

## **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 **Wednesday, February 17, 2021.**

**Motion made by A Lundt with a second made by K Wendlandt to appoint Trustee Scott Reignier as President Pro Tem in the absence of President Dean J. Erickson**

Meeting was called to order at 6:00 p.m. by Village President Pro Tem Scott Reignier and the Pledge of Allegiance was recited.

Roll Call: Present – Trustee Sue Byers, Trustee Andy Lundt, Trustee Scott Reignier, Trustee Terry Schaeuble, Trustee Dan Segerstrom and Trustee Keith Wendlandt. Absent: President Dean Erickson

Also present: Village Administrator Travis Coenen, Clerk/Treasurer Michelle Seidl, Director of Public Works Andy Vickman, Fire Chief Mike Schampers, Residents Lisa Kalscheur, Jack Lewis and Ryan Roebke

**MINUTES** – Motion made by A Lundt with a second made by S Byers to approve the February 2, 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 \$308,359.76, from January 28, 2021 through February 10, 2021. **Motion carried.**

**SCHEDULED APPEARANCES:** None

**WALK INS:** Resident Jack Lewis addressed the Board of Trustees and asked that they consider hosting a “shred fest” for residents to dispose of old confidential records. He noted that he would be willing to pay a fee to help cover the cost of contracting with Shred It

**CORRESPONDENCE:** None

### **ADMINISTRATOR’S REPORT:**

- Met with Jon Trautman from CLA to get preliminary overview of 2020 fiscal year. A presentation to the Village Board will be scheduled once the adjusting entries have been processed and the year-end financial statement complete
- Planning the following events for 2021: Tunes on Tuesday, Fall Festival, Christmas Parade
- Development is going well
- Municipal Advisor Jon Cameron will be coming in on March 16<sup>th</sup> to present the 2021 borrowing of \$2,555,000. The set sale will be on Wednesday, April 7<sup>th</sup>, with May 4<sup>th</sup> scheduled as the sale date
- Working on establishing a storm water utility to help fund Royal St. Pat’s Storm Water Project and on a T-Grant for future development
- Working with Trustee Keith Wendlandt on the revision to the Royal St. Pat’s Subdivision Restrictive Covenants

## COMMITTEE REPORTS

### FINANCE/PERSONNEL

- **Brown County Municipal Property Tax Bill Preparation Agreement** – On Wednesday, January 27, 2021, Brown County Treasurer Paul Zeller notified municipalities, that beginning in December 2021, the County will no longer collect and process first installment/payment in full property tax remittances, due to statutory requirements and financial risk. Because Brown County municipalities were not made aware of this change while creating 2021 budgets, funds were not allocated for the purchase of payment processing software and to add needed additional staff. Two options were presented to the Village of Wrightstown Board of Trustees. The first option was to sign the Tax Bill Preparation Agreement with Mailing Option, from Brown County, that states that Brown County will print and mail tax bills to taxpayers, on behalf of the municipality, but that the Village will be required to collect first installments/payments in full starting in December 2021. The second option presented was to approve Resolution 02172021-2 supporting continued consolidated property tax collection, through the Brown County Treasurer, until a plan to improve tax collection efficiency can be identified and budgeted for, in hopes that an extension will be granted. Motion made by S Byers with a second made by K Wendlandt to approve Resolution 02172021-2 Supporting Consolidation Property Tax Collection through the Brown County Treasurer’s Office. One nay was voted by Trustee Dan Segerstrom. **Motion carried.**
- **Outagamie County Shared Sales Tax Revenue Resolution 02172021** – In 2019-2020, Outagamie County enacted Ordinance B, establishing a one-half percent county sales tax, which authorized sharing of the net sales tax proceeds of up to 15%, starting January 1, 2020. Acceptance of this revenue required the Village to directly reduce their property tax levy for 2020. Because the revenue sharing was not guaranteed after 2020, the Clerk’s Office decided to not participate, in the event that in 2021, a reducing adjustment in levy would need to be made if the revenue sharing was discontinued. However, since the Village did not take advantage of its total levy capacity as part of the 2021 budget, it was decided that this revenue source would be accepted in 2021, when offered. Motion made by S Byers with a second made by K Wendlandt to approve Resolution 02172021 accepting and expending the Outagamie County Shared Sales Tax Revenue, for directly reducing the property tax levy pursuant to Wis. Stats. §77.70. **Motion carried.**
- **Shred Fest Request** – Jack Lewis, 543 Fawnwood Ln., asked the Village to consider hosting a “shred fest” for residents to destroy confidential documents in a safe manner. Cost to contract with Shred It, for a minimum three hour period, is \$825.00. Because this was not budgeted, those utilizing the service would need to contribute toward the cost. Before moving forward, resident interest will need to be determined. Motion made by S Byers with a second made by A Lundt to publish a notice in the upcoming newsletter, requesting resident feedback, regarding a possible small fee “shred fest” day. **Motion carried.**
- **Ehlers Bond Trust Services Invoice 62774** - Motion made by S Byers with a second made by A Lundt to approve Ehlers Bond Trust Services Invoice 62774, for \$279,125.00, for principal and interest payments on the Village’s \$1,525,000 General Obligation Promissory Notes, Series 2011B. **Motion carried.**
- **Ehlers Bond Trust Services Invoice 62775** - Motion made by S Byers with a second made by A Lundt to approve Ehlers Bond Trust Services Invoice 62775, for \$168,960.00 for principal and interest payments on the Villages \$1,465,000 General Obligation Promissory Notes, Series 2016A. **Motion carried.**

- **Ehlers Bond Trust Services Invoice 62776** - Motion made by S Byers with a second made by T Schaeuble to approve Ehlers Bond Trust Services Invoice 62776, for \$207,180.00 for principal and interest payments on the Villages \$1,960,000 General Obligation Promissory Notes, Series 2018A. **Motion carried.**
- **Ehlers Bond Trust Services Invoice 62777** - Motion made by S Byers with a second made by T Schaeuble to approve Ehlers Bond Trust Services Invoice 62777, for \$77,182.50 for principal and interest payments on the Villages \$1,145,000 General Obligation Corporate Purpose Bonds, Series 2019A. **Motion carried.**

## **PARKS, RECREATION & REGIONAL PLANNING**

- **Royal St. Patrick's Golf Course Ponds Operations and Maintenance Plan** – Royal St. Patrick's Golf Course Ponds Operations and Maintenance Plan outlines the responsibility of the Village to maintain and treat golf course ponds, while causing minimal inconvenience to golfers and Royal St. Patrick's grounds, since storm water from Village subdivisions discharge into them. Superintendent of Public Works Andy Vickman shared his concern over the long term costs of rehab and maintenance. Creation of a storm water utility, to assist with future expenses, is being checked in to. A request was made by Trustee Dan Segerstrom to revise wording in agreement stating that Village agrees to clean debris out of ponds monthly, or more frequently, to require less responsibility by Public Works staff unless function of pond is being hindered. Motion made by T Schaeuble with a second made by S Byers to approve the Royal St. Patrick's Golf Course Ponds Operations & Maintenance Plan. **Motion carried.**
- **NEW Operator License Application for Brandy R. Meyer** - Motion made by T Schaeuble with a second made by K Wendlandt to approve the NEW Operator License Application for Brandy R. Meyer, 1112 Desnoyer St., Kaukauna, WI 54130, for Wrightstown River Inn. **Motion carried.**

## **PUBLIC SAFETY**

**Fire Department** – Officers attended classes on CNG filling sites as local farms will be installing in 2021

**Municipal Court** – No questions or comments

**Police Department** – Officer Sullivan will be out on medical leave for several months

**PUBLIC WORKS & UTILITIES** – Watching road conditions closely with warming temperatures. Adding granular salt will clear them of slush and back to bare conditions

First Responder Ryan Roebke, 1022 Debra St., asked the Village Board to begin looking into options for more assistance with emergency response for call area, which includes the Village of Wrightstown, Town of Wrightstown, Town of Rockland and a portion of the Town of Holland. Currently there are only four individuals that consistently respond to incoming medical alarms and they all live within Village limits. Unfortunately, due to the shortage, calls are being diverted to County Rescue with delayed arrival times. Village of Bellevue has recently began contracting with the City of Green Bay for rescue services. With this change, it may be an opportune time to ask County Rescue to relocate to this side of Brown County now that they are no longer covering the east side of Green Bay. Suggestion was made by Trustee Andy Lundt that this item be brought to the Public Safety Committee to determine next steps

**ADJOURN** - - Motion made by A Lundt with a second made by K Wendlandt to adjourn the meeting at 7:17 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer