

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **10/04/16** and was called to order at 6:00 pm by Village President Dean Erickson with the reciting of the Pledge of Allegiance.

Roll Call: Present – Dean Erickson, Sue Byers, Quinn Cavanaugh, Scott Reignier, Terry Schaeuble,
Dan Segerstrom, Keith Wendlandt

Absent – None

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Village Administrator/
Public Works Director Travis Coenen; Police Chief Greg Deike; Fire Chief Mike Schampers; Supervisor
of Public Works Andy Vickman; Deputy Clerk/Treasurer Patti Leiternann; Police/Court Clerk Sharon
Diedrick, Tim Dole, Ryan Bishop.

MINUTES - - Motion by S Byers, second by Q Cavanaugh to approve the minutes of 09/06/16 and 09/20/16 as presented. **Motion carried.**

VOUCHERS - - Motion by S Byers, second by K Wendlandt to approve the vouchers as submitted. **Motion carried.**

FINANCIAL STATEMENTS - - Acknowledge receipt and review.

VILLAGE ADMINISTRATOR - - T Coenen provided the Administrator Report as follows:

1. The new web site is live so please give us feedback and let us know if we are missing something or you would like to see something different.
2. We are currently advertising for the Clerk Treasure position.
3. Working to get IT additional costs from current vendor on services. We are also looking for alternative options for our IT support.
4. “CONFIDENTIAL” IT Forensic Review status was positive.
5. Making progress on many development inquiries.
6. Accepted invite for monthly meeting from Carla Buboltz; District Administrator for the Wrightstown Community School District
7. Working with the Town of Wrightstown to form committee to create a list of items that need to be addressed in the border agreement.
8. Set up appoint to address the Town of Kaukauna at their October 10th board meeting to talk about future development needs for both our communities.

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

2017 Brown County Property Tax Collection Agreement – The Brown County Treasurer’s office drafted an agreement for the 2017 Property Tax Collection. Discussion was held on whether the Village of Wrightstown wanted to continue having Brown County collect the first installment of Real Property Tax and Personal Property Tax @ \$.85 per tax bill plus actual postage cost, or if the Village wanted to choose the Opt-Out Option and be responsible for the 1st installment collection.

Motion by S Byers, second by Q Cavanaugh to table the 2017 Brown County Property Tax Collection Agreement until the second meeting in October. **Motion Carried.**

2017 Budget Wage Projections – Discussion on the handout “Total of All Areas Compares Increases Over 2016 Budget.” The handout compared salary for 1%, 1.5% and 2% employee wage increases. Also, included in the handout was “Comparison of Current Front Office Proration’s with Adjusted Proration’s for Green Bay Water Billing.”

2017 Operation Budget – T Coenen will continue working with the department heads on preparation of the 2017 Operational Budget and by next meeting will present the first pass of the 2017 Budget.

Career Options of Appleton – Discussion on contracting with Career Options out of Appleton for recruitment services for the Clerk/Treasurer position. It was decided that Travis Coenen will interview from the applications he currently has and use Career Options as a backup plan.

2017 Budget Health Care Cost Projections – Discussion on health care costs, projected savings and market assumptions for 2017 Budget. Also discussed was Deductible versus Non-Deductible plans and Opt-out options for Village employees.

De Groot, Inc Pay Request No. 3 for 2015 Utility and Street Improvements Project – Motion by S Byers, second by K Wendlandt to approve De Groot, Inc Pay Request No. 3 for 2015 Utility and Street Improvements project in the amount of \$108,168.00. **Motion carried.**

De Groot, Inc Change Order No. 3 for 2015 Utility and Street Improvements Project – Motion by S Byers, second by T Schaeuble to approve De Groot, Inc Change Order No. 3 for 2015 Utility and Street Improvements project in the amount of \$17,576.36. **Motion carried.**

De Groot, Inc Certificate of Substantial Completion for 2015 Utility and Street Improvements Projects – Motion by S Byers, second by Q Cavanaugh to approve De Groot, Inc Certificate of Substantial Completion for 2015 Utility and Street Improvements project. **Motion carried.**

Operator's License – Motion by S Byers second by T Schaeuble to approve the Operator's License for the 2016-2018 license years – Kenneth Gutzman (Wrightstown River Inn). **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING:

RV Ordinance Exceptions – Scott Reignier removed himself as a Village board member and sat in the audience to represent himself as resident at 212 Windfield Court in the Village of Wrightstown.

Scott Reignier at 212 Windfield Court requests the following: Pursuant to Village Ordinance 206-53 (A) (11), "I am requesting to keep my camper in my driveway until Mid-November. It is fully on my driveway, and out of the right-of-way. I am in the process of having a storage building built on property I own on the other side of the state, but the contractor will not have the building finished until Mid-November. Once the building is finished, my camper will be permanently located there."

Motion by Q Cavanaugh, second by K Wendlandt to approve the RV Ordinance request as submitted by Scott Reignier for the exception to Municipal Code Chapter 206-53 for additional time to keep his camper in the driveway until Mid-November. **Motion carried unanimously.**

Proposal for Ice Skating Rink at High Court Cul-de-Sac – Discussion on the Lion's Club request to install an ice rink and decorative lighting in old M&I Bank parking lot, currently a WisDOT parcel. The following are some of the questions asked and addressed by the board; operational hours, lighting, snow removal, when the property would be available for sale, the length of the lease, amount being charged to lease and if the Village would be responsible for the insurance liability and upkeep of the Ice Rink.

Motion by K Wendlandt, second by S Byers to support the request of the Lions Club and Joint Venture for installation of an Ice Rink with the Village Board obtaining a rider on the liability insurance and DPW providing the manpower for maintenance. If necessary volunteers from the Village Board will keep the snow cleared from the ice rink. This motion is contingent on official approval from the WisDOT. **Motion carried.**

PUBLIC SAFETY - -

Fire Department Comments – M Schampers commented that the Open House at the Fire Station on Sunday was well attended.

Police Department Comments – None at this time.

PUBLIC WORKS & UTILITIES - -

Director Public Works Report – A Vickman provided the following report:

1. Staff overtime hours for the month of August totaled 25.5 scheduled hours and 6.5 call-in hours.
2. Solid waste curbside tonnage for the month of August totaled 60.25 tons and recycle tonnage collected was 17.23 tons. (Items 1 & 2 will always list the prior month totals.)
3. Asphalt Seal and Repair is scheduled to perform some crack filling in the next few weeks at the Village Hall, Fire Department and WWTP parking lots in preparation for next year's resealing and striping. The basketball court at Zirbel Park will also be striped at this time.
4. Crack sealing was performed last month on several streets around the Village by Fahrner Asphalt.
5. Global Concrete will be doing curb replacements around the Village.
6. There are currently 4 more homes being built in the Village, bringing this year's new home total to 18.

Historical Society's Request for Village Contribution – Discussion on Historical Society's letter requesting for the Village to contribute towards the \$10,820 cost of the structural repairs to the Mueller-Wright House, Village of Wrightstown owned Museum. After discussion it was decided that Travis Coenen would get back to the Historical Society and let them know that the Village will be contributing something, we just need to see what the 2017 Budget will allow us to contribute. This request will be back on the Village Board agenda when the amount to contribute is known.

Brown County Public Works Department TLE and PLE for County D Project – Motion by Q Cavanaugh, second by S Byers to approve granting Brown County PW Department TLE & PLE for the County D Project for the purpose of sloping and storm culvert pipe installation. **Motion carried.**

WPS Pipe Line Project on DDD and Golf Course Drive Corridor – WPS held an Open House on September 27, 2016 in Community Room to discuss the WPS Pipe Line project on DDD and the Golf Course Drive corridor. At the Open House WPS was looking for public feedback on their proposed project.

Brown County Highway Cost Sharing Policies – T Coenen explained that other communities sent the proposed change in the Brown County Highway Improvement Cost Sharing policies through their legal system. The Directors and Administrators worked together on a counter agreement that all agreed was fair and equitable then presented the updated agreement to the Brown County Highway commissioner. After discussion, the commissioner agreed to present the updated plan as proposed to the Brown County Highway commission.

REGIONAL PLANNING:

Rezone Request of MS Real Estate Holdings, LLC Parcel W-155 & W-157 – Motion by T Schaeuble, second by Keith Wendlandt to approve the Public Hearing Rezone Request of MS Real Estate Holdings, LLC from Rural Residential (R-R) to General Industrial (I-1) District for parcels W-155 & W-157. **Motion carried.**

ADJOURN - - Motion by S Reigner, second by K Wendlandt to adjourn. **Motion carried.**
(Adjourned 8:05 pm)


Shelia Bowers Interim Clerk/Treasurer