

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD

A regular bi-monthly meeting of the Board of Trustees, of the Village of Wrightstown, was held in the Community Room, at Wrightstown Village Hall, 352 High St., Wrightstown, WI, 54180, on **Tuesday, February 1, 2022**, and convened at 6:01 p.m., after the conclusion of the Committee of the Whole meeting.

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

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

UTILITY COMMISSION MONTHLY MEETING

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

WATER UTILITY

- 172,840 average gallons of water were pumped daily, through January 25th, 2022
- Total annual water loss reported to the PSC for 2021 was at 2%
- Updates were made to GIS systems, in January, to include new private fire protection (commercial and industrial) areas
- Renewed monitoring waiver assessment for wells, which allows for less frequent sampling
- Completed the 2022 5-year extended well abandonment agreement with the DNR, which allows the Village to keep the well available as emergency backup
- Updated the wellhead protection plan for wells. Area within 1 mile of each well was assessed for possible contamination sources
- Annual water tower inspection completed in January, by the Department of Public Works
- Received quotes for exterior washing of Water Tower B, to be completed in 2022
- Sanitary inspection of water system completed on January 27th, with the Department of Natural Resources

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SEWER UTILITY

- 2021 sludge reports have been completed
- Annual proficiency testing, by the Wastewater Lab, was completed in January
- Reviewed the sanitary inspection report for areas cleaned and televised in 2021. A few problematic areas were found that will need to be addressed in spring
- A faulty internal palmer valve caused a sanitary backup in January

Motion made by D Segerstrom with a second by S Byers to close the February 2022 Utility Commission monthly meeting. **Motion carried.**

MINUTES – Motion made by S Byers with a second made by T Schaeuble to approve the January 18, 2022 Village Board Meeting Minutes. **Motion carried.**

VOUCHERS - Motion made by S Byers with a second made by T Schaeuble to approve the vouchers from January 13, 2022 – January 26, 2022, totaling \$428,182.43. **Motion carried.**

SCHEDULED APPEARANCES - Reporter Ed Byrne stated that the Wrightstown Dance Team will be performing at the state competition this weekend, in La Crosse, in the Jazz and Pom categories

WALK-INS - None

CORRESPONDENCE - None

ADMINISTRATOR’S REPORT

- Working on NEW developments for TID 3
- No response yet received, regarding the potential \$15,000,000 award for the Neighborhood Improvement Grant. Response is expected sometime in February
- In process of providing additional information to the EPA for the next phase of the Plum Creek Grant. Official plans will need to be submitted before moving forward
- At last week’s Events Committee meeting, it was proposed that the Christmas Parade be condensed to a shorter time and that it start at the American Legion and finish downtown. A survey has been created asking what night of the week would be best for the summer music events and what could be added to help increase attendance. Events Committee is also looking into opening up the Village Hall Community Room for senior card parties or children’s play dates
- Jon Cameron is finalizing numbers for the 2022 borrowing. Upon receipt, the information will be presented to the Committee of the Whole for discussion
- Outdoor Recreation Plan will be rolled out as additional grants for park enhancements are investigated

CLERK/TREASURER’S REPORT

- Annual report, through the Department of Safety and Professional Services, was completed for 2021. There were no cases of work related injuries or illness for the year!
- 2021 final audit, with Clifton, Larson, Allen, begins on Monday, February 7th
- There will not be a 2022 Spring Primary, for the Village of Wrightstown, on Tuesday, February 15th

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **Great Lakes TV Seal, Inc. Invoice #21300** – Motion made by S Byers with a second made by D Segerstrom to approve Great Lakes TV Seal, Inc. Invoice #21300, for \$24,989.21, for Cleaning of the Lift Station and 75’ of 30” Sanitary Main. Project came in \$10.79 under budget! **Motion carried.**
- **Public Service Commission 3% Water Utility Increase Simplified Rate Case** – Motion made by S Byers with a second made by T Schaeuble to approve the 3% Water Utility

Simplified Rate Case, through the Public Service Commission. A 5 year summary, from annual PSC reporting, was provided. Between 2016 and 2017, the Village went online with Green Bay Water, which increased the overall supply expenditures. Since 2016, the Village experienced a \$92,058 increase in depreciation expense and the PILT (Payment in Lieu of Taxes) increased to \$90,787. However, since 2019, the increasing net operating income continues to lower the annual deficit, which started at \$121,492 and was \$63,034 for 2020. The estimated deficit for 2021, prior to final audit data, is \$28,000. The 3% rate case increase will provide an additional \$29,608.00 in revenues, which would cover that shortfall. For the taxpayer, the rate increase equates to \$0.22/1,000 gallons consumed. Based on the age of the Village's infrastructure, there is also the possibility of reducing the PILT payment to about \$20,000, but this would negatively affect General Fund revenues. **Motion carried.**

- **Suez Advanced Solutions Settlement** – Motion made by S Byers with a second made by T Schaeuble to approve a settlement of \$15,000 with Suez Advanced Solutions. Contract with Suez was terminated at the end of 2020, with the understanding that a final \$15,000 Q4 payment was due. However, upon receipt of the invoice, an additional \$32,000 was billed, for Suez to recover costs for work completed in 2020. Attorney Bob Gagan reviewed the original contract and worked with Suez to correct the invoice back to \$15,000 due, to match the contract guidelines. Funds were originally budgeted for in 2021 but because they were unexpended, they were re-budgeted for 2022. **Motion carried.**
- **Highway Landscapers, Inc. Invoice #9012-2512.** Motion made by S Byers with a second made by K Wendlandt to approve Highway Landscapers, Inc. Invoice # 9012-2512, for \$95,000, for leveling the spoil pile at 496 E. Frontage Road, Village of Wrightstown parcel 300015800 (Outagamie County). Project was approved by the Village Board at a cost of \$80,000, however due to additional time needed to strip the top soil, compact the clay and haul away residual trash, the final job cost was \$95,000. Call of roll: 7 yes votes. **Motion carried.**
- **Officer Gary DeWinter Commendation** – On January 1, 2022, Officer DeWinter was working on the OWI task force for the City of Green Bay, and during a traffic stop, he became aware of a passing vehicle that had been involved in a drive by shooting. Due to his quick response, arrests were made and several guns were confiscated. The City of Green Bay recognized Officer DeWinter for his high caliber, high quality actions.
- **Letter of Intent to Retire – Officer Mike Sullivan** - Motion made by K Wendlandt with a second made by A Lundt to accept the Letter of Intent to Retire, from Officer Mike Sullivan. He will be working 1-2 day a week until his leave time has been utilized, to be of assistance to the Village while a replacement is located. **Motion carried.**
- **Open Police Officer Position** - Motion made by K Wendlandt with a second made by A Lundt to approve the posting of the open Police Officer Position. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING - -

- **2022 Village Park and Board Launch Use Agreement** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the 2022 Village Park and Boat Launch Use Agreement with Waterboard Warriors. Practices will be every Monday and Wednesday from May 1st through September 4th with ski shows on Tuesdays and Thursdays. **Motion carried.**
- **NEW Class “B” Beer/”Class B” Liquor Retail License Application for Lost Key Tap, LLC** - Motion made by T Schaeuble with a second made by S Byers to approve the NEW Class “B” Beer/”Class B” Liquor Retail License Application for Lost Key Tap, LLC, 505 Washington St., Daniel F. Zapata, agent, 718 E Circle St., Appleton, WI 54115. **Motion carried.**

PUBLIC SAFETY - -

Fire Department Comments – Some of the cold water rescue suits were found to have leaks. Replacement purchase may need to be made in 2022

Police Department Comments

- Coffee with a Cop is scheduled for this Thursday, February 3rd at 9:00 a.m. Topic is mental health.
- Cell carrier was switched to First Net to correct spotty coverage in the Royal St. Pat's area. First responders get priority service coverage under First Net

DEPARTMENT OF PUBLIC WORKS

- Conditions are beautiful for the ice rink, located adjacent to Village Hall
- Updated Planned Maintenance Agreement, with Cummins Sales & Service, for emergency backup power generators
- Jacob Recob will be returning as seasonal help for 2022
- 70 ton of road salt, out of the 120 ton ordered, has been used so far this season. The Village has an additional 40 ton on reserve and another 30 ton stored in Greenleaf
- New dumpster containment fence constructed at the Wastewater Treatment Facility in January, to replace the existing wood fence which was rotted

ADJOURN – Motion made by S Byers with a second made by K Wendlandt to adjourn at 6:51 p.m.
Motion carried.

Michelle Seidl

Clerk/Treasurer

Posted: 02/16/2022 MS