

## **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, September 3, 2019** 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 Dan Segerstrom and Trustee Keith Wendlandt. Absent – Trustee Terry Schaeuble

Also present: Ed Byrne (Brillion News); Village Administrator Travis Coenen; Clerk/Treasurer Michelle Seidl; Superintendent of Public Works Andy Vickman; Police Chief Greg Deike, Fire Chief Mike Schampers; Residents Tim Dole, Christopher Nowakowski, Debra Robinson and Tom Vander Heiden

### **CLOSED SESSION:**

Motion made by K Wendlandt with a second made by A Lundt to proceed into **CLOSED SESSION** pursuant to Wisconsin State Statutes 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. **Economic Development** – Land Acquisition, for the Purpose of Redevelopment and Review of Developers Agreements. Call of roll: 6 yes votes. **Motion carried.**

### **OPEN SESSION:**

Motion made by A Lundt with a second made by S Byers to reconvene into **OPEN SESSION** to discuss and/or take action on any issues that occurred during the closed session and continue with the Village Board meeting as scheduled. Call of roll: 6 yes votes. **Motion carried.**

No Action taken as a result of the closed session.

## **UTILITY COMMISSION MONTHLY MEETING**

Motion made by K Wendlandt with a second made by D Segerstrom to open the September 2019 Utility Commission Meeting. **Motion carried.**

### **WATER UTILITY**

- Average of 210,000 gallons of water purchased daily from Green Bay for the month of August
- Northeast Asphalt relayed a patch near Cty S and Williams Grant Road that was part of the Village's 2015 transmission main project
- Results on all 10 lead and copper samples tested last month came back within normal parameters

### **SEWER UTILITY**

- Revenue for septic tank waste for the month of August totaled \$5,269.84
- Reviewing potential cost savings of buying ferric chloride by the truckload for the WWTP
- Welcomed 15 members of Wrightstown School District Economic and Professional Development Program to the wastewater treatment plant and provided an overview and tour

Motion made by A Lundt with a second made by S Byer to close the September 2019 utility meeting. **Motion carried.**

**MINUTES** – Motion by A Lundt with a second by D Segerstrom to approve the August 20, 2019 Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion by S Byers with a second made by K Wendlandt to approve the vouchers, from August 15, 2019 – August 28, 2019, totaling \$109,975.02. **Motion carried.**

**WALK-INS** – None

**CORRESPONDENCE** – None

### **ADMINISTRATOR’S REPORT**

- Bad Habitz Band will be performing in Shamrock Park on Thursday, September 12<sup>th</sup> from 6:00 – 9:00 p.m.
- Fall Festival, on Saturday, October 19<sup>th</sup>, will kick off at 10:00 a.m. with the Color Run, followed by children’s activities and Moon Lighters Band from 3:00 – 6:00 p.m.
- Continuing to work on development discussed at prior meetings
- Working with Jon Cameron on borrowing for 2020. The incentive payment to Bay Area Granite and Marble will be included, due to the recent completion of their building. Waiting on the Clay St. project costs before finalizing, but the goal is to wrap it up by year end to take advantage of low interest rates.
- Committee meetings are being scheduled to go over individual department budgets. Watch for agendas to be arriving shortly.
- Resident Handbook and Village Trustee Manuals are being updated and are currently being reviewed by staff for corrections/changes

### **CLERK/TREASURER’S REPORT**

- Wisconsin Group Insurance Board approved a 4% increase in ETF health insurance rates for 2020. We are expecting final numbers, per plan, to arrive shortly. Once received, the information will be provided to the Finance Committee/Village Board to determine employer contribution.
- Disaster Relief Fund Toolkit, requesting reimbursement for cleanup costs from the July 20<sup>th</sup> storm, will be going out by the end of this week to meet the required September 18<sup>th</sup> deadline.
- United Heartland Workers Comp Audit was on Tuesday, August 13<sup>th</sup>. They see no red flags with our 2018-2019 loss reports.
- Village staff participated in #CityHallSelfie day hosted by the League of Wisconsin Municipalities. Go to the website to check out all of the great photos!

### **COMMITTEE REPORTS**

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

- **Strategic Financial Plan Proposal** –Ehlers municipal advisory team will be hosting a group of workshops to gather data to create a five year strategic plan for the Village. Upon completion, we will have a tool in which to refer to when budgeting, planning for borrowing and establishing utility and tax rates. Cost for this service for 2020 will be \$18,000 with approximately \$2,500/year after. Funds to be budgeted from the 100- General Fund. Motion made by S Byers with a second made by A Lundt to approve the Ehlers Financial Strategic Plan proposal. Call of roll: 6 yes votes. **Motion carried.**
- **Village of Wrightstown Investment Policy** – New investment policy gives authorization to the Clerk-Treasurer and/or the Village Administrator to invest unrestricted funds to earn the highest percentage yield. Longest term allowed is three (3) years, into money market funds, state local government

investment pools, short term certificates of deposit or U.S. Treasury obligations. Motion made by S Byers with a second made by K Wendlandt to approve the Village of Wrightstown Investment Policy. **Motion carried.**

- **Board of Trustees Orientation Manual** – Request by Administrator Coenen to the Village Board to review the prepared document and provide feedback. Final copy will be presented at the September 17<sup>th</sup> meeting for approval.
- **VW-1** – No action to be taken. Property to be monitored for possible future acquisition.

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

- **Brown County Bike and Ped Plan Proposal** – Created by Brown County, at the request of the Village, to facilitate the need for bicycle and pedestrian facilities. The plan will create framework for development as Wrightstown grows and is required if grant funding is applied for. Costs to be budgeted for in 2020 out of the 100- General Fund. Motion made by D Segerstrom with a second by S Byers to approve the Brown County Bike and Ped Plan proposal. **Motion carried.**
- **Fox Shores Water Issue** – Christopher Nowakowski and Debra Robinson, Fox Shores Estates, Parcel VW-730, requested assistance from the Village regarding water issues on their property. A culvert running under Lost Dauphin Rd. is draining excess water from the south east, causing their basement to flood repeatedly. Costs to divert the flow will be approximately \$30,000.00. The plat map provided at the time of lot sale did not show an existing culvert and the land sale disclosure indicated that there were no known drainage issues. Legal action may need to be taken against the original developer if the Village is unable to assist. Clerk/Treasurer Seidl suggested using Village resources to try to solve the storm water issues. The cost could be added to the tax bill, as an annual special assessment, until it is paid in full. This may make it financially manageable for the home owners to have the work done. Motion by S Reignier with a second by S Byers to table the Fox Shores Storm Water Issues until the next Village Board meeting. **Motion carried.**
- **Resolution 09032019 Parcel VW-53-1 Address Change** – Resolution 09032019 changes the address of Village parcel VW-53-1 from 398 High St. to 354 High St. The home owner has been notified of the October 1<sup>st</sup> effective date. Address change is to accommodate new development on the west side of High Street between parcel VW-53-1 and Dick’s Family Foods at 400 High St. Motion by D Segerstrom with a second by S Byers to approve Resolution 09032019 to change the address for Parcel VW-53-1. **Motion carried.**
- **NEW Operator License Application Form & Approval Flow Chart** - Two DRAFT applications were presented to the Village Board for review. The first allows the Village Board to deny any application that discloses a violation that substantially relates to the licensed activity, within the past five years. The applicant can then request an appeal of the decision, and, with proof of restitution, have the denial overturned. The second application denies any application with two or more offenses that substantially relate, in the past five years, on the basis of the applicant being a habitual offender. With this application, as well as any application that discloses a violent crime against a child or against body or life, denial is automatic and cannot be appealed. Our definition of habitual can be modified to change the number of offenses and/or number of years. Motion made by S Byers with a second made by A Lundt to further develop the new operator license application and flow chart based on the second DRAFT, for review at the September 17, 2019 Village Board Meeting. Motion carried.
- **NEW Operator License Applications** - Motion made by D Segerstrom with a second made by S Byers to approve the following NEW operator license applications:
  - Joshua J. Berg, 3233 Sweet Meadow Dr., De Pere, WI 54115, for Royal St. Patrick’s Golf Links

- Jessica A. Reed, 614 Teal Ct., De Pere, WI 54115, for Royal St. Patrick's Golf Links

**Motion carried.**

- **Bridge Sidewalk Epoxy Overlay** – Motion made by D Segerstrom with a second by K Wendlandt to show support for the Wisconsin Department of Transportation Maintenance Section to investigate the sidewalk epoxy overlay on the bridge. **Motion carried.**

**PUBLIC SAFETY - -**

**Fire Department Comments** – Training done at Perry property prior to the razing. Gearing up for fall activities

**Police Department Comments** – Unison Credit Union donated three defibrillators to the Wrightstown Police Department. A fourth unit was purchased for installation at Village Hall due to the large number of events the building is rented out for.

**PUBLIC WORKS & UTILITIES**

- Contracted with the Wisconsin DOT for road salt for the 2019-2020 winter season. There is no cost increase from last year
- Fall Festival event has been published. Four vendors are already signed up
- Bid requests mailed for road maintenance and crack filling on Turner St., Fair St., Lane Ln., Janet Ct. and Park St. and chip sealing on Patricia Ln.

**ADJOURN** – Motion made by S Reignier with a second made by A Lundt to adjourn. **Motion carried.** (8:02 p.m.)

Michelle Seidl

Clerk/Treasurer