

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 5/01/2018** and was called to order at 6:00 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); Brian Roebke (Wrightstown Area Spirit); Village Administrator Travis Coenen; Clerk/Treasurer Michelle Seidl; Superintendent of Public Works Andy Vickman; Police Chief Greg Deike; Village Consultant Mark Leonard and Ehlers Municipal Advisor, Jon Cameron

CLOSED SESSION:

Motion made by A Lundt with a second made by K Wendlandt to proceed into **CLOSED SESSION** 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 for the Purpose of TID Redevelopment and Review of Developers Agreements. Call of Roll. 7 yes votes. **Motion carried.**

OPEN SESSION:

Motion made by A Lundt with a second made by S Byers to reconvene into **OPEN SESSION** to discuss and/or take action on any issues that occurred during the closed session and continue with the Village Board meeting as scheduled. Call of Roll. 7 yes votes. **Motion carried.**

ACTION TAKEN AS A RESULT OF CLOSED SESSION: None

UTILITY COMMISSION MONTHLY MEETING

Motion made by A Lundt with a second by K Wendlandt to open the May 2018 Utility Meeting. **Motion carried.**

WATER UTILITY

- Averaging a low 165,000 gallons being pumped per day
- River Crossing project bid out. Bids came in this week
- Two water main breaks last Monday due to contractor error. Residents affected were personally notified and informed not to use the water for drinking or cooking without first boiling. A blog was also posted on social media. The system was back online in less than 2 hours and because the pressure was able to be maintained during the downtime, the boil order could be voided.

SEWER UTILITY

- Daily pumping average 322,760 gallons. Higher than normal due to snowstorm Evelyn and the extra I & I coming into the system
- Sanitary sewer gravity line project, along the west shoreline of the Fox River, came out for bid
- Open house at WWTP very successful. 70 – 80 people attended and we ran out of food! A lot of positive feedback was received
- Water & sewer extension project along CTH U completed. Restoration will be done as soon as the weather permits
- Poplar St. will be paved and guttered by the end of the month when it dries out

- Sagging from boring on CTH U was addressed with the contractors this morning. Northeast Asphalt will be digging out, patching and hammering to make sure there is no void underneath

Motion made by T Schaeuble with a second made by D Segerstrom to close the May 2018 Utility Meeting.
Motion carried.

MINUTES – Motion by S Byers with a second by T Schaeuble to approve the April 17, 2018 Board Meeting Minutes. **Motion carried.**

VOUCHERS - - Motion by S Byers with a second made by T Schaeuble to approve the vouchers, from April 12, 2018 – April 26, 2018, in the amount of \$469,154.20. **Motion carried.**

SCHEDULED APPEARANCES –

- Jeffrey A. Kola, 547 Clay St. – A Vickman had a phone conversation with Mr. Kola prior to this evening’s meeting that negated the need for an appearance

WALK-INS – None

CORRESPONDENCE - None

ADMINISTRATOR’S REPORT –

- Working on a lot of marketing within the community focusing on economic development and Village events. We will be publishing/posting music nights in the park and information on the downtown block party event which is being held in conjunction with “Bike to the Beat” or “Mile of Music” on Saturday, August 4th.
- Working with Jon Cameron, Municipal Advisor from Ehlers, in regards to the bonding issue that will be presented later in the meeting
- Held a staff luncheon on Tuesday. Team building exercise provided free through Aurora Health EAP. Played “Brownopoly” too!
- Department Head meeting on Friday, April 27th. Went over 2018 budget process and potential employee handbook changes. To prevent liability, we may ask Human Resources Consulting, out of Green Bay, to review our handbook once all of our updates are made.

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **Proclamation recognizing May 6-12 as Municipal Clerk’s Week** – Proclamation read by Trustee Byers. Motion made by S Byers with a second made by T Schaeuble to proclaim May 6 - 12, 2018 as Municipal Clerk’s Week. **Motion carried.**
- **Resolution No. 05122018 TID #5** – Jon Cameron, Municipal Advisor from Ehlers, reviewed the Project Plan for Tax Increment District #5. Focus is on redevelopment of the Downtown area and it will be a conservation/rehabilitation district with a 27 year life. The projects will be “pay as you go” to incentivize and develop the parcels along the river. Through a developer agreement, the developer will be responsible for purchasing the land and building the structures. Once specific valuations are met or exceeded, the Village would provide an incentive payment from the increment revenue. Estimated development is approximately \$5,600,000. Motion made by S Byers with a second made by T Schaeuble to approve the project plan and to the boundaries for and Tax Incremental District No. 5, Village of Wrightstown, WI. Call of roll. 7 yes votes. **Motion carried.**
- **Bond Trust Services Invoice No. 40977** – Motion made by S Byers with a second made by T Schaeuble to approve Bond Trust Services Invoice No. 40977 in the amount of \$320,325.00 for the \$2,990,000 General Obligation Refunding Bond, Series, 2012A, Debt Payment. **Motion carried.**

- **Resolution 05012018A General Obligation Promissory Notes** – Jon Cameron, Municipal Advisor from Ehlers, reviewed the Pre-Sale Report for the \$1,965,000 General Obligation Promissory Notes, Series 2018A. The purpose is to finance Tax Incremental District No. 3 and Tax Incremental District No. 4 development incentives and to fund a potential land acquisition. Sale will be for 10 year term notes that can be used for any public purpose with the first principal payment due April 1, 2019. Interest will be paid semi-annually. 7 year call date. Sale date is scheduled for June 5th with funds available June 21st. Motion made by S Byers with a second made by T Schaeuble to approve Resolution 05012018A providing for the Sale of \$1,965,000 General Obligation Promissory Notes, Series 2018A. Call of roll. 7 yes votes. **Motion carried.**
- **Bid Award** – 2018 Improvement Project along River Front to install new gravity flow sewer, eliminate two lift stations and complete water main looping and river crossing. Bids ranged from \$685,000 - \$800,000. Project will be financed by utilizing a portion of our sewer equipment replacement account and bonding. Debt payments are to be covered by utility revenues. Motion made by S Byers with a second made by T Schaeuble to award the 2018 Utility Improvement Project Bid, Contract 1269-18-01, to Advance Construction, in the amount of \$685,188.50. Call of roll. 7 yes votes. **Motion carried.**
- **Application for Payment** – Remainder of SCADA project. Litigation for \$30,000 is still in progress with the original vendor. Motion made by S Byers with a second made by D Segerstrom to approve Application for Payment No. 20, in the amount of \$44,150.00, to Energenecs for the 2015 Water Transmission Main Project. **Motion carried.**
- **NEW Operator License Applications**
 - **Elizabeth Ann Jetton** – Motion made by K Wendlandt with a second made by S Byers to deny the NEW operator license application from Elizabeth Ann Jetton, 1264 Day St., Greenleaf, WI, for Royal St. Pat’s Golf Links, due to underage drinking citation from December 2017 and failure to disclose. **Motion carried.**
 - **Kristina R. Olson** – Motion made by K Wendlandt with a second made by A Lundt to approve the NEW operator license application from Kristina R. Olson, 231 S. Midpark Dr., Appleton WI, for Royal St. Pat’s Golf Links. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING—

- **Warranty Deed for Lucky Well 5 Parcels** – Swapping of Well 5 site with pond site in nesting meadows. Clarification received from Bank today that these properties are clear of a mortgage. Motion made by K Wendlandt with a second made by D Segerstrom to approve the Warranty Deed for “Lucky” Well 5 Parcel (VW-W6) to swap for Tinedale Farms Outlot 1 (VW-W2214). **Motion carried.**

PUBLIC SAFETY - -

Police Department Comments –

PUBLIC WORKS & UTILITIES – Bi-Annual Drug takeback event held on Saturday. Filled ½ box on this day alone.

Public Works Comments –

- Received 15 applications for Lois’ position. Interviewed 8 applicants and narrowed down to 2. Looking for Board Approval at next meeting and will present Lois’ resignation at the same time.
- Boys varsity baseball team will be doing park clean up at Mueller Park on Sunday to prepare for opening on May 7th
- Received one application for summer help but offer was declined. Will be publishing opening again. Must be age 18 or older to apply.
- 2018 LRIP project roads chosen: Spicewood, Windfield Court and a section of Louise Dr. Village will

be required to provide matching funds for grant money received.

ADJOURN - - Motion by S Reignier with a second by D Segerstrom to adjourn. **Motion carried.**
(Adjourned 7:34 pm)

Michelle Seidl

Clerk/Treasurer