

**LUXEMBURG VILLAGE BOARD MEETING MINUTES**  
**TUESDAY, APRIL 12, 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, Rick Simonar, Police Chief Gulbrand. Engineer Gayle Lindenberg, Peter Kline.

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, Brian Barbiaux, Dan Rueckl Lori Hurley, and Ron Tlachac.

3. ADOPT AGENDA

Two additions to the Agenda for Luxemburg/Casco United Softball Organization for the Spartan Challenge softball tournament on May 19-22, 2022, and a bartender's license for Ann Deprey. Motion (Tlachac/Hurley) to approve the agenda. All ayes. Motion carried.

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

No comments were requested.

5. APPROVE MINUTES FROM THE MARCH 8, 2022, BOARD MEETING

Motion (Porath/Rueckl) to approve the March 8, 2022, Board minutes. All ayes. Motion carried.

6. ADMINISTER OFFICIAL OATH FOR TRUSTEES DAN PORATH, DAN OLSON, AND LORI HURLEY

Clerk/Treasurer Stipe administered the official oath to the returning members of the Board. President Seidl gave a congratulatory "Thank you" to each member for all their challenging work.

7. PRESIDENT SEIDL "THANK YOU" TO BOARD MEMBERS AND STAFF FOR A REMARKABLE JOB, DISCUSSION ON RETAINAGE OF CURRENT STAFF

President Seidl wanted to personally "Thank" all Board members and staff for the outstanding work that was performed in the last year. There were a lot of projects being completed and the work involved can be over whelming. He also wanted the Board to discuss ideas for retaining the current staff due to the soon to be departure of our full-time police officer, Officer Karman. In the police department, the position here can be used as steppingstone for bigger/better positions in other cities/communities, and with other communities may have better sick leave, wage, and vacation packages to attract future employees. Discussion on wage scale and potential future benefits may need to be discussed in length. Trustee Porath asked if switching to Kewaunee County to cover the Village would be a benefit? But this would a substantial investment and have a higher annual budget that the current Village has now. The Board's consensus for the future of the Police Department needs to stay in the Village and not be farmed out to another entity. Not only would the costs rise, but the hometown coverage would not be the equivalent to that of an outside entity to cover for the Village.

8. DISCUSSION ON FORMER MASSART FIELD SITE. RECOMMENDATION TO BE USED FOR MULTI-FAMILY HOUSING. DOES THE VILLAGE WANT 4, 6, 8 OR LARGER COMPLEX?

Discussion surrounded what type of housing (affordable) would work, fit on the site. There are (2) acres of this parcel. Discussion on 8-plex apartments buildings would be the most desired setting for housing. There have been some inquiries from developers for possible sites. Tim Treml from Bank of Luxemburg is the contact person for the developers. President Seidl will work with Tim to get connected to see where their interest lies and what they may need from the Village.

9. ENGINEER'S UPDATE: GAYLE LINDENBERG

\*Bipartisan Infrastructure Law-New WisDOT funding applications for possible funding for calendar year 2023-2026 deadline is June 1, 2022. An application for Charles Drive will be submitted before the deadline.

\*New TIF district creation process is started for May 2022 with Board approval in June 2022. All creation paperwork will be completed by October 31, 2022, deadline. The next meeting will be Wednesday, April 13, 2022, at 6:00 p.m.

\*Spring 2022 construction work is basically the final pavement coat for Heritage Road, Frontier/Ash, Spartan Way and Division/Seidl.

\*Frontier/Ash Street industrial Park 3-phase electric and gas will be put into the New 2022 TIF Plan.

\*Radue-Northbrook Meadows, design and private bid is coming. Construction will start spring 2022.

\*Discussion on the water main connection to Sugarbush was discussed, it is basically that this will happen, but when. The issue may arise if any of the wells permanently fail or get contaminated. This is forward planning for the future.

10. DISCUSS IDEAS TO INCORPORATE INTO OUR COMPREHENSIVE AND SEWER SERVICE PLAN (APRIL 11, 2022, AT 6:00 P.M.) SUCH AS LAND USE, LOT SIZING, ZONING, ETC.

Discussion started with the Brown County Builders meeting and the information that they provided as to the needs have changed for all communities since the housing market has changed significantly in the past year or so. The trend of the times is for smaller homes/smaller lots since the cost of new homes are so costly with all the building supplies increases. The need of affordable housing is on the rise as well. Potential affordable housing options are being looked into.

11. DISCUSSION ON PURCHASING OF A SMALL DRONE WITH CAMERA, APPROXIMATE \$1,000 TO \$1,500 FOR RECORDING PURPOSES, CERTIFICATION FOR LICENSE FOR DRONE PILOT: BOB ROMUALD

Public Works Bob Romuald has used his personal drone to capture video of activities in the Village such as the construction of Frontier Road. The footage is beneficial in many ways, visual presentation of activities in the village to Board members at Board meetings, also used as documentation method. Discussion on which drone would be suited for the Village, the \$1,000 drone does not require a pilot license, but the more expensive one does. Bob Romuald has expressed an interest in completing the training for the pilot license for the drone. The Board members were very interested in the opportunity to have a drone for the Village. Motion (Tlachac/Barbiaux) to purchase the \$1,500 drone with Bob Romuald becoming certified as drone pilot. All ayes. Motion carried.

12. DISCUSSION AND COMMENTS ON NEXT MONTH'S BOARD MEETING APPOINTMENTS

President Seidl went over the committee appointments for review/approval at the May 2022 Board meeting. He wanted an opportunity for each Board member to change up their committee appointments if they felt they wanted to. Based on the review of the committee appointments, it seemed that each Board member is comfortable with their appointments.

Discussion on the Board of Appeals group (Trustees Porath, Barbiaux and President Seidl) training that needs to be completed by the Board of Appeals hearing on May 26, 2022, from 3-5 p.m. It was decided that May 3, 2022, would be the best time for all three members to be trained via Zoom.

13. POSSIBLE UPDATE ON ALGOMA/KEWAUNEE INSIGHT TO A JOINT BUILDING INSPECTION AND ZONING ADMINISTRATOR

The position of the Zoning Administrator is being investigated as a combined position with Algoma/Kewaunee. Discussions with the appropriate municipal administration is in the works to determine if a combined position will work for each municipality. Discussions on salary, hours, duties will need to be identified by each municipality. Experience with zoning and Building Inspection would be beneficial. President Seidl will update the Board with any new information.

Discussion on a possible resident that expressed interest for a candidate for a part-time administrator for the Village. President Seidl and Trustee Barbiaux will be meeting with the resident to determine what the Village is looking for as an administrator. The Board members consensus is that a person who fills the position would need to be a grant writer to access funds for the Village and to bring business to Luxemburg.

14. DISCUSSION ON HANDOUT FROM MEETING WITH MEMBERS OF THE BROWN COUNTY HOME BUILDER'S ASSOCIATION

President Seidl and Trustee Porath meet with members of the Home Builder's Association to discuss opportunities that the association can do for Luxemburg. Insight to housing trends, future design layouts for homes, residential developments as well. Based on the future of residential developments, it will be the developers that will set the tone for the design layout of the development. Probable future meetings will be conducted to further discussions.

15. REVIEW/APPROVE VOUCHERS

After review of the vouchers, Motion (Barbiaux/Hurley) to approve the vouchers. All ayes. Motion carried.

16. REVIEW/TAKE ACTION ON LIQUOR/PICNIC/BARTENDARS:

**Liquor:** Class B Beer license renewals for Luxemburg Strikers Softball from May 1, 2022, to August 30, 2022, at concession stands at softball complexes and Kewaunee County Racing Association LLC from May 1, 2022, to October 31, 2022, at concession stand/under grandstands at Kewaunee County Fairgrounds. Motion (Barbiaux/Tlachac) to approve the liquor licenses. All ayes. Motion carried.

**Picnic:** St. Mary's Church on April 23<sup>rd</sup>, 2022, at Kewaunee County Fairgrounds for the St. Mary's Parish and school Spring Fling, Luxemburg Area Chamber of Commerce, Bucking Bulls Rodeo on May 7<sup>th</sup>, 2022, at the Kewaunee County Fairgrounds. Motion (Tlachac/Hurley) to approve picnic licenses. All ayes. Motion carried. **Preapproved Bartenders:** Vheshra Parajuli; BP/Main Stop I; Levi Bliss and Eliceli Contreras; Rodeo Event Motion (Tlachac/Barbiaux) to approve bartender's licenses. All ayes. Motion carried.

17. COMMITTEE REPORTS

Rick Simonar-Public Works:

\*The water tower will be inoperable for approximately 30-45 days for painting of the inside of the structure. Information for residents will be put on our website/Facebook to inform them. All entities such as the Fire Department have been notified. The Village is requesting residents to be conservative in their water usage at peak times since there may be pressure issues with the water tower being inoperable.

\*Rick is working on a plan of action on cleaning out the clarifying ponds at the wastewater site. There is an alternative method from (MARC Industries) that may work for the Village. It is treatment via a tote that is inserted into the clarifying pond. The tote has (bugs) in it that eat away the algae and sludge in the ponds.

Rick estimated that it may take (6) totes to treat one clarifying pond. This alternative cleaning method is approximately \$25,000. A substantial lower investment than any other treatment method.

\*There are a lot of potholes out there and the Public Works dept. is working on repairing them.

\*Summer help, Pat Zellner will be back to work on April 18, 2022.

\*There is a manhole on Main Street that the County will be repairing.

\*The fiber installation is moving along well and if anyone is interested, they are looking for summer help.

\*Discussion on lead/copper in the Village, Rick confirmed that there are NO lead laterals in the Village.

The DNR has asked for reporting of the lead laterals for all communities.

#### Chief Gulbrand-Police

\*Radar reading/display units are here, and sites have been identified for installation. Chief Gulbrand will be working with NEW Plastics to take photos for the Police Facebook page since financial support was donated by them.

#### Trustee Porath

\*Brought to the attention of the Board that a recent Fire Department invoice to Joski Trucking for a tire/truck fire and he was questioning the charges. Trustee Tlachac will make a call Joski Trucking to explain the charges.

#### 17. ANY OTHER ISSUES

None

#### 18. ADJOURN

Motion (Tlachac/Olson) to adjourn at 9:48 p.m. All ayes. Motion carried.

MiLissa Stipe

Clerk/Treasurer