

VILLAGE OF WRIGHTSTOWN BOARD MEETING MINUTES

The REGULAR MONTHLY MEETING OF THE Village Board, of the Village of Wrightstown, was held at Wrightstown Village Hall, 352 High St., Wrightstown, WI, on **Tuesday, January 19, 2021.**

Meeting was called to order at 6:03 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 Dan Segerstrom (*left at 6:42 p.m.*) and Trustee Keith Wendlandt. Absent: Trustee Terry Schaeuble

Also present: Ed Byrne (Brillion News), Village Administrator Travis Coenen, Clerk/Treasurer Michelle Seidl, Director of Public Works Andy Vickman, Police Chief Greg Deike, Fire Chief Mike Schampers, Fire Inspector Nathan Helbing

CLOSED SESSION – Motion made by A Lundt with a second made by K Wendlandt 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 – Real Estate Negotiations**. Call of roll: 6 yes votes. **Motion carried.**

OPEN SESSION – Motion made by A Lundt with a second made by K Wendlandt to reconvene into open session. Call of roll: 6 yes votes. **Motion carried.**

MINUTES – Motion made by A Lundt with a second made by S Byers to approve the January 5, 2021 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 \$1,837,443.55, from December 31, 2020 through January 13, 2021. **Motion carried.**

SCHEDULED APPEARANCES: None

WALK INS: None

CORRESPONDENCE: None

ADMINISTRATOR’S REPORT:

- Continuing to work on development within the Village
- Glad to be back after battle with COVID

COMMITTEE REPORTS

FINANCE/PERSONNEL

- **Application and Certificate for Payment No. 4 – Waupekun Park Pavilion** – Motion made by S Byers with a second made by A Lundt to approve the Application and Certificate for Payment No. 4, for \$23,136.72, to Alliance Construction and Design, Inc., for the Wrightstown (Waupekun) Park Pavilion Project. Call of roll: 5 yes votes. **Motion carried.** Original contract was for \$94,362.84, however, there were (5) five change order requests, approved by Administrator Coenen, which added \$7,338.19:
 - Installation of owner supplied water fountain
 - Addition of mansard roof above relocated service doors
 - Tenting and heating half of structure
 - Addition of (2) two exterior wall packs, (2) two bathroom exhaust fans and (3) three GFI outlets. (1) One wall pack was replaced with (3) three recessed can lights
 - 5’ wide sidewalk added in front of service doors
- **Suez Water Tower Maintenance Agreement** – Motion made by S Byers with a second made by S Reignier to terminate the 2021 Water Tower Maintenance Agreement with Suez Water Technologies. This is a result of the decision made by the Public Works Committee in 2020, since all punch list repairs were completed. Suez requires a written “Notice of Intent to Terminate”. **Motion carried.**
- **Review of Village Financial Position**
 - Presentation given by Administrator Coenen on 2020 spending which impacted the Village’s unassigned fund balance.

General Fund

Mueller Park Parking, Walks and Slope Stability Project \$416,216.43
(Includes \$43,559.09 in engineering costs from Robert E Lee, \$1,017.23 in drawing costs from Blue Print Service Co. and contracted construction costs of \$371,640.11, to date, from Highway Landscapers). Project bids came in much higher than expected, due to shoreline erosion issues, with the parking, walks and slope stability portion of the project bid at \$373,101.50 and the fishing platform, boat and kayak launches at \$138,539.00. \$7,866.15 was added to the scope of work in December of 2020 due to change orders for the additions of underdrain and rip rap. The sea wall was repaired and the stairway rock wall extended, and the decision was made to not move forward with construction of a handrail. Remaining work at Mueller Park will be completed and paid for in 2021

Waupekun Park Project	\$ 78,564.31
Horkman Restaurant’s LLC Economic Development Loan	\$100,000.00
Highway 96 Right of Way – Easement	\$ 12,000.00
Purchase of Demske Property - VW-1-1	\$ 12,124.46

Majority of these costs were offset by the following:

- \$40,000 donation received in 2019 from the Wrightstown Lions Club
- \$338,996.80 budgeted for in 2020 in the Economic Development/Marketing Expense Line

- Economic Development/Marketing Expense budgeted funds unspent in 2019, of \$189,006.11. Moved into 2020 with Budget Amendment Resolution 12172019
- Collected loan payments totaling \$10,833.37 from Nashoba Ventures, Roger & Deb Tews and Horkman Restaurants, LLC

Tax Increment No. 3 Fund

Razing of Buildings on CTH U and E Frontage Road	\$ 31,515.00
Surveying of Outagamie County Properties	\$ 1,810.00
Wetland Delineation for WPS Detention Pond	\$ 10,273.35
TID No. 3 Project Amendment	\$ 10,500.00
Area 3 Storm Sewer & Pond Engineering	\$ 4,292.95
Consulting Fees – Custom Offsets/Steak Dinner Properties	\$ 1,890.00
2019 Audit of TID No. 3	\$ 2,547.65
General Engineering Services	\$ 1,795.89
TID No. 3 Attorney Fees	\$ 5,627.75
TID No. 3 Water & Sewer Expense	\$ 277.91
TID No. 3 Miscellaneous Operating Fees	\$ 6,573.79
Capital Expense	\$ 13.00
TID No. 3 Debt Service Fees	\$ 586.83
Debt Service Principal & Interest Payments Shortfall	\$ 40,668.47

Tax Increment No. 4 Fund

Subdivision & Storm Water in Royal St. Pat’s	\$123,848.12
Cty U Ditching Project	\$ 76,989.87
Brush Clearing Fox Shores Dr.	\$ 3,597.50
Brush Clearing on Frontage Rd.	\$ 2,691.25
Water Testing	\$ 161.00
TID No. 4 Engineering Fees	\$ 1,634.89
TID No. 4 Attorney Fees	\$ 1,947.75
RSP Wetland Delineation	\$ 16,000.00
Development Agreement Incentive Payments <i>(Tweet Garot Mechanical & Wrightstown Properties, LLC)</i>	\$ 514,244.33

2021 borrowing and grant money will be used to reimburse a portion of the fund balance. However, the second phase of the Mueller Park Project (fishing platform, boat and kayak launches) still needs to be completed at an estimated \$138,000

100% of these costs will be recovered at the time each of the tax incremental districts close

- The following is a breakdown of some of the Village’s current debt:
 - 2015 \$7,244,000 Safe Drinking Water Fund Loan for construction of pipeline running from Ashwaubenon
 - 2016A \$1,465,000 General Obligation Note for the 2015 purchase of CEI Land, Land Sale and Soil Remediation for CVC, the 2015 Downtown Project to include upgrades to Hickory and Mueller Streets and the purchase of Milk Source Land

- 2018B \$558,500 General Obligation Promissory Notes for the purchase of 20 acres of Perry property in TID 3
- 2018C \$437,320 Water System Revenue Bank Note for the CTH U Water Main project
- 2018D \$337,619 Sewer System Revenue Bank Note for CTH U Sewer Main project
- 2019A \$1,145,000 General Obligation Corporate Purchase Bonds for the purchase of the Bowers property, for development incentive payment to Tweet Garot Mechanical, Inc. and for the Shoreline Restoration Project
- 2019B \$2,235,000 General Obligation Corporate Purchase Bonds for a second development incentive payment to Tweet Garot Mechanical, Inc., for the purchase of the St. John's property and the Clay St. project to include water system and sanitary sewer system upgrades

Note additional debt obligations outstanding: 2009 Clean Water Fund Loan, 2011 \$1,525,000 General Obligation Promissory Notes, 2012 \$2,990,000 General Obligation Refunding Bonds, 2013 \$735,000 General Obligation Refunding Bonds, 2013 Safe Drinking Water Fund Loan, 2016 \$565,000 State Trust Fund Loan, 2017A \$2,705,000 General Obligation Corporate Purpose Bonds, 2017B \$824,000 State Trust Fund Loan, and 2018A \$1,960,000 General Obligation Notes

- o Review of TID Cash Flows

Projections, based on information received from Ehlers in August of 2020, as a result of the project plan amendments to TID No. 3 and TID No. 4, indicate that sufficient revenues should be generated, starting in 2021, to cover the annual debt service payments (including the 2021 borrowing). However, related project expenses, such as planning and engineering, not covered by borrowing, may still need to be paid by unassigned reserves until they can be recovered at the close of each TID. Tax Increment District No. 3 is estimated to close in 2028, Tax Increment District No. 4 is scheduled to close in 2035. Projected revenues in TID No. 5 are expected to be sufficient to cover annual debt starting this year and is estimated to close in 2025

- **Action taken as a result of Closed Session – None**
- **New DPW/Wastewater Operator –** Motion made by S Byers with a second made by K Wendlandt to approve the hire of Aaron VandeHey, for the open DPW/Wastewater Operator position, pending results of his pre-employment physical and drug screen. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING

- **Renaming of CTH U –** No action taken since the “perfect” name has not yet presented itself

PUBLIC SAFETY

Fire Department – No questions or comments

Municipal Court – No questions or comments

Police Department – Village of Wrightstown Police Department participated in the Police

Lights of Christmas program which purchases gift cards to donate to those in need

PUBLIC WORKS & UTILITIES – No questions or comments

ADJOURN - - Motion made by S Reignier with a second made by S Byers to adjourn the meeting at 7:51 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer