

## **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, December 20, 2022**, following the Committee of the Whole meeting.

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

Also present: Administrator Travis Coenen; Public Works Director Andy Vickman; Clerk/Treasurer Michelle Seidl; Fire Chief Mike Schampers; Police Chief Greg Deike; Resident Tony Decker

**MINUTES** – Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to approve the Tuesday, December 6, 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 \$306,499.83, from December 1, 2022 through December 14, 2022. **Motion carried.**

**SCHEDULED APPEARANCES:** None

**WALK INS:** Resident Tony Decker, 38 Golden Wheat Lane, expressed his concern over the drastic increases reflected on his tax bills from 2021-2022. He believes that Village residents are in the top 1% of heavily taxed citizens in the United States.

In response, Administrator Coenen urged all property owners to review the individual lines on their tax bills for each taxing entity. Unless there was an increase in assessed value due to improvements, for 2022 a \$0-small decrease should be reflected for Brown/Outagamie Counties, Northeast Wisconsin and Fox Valley Technical Colleges and the Village of Wrightstown. 100% of the increase in the combined mill rate, resulting in a higher tax bill, is due to an increase in levy by Wrightstown School District.

Because the Village is the last taxing entity to set their mill rate, in prior years, adjustments to General Fund expenses were made to lessen negative impacts to the rate payers. However, the needed adjustment for the 2023 budget, due to the school district increase, was too large to breach without drastic reductions in staff or services.

The Village Board of Trustees is working on forming a partnership with the school board, to prevent tax amounts from reaching detrimental levels. Unfortunately, the Village cannot control the levy/mill rate set by Wrightstown School District.

Mr. Decker was asked to contact the Wrightstown School District Board to get more information for justification of their increase.

### **CORRESPONDENCE:**

- Thank you received from the family of Ed Byrne for the expression of sympathy
- Thank you letter received from Brooke Moore and Gabe Barnes, to Officer Gary DeWinter, for thorough and considerate handling of an incident on September 23, 2022

## ADMINISTRATOR'S REPORT:

- Finalizing pricing for projects outlined in the 2023 Capital Plan. Numbers are expected to be presented at the January 17<sup>th</sup> meeting
- Events Committee will be meeting in early January to finalize the 2023 schedule. Details and dates for the summer music events and the Christmas parade are being worked out. A survey has been posted on the Village website to get input from the community
- Work with developers, on new residential and industrial development, continues
- Met with majority of staff for end of year evaluations and to set goals for 2023. NEW 2022 peer review evaluations provided great feedback for team members and department heads. Software is being purchased to aid in goal tracking, moving forward
- Christmas luncheon hosted earlier today. The team played Family Feud and participated in “winter Olympic” challenges
- Administrator Coenen will be taking time off over the holidays to be with his family. Happy New Year!

## COMMITTEE REPORTS

### FINANCE/PERSONNEL

- **Letter of Resignation from Trustee Keith Wendlandt** - Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to accept the Letter of Resignation from Trustee Keith Wendlandt, effective January 1, 2023. Administrator Coenen thanked Trustee Wendlandt for his 6+ years of service on the Village Board and noted that nominations are being accepted to complete Keith's term, through April of 2024. To date, three Village residents have shown interest. Trustee Wendlandt requested that, if possible, the Board consider finding a resident to represent the west side of the Fox River. He shared that he was honored to serve as a Village Trustee and is very thankful to have been able to work toward the betterment of the Wrightstown community. He presented his post-it note collection to Planning Committee Chair Terry Schaeuble, to pass on to his replacement on the Planning Commission, to everyone's chagrin, and relayed his confidence in the Village Staff that he hired since he took office in April of 2016. Trustee Sue Byers complimented Trustee Wendlandt on his attention to detail in everything he did. Call of roll: Nays - President Dean Erickson, Trustee Mark Leonard. Voting yes - Trustee Sue Byers, Trustee Terry Schaeuble, Trustee Keith Wendlandt. President Dean Erickson stated that it will be difficult to not have Trustee Wendlandt at his right side at the board table. **Motion carried.**
- **McMahon Invoice 928972** – Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to approve McMahon Invoice 928972, for \$18,812.10, for professional services from October 2, 2022 through October 29, 2022 on the Area 3 Storm Sewer & Pond Project. Call of roll: 5 yes votes. **Motion carried.**
- **Creative Sign Company, Inc.** - Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to approve Proposal No. 22960 for installation of (2) illuminated directional signs at a cost of \$34,400 and Proposal No. 13487 for installation of a 36' x 19' illuminated pylon sign at a cost of \$196,000, from Creative Sign Company, Inc., to be paid from Economic Development/Marketing Expense Budget Line 100-14-56704-346-000.

Pricing for wayfinding signs was requested in March of 2022. Last week, Creative Sign followed up asking if the Village planned to move forward with the projects. Currently, there

is approximately \$300,000 in the Economic Development/Marketing Expense budget line for 2022 that could be used toward both purchases.

The first proposal, #22960, is for two illuminated directional signs which could be placed in each of the bridge roundabouts or with one could possibly be placed on CTY U. The destination listing and actual design of each sign will be determined once the proposal is approved. Recommendation by Administrator Coenen is to move ahead with this one due to the new growth in the community. Power to each sign is not included in the cost of \$34,400.

A location for the illuminated pylon sign under proposal #13487, at a cost of \$196,000, has not yet been determined. Recommendation by Administrator Coenen is to wait on this project until the HWY 41 upgrade has been completed, when there will be a better understanding of where the exit off of HWY 41 into Wrightstown will be.

Trustee Mark Leonard asked if the expense for these signs could be taken from the Tax Incremental Districts rather than from the General Fund. Directional signs could potentially be charged to TID #5 and the illuminated pylon sign from TID #4.

Motion amended by Trustee S Byers to approve proposal #22960 for the installation of (2) two illuminated directional signs, at a cost of \$34,400, to be paid for from Tax Incremental District #5. Second was made by Trustee K Wendlandt.

In the future, when the pylon sign location is determined and the project is approved, cost is to come out of Tax Incremental District #4.

Call of roll: 5 yes votes. **Motion carried.**

- **2013 Ford F250 Replacement** - Motion made by Trustee S Byers to approve a replacement for the 2013 Ford F250.

On December 7, 2021 the Village Board approved the replacement of the 2013 Ford F250 with a 3-yr lease for a 2022 Ford F150 , at a cost of \$32,929, through Horn Ford in Brillion. In October, the Director of Public Works Andy Vickman was notified that Ford was not able to fulfill the order due to supply chain issues and a 2023 would now need to be leased, at a significantly higher price. Bob Gagan, attorney for the Village, drafted a letter requesting compensation to assist with the additional cost of the 2023 F150 since a contract had been signed and a first payment made on the 2022 vehicle. However, there was a statement in the contract that allowed Ford to back out without penalty.

Three replacement options were presented: (at the 2022 contracted interest rate of 1.5% since one payment has already been made):

1. 2023 Ford F150 Regular Cab \$46,300. Trade in amount and potential delivery date has not yet been confirmed.
2. 2023 GMC Sierra 1500 Regular Cab \$41,350 with \$15,000 trade in. Delivery is estimated to be in October of 2023
3. 2022 Chevrolet Silverado 1500 Crew Cab \$39,750 (in red) with a \$15,500 trade in. Vehicle is in stock in Indiana and can be immediately delivered through Gustman.

The Village could also request return of the initial payment made and revisit replacement options for delivery in 2024, or, purchase the 2022 Chevrolet Silverado from Gustman outright by taking the additional funds from the Village's undesignated fund balance to save approximately 2% on the total cost.

The switch from a ¾ ton truck to a ½ ton truck is to save on gas mileage.

Recommendation by Director of Public Works Andy Vickman is to lease the 2022 Chevrolet Silverado since the budget numbers would not change and the truck is available now. However, the final payment would need to be increased or the lease term extended by one year to accommodate for the higher price.

The Village Board of Trustees agreed with purchasing the 2022 Chevrolet Silverado from Gustman. Because there is no cost increase for 2023, and approval has already been given as part of the 2023 budget process, no motion is needed.

- **Resolution 12202022** - Motion made by Trustee S Byers with a second made by Trustee K Wendlandt to approve Resolution 12202022 committing \$77,500 from the 2022 General Fund Budget Line: Street Repair 100-32-53301-376-000, to carry over to 2023 for the same purpose.

\$80,000 was budgeted for street repairs in 2022. However, unexpended funds from the 2021 Rosin Rd. project were used instead. By moving the unused 2022 money forward to 2023, allow for upgrades to additional streets.

Call of roll: 5 yes votes. **Motion carried.**

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

- **2023 Clerk's Calendar and 2023 Resident Calendar** – The 2023 Clerk's Calendar and 2023 Resident Calendar was presented.
- **Midwest Expansion, LLP Combining CSM** – Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to approve application for the combination CSM for Midwest Expansion, LLP for 725 County DDD, Parcels VW-W181-3 and VW-W181-4, Village of Wrightstown. No contingencies from Planner Ben LaCount are outstanding. **Motion carried.**
- **Fleischmans J Solutions, LLC (Drexel) Sign Application** – Motion made by Trustee T Schaeuble with a second made by Trustee K Wendlandt to approve the sign application from Fleischmans J Solutions, LLC (Drexel), for 550 Quality Court, Parcel VW-631, Village of Wrightstown. Drawings of both signs being applied for were shared. **Motion carried.**
- **Fleischmans J Solutions, LLC (Drexel) Sign Application** – Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to approve the sign application from Fleischmans J Solutions, LLC (Drexel), to include a 25' set back, for 1290 Broadway Street, Parcel VW-W180, Village of Wrightstown. **Motion carried.**
- **American Tower Corp Site Plan** – Motion made by Trustee T Schaeuble with a second made by Trustee K Wendlandt to approve the site plan application from American Tower Corp., for 600 High Street, Parcel VW-W26, Village of Wrightstown. A small dish is being added to the current structure. **Motion carried.**
- **Brown County/Village of Wrightstown Memorandum of Understanding** - Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to approve the Memorandum of Understanding between Brown County and the Village of Wrightstown regarding maintenance

of sirens within Brown County. Upkeep and maintenance of sirens located within most Brown County municipalities have been the municipalities responsibility for the last several years. This MOU now just spells it out on paper. **Motion carried.**

- **Town of Wrightstown/Village of Wrightstown Settlement Agreement** - Motion made by Trustee T Schaeuble with a second made by Trustee K Wendlandt to approve the Settlement Agreement between the Town of Wrightstown and the Village of Wrightstown, to resolve disputes regarding the Incorporation 227 Action. No changes were made to the agreement presented to the Village Board of Trustees on Tuesday, December 6<sup>th</sup>. There will be no dispute annexing properties highlighted in light blue on the agreement attachment. The State of Wisconsin will not get involved in determining the integrity of the settlement agreement once annexation of these parcels begins so there is some risk to both the Village and the Town of Wrightstown. Call of roll: 5 yes votes. **Motion carried.**

## **PUBLIC SAFETY**

- **Fire Department**
  - No questions or comments
- **Police Department**
  - Commendation was given to Officer Amanda Alberts as a result of a routine traffic stop which lead to a residence search and a subsequent drug arrest.
  - Applications for the new full time Wrightstown Police Department Officer, are due on December 31<sup>st</sup>.
  - Working on linking CAD services, between Brown and Outagamie Counties, to reduce response times for Village of Wrightstown Outagamie County residents after a 911 call has been placed
  - Updated Police Department phone tree, as part of the installation of the new Vonage service, to allow callers to reach an on duty Village officer, and the Brown County Sheriff's Department, faster

## **PUBLIC WORKS & UTILITIES**

- Ice rink in Zirbel Park is now set up and has 7" of hard ice. Plastic was donated by an area farmer
- Apology was issued to residents in Royal St. Pat's subdivision on the delay in plowing during the recent snow storm
- MERRY CHRISTMAS EVERYONE!

**ADJOURN** – Motion made by Trustee S Byers with a second made by Trustee K Wendlandt to adjourn the meeting at 7:22 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

*Posted: 01/04/2023 MS*