

## **VILLAGE OF WRIGHTSTOWN VILLAGE BOARD**

The regular monthly meeting of the Board of Trustees, of the Village of Wrightstown, was held in the Community Room, at Village Hall, 352 High St., Wrightstown, WI, 54180, on **Tuesday, January 4, 2022**, and convened at 6:03 p.m., after the meeting of the Committee of the Whole.

Roll Call: Present – Village President Dean Erickson; Trustee Sue Byers; Trustee Terry Schaeuble; Trustee Dan Segerstrom; Trustee Keith Wendlandt. Absent - Trustee Mark Leonard; Trustee Andy Lundt

Also present: Ed Byrne (Brillion News); Administrator Travis Coenen; Director of Public Works Andy Vickman; Clerk/Treasurer Michelle Seidl; Fire Chief Mike Schampers; Kevin & Debra Marrick on behalf of Zeta Engineering Group; Brad Treml on behalf of Robert E. Lee & Associates

### **PUBLIC HEARING**

Public hearing opened before the Village of Wrightstown Board of Trustees, to hear from all persons and/or their agents on:

**Conditional Use Permit request by Brad Treml, Robert E Lee & Associates, for Kevin Marrick, Zeta Group Engineering, for 501 County Road U, Wrightstown, WI, for Parcel 300000402 - Outagamie County**

**Motion carried.**

3 calls made for public input with no response.

Motion made by S Byers with a second made by D Segerstrom to close the public hearing. **Motion carried.**

### **UTILITY COMMISSION MONTHLY MEETING**

Motion made by K Wendlandt with a second made by S Byers to open the January 2022 Utility Commission Monthly Meeting. **Motion carried.**

#### **WATER UTILITY**

- Quarter 4 meter reading done in early December. Assisted several residents with high water consumption totals.
- 5-year private well permit renewals sent out to 4 property owners. Return due date is January 31<sup>st</sup>.
- Working on the PSC report.
- Lead and copper pH analysis of the water distribution system started in December and levels were found to be within normal parameters.
- Full audit of water utility scheduled for January 27<sup>th</sup>, with the Wisconsin Department of Revenue.

## SEWER UTILITY

- 2021 septage revenues (Jan – Dec) were \$26,683.
- New effluent limits went into effect on Saturday, January 1, 2022 based on the new discharge permit.
- Cleaned and televised 23,000 feet of sanitary main in December. No issues were found.
- Sanitary inspection is coming up January 27<sup>th</sup>.

Quarter 4 utility revenues posted on Monday, January 3<sup>rd</sup>:

### Water

\$1,410,866.30 vs. \$1,400,558.33 budgeted.

Year to date expenses \$1,168,460.28 vs. \$1,282,284.62 budgeted.

Taking into account the PILOT payment of \$265,021.00, the revenue shortfall is \$22,614.98.

### Sewer

\$1,053,508.86 vs. \$991,104.20 budgeted. Increase is due to large amount of connection fees collected for new construction.

Year to date expenses \$936,774.49 vs. \$1,005,953.03 budgeted.

Taking into account the PILOT payment of \$1,413.00 the revenue excess equals \$115,321.37.

Motion made by D Segerstrom with a second by K Wendlandt to close the January 2022 Utility Commission monthly meeting. **Motion carried.**

**MINUTES** – Motion made by D Segerstrom with a second made by S Byers to approve the December 21, 2021 Village Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion made by S Byers with a second made by D Segerstrom to approve the vouchers from December 16, 2021 – December 29, 2021, totaling \$106,402.86. **Motion carried.** The 2022 Economic Development/Marketing Expense budget line 100-14-56704-346-000 now reflects the \$182,248.05 increase from Budget Amendment 12212021, for a line total of \$407,439.91.

**SCHEDULED APPEARANCES** - None

**WALK-INS** – None

**CORRESPONDENCE** - None

## ADMINISTRATOR’S REPORT

- Meeting scheduled for Thursday, January 6, 2022, at 2:30 p.m., with Jon Cameron and Brian Roemer from Ehlers, to discuss the 2022 borrowing and updating of the Village’s Financial Management Plan.
- Notification of preliminary restoration grant award received for the Plum Creek project. Work includes: Environmental improvements along waterway from Mueller Park to St. John’s,

restoration of the ditch behind Dick's and Village Hall and creation of storm water ponds to help with phosphorus runoff. Planning and project assistance is coming from Fox Water Alliance and Outagamie County Conservation. The Village portion to fund is estimated at \$200,000. It will take several months to learn if the full \$800,000 applied for is to be awarded.

- Meeting with school district to review the impact of the school district mill rate when factoring equalized value in on the levy calculation

## **CLERK/TREASURER'S REPORT**

- Four development agreement incentive payments are due to be paid in January and February 2022, for the first time. The Clerk/Treasurer's office will supply the Board of Trustees the payment calculations for review, as well as a copy of the each signed agreement, when requesting approval for a check to be cut.

## **COMMITTEE REPORTS**

### **FINANCE/PERSONNEL - -**

- **Brown County Highway Department Invoice #01280** – Motion made by S Byers with a second made by T Schaeuble to approve Brown County Highway Department Invoice #01280, for \$61,602.87, for sidewalk work requested, related to the HWY ZZ Project. Call of roll: 5 yes votes. **Motion carried.**

Three projects were planned for in 2021:

- Washington Street/Highway ZZ
  - \$125,000 borrowed.
  - Total project cost was \$120,397.41 to be paid under Brown County Highway Department invoices #01281 and #01282.
  - Village Board approved adding 5' concrete sidewalk to connect the new parapet walls on August 3<sup>rd</sup>, 2021, at an estimated cost of \$55,000. Actual cost, billed by Brown County Highway Department under invoice #01280, totaled \$61,602.87.
- CTH DDD Sanitary Sewer & Water Main Extension
  - Project costs to be paid from CTH U assessments to be collected from Midwest Expansion, LLP.
  - Bid of \$363,999.50 awarded to PTS Contractors.
  - Actual project invoices (contractor, engineering and miscellaneous) totaled \$345,598.18, which was \$18,401.32 under budget. Savings due to Brown County repaving of a portion of CTH DDD, therefore reducing the Village patchwork costs. Also fewer valves than anticipated needed replacement.
- Rosin Road
  - \$310,000 borrowed, in May of 2021 to cover project expenses.
  - Bid of \$185,218.00 awarded to MCC, Inc.
  - Engineering costs to date total \$19,202.39. One additional invoice may be coming through yet.
  - To date, funding excess is \$105,579.61, a portion of which will cover the Washington Street/Highway ZZ shortfall due to the sidewalk addition. The remainder of the funds will be used toward 2022 street projects.

- **Brown County Highway Department Invoice #01281** – Motion made by S Byers with a second made by K Wendlandt to approve Brown County Highway Department Invoice #01281 for \$34,947.01, for installation of parapet wall South of Mallard Rd. to North of Mallard Rd. Call of roll: 5 yes votes. **Motion carried.**
- **Brown County Highway Department Invoice #01282** – Motion made by S Byers with a second made by T Schaeuble to approve Brown County Highway Department Invoice #01282, for \$85,450.40, for installation of parapet wall from Clay St. to South of Mallard Rd. Call of roll: 5 yes votes. **Motion carried.**

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

- **Conditional Use Permit for Zeta Group Engineering** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the Conditional Use Permit Application, from Brad Treml, Robert E Lee & Associates, on behalf of Kevin Marrick, Zeta Group Engineering, for Parcel 300000402 at 501 County Road U, Wrightstown, WI - Outagamie County. **Motion carried.**

## **PUBLIC SAFETY - -**

### **Fire Department Comments –**

- Made it through the holidays without any incidents

American Rescue Plan funding is available to assist municipalities with bringing on, training and retaining fire and rescue personnel, in light of the ongoing EMT crisis. Administrator Travis Coenen will be investigating how Wrightstown Fire Department, and the Village of Wrightstown, could benefit from this grant assistance

## **DEPARTMENT OF PUBLIC WORKS**

- Mammoth Construction completed the final installation of the docks, to include the kayak launch at Mueller Park, on Monday, December 27<sup>th</sup>. Project deadline has been extended to March 2022 to accommodate the installation delay.

**ADJOURN** – Motion made by S Byers with a second made by D Segerstrom to adjourn at 6:50 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

*Posted: 01/19/2022 MS*