

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, January 5, 2021** and was called to order at 6:05 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 Scott Reignier, Trustee Dan Segerstrom, and Trustee Keith Wendlandt. Absent –Trustee Terry Schaeuble

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, Fire Inspector Nathan Helbing, Resident & Candidate for Trustee Mark Leonard and Resident & Business Owner Lisa Kalscheur

UTILITY COMMISSION MONTHLY MEETING

Motion made by A Lundt with a second made by K Wendlandt to open the January 2021 Utility Commission Monthly Meeting. **Motion carried.**

WATER UTILITY

- 5 year Water Use Permit Renewal Application submitted. Current permit expires 12/11/2021. Allows Village to pull water from wells in the event of an emergency
- Clay valves at both metering stations have been rebuilt. This is an every 5 year requirement
- 2020 PSC Report started. Due date is January 31, 2021
- Testing of all large meters complete and found to be within acceptable parameters
- 2020 required water sampling done
- 2020 annual water loss at 6%

SEWER UTILITY

- An excessive amount of rags are being found in the WWTP wet well. Educating the public through the use of social media and U.S. Mail that our operating systems are unable to break these down, so screen backups are occurring
- 14,000' of sanitary main and lift stations were televised by Great Lakes. A few minor issues, that will be immediately repaired, were found. Due to the Village's commitment to televise a portion of main/lift station footage annually, the entire Village system has been televised within the last 5 years
- All reporting and discharge numbers are back and look amazing

Motion made by A Lundt with a second made by K Wendlandt to close the January 2021 Utility Commission Monthly Meeting. **Motion carried.**

MINUTES – Motion made by A Lundt with a second by K Wendlandt to approve the December 15, 2020 Village Board Meeting Minutes. **Motion carried.**

VOUCHERS - Motion by S Byers with a second made by S Reignier to approve the vouchers, from December 10, 2020 – December 30, 2020, totaling \$475,893.53. **Motion carried.**

SCHEDULED APPEARANCES – None

WALK-INS – Lisa Kalscheur, new resident and owner of Grit & Furrow, introduced herself to the Village Board and was in attendance to learn how everything clicks

CORRESPONDENCE – None

ADMINISTRATOR’S REPORT:

- Preparing for the 2021 borrowing
- Continuing to work with developers in regards to new residential and industrial projects
- Akins Family Builders/Epcon Development in Area 1 of Royal St. Pat’s Subdivision is not moving forward as an agreement of terms was not able to be reached

CLERK/TREASURER’S REPORT

- Brown County tax bills were mailed on Friday, December 4, 2020. Outagamie County bills were mailed on Monday, December 14, 2020
- Tax settlement completed for both counties, for tax payments received through December 31st
- Deadline for Village candidates to file their nomination papers was at 5:00 p.m. on Tuesday, January 5, 2021. One packet of candidacy paperwork was received for the open president position and three were received for the three open trustee seats
- Candidate order, to be printed on the April 6, 2021 Spring Election ballot, for open Village Trustee seats, were drawn by lot:
 1. Sue Byers
 2. Andy Lundt
 3. Mark Leonard (Fitch)

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **2021 Capital Financing Plan** – Anticipated borrowing for 2021 will be approximately \$2,555,000 for work on the Washington/ZZ, Rosin Rd, Mueller Park and Royal St. Pat’s Regional Pond projects. \$440,000 of the debt will be allocated to Streets, \$310,000 will be allocated to Public Works/Other and \$1,805,000 will be allocated to Storm Water which results in 100% of the debt service payment being backed by the tax levy. The borrowing plan indicates that the first (interest) payment of \$63,500 will be due in 2022 and puts the Village at 87% of its General Obligation Debt Capacity. Principal payments will begin in 2023. Breakdown for potential borrowing in 2022 through 2024 was also presented.

PARKS, RECREATION & REGIONAL PLANNING

- **RSP Drainage Pond Easement** – Motion made by A Lundt with a second made by S Reignier to approve the RSP Drainage Pond Easement Agreement. Agreement gives the Village access to Page Golf Properties, LLC ponds, to maintain, repair and manage as necessary, since subdivision storm water drains into them. A maintenance agreement will be presented to the Board, for approval, at a future meeting. All grass will continue to be mowed by Royal St. Pat's Golf Links. **Motion carried.**
- **Wrightstown Riverfront, LLC Site Plan** - Motion made by A Lundt with a second made by K Wendlandt to approve the site plan for Wrightstown Riverfront, LLC, 533 Hickory St., Parcels VW-380 & VW-380-2, Village of Wrightstown. Developer made revisions to the plan by moving the building back from the bridge and adding a sprinkler system, as requested by the Plan Commission. A new certified survey map will need to be done to combine the lots and vacate the right of way. **Motion carried.**
- **Global Properties, LLC Developers Agreement** - Motion made by K Wendlandt with a second made by S Byers to approve the Developers Agreement for Global Properties, LLC. Village is to pay two payments of \$63,470 to Global Properties, LLC. in 2021, which equals 20% of the new tax increment created on \$634,700 of new assessed value. Because TID No. 3 is unable to support this payment in full, shortfall will come from Village's unassigned fund balance. Call of roll: 6 yes votes. **Motion carried.**

PUBLIC SAFETY - -

Fire Department Comments – Funeral for Fireman Gene Vande Hey was held earlier today

Police Department Comments –

- Happy New Year!
- Police Department was out of the office most of last week due to exposure to COVID-19. However, everyone is back and doing well
- New squad car is in and is being used. The new 2021 SUV squad that has been ordered is expected to arrive in April or May
- An offer of part time employment is being extended tomorrow with the condition of passing medical and psychological screenings
- Working toward going paperless due to the new software being utilized

PUBLIC WORKS & UTILITIES

- Vacant wastewater position was offered. However, the gentleman that originally accepted has now declined so the second candidate is being contacted
- Public Works Committee meeting is scheduled for 6:00 p.m. on Thursday, January 7th to address residents snowplowing concerns

ADJOURN – Motion made by S Reignier with a second made by A Lundt to adjourn at 7:01 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer