

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 **04/05/2017** 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 Terry Schaeuble and Trustee Keith Wendlandt. Absent: Trustee Dan Segerstrom

Also present: Ed Byrne (Brillion News); Brian Roebke (Wrightstown Area Spirit); Village Administrator/ Public Works Director Travis Coenen; Public Works Supervisor Andy Vickman, Clerk/Treasurer Michelle Seidl, Police Chief Greg Deike, Mark Leonard

Request made by Administrator Coenen to move the closed session to the end of the meeting since the 2017 Capital Borrowing discussion, on the agenda, will lead into the “Economic Development & Land Acquisition” portion of the closed session.

Motion made by Q Cavanaugh with a second made by S Reignier to amend the agenda to move the closed session to the end of the meeting after the “Director of Public Works March Report and Comments”. **Motion carried.**

APRIL 2017 UTILITY COMMISSION MEETING —Motion made by S Byers with a second made by T Schaeuble to open the Utility Commission Monthly Meeting. **Motion carried.**

- Leak found on March 10th. Hoping daily pumpage average will now start coming down and stabilize
- Crews have been out doing I/I with all of the rainwater. They are hoping to reduce the amount of load to the waste treatment plant
- Plant is running great
- 19 out of 20 residents contacted allowed the Village to do lead & copper testing

S Reignier made a motion, with a second made by Q Cavanaugh, to close the April 2017 Utility Commission meeting. **Motion carried.**

MINUTES – Motion by S Byers and seconded by K Wendlandt to approve the 03/21/2017 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 \$58,801.63. **Motion carried.**

SCHEDULED APPEARANCES – None

WALK-INS - None

CORRESPONDENCE – None

ADMINISTRATOR’S REPORT – Items for discussion listed as agenda items below.

COMMITTEE REPORTS

FINANCE / PERSONNEL - -

- **Capital Borrowing** – Review of 2017 Capital Projects Budget approved in November 2016. Due to the following unexpected/additional expenses, borrowing will exceed the approved \$484,500 by the following:
 - **\$267,000** – Land Acquisition on golf Course Drive for TID #3
 - **\$41,686** – IT Upgrade Project due to malfunctioning hardware
 - **\$26,000** – Civic Accounting Software

Net rate increase on property tax bill will be \$2.03/thousand of assessed value.

Based on the current 5 year Capital Improvement Plan, the net rate increase will range between \$2.00 and \$2.08 annually.

As we move forward, if we have no operational changes in our budget, we are anticipating our % of limit to reach over 70%.

This is why TID development is so important as it will increase our equalized value which will lower our net rate percentage and will increase our borrowing capacity. We will first receive TID dollars, to give relief to our general fund, when the district closes approximately 10 years out.

- **Wisconsin Rural Water Association Administrative Person of the Year– Lois Gremore** - in recognition of outstanding service to the Public Works Department and the Wrightstown community. Lois was nominated by the Department of Public Works staff. Congratulations!
- **Request for Bill Reduction – 438 Washington St.** – request received from Greta Nyland in March 2017, asking for an adjustment to her first quarter billing due to a large spike in usage charges. Upon receipt of the request, the property was inspected by the Public Works staff and no leak was found. The water meter also tested well. Standard practice is that no credit is given unless it is due to Village equipment failure. Motion made by S Reignier with a second made by T Schaeuble to deny the request for bill reduction, by Greta Nyland, 438 Washington Street. **Motion carried.**
- **Employee Policy Revisions** – request by Administrator Coenen to table this discussion until next meeting due to further changes needed. Motion made by S Byers with a second made by Q Cavanaugh to table the review of employee policy revisions 1-9. **Motion carried.**
- **WI Environmental Improvements Fund Invoice** – Motion made by S Byers with a second made by T Schaeuble to approve WI Environmental Improvements Fund Invoice #15084, in the amount of \$765,911.93, for payment. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING--

- **Ordinance 146 Property Maintenance; Chronic Nuisance Premises** – Discussion regarding enforcement of nuisance ordinance in regards to residential and commercial properties within the Village that have accumulated clutter. At the direction of Attorney Gagan, we have the right to proceed with enforcement based on how the current ordinance is written. However, guidelines as to what constitutes “clutter” should be outlined. Request by Administrator Coenen to have authorization to move ahead. Motion made by Q Cavanaugh with a second by S Byers to move forward with amending Ordinance 146 Property Maintenance; Chronic Nuisance Premises, with the assistance of Attorney Robert Gagan. **Motion carried.**
- **Annexation Ordinance Number 04052017 for St. Clare Parish Corp.** - Motion made by Q Cavanaugh with a second by S Byers to reaffirm approval of Ordinance Number 04052017 annexing territory from the Town of Wrightstown to the Village of Wrightstown, Brown County, WI due to changes required by the State of Wisconsin. **Motion carried.**
- **Ordinance 04182017 Amending the Fee Schedule specific to Sewer Assessment Fees** – Discussion regarding charging of the sewer assessments on combined lots. Two lots being combined to one will owe \$1900.00 per lot being combined (or \$3,800). For three lots being combined to two, each of the two lots after combination will split the \$1900 assessment (or \$950 per remaining lot)

- **Royal St. Patrick's PDD Ordinance** – Administrator Coenen is drafting an ordinance/declaration outlining the minimum square footage requirements in Village subdivisions based on Village or restrictive covenant lot sizing standards. Advice of Attorney Robert Gagan is that the Village deny building permits extending over two lots where there is no combining CSM or if there is no merriment agreement and the zoning has not been changed appropriately.
- **Dan Doro – Hillcrest Homes – Attendance at April 18, 2017 Village Board Meeting** –Royal St. Patrick's Development Corporation, run by Harry Maccoux from Hillcrest Lumber, is listed as the developer on the 2002 agreement for the Royal St. Patrick's Development District. The developer listed, is the owner of the real property that is part of the development district and is therefore afforded discretion to allow exceptions to covenant conditions. However, once no lots are held title in the developer's name, authority to grant exceptions is to be transferred to a "homeowners association".

In review of the lot ownership, it was discovered that no lots have been titled in the name of Royal St. Patrick's Development Corporation since September 11, 2014 and no homeowners association has ever been formed. In light of this information, a request was made by Trustee K Wendlandt, that the Board ask Mr. Doro to provide supporting documentation allowing him authority to act as the developer on behalf of Royal St. Patrick's Development Corporation. If the paperwork does not exist, the Board should place a temporary hold on any permits requested within the development until the Royal St. Patrick's Home Owners Association can be formed.

- **Community Leaders Bus Trip** – Scheduled for Tuesday, May 23rd at 5:30 p.m. We will be leaving from Village Hall or from the school. Village Board, School Board, Business Alliance and Leadership Group members are invited to attend to tour our facilities. At 7:30 p.m., the school SCORE Group will be providing a meal. This event will be posted as a meeting.
- **Operator's License Applications** –
 - Motion made by Q Cavanaugh with a second by K Wendlandt to approve the operator's license application, for 2016-2018, for Lauren Rose Sedlacek, 2284 Red Tail Glen, DePere, WI 54115 for Royal St. Patrick's Golf Course. **Motion carried.**
 - Motion made by Q Cavanaugh with a second by S Reignier to deny the operator's license application, for 2016-2018, for Bailey Ann Erickson, 2343 Alan Winds St., Green Bay, WI 54303, due to non-disclosure of prior convictions. **Motion carried.**

PUBLIC SAFETY

Fire Department Comments – Moving forward with tender refurb. Confined space training event scheduled in conjunction with WPS and City of Kaukauna in May for our firefighters to gain live experience. Police and fire departments will be combining forces to supply snacks for the outdoor movie "Sing" on Thursday, July 27th.

Police Department Comments – Going through background checks for candidates for open officer position.

PUBLIC WORKS & UTILITIES - -

Public Works Comments – Tuesday, April 11th, Main St. in Wrightstown will be regraded, free of charge, using the millings from the Lost Dauphin Road project.

CLOSED SESSION —

Motion by Q Cavanaugh with a second by S Byers to proceed into closed session pursuant to Wisconsin State Statutes 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 – **Employee**

Personnel Policies/Compensation *AND pursuant to Wisconsin State Statutes 19.85(1)(e) deliberating or negotiating the purchasing 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. 6 yes votes. **Motion carried.**

OPEN SESSION --


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

ACTION TAKEN AS RESULT OF CLOSED SESSION --

Motion made by K Wendlandt with a second made by S Byers to reaffirm approval of the contract for cleaning services. **Motion carried.**

Motion made by K Wendlandt with a second made by S Byers to enter into a land purchase agreement for parcels VW-155 and VW-157. **Motion carried.**

ADJOURN - - Motion by S Reignier, second by Q Cavanaugh to adjourn. **Motion carried.**
(Adjourned 8:53 pm)


Michelle Seidl Clerk/Treasurer