

VILLAGE OF WRIGHTSTOWN BOARD MEETING MINUTES

The REGULAR MONTHLY MEETING OF THE Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **02/22/2017** and was called to order at 6:00 pm by Village President Dean Erickson. The Pledge of Allegiance was recited.

Roll Call: Present – President Dean Erickson, Trustee Sue Byers, Trustee Quinn Cavanaugh, Trustee Terry Schaeuble, Trustee Dan Segerstrom and Trustee Keith Wendlandt. Trustee Scott Reignier, absent.

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Village Administrator/ Public Works Director Travis Coenen; Public Works Supervisor Andy Vickman, Clerk/Treasurer Michelle Seidl, Police Chief Greg Deike, Tanya Baker and Linda Verboomer

PUBLIC HEARING —Request from St. John’s Lutheran Congregation/Mau & Associates to rezone Lot 2, Parcel VW-14-3, 400 block of High St. from agricultural to B1 general business.

Motion was made by S Byers with a second by K Wendlandt to open the public hearing. **Motion carried.**

Tanya Wagner, Mau & Associates, made a formal request to rezone for the purpose of constructing a medical facility, which will include a dentist office and chiropractic office.

Motion was made by Quinn with a second by Dan to close the public hearing. **Motion carried.**

CLOSED SESSION —

Motion by T Schaeuble with a second by K Wendlandt to proceed into closed session pursuant to Wisconsin State Statute 19.85(1) (c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility

- **Employee Personnel Policies/Compensation**

AND 19.85(1) (e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

- **Economic Development – Land acquisition for the purpose of TID development**

Call of roll. 6 yes votes. **Motion carried.**

OPEN SESSION —

Motion made by Q Cavanaugh with a second by S Byers to reconvene into open session. Call of roll. 6 yes votes. **Motion carried.**

ACTION TAKEN AS RESULT OF CLOSED SESSION --

Motion made by S Byers with a second by K Wendlandt to give authority to Administrator Travis Coenen to contact corporate counsel regarding personnel issues **Motion carried.**

MINUTES – Motion by S Byers and seconded by T Schaeuble to approve the 02/07/2017 meeting minutes. **Motion carried.**

VOUCHERS - - Motion by S Byers, second by T Schaeuble to approve the vouchers as submitted in the total amount of \$909,732.97. **Motion carried.**

SCHEDULED APPEARANCES – None

CORRESPONDENCE - None

ADMINISTRATOR'S REPORT –

- Still working on growth in TID #3
- Yoga instructor from DePere is looking for an outdoor Wrightstown location to hold yoga classes from Spring of 2017 – Fall of 2017. Administrator Coenen is looking into the use of one of our parks or possibly the vacant lot downtown by the river.
- Met with Allyson Watson to work on marketing and development for the Village
- IT upgrade has been started. Most of the equipment is here and we are expecting to be totally up and running in about 2 weeks. We can then focus on the install of our new accounting software.
- Working with Ehlers to get capital financing for 2017. Once numbers are solid, they will be brought to the Board for approval.
- Border meeting with Town of Wrightstown next week
- Administrator Coenen spoke with area administrator's and HR personnel to get ideas as to how to create a personally driven environment that allows for staff to achieve personal growth. The approach that has had the best results is to front load compensation so employees work to meet expectations.

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **Personnel Policies Compensation** – Motion was made by S Byers with a second by D Segerstrom to implement a front loaded performance goal system. Call of Roll. 6 yes votes. **Motion carried.**
- **Quality Truck Center Check Request** – New plow truck delivered a few weeks ago. Final payment due to Quality Truck Center. Motion made by S Byers and a second was made by Q Cavanaugh to approve the check request for Quality Truck Center in the amount of \$89,980.00. **Motion carried.**
- **Tech RX Check Request** – Motion made by S Byers and a second was made by K Wendlandt to approve Tech RX check request in the amount of \$18,248.55 for 48 Port Meraki MS350 Stackable Ethernet Switch and software package. **Motion carried.**
- **Tech RX Check Request** – Motion made by S Byers and a second was made by Q Cavanaugh to approve Tech RX check request in the amount of \$8,498.00 for a Barracuda Archiver 150, Barracuda email security appliance and software package. **Motion carried.**
- **Independence Day Holiday – July Board Meeting.** Due to the first Village board meeting in July falling on the 4th of July holiday; it is being proposed to move the meeting to Wednesday, July 5th. Motion made by S Byers with a second by T Schaeuble to move the Tuesday, July 4, 2017 Village Board Meeting to Wednesday, July 5th 2017 in observance of the Independence Day holiday. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING--

- **Ordinance No. 02222017** – Motion made by T Schaeuble and a second was made by Q Cavanaugh to rezone parcel #VW-14-3 from agricultural to B1 general business. Lot located in the 400 block of High Street, Village of Wrightstown, Brown County, WI **Motion carried.**
- **CSM Review** - Motion made by T Schaeuble and a second was made by D Segerstrom to approve the CSM request by Louann Ambrosius, Trustee for the John Verhasselt Revocable Trust, to divide 531 Hickory St. into 2 parcels (VW-380 & VW-380-1). **Motion carried.**
- **Wrightstown Historical Society Request** – Motion made by T Schaeuble with a second made by K Wendlandt to approve the request by the Wrightstown Historical Society for a \$10,000 contribution to be used toward renovations of the Mueller Wright house. Funds from the 2017 general budget. **Motion carried.**
- **Lot Combinations & Square Footage Requirements – Water/Sewer Hookup Fees** –Combined zero lot line lots will be required to have the minimum square footage of a normal R1 lot. Hookup fees, assessed for each individual lot, prior to combination, will be charged. 3 zero lot line lots split into two will also require the minimum square footage, per new lot, as R1. The three hookup fees assessed per lot, prior to combination, will then be divided between the two new lots.
- **I-41 Resurfacing Project** – Lost Dauphin Rd. is currently being rebuilt all the way into DePere. I-41 is being resurfaced from County J in Kaukauna to Sheuring Rd. The weigh scale by Royal St. Pats is being redone. Northbound off ramps leading into Wrightstown may be temporarily shut down for improvements. Please note that there will be some disturbances due to these projects.
- **Restoration of Mueller Park Gazebo/Bathroom Demolition** – Request by Administrator Coenen to put out bids for the restoration of Mueller Park gazebo and bathroom demolition. New bathroom is very close to completion. Painting and electrical work is in the finishing stages. Motion made by T Schaeuble and a second was made by Q Cavanaugh to give authority to Administrator Coenen to request bids for the restoration of Mueller Park gazebo and the bathroom demolition project. **Motion carried.**
- **Resolution No 02222017** – Two of the Villages bonds are currently being managed by Quarles & Brady and are being paid to DTC. Due to past notice and wire issues, we would like to have Ehlers manage these, to be paid to Bond Trust Services, along with the other bonds they oversee for us. The fee to make the change is \$750.00. Motion made by S Byers with a second by K Wendlandt to appoint Bond Trust Services Corporation to serve as fiscal agent in connection with outstanding obligations. **Motion carried.**

PUBLIC SAFETY - -

Fire Department Comments – Minor chimney fire call at Prolamina. Training in January was for Ice & Cold Water Rescue. It was performed on the river behind the DPW garage. Wrightstown Fire is working with Kaukauna Fire Dept. on cross training plans and to discuss trade services that support mutual aid. Working on pricing/redesign for the new tender but also considering refurbishing current tender since the chassis is still in good condition.

Police Department Comments – Reviewing new full time position applications. Officers are working with Outagamie County on implementing a new domestic abuse program. Brown County is considering doing the same. Chief Deike and another officer will be representing the Department at the CP Telethon on the 5th of March.

PUBLIC WORKS & UTILITIES - -

Public Works Comments – Public Works Department are now doing oil changes on vehicles, rather than taking them to a mechanic, to save costs. Looking for a water leak that has been affecting our normal pumpage numbers.

ADJOURN - - Motion by Q Cavanaugh, second by D Segerstrom to adjourn. **Motion carried.**

(Adjourned 7:24 pm)


Michelle Seidl Clerk/Treasurer