

**LUXEMBURG VILLAGE BOARD MEETING MINUTES**  
**TUESDAY, OCTOBER 11, 2022**  
**MUNICIPAL OFFICE BUILDING**  
**206 MAPLE STREET, LUXEMBURG, WI**

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

1. CALL MEETING TO ORDER

Meeting was called to order at 7:00 p.m.

2. ROLL CALL

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

3. ADOPT AGENDA

An addition of change of November 8<sup>th</sup> board meeting to November 15, 2022, due to the election day conflict. Motion (Barbiaux/Rueckl) to approve the agenda with the addition of the change of the Board meeting time/date for November 2022. All ayes. Motion carried.

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

Peter Kline requested that the Village look into placing some directional signs for items of interest (football field, racetrack, village hall) on Hwy. 54/main street to direct people to the correct location. It seems that people are having problems navigating the correct entrances into school activities. Placing these types of signs may help some traffic issues. Rick Simonar stated he would be able to place signs on the Village's poles that are in the right of way. He would further check into signs.

5. APPROVE MINUTES FROM THE SEPTEMBER 13, 2022, BOARD MEETING

Motion (Porath/ Hurley) to approve the minutes from the September 13, 2022, Board meeting. All ayes. Motion carried.

6. REVIEW AND APPROVE/DENY ZONING REQUEST CHANGE FOR 415 ROBIN LANE (FORMALLY DEB'S DAYCARE)

There was some discussion to the rezone and why the inaccurate zoning was not found out at an earlier date. It is believed that the zoning was an oversight and now that the property is actively being advertised as a commercial site, the correction needed to take place. There was discussion at the Planning Commission meeting about a possible buyer for the property may have some negative feedback from residents due to the type of business that she is planning. The Planning Commission meeting was to deal directly with a rezone and any future action that may take on this property would be taken at a future date such as a conditional use permit process. Overall, the property should have been rezoned many years ago. Motion (Tlachac/Porath) to approve the rezoning of 415 Robin Lane from R-3 Residential to C-1 Commercial. All ayes. Motion carried.

Motion (Tlachac/Porath) to refund the property owner (Dean & Teresa Simonar) the rezoning fee due to the oversight of the zoning of the property. All ayes. Motion carried.

7. DISCUSS OPTIONS AND COSTS OF EXTENSION SEWER/WATER LINES TO HAIRPIN LANE (DAN RANK DEVELOPMENT) OR EXTEND IT TO THE NORTH END OF THE RANK ANNEXATION

Gayle Lindenberg, Robert E. Lee & Associates gave a background summary of the plan of action to accommodate the water and sewer needs of the Dan Rank annexation. The Rank development is 40.52 acres. Basically, the sewer line that runs parallel to County AB/Main Street would need to be lowered in order to adapt the sewer line for gravity flow. The sewer and water line are buried in the same trench and both utilities will be lowered. Based on preliminary figures the cost would be \$400,000.00. This lowering of the utilities would provide water/sewer for 160 acres for the Rank development and any future development at the North side of Luxemburg. Costs will be assessed to the Rank development for his portion of the installation. There was discussion on the connection to the water supply (Green Bay Water Authority) via a water facility in Sugarbush. There will also be reconstruction of the water tower (raise the tower height) due to the connection to Sugarbush. This would be tentatively planned for year 2025.

8. DISCUSSION ON CLOSING OUT ALLOCATION FOR DEVELOPER'S AGREEMENTS FROM 2019; POTENTIAL SHIFT OF FUNDS TO EXTENSION OF SEWER/WATER FOR RANK DEVELOPMENT

Discussion as to what to plan for on the remainder of funds that were not earmarked in the bonding that was completed in 2021. Discussion on what is allowable and how the Board would like to proceed. Overall, the discussion rested with leaving the funds undesignated until further progress on the proposed residential developments is accomplished. The funds could be used for funds to support a developer agreement or financial support for the lower of the sewer/water line on County AB/Main Street.

9. DISCUSS BOARD ACTION ON FUTURE RESIDENTIAL DEVELOPMENT FOR LOT REQUIREMENT OF 80' AT PROPERTY LINE VERSUS 75' AT PROPERTY LINE IN SUBDIVISION ORDINANCE

After reviewing the preliminary plats for the proposed developments (Dan Rank/Zellner's); there was a discrepancy in the Village's ordinance code in one section (9.23 Street frontage required/8,000 square feet lot area) requires an 80' street frontage and (18.4.6 Subdivision-Lots/9,000 lot area) requires 75' street frontage and the minimum lot area. After discussion, it was agreed to amend the ordinance to make it uniform. Motion (Barbiaux/Rueckl) to amend the above-mentioned sections of the ordinances. All ayes. Motion carried. The ordinance changes/amendments would need to go through a public hearing, board approval and publishing before it would be officially finalized.

10. DISCUSSION/UPDATE ON THE MICOLEY DEVELOPMENT

A preliminary plat was presented at the board meeting highlighting the areas for R-1 single family homes and R-3 multi-family homes. The overall plat was designed with the intention to install apartments off of Church Road (Carriage apartment style with attached garages, private entry, energy efficient, luxury amenities and heat included). The remainder of the development would be single family homes. The Board was pleased with the layout of the plat and the options for housing.

11. ENGINEER UPDATES

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

\*Completion of all the new TIF District #2 documents is being finalized and processed with the State by the deadline of 10/31/22, will begin an amendment in December once the Rank property is annexed.

\*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.

\*Rank Development annexation is underway, will need sewer service amendment.

\*Radue-Northbrook Meadows is assessing how they would like to proceed in regard to FEMA issues.

## 12. UPDATE ON ZONING ADMINISTRATOR POSITION

Todd Delebreaux has confirmed that he will be completed with the ending of his position of the Zoning Administrator for the Village. President Seidl has had meetings with Kewaunee/Algoma to possibly hire for a combined position, ideas have been considered but final details will need to be worked out. A meeting is planned for October 12, 2022, with Algoma/Kewaunee to work further on the position.

## 13. BUDGET UPDATE/REVIEW FROM COMMITTEE MEETINGS ON 10/10/2022

Each committee met with their Village employee lead operator to discuss plans for year 2023; any capital purchases or other needs that they may need. Discussion:

Parks:	Possible pickle ball court	\$5,000
	Increased fuel costs	\$1,000
	Gaga Ball	\$1,000-2,000
Streets:	No updates	
Public Utility:	Sewer push camera	\$10,000
Public Bldgs:	GIS Software	\$75,000
Fire/Police:	Body worn cameras is currently in the process of being purchased and funded by local donations and a grant match.	
Personnel:	Possible 3% or 3.5% wage increase	
Administrator:	put on hold due to funding issues	

Next budget meeting will be held on 10/31/2022 at 6:00 p.m. to discuss the proposed budget.

## 14. NEW WATER TOUR OF THEIR PLANT, TOURS AVAILABLE MONDAY-THURSDAY 8:30-3:00 P.M. NEED TO SCHEDULE TIMESLOT

President Seidl presented an opportunity for Board members and staff to take a tour at NEW Water. Trustees gave their names to be put on the list for the tour. Booking of the tour will take place at a later date.

## 15. REVIEW/APPROVE VOUCHERS

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

## 16. REVIEW/TAKE ACTION ON BARTENDARS LICENSES: JORDYN MARIE DAHLKE, ST. MARY'S PARISH, JOHN SANDERS; SIMONAR SHELL, EMILY WALDOW AND BAILEY BOMBER; SCOTTY'S BAR

Motion (Tlachac/Hurley) to approve the above listed bartender's licenses. All ayes. Motion carried.

## 17. COMMITTEE REPORTS

### Chief Gulbrand-Police

\*On Saturday, there will be a Bike Rodeo for K-6 school age children at the Intermediate School from 10-Noon, Officer Wagner will be present to assist in the event.

\*There have been some complaints on parking on Linda's Lane/Tom's Way. Tom's Way is a private drive. This was due to a cross country meet that was held at Northbrook Golf course. Chief Gulbrand is working on alternative parking options for the event.

### Rick Simonar-Public Works:

\*Winterizing all buildings.

\*Flushing hydrants is in process.

\*Pump at Pond Park is repaired.

18. ANY OTHER ISSUES

The Bug Tussel fiber installation in the Village has become a mess. There are open holes in resident's yards with plywood covering up the holes. Concerns raised to the safety of the open holes that are 2-3 feet deep. Rick will be contacting Bug Tussel to explain the situation with the Village concerns and a resolution.

19. ADJOURN

Motion (Olson/Tlachac) to adjourn at 8:48 p.m. All ayes. Motion carried.

MiLissa Stipe  
Clerk/Treasurer