

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, October 4, 2022**, and convened at 6:01 p.m., after the conclusion of the Committee of the Whole meeting.

Roll Call: Present – President Dean J. 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; Clerk/Treasurer Michelle Seidl; Director of Public Works Andy Vickman; Police Chief Greg Deike, Fire Chief Mike Schampers; Assistant Fire Chief Ben Vosters; Fire Inspector Nathan Helbing; Assessor Mike Denor and Mary Denor

UTILITY COMMISSION MONTHLY MEETING

Motion made by a Lundt with a second made by K Wendlandt to open the October 2022 Utility Commission Monthly Meeting. **Motion carried.**

WATER UTILITY

- Sequential lead sampling completed at all three required locations. Measurements came back within normal parameters.
- Distribution system nitrate testing was completed in September and these measurements also came back within normal parameters.
- 2023 Water Utility budget figures were reviewed with Administrator Coenen. Waiting on a few revenue figures before finalizing.
- Green Bay Water Utility is not planning any rate increases for 2023.
- Ferguson will be coming in to repair two leaking fire hydrants found during flushing done in Q3 of 2022.

SEWER UTILITY

- Plant is running great now that processors are upgraded. Three new PLC's are being added...installation was started yesterday.
- Due to the increasing cost and reduced availability of ferric chloride (used to remove phosphorus in the system), alternate chemical solutions and possible bulk ordering are being investigated to cut Village expenses.
- 12 manholes sealed in September to help with I/I.
- Scheduled to clean and televise 20,000 ft. of sanitary sewer this fall.

The Village received a Financial Outreach Letter from the Public Service Commission, dated September 27, 2022, requesting that a Standard Rate Case be filed since the 2021 financial statements reported an end of year net position loss. A similar letter was received and responded to in 2021, and as a result a, Simplified Rate Case increase was applied for and approved. The higher rates went into effect in the third quarter of 2022

A meeting to review the current standing of the Water Utility has been requested with the Public Service Commission, in the hopes that the current plan for profitability will prevent the Village from being forced into another water service rate increase.

Part of the profitability plan is to reduce the PILOT (Payment in Lieu of Taxes) payment that the Water Utility pays to the General Fund on an annual basis, based on the minimum payment allowable, as outlined in the annual PSC report. The downfall in doing this is that this reduction will cause a revenue decrease in the 2023 General Fund budget.

In review of end of year numbers, including depreciation and the current PILOT payment:

- 2019 - a shortfall of \$124,000 was reported
- 2020 – a shortfall of \$ 63,500 was reported
- 2021 – a shortfall of \$ 13,000 was reported

Due to \$80,000 in debt dropping off in 2022 and the Simplified Rate Case rate increase that went into effect in June, a profit of \$70,222 for 2023 is estimated.

Updates will be provided to the Village Board after the meeting with the Public Service Commission has been held.

Motion made by K Wendlandt with a second made by S Byers to close the September 2022 Utility Commission monthly meeting. **Motion carried.**

MINUTES – Motion made by A Lundt with a second made by S Byers to approve the Tuesday, September 20, 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 September 15, 2022 through September 28, 2022, totaling \$647,456.97. **Motion carried.**

SCHEDULED APPEARANCES – Assessor Mike Denor, from Fair Market Assessment, Inc., presented the 2023 Market Adjustment Contract. The last revaluation was completed in 2018, but due to market conditions, the Village was out of compliance of the 90%+/- of market value again in 2019. Tax bills for 2022 will reflect assessed values of 72% of fair market. The State of Wisconsin does not allow a municipality to be out of compliance for more than five years which is requiring the Village to complete a market adjustment in 2023.

Contract cost is \$29,400 and the 2023 Board of Review would be held by September 30th to allow time for the additional work and the 30 day required notices to be mailed. Effects of revaluation would be reflected on the 2023 tax bills, to be paid in 2024.

WALK-INS – None

CORRESPONDENCE - None

ADMINISTRATOR'S REPORT

- Working on budgets, employee evaluations and grant applications for the downtown area and rail projects.

- Thank you to Village Staff and Board Members that volunteered their time and those that attended the Fall Festival on October 1st
- 120 + comments regarding the NEW Outdoor Recreation Plan were received as a result of the information booth set up during the Fall Fest. Feedback has been very positive!

CLERK/TREASURER'S REPORT

- Working on the 2023 budget
- Absentee ballots for the November 08, 2022 General Election are currently being mailed as requested.

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **2023 Market Adjustment Contract from Fair Market Assessments, Inc.** – Motion made by S Byers with a second made by D Segerstrom, to approve the 2023 Market Adjustment Contract from Fair Market Assessments, Inc., for \$29,400. **Motion carried.**
- **Ehlers Bond Trust Services Statement No. 74580** - Motion made by S Byers with a second made by D Segerstrom to approve Ehlers Bond Trust Services Statement No. 74580 for \$35,125.00, for interest payment on the Village's \$2,705,000 General Obligation Corporate Purpose Bonds, Series 2017A. Call of roll: 6 yes votes. **Motion carried.**
- **Ehlers Bond Trust Services Statement No. 74581** - Motion made by S Byers with a second made by D Segerstrom to approve Ehlers Bond Trust Services Statement No. 74581 for \$27,240.63, for interest payment on the Village's \$2,235,000 General Obligation Corporate Purpose Bonds, Series 2019B. Call of roll: 6 yes votes. **Motion carried.**
- **Ehlers Bond Trust Services Statement No. 74582** - Motion made by S Byers with a second made by D Segerstrom to approve Ehlers Bond Trust Services Statement No. 74582 for \$24,397.50, for interest payment on the Village's \$2,665,000 General Obligation Corporate Purpose Bonds, Series 2021A. Call of roll: 6 yes votes. **Motion carried.**
- **State of Wisconsin Department of Administration Invoice #19091** – Motion made by S Byers with a second made by D Segerstrom to approve the State of Wisconsin Department of Administration Invoice #19091, for \$72,902.09, to pay as follows:
 - Interest payment of \$25,731.87, to pay on DNR Project ID 4356-04, on the Village's 2009 Clean Water Fund Loan, from Greenleaf Bank checking xxxx0014
 - Interest payment of \$8,293.53, to pay on DNR Project ID 4942-03, on the Village's 2013 Safe Drinking Water Fund Loan, from Greenleaf Bank checking xxxx0014
 - Interest payment of \$38,876.69, to pay on DNR Project ID 4942-04, on the Village's 2015 Safe Drinking Water Fund Loan, to be wired per the Certificate and Direction from the Associated Trust Escrow Account in connection with the June 24, 2015 Escrow Agreement
 Call of roll: 6 yes votes. **Motion carried.**
- **Police Squad Lease Rotation** – Motion made by S Byers with a second made by A Lundt to approve the lease rotation and preorder two police squads, to take possession of in 2023.

Consideration of change in rotation of vehicles from 3 year leases to 4.

Trustee Mark Leonard noted that when working through the numbers of both the 3 and 4 year options, the cost to the Village is very similar. *(This is on the assumption that the Dodge Charger the Village will have had for 4 years upon trade in, will get a trade in value of \$20,000. The 3 year old Dodge Charger will need to be traded in for \$25,000.)* However, if the Village continues to lease two squads in a year and one squad the following, the year after that, no vehicle(s) will be available to trade, which would necessitate a large budget jump.

After discussion, it was determined that it would be more beneficial to contract for one 2 year lease and one 3 year lease in 2023, so that the original approved rotation can be maintained and the squads will always be covered by the 36 month bumper to bumper warranty .

Motion amended by Trustee S Byers with a second by Trustee A Lundt to approve the preorder of two police squads, to take possession in 2023, one with a two year lease term and one with a three year lease term. **Motion carried.**

Motion made by S Byers with a second made by A Lundt to temporarily recess to allow for contract from Fair Market Assessment, Inc. to be signed. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING - -

- **Class “B” Beer and “Class C” Wine Alcohol Beverage License – Turner St. Music –** Motion made by D Segerstrom with a second made by S Byers to approve the Class “B” Beer and “Class C” Wine ORIGINAL Alcohol Beverage Retail License Application for Walter Charles Croll, for Turner Street Music Hall, 437 Turner St., Wrightstown, WI 54180, from Tuesday, October 4, 2022 through June 30, 2023. **Motion carried.**
- **NEW Operator License Application -** Motion made by T Schaeuble, with a second made by S Byers, to approve the NEW Operator License Applications for:
 - Jacqien R. Pirtle, 255 Louise Dr. Apt. 8, Wrightstown, WI 54180, for Dollar General
 - Isley R. Schuh, N4610 St. Hwy 55, Kaukauna, WI 54130, for Royal St. Patrick’s Golf Links

Motion carried.

PUBLIC SAFETY - -

Fire Department Comments:

- Estimated pricing has been received from two manufacturers for replacement of the 1997 Freightliner fire engine. Both came in within a few thousand dollars and very similar specs. Unfortunately, in November of 2022, price increases for both vendors will go into effect.

Pierce Manufacturing, Inc

- Current delivery lead time is 29 months
- Payment required upon delivery
- Price locked in upon order
- Stainless body will increase cost by approximately \$8,000

Custom Fire

- Current delivery lead time is 10-12 months
- Payment of approximately \$350,000 - \$375,000 due when ordered chassis arrives
- Stainless body will increase cost by approximately \$20,000

The current capital plan includes the purchase of a replacement engine in 2025.

The Village of Wrightstown (and several surrounding municipalities) have trucks from both vendors and there is no preference by the Fire Department between which to purchase.

Trustee Andy Lundt suggested that we authorize the fire department to spec out the Pierce Manufacturing truck, to lock in pricing prior to the November 2022 increase, since the delivery time frame/payment due date aligns with the current capital plan.

Administrator Coenen directed Fire Chief Mike Schampers and Asst. Fire Chief Ben Vosters to work with Pierce Manufacturing, Inc. to provide a solid cost to present to the Village Board for action at the October 18, 2022 meeting.

Police Department Comments:

- Thank you to everyone that came to the “Cops with Culvers” event.
- It was great to be able to get out and meet with the community during the Fall Festival! Kudos the Department of Public Works for organizing!
- Police Department made several arrests over the last few days:
 - High speed chase on Longwood Ln. that resulted in a crash on Country Run. A 17 year old was arrested and sited with several violations.
 - Drug arrest was made at the Mueller Park Boat Landing on Friday evening.
 - Domestic abuse arrest made this a.m.
- Leona Hermsen, NEW Police Clerk is doing a really good job. Thank you to all Board Members that stopped in to introduce yourselves and say hi to her!

DEPARTMENT OF PUBLIC WORKS

- Work on CTY ZZ from Clay St. to Mallard Rd. has been completed, to include “straight” striping
- 2023 Recycling grant application has been submitted.
- Work at Mueller Park has been completed. Paperwork for the final grant submission is in process.
- NWTC class toured the Village’s Wastewater Treatment Facility and Water Distribution System. A general overview of Department of Public Works responsibilities were also shared.
- Lock Rd. – Golf Course Dr. Storm Water project is on schedule. All piping should be in the ground by the end of next week. Work on pond, curb and road pavement application will follow. Estimated substantial completion date is October 31st.
- Curbing in the Village will be prioritized to receive yellow “no parking” paint.
- Cost share work on lateral at 1051 Main St. to be started next week.
- Laura and Justina streets are scheduled to be milled and filled Tuesday through Thursday of next week. Funding will be taken from the 2022 street improvements budget line.
- 10% has been added to the Alison and Sharla Street projects through the bi-partisan funding program, due to inflation. The program is an 80%/20% cost share.
- The Village’s application was not selected for the 2023 - 2026 cycle Bi-Partisan Funding Program due to overwhelming number of assistance requests received. Projects to be covered were: Short, Janet, Debra, Linda and Nancy streets.

Brown County is hosting a ribbon cutting on the Clay St. River Walk, down by the Public Works Garage, on Tuesday, October 11th at 11:00 a.m. Everyone is invited to attend!

CLOSED SESSION

Motion made by A Lundt with a second made by S Byers to proceed into **CLOSED SESSION**, pursuant to 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 – Development Negotiations**

and Wisconsin State Statute **19.85(1)(g)** Conferring with legal counsel for the governmental body which is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved

- **Village of Greenleaf Incorporation**

Call of roll: 6 yes votes. **Motion carried.**

OPEN SESSION

Motion made by K Wendlandt with a second made by S Byers to reconvene into open session. Call of roll: 5 yes votes. **Motion carried.**

No action taken as a result of the closed session.

ADJOURN – Motion made by S Byers with a second made by K Wendlandt to adjourn the meeting at 8:00 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

Posted: 10/19/2022 MS