

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 **01/03/2017** and was called to order at 6:01 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 and Trustee Keith Wendlandt.

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Village Administrator/ Public Works Director Travis Coenen; Public Works Supervisor Andy Vickman, Clerk/Treasurer Michelle Seidl, Police Chief Greg Deike, Fire Chief Mike Scampers

JANUARY 2017 UTILITY MEETING –

Motion by S Byers with a second by Q Cavanaugh to open the January 2017 monthly utility meeting. Motion carried.

Public Works Supervisor A Vickman spoke regarding the slight increase in water being pumped due to the holidays and college students being home on break.

94% of water usage was accounted for in 2016. This is the lowest loss ever. At one point the lost water rate was up over 28%.

Revenues for septic receiving were up approximately \$24,000 which is a \$5,000 increase from last year. We also were able to save \$3,500 in 2016 due to doing our own phosphorous testing.

Motion was made by Q Cavanaugh to close the utility monthly meeting. Second was made by D Segerstrom. **Motion carried.**

MINUTES – Motion by K Wendlandt and seconded by Q Cavanaugh to approve the 12/20/2016 meeting minutes. **Motion carried.**

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

FINANCIAL STATEMENTS – None presented for review.

SCHEDULED APPEARANCES – None

ACKNOWLEDGEMENTS – None

CORRESPONDENCE - None

ADMINISTRATOR'S REPORT –

- We have a lot of interest in Village owned land in our industrial park. Travis is working with developers that are interested in our TID property to find a good fit.
- Goal system handed out with packets. This will be discussed further in the following meeting.
- Ice rink is now a dead issue. No one wants to move forward until the property is Village owned.
- Budget books, to include all updated numbers, should be ready for the next meeting

- Working with David Wagner and John Cameron from Ehlers Inc. on our third borrowing as well as our 5 year capital borrowing plan.
- Working on lot combination policies in Royal St. Pats and Fox Shores in regards to recouping utility assessments and insuring that we are following developer covenants. Want to make sure that we keep discrepancies to a minimum but not hamper development.
- January border meeting with Town of Wrightstown has been rescheduled for February as we are awaiting completion of their comp plan.

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **Employee Handbook Vacation Policy** – Negative balances to be kept to a minimum of 50% of the total number of vacation hours that the employee would accrue over the next 12 months of employment. Motion by S Byers with a second by K Wendlandt to approve the updated employee handbook vacation policy. **Motion carried.**
- **Goal Based Merit Pay System** – New criteria to be given to staff to allow them to individually create goals to earn up to \$500 annually. Cost savings and building of a team environment will be a positive attribute for the Village. If all staff members achieve the highest bonus level in 2017, the impact to the budget would be a negative \$4,000. However, changes initiated may produce cost reductions to offset the loss. Motion made by S Byers with a second by D Segerstrom to approve the merit based goal system for 2017 allocated bonus money, with a \$500 cap per employee, to not exceed a \$4,000 budget expenditure increase. **Motion carried.**
- **Selection of IT Vendor** - Final two candidates for IT being called this week. Next week a choice should be presented to the Board for approval.
- **Village of Wrightstown Credit Card Policy Update** – Request per auditor to update policy to a \$2,500 limit per card from \$1,500 per card to match our actual current procedure. Motion made by S Byers with a second by K Wendlant to approve the \$2,500 increase per credit card policy. Motion carried.
- **Request for Payment – Robert E. Lee & Associates** – Motion by S Byers to approve payment for engineering services to Robert E. Lee & Associates for Water Main Transmission Construction in the amount of \$12,447.70, Construction Observation in the amount of \$4,311.35 and SDWLP Administration in the amount of \$436.00. Second was made by T Schaeuble. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING –

- **2401 Cty U** – Request received by resident living at the Reihborn property, 2401 Cty U, to lease the property from the Village until we are ready to develop. Lease requires a 90 day vacate notice and rent will be \$400 per month. All utilities, maintenance and updates to the property will be the responsibility of the tenant. Administrator Coenen to check into the need for the tenant to obtain renter's insurance. Motion made by Q Cavanaugh to approve the renting of the Reihborn property as set forth in the lease agreement with a second by S Reignier. **Motion carried.**

PUBLIC SAFETY - - 24 new residential constructions build in the Village in 2016. New plow truck to be here at the end of January. Old truck sold for less than we had hoped due to poor condition.

Fire Department Comments – Working on getting pricing for the new tender. Application received from a former fireman that has moved back into the area. We currently have 23 active members.

Police Department Comments – None

PUBLIC WORKS & UTILITIES - -

Public Works Comments –

ADJOURN - - Motion by S Reignier, second by Q Cavanaugh to adjourn. **Motion carried.**
(Adjourned 7:51 pm)


Michelle Seidl


Clerk/Treasurer

