

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 **01/17/2017** 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 and Trustee Keith Wendlandt. Trustee Terry Schaeuble absent.

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, residents Linda Verboomen and Mark Leonard.

CLOSED SESSION –

Motion by S Byers with a second by Q Cavanaugh to proceed into closed session pursuant to Wisconsin State Statute 19.85(1) (e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. **Discuss terms of possible consulting agreement for promotion and solicitation of property acquisitions, future development of properties in current TID #3 and storm sewer assessments of all TID properties ***AND***** Wisconsin State Statute 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. – **General staffing compensation.** Call of roll. 6 yes votes. **Motion carried.**

Motion made by Q Cavanaugh with a second by K Wendlandt to reconvene into open session. Call of roll. 6 yes votes. **Motion carried.**

ACTION TAKEN AS RESULT OF CLOSED SESSION --

Motion made by S Byers with a second by S Reignier to approve Village Administrator entering into land acquisition negotiations. **Motion carried.**

Motion made by S Byers with a second by S Reignier to deny requested compensation. **Motion carried.**

MINUTES – Motion by S Byers and seconded by D Segerstrom to approve the 01/03/2017 meeting minutes. **Motion carried.**

VOUCHERS - - Motion by S Byers, second by Q Cavanaugh to approve the vouchers as submitted in the total amount of \$248,871.50. **Motion carried.**

FINANCIAL STATEMENTS – October 31, 2016 Statement Ending Balance submitted for review.

SCHEDULED APPEARANCES – None

CORRESPONDENCE - None

ADMINISTRATOR’S REPORT –

- Trustee S Byers and Administrator T Coenen have a meeting scheduled with Allyson Watson from State of Wisconsin Economic Development Agency. Looking for opportunities for redevelopment of our downtown.

- Jason Davies of Tech Rx chosen as our new IT Vendor. He will be developing new infrastructure costs. He will price so we can purchase a bank of support hours, that we can carry over from year to year, at a set rate.
- We investigated three accounting software programs: Workhorse Software Services, Vision Municipal (out of Washington State) and Civic Systems (Madison, WI). Staff recommendation to the Board is Civic Systems due to special features available. We will be asking for approval to move forward with the purchase. We budgeted approximately \$25,000 for these upgrades; however the investment will be higher than projected at \$46,900 with annual licensing/maintenance fees of \$6,520. Although the initial investment is higher than projected, we will consistently be able to manage all accounting features more efficiently
- Drafts of Village of Wrightstown mission and vision statements provided for review.
- Ehlers is looking into capital borrowing, on our behalf, to include IT and software purchase costs.
- Village legal counsel reviewed our fee structure and past practice, along with developmental agreements in Royal St. Pat subdivision, and has rendered the opinion that each residential lot, as originally plotted by the developer, should be assessed the \$1,900 sewer hookup fee. For lots being combined from 2 to 1 or 3 to 2, each property owner will be responsible for more of the proverbial “pie”. Also, the Village must adhere to the minimum square foot standards outlined in subdivision covenants and existing developer’s agreements.
- Invitation for Village of Wrightstown/Town of Wrightstown Border Agreement group has gone out . Public notices posted for Wednesday, February 22nd at 7:00 p.m. here at Village Hall in conference room C.

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **Change of Board Meeting Dates** – due to the February 2017 Spring Primary and the April 2017 Spring Election, the February 21st and April 4th Village Board meetings will need to be rescheduled. New dates are Wednesday, February 22nd and Wednesday, April 5th. The Village/Town of Wrightstown Border Agreement meeting, discussed earlier, will be changed and reposted to accommodate this adjustment. Motion made by S Byers with a second by S Reignier to move the Tuesday, February 21st board meeting date to Wednesday, February 22nd and the April 4th board meeting date to Wednesday, April 5th. **Motion carried.**
- **Engineering amendment No. 4**—Motion made by S Byers with a second by Q Cavanaugh to move the GIS system work to Robert E. Lee from Oudenhoven. **Motion carried.**
- **Operator’s License**-- Motion by S Byers with a second by K Wendlandt to approve the operator’s license application for Riley J. Pues for Royal St. Patrick’s Golf Links for the 2017-2019 term.
- **Robert E. Lee Invoice # 71265** -- Motion made by S Byers with a second by D Segerstrom to approve for payment, invoice #71265 for \$19,682.17 for the “2015 Utilities Improvement Project”. **Motion carried.**
- **Associated Trust Company Wire Payment** – Motion by S Byers with a second by D Segerstrom to approve the wire transfer to Associated Trust Company, in the amount of \$350,708.65, to be disbursed to the Town of Kaukauna, under Section IV of the Intergovernmental agreement dated June 24, 2015. **Motion carried.**
- **New IT Vendor** – Motion made by S Byers with a second by K Wendlandt to approve Jason Davies, of Tech RX, as the new IT vendor for the Village of Wrightstown. **Motion carried.**
- **New Accounting Software** – Motion made by S Byers with a second by D Segerstrom to approve the purchase of Civic Systems accounting software to not exceed \$46,900 for the one time install as well support fees not to exceed \$6,520 annually. Call of roll. 6 yes votes. **Motion carried.**

Fire Department Comments -

Fire Department participated in the December Christmas parade.

Preliminary numbers for new tender submitted for review. Costs are coming in higher than anticipated and the newer chassis are longer than would comfortably fit in our fire station. Due to these issues, Fire Dept. is looking into possibility of refurbishing our current tender instead.

Police Department Comments –

Resignation letter was received by Charlie Hebert. Item will be on the next agenda for approval.

PUBLIC WORKS & UTILITIES - -

When fertilizer purchased this year, prices were compared to make sure we were getting the best deal.

REGIONAL PLANNING - -

2015 Wisconsin Act 79 allows Wisconsin villages to post meeting agendas/minutes at one public location as well as on the municipal website. The Village of Wrightstown Municipal Code follows State Statute rather than outlining a specific posting/publishing policy. Request by Clerk/Treasurer to allow the posting of all board meeting agendas and minutes here at Village Hall and on the Village website rather than posting at three individual locations within the municipality as is current procedure. Motion made by S Reignier with a second by Q Cavanaugh to follow the amendment of State Statute as outlined in 2015 Wisconsin Act 79 and post our required meeting notices and minutes at Village Hall and on the Village of Wrightstown website. **Motion carried.**

Motion made by S Byers with a second by S Reignier to table the discussion regarding assessment charges when combining existing lots within the Village of Wrightstown. **Motion carried.**

Motion made by K Wendlandt to approve the CSM for 400 block of High St., parcel number VW-14-3, with staff recommendations. Second was made by D Segerstrom. **Motion carried.**

ADJOURN - - Motion by S Reignier, second by S Byers to adjourn. **Motion carried.**
(Adjourned 8:12 pm)


Michelle Seidl Clerk/Treasurer