

## **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, March 1, 2022**, and convened at 7:09 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 Dan Segerstrom; Trustee Keith Wendlandt. Absent – Trustee Terry Schaeuble

Also present: 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; Residents Sarah Mead, Deborah Tews and Gordon T. Wicker Jr.

### **PUBLIC HEARING**

The Public Hearing was opened, after the **motion carried**, for the purpose of hearing from all persons and/or their agents, with a motion made by K Wendlandt and a second made by A Lundt, on the following:

#### **Ordinance Amendment 03012022A amending Chapter 139 Peace and Good Order §139-16 Open Burning**

Three calls were made for public input with no response

#### **Ordinance Amendment 03012022B amending Chapter 153 Security Alarm Systems §153-6 False Alarms Fees (C) Discontinuance of Response and (D) Exceptions; Appeals, and, Chapter 102 Fees and Penalties §102-1 Fee and Penalty Schedule for Chapter 153 Security Alarm Systems §153-6B False Alarms Fees**

Three calls were made for public input with no response

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

### **UTILITY COMMISSION MONTHLY MEETING**

Motion made by S Byers with a second made by D Segerstrom to open the March 2022 Utility Commission Monthly Meeting. **Motion carried.**

#### **WATER UTILITY**

- Average of 185,682 gallons of water purchased daily in the month of February
- New meters have been ordered for several of the Village's large industrial and commercial users. Due to current supply chain issues, there is a 6 to 8-month lead time to receive

- 120 of the Village's total 1200 meters are left to be changed out and cross connections checked
- Submitted the 2022 Cross Connection Inspection Report
- There may be temporary requirements mandated for PFOS (firefighting agents and non-stick pan Teflon) to 70 parts per trillion for drinking water and 8 parts per trillion for surface water. Because we are using Green Bay Water, and their source is Lake Michigan, our measurements are already below the 8 parts per trillion

## **SEWER UTILITY**

- Looking for alternate disposal options for collected fats, oils and grease due to high levels of buildup in the wet well. One of the steps taken will be to inspect commercial properties that have grease traps to make sure they are being properly maintained and are being pumped at least once annually to try to decrease the amount of fats, oil and grease reaching the plant
- Replaced the last of three influent pumps

Results of the January 27<sup>th</sup> water survey were received. Only one significant deficiency was document: Vent screen on Tower A has two large openings. Due to new 2021 code regulations implemented, finer mesh will need to be installed over the openings, at a total cost of \$300. Two smaller deficiencies were noted: Due to samples freezing in the colder months, sample collection has been shifted to the first of each month to allow for additional time to resample if necessary. (1) However, collection of the required three samples should actually be spaced out over the entire month. (2) Two of the seasonal wells in the Village are operating under expired permits since sampling cannot be done during the winter months. There was also a recommendation made to add general verbiage to all reports to tighten security against cyber-attacks and to obtain written maintenance agreements from all private water system owners. The Wisconsin Department of Natural Resources is pleased that the Village's water loss is decreasing and financials are stabilizing.

Motion made by A Lundt with a second by S Byers to close the March 2022 Utility Commission monthly meeting. **Motion carried.**

**MINUTES** – Motion made by A Lundt with a second made by D Segerstrom to approve the February 15, 2022 Village Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion made by S Byers with a second made by D Segerstrom to approve the vouchers from February 11, 2022 – February 23, 2022, totaling \$1,276,272.38. **Motion carried.**

**SCHEDULED APPEARANCES** - None

**WALK-INS** – Resident Sarah Mead, 1069 Crestview Dr., addressed the Board of Trustees regarding the NEW Short Term Rental ordinance. She suggested that the ordinance include an exception to allow for scheduled home Green Bay Packer football games, by approving rentals of less than 7 consecutive days during the football season. Outside of those times, she would like to see rentals of only 7+ consecutive days be allowed.

Trustee Dan Segerstrom noted that events of 30,000+ people is the level in which area hotels are strained and could the exception follow those larger gatherings.

Mandating a 7+ consecutive day stay will allow guests to enjoy the Villages amenities such as the Fox River, kayaking, Water Board Warriors etc... rather than having renters come in just to party during weekends.

Municipalities will need to rely on their ordinances to control noise and nuisance violations.

#### **CORRESPONDENCE - None**

#### **ADMINISTRATOR'S REPORT**

- Meeting of the Wisconsin Incorporation Review Board, for the Town of Wrightstown/Village of Greenleaf Incorporation, is scheduled for 10:00 a.m. on Tuesday, March 22<sup>nd</sup>. Anyone wishing to attend can do so via ZOOM. Please contact Administrator Travis Coenen for the meeting information and link to be emailed.

Harrison Two Step Assembly Bill, requiring unanimous consent to annex outlying parcels into a Village, is currently on the governor's desk awaiting a decision to move forward. The League of Wisconsin Municipalities is supporting this bill. However, because the Town of Wrightstown/Village of Greenleaf Incorporation request would have been initiated prior to the approval of the assembly bill, Village of Greenleaf would be able to follow current guidelines in force, if the Incorporation Review Board approves their request.

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

- Clerk/Treasurer department meeting was held this a.m. Topic was goals and enhancements to grow us as leaders of the Village team. Each person has been asked to have something to share at the April meeting
- 2021 final audit, scheduled for the week of February 7<sup>th</sup> through February 9<sup>th</sup>, with CLA, has been completed. We are currently awaiting journal entries to process prior to receiving the annual report
- Gearing up for the 2022 Spring Election on April 5<sup>th</sup>. Absentee ballots will be mailed and early voting will begin in the next few weeks
- Looking into income continuation insurance, through State of Wisconsin, Employee Trust Funds, an alternative option for the Village's voluntary short term disability due to slow claim processing through AFLAC
- Simplified rate case, applied for through the PSC, was approved with the understanding that the simplified rate increase is only for the interim, until a full rate case can be completed. Failure to process a full rate case could result in an investigation and an enforced rate increase order. Due to water utility debt dropping off in the coming years and the newness of the utility infrastructure, the Village does not plan to pursue a full rate case at this time

#### **COMMITTEE REPORTS**

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

- **Ehlers Bond Trust Services Invoice 70059** – Motion made by S Byers with a second made by D Segerstrom to approve Ehlers Bond Trust Services Invoice 70059, for \$217,880.00, for principal and interest payments on the Village's \$1,465,000.00 General Obligation Promissory Notes, Series 2016A. Call of roll: 6 yes votes. **Motion carried.**

Trustee Andy Lundt left the meeting at 7:50 p.m.

- **Ehlers Bond Trust Services Invoice 70060** – Motion made by S Byers with a second made by D Segerstrom to approve Ehlers Bond Trust Services Invoice 70060, for \$210,052.50, for principal and interest payments on the Village's \$1,960,000.00 General Obligation Promissory Notes, Series 2018A. Call of roll: 5 yes votes. **Motion carried.**
- **Ehlers Bond Trust Services Invoice 70061** – Motion made by S Byers with a second made by D Segerstrom to approve Ehlers Bond Trust Services Invoice 70061, for \$76,282.50, for principal and interest payments on the Village's \$1,145,000.00 General Obligation Corporate Purpose Bonds, Series 2019A. Call of roll: 5 yes votes. **Motion carried.**
- **Employee Personnel Manual – Vacation Policy Exception** - Motion made by K Wendlandt with a second made by D Segerstrom to approve an exception to the Employee Personnel Manual vacation policy, for Officer Mike Sullivan, in regards to fulfilling the proper notice requirement of his retirement. A request was made by Police Chief Greg Deike that an exception to the vacation policy, on page 20 of the Employee Personnel Manual, be approved to allow Officer Mike Sullivan to work 1-2 days a week until his approved date of retirement of Tuesday, March 15th. Accrued leave time will be used for the remaining hours per week not worked. Doing so will help out the Department due to staff shortage. A request to change the policy was also made, that would allow each Department Head to extend a similar offer to terminating staff if there is need, since the Village is a small entity.

In discussion with the Personnel Committee, prior to the meeting, both Trustee Sue Byers and Trustee Keith Wendlandt agreed with the exception request. However, Trustee Wendlandt was not in favor of changing the policy.

Allowing leave time to be extended costs the Village in additional Health Insurance, WRS, Life Insurance and leave time benefits.

Suggestion was made by Trustee Mark Leonard, that once a termination date is received from an employee, an agreement then be entered into when it is determined that assistance is needed during the transition of hiring a new staff member.

Administrator Coenen noted that the goal is to have consistency as future employees move on.

Trustee Sue Byers stated that each request be brought to the Village Board for action. The Department Head will need to show good cause for the extension.

Trustee Dan Segerstrom stated that if an employee has unused vacation, it is because they have been working more at the benefit of the Village.

Decision was made to not move forward with revising the Employee Personnel Manual but to allow the exception for Officer Mike Sullivan requested.

**Motion carried.**

- **Wrightsite Development, LLC Development Agreement** – Motion made by S Byers with a second made by D Segerstrom to table action on the Wrightsite Development, LLC Development Agreement, on Lot 2 of Parcel VW-W177, Brown County. **Motion carried.**

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

- **Ordinance Amendment 03012022A (Open Burning)** – Motion made by D Segerstrom with a second made by S Byers to approve Ordinance Amendment 03012022A, amending Chapter 139 Peace and Good Order §139-16 Open Burning. **Motion carried.**
- **Ordinance Amendment 03012022B (False Alarm Fees)** – Motion made by D Segerstrom with a second made by S Byers to approve Ordinance Amendment 03012022B, amending Chapter 153 Security Alarms Systems §153-6 False Alarms Fees (C) Discontinuance of Response and (D) Exceptions; Appeals, and, Chapter 102 Fees and Penalties §102-1 Fee and Penalty Schedule for Chapter 153 Security Alarm Systems §153-6B False Alarms Fees. **Motion carried**

## **PUBLIC SAFETY - -**

**Fire Department Comments** – All is quiet right now.

### **Police Department Comments**

- Acceptance of applications for the open full time officer position closed last Friday. Currently setting up interviews to be held the week of March 15<sup>th</sup>. 10 submissions were received
- Transitioning to a digital track system for time keeping
- Wrightstown Police Department was C.O.R.E. standard verified through Wisconsin Law Enforcement Accreditation in 2014. However, many standards have been changed and added since so the next 6-7 months will be spent updating

## **DEPARTMENT OF PUBLIC WORKS**

- Wednesday, May 25<sup>th</sup> is the Village wide clean-up day following the annual rummage sale on Saturday, May 21<sup>st</sup>
- 2024 Hwy 96 project is currently being reviewed for utility conflicts
- Took delivery of Kubota zero turn mower that was ordered in October of 2021. 2016 mower was traded in to reduce cost
- Crews are replacing the floor in the Mueller-Wright House. Sump pit has been installed to dewater, to prevent buckling of the concrete. Two exterior walls that were leaking were also mudded and mortared
- Transitioning DPW staff to miPay software now that a Caselle upgrade has been completed

**ADJOURN** – Motion made by K Wendlandt with a second made by D Segerstrom to adjourn at 8:14 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

*Posted: 03/16/2022 MS*