

VILLAGE OF WRIGHTSTOWN BOARD MEETING 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 **12/06/2016** and was called to order at 6:02 pm by Village President Dean Erickson. The Pledge of Allegiance was recited.

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

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

MINUTES – Motion by K Wendlandt and seconded by S Byers to approve the 11/29/2016 meeting minutes. **Motion carried.**

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

FINANCIAL STATEMENTS – None presented for review.

SCHEDULED APPEARANCES – None

Agenda amended to include the Utility monthly report. Motion by S Byers with second by K Wendlandt to amend the December 6, 2016 Village Board Meeting agenda to include review of the December 1, 2016 Utility report included in the packet. **Motion carried.**

UTILITIES –

- Water usage is down.
- Revenues for septic in 2016 will be approx.. \$8,000 more than last year.
- Completed 30 day trial with Aqua Pix so we can continue to accept higher strength waste from Prolamina. Because results were positive, we will continue taking this waste. Doing so will produce a \$40,000 revenue stream for the sewer utility with costs of only \$800 to cover.

CORRESPONDENCE – None

ADMINISTRATOR’S REPORT –

- We will have a quorum for the Village Christmas Party so a meeting notice for December 13th has been posted. Thank you for those that have responded. All are welcome.
- By the end of the month, a new IT vendor will be chosen so we can get on this project right after the first of the year.
- A new cleaning service will be starting January 1, 2017 at an annual \$1,000 cost savings for the Village. Pricing was received from five different contractors and security for the police department was checked into on each.
- We continue to work with the Lions on the downtown ice rink. Maintenance and insurance will be covered by the Village. A power source for lighting is being handled this week.
- New North Seminar attended today by Travis. Leaders of the Northeast region are working to make Wisconsin more attractive for business and employee retention. Village of Wrightstown will be an active participant in this organization so we can continue to grow our area and be recognized.

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **2017 Water Budget** – Approval to be tabled until next meeting. The 2017 the numbers are “comfortable”. Green Bay has issued a small increase that will impact us very minimally and is consistent with their contract projections. 2016 budget may be over just a bit due to overtime and restaffing. Water tower maintenance is now included in the general operations budget rather than being a capital project every 5+ years. Motion by S Byers with a second by T Schaeuble to table approval of the 2017 Water budget until the December 20, 2017 meeting. **Motion carried.**
- **2017 Sewer Budget** – Processes thoroughly investigated this last year. Sewer budget may be in the black for the first time in 20-30 year due to created efficiencies and additional revenue streams. Motion made by K Wendlandt with second by S Byers to approve the 2017 Sewer Budget as presented. **Motion carried.**
- **2017 Holiday Schedule**
 - New Year’s Day
 - Memorial Day
 - July 4th
 - Labor Day
 - Thanksgiving
 - Day after Thanksgiving
 - Christmas Eve
 - Christmas Day

Motion by Q Cavanaugh with a second by T Schaeuble to approve the 2017 Holiday Schedule as submitted. **Motion carried.**

- Change in 2017 Flex Spending program to allow a \$500 carryover of flex dollars to be used by December 31st, 2018. The existing program would have allowed carryover of 100% of flex dollars but required those funds to be used by March 15th, 2018. Motion made by S Byers with a second by S Reignier. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING:

Request made by Village Board that hours and expenses for new ice rink be tracked so we can stay on top of the cost to the Village. Administrator Coenen agreed to do this. Information for the public regarding location, the open hours etc. to be put on Village website and the media may be contacted to promote.

Todd & Rachelle Oudenhoven will be storing their recreational vehicles on the property of Myron Schute until they are able to complete construction of a garage in spring 2017. Request for special permission for outside RV storage on their property at 219 Main St. is withdrawn.

PUBLIC SAFETY - -

Police Department Comments – Chief Greg Deike unavailable at meeting. Comments or questions regarding the November 2017 Police Department Report can be directed to his email: gdeike@wrightstown.us.

Fire Department Comments – No report submitted. One fire call responded to in the month of November. Three of the Village’s Fire trucks participated in the Christmas parade.

PUBLIC WORKS & UTILITIES - -

Public Works Comments – Deduct meters being pulled by surveyor later this week as part of updating our GIS system. Documentation and mapping of infrastructure, to include maintenance, will now be available via a paperless operation. This will improve efficiencies for our staff and for annual reporting to the DNR.

Warranty is up on our zero turn Gravely mower. Repair history on this machine, since purchase in 2013, is extreme. Travis has been working with the dealer to deem it a lemon. Five gas/diesel replacement options presented, ranging in price from \$5,197.00 to \$11,903.10. Kubota diesel option #4, priced at \$7,750.00, would have a greater impact on fuel efficiency than the gas models suggested. Several surrounding communities have had positive experiences with this mower. Purchase would be part of our 2017 capital borrowing. Motion made by K Wendlandt with a second by T Schaeuble to approve the purchase of the ZD1211L-72 Kubota diesel mower, to take delivery in spring of 2017, at a replacement cost not to exceed \$7,750.00. **Motion carried.**

Snow and ice removal guidelines, updated in November of 2016, distributed as a quick reference for staff when answering resident inquiries. Chief Deike will be working with Administrator Coenen in early 2017 to update Municipal Code ordinances regarding parking.

ADJOURN - - Motion by S Reignier, second by T Schaeuble to adjourn. **Motion carried.**
(Adjourned 6:47 pm)

Michelle Seidl

Clerk/Treasurer