

## **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 11/07/2018** and was called to order at 6:00 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 Terry Schaeuble, Trustee Dan Segerstrom and Trustee Keith Wendlandt. Absent - Trustee Scott Reignier

Also present: Ed Byrne (Brillion News); Village Administrator Travis Coenen; Clerk/Treasurer Michelle Seidl; Superintendent of Public Works Andy Vickman; Police Chief Greg Deike; residents Dick Carroll, Linda Verboomen, Rick Edinger, Aaron Nider and Renae Gossens

### **PUBLIC HEARING**

A Public Hearing was held before the Village of Wrightstown Board of Trustees, Brown/Outagamie Counties, Wisconsin, for the purpose of hearing from all persons and/or their agents on the rezone request by Midwest Expansion, LLP, for Hickory Street Tax Parcels: VW-378, VW-380 and VW-380-1 from (R1) Residential to (M-F w/ PDD) Multi Family with PDD.

Three calls for public input were made with no response.

Resident Dick Carroll asked if there are plans for development surrounding his property on Broadway St. Administrator Coenen responded that there is nothing in the works right now but once the residential apartments along the river are complete, commercial and retail developers may want to expand into that area.

Motion made by A Lundt with a second made by S Byers to close the public hearing

### **UTILITY COMMISSION MONTHLY MEETING**

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

#### **WATER UTILITY**

- Water budget completed
- Annual tower inspections completed the week of October 28<sup>th</sup>
- DPW crews completed the annual hydrant maintenance and winterizing
- River crossing project is complete and hookup is done on both sides

#### **SEWER UTILITY**

- Plant is running great
- Sewer budget is complete
- Sewer main installation on the west shoreline has been started. Averaging completion of 450 ft. per day. Running water adjacent to the sewer pipe, along the riverbank, hooking in at Hickory and Green streets due to asbestos pipe being found on Pine St. This gives us a full second water source supplying the east side of the river. Cost of installing 1,000 ft. of 8" water main is currently being bid out.

Motion made by K Wendlandt with a second made by A Lundt to close the November 2018 utility meeting.  
**Motion carried.**

**MINUTES** – Motion by T Schaeuble with a second by S Byers to approve the October 16, 2018 Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion by S Byers with a second made by T Schaeuble to approve the vouchers, from October 11, 2018 – October 31, 2018, in the amount of \$330,267.18. **Motion carried.**

**SCHEDULED APPEARANCES** – None

**WALK-INS** – None

**CORRESPONDENCE** - None

#### **ADMINISTRATOR’S REPORT**

- Working on the 2019 budget and employee manual
- Reminders:
  - Christmas Tree Lighting at the Scenic Overlook on November 30th – Music will be presented by Rose VanWymelenberg and hot chocolate served by WABCA
  - Christmas parade at noon on December 1<sup>st</sup>. Line up on School Street with route along Fair St., and then across the bridge to the Legion to visit Santa Claus.
  - Booyah being served this Saturday at the Fire Station starting at 10:00 a.m.

#### **CLERK/TREASURER’S REPORT**

- Suicide Prevention Day was held in the Community Room on October 8<sup>th</sup>. 60 Wrightstown High School students were in attendance
- Budget figures entered. We are just waiting on levy/mill rate information from Brown and Outagamie Counties so we know the exact impact on our property owners. They should be available around November 15<sup>th</sup>.
- Public Works Administrative Assistant Erica Buechel and I are working on updating the titles for the water and sewer general ledger numbers for additional clarification during budget process
- 1332 total residents voted in Tuesday’s General Election. Turnout was much higher than anticipated.
- Used S.C.O.R.E. catering program through Wrightstown High School for our election meal. Very cost friendly option. We will definitely use them again!
- Met with Randa Schindel from AFLAC. It was decided to drop our Flex Spending employee benefit due to lack of interest. The Village’s cost to offer the program is not being offset by employee savings since only two team members are utilizing it.

#### **COMMITTEE REPORTS**

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

- **Planning Commission Appointment** –Motion made by S Byers with a second made by T Schaeuble to appoint Ryan Macario, citizen member, to the Planning Commission, for a 3-year term, to expire April 30, 2021. **Motion carried.**
- **Operator License Application – Tyler James Rasmusson** –Recommendation from Chief Deike that Mr. Rasmusson’ s request be approved, despite a negative background, due to consistent positive contact between him, the River Coffee & Cream owners and the Wrightstown Police Department, as well as the nature of the offenses listed and his effort to make positive changes in his life. Motion made by S Byers with a second made by T Schaeuble to approve the operator license application from Tyler James Rasmusson, 104 ½ High St., Wrightstown, for the River Coffee & Cream. **Motion carried.**
- **Employee Personnel Manual Update** – Clean copy of updated personnel manual presented to Village Board Members and Trustees. Everyone was asked to review and provide corrections/updates to Clerk/Treasurer Michelle Seidl prior to the November 20<sup>th</sup> Board Meeting. Erica Reib from Attorney Bob Gagan’s office will be taking all corrections, after November 20<sup>th</sup>, and incorporating into a final

(draft) copy to present to the staff for their feedback. Goal is to have new handbook in effect January 1, 2019.

- **2019 General Fund Budget** – Review of Village’s 2019 Preliminary Budget (as presented). Operational increases include: addition of a full time police officer, new vehicle leases for police and public works, CPI wage adjustments for staff, infrastructure improvements and economic development growth capacity. The Village Board will need to decide on taxpayer impact level and based on that, what cuts, if any, need to be made. Administrator Coenen also requested that the Board determine if the hiring of a new officer is feasible in the coming year or if those funds, already included in the 2019 budget, would be better used to aid additional development or to pay down existing debt.

Brown County, Wrightstown School District and NWTC mill rates decreased from 2017. Levy certification received from Fox Valley Technical College indicates a \$0.13 drop in their mill rate from 2017. No information regarding Outagamie County mill rate has yet been received. The Village is looking to mitigate TID District increment losses from the combined mill rate reductions by Brown County, NWTC and the school district so we can continue to update infrastructure and roads without having to borrow in the future. However, to do so increases the overall mill rate in Outagamie County by \$1.26 per thousand before the school levy tax credit is applied. The impact on a \$300,000 home would be \$375.00 in additional taxes.

Chief Deike expressed his concerns in regards to not hiring an additional officer due to the growth in the community and the number of assistance calls currently being received.

Consensus of the Village Board was that the budget totals, as presented, were acceptable, however, the decision to add a full time police officer to the staff will be discussed further during the final budget hearing on November 20<sup>th</sup>. This will allow everyone time to think on the issue.

Motion made by S Byers with a second made by D Segerstrom to approve the 2019 Preliminary General Fund Budget with the impact as presented with actual distribution breakdown to be determined November 20, 2018. **Motion carried.**

- **2019 Water Utility Budget** – Minimal operational increases overall to include adjustments from Green Bay Water, increases in fuel and electric costs and staff raises. 2019 estimated revenues exceed 2019 estimated expenses so we will be operating in the black. Action will be taken at the November 20<sup>th</sup> board meeting.
- **2019 Sewer Utility Budget** - \$50,000+ cushion of revenues over expenditures for 2019 in the sewer utility. Goal is to sustain rates as long as possible but as our gap between income and costs reduces, we may have to look for cost savings methods to do so.

## **PARKS, RECREATION & REGIONAL PLANNING**

- **Midwest Expansion, LLP Rezone Request** – Motion made by T Schaeuble with a second made by S Byers to approve the rezone request for Midwest Expansion, LLP, for Hickory Street tax parcels VW-378, VW-380 and VW-380-1 from (R1) Residential to (M-F w/ PDD) Multi Family with PDD. **Motion carried.**
- **Downtown Redevelopment Project Update** – In process of defining the Village’s goals and parameters for this district that will make it a unique historic destination point. Area will need to have connectivity to the remainder of the community as well as hiking and biking trails. Purpose is to revitalize the downtown area, grow the tax base, and to create excitement that will spur growth in other parts of the Village.

## **PUBLIC SAFETY - -**

**Fire Department Comments – None**

**Police Department Comments - None**

**PUBLIC WORKS & UTILITIES**

- Docks removed from Boat Landing – next year DPW is planning on doing the removal themselves rather than contracting out for it

**ADJOURN** – Motion made by A Lundt with a second made by K Wendlandt to adjourn. (*Time: 7:59 p.m.*)

Michelle Seidl

Clerk/Treasurer