

## 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 Wednesday 07/05/2017 and was called to order at 6:00 p.m. by Village Trustee Andy Lundt.

Motion was made by A Lundt with a second by K Wendlandt to appoint Scott Reignier as acting president in the absence of Dean Erickson. **Motion carried.**

The Pledge of Allegiance was recited.

Roll Call: Present – Trustee Sue Byers, Trustee Andy Lundt, Trustee Scott Reignier, Trustee Terry Schaeuble, Trustee Dan Segerstrom and Trustee Keith Wendlandt. Absent - President Dean Erickson

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, Consultant Mark Leonard and Municipal advisor Jon Cameron, CIPMA, from Ehlers

### CLOSED SESSION —

Motion by K Wendlandt with a second by D Segerstrom to proceed into closed session pursuant to Wisconsin State 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. 6 yes votes. **Motion carried.**

### OPEN SESSION —

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

Motion made by S Byers with a second by A Lundt to amend the 2017 bonding. **Motion carried.**

### UTILITY COMMISSION MONTHLY MEETING

Motion made by S Byers with a second by T Schaeuble to open the July 2017 Utility Meeting. **Motion carried.**

5.890 million gallons pumped through June 28<sup>th</sup>. Purchased water amount dropped significantly now that the water leak has been found. Daily pumping average is 270,875 which is down approximately 50,000 gallons from last quarter. Water loss is down to 4 - 6%

Hydrant painting scheduled for July.

Utility service is scheduled to come in for annual maintenance. Tanks will be drained and painted during this time.

The 2016 CMAR report card came in. The Village earned a perfect 4.0 GPA.

Annual plant maintenance completed in June.

Motion made by A Lundt with a second by K Wendlandt to close the July 2017 Utility Meeting. **Motion carried.**

**MINUTES** – Motion by A Lundt with a second by S Byers to approve the 06/20/2017 meeting minutes. **Motion carried.**

**VOUCHERS** - - Motion by S Byers, second by T Schaeuble to approve the vouchers as submitted in the total amount of \$295,215.19. **Motion carried.**

**SCHEDULED APPEARANCES** – None

**WALK-INS** – None

**CORRESPONDENCE** – Email from District Administrator Carla Buboltz thanking the Village for including Wrightstown Community School District in the bus tour networking event in May.

#### **ADMINISTRATOR'S REPORT**

- LRIP project went out to bid on June 22<sup>nd</sup>. Low bid came in at \$79,000 and we will be approving the award later tonight.
- Met with Town of Wrightstown and the property owners on County U. Meeting went well with everyone willing to work together to get the drainage issues resolved.
- Staff luncheon held on Wednesday, June 28<sup>th</sup>. Discussed budget and possible insurance changes. Thank you to Dan, Keith and Sue for attending!
- Next Border Review Meeting with the Town of Wrightstown scheduled for July 19<sup>th</sup> at 6:30 p.m. at Village Hall
- I-41 Economic Development Group has a consultant marketing the corridor between DePere and Appleton. Suggestion made that this area be uniquely marketed rather than advertising the access to I-41 since most industry is situated close to an interstate. Also, the small local economic development groups in the area will need to align with one large group that will set a common vision and goals.

#### **COMMITTEE REPORTS**

##### **FINANCE/PERSONNEL - -**

- **2017 Capital Borrowing – Jon Cameron, Ehlers** – Resolutions from Quarles & Brady for 2017 debt issuance to be signed at the July 18<sup>th</sup> meeting. \$3,311,806.00, plus the addition approved as a result of the earlier closed session, is to be financed through the State Trust Fund and G.O. Bonds. This will take our debt capacity to 75.31% from 44.88%. The Village's current 5 year Capital Improvement Plan, as written, will need to be reworked to stay under the preferred 80% capacity threshold.
- **Resolution No. 07052017** – Motion made by S Byers with a second made by A Lundt to approve Resolution 07052017 transferring property & casualty insurance coverage from EMC Insurance, through Ansay & Associates to the League of Wisconsin Municipalities Mutual, through McClone, effective August 2, 2017. **Motion carried.**
- **2018 Budget Timeline** – Department Heads working on personnel evaluations and salary studies based on surrounding municipalities as well as cities and villages with similar population throughout Wisconsin. This will help us determine future salary adjustments and create pay scales so we can stay competitive and retain our great employees.
- **2017 Pavement Improvement Project (LRIP)** - \$130,000 budgeted between LRIP grant and 2017 capital bonding. Winning bid came in significantly under. Motion made by K Wendlandt with a

second made by D Segerstrom to approve 2017 Pavement Improvement Project (LRIP) Contract 1269-17-01 - Pine St. & River Ln. - awarding the project to Northeast Asphalt for the base bid amount of \$79,722.50. **Motion carried.**

- **Building Inspection RFP** – New changes to current building inspection company business model is not the best fit for the Village of Wrightstown. Motion made by S Byers with a second made by T Schaeuble to allow Administrator Coenen to go out for RFP's to retain new building inspection services. **Motion carried.**
- **Apple iPad Purchase** – Cost analysis completed through May of 2017 of total expenses related to production and shipping of board meeting packets. Estimated annual cost is \$2,151.38. Purchase of (12) Apple iPads at \$329.00 ea. = \$3,948.00. If planning, committee and special meeting packets are added in, in approx. 1 ½ years we could begin to see a cost savings by making this switch. Motion made by K Wendlandt with a second made by D Segerstrom to purchase (12) 2017 Wi-Fi Apple iPad's to replace Village board meeting packets. **Motion carried.**
- **Offer of Employment** – Motion made by K Wendlandt with a second made by S Byers to approve the offer of employment made to Zachary Gussart for the open DPW/WWTF operator position with a start date of July 17, 2017. **Motion carried.**
- **Bellin Health Utility Refund** – In 2006, a change was made, in error, on the meter count in the utility software for Bellin Health. Per PSC requires the Village to reimburse the full balance of the overpayment within 60 days of the discovery of the error. Motion made by K Wendlandt with a second made by D Segerstrom to refund \$25,931.44 to Bellin Health for utility billing overpayment. **Motion carried.**
- **Oudenhoven Final Payment Request and Certificate of Completion** – Motion made by S Byers with a second made by D Segerstrom to approve Final Payment Request No. 10 to Oudenhoven Construction, Inc., in the amount of \$24,386.51, for the 2015 Meter Station Construction Project, Contract 1269-15-01, based on the June 28, 2017 recommendation by Robert E. Lee, Inc. and approval of the Certificate of Final Completion. **Motion carried.**
- **Carl Bowers & Sons Construction Payment Request** – Motion made by S Byers with a second made by K Wendlandt to approve Payment Request No. 12 to Carl Bowers & Sons Construction in the amount of \$256,871.62, for the 2015 Water Transmission Main Project, Contract 1269-15-02, based on the June 28, 2017 recommendation from Robert E. Lee, Inc. **Motion carried.**
- **Change Order No. 4** – Motion made by S Byers with a second made by D Segerstrom to approve Change Order No. 4, Contract No. 1269-15-02 to reconcile allowable work invoices in the amount of -\$146,307.85 for the 2015 Water Transmission Main. **Motion carried.**
- **Change Order No. 5** – Motion made by S Byers with a second made by T Schaeuble to approve Change Order No. 5, Contract No. 1269-15-02 to reconcile bid items in the amount of -\$129,916.10 for the 2015 Water Transmission Main. **Motion carried.**
- **2008 Golf Course Drive Deferred Special Assessment** – A deferred assessment on Brian and Marion Grode parcel, #300-010200, was not charged by the Village, in error, when the title was changed to settle the estate. A collection letter was sent to the family in 2016 to recover these funds with negative results. Attorney Gagan verified that the Village is still able to collect even though the mistake was on our part. However, litigation may cost more than the assessment. We also have the option of carrying the assessment until the property next sells. Motion made by K Wendlandt with a second made by T Schaeuble to absolve the deferred assessment, in the amount of \$1,381.55, on parcel #300-010200. **Motion carried.**

#### **PARKS, RECREATION & REGIONAL PLANNING--**

- **Movie in the Park** – Reminder that Movie in the Park is scheduled for Saturday, July 22, 2017 at 8:00 p.m. Board Members are urged to attend.
- **TID #3 Expansion** – Moving forward with the expansion of TID #3 with Jon Cameron of Ehlers. Resolution will be on the agenda for approval at the July 18<sup>th</sup> meeting. Joint Review Board meeting being held on Monday the 10<sup>th</sup>.

- **Border Agreement Negotiations** – Next meeting with the Town of Wrightstown is scheduled for Wednesday, July 19<sup>th</sup> at 6:30 p.m. at Village Hall
- **Operator License Applications**
  - ~ Motion made by T Schaeuble with a second by S Byers to approve the application for a NEW operator license for Lynette A. Ratkoswski, 333 Clay St., Wrightstown, WI 54180 for WL Foods. **Motion carried.**

**PUBLIC SAFETY - -**

**Fire Department Comments** – None

**Police Department Comments** – None


**PUBLIC WORKS & UTILITIES - -**

**Public Works Comments** – 19 applications received for the open DPW/WWTF operator position resulting in 7 interviews. The chosen candidate held the water certifications we were looking for and was a village resident.

VanDyke playground equipment was stripped and repainted due to peeling rubber coating.

Asphalt patchwork around the village will be completed in coordination with the Pine Street project.

**ADJOURN - -** Motion by K Wendlandt with a second by D Segerstrom to adjourn. **Motion carried.**  
(Adjourned 8:30 pm)

  
Michelle Seidl Clerk/Treasurer