

**LUXEMBURG VILLAGE BOARD MEETING MINUTES
TUESDAY, NOVEMBER 15, 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, Mike Faltynski, Madeline Marchant, Craig Marchant, Dean Simonar, Randy and Jordan Ebert, Roger Bierl, Jim Borley, Scott Walczyk, Zoning Administrator Todd Delebreau.

PUBLIC HEARING: Annexing territories from the Town of Luxemburg, Ordinances 11-2022 (Dan Rank Property) and 11-2022A (Village of Luxemburg Wastewater Treatment Plant)

President Seidl reviewed the properties that are being annexed into the Village. Listing the property's locations, acreage, and plans for the properties. Dan Rank's property is in the process of being developed. The preliminary site plan list (76) parcels for the development. The need for water and sewer services is the principal driver for the annexation. Total acreage will be: 40.52 acres.

The annexation for the Wastewater Treatment Plant has six parcels that will be annexed. This includes two clarifying ponds and the pump building. The remaining parcels are adjacent to the clarifying ponds and pump building. Total annexation will be 28.84 acres.

There were no comments made from the audience. The public hearing was closed at 7:00 p.m.

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

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

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

None

5. APPROVE MINUTES FROM THE OCTOBER 11, 2022, BOARD MEETING AND OCTOBER 31, 2022, BUDGET MEETING

Motion (Barbiaux/Rueckl) to approve the minutes from the October 11 and October 31, 2022, Board/budget meetings. All ayes. Motion carried.

6. REVIEW AND APPROVE/DENY ORDINANCE 11-2022 ANNEXING TERRITORY TO THE VILLAGE OF LUXEMBURG FROM THE TOWN OF LUXEMBURG (DAN RANK PROPERTY)

Motion (Tlachac/Porath) to approve ordinance 11-2022 annexing Dan Rank's property, parcels 31-012-10.112 & 31-012-10.111 into the Village. All ayes. Motion carried.

7. REVIEW AND APPROVE/DENY ORDINANCE 11-2022A ANNEXING TERRITORY TO THE VILLAGE OF LUXEMBURG FROM THE TOWN OF LUXEMBURG (VILLAGE WASTEWATER TREATMENT PLANT)

Motion (Barbiaux/Hurley) to approve ordinance 11-2022A annexing the Village of Luxemburg's Wastewater Plant, parcels 31-012-10.1310, 31-012-10.139, 31-012-10.138, 31-012-10.161, 31-012-10-151, 31-012-10.162 into the Village boundaries. All ayes. Motion carried.

8. REVIEW AND APPROVE/DENY CONDITIONAL USE PERMIT FOR MADALYN MARCHANT FOR 415 ROBIN (FORMALLY DEB'S DAYCARE)

After a brief update to the Board members, there was some discussion as to when Madalyn would open her business. She stated that she would like to finish her schooling, initiate remodeling at the site and hopefully open in late 2023 or early 2024. Review of the Planning Commission's recommendations.

Motion (Porath/Tlachac) to approve the conditional Use Permit with the following restrictions:

- 1) The fencing on the south end of the property should be moved off the lot line and brought in (15 feet) and they advised enlarging the west side of the building fenced in area due to the loss of the south end of the building.
- 2) The fencing should be made of wood so that the dogs cannot see through it.
- 3) 50 dogs in total to start with a 6-month evaluation.
- 4) 20 dogs outside at a time.
- 5) Hours for outside activities for the dogs will be set at 9-11 a.m. and 1-4 p.m.

All voted aye with the exception of Trustee Hurley voting nay. Motion carried.

9. ENGINEER UPDATES

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

*Final documents for TIF District #2 are submitted and in review at Dept. of Revenue. In December/January, Robert E. Lee will begin amendment to the TIF #2 due to the annexation of Dan Rank's property.

*Division/Seidl Streets will get surface course in Spring of 2023.

*Annexation for Dan Rank property will be official the end of November, Sewer service amendment on track for December/January and sewer/water extension work for the Rank property will begin in Spring of 2023.

10. APPROVAL OF HIRE FOR SCOTT WALCZYK FOR ZONING ADMINISTRATOR BASED ON RECOMMENDATION OF PERSONNEL COMMITTEE. BOARD APPROVAL FOR AUTHORITY FOR ZONING MATTERS

After a brief discussion, President Seidl recommended Scott Walczyk for the position based on the personnel committee recommendations. Motion (Barbiaux/Porath) to approve Scott Walczyk for the Zoning Administrator. All ayes. Motion carried.

11. ZONING ADMINISTRATOR UPDATES: SALMON MEATS PRODUCTS EXPANSION, STATE ELECTRICAL INSPECTOR POSITION, TRANSITION OF NEW ZONING ADMINISTRATOR

*Jordan Ebert presented the site plan for the expansion of Salmon Meats. The expansion will be more storage for their product and more efficient use of space for current employees. The expansion will reside on their current parcel with the entrance coming from State Hwy. 54; with the loading/unloading entrance for trucking will remain from Fourth Street. Expected start date of early 2023.

*After explanation from Zoning Administrator, Todd Delebreaux, the process for the electrical inspections from the State have been on a timely basis. Todd confirmed that the state inspector is in the Village at least two times a week and does not have a delay on inspections. If an individual/contractor requests an inspection, there is usually a scheduling delay, but inspections would continue in a timely fashion. Based

on miscommunication and lack of understanding of the state electrical process with the Zoning administrator clarification, the need for an electrical inspector for the state via Ron Tlachac will not be needed. This potential switch from the state inspector to our inspector would also increase the workload for office staff. It was agreed that the process that is currently being conducted via the state inspector is the best approach. Trustee Tlachac was in agreement and would continue to seek certification from the state in order to utilize the inspection for a future use, possibly for any other community in the state.

Motion (Rueckl/Barbiaux) to rescind the electrical inspection agreement between Trustee Tlachac and the Village of Luxemburg. All ayes. Motion carried.

Zoning Administrator Todd Delebreaux stated that the transition should go easily and that he will be available to Scott Walczyk for any questions he may have and when he feels he is ready to go solo, he will let us know. Todd is confident that Scott should take on the responsibility well and the transition should go smoothly.

12. APPROVE DEPUTY CLERK/TREASURER TAMMY SKARBAN TO MEET WITH PERSONNEL AT BAY LAKE PLANING COMMISSION TO CREATE A PLAN/TRAINING WITH FOCUSING ON GRANT OPPORTUNITES FOR THE NEEDS OF THE VILLAGE

Discussion on orchestrating connection with Bay Lakes Grant individual (Sydney) for training on available grant opportunities for the Village. There are many opportunities out there but having a person who can research the grant and its requirements is beneficial to see if the Village could apply for the grant. Tammy will contact Bay Lakes and set up time with Sydney to start the training. It most likely will be after the first of the year, due to the workload of year end.

13. DISCUSSION ON THE COMPREHENSIVE PLAN COMMITTEE RECOMMENDATION FOR CREATING A COMMITTEE (RESIDENTS/BOARD MEMBERS) TO LOOK AT CLARFYING AND UPDATING THE ZONING CODE

There was some discussion but clarification at what stage the Comprehensive Plan is at and the Sewer Service Amendment. Until further information is gathered, this agenda item is deferred to the December 13, 2022 Board meeting.

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

Board members that were interested have been identified and will be going on a tour in the near future. President Seidl will contact NEW Water and set up date/time.

15. REVIEW/APPROVE VOUCHERS

Motion (Hurley/Rueckl) to approve November 2022 vouchers. All ayes. Motion carried.

16. ADJOURN TO CLOSED SESSION PURSUANT TO SECTION 19.85 (1) (C) CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION, OR PERFORMANCE DATA FOR ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY

Motion (Barbiaux/Tlachac) to adjourn to closed session. All ayes. Motion carried (7:57 p.m.)

17. RECONVENE INTO OPEN SESSION

Motion (Barbiaux/Tlachac) to reconvene to open session. All ayes. Motion carried. (8:12 p.m.)

18. ACTIONS FROM CLOSED SESSION

Motion (Tlachac/Porath) to approve Chief Gulbrand's new contract with provision for health care reimbursement. All ayes. Motion carried. (8:13 p.m.)

19. REVIEW/TAKE ACTION ON PICNIC LICENSE: CASCO LIONS LCUB, CASCO LIONS CORNHOLE TOURNAMENT AT KEWAUNEE COUNTY FAIRGROUNDS, 625 THIRD STREET ON JANUARY 14, 2023

Motion (Tlachac/Hurley) to approve the above listed picnic license. All ayes. Motion carried.

20. COMMITTEE REPORTS

Chief Gulbrand-Police

- *Working on ordinance updates, creation for public hearings prior to the December Board meeting.
- *Ordinance on junk vehicles is going to be tweaked with the ordinance updates, including chronic nuisance, parks ordinance, parking of recreational vehicles in residential areas and ATV route update.
- * Chief Gulbrand received a grant from the State of WI and has also received donations from various local businesses for body worn cameras. He is processing the finalizing paperwork for the grant.

Rick Simonar-Public Works:

- *Trying to wrap up the yard waste season, working with the new loader works really well for yard waste collection.
- *Park pond has some issues that Rick will be working on, murky water and a slight smell to it. The winter should freeze off any algae growth issues that may attribute to this issue.

21. ANY OTHER ISSUES

Trustee Tlachac brought to the attention of the Board that a resident made a complaint regarding the use of the gym and that an individual is using for financial gain for a fitness class. This complaint stated that he is not able to utilize the gym since the individual that is teaching fitness class is consuming optimum times in the gym. It was resolved that she could utilize the library room and that would free up the gym for other activities.

22. ADJOURN

Motion (Olson/Hurley) to adjourn at 8:59 p.m. All ayes. Motion carried.

MiLissa Stipe
Clerk/Treasurer