

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High Street, on Thursday **05/17/16** and was called to order by Village President Dean Erickson at 6:00 pm with all reciting of the pledge of allegiance.

Roll Call: Present – Dean Erickson, Sue Byers, Quinn Cavanaugh, Scott Reignier,
Terry Schaeuble, Dan Segerstrom, Keith Wendlandt, Village
Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Dave Wagner (Ehlers & Associates Inc); Tom Karman (Schenck SC); Public Works Director Travis Coenen; Fire Chief Mike Schampers; Clerk Treasurer Jean Brandt; Police Court Clerk Sharon Diedrick; Steve Martin, Tim Dole, Tom DuPont, Mark Leonard.

CLOSED SESSION - - Motion by S Reignier, second by T Schaeuble to proceed into CLOSED SESSION pursuant to Wisconsin State Statutes 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 – Discuss terms of possible agreement for consultant services for the promotion, soliciting, property acquisitions, and locking in future development of TID #3 current, or as amended;

And discuss negotiations on acquiring property at 108 and 112 High St. Roll call vote: Ayes – Sue Byers, Quinn Cavanaugh, Scott Reignier, Terry Schaeuble, Dan Segerstrom, Keith Wendlandt, Dean Erickson; Nays – None; Absent – None. **Motion carried.** (6:01 pm)

OPEN SESSION - - Motion by S Reignier, second by S Byers to reconvene into OPEN SESSION to discuss and/or take action on any issues that occurred during the closed session, if necessary, and continue with the Village Board meeting as scheduled. Roll call vote: Ayes – S Byers, Quinn Cavanaugh, Scott Reignier, Terry Schaeuble, Dan Segerstrom, Keith Wendlandt, Dean Erickson; Nays – None; Absent – None. **Motion carried.** (7:58 pm)

RECESS - - Motion by S Reignier, second by K Wendlandt to take a 5-minute recess. **Motion carried.**

MINUTES - - Motion by T Schaeuble, second by S Byers to approve the minutes of 04/06/16, and 05/03/16 as presented. **Motion carried.**

VOUCHERS - - Motion by S Byers, second by Q Cavanaugh to approve the vouchers as submitted. **Motion carried.**

FINANCIAL STATEMENTS - - Acknowledge receipt and review.

SCHEDULED APPEARANCE - -

Tom Karman, Schenck SC – Review of 2015 Village Audit – T Karman referred to the two reports that are published each year: Annual Financial Report & Management Communications.

The bound document, Annual Financial Report, begins with the Independent Auditor's Report

that spells out the responsibilities of Management and then the Auditors.

The Management Communications document, page 5, Summary Financial Information for 2015 compares various fund balances to the previous year. The General Fund balance on December 31, 2015 was \$1,962,475 compared to \$2,100,446 in the prior year. The December 31, 2015, unassigned fund balance in the General Fund of \$1,396,096 represents approximately 50% of total general fund actual expenditures for an average year. Municipal debt rating companies generally consider an unassigned general fund balance to be at least 20% to 30% of total general fund expenditures to be an excellent cash flow position. The Water Utility Operations Fund at year end December 31, 2015 looks like it's doing fine, but the new Water Pipeline project will be driving the increase in water rates for 2016. The Sewer Utility Operations generated a slight loss for the year and Schenck will continue to monitor the operations from a cash flow stand point. There were no issues or comments as a result of the audit.

Dave Wagner, Ehlers & Associates Inc – D Wagner referred to the “Pre-Sale Report for the Village of Wrightstown, Wisconsin \$565,000 State Trust Fund Loan.” The Village will reimburse themselves for the most recent land purchase in the TIF district. The General Fund will be paid back later this year from the proceeds of the loan. There will be interest only in 2018, and principal/interest payments will begin in 2019. Dave referred to Resolution No. 05172016 which will later need to be approved to continue with the loan process.

CORRESPONDENCE –

Robert E Lee & Associates Inc - -

Thank You – Robert E Lee & Associates Inc – for the Village's trust, loyalty and long-term relationship as they celebrate 60 years of business and “Solutions for You.”

Calewarts, Duffy, Gagan & Erdman Letter - -

Letter – Kenneth G. Calewarts – for formal resignation as the Village of Wrightstown's attorney for the past 23 years.

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

1. Finance/Personnel Committee continues to meet to discuss Health Insurance options for 2017. Gathering and verifying data with intentions of bringing some ideas forward to the Board in June.
2. Re-ignite search for Police Chief by making sure ads are current.
3. Staff Meeting was held May 4th. Next one is scheduled for May 18, 2016
4. Met with Real Estate Broker Bill Larsen to have a general discussion on Broadway St. development. He has been working with the property owner on land promotion across (West) from the old Denmark State Bank.
5. Web Design meeting with possible training is scheduled for May 17th.
6. Jean Brandt retirement party scheduled for May 18th.
7. Village-wide rummage sale is planned for May 21st.
8. Special Garbage Pick-up Day scheduled for May 25th.

COMMITTEE REPORTS

FINANCE - -

Adopt Resolution No. 05172016 to Borrow from the Trust Funds of the State of Wisconsin – Motion by S Byers, second by S Reignier to adopt Resolution No. 05172016 for the borrowing of \$565,000 dollars from the Trust Funds of the State of Wisconsin as attached hereon. Roll call vote: Ayes – S Byers, Quinn Cavanaugh, Scott Reignier, Terry Schaeuble, Dan Segerstrom, Keith Wendlandt, Dean Erickson; Nays – None; Absent – None. **Motion carried unanimously.**

Acquisition of Properties within the Village of Wrightstown at 108 & 112 High Street –

Motion by S Byers, second by K Wendlandt to purchase property at 108 and 112 High St contingent on the following:

1. Review of Flood Plain Boundaries on the Properties
2. Review of DNR Demolition Inspection
3. Review of Necessary Demolition Bids

Roll call vote: Ayes – S Byers, Quinn Cavanaugh, Scott Reignier, Terry Schaeuble, Dan Segerstrom, Keith Wendlandt, Dean Erickson; Nays – None; Absent – None. **Motion carried unanimously.**

Farm Rental Lease from Tidy View Dairy, LLC –

Motion by S Byers, second by T Schaeuble to approve farm rental lease for 2016 season for Village-owned acreage on County Rd U. **Motion carried.**

Consultant Services Agreement – Mark Leonard –

Motion by S Byers, second by S Reignier to approve entering into a Consultant Services Agreement with Mark Leonard to provide Economic Development Services to the Village of Wrightstown. Roll call vote: Ayes – S Byers, Scott Reignier, Terry Schaeuble, Keith Wendlandt, Dean Erickson; Nays – Quinn Cavanaugh, Dan Segerstrom; Absent – None. **Motion carried 5/2.**

Green Bay Water Utility Agreement for Billing Services –

Discussion on what can be saved on supplies and time in the Clerk’s office by shifting the utility billing to Green Bay Water.

Motion by S Byers, second by S Reignier to approve Green Bay Water Utility Agreement for Billing Services for 2017. **Motion did not carry.**

Amended Motion

Motion by S Byers, second by S Reignier to approve Green Bay Water Utility Agreement for Billing Services only starting in the year 2017. Roll call vote: Ayes – S Byers, Quinn Cavanaugh, Scott Reignier, Terry Schaeuble, Dan Segerstrom, Keith Wendlandt, Dean Erickson; Nays – None; Absent – None. **Motion carried unanimously.**

PERSONNEL - - Nothing to report at this time.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC SAFETY- -

Fire Dept Report – The April 2016 Fire Department Report submitted with Regards by Fire Chief M Schampers is as follows:

- * In the month of April the department responded to 2 calls for response, both multiple vehicle accidents on Hwy 41 during inclement weather that required assistance and or traffic control.
- * April training was “Live Burn” in an abandoned home shared with Town of Kaukauna.
- * Usual monthly truck checks, inventory and tool testing was completed and meetings occurred.

Fire Dept Proclamation

The following Proclamation was read by D Erickson:

- International Firefighters’ Day – May 4, 2016

Police Dept Report – None at this time.

PUBLIC WORKS & UTILITIES - -

Director of Public Works Comments – T Coenen gave updated progress on the following projects currently occurring in the Village: Water Transmission Line; and Meter Stations. There will be a telephonic

public hearing with the Public Service Commission on May 18, 2016 for the new water rates.

Mueller Park Restroom

T Coenen said that Mark Leonard will be helping the Village on the restrooms for a reduced rate. Per D Erickson, Jared with Salm Plumbing has volunteered his labor to set the plumbing fixtures in the restrooms. It is anticipated that the work should be completed by next month. The old bathroom & garage will be torn down by the Public Works Department.

REGIONAL PLANNING - -

RV Ordinance –

There was discussion on the RV Ordinance draft that was included in the Village Board packets.

Motion by S Byers, second by K Wendlandt to move the RV Ordinance to public hearing with the following changes:

- (2) A limit of any one (1) single recreational vehicle is permitted:
 - (a) on the main driveway serving the subject residence which shall be a solid, paved surface, providing no part of the recreational vehicle or an accompanying trailer extends into the right-of-way.
 - (b) except for 1(a) and 1(b) above, in the side yard which shall be a hard surface, providing that the recreational vehicle or accompanying trailer must be at least three (3) feet from the side property line.
- (3) Rear yard parking is not permitted. **Motion carried.**

It was decided to move the RV Ordinance to Public Hearing at the second Village Board meeting in June. There will be no action on the Public Hearing – RV Ordinance at that meeting, action will be taken at a later date.

Design Charrette –

There was discussion on the merits of utilizing a “Design Charrette” approach in Community Development. The Village of Wrightstown would need to complete an application to begin the process. For \$5,000 we would get 20 experts in the fields of architecture, landscape architecture, planning, economics, etc. They would meet with village residents, tour areas and develop a plan for the community. It was suggested that someone contact Bailey’s Harbor to see how their experience with this approach was.

ADJOURN - - Motion by S Reignier, second by T Schaeuble to adjourn. Motion carried.
(Adjourned 9:38 pm)

Shelia Bowers

Clerk/Treasurer