

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 **03/21/2017** and was called to order at 6:06 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 Terry Schaeuble, Trustee Dan Segerstrom 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 Schampers, Carla Buboltz on behalf of Wrightstown School District - Student Wellness Center

Motion made by K Wendlandt, with a second made by S Reignier, to have Rep. Andre Jacque, speak prior to the closed session. **Motion carried.**

There was a small, but robust, discussion during the scheduled 5 p.m. budget listening session. Public Safety and Economic Development legislation is the primary focus in Madison, to include topics such as social hosting, human trafficking, heroine & opiates and local control property development. Rep. Jacque is also an advocate for additional investment in local road aids and reduction in unfunded State mandates.

CLOSED SESSION —

Motion by S Byers with a second by K Wendlandt 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.

- **Economic Development & Land Acquisition**

Call of roll. 7 yes votes. **Motion carried.**

OPEN SESSION —

Motion made by Q Cavanaugh with a second by D Segerstrom to reconvene into open session. Call of roll. 7 yes votes. **Motion carried.**

ACTION TAKEN AS RESULT OF CLOSED SESSION --

Motion made by S Byers with a second made by Q Cavanaugh to enter into and approve the purchase agreement for parcel VWW-175. **Motion carried.**

Motion made by T Schaeuble with a second by D Segerstrom to move REGIONAL PLANNING up on the agenda to accommodate the presence of Carla Buboltz - Wrightstown School District - Student Wellness Center and to approve the submitted plans. **Motion carried.**

State approval received and necessary permits applied for in regards to the new Wellness Center connected to Wrightstown High School. Computer renditions of building exterior and interior floor

plan drawings presented. Two story building with second floor having a suspended walking track and a 1200 sq. ft. multipurpose room to be used for flag, dance and fitness classes. First floor will house a welcoming desk, lockers, changing rooms, cardio and weight equipment. Building will be handicap accessible and be fobbed for security.

Bid opening for project earlier today. Board will work toward having a recommendation for architect on Monday, March 27th. Choice narrowed down to three general contractors.

Project start date is May with an estimated completion December of 2017.

Grand opening/ribbon cutting of new track is scheduled for Tuesday, April 11th.

MINUTES – Motion by S Byers and seconded by T Schaeuble to approve the 03/07/2017 meeting minutes as presented. **Motion carried.**

VOUCHERS - - Motion by S Byers, second by T. Schaeuble to approve the vouchers as submitted in the total amount of \$2,001,497.51. **Motion carried.**

CORRESPONDENCE – Written request, received from Greta L. Nyland, 438 Washington St., to adjust statement billing dated 1/28/2017 due to possible water leak which produced 27,700 gallons of usage from 12/6/2016 to 1/28/2017. Board will review and this item will be added to the April 5, 2017 agenda for discussion/action.

ADMINISTRATOR’S REPORT –

- “Trip Around Town” will be Tuesday, May 23rd at 5:30 p.m. to check out Village and School facilities as well as some of our Village developments. Culinary students from the High School will be providing a meal. This event is being planned in conjunction with Wrightstown School Board and the Business Alliance. RSVP to Administrator Coenen.
- Dan Doro from Hillcrest Homes will be appearing in front of the Board on Tuesday, April 18th to discuss development covenants vs. Village ordinances and what to expect moving forward.
- Each meeting, ordinance and policy will be reviewed for updates and changes. Input will be obtained from employees as well as Board Members.
- Trying to schedule Border Agreement with the Town of Wrightstown. Bill Verbeten to be sending a date that hopefully we can accommodate.

COMMITTEE REPORTS

FINANCE - -

- **Proposal for FD Tender** – Tender 1311 is to be upgraded due to amount of previous maintenance done. Due to the unexpected cost of purchasing new and the lower than anticipated resale value of 1311, it was decided to refurbish, through US Tanker out of Delavan, rather than replace so we are able to stay within budget. The updates will be as follows:
 - New tank
 - Body will be totally reconstructed and mounted on the existing truck chassis
 - New electronically controlled dump system
 - Lighting will be LED and up to current standards
 - Body structure will be made out of stainless steel
 - Tank will be poly wrapped in a stainless cover
 - Fully inspected
 - Frame and underbody undercoated
 - New graphics (being done locally)

Upgrade of engine and transmission is also being checked into.

Much of the equipment from existing truck will be utilized to save costs.

Total cost of project will be \$117,672 with a possible 10% contingency. Truck will be out of service up to 12 weeks.

Motion made by S Byers with a second by S. Reignier to enter into a contract with US Tanker to upgrade Fire Tender 1311 in an amount to not exceed \$150,000. **Motion carried.**

- **IT & 2017 Capital Budget** – IT project is looking like it will end being \$60,000 to \$70,000 over budget. Waiting to get final IT and land negotiation numbers to Jon Cameron from Ehlers so we have a firm borrowing figure and to know the impact to our TID and General Fund budgets.
- **Bond Trust Services Invoice #34705** - Motion by S Byer with a second by D Segerstrom to approve Invoice #34705 Dated 03/09/2017 from Bond Trust Services Corporation in the Amount of \$83,732.50 for Payment of Principal and Interest on the Village's 2013A General Obligation. **Motion carried.**
- **Bond Trust Services Invoice #34775** - Motion by S Byer with a second by K Wendlandt to approve invoice #34775 dated 03/14/2017 from Bond Trust Services Corporation in the Amount of \$113,625.00 for Payment of Principal and Interest on the Village's 2011B General Obligation Promissory Note. **Motion carried.**
- **Change Order #3** – Motion by S Byers with a second by Q Cavanaugh to approve Change Order #3 in the Amount Of \$58,970.14 for the Water Transmission Main Project excess material costs. **Motion carried.**
- **Ferguson Waterworks Invoice #0196253** - Motion by S Byers with a second by D Segerstrom to approve payment of invoice #0196253, dated 5/26/2016, to Ferguson Waterworks in the amount of \$12,035.00 for owner purchased material. (transmission main) **Motion carried.**
- **Robert E. Lee Invoice # 71794** – Motion made by S Byers with a second by D Segerstrom to approve Robert E. Lee Invoice #71794, Dated 3/8/2017, in the Amount of \$44,688.02 for Water, Sanitary, and Storm Sewer Utility Survey and GIS Mapping Costs. **Motion carried.**
- **Operator License Application – Shawna Rae Levash** – Motion by S Byers with a second by T Schaeuble to approve application for operator's license for Shawna Rae Levash, W715 Rusch Rd., Brillion, WI 54110, for Royal St. Patrick's Golf Course. **Motion carried.**

PERSONNEL --

- **Employee Policy Manual** – Received employee handbooks from Allouez, Ashwaubenon, Bellevue and Bolt to use as comparisons to ours and also to get wording updates since all of these have been rewritten in the last three years. Pages 1-11 were reviewed. Village Mission and Vision Statement will be on the April 5th agenda to be approved and then incorporated into the policy manual. Organizational chart that was distributed will also be added to the policy manual between pages 2 and 3.

Employee working hours are to be reviewed for consistency between departments and for ease of availability for Village residents.

- **Resignation from Fire Department – Andrew Vickman** – Request received by Andy Vickman, to resign from the Wrightstown Fire Department due to an expected addition to his family. Motion made by K Wendlandt with a second by S Reignier to approve the resignation request from the Village of Wrightstown Fire Department from Andy Vickman. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING--

- **St. John's 5 K** – Motion made by S Reignier with a second made by Q Cavanaugh to approve St. John's 5K request on Saturday, May 20th, contingent on receipt of an effective operational plan. **Motion carried.**

PUBLIC SAFETY - -

Fire Department Comments – Working on large scale exercise at Fox Energy. Plan is to attend career day at High School to attempt to boost volunteer numbers.

Police Department Comments –

Interviews for the open officer position will be on Friday, March 24th. It will be great to be fully staffed again. Meetings are being held with school district to strengthen relations between them and the Village. Officer Deike will be attending the school board meeting on May 17th to meet board members and let them know he is available if assistance is needed.

PUBLIC WORKS & UTILITIES - -

Public Works Comments – Lois Gremore, Administrative Assistant for the Department of Public Works, has received a nomination for Administrative Professional of the Year. Winner will be chosen in LaCrosse this Friday. Good luck Lois!

ADJOURN - - Motion by S Reignier, second by Q Cavanaugh to adjourn. **Motion carried.**
(Adjourned 8:07 pm)


Michelle Seidl Clerk/Treasurer