

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, 01/15/2019**

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, Trustee Terry Schaeuble and Trustee Dan Segerstrom. Absent – Trustee Keith Wendlandt

Also present: Ed Byrne (Brillion News), Village Administrator Travis Coenen, Clerk/Treasurer Michelle Seidl, Public Works Superintendent Andy Vickman, Fire Chief Mike Schampers, Village Resident Tim Dole

MINUTES – Motion by S Byers with a second made by T Schaeuble to approve the January 2, 2019 board meeting minutes. **Motion carried.**

VOUCHERS - Motion by S Byers with a second made by T Schaeuble to approve the vouchers, as submitted, in the amount of \$2,006,300.73 from December 27, 2018 through January 9, 2019. **Motion carried.**

SCHEDULED APPEARANCES - None

WALK-INS – None

CORRESPONDENCE – Thank you card received from Beautification Committee Chair, Bonnie VandenWymelenberg, for the \$25.00 gift card to Dick’s Family Foods, sent by the Village at Christmas

ADMINISTRATOR’S REPORT

- \$1,115,000 borrowing was planned in 2019 to fund capital improvements and development agreement commitments. In working with Jon Cameron, Ehlers financial advisor, it was projected that borrowing approximately \$1,000,000 each year for 5 years, will not be detrimental to the Village’s debt capacity due to equalized value increases and debt amounts being paid off annually. Some of the current commitments for 2019 include: \$245,000 final payment on Bowers farm property purchased in 2017, \$406,883.33 to Tweet Garot, due August 1, 2019, as part of their development agreement, \$60,000 for the CTH U/DDD ditch project and \$398,000 for the Shoreline Restoration project. Jon will be at the February 5th board meeting to present the borrowing details.
- Currently the Village has approximately \$1,500,000 in land parcels that can be offered to developers, in lieu of borrowing for cash incentives.
- Wrightstown Properties, LLC (Print Pro) has asked for an advance in their four annual developer’s agreement payments of \$62,500 each to aid in the installation of a treatment system and for future growth. Funds could be taken from the 2019 economic development budget line or from the general fund reserve balance. A direction will be determined after the 2018 end of year balance is clarified by the audit team in February.
- Goal for 2020 is to not increase taxes but keep some economic development money in the levy, for growth
- ProAmpac won the Large Manufacturer of the Year award through the Green Bay Chamber. Congratulations!

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **Tweet Garot Mechanical Inc. Development Agreement Payment** – Motion made by S Byers with a second made by T Schaeuble to approve the \$214,870.78 payment to Tweet Garot Mechanical, Inc. for 14.70% of the total Village’s cost of \$1,461,706 to install sewer and water infrastructure for approximately 12,000 ft. along CTH U, as part of the First Amendment to the Development Agreement, dated August 11, 2017. **Motion carried.**
- **Application for Payment No. 1 – Dorner Inc.** – Motion made by S Byers with a second made by T Schaeuble to approve Application for Payment No. 1 for Dorner, Inc. for \$78,140.12 for the 2018 Hickory Street Water Main project, contract 1269-18-04. **Motion carried.**
- **Second Board Meeting, February 2019** – Motion made by S Byers with a second made by D Segerstrom to reschedule the second Village Board meeting in February 2019 from Wednesday, February 20th to February 19th due to lack of the Spring Primary. **Motion carried.**
- **Board of Commissioners of Public Lands Invoice No. 0000017335** – Motion made by S Byers with a second made by D Segerstrom to approve the Board of Commissioners of Public Lands Invoice No. 0000017335, for \$152,205.58, for the annual interest and principal payments on the Village’s 2016 and 2017 State Trust Fund Loans. **Motion carried.**
- **Operator License Application for Patricia Ann Sills** – Motion made by S Byers with a second made by D Segerstrom to approve the operator license application for Patricia Ann Sills, 225 Louise Dr., Wrightstown, for Wrightstown BP. **Motion carried.**
- **2019 Staff Community Challenge** – The DPW crew rang Salvation Army bells at Christmas and in the process, stirred staff enthusiasm to get involved in giving back to the community. For 2019, employees are being challenged to find creative ways to represent the Village through community service activities or events. The prize: an additional day of vacation for each participant of the group that has the most impact. Village Board will take part as well. Prize for Board Members to be determined should they win. Motion made by S Byers with a second made by D Segerstrom to approve the Community Service Staff and Board Challenge awards. **Motion carried.**
- **Tech RX Annual Support Invoice** – Motion made by S Byers with a second made by D Segerstrom to approve payment of \$15,500.00 to Tech RX for annual computer hardware and technology support service. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING - -

- **Chapter 84 Building Regulations, Chapter 102 Fees & Penalties and Chapter 155 Sewer Utility** – The Village’s Municipal Code needs updating in regards to Reserve Capacity Assessments (RCA’s) for new large multi-family buildings. The current ordinance states that the fee is to be \$1,900 for the first unit within a building with an additional \$950 for each unit after, up to 8 units. The Village Board, with the assistance of the Village Engineer, is to determine the RCA’s for buildings with more than 8 units. Assessments in surrounding communities range from \$60,000 - \$150,000 for reserve capacity, for similar projects. Administrator Coenen proposed that going forward, new multi-family buildings be charged a \$1,900 Reserve Capacity Assessment for the first unit with \$950 for each unit after with no cap. This will allow the Village to recoup more of the original sewer expansion expenses and hold funds in reserve to help pay for future sewer capacity upgrades. A Commercial/Industrial Building Permit Rate & Forms handout is being created listing reserve capacity assessments based on business type and employee count.
- **Pit Bulls & Manure Spills** – The Village received an anonymous letter from a resident requesting a registration check on a Pit Bull owned by Jim Last on Sue Ln., and to voice concern over manure spreader spills from Plum Creek Trail and CTH ZZ past the High School. A review of our dog license records, entered directly from the vet’s rabies certificate, indicate that the dog owned by Mr. Last is a “mixed breed”. Farmers, causing manure spills, are being billed when significant Village staff clean up time is required to prevent storm sewer infiltration. However, clean up from the most recent spill took only a small amount of time with the sweeper and because the farmer had assisted the Village, in spring, with a stuck plow truck on Sue Ln., he was not invoiced.

PUBLIC SAFETY - -

Fire Department – Fortunately, December was quiet. There were 49 total calls in 2018 which is a slight increase over 2017. However, the number of “fire” incidents are down. One Village fire truck participated in the Honor Ride for Glenn’s Towing truck driver Jesse Hettman, who was killed responding to a stalled vehicle on I-41 on Friday, January 11th.

Municipal Court – No comments or questions asked

Police Department – No report included in packet. Police Chief Deike absent from meeting.

PUBLIC WORKS & UTILITIES - -

Public Works –Christmas lights have been taken down from the bridge and the tree removed from the scenic overlook this week. Reviewing contracts that are up for renewal and looking for most cost effective vendors to provide these services for 2019. DNR sanitary water survey site visit tomorrow, January 16th.

ADJOURN - - Motion made by S Reignier with a second D Segerstrom to adjourn. (6:56 p.m.) **Motion carried.**

Michelle Seidl

Clerk/Treasurer