

**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, May 4, 2021** and was called to order at 6:02 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 Terry Schaeuble (*arrived at 6:19 p.m.*) and Trustee Keith Wendlandt. Absent – Trustee Mark Leonard and Trustee Dan Segerstrom

Also present: Ed Byrne (Brillion News); Brian Roebke (Wrightstown Spirit); Village Administrator Travis Coenen; Clerk/Treasurer Michelle Seidl; Public Works Director Andy Vickman; Police Chief Greg Deike, Fire Captain Ryan Roebke, Municipal Advisor Jonathan Schatz from Ehlers and CPA Jon Trautman from Clifton Larson Allen, LLP

PUBLIC HEARING

Motion made by A Lundt with a second made by K Wendlandt to open the public hearing for the purpose of hearing from all persons and/or their agents on the following:

Rezone request, from Midwest Expansion, LLP, for Brown County Tax Parcel VW-W181-2 from B-1 General Business w/PDD and R-1 Single Family Residential w/PDD to I-1 General Industrial w/PDD

Cold storage facility to be constructed on a portion of this parcel

Three calls were made for public input with no response

Rezone request from Wrightstown Golf Course, LLC, for Outagamie County Tax Parcels 300000103, 300000104 and 30001000 from B-1 General Business w/PDD and R-R Rural Residential to M-F Multi-Family Residential w/PDD

Three calls were made for public input with no response

An ordinance amending Chapter 20 Court, Municipal §20-5 Alternate Juvenile Dispositions and Sanctions, Chapter 139 Peace and Good Order §139-1 Purpose; Adoption of Statutory Provisions and §139-23 Truancy and adopting Chapter 139 Peace and Good Order §139-23.1 Contributing to Truancy

Three calls were made for public input with no response

Motion made by A Lundt with a second made by K Wendlandt to close the public hearing. **Motion carried.**

UTILITY COMMISSION MONTHLY MEETING

Motion made by A Lundt with a second made by S Byers to open the May 2021 Utility Commission Monthly Meeting. **Motion carried.**

WATER UTILITY

- Purchased an average of 210,000 gallons of water daily in the month of April
- Seven Oaks Dairy began buying water on April 12th, 2021, due to a new herd health pilot study. This will temporarily cause the Village's daily average to increase
- Consumer Confidence Report approved at the April 7th board meeting has now been published and mailed out to local businesses. The certification was mailed to the Wisconsin DNR today
- Water loss for Q1 2021 is at 6% with no service leaks to report
- Fire hydrant moved on Hwy ZZ in anticipation of the Washington St./ZZ road project that is expected to begin in June

SEWER UTILITY

- Maintenance is being done at the Wastewater Treatment Facility and at the lift stations. Transducers have been replaced and floats repaired
- Vibratex inspected the Village's wastewater plant as a precautionary measure, since strong vibrations will occur when pilings are driven along the river bank during the Washington/ZZ road project
- Parkview Farms will be hauling approximately 200,000 gallons of sludge in May from the Wastewater Treatment Plan. This will free up space in the event that large rainfall amounts are received in summer and early fall

Motion made by K Wendlandt with a second made by S Byers to close the May 2021 Utility Commission Monthly Meeting. **Motion carried.**

MINUTES – Motion made by A Lundt with a second by K Wendlandt to approve the April 20, 2021 Village Board Meeting Minutes. **Motion carried.**

VOUCHERS - Motion by S Byers with a second made by A Lundt to approve the vouchers from April 15, 2021 – April 28, 2021, totaling \$464,901.38. **Motion carried.**

SCHEDULED APPEARANCES:

- **CPA Jon Trautman from Clifton Larson Allen, LLP (CLA)** presented the 2020 audit. Independent Auditor's Report, in the 2020 Year End Financial Statement, outlined the responsibilities of management and the audit team in regards to preparation and presentation of the contained information. It is the opinion of CLA that the financial statements present fairly and are respective of the financial position of the Village's

governmental activities, the business-type activities, each major fund and the remaining fund information as of December 31, 2020

The General Fund ended 2020 with a balance of \$4,896,457 which includes \$2,235,147 in unassigned/non-spendable balance

Summarization of 2020 General Fund unassigned/non-spendable balance of \$2,235,147 from 2019 balance of \$2,371,754:

Revenues	\$3,783,515
<i>(Taxes, special assessments, intergovernmental revenues, licenses and permit fees, fines and forfeitures, public charges for service, miscellaneous revenues)</i>	

Expenditures	\$3,807,227
<i>(General government, public safety, public works, health and human services, culture and recreation, debt service and capital outlay expenses)</i>	

Other Financing Sources (Expenditure)	\$ 112,895
<i>(Capital lease proceeds, transfers in, transfers out)</i>	

This is a deficit change in General Fund fund balance of \$136,607

Tax Incremental District #4 fund balance, as of December 31, 2020: \$247,231

Other Governmental Funds balance as of December 31, 2020: \$763,871

2020 EOY Water & Sewer Utility Proprietary Funds were reviewed.

Total water assets: \$13,814,222
Deferred outflow of water resources: \$59,274
Total water liabilities: \$7,301,627
Deferred inflows of water resources: \$73,508
NET POSITION: \$6,498,361 *(which includes \$1,188,250 in unrestricted funds and a change of net position of \$168,376)*

Total sewer assets: \$7,366,087
Deferred outflow of sewer resources: \$71,082
Total sewer liabilities: \$3,436,665
Deferred inflows of sewer resources: \$88,296
NET POSITION: \$3,912,208 *(which includes a deficit of \$232,292 in unrestricted funds and a change of net position of \$157,198)*

Cash and investment position, between water and sewer utility, went from a deficit of \$56,682 in 2019 to a deficit of \$225,020 in 2020

Although the Village has a healthy fund balance, it is wise to protect the reserve balance in the event of an emergency or in the event that the TID's do not produce as anticipated

- **Municipal Advisor Jonathan Schatz, from Ehlers,** presented the 2021 spring borrowing sale date review.

Bids were accepted at 10 a.m. and were received from Bankers' Bank (*in partnership with Greenleaf Bank*) (Madison, WI), Northland Securities, Inc. (Minneapolis, MN), Bernardi Securities, Inc. (Chicago, IL), BLK (Milwaukee, WI) and Baird (Milwaukee, WI), with the winning bid coming from Bankers' Bank with a true interest cost of 1.4517%

Because the bid received from Bankers' Bank was a premium bid, the bond issue was able to be downsized from \$2,705,000 to \$2,665,000 due to an underwriter's premium savings and a reduction of issuance expenses

Per the request of Administrator Coenen, \$38,000 was reallocated from the fire department for the SCBA equipment to the Mueller Park project since the SCBA equipment cost came in lower than estimated

Allocation of debt service is as follows:

- \$435,000 for street projects – payments to be covered by tax levy
- \$310,000 for park projects – payments to be covered by tax levy
- 1,775,000 for storm water projects – payments from tax incremental district revenues
- \$145,000 for fire equipment – payments to be covered by tax levy

Premium deposit will pay debt service payments for the first two years

Total tax impact of general obligation debt service for 2021 on a home assessed at \$215,000 is \$415

General obligation debt capacity, after this debt issuance, is at 75% of Village's limit

WALK-INS – None

CORRESPONDENCE – None

ADMINISTRATOR'S REPORT:

- Postcards were mailed by USPS requesting input regarding the relocating of the Post Office back to Wrightstown. Responses are to be sent via US Mail. No web address is listed. There is a fear that residents will not take the time to respond with a hand written letter, which will appear to be lack of interest

CLERK/TREASURER'S REPORT

- Increase in 2020 equalized value allowed the Village to increase budgeted general fund expenses by 9.99% without raising the mill rate. However, this jump disqualified the Village from receiving a 2022 expenditure restraint payment
- Lisa Kalscheur, Nashoba Ventures (Grit & Furrow), paid her 2019 economic development loan in full on Tuesday, April 27th
- May 26th is the final training for the 2022-2023 election term. Topic is Chief Inspector basics
- Board of Review is scheduled from 3:30 p.m. – 5:30 p.m. on Thursday, May 27th

Motion made by A Lundt with a second made by K Wendlandt to move the sale award, under Resolution No. 05042021, next on the agenda. **Motion carried.**

Resolution No. 05042021 – Motion made by A Byers with a second made by A Lundt to approve Resolution No. 05042021 awarding the sale of \$2,665,000 General Obligation Corporate Purpose Bonds, Series 2021A. Call of roll: 5 yes votes. **Motion carried.**

Motion made by A Lundt with a second made by S Byers to recess, to sign the bid form for Jonathan Schatz from Ehlers. **Motion carried.**

CLOSED SESSION

Motion made by A Lundt with a second made by K Wendlandt to proceed into closed session, per 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 – Developer Negotiations**

And;

19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, for **Restructuring of Court Clerk/ Police Administrative Assistant Position for Segregation of Public Safety and Judicial Branches.**

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

OPEN SESSION

Reconvened into open session to discuss and/or take action on any issues that occurred during the closed session, as necessary

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **Zachary Gussert Resignation** – Motion made by S Byers with a second made by T Schaeuble to accept the letter of resignation, received by Zachary Gussert, effective May 12, 2021. **Motion carried.** Zach was with the Village for three years and has accepted a forestry position, at a neighboring municipality, that is more in line with his long term goals
- **Proclamation** – Proclamation, recognizing May 2, 2020 through May 8, 2021 as Professional Municipal Clerks Week, was read by Trustee Keith Wendlandt
- **2021-2022 Brown County Property Tax Bill Preparation, Mailing and Collection Agreement** Brown County and GCS LandNav were contacted regarding the potential cost to install LandNav tax collection software for the Village to collect Brown County tax payments if the current Tax Collection Agreement is not extended past 2021-2022. Because it is most beneficial to residents and Brown County staff to have entries entered “live”, establishing the Village office as an extension of Brown County is the most cost effective route at \$1,500 annually. Only if the Brown County Treasurer’s office denies access to this set up after the 2021-2022 collection, will the cost be \$4,500, which covers stand-alone set up and training. Motion made by S Byers with a second

made by A Lundt to approve the 2021-2022 Property Tax Bill Preparation, Mailing and Collection Agreement with Brown County at \$1.60/property tax bill. **Motion carried.**

- **Structure of Court Clerk Position** – Motion made by K Wendlandt with a second made by A Lundt to approve the restructuring of the Court Clerk and Police Administrative Staff Assistant positions, for segregation of public safety and judicial branches, with increase in Police Administrative Assistant hours from 28 to 30 hours per week, using option C, as discussed, for budgeting purposes. **Motion carried.**
- **Midwest Expansion, LLC Rezone** – Motion made by T Schaeuble with a second made by S Byers to approve the rezone request, by Midwest Expansion, LLP, for Brown County Tax Parcel VW-W181-2 from B-1 General Business w/PDD and R-1 Single Family Residential w/PDD to I-1 General Industrial w/PDD. **Motion carried.**
- **Midwest Expansion, LLP dividing CSM** – Motion made by T Schaeuble with a second made by K Wendlandt to approve the dividing CSM for Midwest Expansion, LLP, parcel VW-W181-2 Village of Wrightstown. Cold storage facility to be constructed on Lot 1. **Motion carried.**
- **Wrightstown Golf Course, LLC Rezone** – Motion made by T Schaeuble with a second made by K Wendlandt to approve the rezone request from Wrightstown Golf Course, LLC, for Outagamie County Tax Parcels 300000103, 300000104 and 300010000 from B-1 General Business w/PDD and R-R Rural Residential to M-F Multi-Family Residential w/PDD. Parcels are on CTY U. **Motion carried.**
- **Ordinance Amendment 05042021** – Motion made by T Schaeuble with a second made by S Byers to approve Ordinance 05042021 amending Chapter 20 Court, Municipal §20-5 Alternate Juvenile Dispositions and Sanctions, Chapter 139 Peace and Good Order §139-1 Purpose; Adoption of Statutory Provisions and §139-23 Truancy and adopting Chapter 139 Peace and Good Order §139-23.1 Contributing to Truancy. **Motion carried.**
- **Development Agreements** – Motion made by T Schaeuble with a second made by A Lundt to table the following Developer’s agreements:
 - Alliance Plastics
 - Fleischman J. Solutions, LLC (Drexel Systems Manufacturing)
 - MM Cold Storage
 - River Valley Industries

Motion carried.

PUBLIC SAFETY - -

Fire Department Comments - None

Police Department Comments –

2 Village Officers responded to a threat at Oneida Casino on Saturday, May 1st as a result of a tactical alert. The criminal investigation is ongoing so no details can be shared at this time. Letter received from Oneida Police Department read, thanking the officers for their rapid response and professionalism

Coffee with a Cop is being held this week Thursday. Topic of discussion is about situations similar to the Oneida Casino threat

PUBLIC WORKS & UTILITIES

- 1999 Isuzu sold through Wisconsin Surplus for \$8,350
- Village parks are now open to the public
- 15 trees were received and planted as part of the First Down for Trees program through the Green Bay Packers
- 1 nuisance letter issued in the month of April

ADJOURN – Motion made by A Lundt with a second made by K Wendlandt to adjourn at 8:16 p.m.
Motion carried.

Michelle Seidl

Clerk/Treasurer