

## **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, February 5, 2019** and was called to order at 6:02 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 and Trustee Keith Wendlandt. Absent - Trustee Scott Reignier, Trustee Dan Segerstrom, Trustee Terry Schaeuble

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; Fire Chief Mike Schampers; Resident Tim Dole, Ehlers Municipal Financial Advisor Brian Roemer

### **UTILITY COMMISSION MONTHLY MEETING**

Motion made by A Lundt with a second made by K Wendlandt to open the February 2019 Utility Meeting.  
**Motion carried.**

#### **WATER UTILITY**

- Averaged 176,000 gallons of water pumped daily in January 2019
- DNR sanitary inspection of the Village water supply done. This is a three year inspection cycle. Only one deficiency found in the discharge angle of our towers.
- Working on annual PSC report
- Ended 2018 with a 2% water loss
- Engineering process for the reconstruction of Clay St. started

#### **SEWER UTILITY**

- 2018 WWTP TSS, BOD and TP discharge numbers presented. Monthly averages were well below the current discharge limit requirements. In 2021, when the Village's current phosphorus discharge permit expires, the six month average for the Lower Fox River TMDL limit will be below .69 lbs/day. We are able to adjust sampling frequency and chemical dosage amounts, as necessary, to stay below this reduced limit.
- One lateral froze in the Village during last week's arctic freeze. It was able to be thawed very quickly so the business could get back up and running
- Print Pro is looking into installation of a pretreatment system in their plant to minimize the green dye build up in our facility

Motion made by A Lundt with a second made by K Wendlandt to close the February 2019 utility meeting.  
**Motion carried.**

**MINUTES** – Motion by A Lundt with a second by S Byers to approve the January 15, 2019 Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion by S Byers with a second made by K Wendlandt to approve the vouchers, from January 10, 2019 through January 29, 2019, in the amount of \$566,541.15. **Motion carried.**

**SCHEDULED APPEARANCES** – None

**WALK-INS** – None

## CORRESPONDENCE

- Thank you from CPR Instructor, Tami Aerts, for the Dick's Family Foods Gift Card sent at Christmas
- January 10, 2019 email received from Sandra Chlubna regarding [www.dogbite.org](http://www.dogbite.org) statistics

## ADMINISTRATOR'S REPORT

- Downtown plan is being drafted in its final form. Next step is to work with the Board and Finance Committee to establish loan and grant funds to help businesses accomplish their goals timely while adhering to the downtown plan design.
- Two business owners are looking into the possibility of opening shops in our downtown area. The first is an artesian, the other is involved in food service
- Scheduling a Community Leaders Tour for April or May which will include a trip through the Village followed by a meal and discussion. Please email Travis on Tuesday dates that will not work for you during these months. Estimated starting time is 5:30 or 6:00 p.m.
- Creating a Park & Rec events committee, made up of staff, Village Leaders, School District, WABCA and community members to assist with planning and execution of gatherings that will draw people to this area.

## CLERK/TREASURER'S REPORT

- Deadline for tax collection, including grace period, is February 7<sup>th</sup>. Reporting needs to be completed no later than Friday, February 8<sup>th</sup> so taxing jurisdictions can be paid no later than Wednesday, February 20<sup>th</sup>.
- Village auditors are in house Monday through Wednesday of this week. They are hoping to have our 2018 Financial Statements and management communication letter to us prior to April.

## BRIAN ROEMER, MUNICIPAL FINANCIAL ADVISOR – EHLERS

Pre-Sale report presented for the Village's upcoming 2019 \$1,160,000 General Obligation Corporate Purposing borrowing. Funds will be used for TID 4 development incentives, land acquisition in TID 3 and the ditching and shoreline restoration projects. Debt service payments to be paid from property tax revenues and additional increments in our TIDs. Term is 16 years with payments from 2020 through 2035 with interest payable every 6 months. Bonds will be subject to prepayment, at the discretion of the Village, on or after April 1, 2026. March 5, 2019 is the sale date with the award going to the lowest bidder in regards to interest costs. Estimated closing is March 21, 2019. Debt limit calculation after borrowing = 79.83%

## COMMITTEE REPORTS

### FINANCE/PERSONNEL - -

- **NEW Employee Credit Card Policy** – Request made by CLA Connect team, during final audit, to update the Village's current credit card policy to reflect our account provider requirements. Staff with Village cards need to sign the policy, agreeing to adhere to it. Motion made by S Byers with a second made by A Lundt to approve the NEW Village's credit card policies and procedures. **Motion carried.**
- **Robert E. Lee & Associates, Inc. Invoice #74862** - Motion made by S Byers with a second made by K Wendlandt to approve Robert E. Lee & Associates, Inc. invoice #74862, for \$40,627.83, for the West Side Fox River Sanitary Sewer Extension Project. **Motion carried.**
- **Initial Resolution 02052019A** – Motion made by S Byers with a second made by K Wendlandt to approve Initial Resolution 02052019A authorizing \$745,000 General Obligation Bonds for community development projects in tax incremental districts. Call of roll. 4 yes votes. **Motion carried.**

- **Initial Resolution 02052019B** – Motion made by S Byers with a second made by A Lundt to approve Initial Resolution 02052019B authorizing \$415,000 General Obligation Bonds for river improvement projects. Call of roll. 4 yes votes. **Motion carried.**
- **Initial Resolution 02052019C** – Motion made by S Byers with a second made by K Wendlandt to approve Initial Resolution 02052019C providing for the sale of not to exceed \$1,160,000 General Obligation Corporate Purpose Bonds, Series 2019A. Call of roll. 4 yes votes. **Motion carried.**

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

- **NEW Village Right-of-Way Permit Fees & Application** – In review of the Village’s current building permit fees and rates, right of way permit fees and the supporting application are being updated to stay consistent with surrounding communities. The new application breaks down costs so applicants are able to determine their total expense based on the project scope. We are also requesting that we receive proof of a \$10,000 surety bond and minimum liability coverage. The new permit packet will be distributed along with the Building Permit Fee Rates & Forms handouts. Motion made by A Lundt with a second by S Byers to approve the new Village of Wrightstown Right-of-Way Permit Fees & Application. **Motion carried.**
- **Chapter 102 Fees & Penalties and Chapter 155 Sewer Utility** – With Board approval this evening, amendment to these chapters of the Village of Wrightstown Municipal Code will be brought to Public Hearing on appear on the agenda for action at the February 19, 2019 board meeting. Changes being made to reflect the updates to Birschbach Inspection Service, Inc. contract pricing for 2019, to amend Village permit fees and rate amounts to cover actual expenses. Motion by A Lundt with a second made by S Byers to Ordinance Amendment 02192019, amending Chapter 102 Fees & Penalties and Chapter 155 Sewer Utility, of the Village of Wrightstown Municipal Code forward, for action at the February 19, 2019 board meeting. **Motion carried.**
- **Birschbach Inspection Service, Inc. 2019 Contract** – Motion made by A Lundt with a second made K Wendlandt to approve Birschbach Inspection Service, Inc. 2019 contract. **Motion carried.**
- **Village Media Documents** – Review of media release documents outlining the Village’s position on the Village of Greenleaf (Town of Wrightstown) incorporation. It was decided that the Village President and the Village Administrator should sign prior to publishing in the Brillion News and Wrightstown Spirit and posting to the Village website. Village leaders wish to communicate that a mutually beneficial boarder agreement was proposed to the Town of Wrightstown which was met with a negative response. Since 2000, there has been less than 50 acres annexed from the Town of Wrightstown to the Village of Wrightstown, and all at the request of the property owners. Future development is focused on improvements in the I-41 area directly surrounding the urban center, which is not located in Greenleaf. Motion made by A Lundt with a second made by K Wendlandt to approve the draft release of the Village media documents. **Motion carried.**

## **PUBLIC SAFETY - -**

**Fire Department Comments** – No fire calls during the recent cold snap

**Police Department Comments** – Increased accidents during the cold stretch. Thankfully, nothing serious.

## **PUBLIC WORKS & UTILITIES**

- Department of Safety & Professional Services walkthrough last Friday due to the number of Worker’s Compensation claims reported in 2018. No recommendations came as a result of the 7+ hour inspection so the Village faired very well.

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

Michelle Seidl

Clerk/Treasurer