

**Village Board Meeting**  
**July 13, 2015**

**Call to Order:** The meeting was called to order at 7:00 p.m. by President Howells.

**Roll Call of Officers:** Officers present were President Rich Howells, Trustees Pete Anzia, Vickie Boehnlein, Dale Pfeifer, Josh Borden, Wayne Lambrecht, and Clem Gottsacker. A quorum was established. Also in attendance were Village Attorney Gerry Antoine, Clerk Kaity Olsen, DPW/Water Superintendent Dan Birenbaum, Wastewater Operator Paul Bley, Marshal Jeff Burriss, and Deputy Marshal Leon Anzia. Excused was Treasurer Kelly Brinkman.

**Open Meeting Law Compliance Check:** This meeting is in compliance with the Open Meetings Law of the State of Wisconsin.

**Pledge of Allegiance to the American Flag, Moment of Silence:** All in attendance stood for the Pledge of Allegiance and moment of silence.

**Public Input (2 Minutes/Person – 10 Minutes Total Time)** – There was no input from the public.

**Consent Agenda Items:** A motion was made by Howells and seconded by Gottsacker to approve the consent agenda items. Birenbaum commented that a sidewalk slab in front of the Belgium Inn is a trip hazard and he would like to send the owner a letter to fix it. Atty. Antoine will send the letter. Ayes – Anzia, Boehnlein, Pfeifer, Howells, Borden, Lambrecht, Gottsacker; Noes – none; Abstain – none. Motion carried.

- Approval of Minutes
  - Village Board – June 8, 2015
  - Joint Public Utilities/Finance and Personnel Minutes – June 25, 2015
- Finances
  - Approve WRWA Regional Utility Management Training – Kelly Brinkman, Dan Birenbaum, Pat Wester – September 16, 2015 – Budgeted
  - Approve Chief Executive’s Workshop – Richard Howells – August 20-21 – Budgeted
  - Approve MTAW Fall Conference – Kelly Brinkman – September 24-25 - Budgeted
  - Approve Payment of Bills
- Ozaukee County Sheriff’s Report – June
- Building Inspector’s Report - June
- Fire Chiefs Report – June
- Staff Reports – June
  - Clerk
  - Treasurer
  - Administrative Assistant
  - DPW / Water Superintendent
  - Wastewater Superintendent
  - Marshal / Deputy Marshal

**Unfinished Business:**

- a. **Approve Discontinuation of the Water/Wastewater Technology Services Contract as of July 31, 2015 – Recommended Jointly by Public Utilities and Finance and Personnel – 06/25/15** – A motion was made by Howells and seconded by Gottsacker to discontinue the Water/Wastewater Technology Services Contract as of July 31, 2015. The company will be willing to continue to provide services on an “as needed” basis. Ayes – Anzia, Boehnlein, Pfeifer, Howells, Borden, Lambrecht, Gottsacker; Noes – none; Abstain – none. Motion carried.
- b. **Approve Donation of 195 Commerce Street to Belgium Fire Department – Recommended by Plan Commission – 06/22/15** – A motion was made by Howells and seconded by Lambrecht to approve the donation of 195 Commerce Street to the Belgium Fire Department. Howells amended his motion to approve the donation of 195 Commerce Street to the Belgium Fire Department and that the Village has determined they do not have a need for the property and the donation serves a public purpose. Pfeifer seconded the amended motion. The title will be conveyed to the Fire Department as of January 1, 2016. The Fire Department is free to move into the

building now but they must honor any rental commitments the Village has agreed to for the remainder of the year. Ayes – Boehnlein, Pfeifer, Howells, Lambrecht, Gottsacker; Noes – none; Abstain – Anzia, Borden. Motion carried.

- c. **Update on Property Acquisition Along Silver Beach Road** – Howells commented that Atty. Antoine has recommended that we research if any of the properties along Silver Beach Road that we wish to acquire have a lien against them before sending letters regarding acquiring their property. Atty. Antoine is working with a title company to perform title searches on the seven properties. He received three back today and expects the rest to arrive soon.

#### New Business:

- a. **2014 Financial Statement Presentation by Wendi Unger of Baker Tilly** – Wendi Unger of Baker Tilly presented the highlights of our 2014 financial audit and communication with those charged with governance and management. The Village has received a clean, unmodified opinion which is the highest level of assurance that one can obtain from the auditor. She discussed our revenues and expenditures and the overage and underage that occurred within each fund and the fund balances. Our fund balance is 19.6% of our operating budget which should be between 10% and 25%. Our two material weaknesses include the lack of segregation of duties and the lack of internal control over financial reporting. Both of these are not uncommon among municipalities our size.
- b. **Title Transfer of Outlot #4 in the Ardennes II Subdivision to the Village** – A motion was made by Howells and seconded by Lambrecht to approve the title transfer of outlot #4 in the Ardennes II subdivision to the Village. Atty. Antoine commented that someone recently purchased most of the vacant property in the Ardennes II Subdivision and he is requesting that we take over outlot #4. Our Engineer commented that we might find value in this property in several years. This is not a detention pond. There will be no cost and an insignificant loss of taxes. The property is just less than 1 acre and there is no sewer or water service to that lot. We will have to maintain the lawn. Ayes – Anzia, Boehnlein, Pfeifer, Howells, Borden, Lambrecht, Gottsacker; Noes – none; Abstain – none. Motion carried.
- c. **Approve \$500.00 Recognition Award to Paul Bley for General Advanced Certificate – Recommended Jointly by Public Utilities and Finance and Personnel – 06/25/15** – A motion was made by Howells and seconded by Borden to approve a \$500.00 recognition award to Paul Bley for his general advanced certificate. Ayes – Anzia, Boehnlein, Pfeifer, Howells, Borden, Lambrecht, Gottsacker; Noes – none; Abstain – none. Motion carried.
- d. **Approve Annual Salary of \$51,500.80 for Paul Bley and to be Reclassified as a Salaried Employee Rather than an Hourly Employee – Recommended Jointly by Public Utilities and Finance and Personnel – 06/25/15** - A motion was made by Howells and seconded by Boehnlein to approve the annual salary of \$51,500.80 for Paul Bley and to be reclassified as a salaried employee rather than an hourly employee and that his position will now change to the Wastewater Superintendent. Ayes – Anzia, Boehnlein, Pfeifer, Howells, Borden, Lambrecht, Gottsacker; Noes – none; Abstain – none. Motion carried.
- e. **Approve Waiving of \$200.00 Rezoning Fee for Randall Ingelse Pertaining to Tax ID #18-050-05-08-003 and #18-050-05-03.019 and Mike Speas for Tax ID #18-050-05-10.000** – A motion was made by Howells and seconded by Gottsacker to approve waiving the \$200.00 rezoning fee for Randall Ingelse pertaining to Tax ID #18-050-05-08-003 and #18-050-05-03.019 and Mike Speas for Tax ID #18-050-05-10.000. Atty. Antoine commented that we have no record of these properties changing to a Conservancy District in the first place and the owners did not ask for it to be rezoned as Conservancy from Business. The property owners should not be liable for this cost to rezone back to a Business District. Ayes – Anzia, Boehnlein, Pfeifer, Howells, Borden, Lambrecht, Gottsacker; Noes – none; Abstain – none. Motion carried.
- f. **Approve Delegating Authority to the Village Plan Commission the Responsibility of Holding the Public Hearing Pertaining to the Rezoning of Tax ID #18-050-05-08-003, #18-050-05-03.019, and #18-050-05-10.000 Prior to the Regularly Scheduled Plan Commission Meeting on July 27, 2015** – A motion was made by Howells and seconded by Gottsacker to approve delegating the authority to the Village Plan Commission the responsibility of holding the public hearing pertain to the rezoning of Tax ID #18-050-05-08-003, #18-050-05-03.019, and #18-050-05-10.000 prior to the regularly scheduled Plan Commission meeting on July 27, 2015. The Village Board will still have to approve the rezoning if the Plan Commission recommends it on July 27<sup>th</sup>. Ayes – Anzia, Boehnlein, Pfeifer, Howells, Borden, Lambrecht, Gottsacker; Noes – none; Abstain – none. Motion carried.
- g. **Approve Purchase of Globe Chandelier with Leaves for the Village Hall for \$1,100.00 and the Funds to come from the Sale of the Village Equipment – Recommended by Village Hall Committee – 07/09/15** – A motion was made by Howells and seconded by Gottsacker to approve the purchase of a globe chandelier with leaves for the Village Hall for \$1,100.00 and the funds to come from the sale of the Village Equipment. Birenbaum commented that we received about \$6,000.00 in the sale of various pieces of equipment this year.

Ayes – Anzia, Boehnlein, Pfeifer, Howells, Borden, Lambrecht, Gottsacker; Noes – none; Abstain – none. Motion carried.

- h. **Approve Purchase of Sod for the Village Hall Landscaping for \$1,100.00 and the Funds to come from the Sales of the Village Equipment – Recommended by Village Hall Committee – 07/09/15** – A motion was made by Howells and seconded by Boehnlein to approve the purchase of sod for the Village Hall landscaping for \$1,100.00 and the funds to come from the sales of the Village equipment. Birenbaum commented that we would like to go with sod rather than seed because we want it to be green for the dedication in two weeks during Luxembourg Fest. The price difference is about \$200.00 more than grass seed would have cost. Ayes – Anzia, Boehnlein, Pfeifer, Howells, Borden, Lambrecht, Gottsacker; Noes – none; Abstain – none. Motion carried.
- i. **Approve Purchase of Appreciation Plaque for Mike and John Ansay for Their Donation of the Village Hall and Square not to Exceed \$600.00 – Recommended by Village Hall Committee – 07/09/15** – A motion was made by Howells and seconded by Boehnlein to approve the purchase of an appreciation plaque for Mike and John Ansay for their donation of the Village Hall and square not to exceed \$600.00. The size of the plaque is 8x12 and will be hung in the lobby. Ayes – Anzia, Boehnlein, Pfeifer, Howells, Borden, Lambrecht, Gottsacker; Noes – none; Abstain – none. Motion carried.
- j. **Approve Appointment of Don Gotcher to the Village Plan Commission** – A motion was made by Howells and seconded by Gottsacker to approve the appointment of Don Gotcher to the Village Plan Commission. Ayes – Anzia, Boehnlein, Pfeifer, Howells, Borden, Lambrecht, Gottsacker; Noes – none; Abstain – none. Motion carried.
- k. **New Operator’s License – Austin Wilterdink, Elizabeth Fagan** – A motion was made by Howells and seconded by Gottsacker to approve the new operator’s licenses to Austin Wilterdink and Elizabeth Fagan. Ayes – Anzia, Pfeifer, Howells, Borden, Lambrecht, Gottsacker; Noes – none; Abstain – Boehnlein. Motion carried.

**President’s Report: Howells commented on the following items:**

- The post office façade is being replaced to match the attached bank façade.
- There will be a meeting with the DOT tomorrow from 10 am to 12 pm at Village Hall to discuss the bridge rehab on I-43 scheduled to take place in the next year or two.
- He thanked the Board for approving the landscaping and lights for the Village Hall.
- There are several people working on coming up with a Village mission and vision statement. There will be a draft available at the August Village Board meeting
- Ansay Development hopes to expand the New Luxembourg Development to include 12 more houses and 2 four-plexes. These will be located on the south side of Peter Thein across from the Village Hall. Howells reminded everyone that 26 occupied houses will trigger a permanent lift station to be constructed.
- The 2016 budget is ready to go out to the committees to start working on.

**Atty. Antoine left the meeting at 8:00 pm**

**Chamber of Commerce Report:** There was nothing to report from the Chamber of Commerce. There are several things being worked on currently such as Luxembourg Fest, the Round Robin, and the Christmas Parade.

**Committee Reports:**

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| <ul style="list-style-type: none"> <li>• <b>Finance and Personnel</b> – Nothing to report</li> <li>• <b>Public Safety</b> – Nothing to report.</li> <li>• <b>Public Services</b> – Nothing to report.</li> <li>• <b>Public Works</b> – Nothing to report.</li> <li>• <b>Parks, Recreation &amp; Forestry</b> – Nothing to</li> </ul> | <ul style="list-style-type: none"> <li>report</li> <li>• <b>Public Utilities</b> – Dan Birenbaum would like to schedule a meeting to discuss the CMOM.</li> <li>• <b>Village Hall</b> – Nothing to report.</li> </ul> |
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**Motion to Adjourn:** A motion to adjourn at 8:02 pm was made by Howells and seconded by Borden. Ayes – Anzia, Boehnlein, Pfeifer, Howells, Borden, Lambrecht, Gottsacker; Noes – none; Abstain – none. Motion carried.

Respectfully submitted,

Kaity Olsen  
 Village Clerk  
 Approved by Village Board 08/10/15