

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 **Tuesday 10/02/2018** and was called to order at 6:01 p.m. by President Dean Erickson.

The Pledge of Allegiance was recited.

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

Also present: Ed Byrne (Brillion News); Brian Roebke (Wrightstown Spirit); Village Administrator Travis Coenen; Clerk/Treasurer Michelle Seidl; Superintendent of Public Works Andy Vickman; Police Chief Greg Deike; Greenleaf Wayside Bank Commercial Loan Officer Robert Fandrey, residents Linder Verboomen and Richard Savela

UTILITY COMMISSION MONTHLY MEETING

Motion made by S Byers, with a second made by A Lundt, to open the October 2018 Utility Meeting. **Motion carried.**

WATER UTILITY

- Averaging 187,000 gallons being pumped daily
- No restrictions on the installed pipe for the secondary river crossing. Hookups on both sides of the will be done on Monday
- Checked for water leaks for several Village residents that high consumption readings in September
- 80% done with water meter change/cross connection inspection project
- Annual water loss through June of 2018 was 7%

SEWER UTILITY

- Updating sewer use ordinance to outline restriction limits on what can be received. Limits need to be established as to the amount of industrial metals that can be sent and we need to make sure we are accurately charging for treatment costs associated with this type of intake
- Great Lakes has completed the cleaning and televising of 20,000 feet of sanitary sewer with only a few minor issues observed

Motion made by A Lundt with a second made by D Segerstrom to close the October 2018 utility meeting. **Motion carried.**

MINUTES – Motion by T Schaeuble with a second by S Byers to approve the September 18, 2018 Board Meeting Minutes. **Motion carried.**

VOUCHERS - Motion by A Lundt with a second made by D Segerstrom to approve the vouchers, from September 13, 2018 – September 26, 2018, in the amount of \$64,609.60. **Motion carried.**

SCHEDULED APPEARANCES – None

WALK-INS – Rick Savela requested an update on the senior development project in Royal St. Pat's subdivision:

When the subdivision was originally designed, parcel 300005500, at 180 Royal St. Pat's Dr., was zoned commercial with the intent that a club house or recreational facility would later be built. At the Planning

Commission meeting on September 10th, the “plan concept” was approved since the “planned use” fit the current B1 zoning requirements. The recommendation for approval of the “site plan”, by the Planning Commission, to the Village Board, has not yet been scheduled.

Mr. Savela stated that he believes a senior care facility is a “non-fit” for a golf course subdivision, although aesthetically pleasing, due to additional traffic and the potential negative impact on property values.

Data received from local realtors, as part of the Planning Commission review, has indicated that diversity in living options historically increase property values.

The projected facility is a “Senior Care Center”, where residents need assistance with approximately three of the seven daily life functions, as opposed to a nursing home that provides round the clock care.

CORRESPONDENCE - None

ADMINISTRATOR’S REPORT

- Finalizing marketing materials with Village organizations to get them out and available
- Hoping to have riverfront development plans to the Planning Commission on October 15th so action can be taken at the October 16th Board Meeting. Ground breaking is scheduled for Fall 2019.
- Working on presentation for the proposed Village of Greenleaf incorporation
- Tree Lighting Ceremony scheduled for Friday, November 30th at downtown Scenic Overlook and Christmas Parade scheduled for Saturday, December 1st at noon. Still working with Wrightstown High School to get a winter movie on the calendar.
- First pass at the budget will be presented later in the meeting. It has been a very positive experience this year due to the new software and help from all of our staff
- WABCA is promoting a fall decorating promotion to brighten up the Village. Thanks to our Clerk Department Staff for planning our display and for everyone that contributed flowers, pumpkins, gourds etc...
- Meeting with Performa Architects on Thursday to start working on the downtown plan

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **Utility & Land Purchase Bonding** –The Village will be borrowing \$1,333,439.00 through Greenleaf Wayside Bank, at a rate of 2.80% - 3%, for a term of (10) ten years, for:
 - General Obligation – Land Purchase for Perry Property
 - Water & Sewer Fund – Water main for the new river crossing and the sewer and water project on the west side of the Fox

Presale reports included in tonight’s meeting materials.

We do not foresee having to increase utility rates as our current rate structure should cover the water and sewer interest and principal payments.

Due to our growth and increased equalized values, we gained additional debt capacity in 2018. Even with this borrowing, we will end the year further from our debt maximum than previously anticipated.

Closing scheduled for the mid October

Motion made by S Byers with a second by T Schaeuble to move forward with the award of the sale to Greenleaf Wayside Bank. **Motion carried.**

- **Clerk-Treasurer’s Report**
 - Early voting, for the 2018 General Election, has started in the clerk’s office and will continue through the Friday prior to the November 6th election day
 - Election training went very well. 23 people in attendance with 15 from outside municipalities
 - Currently (1) one ExpressVote voting machine is included in the 2019 budget. The reason a second unit was recommended is the Village hopes to utilize this equipment during early voting in the clerk’s office. Also, as we strive toward going paperless, we want to introduce our election day voters to this new possible voting style
 - The Village of Wrightstown has a vicious dog ordinance under Chapter 75 of our code book. Enforcement letters were sent to dog owners of breeds deemed dangerous, requiring that “Beware of Dog” signs be posted in a prominent place on the premise as well as posted on the dog’s kennel or pen, and proof of insurance be submitted to the Police Department outlining \$50,000 of coverage for bodily injury or death per incident
 - Erica Reib from Attorney Gagan’s office will be providing us with language for 10 (ten) policies they would like to see added to our personnel manual. Once we review/approve the new language, it will be incorporated into our handbook and a meeting will be scheduled to go over final changes and corrections

- **Bond Trust Services Invoice #43635** – Motion made by S Byers with a second made by T Schaeuble to approve Bond Trust Services Invoice #43635, in the amount of \$38,390.00, for interest payment on the Village’s \$2,705,000 General Obligation Corporate Purpose Bonds, Series 2017A. **Motion carried.**
- **Wisconsin Department of Administration Invoice #16202** – Motion made by S Byers with a second made by T Schaeuble to approve Wisconsin Department of Administration Invoice #16202 for interest payments on the Village’s 2013 & 2015 Safe Drinking Water Fund Loans and the 2009 Clean Water Fund Loan, in the amount of \$98,567.70 **Motion carried.**
- **Election Official/Chief Inspector Wage for 2019** – Motion made by S Byers with a second made by T Schaeuble to revise the median wage motion, made at the September 18, 2018 Board Meeting, to \$9.50 per hour for the Village’s Election Officials and \$10.50 per hour for the Chief Inspector. **Motion carried.**
- **2019 General Fund Budget**

Increases and Reductions based on 2018 Budget

- Village Administrator - \$1,052 increase
- Municipal Court - \$7,111.46 decrease
- Clerk’s Department - \$134,475.66 increase (*salaries, election equipment, electronic poll books, additions to accounting software, building inspection, engineering, debt service and attorney fees*)
- Police Department - \$162,647.75 increase (*purchase of squad, police officer addition, addition of coverage hours*)
- Fire Department - \$1,987.22 (*3% stipend increase and operating expenses*)
- Rescue - \$3,500 increase
- Public Works - \$33,426.20 increase (*salaries, benefits, vehicle lease, operations*)
- Park & Rescue - \$900 decrease

Total budget expenditures are \$2,623,883.56 which is an increase of \$322,178.56 over the 2018 budget. The hard work of the staff and the growth within the Village has allowed the above adjustments without significantly impacting Village mill rates. Brown County preliminary mill rate is \$7.47 which is a decrease of \$0.41/thousand. Outagamie County preliminary mill rate is \$7.71 which is an increase of \$0.31/thousand.

PARKS, RECREATION & REGIONAL PLANNING

PUBLIC SAFETY - -

Fire Department Comments – None

Police Department Comments - None

PUBLIC WORKS & UTILITIES

- Fox Shores repaved past week. Reimbursement for costs paid to be coming from subdivision owner
- Curb by Mueller Wright house lifted
- Assisted with sandbagging in September due to the heavy rains

ADJOURN – Motion made by S Reignier with a second made by D Segerstrom to adjourn. *(Time: 7:19 p.m.)*

Michelle Seidl

Clerk/Treasurer