

## **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, October 15, 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 and Trustee Terry Schaeuble. Absent - Trustee Scott Reigner, 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, Deputy Clerk/Treasurer Shelia Bowers, Deputy Clerk/Treasurer Patti Leiternann, Superintendent of Public Works Andy Vickman, Public Works/Utility Crew Member Brent Bouchonville, Public Works/Utility Crew Member Zachary Gussert, Public Works/Utility Crew Member Jason Krueger, Public Works/Utility Administrative Assistant Erica Buechel, Police Chief Greg Deike, Fire Chief Mike Schampers, Brown County Emergency Management Interim Director Lauri Maki, Assessor Paul Denor and Resident Richard Savela

**MINUTES** – Motion by A Lundt with a second made by S Byers to approve the October 1, 2019 Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion by T Schaeuble with a second made by S Byers to approve the vouchers, as submitted, totaling \$270,066.37, from September 26, 2019 through October 9, 2019. **Motion carried.**

**SCHEDULED APPEARANCES** – Lauri Maki, Brown County Emergency Management Director, presented a check from the Wisconsin Disaster Relief Fund, to the Village of Wrightstown, for \$33,417.54 for reimbursement of expenses incurred as a result of the July 2019 damaging winds. A photo was taken of present staff members that assisted with safety, clean up and reporting.

**WALK-INS:** None

**CORRESPONDENCE** – Thank you notes were received from Lois Gremore and Pandora Larson for hosting the B-I-N-G-O Bash on Tuesday, September 24<sup>th</sup>

### **ADMINISTRATOR’S REPORT**

- NEW Light ordinance will be going to the Planning Commission on Monday, November 11<sup>th</sup> for final presentation to the Village Board on Tuesday, November 19<sup>th</sup>
- Event Reminders:
  - Fall Fest is this weekend
  - Music in the Park, Thursday, October 31<sup>st</sup> in Royal St. Patrick’s Club House
  - Christmas Parade, Saturday, December 7<sup>th</sup> at 11:00 a.m. Village Board chose the theme Hometown Holiday, Past Present & Future
- Marketing Committee met earlier in the evening. Tagline and logo options were discussed. Next meeting is scheduled for 2:00 p.m., Wednesday, October 30<sup>th</sup>. Plan is to then meet with Wild Blue on Tuesday, November 5<sup>th</sup>, to provide them direction to move forward.
- Next Wrightstown School District building project informational meeting is scheduled for Monday, October 28<sup>th</sup>. Administrator Coenen will be part of the planning committee.

### **COMMITTEE REPORTS**

## FINANCE/PERSONNEL

- **Fair Market Assessments Contractual Agreement** – New agreement includes an approximate 2% cost of living increase annually. Motion made by S Byers with a second made by T Schaeuble to approve the (5) five year contractual agreement between the Village of Wrightstown and Fair Market Assessments effective January 1, 2020. Call of roll: 4 yes votes. **Motion carried.**
- **Resolution 09172019** – Mueller Development, LLC (Bay Area Granite) was paid \$475,100 on September 18, 2019 as a requirement of the signed 2018 development agreement. The November 2019 borrowing will include funds to cover this expense. Motion made by S Byers with a second made by T Schaeuble to approve Resolution 09172019 Declaring Official Intent to Reimburse Expenditures from the Proceeds of Borrowing. **Motion carried.**
- **Review of 2020 General Fund Budget** – Dates that taxing entities are to have levy numbers to the Village were discussed as well as dates for receipt of the Expenditure Restraint Limit Notice, Tax Increment Worksheet and annual Statement of Taxes.
  - Biggest impacts to the 2020 GENERAL budget:
    - Salary increases
    - Lease of second police squad
    - New police laptops
    - Lease of new public works vehicle
    - \$20,000 increase in annual road maintenance
  - Potential Mill Rate Options
    - \$10,930.03 increase in expenses. \$0 change to the Brown County Mill Rate. \$.082/thousand savings for Outagamie County residents
    - Add \$777,554.40 in expenses, which utilizes 100% of available levy limit. Brown County Mill Rate increases \$3.07/thousand. Outagamie County Mill Rate increases \$2.06/thousand (*unrealistic due to negative impact on tax payers and forgoes the 2021 Expenditure Restraint Payment*)
    - Add \$60,928.51 in expenses, Brown County Mill Rate increases \$0.20/thousand. Outagamie County Mill Rate decreases \$0.63/thousand
    - Add \$73,428.13 in expenses, Brown County Mill Rate increases \$0.25/thousand. Outagamie County Mill Rate decreases \$0.59/thousand
  - Other Taxing Entities
    - Brown County has *proposed* a \$0.27/thousand Mill Rate decrease
    - Wrightstown School District has *proposed* a \$0.04/thousand Mill Rate increase

Trustee Scott Reignier, although not at the meeting, corresponded with Administrator Coenen and indicated that he is in support of \$0 increase for 2020. Consensus of the remainder of the Village Board is that a minimal increase may be required in order to not negatively affect future budgets. Village's goal is to stay below the CPI so we are eligible for an Expenditure Restraint Payment in 2021.
- **Review of 2020 Water Utility Budget** – Proposed Water Utility budget numbers were presented. Total revenues \$1,346,931.60. Total expenditures \$1,314,661.99 (\$37,604.44 increase over 2019)
  - Biggest impacts to the 2020 WATER budget:
    - Salary increases
    - Health insurance increases
    - Vehicle lease payments
    - NEW Meter reading equipment purchase
    - Increased debt service payments
    - Increase in expenses for gas, electric, chemicals and lab work
- **Review of 2020 Sewer Utility Budget** – Proposed Sewer Utility budget numbers were presented. Total revenues \$933,009.06. Total expenditures \$954,318.40. (\$9,933.45 increase over 2019)
  - Biggest impacts to the 2020 SEWER budget:
    - Salary increases
    - Health insurance increases
    - Vehicle lease payments

- Increase in Bio solids handling
- Increased debt service payments
- Decrease in industrial strength waste revenues now that ProAmpac is going off line and hauling out in 2020

To balance revenues with proposed expenditures, Administrator Coenen will be working with Municipal Financial Advisor Jon Cameron, from Ehlers, to determine if a portion of the debt service payments can be paid by Village TID funds. The final resort, however, would be to raise sewer utility rates by \$0.30/thousand. This would impact a family of four (4) by \$3.60 per quarter.

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

- **NEW Operator License Application** – Motion made by T Schaeuble with a second made by S Byers to approve the NEW operator license application for Megan R. Saari, 6899 W. Ridge Royale Dr., Greenleaf, WI 54126, for Wrightstown River Inn. **Motion carried.**
- **Sign Permit for Waterboard Warriors** – Motion made by T Schaeuble with a second made by A Lundt to approve the sign permit application for Waterboard Warriors, 600 Washington St., Parcel VW-4, in the Village of Wrightstown. **Motion carried.**
- **Combining CSM for Pete Rentmeester** – Motion made by T Schaeuble with a second made by S Byers to approve the combining CSM for Pete Rentmeester, 971 & 1031 Sue Ln, Parcels VW-19-7 & VW-19-12, in the Village of Wrightstown. **Motion carried.**
- **Fence Permit Application for Tweet-Garot Mechanical, Inc.** – Motion made by T Schaeuble with a second made by S Byers to approve the fence permit application for Tweet-Garot Mechanical, Inc., 4001 French Rd., Parcel VW-W157, in the Village of Wrightstown. Conditions set by the Planning Commission regarding the fence color and emergency service access have been met. **Motion carried.**

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

**Fire Department** – 5 calls responded to in the month of September. Open house was well attended despite the poor weather.

**Municipal Court** – No questions or comments

**Police Department** – Wednesday, October 23<sup>rd</sup>, Wrightstown Police Department will be participating in “Lights of Christmas” in partnership with local radio stations. This program raises money to purchase gift cards and gift bags to have available in squad cars when officers comes across a community member in need. Location: De Pere Culvers from 11:00 a.m. – 2:00 p.m. and 4:00 p.m. – 7:00 p.m.

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

**Public Works** – Crews are busy rehabbing and reconstructing Village catch basins. Fall Fest is this Saturday. There are currently 264 participants signed up for the morning Color Run.

**ADJOURN - -** Motion made by S Byers with a second made by T Schaeuble to adjourn. (7:11 p.m.) **Motion carried.**

Michelle Seidl

Clerk/Treasurer