

LUXEMBURG VILLAGE BOARD MEETING MINUTES
TUESDAY, JUNE 14, 2022
MUNICIPAL OFFICE BUILDING
206 MAPLE STREET, LUXEMBURG, WI

Members present: Jack Seidl, Dan Porath, Dan Olson, Lori Hurley, Dan Rueckl, Ron Tlachac. Absent: Brian Barbiaux. Others present: Clerk/Treasurer MiLissa Stipe, Bob Romuald, Police Chief Gulbrand. Engineer Gayle Lindenberg, Peter Kline, Paul Abts, Dennis Thiry, Todd Delebrea, Elizabeth McMasters/CLA Audit Firm.

PUBLIC HEARING AT 6:45 P.M.

Ordinance 6-2022: Regulation of the application and sale of coal tar sealants

The ordinance was presented to the audience, the rationale behind the regulation of the application and sale of coal tar sealants and the effect on humans, fish, and aquatic life. The PAH-contaminated sites such as large parking lots for those individuals that live near them can pose a risk to young children, especially early in childhood, has been linked by health professionals to an increased risk of lung, skin, bladder, and respiratory cancers.

During a brief intermission, Zoning Administrator presented some updates.

*O'Reilly's Auto Parts has awarded a contract to a builder for their business to be located on Hwy. 54/159 Center Drive.

*Bug Tussel is in the Village installing their fiber installation for Kewaunee County.

*There is a proposed solar farm (Town of Luxemburg) to be located at the southeastern outside position of the Village boundaries.

*The old daycare site, 415 Robin Lane will split up the lot to accommodate an additional parcel for residential lot.

*There are residents that are non-compliant with the new ordinance that does not allow campers to be placed on your yards without being placed on gravel/concrete/pavement.

*The inquiry from a resident who requested a twindo type of home with zero lot lines will not be approved by zoning due to many factors, but setting a precedence for future homes.

Motion (Porath/Rueckl) to close the public hearing. All ayes. Motion carried.

1. CALL MEETING TO ORDER

Meeting was called to order at 7:01 p.m.

2. ROLL CALL

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

3. ADOPT AGENDA

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

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

Paul Abts requested information on the drainage issues with the new lots at Division Street. Paul Abts has purchased a lot and has concerns that when he has his home built that there may be issues that may still arise. Engineer Lindenberg apologized to Paul Abts and Peter Kline for not following up on this request from last month. There was a visit by the chief inspector for the project, but no further discussions were completed as to the result of the inspection. Engineer Lindenberg assured both parties that she will follow

up on the inquiries and that a request for a meeting with both parties and the engineer take place to voice all their concerns. Engineer Lindenberg agreed to secure the meeting time/place for the follow up.

5. APPROVE MINUTES FROM THE MAY 10, 2022, BOARD MEETING

Motion (Hurley/Olson) to approve the minutes from the May 10, 2022, Board meeting. All ayes. Motion carried.

6. ENGINEERS UPDATES

Engineer Lindenberg gave an update of the projects that she is working on for the Village.

*FEMA meeting was performed last week, Valuable information was provided to residents that attended on what and how to process flood insurance via FEMA. In 2023, Luxemburg will need to adopt new ordinances to maintain compliance with the FEMA insurance.

*TIF planning meeting will start in July 2022 with the closing of the current TIF at the July 2022 Board meeting. TIF creation paperwork in September/October 2022 with finalization by the deadline of October 31, 2022.

*Spring 2022 construction work Heritage Road binder has been repaired with final surface in July/August 2022. Division/Seidl Streets curb/gutter and binder pavement to be placed on June 22 & 23, 2022. Final pavement in Spring in 2023. Spartan Way surface as it exists will be removed and new final coat placed. Kwik Trip will cost share.

*Radue/Northbrook Meadows top survey/design and private bid in process. Need to address wetland and FEMA issues. Construction to come.

7. AUDIT 2021 PRESENTATION BY ELIZABETH MCMASTERS, CLA ACCOUNTING

Elizabeth McMasters went through the audit for 2021 and presented those highlights of the audit. The overall fund balance for the Village is healthy which is mainly due to bond that was secured to pay off construction projects that were completed in 2020-2021. Overall, the Village has in the past had strong fund balance due to the prudent budget planning/spending in past years. Overview of the water/sewer accounts is showing that a water rate increase will be in order. Elizabeth stated that she has had experience with rate increase projects and that there is a six-to-nine-month delay from the Public Service Commission approval process. She stated that the PSC has amplified their questions, inquiries for research which has delayed approval process from the PSC. She also reminded the Board that if and when they do complete the water line connection to the Green Bay Water via Sugarbush water plant, which increasing the water rates for that project would be in line. She also stated that there are other options for borrowing for such a project which will be a substantial amount of funds to complete. Overall, the Village is in good standing with the understanding that planning for future projects needs to review for all possible borrowing options.

8. APPROVE/DENY PROPOSED ORDINANCE 6-2022 FOR REGULATION OF THE APPLICATION AND SALE OF COAL TAR SEALANTS

A brief overview of the ordinance was presented. Motion (Tlachac/Porath) to approve the ordinance 6-2022 for the regulation of coal tar sealants. All ayes. Motion carried.

9. REVIEW/DISCUSSION ON LEDGER OF FIRE/RESCUE PAYMENTS (2012-CURRENT) AND RESCUE SQUAD ADDITIONAL ANNUAL FEE BILLING, FIRE DEPARTMENT BILLING OF LABOR CHARGES

A spreadsheet was presented to the Board that showed all payments to fire and rescue departments from 2012-current. It showed how irregular the annual payments to the fire/rescue department have been in the past ten years. Discussion proceeded regarding the issues with the rescue squad information that was presented to the Board for the budget cycle for 2022. The request for annual fee was submitted at a late date and there were some inconsistencies with the calculation for the Village. When the inconsistencies were questioned, there was little to no response from the Rescue Squad staff. For the past few years, the

irregularities in the annual fee requests, the nonexplanation of the fee and the lateness of the request has made the Village's budget cycle process very complicated. The larger increases have made it difficult to perform any routine maintenance for streets or any software upgrades or purchases that the Village may need due to the surplus has been consumed by Rescue or Fire Department increases. President Seidl requested that a letter be sent to the Fire/Rescue Department with all Village Board members signatures. This letter would request confirmed numbers for the budget by no later than September of the year. Also, requesting an outside audit for each entity and all bills that are unpaid should go through a collection process and not burdened on the municipality the accident resides in. A letter will be presented to the Board at the July 12 Board meeting for review/approval.

After the audit discussion, there are funds that are set aside (assigned) for the fire department. A motion (Tlachac/Rueckl) to approve of the remainder of the annual fee of \$6,022.33 to be paid and the two outstanding labor invoices from Nov./Dec 2021. All ayes. Motion carried.

10. DISCUSSION ON DRONE PURCHASE AND POSSIBLE COST SHARING WITH FIRE/RESCUE DEPARTMENTS

Discussion on the future purchase of a drone that would be used by the Village, Police, and the Fire Departments. Discussion on purchasing one that has thermal imaging for use when you are working at night for missing people or accident victims. It was agreed that the drone would stay at the Fire Department and there are (5) firefighter that are interested in getting their licenses to fly the drone safely. Identified funds for funding the drone are \$2,500 Fire/\$2,500 Police/\$2,000 Village. Motion (Tlachac/Porath) to approve the drone for not more than \$7,000 with thermal imaging with the Village to insure the item and housing the drone at the Fire Department. All ayes. Motion carried.

11. REVIEW RESOLUTION 6A-2022 COMPLIANCE MAINTENANCE ANNUAL REPORT FOR 2021

Review of the report is based on a grading system and the Village scored at all (A's) for the wastewater treatment plant. Motion (Hurley/Olson) to approve the resolution 6A-2022 Compliance Maintenance Annual Report. All ayes. Motion carried.

12. DISCUSSION ON PARK VANDALISM AND POSSIBLE PURCHASE OF CAMERAS FOR PARK

There has been vandalism at the parks in the past month from racist graffiti to damage to park equipment that has been expensive to repair. Vandalism has also been an issue at different times of the year. Chief Gulbrand has been working on securing the persons involved in the vandalism. But meantime, the Board felt it would be wise to check out cameras for the parks so that there is some form of evidence to secure who is committing the vandalism. Clerk/Treasurer Stipe will seek out a quote on cameras for the parks and report back to the Board at the July 2022 Board meeting.

13. REVIEW/APPROVE VOUCHERS

Motion (Tlachac/Hurley) to approve the vouchers. All ayes. Motion carried.

14. REVIEW/TAKE ACTION on Picnic licenses for the Kewaunee County Fair for Algoma FFA Alumni Fair Stand from July 5-10, 2022, and Kewaunee County Farm Bureau Stand from July 5-10, 2022. Motion (Tlachac/Rueckl) to approve the picnic licenses. All ayes. Motion carried.

*Review/take action on 2022-2023 Class A Liquor/Beer, Class A Liquor, Class B Combination Liquor/Beer, and Cigarette license applications. A listing of the Class A & Class B liquor/beer licenses was presented to the Board for review. Motion (Hurley/Olson) to approve the listed Class A & B Liquor/Beer licenses. All ayes. Motion carried.

*Review/take action on 2022-2024 Bartender's licenses, Motion (Hurley/Olson) to approve the listed bartenders. All ayes. Motion carried.

*Review /take action on 2022-2023 cigarette licenses. Motion (Tlachac/Hurley) to approve the cigarette licenses. All ayes. Motion carried.

15. PRESIDENT DISCUSSION ON FUTURE BUDGET ITEMS FOR 2023

*President Seidl gave a brief update on the new police officer that will start July 5, 2022.

*Update on the combined Zoning Administrator/building inspector position with Algoma/Kewaunee is still in the discussion stages.

*Looking at future budget items for 2023: maintenance of current streets in the Village, looking into the GIS system for location of all sewer/water lines in the village, normal maintenance for the year. Since the budget for the Village is fairly tight, there is not a lot of wiggle room for major projects.

*When the TIF closes, there will be a one-time payout to the Village; the hope is there is enough funds available to support the extension of electric/gas services to the industrial park on Frontier Road.

16. COMMITTEE REPORTS

Chief Gulbrand-Police

*Chief Gulbrand stated that there was an issue at St. Mary's school with a parking issue. His suggestion would be the Village order some signs (No parking during school hours) to alleviate any parking issues on Main Street in the future.

*Chief Gulbrand updated the Board with the new police officer, Mason Wagner. He worked for the Village in the past as a part-time officer and he was interested in moving back to Kewaunee County. He will be available for the start of fair week.

*The new radar signs are installed in the Village.

Trustee Dan Porath

*Trustee Porath updated the Board that Peter Stojich/Trailer Park is not pursuing an expansion for the trailer park that was previously discussed. With the increase in building costs, interest rates and the uncertainty of the economy, he believes this is not the time to pursue the project further.

*There had been some complaints for the Music in the Park port a potty, it seems that some older residences were having problems getting into the facility. He requested a handicap port a potty be replaced with the current port a potty. Clerk/Treasurer Stipe will order the switch.

Robert Romuald-Public Works:

*Normal maintenance procedures for the sewer plant.

*Public Works has ordered new garage doors for the shop but still waiting for them to arrive.

19. ANY OTHER ISSUES

None

20. ADJOURN

Motion (Olson/ Hurley) to adjourn at 9:41 p.m. All ayes. Motion carried.

MiLissa Stipe
Clerk/Treasurer