

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 11/07/2017** and was called to order at 6:01 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 Reignier, Trustee Terry Schaeuble and Trustee Keith Wendlandt. Absent – Trustee Dan Segerstrom

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Village Administrator Travis Coenen; Clerk/Treasurer Michelle Seidl; Superintendent of Public Works Andy Vickman; Police Chief Greg Deike; Fire Chief Mike Schampers

PUBLIC HEARING:

Motion made by S Byers with a second made by T Schaeuble to open the public hearing regarding the amendment to Chapter 208 of the Village Municipal Shorelands and Wetlands Zoning Code, to update terminology and to detail and reemphasize the Village's role AND to hear public input regarding the petition by Wrightstown Properties, LLC (Print Pro Inc.) for a Planned Development District. **Motion carried.**

Three (3) calls made by President Dean Erickson, requesting input from the public on the amendment of Chapter 208, with no response.

Three (3) calls made by President Dean Erickson, requesting public input on the petition by Wrightstown Properties, LLC (Print Pro Inc.), with no response.

Motion made by A Lundt with a second made by K Wendlandt to close the public hearing. **Motion carried.**

UTILITY COMMISSION MONTHLY MEETING

Motion made by S Reignier with a second by K Wendlandt to open the November 2017 Utility Meeting. **Motion carried.**

WATER UTILITY

- Daily average of water purchased in October was 208,000 gallons. This number should drop in November since a leak was repaired.
- Second round of lead and copper sampling completed. All twenty (20) samples came back within acceptable ranges.
- Because of our low water loss rate the last three years, we are now allowed to extend our water meter change out rotation to once every twenty (20) years rather than our current ten (10). This will save the Village approximately \$140,000. Great news!
- Annual hydrant maintenance and winterization completed last month following water main flushing.

SEWER UTILITY

- Average of 203,000 gallons treated.
- Plant is running great.

- 71,000 gallons of holding tank waste and 75,750 gallons of septic tank waste received in October. Year to date revenue is almost \$20,000.
- Annual cleaning and inspection of the sanitary collection system completed.

Motion made by S Reignier with a second made by A Lundt to close the November 2017 Utility Meeting.
Motion carried.

MINUTES – Motion by S Byers with a second by T Schaeuble to approve the Oct. 17, 2017 Board Meeting Minutes. **Motion carried.**

VOUCHERS - - Motion by S Byers with a second made by T Schaeuble to approve the vouchers, as submitted, in the total amount of \$234,634.39. **Motion carried.**

SCHEDULED APPEARANCES – None

WALK-INS – None

CORRESPONDENCE – Thank you card received from Deputy Clerk/Treasurer Shelia Bowers for the fruit basket sent. She is at home, recovering from recent health challenges.

ADMINISTRATOR’S REPORT

- Working with DNR to be able to use funding from water transmission main safe water drinking loan to purchase the SCADA upgrade. Current provider has agreed to have finished product to us by the end of October. Our legal counsel is advising us to give ample opportunity for the work to be completed in the agreed upon time frame so we are not open to liability if we enter into litigation. The system that is running is not working as we had hoped and although the bugs are being worked on, we are not receiving timely updates as requested.
- Birschbach Inspection Service out of Chilton is now doing all of the Village’s building inspections. They worked with Patti to get all forms updated to meet our specific requirements. Safebuilt, our prior inspection service, agreed to complete all open permits and have been sending in regular progress reports.
- Working with Board Trustees and Heather Calnin, Hecal & Jecal Marketing, to develop a marketing plan for the Village. Looking to launch a 2018 kick-off event to involve the community and bring in outside sponsorship. Creating developer packages which include resources that can be referred to when they are considering locations within our municipality.
- All general fund, water & sewer budget numbers are in and are calculating correctly in the spreadsheets and will be further discussed later this evening.
- Bob Endries paid the Village a huge compliment at today’s WEDC meeting, when he noted that the City of Brillion needs to be more proactive, like the Village of Wrightstown, when developing their downtown area.
- We will be moving all of our existing accounts, which includes our General Fund Money Market, Sewer Replacement Money Market, our Flex Plan Checking and Safe Drinking Water Loan Checking to Denmark State Bank due to increasing fees at Unison Credit Union. The Resolution will be presented for action at the November 21st Board Meeting

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **Robert E. Lee Invoice 72803** – Motion made by S Byers with a second made by T Schaeuble to approve Robert e. Lee Invoice No. 72803 for \$28,719.91 for Professional Services through October 8, 2017 for the CTH U Sanitary and Water Extension Project. **Motion carried.**

- **2018 General Fund, Water & Sewer Budgets** – To qualify for an approximate \$29,000 expenditure restraint payment in 2019, we are only able to increase spending 4.1% in 2018. Using that levy maximum, the tax rate in Brown County would decrease \$0.98/thousand and \$1.31/thousand in Outagamie County. Department expenses stayed fairly level from 2017 with some even decreasing. The biggest change is in salaries due to the shift in the administrator wage splitting between Admin and DPW in 2017 during transition. Three (3) staff members chose the healthcare opt out with a total of four (4) allowable to still qualify for participation in the State of Wisconsin Employee Trust Fund. Due to Green Bay Water billing our utilities, a slight adjustment was made to the proration of clerk's office wages. Overall budget to be approved at the November 21st meeting. This is the first year, in almost 30, that the sewer budget will be in the black, due in part to industrial waste and waste hauling intake revenue. Our goal is to stay competitive with surrounding utilities while keeping our equipment and facilities current. New development will also increase revenues.
- **IPads, miViewPoint and Dropbox** – Starting next Board Meeting, all packets will be received via Dropbox. Anyone not yet set up was asked to stop in the office for assistance. Review of features and how to of miViewPoint. This link to the Village's software will allow Board Members and Dept. Heads to monitor budgets and monetary positions. It will also support our goal of full transparency as all information can be shared with the public.
- **Cty ZZ Project** – County is moving forward with the Cty ZZ project. The Village portion includes a wharf wall from the Public Works building to Mallard and also a small 10-16 ft. section by Wrightstown Rd. We need to determine if we want greenspace or concrete. Do we want to make a walking path? Estimate of cost is between \$300,000 and \$500,000. Grants are being investigated to cover a portion of the expense.
- **Outdoor Posting** – new outdoor bulletin boards installed on the pillars, under the canopy, so we are in compliance with the 24 hour access/online posting requirements.

PARKS, RECREATION & REGIONAL PLANNING—

- **Wrightstown Properties, LLC (Print Pro Inc.) PDD** – Motion made by T Schaeuble with a second made by S Reignier to approve the petition by Wrightstown Properties, LLC (Print Pro, Inc.) for a Planned Development District at 1450 Poplar St. (Parcels VW-W175 & VW – W175-2) **Motion carried.**
- **Chapter 208 Shorelands and Wetlands Ordinance** – Motion made by T Schaeuble with a second made by S Byers to approve Amendment 11072017 of Chapter 208 Shorelands and Wetlands Zoning Ordinance. **Motion carried unanimously.**
- **Border Agreement with Town of Wrightstown** – At the last meeting, joint development was proposed. Properties hooked to Village sewer and water would be annexed in, with the Village then paying the tax increment, at the Town's current mill rate, to the Town of Wrightstown, for 10 years. State statute only requires a 5 year payment term. The next Town meeting is on November 8th. We are expecting feedback to be received from them, in time for our November 21st Board Meeting

PUBLIC SAFETY - -

Fire Department Comments – Made it through Halloween with the greatest turnout we have ever had. Estimating 600+ kids came by the truck. Even Batman and Robin attended! (*Chief Deike & Paula Deike*) Booyah to be served at the Fire Station on Saturday. Please feel free to stop in!

Police Department Comments – Chief Deike to be on vacation from Thursday through Sunday, November 19th. Officer Martin will be in charge in the interim.

PUBLIC WORKS & UTILITIES -

Public Works Comments –

- Damage to the Fire Station electrical surge is over \$14,000 to date. Everything is taken care of with the exception of one fan that we are stilling having challenges with.
- Road grant paperwork processed. We could receive \$60,000 in matching money. If awarded, we will need to determine how to fund our portion.

ADJOURN - - Motion by S Reignier with a second by T Schaeuble to adjourn. **Motion carried.**
(Adjourned 7:24 pm)


Michelle Seidl


Clerk/Treasurer