1501 MAIN STREET (ROCKY APPLIANCE) AND ADDITIONAL SIDEWALK REPLACEMENT ON MAIN STREET

Engineer Novak stated that he received resistance from Gary and Robin Romuald in the placement of the sidewalk on Church Road, Mr. Romuald thought the sidewalk would better off placed on

the cemetery side of Church Road, but Engineer Novak stated that side of the road would be a dangerous situation with residents crossing the street midblock (Charles Street) and it would be a continuous sidewalk from Charles Street to Church Road/Main Street and that residents would be able to cross at the intersection. He would not recommend placing the sidewalk on the North side of Church Road. After further discussion with Mr. Romuald, he agreed that the sidewalk could remain on the south side of Church Road.

There was discussion on the replacement of the terrace area (3 blocks) from Peter Street/Ralph Street. The costs are: \$80,000 for full replacement sidewalks and terrace area; \$20,000 for colored terrace area only.

There was discussion about the placement of the mailbox posts, ideas regarding securing a standardized post so that the Main Street project would be aesthetically pleasing after the project ends. Trustee Porath stated he would go door to door to survey residents on what they would like to see for a standardized post. The Village is in agreement that a black metal post would be the best option versus multiple types of wood posts and/or metal posts in different colors. The idea behind a black metal post would keep in line with the black new lighting structures that will be installed. The Village could purchase the posts and charge the property via invoice or by special assessment. The mailboxes affected would be from STH 54 to 507 Main Street (JD Service). He will present his findings at the September 13, 2016 Board meeting.

Motion (Jack Seidl/Leist) approving the installing of colored concrete in the terrace area in the three block area, cost at approximately \$20,000 with no adjustment made to the sidewalks in that specific area. All ayes. Motion carried.

8. 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. Work to be performed end of August or early September.
- Fourth Street Reconstruction: All work has been completed. Will need to process the Local Road Improvement Program paperwork for reimbursement.
- Industrial Park Lift Station Upgrade: The lift station is operating with final site work and cleanup to be completed.
- 2016 Bituminous Paving: Northeast Asphalt completed the work in late July.
- Main Street Enhancement Project: Dorner Inc. began construction on the storm sewer on Main Street, Main Line sewer between STH 54/Peter Street is completed, Intersections of Maple, Oak and Elm are completed. A citizen meeting was held with a good turnout. WPS will begin construction on the new lighting system this week with concrete to be completed following WPS installation. Kewaunee County and the Village are negotiating a reimbursement agreement for the resurfacing work on Main Street. Motion (Sicklinger/Porath) to present to Kewaunee County a range from \$95,000 to \$99,000 for the reimbursement back to the Village. Discussion on placing colored concrete in the terrace area between Maple/Ralph Street. Cost estimated at \$20,000 to add colored concrete.
- Glen Rueckl Drainage Ditch Cleaning: Based on a previous agreement (from the 1960's) with the Village had with Norbert Rueckl, the Village is obligated to clean the entire ditch through the Rueckl property, the northern 600 feet may need WDNR permitting so we are waiting for their response prior to completing the work. Glen Rueckl wants assurance from the Village that the project to fill his lot will not increase the assessed valuation.
- Replacement of sanitary sewer/water main in alley between First/Second Street from St. John's to Maple Street: Dorner began construction on the alley this week. Dorner anticipates completion by October 1, 2016. Discussion regarding replacement of pavement on the utility easement at 312/318 Maple Street. It seems that a building permit was not acquired when the pavement was

installed and therefore would not be subject to requirements by the contractor to replace the pavement to the original state. Engineer Novak will be contacting the homeowners to explain the requirement by the Village.

•Fermented Nutrition Corporation Proposed Discharge to Village: FNC is proposing to discharge pretreated wastewater to the Village. The Village needs to address capacity issues with the current force main discharge system. NEW Water's estimated cost for the buying the required capacity in the Wequiock interceptor is \$355,000 for 2 cfs and NEW Water would revise the current agreement with the Village. Based on review of the TIF plans, Schenck has determined that the buy in cost and construction cost are both eligible for TIF funding. The estimated cost to purchase an additional 1 cfs capacity through the entire interceptor system is approximately \$352,000 capital buy-in cost and an additional \$2,250 rental cost. A meeting will be scheduled with FNC in the next couple weeks to begin the agreement process. Schenck's opinion is that the current rates will be adequate to proceed with taking FNC's flows.

•Request from WI Technology Networking for tower in Village right of way: Recent communication with WTN has indicated that they are looking at a site at the southwest corner of Fourth Street/Frontier Road. WTN is performing a study to determine if this location will fit their network needs. The Village would prefer this site over their original site location (Commerce Drive/STH 54).

9. DISCUSSION/ACTION ON CHANGE OF JP MORGAN PROCUREMENT PROGRAM

Clerk/Treasurer Stipe discussed the nature of the program with assistance from Trustee Michelle Seidl (currently in program via City of Algoma) that this is a procurement program that allows government entities (municipalities, schools) to purchase items via the credit card whether it be purchases such as Cellcom, Centurylink, or office supplies and that the cash back rewards are based on the whole group that are participating in the procurement program. This cash amount can be advantageous using this method of payment method versus a standard credit card process. Clerk/Treasurer Stipe requested some time to review current expenditures to see if this type of method would work for the Village. It was suggested to contact the Green Bay Met to see if the monthly sewer charges would be able to use this type of payment. It would be the benefit of the Village to utilize the payment method as much as possible in order to receive the benefit of the cash back rewards. Clerk/Treasurer Stipe will research the expenditures and bring back to the Board to discuss further action.

10. DISCUSSION ON BUDGET DEVELOPMENT FOR 2017

Discussion regarding the process of the budget development was presented for those trustees that are new. It was agreed to follow last year's process: review budget (by account); meet with department heads, develop plans for budget items that are vital for continued operation, review plans for the future. Clerk/Treasurer Stipe will develop a draft form of the budget and present to the Board for the September 13, 2016 Board meeting and schedule budget meetings.

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

•Motion (Michelle Seidl/Olson) to approve new operator's license for:

Kelly L. Stevens and Katlynn M. Roskom; Venture One Gas Station. All ayes. Motion carried.

•Motion (Jack Seidl/Leist) to approve picnic license:

Kewaunee Rotary Club for "Taste of the County" to be held on October 19, 2016

at the Kewaunee County fairgrounds Expo Building at 625 Third Street. All ayes. Motion carried.

12. COMMITTEE REPORTS

Rick Simonar, Public Work Supervisor discussed the recent WDNR visit to the Village's land fill site. It seems there are significant requirements to meet for natural land fill sites. The Village Board received the preliminary report and discussed issues such as continued operation of the Village's land fill site, discontinue branch/yard waste pickup with residents going to Kewaunee County land fill site (which will be closing in two years). The costs associated with the requirements may outweigh the benefit, the equipment and staff costs would be enormous. Further discussion will need to proceed until any decisions can be made.

Trustee Porath reviewed the Luxemburg Fire Department meeting he attended stating that replacement of the tanker that was in the rollover accident recently has been processed through insurance. There is a 1996 12 speed fire truck that will be needed to be replaced, a new transmission installed or a purchase of a used truck? Decisions have not been made as to the outcome of the fire truck.

13. OTHER NEW BUSINESS/NEXT MONTH AGENDA

- NEW Water rates for 2017
- Welcome to Luxemburg Signs/refurbishment
- Health Insurance Update
- 2017 Budget
- Business guide/Dan Porath

14. ADJOURN

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