

## 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 17, 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, Trustee Dan Segerstrom and Trustee Keith Wendlandt.

Also present: Ed Byrne (Brillion News), Brian Roebke (Wrightstown Spirit), Village Administrator Travis Coenen, Clerk/Treasurer Michelle Seidl, Police Chief Greg Deike, Fire Chief Mike Schampers

**MINUTES** – Motion by A Lundt with a second made by K Wendlandt to approve the September 3, 2019 Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion by D Segerstrom with a second made by K Wendlandt to approve the vouchers, as submitted, totaling \$99,301.05 from August 29, 2019 through September 11, 2019. **Motion carried.**

**SCHEDULED APPEARANCES** – None

**CORRESPONDENCE** –None

### **ADMINISTRATOR'S REPORT**

- Music in Shamrock Park for Thursday, September 12<sup>th</sup> was cancelled due to bad weather. New date will be scheduled shortly.
- Reminder that Fall Festival is on Saturday, October 19<sup>th</sup>
- Currently have approximately 70 people signed up to attend the Senior B-I-N-G-O Bash scheduled for Tuesday, September 24<sup>th</sup> from 4:00 p.m. – 6:00 p.m.
- Working on new grant funding opportunities to assist with cost upgrades to Village streets, Mueller Park and DPW Equipment
- Inquiry by Administrator Coenen as to a better way to relay information currently being sent via email since messages are not being responded to by all trustees. Trustee Dan Segerstrom asked all Village emails be sent to his personal Gmail account too since he always has access to it.
- Congratulations to Andy Vickman, Superintendent of Public Works and his wife Brittany on the birth of their daughter, Madelyn Blake. She was born on Friday, September 13<sup>th</sup>, at 7 lbs. 11 oz. and 21 ½” long!

### **COMMITTEE REPORTS**

#### **FINANCE/PERSONNEL**

- **Board of Trustees Orientation Manual** – Changes and corrections submitted by Board Members and staff, after last meeting, have now been made. Motion made by S Byers with a second made by A Lundt to approve the Board of Trustees Orientation Manual. **Motion carried.**
- **2020 Village Healthcare Contribution** –Premiums for the four (4) State of Wisconsin, Employee Trust Fund health plans, available to employees for 2020, increased in cost between 0% and 7% over 2019. The finance & Personnel Committee, during their meeting on Monday, September 9<sup>th</sup>, agreed to recommend to the Village Board, covering 82% of the cost of the 2020 Network Health premium due to doctor/facility flexibility. The cost impact on the General Budget is \$14,038.85. The cost impact on the Water and Sewer budgets is \$3,660.02 each. Motion made by S Byers with a second made by D

Segerstrom to approve the Village's 2020 Healthcare Contribution of 82% of the Network Health premium (\$1,804.23 for a family plan and \$732.69 for a single plan), based on the recommendation from the Finance & Personnel Committee, as a result of the Monday, September 9, 2019 meeting.

**Motion carried.**

- **2020 General Fund Budget** – For 2020, the Village is “allowed” to raise the tax levy, \$717,325.86 due to growth and new construction. However, doing so would increase property taxes \$2.83/thousand for Brown County residents and \$1.31/thousand for Outagamie County residents. Because the goal of the Board of Trustees is to keep the Village tax rate as level as possible this year, two levy increase options were presented:
  - An increase of \$6,898.45 would have \$0 impact on Brown County property owners and generate a \$1.22/thousand savings for Outagamie County residents
  - An increase of \$57,156.37 would generate a \$0.20/thousand increase for Brown County property owners and a \$0.97/thousand decrease for Outagamie County property owners

Preliminary department budgets were presented, reflecting the \$6,898.45 increase with \$0 impact on Brown County residents and \$1.22/thousand savings for Outagamie County residents. Administrator Coenen noted that mill rate numbers for Brown & Outagamie Counties, the school district and technical colleges are not yet available and when received, will alter the final impact on the tax payer, noted above. Funds that were in the Economic Development line under Marketing Expenses in 2019 are being used to cover the 2020 3% salary and health care increases to balance the budget. Decrease in revenues reflected are due to the loss of our expenditure restraint payment and LRIP funding in 2020.

**Additional highlights:**

- \$18,000 added to the Financial Assistance line to allow for the cost of the Village's NEW Financial Management Plan
- Education line is decreased in the Administrator budget now that 100% of tuition costs have been reimbursed
- \$6,500 again reflected in the Clerk/Treasurer budget under Technical Assistance since the miTime module for Caselle accounting software was not purchased in 2019, to allow funds to be used elsewhere
- \$9,000 was added to the Clerk/Treasurer budget for eScribe software to assist with meeting preparation and follow up
- Funds added to the 2020 election budget due to the quantity and size of elections on the calendar for the coming year
- Increases to the Police Department budget are for salaries, a new squad lease and software support. Patrol officer wages went up more than the standard 3% to be comparable to wages paid by surrounding communities
- 2020 Fire Department operating budget reflects very little change from 2019. However, fire station space limitations and fire truck upgrades will need to be planned for in the capital budget in the next few years
- A grant is being looked into for the purchase of a backup generator for Village Hall
- \$2,300 has been added to the Public Works budget for Village Hall building repairs and new rain gutters
- Salaries and wages for the Department of Public Works went up \$6,562.43 over 2019
- Health insurance for the Department of Public Works went up \$4,152.12
- The Public Works & Utilities 2007 Ford F150 will be replaced with a lease at an increased cost to the general fund, of \$4,000
- \$9,000 has been added to the Public Works budget for replacement tires for the John Deer pay loader
- Street repairs increased by \$20,000 for 2020
- Small adjustments were made in the road salt and snow and ice vehicle maintenance budget lines

- Solid waste and recycling fees are increasing for 2020 due to the Village's growth and tariff driving disposal fees
- \$8,000 increase has been added to the 2020 Park & Rec budget for Music in the Park events

Administrator Coenen noted that he would be checking with Jon Cameron, Ehlers Municipal Advisor, to see what capital expenses can potentially be covered by TIF funds.

- **Bay Area Granite & Marble Incentive Payment** - \$475,100 due to Bay Area Granite, per June 2018 Development Agreement, upon substantial completion of their manufacturing facility. Motion made by S Byers with a second made by T Schaeuble to approve the \$475,100 incentive payment to Bay Area Granite & Marble. **Motion carried.**

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

- **Wrightstown Wellness Center Sign** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the proposed sign for Wrightstown Wellness Center, 600 High St., Parcel VW-13-3. **Motion carried.**
- **Paul & Lisa Kalscheur (Grit & Furrow) Site Plan** – Motion made by T Schaeuble with a second made by S Byer to approve the site plan for Paul & Lisa Kalscheur (Grit & Furrow), 210 High St., Parcel VW-148. Renderings provided depicts a vintage look that fits the Village's Downtown Redevelopment Plan. New doors, windows, paint, roof, awnings and signage are being added to the existing structure. Grit & Furrow will display Ms. Kalscheur's wood fire kiln art and will be a venue for paint and pottery classes. There will also be dinner events, spotlighting area chef's and wood fired dinnerware.
- **NEW Village of Wrightstown Operator License Application & Flowchart** – Application form, combining City of Brookfield and City of Portage samples, was updated with the suggestions made at the September 3<sup>rd</sup> Village Board meeting. Flowchart also changed to reflect newest format. Applicants will now be denied if they have a two or more violations, significantly related to serving alcohol, within the last five years as this is the Village's definition of "habitual". Wisconsin State Statue 125.04 (5)(b) does not allow a municipality to issue a license to any person who has habitually been a law offender. Once denied, an applicant is unable to appeal the decision. A listing of significantly related offenses are included on page two (2) of the application. Motion made by T Schaeuble with a second made by D Segerstrom to approve the NEW Village of Wrightstown Operator License Application and flow chart. **Motion carried.**
- **Light Pollution Ordinance** – Trustee K Wendlandt created a light pollution ordinance in response to the request by resident Richard Savela to address dark sky issues being caused by commercial and industrial LED lighting within the Village. Properties that utilize LED bulbs will need to add "shielding" and/or adjust lighting angles to prevent glare, trespass onto neighboring properties and loss of night sky. The intensity of LED bulbs vs. high pressure sodium lighting has to be considered when new development comes before the Planning Commission. Concern was noted by Trustee Reignier that security must be a priority. The ordinance must differentiate between residential neighborhoods and business districts to not jeopardize safety on commercial/industrial properties. Recommendations for changes and

additions can be given to Trustee Wendlandt. He will then provide an updated draft copy to the Planning Commission to get input from the Village engineers approving new lighting plans, before presenting the final copy to the Village Board for action.

- **Fox Shores Drainage Issues** – Administrator Coenen, Trustee Byers and Trustee Segerstrom visited the Fox Shores property owned by Christopher Nowakowski and Debra Robinson to check out their basement flooding. Permanently correcting the issue is a bigger job than initially thought and costs are expected to exceed \$30,000 for the ditching plus the cost to pipe and enlarge the holding pond capacity. Unfortunately, the problem was not identified when the subdivision was developed even though the culverts were already in place. Motion made by D Segerstrom with a second by K Wendlandt to deny monetary assistance to redirect the flowing water in Fox Shores Estates. However, the Village would be willing to offer assistance with consulting or advice. **Motion carried.**
- **Parcel VW-1** – Owner of this parcel would like the Village to buy this property and use it as a nature preserve as an extension of Mueller Park. The purchase price is \$175,000 and payments could be made over 10 years. Request was originally presented to the Village Board at the September 3<sup>rd</sup> meeting in which a decision was made to monitor the sale since funds for the purchase are not readily available. Trustees upheld this decision and do not want to move forward at this time.
- **NEW Village Logo/Tagline** – Request by Administrator Coenen for direction regarding the logos and taglines presented by Wild Blue. Feedback on artwork and slogans provided indicates mediocre interest. Decision made to schedule a Committee of the Whole meeting on Tuesday, October 1<sup>st</sup>, prior to the board meeting at 6:00 p.m., to discuss ideas to share with Wild Blue, so they can try again.

#### **PUBLIC SAFETY - -**

**Fire Department** – Fire Department responded to a call at the Wellness Center for a person caught in a piece of exercise equipment

**Municipal Court** – No questions or comments

**Police Department** – Public Safety Committee Meeting scheduled for Thursday, September 19, 2019 at 5:00 p.m. to discuss the 2020 budget

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

**Public Works** – Patricia Ln., Prairie Way and Nicole are being paved and are looking good.

**ADJOURN - -** Motion made by S Reignier with a second made by A Lundt to adjourn. (7:53 p.m.) **Motion carried.**

Michelle Seidl

Clerk/Treasurer