

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 7, 2023**, and convened at 6:02 p.m. at the conclusion of the Committee of the Whole meeting.

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

Also present: Brian Roebke (Wrightstown Spirit); Administrator Travis Coenen; Public Works Director Andy Vickman; Clerk/Treasurer Michelle Seidl; Fire Inspector Nathan Helbing; Police Chief Greg Deike; Tami Olszewski, CIMA, CPFIM, Senior Investment Advisor from Ehlers and resident Deborah Tews

UTILITY COMMISSION MONTHLY MEETING

Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to open the March 2023 Utility Commission Monthly Meeting. **Motion carried.**

WATER UTILITY

- Average of 192,464 gallons of water was pumped daily in the month of February 2023
- Q2 2023 utility meter reading was done Tuesday, February 28th through Thursday, March 2nd
- Reduced distribution system monitoring requirements were negotiated for 2023. Organics monitoring was cut back from quarterly to annually and collection of the bi-annual lead/copper sampling was reduced to annual sampling. Feedback from the 2022 analytics and CCT study promoted this change and will result in significant savings for the Village
- CTW was awarded the Well #4 Rehab - Well #2 Abandonment Project since their quote of \$48,153 was lower than the quote received from Municipal Well & Pump. Work will begin in April
- Annual Cross Connection Survey was submitted. Many of the Village's residential customers that were out of compliance, due to suspended home visits in 2020-2021, are now back in

SEWER UTILITY

- Land management permit application has been submitted and is currently under review by the DNR

Results of the January 19, 2023 laboratory evaluation, for compliance with Chapter NR149 of the Wisconsin Administrative Code for Corrosion Control Treatment, was received from the Wisconsin Department of Natural Resources in early March. Although one deficiency was noted, a quick statement was added, indicating the order in which the influent and effluent flows were analyzed, and the deficiency was cleared

Motion made by Trustee D Segerstrom with a second made by Trustee S Byers to close the March 2023 Utility Meeting. **Motion carried.**

PUBLIC HEARING

Public Hearing, to receive input from all persons and/or their agents on the amendment to the Floodplain Zoning Ordinance required by the Wisconsin Department of Natural Resources, was opened. One update will make it easier to work on existing structures within floodplain zones

Three calls were made for public input with no response.

Motion made by Trustee D Segerstrom with a second made by Trustee T Schaeuble to close the Public Hearing. **Motion carried.**

REGULAR SESSION

MINUTES – Motion made by Trustee D Segerstrom with a second made by Trustee S Byers to approve the Wednesday, February 22, 2023 Village Board Meeting Minutes. **Motion carried.**

VOUCHERS – Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to approve the vouchers, totaling \$818,435.06, from February 16, 2023 through March 1, 2023. **Motion carried.**

SCHEDULED APPEARANCES: Tami Olszewski CIMA, CPFIM, Senior Investment Advisor from Ehlers, introduced the Board of Trustees to Ehlers Cash Management & Advisory Services, for the purpose of creating an investment policy and establishing an investment portfolio for the Village of Wrightstown

Allowable investments for municipalities are dictated by Wisconsin State Statutes and are very limited. However, a good investment policy will define acceptable parameters and minimize risk while offering a better than standard rate of return

Monthly reports, to be used for logging investment general ledger entries, for status updates, project planning and budgeting, will be made available online. Audit guidance, cash flow forecasting and bank analysis is included with all cash management services

Ehlers staff will negotiate with local banks, on behalf of the Village, to identify the best possible investment opportunities

Invested funds will be left liquid with 1-2 business day availability

On-going wire agreements can be created for debt service obligation payments

Fees for Ehlers advisory services range between 15-25 basis points (approximately \$1,800 on \$1,000,000) and are charged once investment accounts are established

The current interest rate on the Village's main checking account is .12%

Tim Heinrich from Nicolet Bank has offered a guaranteed interest rate of 3.00% through 2023, for all NEW money market investment funds transferred to them. The Village may want to take advantage of this fully liquid investment while Ehlers Cash Management & Advisory Services assists us with creating the investment policy

Tami Olszewski from Ehlers noted that they will provide guidance for borrowed funds that are temporarily invested, to make sure earnings are within acceptable IRS arbitrage parameters

The biggest risk to any uncollateralized investment is not being made whole by the issuer. However, some investments, such as agency debt obligations and loan pool products, are backed by the full faith and credit of the US Government. Ehlers will do a complete credit analysis on all recommended investments that fall outside of full government backing to minimize potential loss to the Village

Since Nicolet Bank is offering a substantial rate increase from what is currently being earned at Greenleaf Bank, Tami recommended that the Village temporarily move all but 3 months-worth of expenses while Ehlers works through the process of creating an invest policy and plan

WALK INS: None

CORRESPONDENCE: None

ADMINISTRATOR'S REPORT:

- Meeting with the Fox, Wolf and Outagamie County Conservation groups on the Plum Creek Restoration Project. Project plan will be finalized once confirmation of grant funding award is received. Discussions with property owners and public meetings will be part of the next step
- Wrightstown Golf Course, LLC was reimbursed \$104,178.97, since, in error, they were charged the special assessments on Outagamie County parcels 300000101 and 300000102, owned by MS Real Estate Holdings, LLC, as part of the 2021 CSM application process on Cty Rd. U. These special assessments will be paid when lots 300000101 and 300000102 and are hooked up to Village utilities
- Continuing to investigate grant opportunities to fund road, park and downtown projects, in hopes of being awarded more grant dollars than in 2022
- The NEW Building Inspection (Community Development) software is to be installed this month. Administrator Coenen, Deputy Clerk/Treasurer Patti Leitermann and Building Inspector Paul Birschbach will be attending the training. Applications for permits will be applied for and processed 100% online
- Closing on the Sprangers property (4 acres of Town of Wrightstown parcel W-176 on Cty DD) was held on Friday, March 3rd, contingent upon tonight's approval by the Village of Wrightstown Board of Trustees

CLERK TREASURER'S REPORT:

- 4 personal property tax payments are currently delinquent.
 - American Bottling Company (property located inside of Dollar General)
 - Matthew's Senior Living
 - Wrightstown Properties, LLC (Print Pro)
 - 2023 (2022 tax) incentive payment of \$17,228 is being held until both the real estate and personal property tax amounts due have been collected

- Lucky's Pub & Grill
 - Indicated that they will take care of their remaining balances during a conversation earlier today. Their 2023-2024 Retail Alcohol License will not be able to be renewed if past due personal property tax and past due real estate tax payments remain outstanding
- February Clerk-Treasurer's Department Meeting was held on February 7th. The topic of discussion was childhood fears carried into adulthood
- March Clerk-Treasurer's Department Meeting was held today. Today's topic was how we individually recognize when we are stressed so co-workers can watch for the signs and step in and give assistance
- NEW Trustee Julie Sigmund is now up and running with her email, iPad and access to miViewPoint!
- Election deadlines for the month of March were noted

COMMITTEE REPORTS

FINANCE/PERSONNEL

- **Ehlers Investment Advisory Services** – Motion made by Trustee S Byers with a second made by Trustee D Segerstrom to approve the hire of Ehlers Investment Advisory Services, to create an investment policy and establish an investment portfolio. Board agreed that it would be beneficial to temporarily move funds to Nicolet Bank while creating the Village's investment policy. **Motion carried.**
- **Purchase of (part of) Town of Wrightstown Parcel W-176** - Motion made by Trustee S Byers with a second made by Trustee D Segerstrom to approve the March 3, 2023 purchase of 4 acres, (part of) Town of Wrightstown Parcel W-176 owned by Nathan and Janelle Sprangers, to allow for the Poplar St. extension. Funds taken from Tax Increment District #3. Call of roll: 6 yes votes. A CSM is not required since use is for road right of way. **Motion carried.**

PARKS, RECREATION AND REGIONAL PLANNING

- **Brown County Planning Commission Board** – Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to approve the appointment of Jim Steffek, from Denmark, WI, to the Brown County Planning Commission Board, to replace Wrightstown Village President Dean J. Erickson. President Erickson stepping down allows Village of Denmark to be represented on the Commission Board. **Motion carried.**
- **NEW Operator License Application** - Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve the NEW Operator License Application for Taylor M. Wesolowski, 2188 Patty Ln., Green Bay, WI 54304, for Royal St. Patrick's Golf Links. **Motion carried.**
- **Ordinance Amendment 03072023 - Floodplain Zoning** - Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve Ordinance Amendment 03072023, repealing current Chapter 204 Floodplain Zoning and replacing with Chapter 204 Floodplain Zoning Ordinance, for the Village of Wrightstown. **Motion carried.**
- **Village of Wrightstown Combining CSM for 108 & 112 High Ct.** – Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve the Village of

Wrightstown combining CSM application, for Village of Wrightstown parcels VW-156 & VW-158, at 108 & 112 High Ct. **Motion carried.**

PUBLIC SAFETY

• Fire Department

- Training on electric car extrications was held at Town of Kaukauna
- Active Shooter Training was held at Wrightstown Elementary, with Outagamie County government agencies
- Meat raffle fundraiser at Lucky's was a success!
- Getting good feedback from introduction to Wrightstown Fire Department staff on Facebook. New posts will be added weekly
- MM Cold Storage has signed a contract for install of a sprinkler system in their facility

• Police Department

- Officer DeWinter will be training on OWI enforcement and elder abuse this weekend with Black Creek, Seymour and Shiocton, in Black Creek. Officer Martin is scheduled to train on domestic abuse, in April, with the same group
- Security film is currently being installed on all customer service windows at Village Hall. Film is ballistic rated and will add an additional measure of protection. Thank you to Village leadership for being proactive in keeping the staff safe
- Hosting Wrightstown Community Conversation / Saving Lives, in conjunction with Brown County Health and Wrightstown School District, on Monday, April 3rd at 6:30 p.m. at Wrightstown High community. Speakers will be from Brown County Health, Wrightstown School District and the Village Police Department. A former addict will also present. Event will be advertised on social media and promoted through the schools and neighborhood watch program
- Wrightstown Police Department participated in the Fire Department's Rescue Task Force Training
- One of the NEW 2023 squads has now been equipment outfitted and delivery is expected by end of week. Outfitting on the second NEW squad should start next week
- Officer candidate Michael Aschinger rescinded his acceptance of the extended job offer due to an offer made by his existing employer. Another candidate, in line for the position, will be contacted

PUBLIC WORKS & UTILITIES

- Thank you to the Town of Lawrence for lending the Village a plow truck during the recent storm event. Repairs to the rear of the Village's plow truck have now been repaired. Director of Public Works Andy Vickman is working with the dealership on possible warranty coverage
- 100 garbage carts delivered as part of a joint order with Combined Locks, Allouez and Kimberly. The combined order saved the Village approximately \$2,800 in shipping charges!
- 2022 Chevrolet Silverado was delivered to the dealership in Plymouth yesterday. This vehicle is replacing the 2013 F250
- The following grant applications being worked on:
 - Kubota
 - Safe Routes to School – for the off road multi use trail on D and on Broadway
 - Bi-partisan Infrastructure Funding

- Local Road Improvement Projects (LRIP) – for Debra Street project
- Chipper brought in for repairs as a result of the July 2022 accident. Expect to have it back in service prior to the first scheduled curbside chipping date in April

ADJOURN – Motion made by Trustee S Byers with a second made by Trustee J Sigmund to adjourn the meeting at 7:21 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

Posted: 03/22/2023 MS