

## **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, 06/18/2019**

Meeting was called to order at 6:01 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 Terry Schaeuble and Trustee Keith Wendlandt. Absent - Trustee Scott Reigner and Trustee Dan Segerstrom

Also present: Ed Byrne (Brillion News), Village Administrator Travis Coenen, Clerk/Treasurer Michelle Seidl, Public Works Superintendent Andy Vickman, Police Chief Greg Deike, Fire Chief Mike Schampers, Board of Appeals Member Tim Dole, CPA's Jon Trautman and Greg Pitel from Clifton, Larsen, Allen LLP, Land Surveyor Richard Huxford, Land Surveyor David Schmalz and resident Betsy Keuler

**PUBLIC HEARING** – Motion made by S Byers with a second made by T Schaeuble to open the public hearing regarding amendment of Chapter 155 Sewer Utility §155-46 Residential Equivalency Charges of the Municipal Code for the Village of Wrightstown, Wisconsin, to add the basis of calculation for Manufacturing/Industrial Facilities with over 10 employees. Call of roll: 5 yes votes. **Motion carried.**

3 calls for public input were made with no response.

Motion made by T Schaeuble with a second made by K Wendlandt to close the public hearing. Call of roll: 5 yes votes. **Motion carried.**

**MINUTES** – Motion by S Byers with a second made by T Schaeuble to approve the June 4, 2019 Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion by K Wendlandt with a second made by S Byers to approve the vouchers, as submitted, totaling \$85,755.50 from May 30, 2019 through June 12, 2019. **Motion carried.**

**SCHEDULED APPEARANCES** – None

**CORRESPONDENCE** –None

### **ADMINISTRATOR'S REPORT**

- Working on future development in different locations within the Village
- Watch for summer event information on social media. Movie in the Park is on Saturday, July 13<sup>th</sup> in Zirbel Park. Wonder Park will be showing starting at dusk. Next Music in the Park is on July 18<sup>th</sup>. Wayside Morrison Concert Band will be performing in Mueller Park, starting at 6:00 p.m.
- Thank you to the Finance & Personnel Committee for the productive meeting last Tuesday, June 11<sup>th</sup>
- Collected tonnage from the village wide clean-up day almost tripled from prior years. Because this is a benefit Village residents pay for, through tax collection, we are unable to allow outside residents to haul in items for curbside pickup. Annual clean-up day will be monitored going forward and non-compliance with this rule may cause the service to be discontinued

**VILLAGE AUDITORS** – Jon Trautman and Greg Pitel from Clifton Larson Allen LLP presented the 2018 end of year Financial Statement and Management Communication Letter

- Although Schenck SC merged with “CLA” in January 2019, our audit team and processes are the same
- Purpose of audit is to obtain assurance that our Financial Statement is free of material misstatements

- Two significant deficiencies were found. The first finding is due to CLA completing the Annual Financial Report on the Village's behalf. This is a common deficiency amongst municipalities, as it is not affordable to hire qualified staff to complete. The second finding is due to the number of necessary audit adjustments needed. These entries, however, are reviewed annually with the Clerk's Office with the goal of eventually have zero to process
- Overall general fund balance went up \$21,000
- Fund balance composition changed in that non-spendable funds for long-term receivables went down from \$616,337 to \$164,560 while unassigned fund balance went up from \$1,420,459 to \$1,893,705. This was mainly due to payback of \$451,777 from the sewer utility for a prior cash advance
- The General Fund is considered to be in excellent condition since the unassigned fund balance represents approximately 65% of the 2018 general fund expenditures
- TID #4 fund balance went from \$1,656,840 to \$592,142 due to unspent bond proceeds at the end of 2017
- Water utility income went up slightly to \$98,284 from \$71,235 with a loss of \$37,744 due to significant capital projects in the TIF districts. Change in net position of \$428,687 with a PSC generated rate of return of (.73)%
- Sewer utility operating income \$170,608 from \$175,406 in 2017. Income before contributions and transfers, \$69,804 from \$74,210 in 2017 resulting in a positive change in net position
- Statement of cash flows from capital and related financing – Acquisition of capital assets: \$536,366 for the water utility and \$359,283 for the sewer utility
- Positive year end for sewer utility considering the new capital assets acquired and payback to the general fund
- Change in cash and investments in the water utility: \$43,475
- Government Wide Statement of Net Position: approximately \$5,800,000 in capital assets, net investment in capital assets, approximately \$2,400,000
- WRS pension showing \$153,000 asset and reflects a fully funded pension system
- TIF #3 increment generated in 2018: \$140,384
- In 2019/2022 leases (when leasing property to others) must be reflected per GASB rules

## **COMMITTEE REPORTS**

### **FINANCE/PERSONNEL**

- **Luke Kabat Resignation** – Motion made by K Wendlandt with a second made by S Byers to accept the resignation from Luke Kabat, from the Wrightstown Fire Department, effective immediately.  
**Motion carried.**
- **Resolution 06182019A – Tuition Reimbursement – T. Coenen** – Motion made by S Byers with a second made by A Lundt to approve Resolution 06182019A reimbursing tuition paid by Administrator Travis Coenen for degree program courses taken from November 18, 2011 through January 12, 2016, as a condition of his position as Public Works Superintendent.  
**Motion carried.**
- **2020 Proposed Wage Increases** – Wage surveys completed for clerk, police and public works positions. Based on data received and the current CPI index, proposed wage increase for 2020 is 3%. At the June 11, 2019 Finance & Personnel Committee meeting, it was discussed that the wage for the Village's Public Works Superintendent vs. the survey averages, is significantly low. Proposed increase for 2020 for this position is \$78,000. Proposed patrol officer wages were also increased from a range of \$23.64-\$27.66 to \$26.61-\$31.00. These changes will help with employee retention. The 2020 budget will also propose the addition of a new part time police officer, who will transition to full time, when the need warrants it. Will be looking for a local candidate, going through the public safety program, who has plans to stay in or around the Village long term. Budget impact for 2020: \$26,000 for 1040 hours. 2018 Village growth, levy limits and tax rates of school district, technical colleges and county, when received, may affect our ability to move forward with these increases. Request, by President

Erickson, that Chief Deike provide a handful of perimeters to assist with determining the need for another full time officer.

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

- **NEW Operator License Applications** – Motion made by T Schaeuble with a second made by S Byers to approve the NEW Operator License Applications for the following:
  - **Cleven, Jason D., 7607 Holly-Mor Rd., Greenleaf, WI 54126**, for the River Coffee & Cream, LLC.
  - **Noack, Maureen T., 7033 Shanty Rd., Greenleaf, WI 54126**, for Wrightstown River Inn

**Motion carried.**

- **RENEWAL Operator License Applications** – Motion made by T Schaeuble to approve the following RENEWAL Operator License Applications.
  - **Novitski, Aiece L., 343 Fair St., Wrightstown, WI 54180**, for Royal St. Patrick's Golf Links
  - **Verhagen, Chelsea M., 1142 Main St., Wrightstown, WI 54180**, for Lucky's Pub & Grill
  - **Wyngaard, Erin L., 755 Dawn Ct., Neenah, WI 54956**, for Lucky's Pub & Grill

**Motion died due to lack of a second.**

- Motion made by T Schaeuble to approve the RENEWAL Operator License Application for **Novitski, Aiece L., 343 Fair St., Wrightstown, WI 54180**, for Royal St. Patrick's Golf Links

**Motion died due to lack of a second.**

- Motion made by T. Schaeuble with a second made by K Wendlandt to deny the RENEWAL Operator License Application for **Novitski, Aiece L., 343 Fair St., Wrightstown, WI 54180**, for Royal St. Patrick's Golf Links due to non-disclosure of recent violations dated 02/21/2018.

**Motion carried.**

- Motion made by T Schaeuble with a second by S Byers to deny the RENEWAL Operator License Application for **Verhagen, Chelsea M., 1142 Main St., Wrightstown, WI 54180**, for Lucky's Pub & Grill, due to a recent violation dated 09/06/2018. **Motion carried.**
- Motion made by T Schaeuble with a second made by S Byers to approve the RENEWAL Operator License Application for **Wyngaard, Erin , 755 Dawn Ct., Neenah, WI 54956**, for Lucky's Pub & Grill. **Motion carried.**
- **Resolution 06182019 2018 CMAR** - Motion made by T Schaeuble with a second made by K Wendlandt to approve Resolution 06182019 adopting the 2018 Compliance Maintenance Annual Report (CMAR). **Motion carried.** Village scored 125 points out of a possible 128. Excellent job! Point deductions due to high BOD's in September and October 2018. This was caused by only a partial haul out in early spring 2018 due to wet weather.
- **Extraterritorial CSM – Anthony VanRossum, Poplar Rd.** – Motion made by T Schaeuble with a second made by K Wendlandt to approve the extraterritorial CSM for Anthony Van Rossum, Poplar Rd., Parcel W-167, Town of Wrightstown. **Motion carried.**
- **Crossroads Land Development, LLC, dividing CSM – Quality Court** – Motion made by T Schaeuble with a second made by K Wendlandt to approve Crossroads Land Development, LLC,

dividing CSM, on Quality Court, for Village of Wrightstown Parcels VW-632, VW-633, VW-634 and VW-635. **Motion carried.**

- **Ordinance Amendment 06182019 – Chapter 155 Sewer Utility §155-46 Residential Equivalency Charges** – Motion made by T Schaeuble with a second made by S Byers to approve Ordinance Amendment 06182019 amending Chapter 155 Sewer Utility § 155-46 Residential Equivalency Charges of the Municipal Code of the Village of Wrightstown, to add that the Residential Equivalency Charge for Industrial/Manufacturing facilities is based on the occupancy listed on the architectural plan under the Building Code Analysis. **Motion carried.**
- **Accessory Buildings** – Motion made at the June 4, 2019 meeting, recommending the maximum square footage of an accessory building be 1,000 sq. ft. with a maximum height of 15'. It was requested that rear and side yard setbacks be reviewed as well, since many residents currently have smaller garden style sheds closer to the rear yard lot line than 10' and side yard lot line of 5'. The goal is to establish building sizes that will accommodate standard size trusses, be large enough to have most recreational vehicles stored yet not diminish neighbor views. Currently the Board of Appeals is granting all requests for accessory garages over 700 square feet. Recommendation made that accessory structures be a maximum of 1,000 sq. ft. with a 16 ft. maximum height and that no other accessory buildings be allowed to prevent additional coverage of available greenspace. Because larger accessory buildings cause a higher chance of a diminished sight lines, the suggestion was made that the rear and side yard setbacks be 10'. For smaller structures, 200 sq. ft. or less, the setbacks can be reduced to 5'.

Resident Betsy Keuler, 14 Red Clover Ln., interrupted the discussion to voice her concern over the utility excavating in her front yard. Administrator Coenen and Public Works Superintendent Andy Vickman apologized that she was not notified of the project prior to the start date and that their invisible dog fencing (which was installed in the utility easement) was accidentally damaged. Superintendent Vickman promised that he would personally make sure that the fencing and their lawn would be restored as soon as the work is finished.

## **PUBLIC SAFETY - -**

**Fire Department** – No questions on the April & May 2019 Fire Department reports.

**Municipal Court** – No questions or comments

**Police Department** – Coffee with a Cop for July 4<sup>th</sup> will be cancelled even though The River Coffee and Cream will be open

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

**Public Works** – The tonnage from the Village Clean Up day almost doubled from prior years. DPW crews worked two hours overtime that day and until 1 p.m. the following day just to get everything picked up. Please be cognizant of non-residents bringing in items so we can prevent discontinuation of this service. A reminder will be put in the June Village newsletter. Copies of the Park Survey, being sent with the June water billing, are available for viewing.

**ADJOURN - -** Motion made by A Lundt with a second made by K Wendlandt to adjourn. (7:49 p.m.) **Motion carried.**

Michelle Seidl

Clerk/Treasurer