

## 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, February 2, 2021** 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 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; Public Works Director Andy Vickman; Police Chief Greg Deike, Fire Chief Mike Schampers (*arrived at 6:12 p.m.*) 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 February 2021 Utility Commission Monthly Meeting. **Motion carried.**

#### WATER UTILITY

- Average of 182,692 gallons of water purchased daily through January 26, 2021. Higher than normal average due to a leak which was found on Tuesday, February 2<sup>nd</sup>, after a Village resident notified the Public Works/Utility staff of low water pressure
- Water main was relocated under bridge to accommodate Midwest Expansion Building #3. Moving costs were paid by Midwest
- 2020 PSC report has been completed. Will be sitting with auditors, who are in house this week, to review
- Cross connection notices have been sent out to commercial and industrial customers. Low hazard accounts receive notices semi-annually while high risk accounts receive them annually
- In the final stages of testing the water main in the Royal St. Pat's development. Should be online by the end of this week
- Implementing new safety procedures so meter change outs and cross connection checks can resume using strict COVID-19 prevention guidelines

#### SEWER UTILITY

- Gave a virtual tour of the Waste Water Treatment Plant to the Greater Green Bay Leadership Council in December
- Completed the 2020 Sludge Land Application report
- Completed the 2020 Sludge Characteristics report and submitted it to the Wisconsin Department of Natural Resources

- One influent pump is being switched out due to a seal fail. The replacement should be arriving later this week

## **UTILITY COMMISSION ANNUAL UPDATE**

### **Water**

- One service leak was found in January 2020. Normal yearly average is 5-6 service leaks
- Changed out 33 meters in 2020. This is significantly lower than the norm due to the COVID-19 pandemic
- 290 old style meters are left to change out. The goal is a good portion of this project done by year end
- Replaced 523' of 12" asbestos cement pipe with PVC, in 2020, as part of the Clay St. project
- All distribution valves were exercised in 2020. It is a DNR requirement that this be completed every two years
- Interior renovation was done on Tower A in 2020
- Mixing valves updated in both Tower A & Tower B last year
- In 2019, the Village started tower flushing annually rather than semi-annually. This is proving to be effective in keeping water clear of clay, silt and organic matter and is more cost efficient
- Annual average water loss was 4%. Water loss from 2009 – 2019 was presented with ranges from 7% - 28% so 2020's loss is remarkable
- Report outlining "Metered Water Sold" for the last 20 years was presented. Due to fixture efficiencies and water conservation practices, the bulk annual total has changed very little since 2001, even though the Village has grown

### **Wastewater**

- One sanitary failure, on Broadway St., occurred in 2020
- Changed sludge hauler who took over site requests/reporting responsibilities for sludge in 2020. Great decision since the new hauler is very responsive
- Wisconsin Department of Natural Resources conducted a Wastewater Facility Inspection in 2020, which earned the Village an excellent grade
- One overflow for the facility was reported in May of 2020 due to a heavy rainfall event
- No funds were spent out of the Equipment Replacement Account, at Denmark State Bank, in 2020
- 2020 WWTP discharge numbers were presented against 2019 numbers. Reduction in flow to the treatment plant is being seen due to I/I reduction efforts and manhole sealing
- New phosphorus limit for next year is .79 lbs. per day. To compare, the Village's 6-month average from May through October 2019 was .60 lbs. per day. November 2019 through April 2021 was .49 lbs. per day

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

**MINUTES** – Motion made by A Lundt with a second by K Wendlandt to approve the January 19, 2021 Village Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion by S Byers with a second made by K Wendlandt to approve the vouchers, from January 14, 2021 – January 27, 2021, totaling \$211,776.14. **Motion carried.**

**SCHEDULED APPEARANCES** – None

**WALK-INS** – None

**CORRESPONDENCE** – Thank you from Sandy VandeHey for the expression of sympathy following Gene’s passing

**ADMINISTRATOR’S REPORT:**

- Moving forward, the goal is to share more project details and the affect of project costs on the Village’s cash flow, for the purpose of transparency
- Working toward hosting the normal schedule of events such as Tunes on Tuesday, Senior Card Games and the Fall Festival
- Development continues to be strong
- Next borrowing is being planned for March of 2021
- Discussions regarding the creation of a storm water utility have started
- Due to pending development, work has started on a T-Grant so rail service can be extended to Quality Ct. and improvements can be made to the Broadway St. crossing. Rail traffic estimates and staff size are being requested from incoming industrial businesses
- Next Department Head meeting is scheduled for 1:00 p.m. on Monday, February 15<sup>th</sup>. The Village Board is invited
- Request for State approval for the third Current on the Fox building has been submitted

**CLERK/TREASURER’S REPORT**

- Our auditors, from Clifton Larson & Allen, are in the building this week working on our 2020 year-end financial statement
- Met virtually with Gayle Lindberg from Robert E. Lee and Trina Soyk from the U.S. Fish and Wildlife Service on Tuesday, January 12, 2021 to complete the funding application for the Mueller Park Project grants
- Absentee ballots for the 2021 Spring Primary on Tuesday, February 16<sup>th</sup> were mailed on Monday, January 25<sup>th</sup>
- In person absentee voting for the Village of Wrightstown began today at 8:00 a.m.
- Public testing of the Village’ electronic voting equipment, for the Tuesday, February 16<sup>th</sup> primary, is scheduled for Wednesday, February 10<sup>th</sup> at 9:00 a.m. and it is open to the public
- Village of Wrightstown is hosting 6 hours of election training in 2021 to recertify our election officials for 2022-2023. Several surrounding municipalities are sending their election officials to take advantage of the close training location
- 2021 2% fire dues reporting has been completed
- First developer’s incentive payment is being paid out to Midwest Expansion LLP this month, based on the first half of their property taxes that were paid on February 1<sup>st</sup>

## COMMITTEE REPORTS

### FINANCE/PERSONNEL - -

- **Board of Commissioners of Public Lands Invoice No. 0000018932** – Motion made by S Byers with a second made by S Reignier to approve the Board of Commissioners of Public Lands Invoice No. 0000018932, for \$152,205.58, for principal and interest payments on the Village’s 2016 and 2017 State Trust Funds Loans. **Motion carried.**
- **Robert E. Lee & Associates, Inc. Invoice No. 78939** – Motion made by S Byers with a second made by D Segerstrom to approve Robert E. Lee & Associates, Inc. Invoice No. 78939, for \$19,593.46, for engineering in residential “Area 1” of Royal St. Patrick’s. **Motion carried.** Invoice is for review that work being done in TID No. 4 is meeting Village specifications
- **Employee Personnel Manual Update** – Motion made by K Wendlandt with a second made by S Byers to approve the update to the Employee Personnel Manual in regards to Employee Personal Days & Compensatory Time Off. **Motion carried.** Effective February 2, 2021, all compensatory time must be taken and/or paid out no later than the last payroll run in the budget year in which it was earned. Available personal time must be taken and paid out no later than the last budgeted payroll of the year, prior to January 1<sup>st</sup>
- **Update of Kayak WI Loan Document** – Collateral was updated on the mortgage document for Sheri L. Evans from the property owned at 575 Royal St. Pat’s Dr. to the property owned at 429 Victoria St, Green Bay

### PARKS, RECREATION & REGIONAL PLANNING

- **RSP Development Update** – Infrastructure for RSP new development area has been completed with the exception of a small portion of storm water piping that needs to be aligned. Soil is being leveled and most of the roads have the gravel layer applied. Waiting on receipt of the survey which will confirm that installation has been done as planned. Administration has also been working with RSP Homeowners Association on shifting covenant authority to the HOA since the original developer is no longer involved, on modifying the covenant document to a shorter, easier to understand version and making possible changes to exterior masonry requirements for the new phases to the subdivision
- **Water Main Easement for Midwest Expansion Phase 2** - Motion made by D Segerstrom with a second made by A Lundt to approve the water main easement for Midwest Expansion Phase 2. **Motion carried.** Once signed, this document will be filed with the County and will allow the Village to maintain the water main that was moved under the bridge
- **Sewer Main Easement for Midwest Expansion Phase 2** - Motion made by D Segerstrom with a second made by S Byers to approve the water main easement for Midwest Expansion Phase 2. **Motion carried.**
- **Hickory St. Vacation for Midwest Expansion Phase 2** - Motion made by D Segerstrom with a second made by K Wendlandt to approve the Hickory St. vacation for Midwest Expansion Phase 2. **Motion carried.**
- **Rosin Rd. Project Update** – Robert E. Lee did a review of the project scope and verified that their original estimate should be sufficient to rebuild the 1,840 feet of Rosin Rd. that the Village is responsible for. Joint bid, with Town of Wrightstown, will be advertised for in February or March, with the intention that work will begin in spring. Cost of the project will be covered by borrowing

## **PUBLIC SAFETY - -**

**Fire Department Comments** – Lucky’s Pub in Wrightstown is hosting a meat raffle this Sunday, with proceeds going to the Wrightstown Fire Department. A \$100 raffle ticket bundle is available. All meat is supplied by Beck’s

### **Police Department Comments**

- Village’s Use of Force policy was updated to contain language banning choke holds outside of the need for deadly force. Approval of the policy was reviewed and approved by Wisconsin Law Enforcement Accreditation Group
- Breten VandeHey will be starting with the Wrightstown Police Department on February 15th as a part time officer
- Coffee with a Cop is this Thursday,, at 9:00 a.m. at The River Coffee and Cream. Subject revolves around the recent shooting at the Fox River Mall

## **PUBLIC WORKS & UTILITIES**

- Took delivery of the new Isuzu truck last Monday, January 25<sup>th</sup>. As soon as the old Isuzu can be started, it will be off to auction
- Tires replaced on the pay loader
- Repeater installed on Tower A by the High School. This should resolve connection issues
- Fall Festival is scheduled for Saturday, September 25<sup>th</sup> in conjunction with the Color Blaze Run and Farmer’s Market. NEW this year will be a downtown car show hosted by Fox’s Pizza!

**ADJOURN** – Motion made by S Reignier with a second made by A Lundt to adjourn at 7:10 p.m.  
**Motion carried.**

Michelle Seidl

Clerk/Treasurer