

## VILLAGE OF WRIGHTSTOWN BOARD MEETING MINUTES

The REGULAR MONTHLY MEETING OF THE Village Board of the Village of Wrightstown was held at Village Hall, 352 High St, on **Wednesday, 05/16/2018**. Change in weekday due to 2018 Special Primary held on Tuesday, 05/15/2018.

Meeting was called to order at 6:00 p.m. by Village President Dean Erickson and the Pledge of Allegiance was recited.

Roll Call: Present –Village President Dean Erickson, Trustee Sue Byers, Trustee Andy Lundt, Trustee Scott Reignier (*present until 6:49 p.m.*), Trustee Terry Schaeuble, Trustee Dan Segerstrom and Trustee Keith Wendlandt.

Also present: Tom Collins (Wrightstown Area Spirit), Village Administrator Travis Coenen, Police Chief Greg Deike, Fire Chief Mike Schampers, Clerk/Treasurer Michelle Seidl, Town of Wrightstown 20/20 Member Mark Berndt, Brown County Supervisor Steve Deslauriers, Elizabeth Jetton, 1264 Day St., Greenleaf and Jon Trautman and Greg Pitel from Schenck SC

Motion made by K Wendlandt with a second by A Lundt to move the closed session to the end of the meeting, prior to adjournment. **Motion carried.**

**PUBLIC HEARING:** Public hearing opened in regards to amending Chapter 115-6 (H) of the Municipal Code, changing the operator license age requirement from age 21 to age 18, to conform to Wisconsin State Statutes.

President Erickson made three calls for public input with no response.

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

**MINUTES** – Motion by A Lundt with a second by S Byers to approve the May 1, 2018 and the May 3, 2018 meeting minutes as submitted. **Motion carried.**

**VOUCHERS** - Motion by S Byers with a second made by T Schaeuble to approve the vouchers, as submitted, in the amount of \$415,489.85 from April 27, 2018 – May 9, 2018. **Motion carried.**

### **SCHEDULED APPEARANCES:**

**Steve Deslauriers**, new **Brown County District 20 Supervisor**. Created Brown County 20/20 consensus group to address district issues and common concerns. Goal is to have one representative from each municipality in the district, participate. Requested that the Village make a motion to support and then appoint a member. Brown County 20/20 is opening an avenue to present municipal challenges to County and State government and to have our voices be heard. Meetings are expected to be held once a month.

**Elizabeth A Jetton, 1264 Day St., Greenleaf**, appeared, to request the Village Board reconsider the May 1<sup>st</sup> denial of her operator license application. The concern of Village Police Chief, Greg Deike, was that the underage violation on Ms. Jetton's record was very recent (December 2017) and that her current Facebook page does not indicate a lesson learned since her profile picture has her holding a "Budlight". President Dean Erickson relayed his disappointment in regards to Ms. Jetton's profile picture and stated that he would not "bend the rules" and support a reversal of the Board's prior action. It was also noted by Clerk/Treasurer Michelle Seidl, that a denial of an operator license does not prohibit Ms. Jetton from working for Royal St. Patrick's Golf Links. She will however, be required to work under direct supervision of a licensed operator, when serving alcohol.

## WALK-INS – None

**CORRESPONDENCE** – Thank you from the Family of Jerry Van Zeeland received for the floral arrangement sent by the Village for the services.

## ADMINISTRATOR’S REPORT

- Locking up 2018 Capital and Borrowing Plan with Jon Cameron from Ehlers
- Continuing to work on marketing and development

## COMMITTEE REPORTS

### FINANCE/PERSONNEL - -

- **Operator License Application – Elizabeth A. Jetton – Review after May 1, 2018 Denial** - Motion made by K Wendlandt with a second made by D Segerstrom to deny the request to reverse the May 1, 2018 operator license application denial for Elizabeth A. Jetton, 1264 Day St., Greenleaf, WI 54126. **Motion carried.**
- **Ordinance Amendment 05162018** –Motion made by S Byers with a second made by A Lundt to approve Ordinance Amendment 05162018 amending Chapter 115-6 (H) License Restrictions; Age Requirement from age 21 to age 18 to be consistent with Wisconsin State Statutes. **Motion carried.**
- **US Bank Subdivision Addendum/Certificate of Authority** – Motion made by S Byers with a second made by A Lundt to approve the US Bank Subdivision Addendum/Certificate of Authority, authorizing the Village to participate in the State of Wisconsin Credit Card Purchasing Program. Utilizing this program will provide additional security and streamline spending tracking. It also offers an annual rebate percentage on all purchases. **Motion carried.**
- **2018 LRIP Bid Award** – Motion by S Byers with a second by T Schaeuble to approve the 2018 LRIP Project #1269-18-02 bid, to Northeast Asphalt in the amount of \$135,910.40. **Motion carried.** Streets to be improved: Windfield Ct, Spicewood and a section of Highland.
- **Lois Gremore Resignation** – Motion by K Wendlandt with a second by A Lundt to REGRETABLELY accept the resignation of Lois Gremore, Public Works Administrative Assistant, with a retirement date of Friday, June 27, 2018. **Motion carried.**
- **New Hire** – Motion made by K Wendlandt with a second by S Byer to hire Erica Buechel to fill the open Public Works Administrative Assistant position, with a tentative start date of May 29, 2018. **Motion carried.**
- **St. John’s Temporary Class Rooms** – Motion made by T Schaeuble with a second by D Segerstrom to approve the request, by St. John’s, for a temporary Classroom on Clay St. Parcels VW-98-2 and VW-110-1. **Motion carried.** New facilities are being built, but in the meantime, a request for a temporary mobile jobsite has been made. The structure will have its own heating and cooling. The Planning Commission recommended the unit be positioned behind the current building, for security purposes.
- **Extraterritorial CSM for DMW Real Estate** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the extraterritorial CSM for DMW Real Estate, County ZZ/Mallard Road, Parcel W-217, Town of Wrightstown. **Motion carried.**
- **CSM for Longwood Investments, Longwood Ln.** – Motion by T Schaeuble with a second made by D Segerstrom to approve the parcel creation CSM for Longwood Investments, Longwood Lane, Parcel VW-765, Village of Wrightstown. Lots in that area are designated as multifamily, the contractor however, is proposing twindos with 2,000 sq. ft. per side. **Motion carried with 5 yay and 1 nay vote (Trustee Reignier)**
- **Brown County 20/20** – Motion made by T Schaeuble with a second made by D Segerstrom to participate in the Brown County 20/20 consensus group. **Motion carried.** Meetings are to be held once a month and will be scheduled around municipal meetings to keep activity moving forward. Appointment of a representative to be added to the agenda for the next meeting.

## **PUBLIC SAFETY - -**

**Fire Department** – 5-6 Fire Calls in April due mainly to expired CO detectors and defective alarms. Snowstorm produced roof collapses that the Fire Department assisted with.

**Police Department** – Award Ceremony hosted by Green Bay Preble Optimist Club last Friday night. Officer Martin was recognized for her achievements in creating domestic violence policies in both Brown and Outagamie Counties. Congratulations Heather!

## **PUBLIC WORKS & UTILITIES - -**

**Public Works** – Proclamation for Public Works Week May 20 – May 26, 2018 read by Trustee Wendlandt.

**JON TRAUTMAN & GREG PITEL, SCHENCK SC – REVIEW OF 2017 YEAR END FINANCIAL STATEMENT, MANAGEMENT LETTER AND SCHEDULE C** – Review of the 2017 audit for the Village. Goal of discussion was to educate the Board on the audit process and the Village’s financial standing. Unmodified opinion was that the 2017 financial statements presented fairly in regards to the Village’s financial position, business type activities and each major fund. Statement of Net Position, encompassing all Village funds, totals \$2,215,154 including assets, liabilities and inflow and outflow of resources. Unrestricted net position is \$173,000 with capital assets at \$2,041,309. Village wide expenses for 2017 were \$5,746,723. Revenues were \$5,778,256. This leaves a positive change in net position of \$31,533. 2 control deficiencies were found during the audit process (*both are repetitive from prior years*): Schenck SC prepares the Village’s Annual Financial Report and adjustments to the Village’s financial records are necessary, through correcting journal entries. The December 31, 2017 unassigned fund balance in the General Fund was \$1,420,459 which is approximately 52% of the total fund actual expenditures. Municipal debt rating companies consider this to be excellent in terms of cash flow position. Remainder of fund balances performed as expected in 2017. Tax Increment District #3 and Tax Increment District #4 are in construction phases right now but are expected to do very well. The Water Utility performed above average with a 59% rate of return. 9% over the 50% rate of return authorized by the PSC. Although the Sewer Utility generated an income increase, it was not sufficient to pay all operating expenses and debt service payments in 2017 and the General Fund had to advance the sewer utility \$33,574. This makes the total amount due to the General Fund, from the Sewer Utility, \$616,337. Suggestion made by Schenck to consider adjusting sewer rates so the Sewer Utility can fully fund its cash flow operations.

**CLOSED SESSION:** Motion made by T Schaeuble with a second made by S Byers 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, wherever competitive or bargaining reasons require a closed session. Call of roll. 6 yes votes. **Motion carried.**

## **Economic Development – Land Acquisition for the Purpose of Redevelopment and Review of Developers Agreement**

**OPEN SESSION:** Motion made by T Schaeuble with a second made by D Segerstrom to reconvene into open session. Call of roll. 6 yes votes. **Motion carried.**

**ACTION TAKEN AS A RESULT OF CLOSED SESSION:** None

**ADJOURN - -** Motion made by K Wendlandt with a second by D Segerstrom to adjourn. (7:55 p.m.) **Motion**

**carried.**

Michelle Seidl

Clerk/Treasurer