

## 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 02/06/2018** and was called to order at 6:01 p.m.

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, Trustee Dan Segerstrom and Trustee Keith Wendlandt.

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, Village Consultant Mark Leonard, Candidates for County Supervisor District 20: Steve Deslauriers, James Crawford and Mark Berndt, and resident Linda Verboomen

### UTILITY COMMISSION MONTHLY MEETING

Motion made by A Lundt with a second by S Reignier to open the February 2018 Utility Meeting. **Motion carried.**

#### WATER UTILITY

- Annual water loss measurement completed. Came in at 9%.
- Leak on Clay St. found. Water usage dropped from 243,000 gallons per day down to 167,000.

#### SEWER UTILITY

- Plant is running great.
- SCADA upgrade complete. Happy with overall outcome. Thinking of having an open house in 2018 so residents can tour the facility and learn more about what we do.
- Ran into a clay/silt soil issue on Cty U and need to determine the best way to support the water utility pipe in this environment. We will be hiring an engineer to assist so we can try to minimize the effect on our budget.
- Due to frost, roadway project on Poplar St. will be held off until spring.
- Pond is done.

Motion made by A Lundt with a second made by D Segerstrom to close the February 2018 Utility Meeting. **Motion carried.**

**MINUTES** – Motion by S Byers with a second by K Wendlandt to approve the January 16, 2018 Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - - Motion by S Byers with a second made by D Segerstrom to approve the vouchers, from January 11 – February 1, 2018, in the amount of \$353,129.14. **Motion carried.**

**SCHEDULED APPEARANCES** – None

**WALK-INS** – Bill Clancy, District 20 County Supervisor, has decided to not run for re-election in April 2018. The following individuals are on the ballot, for this position, for the February 20<sup>th</sup> Spring Primary and introduced themselves:

- Steve Deslauriers

- James Crawford
- Mark Berndt

## **CORRESPONDENCE**

- None

## **ADMINISTRATOR'S REPORT**

- Hosted a bus ride in spring of 2017 to look at Village facilities, activities and areas of concern. Working with Marketing Committee to do this again in 2018.
- Working with Jon Cameron from Ehlers and area developers on several new projects. Excited about 2018 and the activity we are seeing.
- Events scheduled for 2018:
  - Memorial day Parade – May 28<sup>th</sup>
  - Youth Day & Business Expo in Mueller Park – June 16<sup>th</sup>
  - Movie in Zirbel Park – July 21st
  - Village Wide Scavenger Hunt – September 15<sup>th</sup>
  - Christmas Parade – December 1<sup>st</sup>
  - Winter Movie – Tentative date of February 10, 2019. Location to be determined.
- Department Heads have been tasked to schedule quarterly meetings with committees, to be held prior to Village board meetings, to keep the Board aware of challenges and accomplishments

## **COMMITTEE REPORTS**

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

- **Advance Construction Pay Request #3** – Motion made by S Byers with a second made by T Schaeuble to approve Application for Payment #3, to Advance Construction, Inc., in the amount of \$423,696.58, for the 2017 Street & Utility Construction Project. **Motion carried.**
- **Advance Construction Pay Request #4** – Motion made by S Byers with a second made by T Schaeuble to approve Application for Payment #4, to Advance Construction, Inc., in the amount of \$359,647.07, for the 2017 Street & Utility Construction Project, contingent on receipt of the requested Partial Lien Wavers. **Motion carried.**
- **Board of Commissioners of Public Lands Annual Loan Payment** – Motion made by S Byers with a second made by T Schaeuble to approve the Village's 2016 Trust Fund Loan annual payment, to the Board of Commissioners of Public Lands, in the amount of \$29,256.16, for TIF #3. **Motion carried.**
- **Deed of Village Parcels to Brown County Public Works** – Motion made by S Byers with a second made by D Segerstrom to deed Village parcels VW-W204-1, VW-131-1 and an unnumbered parcel between CTH ZZ and the Fox River, to the Brown County Public Works Department, due to their 2019 Highway Reconstruction Project and to convey a temporary limited easement, by the Village's sewer treatment plant, for sloping purposes. **Motion carried.**
- **Wrightstown Fire Dept. Application – Riley J. Abel** – Motion made by K Wendlandt with a second made by S Reignier to approve the application from Riley J. Abel to be added as a probationary member to the Wrightstown Fire Department. **Motion carried.**
- **VFIS Accident & Sickness Policy** – VFIS Accident and Sickness policy for our Volunteer Fire Department members comes due in March of 2018. Three options available: \$50,000 for a premium of \$2,506, \$100,000 for a premium of \$3,100 and \$150,000 for a premium of 3,698. Motion made by K Wendlandt with a second made by A Lundt to renew at the coverage amount of \$50,000, the same coverage amount renewed at in 2017. **Motion carried.**
- **Wellness Center Membership Contribution** – Proposal by Administrator Coenen that as an enhancement to our employee performance goals and in support of the new wellness center, that the Village reimburse 50% of the Wrightstown Wellness Center membership cost, up to \$50, to each full

time, limited part time and volunteer fire staff member that joins. He will be checking with Superintendent Carla Buboltz to see if employees residing outside of the school district can be charged as school district residents. Motion made by K Wendlandt with a second by S Byers to table this agenda item until the February 21st, 2018 meeting to allow time for a response from Ms. Buboltz.

**Motion carried.**

- **Employee Tuition Reimbursement** – New policy being proposed, available to non-probationary employees, who wish to further their education. Associate, Bachelors or Master’s degree must be appropriate to position held within the village. Proposed contribution would be 50% of credits earned, after awards, grants or scholarships subtracted, up to \$5,000 reimbursement annually. Employee would need to pass with a C or better average and would have to agree to stay with the Village for two years after reimbursement disbursed. May need to begin program in 2019 so funds can be budgeted.

**PARKS, RECREATION & REGIONAL PLANNING—**

**PUBLIC SAFETY - -**

**Fire Department Comments** – Quiet right now. Conference room at fire station is being painted by DPW staff.

**Police Department Comments** – Officer out on Medical Leave so hours are being adjusted to cover open spots.

**PUBLIC WORKS & UTILITIES -**

**Public Works Comments –**

- Doing indoor activities, such as painting, cleaning and organizing, due to the cold weather
- Annual maintenance agreement with Brown County renewed for 2018

**ADJOURN - -** Motion by S Reignier with a second by S Byers to adjourn. **Motion carried.**  
(Adjourned 7:02 pm)

Michelle Seidl

Clerk/Treasurer