

## **VILLAGE OF WRIGHTSTOWN**

### **BOARD MEETING MINUTES**

The regular bi-monthly meeting of the Village Board of Trustees, of the Village of Wrightstown, was held at Wrightstown Village Hall, 352 High St., Wrightstown, WI, on **Tuesday, November 15, 2022**, following the Committee of the Whole meeting.

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

Also present: Brian Roebke (Wrightstown Spirit); Administrator Travis Coenen; Public Works Director Andy Vickman; Clerk/Treasurer Michelle Seidl; Fire Chief Mike Schampers; Police Chief Greg Deike; Residents: Corey Bereza, Karen Durst, Kathryn Lick, Jeff Moreau, LuAnne Moreau, Dalton Rupiper, Brad Sigmund, Julie Sigmund, Deb Tews

**MINUTES** – Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve the Tuesday, November 1, 2022 Village Board Meeting Minutes as submitted. **Motion carried.**

**VOUCHERS** – Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to approve the vouchers, totaling \$1,272,500.00, from October 27, 2022 through November 9, 2022. **Motion carried.**

**SCHEDULED APPEARANCES:** None

**WALK INS:** Residents Jeff Moreau, Corey Bereza (806 Pamela St.) and Deb Tews (104 High Ct.) spoke in favor of expanding the Wrightstown Police Department staff.

**CORRESPONDENCE:** Thank you received, from Linda Bain, for the Village hosting the Bingo Bash on Tuesday, October 25<sup>th</sup>!

#### **ADMINISTRATOR’S REPORT:**

- TEA grant documents have been finalized and are ready for projects to be bid
- Village Staff are continually looking for grant opportunities. Recent awards total almost \$2,000,000 with amounts ranging from \$10,000 to \$900,000.
- Working with Jeanne Wall the Wrightstown Area Food Pantry, at the Alleluia site, to improve recognition
- The Plum Creek Restoration project will launch this fall
- Events Committee is scheduled to meet in December to discuss 2023 focus
- Working on developments in the River and TID districts
- Evaluations have been distributed to Department Heads. They should be finalized by month end
- Lighting of the Village Christmas Tree is scheduled for December 3<sup>rd</sup> after the 5:00 p.m. parade. Parade theme is “Winter Nights, Christmas Lights”. The Bandits will be playing from 5:00 p.m. – 8:00 p.m.

#### **COMMITTEE REPORTS**

## **FINANCE/PERSONNEL**

- **Energenecs Invoice 0044829-IN** - Motion made by Trustee S Byers with a second made by Trustee A Lundt to approve Energenecs Invoice 0044829-IN, for \$80,285.50, for installation of NEW PLC's, radios, antennas and touchscreens at the Waste Water Treatment Facility. Call of roll: 7 yes votes. **Motion carried.**
- **McMahon Invoice 928550** – Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to approve McMahon Invoice 928550, for \$24,463.10, for professional services from September 4, 2022 through October 1, 2022 on the Area 3 Storm Sewer & Pond Project. Call of roll: 7 yes votes. **Motion carried.**
- **Civic Systems Invoice CVC22546**- Motion made by Trustee S Byers with a second made by Trustee D Segerstrom to approve Civic Systems Invoice CVC22546, for \$28,900, for Community Development (Building Inspection) Software to include training and (2) additional concurrent users. Purchase was approved as part of the 2022 budget process in 2021 but the software order has just been placed. Call of roll: 7 yes votes. **Motion carried.**
- **Prime Focus, LLC Invoice 1** - Motion made by Trustee S Byers with a second made by Trustee D Segerstrom to approve Prime Focus, LLC Invoice #1, for \$15,300, for Transportation and Economic Development Grant Assistance on the TEA Grant for the Drexel Rail project. Call of roll: 7 yes votes. **Motion carried.**
- **MCC, Inc. Invoice 25186** - Motion made by Trustee S Byers with a second made by Trustee A Lundt to approve MCC, Inc. Invoice 25186, for \$108,137.12, for 2022 Street Improvements on Justina and Laura Ct. Funding came from unused borrowing from the Rosin Rd. project and money budgeted in the 2022 Street Maintenance/Repairs line. Call of roll: 7 yes votes. **Motion carried.**
- **November 16, 2022 Certificate and Direction** - Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve the Certificate and Direction, dated November 16, 2022, requesting that the Associated Trust escrow agent disburse \$350,710, from the Village's Escrow Account, to the town of Kaukauna, on Wednesday, November 30, 2022, for payments required under Section IV of the Intergovernmental Agreement between the Village of Wrightstown and the Town of Kaukauna Withdrawing Restriction on Annexation, dated December 12, 2013. **Motion carried.**
- **Resolution 11152022 Annual Payment in Lieu of Taxes** - Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to approve Resolution 11152022, amending the annual Payment in Lieu of Taxes (PILT) from the Village of Wrightstown Water Utility to the General Fund, to \$141,715, effective in 2022. New amount was calculated based on the value of water utility infrastructure within the Village limits rather than infrastructure within and outside of the Village. **Motion carried.**
- **Resolution 11152022A** - Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to approve Resolution 11152022A, amending the 2022 Payment in Lieu of Taxes from the Wrightstown Water Utility to the Village of Wrightstown General Fund, from \$266,434 to \$141,715. **Motion carried.**
- **2023 General Fund Budget** – The 2023 General Fund budget was again reviewed now that the levy/mill rate information from all taxing entities in both Brown and Outagamie Counties has been received. If the Village's budget passes on Wednesday, November 23<sup>rd</sup>, as proposed, the “gross” combined mill rate will be \$25.80 in Brown County, up \$0.34 from 2021, and \$24.22, up \$0.92 from 2021, in Outagamie County. School levy tax credit information has not yet been received.

There is no change in the Village's Brown County mill rate from last year. The Village's Outagamie County mill rate increased \$0.19/thousand. However, this is still less than the \$8.63/thousand mill rate in 2018.

The biggest impact was due to the 2022 levy increase of \$299,529 by Wrightstown School District

The Village Board of Trustees were polled and they requested that the 2023 budget be presented on Wednesday, November 23<sup>rd</sup>, to include the purchase of two 2023 Dodge Charger squads and the hiring of one full time police officer.

- **2023 Water Utility Budget** – The proposed 2023 Water Utility budget revenues and expenditures were presented. The estimated revenues total \$1,452,965.32 and the projected expenditures total \$1,214,233.65. The expenditure number reflects a 5.5% decrease (\$70,222.30) from 2022. Beginning in 2022, the Payment in Lieu of Taxes (PILT) transfer to the General Fund will decrease from \$256,634.00 in 2021, to \$141,715, to prevent the raising of water rates at the request of the PSC. Other notable changes are as follows:

- \$3,500 increase in electricity and gas costs
- \$1,400 increase for purchase of treatment chemicals
- \$5,000 increase for purchased water
- \$3,130.18 decrease in vehicle lease expenses due to pay off the 2020 F150
- \$500 increase in gas and diesel costs
- \$2,000 decrease for special projects now that repeater/radios purchased
- \$500 increase for excavation to repair leaks
- \$1,000 increase for purchase costs of meter supplies due to growth in Village
- \$500 increase for the purchase of general plant supplies
- \$1,100 increase for Spectrum phone service
- \$2,500 decrease for needed professional services
- \$1,880 decrease in insurance costs for 2023
- \$750 decrease for engineering services
- \$500 decrease for contracted services
- \$87,039.29 decrease in debt service payment costs

In 2024, another borrowing will be paid off so another small principal/interest payment decrease will be reflected.

- **2023 Sewer Utility Budget** – The proposed 2023 Sewer Utility revenues and expenditures were presented. The estimated revenues total \$1,028,240.66 and the projected expenditures total \$1,024,109.36. The expenditure number reflects a 4.3% increase (\$42,200.07) from 2022. Notable changes are as follows:

- \$3,130.18 decrease in vehicle lease payments since the 2020 F150 is now paid in full
- \$583.00 increase in gas and diesel costs
- \$500 decrease in freight costs since samples are being delivered to accommodate tight hold times
- \$500 increase in lab expenses due to increased sampling frequency
- \$300 decrease in lab testing costs
- \$22,500 increase in chemical costs due to fuel surcharge and additional delivery fees
- \$700 increase in water and sewer expense
- \$2,589.02 increase for gas and electric services

- \$500 increase for increase cost of contracted service
- \$1,000 decrease in special projects since there is not one planned for 2023
- \$1,000 decrease in building/grounds expense
- \$300 increase for oil and lube products
- \$600 increase for Green Bay Water billing services
- \$500 increase for audit services
- \$1,418.50 for increased cost of phone service
- \$1,811.85 increase in debt service payment costs

In 2024 a borrowing will be paid in full, reducing the debt service payment by \$113,885.80.

- **Randy Zahorik – Wrightstown Fire Department** – Motion made by Trustee T Schaeuble with a second made by Trustee A Lundt to approve Randy Zahorik joining the Wrightstown Fire Department., effective January 1, 2023. **Motion carried.**

## **PARKS, RECREATION AND REGIONAL PLANNING**

### **PUBLIC SAFETY**

- **Fire Department**
  - October was a quiet month.
  - Booyah sold out by 10:25 a.m. on Saturday. The sale was a success!
  - Wrightstown Fire Department hosted Ms. Van Zeeland's 4K Class
- **Police Department**
  - Chief Deike and Officers Vande Hey and Alberts attended Vehicle Contact Training on October 8<sup>th</sup>
  - Police Staff attended Civility and Leadership Training with Alanzo Kelly on October 21<sup>st</sup>
  - Chief Deike and Police Clerk Leona Hermsen attended the (virtual) Badger TraCs Conference on October 25<sup>th</sup> and 26<sup>th</sup>
  - October events attended:
    - Wrightstown Community School District Open House, Color Blaze Run and Fall Festival on October 1<sup>st</sup>
    - Community Health Fair on October 25<sup>th</sup>
    - Drug Take Back Event on October 29<sup>th</sup>
    - Village Trick-or-Treating on October 31<sup>st</sup>
  - Police Department is currently investigating a SCAM where a Village resident lost a significant amount of money. "Scammer(s)" posed as a loved one in legal trouble and asked for an attorney retainer fee. Wrightstown officers are working with surrounding agencies and the State to identify the suspect(s).

## **PUBLIC WORKS & UTILITIES**

### **CLOSED SESSION**

Motion made by Trustee A Lundt with a second made by Trustee 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: 7 yes votes. **Motion carried.**

**OPEN SESSION**

Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to reconvene into open session. Call of roll: 7 yes votes. **Motion carried.**

**No action taken as a result of the closed session.**

**ADJOURN** – Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to adjourn the meeting. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

*Posted: 12/7/2022 MS*