

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 Street, on **Tuesday, July 21, 2020.**

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 Keith Wendlandt, Absent – Trustee Dan Segerstrom

Also present: Ed Byrne (Brillion News), Brian Roebke (Wrightstown Area Spirit), Village Administrator Travis Coenen, Public Works Superintendent Andy Vickman, Police Chief Greg Deike, Fire Chief Mike Schampers, Deputy Clerk/Treasurer Shelia Bowers, Jonathan Trautman (Clifton Larson Allen, LLP), and on behalf of Steak Dinner Colin Meisel (Ruekert-Mielke) and Jesse Hall (Keller Inc)

PUBLIC HEARING

Motion made by A Lundt with a second by K Wendlandt to open the public hearing, for the purpose of hearing from all persons and/or their agents on the Update of Chapter 84, Building Regulations, of the Village of Wrightstown Municipal Code. **Motion carried.**

President Dean J Erickson made three (3) calls for public input with no response.

A motion by A Lundt with a second made by K Wendlandt to close the public hearing. **Motion carried.**

MINUTES – Motion made by A Lundt with a second made by S Byers to approve the July 7, 2020 Board Meeting Minutes, as submitted. **Motion carried.**

VOUCHERS – Motion made by S Byers with a second made by K Wendlandt to approve the vouchers, as submitted, totaling \$605,337.75, from July 2, 2020 through July 15, 2020. **Motion carried.**

SCHEDULED APPEARANCES:

Village Auditor Jonathan Trautman from Clifton Larson Allen, LLP presented the 2019 Governance Communication Letter and the End of Year Financial Statements as follows:

Governance Communication Letter

- Accounting policies – Note 1.C., the Village changed accounting policies related to property taxes and special collections, by adopting Statement of Government Accounting Standards (GASB Statement) No. 84, Fiduciary Activities, in 2019
- Accounting estimates – have not really changed from year to year
- Financial statement disclosures – corrected misstatements are the audit entries made each year by the auditors, the list is getting smaller and the Village is heading in the right direction

Statement of Net Position – General Fund

- This statement takes everything you budget plus it includes the assets and liabilities
- You're able to compare your net position with other municipalities
- The problem with this statement, it's not what everyone else is using

Balance Sheet – General Fund

- Outlines the Village assets and liabilities in the General, TID #3, TID #4 and the Other Governmental funds
- On December 31, 2019 the total fund balance in all funds was \$3,560,116

Statement of Revenues, Expenditures and Changes in Fund Balance – General Fund

- Outlined the Revenues and Expenditures compared to the budget
- 2019 was a very positive budget year with a \$378,644 increase in fund balance

Statement of Net Position – Proprietary (Water & Sewer) Funds

- Water and Sewer funds are considered proprietary funds, business type activities with a whole different set of accounting rules than the General fund rules
- Water Utility – net investment in capital assets is \$5,605,590, plus unrestricted \$724,395 with a total net position of \$6,329,985
- Sewer Utility – net investment in capital assets is \$3,132,954, plus restricted \$73,351, plus unrestricted \$548,705 with a total net position of \$3,755,010

Statement of Revenues, Expenses and Changes in Net Position – Proprietary (Water & Sewer) Funds

- Water Utility –
 - Operating Income of \$84,613
 - Total net position of \$6,329,985 on December 31, 2019
- Sewer Utility –
 - Operating Income of \$163,952
 - Total net position of \$3,755,010 on December 31, 2019

Statement of Cash Flows

- Water Utility –
 - Total Cash and Investments of \$458,599 on December 31, 2019
- Sewer Utility –
 - Total Cash and Investments of \$73,351 on December 31, 2019

Per J Trautman the audit went great, the audit entries are going down each year and that's a very good sign and testament to the work that management does to prepare for the audit process.

- K Wendlandt questioned the following Control Deficiencies listed on pages 60-61 of the Annual Financial Report:
 - 2019-001 Preparation of Annual Financial Report –
J Trautman explained that the Village would need to prepare their own Annual Financial Report to eliminate 2019-001 internal control deficiency. Most municipalities of the Village's size choose not to prepare the documents because it's not cost effective to hire a CPA to prepare the documents
 - 2019-002 Adjustments to the Village's Financial Records –
J Trautman said anytime the auditors make material adjustments that change Village records from when the year was closed, it's considered a deficiency. To eliminate this deficiency all entries would need to be done prior to the audit. He complimented Village Staff for the

progress made over the last five years with the reduction of audit entries. Clifton Larson Allen, LLP will continue to assess the deficiencies

- A Vickman had a question regarding the Utilities; should depreciation be budgeted on an annual basis? J Trautman replied that its complex to budget for depreciation in regards to Utilities. Some Municipalities budget for cash the outflow on their equipment. Other Municipalities estimate by taking this year's depreciation, look at the trends, and figure out if any equipment was added or removed. Then they budget the same amount from year to year and adjust to the actual, one year lag

WALK INS: None

CORRESPONDENCE: None

ADMINISTRATOR'S REPORT:

- T Coenen commented on the Incorporation hearing that was held on July 14th at the Town of Wrightstown. Everything went well, we argued our points why we felt the Incorporation petition may have been hitting some gray areas. There was a little back and forth with some of the folks that wanted to speak at the hearing, but in general our voices were heard. The Incorporation board heard our rationale why we felt it wasn't a good fit. We're going to be submitting our last arguments to the review board by the 24th. We will hear back from the board whether or not it's going to referendum sometime in October
- There is a lot of development going on in the Village

COMMITTEE REPORTS

FINANCE/PERSONNEL

- **Associated Trust Company Certificate of Direction** – Motion made by S Byers with a second made by A Lundt to approve the Certificate and Direction dated July 22, 2020, to disburse \$61,890.00 from the Village's Escrow Account, to the Town of Kaukauna, for payments required under Section IV of the Intergovernmental Agreement between the Village of Wrightstown and the Town of Kaukauna Withdrawing Restriction on Annexation, dated December 12, 2013. **Motion carried.**
- **Tweet-Garot Mechanical Final Payment** – Motion made by S Byers with a second made by K Wendlandt to approve the FINAL PAYMENT of \$406,886.33 to Tweet-Garot Mechanical, Inc., per the second amendment to the Developers Agreement dated April 3, 2019, due on August 1, 2020. **Motion carried.**
- **Outagamie County Highway Invoice** – Motion made by S Byers with a second made by A Lundt to approve Invoice #846006 dated 6/11/2020 from Outagamie County Highway Department for \$66,453.44 for 2020 Ditching Costs on Highway U. **Motion carried.**
- **Ehlers Invoice** – Motion made by S Byers with a second made by K Wendlandt to approve Ehlers Invoice# 83868, dated July 9, 2020, for work completed on the 2020 Financial Management Plan. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING

- **Ordinance 07212020** – Motion by T Schaeuble with a second by S Byers to approve Ordinance 07212020, Update of Chapter 84, Building Regulations, of the Village of Wrightstown Municipal Code, Adopting the Wisconsin Commercial Building Codes. **Motion carried.**
- **Concrete Sealers Proposal - Tabled** – Motion by T Schaeuble with a second by K Wendlandt to table until a later date, Concrete Sealers proposal for Village Parcel VW-188-2. **Motion carried to table.**
- **Extraterritorial CSM, 1025 Wrightstown Road Parcel R-5-1** – Motion by T Schaeuble with a second by A Lundt to approve the Minor Land Division Extraterritorial CSM for Paul & Nancy Vande Hei, 1025 Wrightstown Road, Parcel R-5-1, Town of Rockland. **Motion carried.**
- **Shoreland/Wetland Zoning Permit, 23 Corn Silk Court Parcel VW-10-4** – Motion by T Schaeuble with a second by S Reignier to approve the Shoreland/Wetland Zoning Permit Application for Nathan & Jennifer Genke, 23 Corn Silk Court, Parcel VW-10-4, Village of Wrightstown. **Motion carried.**
- **Royal St. Patrick's Preliminary Platting** – Motion by T Schaeuble with a second by K Wendlandt to approve Royal St. Patrick's Preliminary Platting for Midwest Expansion, LLP, Village of Wrightstown Parcel 300 000300. **Motion carried.**
- **Steak Dinners Properties LLC** – Motion T Schaeuble with a second by A Lundt to approve Steak Dinners Properties LLC Site Plan, 427 Cty Rd U, Village of Wrightstown Parcels 300 010400 and 300 010500. **Motion carried.**
- **RENEWAL Operator License – Dawn Marie Klein** – Motion by T Schaeuble with a second by S Byers to approve the renewal operator license application for Dawn Marie Klein, 531 ½ Washington St., Wrightstown, WI 54180, for Lucky's Pub & Grill. **Motion carried.**
- **NEW Operator License – Rebecca R. Schnurer** – Motion by T Schaeuble with a second by K Wendlandt to approve the new operator license application for Rebecca R. Schnurer, 336 Sharla St., Wrightstown, WI 54180, for Lucky's Pub & Grill. **Motion carried.**

PUBLIC SAFETY

Municipal Court Report

- June 2020 Court Report was submitted

Fire Department Report & Comments –

- June 2020 Fire Department Report submitted by Chief Mike Schampers, he commented that it was relatively quiet this summer
- S Byers questioned if brush burning was on hold indefinitely? M Schampers replied that the ban on brush burning was lifted a while ago, he said that they saw an increase of people actually getting burning permits this year

Police Department Report & Comments –

- June 2020 Police Department Report submitted by Chief Greg Deike, he commented that it was a nice quiet month for the Police Department

PUBLIC WORKS & UTILITIES - -

Public Works

- The Clay Street project is on schedule with landscaping complete, curb and gutter all done, final grading will be complete this week, and paving next Wednesday. The project should be completed by next Thursday or Friday
- There was a Public Works meeting prior to tonight's meeting in which we discussed the 5.5% increase in wholesale water. We will be continuing to analyze the financial state of the utility and will do what we can to sustain our rates

ADJOURN - - Motion made by S Reignier with a second made by S Byers to adjourn the meeting at 6:57 p.m. **Motion carried.**

Shelia Bowers

Deputy Clerk/Treasurer