

VILLAGE OF WRIGHTSTOWN
BOARD MEETING MINUTES

The regular bi-monthly meeting of the Village 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, May 21, 2024**, and convened at 6:02 pm at the conclusion of the Committee of the Whole meeting.

Roll Call: Present – Village President Dean J Erickson, Trustees: Sue Byers, Mark Leonard, Andy Lundt (arrived @ 6:03pm), Ryan Roebke, Terry Schaeuble, and Julie Sigmund.

Also present: Brian Roebke (Wrightstown Area Spirit), Administrator Travis Coenen, Public Works Director Andy Vickman, Police Chief Greg Deike, Fire Chief Mike Schampers, Assistant Fire Chief Ben Vosters, Fire Inspector Nathan Helbing, Clerk-Treasurer Shelia Bowers, Amber Drewieske (Clifton Larson Allen LLP), Brian Roemer (Ehlers), and Jessica Niles (Creative Signs). Residents: Randy Zahorik, Patrick Schomaker, Isaiah Pennerberg, Tony Van Rossum, Tom Vande Wettering, Lynn Leurquin, Fran Leurquin, Jerry Cayemberg, Paul Konkle, and Steve Thyes.

REGULAR SESSION

MINUTES – Motion made by T Schaeuble with a second made by M Leonard to approve the Tuesday, May 07, 2024 Village Board Meeting Minutes, as submitted. **Motion carried.**

VOUCHERS – Motion made by S Byers with a second made by J Sigmund to approve the vouchers from May 02, 2024 through May 16, 2024 totaling \$82,112.73. **Motion carried.**

Move Agenda Item – Motion made by R Roebke with a second made by S Byers to move Committee Reports, Finance and Personnel “Francis C Leurquin Recognition of 50yrs” ahead of Scheduled Appearances. **Motion carried.**

Francis C Leurquin on Recognition of 50yrs of service to the Wrightstown Fire Department – Motion made by R Roebke to extend sincere congratulations to **Francis C Leurquin** for an incredible 50 years of dedicated service to the Wrightstown Fire Department. Thank you for your unwavering commitment and invaluable contributions to our community's safety and well-being. Your dedication is truly commendable and greatly appreciated.

SCHEDULED APPEARANCES:

2023 Financial Statements and Governance Communication Letter – Amber Drewieske, CPA Principal, State & Local Government for Clifton Larson Allen LLP presented the Village of Wrightstown 2023 Financial Statements and Governance Communication Letter as follows:

- Opinions
 - We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Village of Wrightstown as of and for the year ended December 31, 2023.
 - In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the Village of Wrightstown.

- Responsibilities of Management for the Financial Statements
 - Management is responsible for the preparation and fair presentation of the Financial Statements.
- Auditors’ Responsibilities are to issue an opinion within the standards
- Balance Sheet (page 8)
 - The Village’s Total Fund Balance = \$3,833,022, the unassigned fund balance is \$3,817,328, currently the Village has a very healthy unassigned fund balance at almost 100%.
- Tax Incremental Financing Districts - Recoverable Costs (page 53)
 - TID No. 3 \$6,674,692 Termination Year 2035
 - TID No. 4 \$3,771,912 Termination Year 2036
 - TID No. 5 \$ 823,250 Termination Year 2046
- Statement of Revenues, Expenditures and Changes in Fund Balance (page 10)
 - General Capital Projects Fund Balance = \$346,359
- Statement of Net Position (page 13)
 - Water Cash & Investments = \$525,184
 - Sewer Cash & Investments = \$250,406
 - Sewer Cash & Investments Restricted = \$111,045
- Statement of Net Position (page 14)
 - Water Total Net Position = \$8,468,148
 - Sewer Total Net Position = \$5,388,061
- Statement of Cash Flows (page 16)
 - Water Utility Cash & Investments \$525,184
 - Sewer Utility Cash & Investments \$361,451
- Report of Internal Control Over Financial Reporting (page 68-71)

The following Two Findings were Reported on the Village’s Financial Statement:

 - Finding 2023-001 Preparation of the Annual Financial Report
 - Finding 2023-002 Adjustments to the Village’s Financial Records

Sale Day Report for the 2024A General Obligation Corporate Purpose Bonding – Brian Roemer, Senior Municipal Advisor from Ehlers presented the Sale Day Report for the 2024A General Obligation Corporate Purpose Bonding as follows:

- Low Bid: 3.9441%
- High Bid: 4.2934%

- Summary of Sale Results
 - Principal Amount: \$3,400,000
 - Underwriter’s Discount: \$ 46,199
 - Reoffering Premium: \$ 189,627
 - True Interest Cost 3.9449%
 - Cost of Issuance: \$ 56,770
 - Yields: 3.40% - 4.00%
 - Total Net P&I: \$4,053,877

- Closing Date: June 13, 2024
- Village Board Action: Adopt a resolution awarding the sale of the \$3,400,000 General Obligation Promissory Notes, Series 2024A

2024 Budget Amendment & Amendment to Expenditure Restraint Submittal – Brian Roemer, Senior Municipal Advisor from Ehlers presented the 2024 Budget Amendment, Expenditure Restraint Program (ERP) Legislative Update, and Amendment to Expenditure Restraint Submittal.

- Due to Act 12, there is no expense restriction for the 2024 budget for expenditures. Many communities are using the lack of restriction to create a budgetary function to guarantee future qualification for ERP. Wherein if they have known upcoming expenditures in future budgets (2025 and beyond) they create a budget mechanism to pre-qualify for a future year’s ERP standards. With this change in the 2024 ERP qualification, Village staff asked Ehlers to explore options to amend the budget in order to create this budgetary mechanism in hopes to pre-qualify based on upcoming known expenditures. In the next several years the Village intends to add additional personnel which would increase expenditures. The village staff has provided a list of estimated total expenses of \$1,055,000.

Tax Incremental Financing 101 & Best Practices – Brian Roemer, Senior Municipal Advisor from Ehlers presented the “Tax Incremental Financing 101 & Best Practices” handout and addressed questions from the Village Board.

Move Agenda Item – Motion made by A Lundt with a second made by M Leonard to move Committee Reports, Finance and Personnel ahead of Walk In’s. **Motion carried.**

COMMITTEE REPORTS:

FINANCE/PERSONNEL

2023 Financial Statements and Governance Communication – Motion made by S Byers with a second made by A Lundt on approving the Village of Wrightstown 2023 Financial Statements and Governance Communication Letter as presented. Call of roll: 7 yes votes. **Motion carried.**

Resolution No. 05212024 General Obligation Promissory Notes, Series 2024A – Motion made by S Byers with a second made by T Schaeuble on Resolution No. 05212024 Authorizing the Issuance and Sale of \$3,450,000 General Obligation Promissory Notes, Series 2024A. Call of roll: 7 yes votes. **Motion carried.**

Amendment to Expenditure Restraint Submittal – Motion made by S Byers with a second made by J Sigmund on an Amendment to the Expenditure Restraint Submittal. Call of roll: 7 yes votes. **Motion carried.**

- Fund Balance Applied – ERP Contingency Revenue, 100-00-48900-000-000, \$1,055,000.00
- ERP Contingency Expenditure, 100-00-59900-000-000, \$1,055,000.00

Resolution No. 05212024B Budget Amendment – Motion made by S Byers with a second made by J Sigmund on Resolution No. 05212024B, 2024 Budget Amendment. Call of roll: 7 yes votes. **Motion carried.**

Development Incentive Payment Wrightstown Properties, LLC – Motion made by J Sigmund with a second made by S Byers on the 2024 Development Incentive Payment (2023 tax year – full payment) in the amount of \$48,216.92 to Wrightstown Properties, LLC (Print Pro) for improvements to Village of Wrightstown Parcels VW-W175, VW-W175-2 PHASE III. Call of roll: 7 yes votes. **Motion carried.**

New DPW Facility – Motion made by S Byers with a second made by J Sigmund on Approval of Grading, Asphalt Paving, and Construction of a Salt Storage Facility at the New DPW Site, including Paving the Road to Lower Mueller Park. Total Cost not to Exceed \$150,000, with Funds coming from Reserves. Call of roll: 7 yes votes. **Motion carried.**

Move Agenda Item – Motion made by S Byers with a second made by R Roebke to return to the agenda item for Walk-In's. **Motion carried.**

WALK INS:

Brian Roebke requested verification that TID No. 1 & TID No. 2 have been officially closed, and the confirmation was yes.

Brian Roebke inquired about the details of the road paving at Mueller Park. The response clarified that the paving extends from the top of the hill down towards the walking trail leading to the Waterboard Warriors area.

Andy Lundt extended appreciation to Jeanette Roskom for organizing the Fox River Challenge, which was a successful and enjoyable Community event.

CORRESPONDENCE: None

ADMINISTRATOR'S REPORT – presented by Administrator Travis Coenen as follows:

- Alliance rail construction project completed and waiting TEA reimbursement.
- Searching out more grants for various opportunities for the River District and Parks.
- Plum Creek Restoration Project is moving forward with a public meeting May 29th at Village Hall from 4-6pm.
- Staff worked very diligently with Auditors; the final report was presented here tonight.
- Working on land negotiations and six manufacturing developments.
- Working on a new grant for a community center at the St. John's site with a public input session May 28th from 4-6pm at Village Hall.
- Working on budget and have the budget calendar out with all budget sheets ready to go for 2025.
- Presented at WHEDA/Greater Green Bay Chamber Elected Officials Economic Development 101 conference hosted here in Wrightstown on May 16th.
- Working on a lot of other community projects with other nonprofits in the area.

CLERK/TREASURER'S REPORT – presented by Clerk/Treasurer Shelia Bowers as follows:

- Attended the WABCA Lunch Meeting on Thursday, April 18th in the Village Hall Community Room.
- Successfully completed the final course of the UW-Green Bay Self-Pace Presidential Election Academy, providing me with essential skills required to manage the 2024 Elections within our municipality.
- Received and responded to an Open Records request from Royal St Pat's Homeowners Association. Specifically, the HOA is requesting email copies of all building permit applications for all sections of the Royal St Patrick's neighborhood (RSP Phases 1-5). This includes

applications for new constructions, pools, fences, sheds, and any other project in the RSP neighborhood requiring a building permit.

- Heather Rezek is now officially certified as a Notary!
- Currently working with Nicolet Bank to prepare for moving the Village's main checking account, aiming for completion by June 1st.
- Successfully completed the Caselle Connect migration to the new server with the help of Corporate Network Solutions.
- The Senior Bingo Bash held on May 14th was a success, special thanks to Julie Sigmund for her help.

PARKS, RECREATION AND REGIONAL PLANNING

New Operator License Applications – Motion made by T Schaeuble with a second made by J Sigmund to approve NEW Operator License Applications for:

- Jocelyn A Ehlert for Royal St Pat's Golf Course
- Madysen M Moericke, Royal St Pat's Golf Course. **Motion carried.**

Resolution No. 05212024A 2023 CMAR Report – Motion made by T Schaeuble with a second made by S Byers on approving Resolution 05212024A adopting the 2023 Compliance Maintenance Annual Report. **Motion carried.**

PUBLIC SAFETY

Police Department – April report presented by Police Chief Greg Deike as follows:

• **TRAINING**

- 04/03/2024 Taser 10 Instructor Certification Training – Alberts
- 04/22-05/01/2024 Handgun/Rifle/MRDS Instructor Certification Training – Deike

• **EVENTS**

- 04/04/2024 Coffee w/a Cop – Safer Families Presentation
- 04/17-18/2024 Every 15 Minute Program
- 04/27/2024 DEA Drug Take Back Event

EVERY 15 MINUTE PROGRAM

The Police Department assisted the Fire Department in the bi-annual Every 15 Minute program. As usual, the Fire Department put on a great event. Our hope is that the students and/or parents involved had their eyes opened to the seriousness of consumption of alcohol and getting behind the wheel of a vehicle while intoxicated. In most fatal OWI arrest that officers engage in, the driver states, "I never thought it would happen to me."

Partnership with Green Bay Area Crime Stopper and Brown County Law Enforcement

The Wrightstown Police Department has partnered with the Bureau of Alcohol, Tobacco, Firearms, all Brown County Law Enforcement Agencies, and the Green Bay Area Crime Stoppers to educate the public on the illegal purchase of firearms for other (also known as straw purchases). Monies were donated to create firearm mats to be placed anywhere guns are sold in Brown County. Those who purchase firearms for others illegally could be sentenced to 15 years in prison and get up to \$25,000.00 in fines.

Fire Department – the April report was presented by Fire Chief Mike Schampers as follows:

- For the month of April the Fire Department responded to 8 calls.
 - Wires down in the Village.
 - 4 Co Alarms at the apartment complex on County Road U, we are working with Apartment Management on this issue.

- Fire Alarm in a business, determined false alarm due to internet issues.
- Fire Alarm at local apartment, burned food on a stove.
- Structure fire page with Town of Buchanan for a barn fire.
- In April, the Fire Department focused on Operations and Pumping training. This involved multiple setups and hose streams in the downtown district, utilizing draft water from the river and discharging it back into the river from that location.
- Additionally, 10 members of the fire department completed 30 extra hours of training to become State Certified as Driver Operators.
- In April, the Fire Department presented the "Every 15 Minutes" program in the Royal St. Pats Subdivision, featuring juniors and seniors from the high school as actors in a mock accident. This impactful event involved multiple local agencies and required extensive coordination and cooperation from all Village departments, local emergency responders, the school system, parents, and County Agencies. We extend our thanks to everyone involved, as the program's success was the result of hundreds of extra hours dedicated by Fire Department members and other participants.
- MM Green Bay Cold Storage is now compliant with their fire lanes.

PUBLIC WORKS

Andy Vickman shared the following:

- Bulk Trash Curbside Pickup: Scheduled for tomorrow Wednesday, May 22, 2024. Due to forecasted bad weather, residents are allowed to drop off bulk trash for free at our wastewater treatment facility this week.

CLOSED SESSION:

Motion made by S Byers with a second made by J Sigmund 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**

Call of roll: 7 yes votes. **Motion carried.**

Five-minute Recess – Motion made by S Byers with a second made by Ryan Roebke to take a five-minute recess. **Motion carried.**

OPEN SESSION:

Motion made by S Byers with a second made by J Sigmund to move into open session. Call of roll: 7 yes votes. **Motion carried.**

ADJOURN:

Motion made by S Byers with a second made by J Sigmund to adjourn the meeting at 8:29 pm. **Motion carried.**

Shelia Bowers, Clerk/Treasurer

Posted: 06/05/2024 SB