

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD

The REGULAR MONTHLY MEETING OF THE Board of Trustees, of the Village of Wrightstown, was held at Village Hall, 352 High St., Wrightstown, WI, 54180, on **Tuesday, October 6, 2020**, and was called to order at 6:04 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 (*arrived at 6:14 p.m.*), Trustee Terry Schaeuble and Trustee Dan Segerstrom. Absent – Trustee Scott Reignier and Trustee Keith Wendlandt

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

UTILITY COMMISSION MONTHLY MEETING

Motion made by T Schaeuble with a second made by D Segerstrom to open the October 2020 Utility Commission Monthly Meeting. **Motion carried.**

WATER UTILITY

- Budget revenues completed for Water Utility for 2021 and reviewed with the Public Works & Utilities Committee on September 29th
- Preventative maintenance on pressure release valves is scheduled for October
- Flow testing completed and submitted to ISO. No deductions were taken
- Tower B was taken out of service on September 30th for a full interior wash out and to complete a punch list of tasks. It is expected to be back online tomorrow, October 7th
- Lead and copper testing was completed at 10 Village residences on September 21st and 22nd. Results should arrive from the lab in a few weeks
- Daily average of 189,207 gallons of water pumped through September 30, 2020

SEWER UTILITY

- Sewer budget for 2021 completed
- Great Lakes TV Seal is scheduled to televise and clean 13,000 feet of sanitary main and the lift stations this fall. All sanitary main footage is on a 5 year inspection rotation
- Virtual WWTP inspection meeting was held with the DNR on Monday, October 5th. A site inspection was scheduled for October 7th but was pushed back to the end of the month due to COVID-19. However, everything up to this point looks very good

Motion made by S Byers with a second made by D Segerstrom to close the October 2020 Utility Commission Monthly Meeting. **Motion carried.**

MINUTES – Motion made by D Segerstrom with a second by T Schaeuble to approve the September 15, 2020 Village Board Meeting Minutes. **Motion carried.**

VOUCHERS - Motion by D Segerstrom with a second made by S Byers to approve the vouchers, from September 10, 2020 – September 30, 2020, totaling \$373,196.30. **Motion carried.**

SCHEDULED APPEARANCES – None

WALK-INS – None

CORRESPONDENCE – None

ADMINISTRATOR’S REPORT:

- Busy working on development and the 2021 budget

CLERK/TREASURER’S REPORT

- First “Routes to Recovery” COVID grant payment was received on October 1st, from the State of Wisconsin, in the amount of \$7,685.59

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **State of Wisconsin Department of Administration Invoice No. 17641** – Motion made by S Byers with a second made by D Segerstrom to approve State of Wisconsin Department of Administration Invoice No. 17641, for \$86,034.33 for interest payments on the Village’s 2009 Clean Water Fund Loan, Project ID 4356-04, 2013 Safe Drinking Water Fund Loan, Project ID 4942-03 and 2015 Safe Drinking Water Fund Loan, Project ID 4942-04. **Motion carried.**
- **Certificate & Direction** – Motion made by S Byers with a second made by D Segerstrom to approve the Certificate and Direction, dated October 7, 2020, to disburse \$44,157.14 from the Village’s Escrow Account, to the State of Wisconsin Safe Drinking Water Loan Program, for payment of debt service on the Village’s Water System Revenue Bonds, Series 2015 **Motion carried.**
- **Bond Trust Services Statement 59582** – Motion made by S Byers with a second made by D Segerstrom to approve Bond Trust Services Statement 59582, for Interest Payment of \$36,860.00 on the Villages \$2,705,000 General Obligation Corporate Purpose Bonds, Series 2017A. **Motion carried.**
- **Bond Trust Services Statement 59583** – Motion made by S Byers with a second made by D Segerstrom to approve Bond Trust Services Statement 59583, for Interest Payment of \$29,340.63 on the Villages \$2,235,000 General Obligation Corporate Purpose Bonds, Series 2019B. **Motion carried.**
- **2021 Proposed General Fund Budget** – Motion made by S Byers with a second made by D Segerstrom to accept the 2021 General Fund expenditure numbers as proposed. Individual department estimates reviewed. Highlights by department are as follows:

Village Board

- Increase of \$10,000 under Attorney Services. This amount was budgeted under the Municipal Court in prior years but Wisconsin State Statute prohibits this as attorney services retained for court purposes are in defense of the Village

Board's Municipal Code. There is no economic impact to the overall General Fund Budget

Village Administrator

- \$4,776.08 overall budget decrease
- \$3,192.73 adjustment in Salaries & Wages due to 2% wage increase
- \$6,000 decrease in Municipal Financial Assistance due to completion of the Village's Financial Management Plan
- \$3,000 decrease in Education since no classes will be taken in 2021 where tuition reimbursement will be required

Municipal Court

- Overall decrease of \$6,546.05
- Attorney Service expense switched to Village Board budget (as explained above)
- Increase in operating expenses and employee health insurance costs

Clerk/Treasurer

- Overall decrease of \$117,611.35
- Decrease of \$45,000 in Regional Planning/Engineering Services since 2021 projects (Tiger's Den subdivision and road upgrades) are expected to require minimal engineering assistance
- Decrease of \$9,869.54 in Regional Planning/Contracted Service since there will be no Bike & Ped Plan costs in 2021
- Salaries & Wages increased by 2%
- Health Insurance costs increased to \$36,774.71 from \$35,593.60 due to premium adjustment through State of Wisconsin – ETF
- 2021 election expenses were decreased due to the small number of elections that will be conducted
- In 2019, \$189,006.11 in Economic Development/Marketing was left unspent. Through Budget Amendment Resolution No. 12172019, these funds were moved forward to be used toward 2020 expenses. Prior to the amendment the 2020 budgeted line was \$175,514.91. For 2021, this amount has been proposed at \$142,502.20. However, this number may change based on the impact to taxpayer rates and the potential increase to the Village's levy amount

Police

- Overall increase of \$55,097.13 mostly due to salary and benefit increases and the addition of a part time officer for 2021
- Increase of \$17,926.76 due to the addition of a new squad lease to replace the current SUV
- Green Bay Police Department created a new ticketing software program that the Wrightstown Police Department will begin utilizing in 2021 for a cost savings of \$7,061.00

Fire

- \$14,788.01 was carried over from 2019 to 2020 through Budget Amendment Resolution 05052020 under the Firefighting Equipment line. For 2021, this line will reflect \$4,500

- Fire – Stipends will increase by 2%

Ambulance

- Estimating County Rescue charges to increase for 2021. Line at \$39,200 for 2021 from September 30, 2020 \$37,693.26 year to date actual in 2020

Public Works

- Overall increase of \$27,760.22, not including Cemetery and Park/Rec expenses
- \$20,760.22 increase due to 2% increase in salaries and benefits
- \$15,247.68 increase in operational expenses which includes lease to replace Isuzu and an increase for Brush and Compost Contracted Service

Cemetery

- Small increase in cemetery costs due to 2% Salary & Wage adjustment

Historical Society

- \$2,500 budgeted for 2021

The following are scheduled dates to receive information necessary to finalize the Village’s levy and to determine net mill rate:

- **Tuesday, October 6:** Equated Manufacturing Assessment Rolls/Statements of Assessment received
- **Monday, November 2:** Technical College Levies
- **Monday, November 2:** Expenditure Restraint Budget Limit Notices
- **Tuesday, November 10:** School District Levy
- **Monday, November 16:** State and County Apportionment
- **Tuesday, November 17:** Tax Increment Worksheet
- **Friday, November 20:** School Levy Tax Credit & Major Aids

Four levy scenarios were presented to show how each would impact the Village’s portion of the gross mill rate:

| <u>Levy</u> | <u>Village’s Mill Rate (Brown County)</u> | <u>Village’s Mill Rate (Outagamie)</u> |
|--|---|---|
| \$2,168,063.14 <i>Restraint Payment</i> | \$8.37/thousand | \$7.88/thousand <i>(to qualify for 2022 Expenditure</i> |
| \$2,260,027.00 | \$8.72/thousand | \$8.21/thousand <i>(no levy change from last year)</i> |
| \$2,343,000.00 <i>County tax rate from last year)</i> | \$9.04/thousand | \$8.51/thousand <i>(no change in Village’s Brown</i> |
| \$2,340,000.00 <i>Outagamie County tax rate from last year)</i> | \$9.03/thousand | \$8.50/thousand <i>(no change in Village’s</i> |

Using \$2,340,000.00 as the 2021 levy, estimated budget revenues would be \$3,231,040.86. The combined net tax rate ***(using last year’s levy amounts for the State of Wisconsin, Brown County, NWTC, Fox Valley Tech and Wrightstown School District, last year’s State School Levy Tax Credit amount and adding the \$.64/thousand anticipated school district levy increase due to the referendum)*** would be \$22.04/thousand for Brown County property owners and \$20.60/thousand for Outagamie County property owners. In 2019 the net tax rates were: \$21.84/thousand for Brown County taxpayers and \$20.69/thousand for Outagamie County taxpayers. On a home with a \$300,000 assessed value, real estate taxes for Brown County property owners would increase

approximately \$60 and decrease approximately \$27 for Outagamie County property owners. This option allows for \$314,439.06 for economic development or paying down of debt in 2021.

Updates will be presented as more information is received

PARKS, RECREATION & REGIONAL PLANNING

- **Mueller Park Paving, Walks and Slope Stability Project Bid** – Funding matrix for all Mueller Park improvements presented. Original project cost estimate was \$351,000, however, bids came in higher at \$543,000 due to the amount of shoreline erosion that needs remediation. The Village will need to cover \$304,117.00 of the project costs after awarded grant money has been applied. A portion of the Village’s contribution will come from the economic development budget line with the remainder coming from capital borrowing. There may be a \$50,000 savings due to a potential upcoming change order. Recommendation from Jennifer Liimaata, Project Manager from Robert E. Lee, is to award the lowest bid of \$373,101.50 to Highway Landscapers. Motion made by T Schaeuble with a second made by S Byers to approve the \$373,101.50 bid, from Highway Landscapers, for the 2020 Mueller Park Paving, Walks and Slope Stability Project, Contract 1269-20-01. **Motion carried.**
- **Mueller Park Docks, Platform and Kayak Launch Project Bid** – 5 contractors placed bids on this project. The lowest bidder was Milbach Construction, out of Kaukauna, at \$118,000. However, they pulled their bid within the 20 hour deadline due to an error in their estimating. The second lowest bid was received from Mammoth Construction, Manitowoc, WI, with a bid of \$138,539. Recommendation from Jennifer Liimaata, Project Manager from Robert E. Lee, is to award this bid. Motion made by T Schaeuble with a second made by D Segerstrom to approve bid of \$138,539.00, from Mammoth Construction, for the 2020 Mueller Park Docks, Platform and Kayak Launch Project, contract 1269-20-02. **Motion carried.**
- **Al Petersen Dividing CSM** – Motion made by T Schaeuble with a second made by S Byers to approve the dividing CSM for Al Petersen, 231 Mueller St., Parcel VW-50, Village of Wrightstown. Jerry Calnin is planning to build a home, with an exposed basement, on the newly created lot between the Mueller Wright House and Al and Veronica Petersen’s home. A 15’ easement has been added to cover the storm sewer drain on the west end. Recommendation by the Village Planners and the Planning Commission is to approve. **Motion carried.**
- **Chapter 206 Zoning §206-23 Rural Residential District (Accessory Buildings) Possible Updates** – Current Village Municipal Code allows for only one accessory building, up to 1,000 sq. ft., per residential lot. However, in older R-1 subdivisions, many homes have detached garages, which already count as one accessory structure. Also, in R-R (Rural Residential) subdivisions, lot sizes are much bigger and could potentially accommodate a larger or another accessory building. Request by Village Planners to consider adding conditional uses for both of these types of properties to reduce the number of variances being applied for. Direction given by the Village Board to allow no more than two accessory buildings, with a combined square footage of 1,250 (no one structure can be larger than 1,000 sq. ft.), per R-1 lot, including the already detached garage. No more than 30% of the required greenspace may be exceeded. (R-R) properties with an attached garage may have one accessory building up to 2,000 sq. ft. and 20 ft. in overall height. Lots with detached garages may have no more than two accessory buildings with combined square footage of greater than 2,500 sq. ft. and no one structure larger than 2,000 sq. ft. No more than 30% of the required greenspace may be exceeded.
- **Midwest Expansion/Matriarch Ventures, LLC. Preliminary Plat Review** – Motion made by T Schaeuble with a second made by A Lundt to approve the Preliminary Plat for Midwest Expansion/Matriarch Ventures, LLC, Parcels 300002400 & 300002401 (Area 3), Village of

Wrightstown. Property is on the corner of Theunis and Golf Course Drive. Request by Royal St. Pat's HOA that pillars be added to the East Frontage Rd. entrance to match current entrances. Also, trees and berms need to be added to Frontage Rd. and Golf Course Dr. Lots are approximately 80' wide. **Motion carried.**

- **Construction Plan for Midwest Expansion/Wrightstown Golf Course, LLC.** – Motion made by T Schaeuble with a second made by A Lundt to approve the Construction Plan for Midwest Expansion/Wrightstown Golf Course, LLC, Parcel 300000300 (Area 1), Village of Wrightstown. Road/sidewalk plans follow the same design as roads/sidewalks currently in Royal St. Pat's subdivision. **Motion denied.**
- **Emily C. Buffin Operator License Application** – Motion made by T Schaeuble with a second made by S Byers to approve the NEW Operator License Application for Emily C. Buffin, 412 Patricia Ln., Wrightstown, WI 54180, for The River Coffee & Cream . **Motion carried.**
- **Sarah M. Kozlosky Campbell Operator License Application** – Motion made by T Schaeuble with a second made by S Byers to approve the NEW Operator License Application for Sarah M. Kozlosky Campbell, 239 Royal St. Pat's Dr., Wrightstown, WI 54180, for Royal St. Patrick's Golf Links. **Motion carried.**
- **Halloween 2021** – Due to the new Governor's mandate and the rising severity of COVID-19, the Village of Wrightstown has decided to cancel the Halloween band at the scenic overlook on Saturday, October 31st. A Halloween Best Practices & Safety Precautions flyer has been provided by Brown County Health & Human Services. It will be posted to the Village's website and social media sites shortly

PUBLIC SAFETY - -

Fire Department Comments

- Limited meeting activity over the last several weeks due to COVID-19 to reduce chance of exposure. It is important everyone stays healthy should a fire call come in

Police Department Comments

- Public Safety Committee Meeting was held last week

PUBLIC WORKS & UTILITIES

- 2020 WISLR completed
- Will be applying for LRIP grant funds for 2021-2022. We are eligible for approximately \$70,000 which will be used toward the Rosin Rd. project to be completed in conjunction with the Town of Wrightstown
- 2021 Public Works General Fund Budget has been completed
- Crosswalks were painted prior to the start of school
- DPW Crew shouldered Sue Ln.
- Docks at Mueller Park Boat Landing are scheduled to be removed mid-October
- 2021 Recycling Grant Application was submitted. Award amount is \$5,168
- Thank you to the Brock Vander Zanden family for building and donating the neighborhood library box installed near Waupekun Park

CLOSED SESSION – Motion made by A Lundt with a second made by T Schaeuble to proceed into CLOSED SESSION, pursuant to Wisconsin State Statute 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, for **Economic**

Development Negotiations. Call of roll: 5 yes votes. **Motion carried.**

OPEN SESSION – Motion made by D Segerstrom with a second made by T Schaeuble to reconvene into **OPEN SESSION.** Call of roll: 5 yes votes. **Motion carried.**

NO ACTION TAKEN AS A RESULT OF CLOSED SESSION

ADJOURN – Motion made by A Lundt with a second made by T Schaeuble to adjourn. **Motion carried.**

Michelle Seidl

Clerk/Treasurer