

LUXEMBURG VILLAGE BOARD MEETING MINUTES
TUESDAY, MAY 10, 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, Alex Stodola, Mark Fort, Mike Faltynski.

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

Motion (Barbiaux/Tlachac) to approve the agenda. All ayes. Motion carried.

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

Peter Kline: 302 Division Street requested that the Village Engineer look into the storm water drainage for the new development; Christofferson's. He thought the rock pile drainage area near the trail may not have the correct slope to allow the storm water to flow into for draining of the homes in that area. Engineer Lindenberg will investigate the situation and plan of action for the continued development of the area.

5. APPROVE MINUTES FROM THE APRIL 12, 2022, BOARD MEETING

Motion (Hurley/Rueckl) to approve the April 12, 2022, Board minutes. All ayes. Motion carried.

6. DISCUSSION ON PROPERTY ASSESSMENTS FOR DENNIS AND DEAN MASSART FOR LUXEMBURG MOTOR

Engineer Gayle Lindenberg and President Jack Seidl met with Dennis and Dean Massart prior to the Board meeting to discuss the special assessments for the land that they swapped with the Village. An agreement was settled on between both parties.

7. DISCUSSION ON FORMER MASSART PROPERTY IN INDUSTRIAL PARK BY PETER STOJICH FOR EXPANSION OF TRAILER PARK; 199 ASH STREET

The property was previously planned to have module homes installed with a 2-stall garage. Each lot would be sold, and the property would be owned by the new owner. The plan was to have the lots for sale and not as an extension to the trailer park. The developer would be the owner of the trailer park, Peter Stojich. Late last summer, it was decided that the project would be put on hold since the economy was not favorable and the purchase of the module homes was getting increasingly difficult due to product shortages. Peter has come forward with a different plan, instead of module homes he would like to install double wide trailers with the 2-stall garage. The board is not aware if he wants this as an extension of the trailer park or sold off as separate parcels. The land for sale would determine the value he is bringing to the table, and this would also determine the land sale price from the Village. Motion (Tlachac/Barbiaux) to table the issue and have Peter Stojich Zoom at the next Board meeting to work a more definitive plan of action for the land. All ayes. Motion carried.

8. ENGINEER UPDATES

*STP-Local Program Application will be processed for Charles Drive submission. It is estimated that the project could cost \$305,000 with an 80/20 split would mean \$61,000 would be the portion the Village would pay if they were awarded.

*TIF creation process has been delayed and will resume in late June, with the new creation resolution to be processed at the August 2022 Board meeting. Final submission of all documents will be completed by the October 31, 2022, deadline.

*The FEMA Zoom meeting was completed in April 2022 and the necessary paperwork; maps and instructions will be mailed out to residents that are in possible flood zone areas within a week. The new map for the Village has been drawn with the newly updated flood zones. Engineer Lindenberg will be working with FEMA to secure reducing the flood zones from survey data that has been compiled and submitted to FEMA in Fall of 2022. In 2023 the Village will need to adopt new ordinances to maintain compliance with FEMA insurance.

*Spring construction 2022 will start soon. Heritage Road resurfacing/correction will be completed this summer. Frontier/Ash Street pavement will be remilled and surface coat in June. Division/Seidl curb/gutter will be placed in late May/early June with surface coat in Spring 2023. Spartan Way will be remilled and resurfaced with new pavement this summer, with Kwik Trip to cost share.

*Northbrook Meadows-Radue Homes will be processing the private bid for infrastructure and will be dealing the wetland issues. Construction should commence this summer.

9. LUXEMBURG CHAMBER OF COMMERCE (ALEX STODOLA); DISCUSSION ABOUT THE VILLAGE'S AND CHAMBER'S WEBSITE

Alex Stodola presented a request of possibly coordinating a cooperative reconstruction of our website. He presented a proposal from Algoma Web Design but asked the Board for their input. The website is outdated and while the Village can adjust our data ourselves, it is not the case for the Chamber and therefore their website is very outdated. The Board agreed that the websites need to be redesigned. Alex and Clerk/Treasurer Stipe will work together to get some quotes for updating the websites and present them back to the Board for review.

10. DISCUSSION ON PROPOSED ORDINANCE 6-2022 FOR REGULATION OF THE APPLICATION AND SALE OF COAL TAR SEALANTS

A draft ordinance was presented to the Board for the discontinued use of coal tar-based sealants in the Village either by commercial or residential applications. It also includes the sale of coal tar-based sealants. The Board would like to pass the ordinance. Andy Wallander, a resident who was the individual that presented the proposal to the Village via the Clean Water Action Council that he is a member of. The Board would like Andy Wallander to review the draft ordinance for any adjustments and then present for passage at the June 2022 Board meeting. Motion (Barbiaux/Tlachac) to move forward with the Ordinance and present for public hearing and passage at the June 2022 Board meeting. All ayes. Motion carried.

11. GUIDANCE REQUESTED FOM ZONING ADMINISTRATOR, TODD DELEBREAU ON CONCRETE BUILDING JOBS, REPLACEMENTS, ADDITIONS, AND DRIVEWAYS

Zoning Administrator, Todd Delebrea had requested guidance for the building fees for concrete projects such as an addition to a driveway, patio, garden shed floor. The Village had updated the building fees recently but unfortunately missed the concrete fees. Based on previous fees, a \$25.00 fee was incurred for concrete projects, and Todd stated that he would use that fee for future charges as well. Motion (Barbiaux/Hurley) to approve the fee of \$25.00 for concrete projects. All ayes. Motion carried.

12. UPDATE ON ALGOMA/KEWAUNEE'S INSIGHT TO A JOINT BUILDING INSPECTION AND ZONING ADMINISTRATOR

President Seidl updated the Board that he is still working on securing a joint position with Kewaunee and Algoma for a zoning administrator. The administration in Kewaunee/Algoma is still in transition and Jack will stay connected to have a meeting with all parties to nail down their commitment/needs for the position.

13. UPDATE ON MEETING WITH INDIVIDUAL REGARDING A PART-TIME (2 DAYS A WEEK) POSITION FOR VILLAGE ADMINISTRATOR

A Village resident, Scott Feldt has inquired with the Village about a possible position of a village administrator on a part-time basis. This proposal would be one day in the office and one day either through evening hours or weekend hours. Mr. Feldt has requested a monthly salary of \$3,000. Discussion surrounded based on his current position as Kewaunee County Administrator, that his position is full-time, and this would be another sixteen hours on top of his current position. Concerns were raised as to a conflict of interest for duties such as grant writing for each entity. The position job duties would be to bring money into the community as well as businesses. Funds would not be available until next year, and this position would need to be budgeted for 2023 year. Other concerns were presented as to the necessity of the approval of Kewaunee County allowing Mr. Feldt to pursue this opportunity. The Board felt that they would need to see approval from Kewaunee County before they address any other issues with this possible position. President Seidl will talk to Mr. Feldt and secure approval from Kewaunee County before they move forward.

14. DISCUSSION ON ARCHIVESOCIAL.COM PRESENTATION; A SOFTWARE USED FOR SOCIAL MEDIA (FACEBOOK ACCOUNTS VILLAGE/POLICE) ARCHIVING BUILT FOR COMPLIANCE AND TRANSPARENCY

A brief outline of software presented is that this software is a records compliance software. There are legal requirements for public records requests. There can be requests placed against your Facebook accounts and the entity would need to supply information based on the request. This software has the capability of saving all activity, entries, deletions, etc. It has unlimited users and data storage but is very costly. There are many local municipalities that use the software such as Green Bay, Algoma, DePere and Sturgeon Bay. Trustee Barbiaux asked if this is a necessity for the Village? Does the Village have the exposure as a larger municipality? Based on history, the Village thought we had little to no exposure for the need of this software at this time. Motion (Tlachac/Rueckl) to not move forward with the software Archivesocial.com currently. All ayes. Motion carried.

15. REVIEW/APPROVE OF COMMITTEE ASSIGNMENTS FOR 2022-2023 YEAR

President Seidl presented the 2022-2023 Committee Assignments and asked board members if they had any adjustments to be made. No adjustments were requested. Motion (Tlachac/Porath) to approve the 2022-2023 Committee assignments. All ayes. Motion carried.

16. REVIEW/APPROVE VOUCHERS

There was a discussion on a late invoice that was received from the Rescue Squad for an additional \$6,000+ of fees for the 2022 year. Based on conversations, it was revealed that the original budget amount submitted to the Village was incorrect. This was due to an incorrect population amount that the Fire Department/Rescue Squad was using. Emails were sent to the Rescue Squad to confirm the numbers, but little communication was received regarding the inaccuracy. Motion (Barbiaux/Hurley) to postpone the payment on the \$6,000+ invoice until next month. All ayes. Motion carried.
Motion (Porath/Tlachac) to approve the rest of the vouchers. All ayes. Motion carried.

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

Beer/Liquor: Class B Beer license for Luxemburg Blue Jays at Baseball field complexes from 5/25/2022 to 8/12/2022; Motion (Tlachac/Porath) to approve the Beer license for Luxemburg Blue Jays. All ayes. Motion carried. **Picnic:** None
Preapproved Bartenders: Devin J. Barrett; Scotty's Bar. Motion (Olson/Tlachac) to approve bartender's license. All ayes. Motion carried.

18. COMMITTEE REPORTS

Chief Gulbrand-Police

*Chief Gulbrand will be working with NEW Plastics to take photos for the Police Facebook page since financial support was donated by them.

*The hiring process for a replacement officer is under way, 9 applicants applied, 3 tested with 2 moving on the hiring process.

MiLissa Stipe Clerk/Treasurer

Audit presentation will be performed at the June 14, 2022, Board meeting.

Rick Simonar-Public Works:

*The water tower interior has been painted and is in the process of drying. Once the tower is dried, the tower will need to go through water testing for filling and once approved, the tower can be filled.

*DDS has been working very diligently installing the main line for the fiber installation.

*Lights at the Legion field have been fixed with some other repairs.

*Public Works is gearing up the parks for the summer season with the fountains installed at pond park.

*Rick has ordered the alternative method from (MARC Industries). 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.

*Discussion on Fermented Nutrition increased loads in the past month has led to a higher-than-normal charges for sewer. A summary of financial obligations was presented, and the Board was in consensus that a payment arrangement/plan needs to be put in order as soon as possible and if not, shut off process needs to be instituted.

*Discussion on possibly closing the gym for the summer months due to staffing and the need to maintain security for the building.

19. ANY OTHER ISSUES

None

20. ADJOURN

Motion (Olson/ Tlachac) to adjourn at 10:06 p.m. All ayes. Motion carried.

MiLissa Stipe
Clerk/Treasurer