

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD

The REGULAR MONTHLY MEETING OF THE Village Board, of the Village of Wrightstown, was held at Village Hall, 352 High St., on **Tuesday, December 3, 2019** and was called to order at 6:00 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 Terry Schaeuble, Trustee Dan Segerstrom and Trustee Keith Wendlandt. Absent – Trustee Scott Reignier

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; Ehlers Senior Municipal Advisor Jon Cameron; Tony Van Rossum of Van Rossum Family Trust

PUBLIC HEARING

Motion made by A Lundt with a second made by K Wendlandt to open the public hearing for the purpose of hearing from all persons and/or their agents on the following:

- Application for a Conditional Use Sign Permit, requested by Waterboard Warriors, 660 Washington St., Wrightstown, WI 54180. Parcel VW-4. Sign will be hung on storage building in Mueller Park and is to face HWY ZZ

3 calls made by President Dean Erickson, for public input, with no response

- Application for the rezone of Village of Wrightstown parcel in the 300 block of Poplar St. (*portion on Broadway St. only*) divided from parcel VW-203, at the Tuesday, November 19th board meeting. Parcel lies between Village parcels VW-203-3 (*354 Broadway St.*) and VW-203-5 (*700 Broadway St.*). Zoning to be changed from E-A Exclusive Agriculture to R-1 Single Family Residential

3 calls made by President Dean Erickson, for public input, with no response

Motion made by S Byers with a second made by T Schaeuble to close the public hearing. **Motion carried.**

UTILITY COMMISSION MONTHLY MEETING

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

WATER UTILITY

- Average of 191,000 gallons of water purchased per day in the month of November

- Leak found in ProAmpac’s fire pump system. Now that this issue has been resolved, daily average is expected to go down to approximately 185,000 gallons
- Water loss for 4th quarter of 2019 is expected to be at 7%

SEWER UTILITY

- Successfully capped off a 15,000 – 20,000 gallon leak for I/I on Cty Hwy D by the High School. Exterior drop broke off allowing creek water in
- 120,000 gallons of sludge hauled which will allow enough capacity to get the Village through mid to end of February. Hauling has been an issue this fall due to the poor weather. Working on secondary storage with area farmers. They would temporarily hold our sludge until it can be applied onto fields in the spring
- Print-Pro has successfully converted to using holding tanks, circumventing our system, for all of their industrial waste

Motion made by A Lundt with a second made by D Segerstrom to close the November 2019 Utility Commission Meeting. **Motion carried.**

MINUTES – Motion by A Lundt with a second by D Segerstrom to approve the November 19, 2019 Board Meeting Minutes. **Motion carried.**

VOUCHERS - Motion by S Byers with a second made by K Wendlandt to approve the vouchers, from November 14, 2019 – November 27, 2019 totaling \$76,656.82. **Motion carried.**

SCHEDULED APPEARANCES:

- **Patrick Tarkowski** – Mr. Tarkowski did not appear as scheduled but requested that the Village create handicap parking spaces on Washington St. and in High Ct. Unfortunately, there is not enough real estate available to create ADA compliant parking on Washington St., unless the existing sidewalk, or part of the road driving lane, is removed. Downtown, three of the current angled spaces will be needed to create one handicap space, greatly reducing the already limited parking availability. The handicap marked spaces in front of St. John’s were referenced. These spaces/signs were funded by St. John’s and are not enforceable by the Village since they do not meet ADA regulations. Administrator Coenen is working with Superintendent of Public Works Andy Vickman to brainstorm possible solutions but plans for Washington St. will need to be worked through Brown County as it is a county highway
- **Senior Municipal Advisor, Jon Cameron, from Ehlers** – Sale day report for \$2,265,000 General Obligation Corporate Purpose Bonds, Series 2019B, presented. Bids were taken today at 10:30 a.m. Four bids were received, with the winning bid being from BOK Financial Securities, Inc. out of Milwaukee, WI, with a “true interest” cost of 2.4470%. Due to a lower underwriters discount and a premium received, the issue was able to be downsized by \$30,000 (*to \$2,235,000*) and funds were set aside to offset a portion of the 2020 debt service payment. Overall saving: \$93,795.00

WALK-INS – None

CORRESPONDENCE – None

ADMINISTRATOR’S REPORT

- Reminder that the Tree Lighting and Christmas Parade are this weekend!

- Village Christmas Party is Tuesday, December 17th
- Bike and Ped Plan will be kick off with a workshop session in January

CLERK/TREASURER'S REPORT

- Meeting of the Joint Review Board held on Tuesday, November 5th to update all taxing entities on the status of TIDs #3 & #4
- Due Diligence Call with Quarles and Brady, LLP, and Jon Cameron from Ehlers, held on Friday, November 22nd for the \$2,265,000 borrowing
- WMCA District VII meeting held on Monday, November 11th in Oconto Falls. Jon Cameron spoke on levy limits and allowable adjustments
- The Republican Party sent the Village of Wrightstown a list of four election officials that must be pulled from, to work each election during the 2020-2021 term. Because Republican Scott Walker received the largest number of the votes at the Village polling location, during the 2018 Gubernatorial Election, we are required to have one more Republican inspector than the Democratic Party, whose candidate received the next largest number of votes.

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **Resolution 12032019** – Motion made by S Byers with a second made by A Lundt to approve Resolution 12032019 awarding the sale of \$2,235,000 General Obligation Corporate Purpose Bonds, Series 2019B. Call of roll: 6 yes votes. **Motion carried.**

Motion made by S Byers with a second made by T Schaeuble to approve taking a short recess to sign necessary borrowing paperwork for Municipal Advisor Jon Cameron. **Motion carried.**

Motion made by A Lundt with a second made by D Segerstrom to reconvene the meeting. **Motion carried.**

Motion made by A Lundt with a second made by K Wendlandt to amend the agenda to move up action on Van Rossum request to rezone Village of Wrightstown parcel in the 300 block of Poplar Street. **Motion carried.**

- **Anthony Van Rossum Rezone Request** – Motion made by T Schaeuble with a second made by D Segerstrom to rezone from E-A Exclusive Agriculture to R-1 Single Family Residential, Village of Wrightstown parcel in the 300 block of Poplar St. (portion on Broadway St. only) divided from parcel VW-203, at the Tuesday, November 19th board meeting. Parcel lies between Village parcels VW-203-3 (354 Broadway St.) and VW-203-5 (700 Broadway St.) **Motion carried.**
- **2020 Water Utility Budget** – 2020 projected water utility expenses total \$1,318,460.67. Interest and principal payments for December 2019 borrowing are already included in this figure. Projected revenues are \$1,346,931, therefore, leaving approximately \$28,000 in surplus.

Increases:

- \$8,800 for health insurance costs
- \$13,855 for salaries
- \$4,000 for new DPW vehicle lease

- \$3,000 for gas and electric services
- \$9,000 for meter reading handheld and auto reader equipment
- \$12,531 for debt service principal payments due to the 2019B borrowing

Decreases:

- \$2,300 for chemicals
- \$ 500 for lab expenses
- \$1,200 for liability insurance
- \$4,927.61 in debt service interest expense

Overall increase in expenses for 2020: \$41,403.13

In 2020, Administrator Coenen will be looking into reimbursing the utility funds, from TID funds, for debt service payments made, since the TID's were originally unable to support the water and sanitary sewer infrastructure debt service costs. A small increase in user fees may also be needed to build up the required reserve amounts in each utility so these funds stay in the black. Motion made by S Byers with a second made by A Lundt to approve the 2020 Water Utility Budget. **Motion carried.**

- **2020 Sewer Utility Budget** – Village sewer rates had been the highest in the area due to the upgrade of our wastewater treatment plant. However, now that surrounding municipalities are improving their systems, our rates are more mid-level

Proposed expenditures for 2020: \$957,949.02 which is an increase of \$13,564.08 from 2019. Figures include the borrowing for the 2020 Clay St. project.

Increases:

- \$7,400 for health insurance costs
- \$14,000 for salary increases
- \$4,000 for new vehicle lease
- \$7,000 in debt service principal payments

Decreases:

- \$2,000 for bio solid handling
- \$2,500 for video surveillance
- \$5,212 in debt service interest expense

Project revenues: \$933,009.06. This leaves a deficit of approximately \$25,000 for 2020.

Revenue from the handling of industrial strength waste has significantly decreased due to Prolamina hauling their waste, rather than sending it through our facility. Doing so is more cost effective for them. However, we have seen an increase in hauling amounts from Bay Area Granite.

At any time, the Village is able to pass an ordinance to increase sewer user rates, unlike water rates which must be applied for and approved through the Public Service Commission (PSC)

Motion made by S Byers with a second made by A Lundt to approve the 2020 Sewer Utility Budget. **Motion carried.**

- **Appointment of Election Officials** – Motion made by S Byers with a second made by T Schaeuble to appoint the following individuals for the 2020-2021 election term:
 - Arlene Adamczak, 128 Golden Wheat Ln. (Republican)
 - Ruth Aerts, 325 School St.
 - Karen Demerath, 321 School St.
 - Lois Gremore, 909 Park St.
 - Marna Johns, 524 Clay St.
 - Carol Just, 1046 Debra St.
 - Diane Laabs, 312 Linda St.
 - Sandra Linskens, 234 Patricia Ln.
 - Delores Meulemans, PO Box 213 (Republican)
 - Monica Meulemans, 705 Main St.
 - Deanna Murphy, 324 Clay St.
 - Kathie Schampers, 107 Norman Ln. (Republican)
 - Betty Schmidt, 323 Clay St. (Republican)
 - Tina M. Tregembo, 550 Fair St.

Motion carried.

PARKS, RECREATION & REGIONAL PLANNING

- **Waterboard Warriors Conditional Use Sign Permit** – Motion made by T Schaeuble with a second made by S Byers to approve the Conditional Use Sign Permit Request by Waterboard Warriors, 660 Washington St., Wrightstown, Parcel VW-4. **Motion carried.**
- **Original Alcohol Beverage Retail License Application – Brandon and Emily Luedtke, LLC.** Motion made by T Schaeuble with a second made by K Wendlandt to approve the Original Alcohol Beverage Retail License Application for Brandon and Emily Luedtke, LLC., d/b/a Lucky's Pub & Grill, 565 Cty U, Wrightstown, from January 1, 2020 through June 30, 2020. **Motion carried.**
- **Cigarette and Tobacco Products Retail License for Dolgencorp, LLC.** Motion made by T Schaeuble with a second made by K Wendlandt to approve the application for Cigarette and Tobacco Products Retail License for Dolgencorp, LLC., d/b/a Dollar General Store #20873, 376 High St., Wrightstown, WI 54180, from December 3, 2019 through June 30, 2020. **Motion carried.**

PUBLIC SAFETY - -

Fire Department Comments –Home, owned by the Village, by Country Visions on CTY U, was used for live burn training

Police Department Comments – No questions or comments

PUBLIC WORKS & UTILITIES

- DPW Crew did great with park clean up considering the limited amount of time before the first snowfall
- Don and Carol Treptow donated a 36' live tree for the Village's Tree Lighting Ceremony on Friday, December 6th

- Thank you to Noah Geurts for donating his bucket truck to beautify the bridge with Christmas lights and assisting with the downtown tree decorating
- Thank you to Tinesdale Farms for donating their JCB to allow staff to stand the tree without anyone getting hurt

ADJOURN – Motion made by A Lundt with a second made by K Wendlandt to adjourn. **Motion carried.** (7:10 p.m.)

Michelle Seidl

Clerk/Treasurer