

**LUXEMBURG VILLAGE BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 13, 2022
MUNICIPAL OFFICE BUILDING
206 MAPLE STREET, LUXEMBURG, WI**

Members present: Jack Seidl, Dan Porath, Dan Olson, Lori Hurley, Dan Rueckl, Brian Barbiaux. Absent: Ron Tlachac Others present: Clerk/Treasurer MiLissa Stipe, Public Works Supervisor Rick Simonar, Police Chief Gulbrand. Engineer Gayle Lindenberg, Peter Kline, Paul Abts, Mike Faltynski, Scott Beining, Building Inspector, JoEllen Fairbanks, Dean Simonar and Madeline Marchant, Craig Marchant & wife.

1. CALL MEETING TO ORDER

Meeting was called to order at 8:00 p.m.

2. ROLL CALL

Members Jack Seidl, Dan Porath, Dan Olson, Dan Rueckl, Lori Hurley, and Brian Barbiaux. Absent: Ron Tlachac

3. ADOPT AGENDA

An addition of Resolution 9-2022 will be determined at the #17 Any other issues. Motion (Barbiaux/Hurley) to approve the agenda with the addition of the resolution 9-2022. All ayes. Motion carried.

4. COMMENTS FROM CITIZENS (SIGN-UP SHEET/3 MINUTES MAXIMUM)

No comments.

5. APPROVE MINUTES FROM THE AUGUST 16, 2022, BOARD MEETING

Motion (Hurley/Porath) to approve the minutes from the August 16, 2022, Board meeting. All ayes. Motion carried.

6. INTRODUCTION OF LUXEMBURG-CASCO SCHOOL SUPERINTENDENT, DR. JO-ELLEN FAIRBANKS

Dr. Jo-Ellen Fairbanks introduced herself to the Board, stating that she was pleased to have an opportunity to talk to the Village Board. Ms. Fairbanks comes to the school district with a wide range of educational experiences including teaching, budget development/implementation, cultural building, and organizational development. She was interested in keeping the doors of communication open with the Village Board, this included any activity of residential development or TIF expansion since the school district needs to plan for additional students. The Board assured Ms. Fairbanks that they would stay connected with the school district.

7. UPDATE ON HIRING SCOTT BEINING AS THE BUILDING INSPECTOR/ZONING ADMINISTRATOR

Scott was present at the meeting to discuss his interest in the position. He stated that he has multiple contracts for building inspection that will expire at the end of the year, that he most likely will not renew. He currently works for the Town of Lawrence as the Building Inspector/Zoning Administrator. This position would be an easy transition. The Village is very interested in securing Scott for the position since our current Zoning Administrator, Todd Delebreaux would like to leave the position at the end of the year. There would need to be a transition timeframe for Scott to take on the responsibilities and receive training from Todd Delebreaux. President Seidl will be working with Scott in the next month to work out all the details of the position.

8. UPDATE ON ANNEXATION OF DAN RANK'S PROPERTY AND THE SEWER PLANT

Clerk Stipe gave an update on the process for the Dan Rank property, the initial paperwork for the annexation has been sent to the State. The process can usually take as long as 30-45 days to complete. Once the annexation has been initially approved, the Village would need to pass an annexation ordinance after a public hearing has been processed. The plan is to process this at the October 2022 Board meeting.

9. ENGINEER UPDATES

Engineer Gayle Lindenberg gave a brief overview the progress on projects:

*Completion of all the new TIF District #2 documents will be finalized and processed with the State by the deadline of 10/31/22.

*Heritage Road resurface work has been completed and final paperwork/assessments will be in October/November.

*Frontier/Ash Street final completion paperwork is being concluded.

*Division/Seidl Street will have surface coat in spring of 2023.

*Radue-Northbrook Meadows extension of the development on Fairway Drive is assessing how they would like to proceed in regard to FEMA issues.

*FEMA flood plain mapping 90-day appeal process is slated for Spring 2023 with Northbrook Meadows, it will have a number of properties potentially affected. Robert E. Lee will put together an estimate survey to verify elevations for submittal to FEMA. It will be up to individual property owners if they would like to participate at their expense.

10. RESIDENT INQUIRY ABOUT OPENING OLD DAYCARE AS A DOGGIE DAYCARE/KENNEL

Madeline Marchant came forward to the Board to present her idea of purchasing/transitioning the (old Deb's Daycare) to a doggie daycare/kennel. The Board overall was pleased that the vacated building would be put to use. There were concerns raised to any potential noise issues for neighboring residents. Madeline stated that she has a plan of when the dogs would be outside during the day and that they would not be outside during any evening hours. At this time, the property owner will need to request for rezoning since it is classified as R-3 Residential/Multifamily, and it will need to be zoned as a commercial site. Owner, Dean Simonar assured the Board he would put the request as soon as he is able to. After the rezone and the property is purchased, the property will need to go through a conditional use permit process to allow a doggie daycare/kennel to meet the Village's ordinances.

11. DISCUSS BOARD'S INTEREST IN HIRING OF SCOTT FELDT/PART-TIME VILLAGE ADMINISTRATOR ON A 6-MONTH TRIAL IF FUNDS ARE AVAILABLE

Motion (Barbiaux/Porath) to table the discussion on the hire of Scott Feld as the part-time administrator for the Village. All ayes. Motion carried. Discussion will be presented to the Personnel Committee to gain insight to the objectionable reactions to the hire. It was suggested that the Kewaunee County Board members should be contacted to gain their understanding to the agreement that was presented to the Village Board from Kewaunee County Board Chair, Dan Olson. He stated that the Kewaunee County Board was in favor of allowing the County Administrator to secure the part-time position during regular work hours.

12. UPDATE ON NEW WATER UPCOMING BILLING STUDY RESULTS; DISCUSS HAVING BOARD MEMBERS TAKING A TOUR OF THE NEW WATER PLANT

New Water had performed a Capital Charge Study and the two options presented: 1) charge a lump sum for the capital charge or 2) charge equally over 12 months of the following year. Based on the stakeholder advisory group input, staff analysis, NEW Water favors the second option to soften the impacts of any credits or charges a customer may face. The study was based on their current charge and the method to receive the funds from their customers. This would not be a new charge.

There has been interest from Board members to view the NEW Water plant. President Seidl will work with Board members' and new Water to schedule a tour.

13. PICK DATES FOR BUDGET COMMITTEE MEETINGS-OCTOBER 2022

The Board members looked at schedules and based on other meeting dates that October 10th, Monday would work out best for the Board members. Trustee Hurley requested to have her committee meeting after 5:30 p.m. Clerk Stipe will work out the schedule and get agendas sent out for each participant.

14. SET TRICK & TREAT HOURS/DATE (10/30/22 PACKER GAME AT 7:20 P.M.)

Board members agreed that October 30th, 2022, from 2-4 p.m. would be the Trick & Treating hours for the Village.

15. REVIEW/APPROVE VOUCHERS

Motion (Porath/Olson) to approve September 2022 vouchers. All ayes. Motion carried.

16. REVIEW/TAKE ACTION ON PICNIC LICENSES: ALGOMA FFA ALUMNI, AG HERITAGE DAYS ON SEPTEMBER 24-25, 2022; LUXEMBURG FIRE & RESCUE, BURGER/BRAT FRY ON OCTOBER 7, 2022; ST. MARY'S PARISH, FALL DINNER & RAFFLE ON OCTOBER 19TH, 2022. ALL EVENTS WILL BE HELD AT THE KEWAUNEE COUNTY FAIRGROUNDS.

Motion (Barbiaux/Hurley) to approve the above listed picnic licenses. All ayes. Motion carried.

17. COMMITTEE REPORTS

Chief Gulbrand-Police

*Last Wednesday (9/7/22) there was an emergency management tabletop exercise completed.

*Homecoming parade for 9/23/22.

*LC school District and the Kewaunee County Health dept. with the help of The Safe Routes to Schools program is offering a training session for children on Saturday, October 15, 2022, training on bike safety, practicing on a track for each child that is registered. Opportunities for helmets for each child registered and bike give away.

*On behalf of Showcase Kitchens/Scott Karbon has donated \$2,500 for the Police Dept. Chief Gulbrand will be attending a ceremony for Keller Structures/Kaukauna to receive the donation.

*A property on Church Road that is having issues with abandoned cars; Chief Gulbrand is working on rectifying the problems.

Rick Simonar-Public Works:

*Presented aerial views of the clarifying ponds to show the board members that the bacteria totes that were inserted into the pond to activate the bugs, and it seems that the bacteria totes are working. Just from the aerial views shows that the pond that was treated is substantially cleaner. Sample testing will be taken to determine levels in the ponds per DNR requirements. There are two totes left from the initial purchase. Rick stated that a maintenance plan of purchasing the totes would be beneficial for sludge cleaning of the clarifying ponds.

*The cameras at Firemen's Park are now operational.

*The drone is here and is ready for any emergency service it may provide.

*Fermented Nutrition has been sending down the sewer lines a thickening agent, (polymer) and it is causing affects at the wastewater treatment plant. Fermented Nutrition has been notified to rectify their issue with their discharge.

18. ANY OTHER ISSUES

Resolution 9-2022 was presented for recognition for Curt Witynski and Gail Sumi for their services provided for the League of WI Municipalities. Motion (Barbiaux/Porath) All ayes. Motion carried.

Discussion on the balance of funds, approximately \$44,000 from the allocation for residential development agreements. What is the best way to allocate the funds? For another development agreement incentive? Drop into funds for 3-phase electrical and gas for Frontier Road business park? It was suggested to talk to the auditors to see what the best approach is. Clerk Stipe will contact Auditor McMasters for her guidance.

19. ADJOURN

Motion (Olson/Porath) to adjourn at 9:33 p.m. All ayes. Motion carried.

MiLissa Stipe
Clerk/Treasurer