

## **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 08/01/2017** and was called to order at 6:00 p.m. by Village President Dean Erickson.

The Pledge of Allegiance was recited.

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

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Village Administrator Travis Coenen, Clerk/Treasurer Michelle Seidl, Deputy Clerk/Treasurer Patti Leitermann, Police Chief Greg Deike, Fire Chief Mike Schampers, Consultant Mark Leonard and Municipal Advisor Jon Cameron, CIPMA, from Ehlers

### **UTILITY COMMISSION MONTHLY MEETING**

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

Public Works Supervisor Andy Vickman not in attendance. Report reviewed by Administrator Travis Coenen.

- Working on cleaning and painting the tower
- Water loss is at approx. 4% which is the lowest it has been since Administrator Coenen has been with the Village due to fixing of services and water leaks
- Sludge is being hauled
- Higher revenue stream due to acceptance of septic and industrial waste
- Village contacted by the DNR checking on our low TMDL limits. We are doing a great job managing our phosphorous discharge even in the warmer weather.

Motion made by S Byers with a second made by D Segerstrom to close the August 2017 Utility Meeting. **Motion carried.**

**MINUTES** – Motion by S Byers with a second by K Wendlandt to approve the 07/18/2017 meeting minutes. **Motion carried.**

**VOUCHERS** - - Motion by A Lundt with a second made by D Segerstrom to approve the vouchers, as submitted, in the total amount of \$74,149.05. **Motion carried.**

### **SCHEDULED APPEARANCES – (Jon Cameron from Ehlers)**

Representing Resolution No. 08122017 Amending the Project Plan and Boundaries for TID No. 3. TID No. 3, created in 2015, is a mixed-use district with a maximum 20-year life. The majority of the new property added is in Brown County, giving them the seat on the Joint Review Board. Approximately \$5,500,000 in project expenses identified include the rail corridor expansion and future development incentives. The result should be approximately \$17,500,000 in assessed development. Estimated closure date for TID No. 3 is 2031.

**WALK-INS** – None

## CORRESPONDENCE – None

### ADMINISTRATOR’S REPORT

- Movie in the Park was a great event. 250-300 people in attendance. Thank you to everyone that volunteered and for the donations received. Looking into hosting additional community events in the future with the assistance of area organizations
- Will have budget numbers, to include salary figures, for the next Board Meeting. Impact of increases, to 2018 budget bottom line, will be available.
- August 16<sup>th</sup> in the next border agreement meeting with the Town of Wrightstown. Property owners along that corridor are invited. Outagamie County staff will attend to discuss current drainage issues.
- Start of CIVIC Software integration is to begin shortly. We have just learned that our computers will not be able to run the new program and they will need to be replaced. Cost of each is approx. \$1,200. We will be looking for financing options and will need to present the best option for approval at the next meeting.
- Border agreement meeting with Town of Kaukauna is scheduled for Tuesday, August 15, 2017. We are looking for ways to partner with them and keep our relationship strong.
- Administrator Coenen would like to schedule Regional Planning committee meetings to obtain input and ideas for development of our downtown district.
- Spirit Fab is putting a large addition onto their building. We have received a request that the Village contribute economic development funds, approximately \$10,000, to assist the project. This will also be on the agenda for the next Board meeting.

### COMMITTEE REPORTS

#### FINANCE/PERSONNEL - -

- **2017 Capital Borrowing** – General obligation bonding is out for bids. Approval for the winning bid will be an item on the August 15<sup>th</sup> Board Meeting agenda. The Public Board of Land Commissioners State Trust Fund loan is set to go. We will be approving the Fire Truck invoice later in the meeting tonight.
- **Resolution No. 08012017** – Motion made by S Byers with a second made by K Wendlandt to approve Resolution 08012017 Amending the Project Plan and Boundaries of Tax Incremental District No. 3, Village of Wrightstown, WI. Call of roll: 6 yes votes. **Motion carried.**
- **Tweet Garot Developers Agreement** – Motion made by S Byers with a second made by A Lundt to approve the Developers Agreement with Tweet Garot. **Motion carried.** Change request to Industrial Zoning will be going to Planning Commission so we are able to move forward.
- **US Tanker Invoice #SO-000673** – Tender invoice of \$117,834 includes 3 minor change orders due to addition of parts that can’t be salvaged from the old tanker. Final price, including graphics, anticipated to be approx. \$30,000 under budget. Motion made by S Byer with a second by S Reignier to approve payment of invoice #SO-000673, in the amount of \$117,834, for the refurb of the Patriot Tanker. **Motion carried.**
- **Building Inspection RFP’s** – Requests sent out to four building inspection companies, in operation, in the State of Wisconsin. They are due in two weeks. We have already received responses from a few that plan on submitting pricing.
- **Preliminary Budget Numbers** – Department Heads completed wage studies by using available Police, WMCA, Rural Water, APWA, etc...surveys. Data was also gathered from surrounding communities that we could potentially lose staff to. A median “top pay” was then averaged for 5 year employees with decreased 2% steps at 54 mo., 42 mo., 30 mo., 18 mo., 6 mo., and probationary status. Employee benefits, such as healthcare and retirement were not considered. A 2% across the board, cost of living wage increase will be reflected in one presented budget option. The second option presented will include all step adjustments, as needed, as well as the 2% cost of living increase.

- **Robert E. Lee Invoice #72275** – Motion made by S Byers with a second made by D Segerstrom to approve Robert E. Lee Invoice # 72275, in the amount of \$28,921.19, for Professional Services through 6/25/17 for CTH U Sanitary & Water TID No. 3 expenses. **Motion carried.**
- **Amended Room Tax Pledge and Security Agreement** – item to be tabled until next meeting as Alison Swanson from Ashwaubenon will be here to present. Motion made by S Byers with a second made by D Segerstrom to table the Second Amended and Restated Pledge and Security Agreement until the August 15, 2017 Board Meeting. **Motion carried.**
- **Operator License Application** – Motion made by S Byers with a second by D Segerstrom to approve the application for an operator’s license for 2017-2019 for Tyler Larson for Wrightstown BP. **Motion carried.**

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

- **Movie in the Park** – Great event! We look forward to doing it again next year!
- **Request for RV Variance** – request received from Duane and Diane Diedrick to allow RV Parking on the concrete slab, positioned on the border of their property, from June – September. Motion made by S Byers with a second made by D Segerstrom to approve the request by Duane and Diane Diedrick, 326 Main St., for an RV variance. **Motion carried.**
- **Border Agreement with Town of Wrightstown** – Town of Wrightstown is allowing the Village to develop the CTH U/DDD corridor with the understanding that the Town properties, west of Lost Dauphin Rd. and the properties on the opposite side of the river by Mallard Rd., be protected from annexation during the 10 year term of the agreement. Area on B, south of the Harvest Moon subdivision will be considered a “unanimous annexation zone” meaning that all property owners and electors must sign the annexation petition to make it possible. There will be a “cooperative development area” in the Town of Wrightstown, along Longwood by the water tower. This area will be reserved for residential development that will stay in the possession of the Town but be connected to Village Utilities. At the end of the 10-year agreement term, the properties will then be annexed into the Village of Wrightstown.

**PUBLIC SAFETY - -**

**Fire Department Comments** – Picking up Tender from US Tanker on Friday. Hope is that it will be back in service a week from Friday after the new graphics have been added.

**Police Department Comments** – Business as usual with traffic incidents and non-traffic calls. Police Department handed out sno-cones during the Village’s Movie in the Park event. They went over very well!

**PUBLIC WORKS & UTILITIES - -**

**Public Works Comments –**

- Pine St./River Lane project should be finished this week
- Northeast Asphalt did patch work around the Village last week as part of our annual road maintenance
- Asphalt Seal and Repair will be crack filling Country Run, Haymeadow, Butterfield, Windywood, Longwood, Fawnwood, Windfield and Clay Street this month.
- Curb and crosswalks are scheduled to be painted in August.
- Administrator Coenen working with Trustee Dan Segerstrom and DOT staff on installation of new flashing crosswalk signs and pedestrian signage before school starts in fall.

**ADJOURN - -** Motion by S Reignier with a second by D Segerstrom to adjourn. **Motion carried.**

(Adjourned 7:10 pm)

Michelle Seidl  
Michelle Seidl Clerk/Treasurer