

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 **05/16/2017** and was called to order at 6:02 p.m. by Village President Dean Erickson. The Pledge of Allegiance was recited.

Roll Call: Present – President Dean Erickson, Trustee Sue Byers, Trustee Andy Lundt, Trustee Scott Reignier, Trustee Dan Segerstrom and Trustee Keith Wendlandt. Trustee Terry Schaeuble – 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, Deputy Clerk/Treasurer Patti Leitermann, Officer Gary DeWinter, Fire Chief Mike Schampers, Residents Tim Dole, Aaron Maass, Kayla Maass, Mr. & Mrs. Tim Lair, Brian Whitney

CLOSED SESSION –

Motion by A Lundt with a second by K Wendlandt to proceed into closed session pursuant to Wisconsin State 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**

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

OPEN SESSION –

Motion made by K Wendlandt with a second by D Segerstrom to reconvene into open session. Call of roll. 6 yes votes. **Motion carried.**

MINUTES – Motion by A Lundt and seconded by D Segerstrom to approve the 05/02/2017 meeting minutes. **Motion carried.**

VOUCHERS - - Motion by S Byers, second by D Segerstrom to approve the vouchers as submitted in the total amount of \$48,528.96. **Motion carried.**

SCHEDULED APPEARANCES –

- Bailey Ann Erickson, 2343 Ocean Winds St., Green Bay, WI 54303. Appeal for denial for operator license on April 5, 2017. **DID NOT APPEAR AS SCHEDULED.**
- Aaron & Kayla Maass, 290 Royal St. Pat's Dr. – Revocation of Building Permit for Accessory Building

Resident Aaron Maas questioned if the Village received confirmation that Dan Doro of Hillcrest Homes (by appointment by Dennis Lautenschlager, Crow's Nest, LCC) has authority to grant covenant waivers in Royal St. Patrick's subdivision. He also requested the reason behind the revocation of the building permit for his shed, which was approved by Mr. Doro and conformed to Village ordinances, since a permit for a home in the same subdivision, also approved by Mr. Doro, was just approved.

The Village is currently working with legal counsel to determine if the documentation received, naming Dennis Lautenschlager as development authority for Crow's Nest, LLC, is valid. This permit is being held until this issue is resolved since recent development in Royal St. Pat's is not moving forward as the Village intended per the PDD agreements signed with the original developer, Harry Macco.

The cost of utility lateral hook-up fees, when combining parcels, was also raised. Administrator Coenen explained that costs to build infrastructure are budgeted by equally dividing the expense between each Village parcel. Property owners with combined parcels must pay the individual charge on each of the parcels being combined to not create a shortfall.

Tim Lair, father of Kayla Maass, reiterated the family's frustration that their building permit was issued and then revoked even though homes in Royal St. Pat's subdivision are still being approved. He also indicated that the Village's enforcement of subdivision covenants is outside of the norm since most municipalities do not get involved.

Request made by Aaron Maass that Trustee Wendlandt abstain from voting on this action item since he lives in Royal St. Patrick's subdivision.

Brian Whitney, future neighbor of Aaron & Kayla Maass, expressed his concern of the \$1,900 cost per lot for water/sewer lateral hook-up as well as façade restrictions for his new home build.

Administrator Coenen stated that we will be contacting Dennis Lautenschlager this week to try to resolve our differences in the way the subdivision is developing. Until that time, we need to proceed by heeding to covenant restrictions.

- Tom Karman & Greg Patel, Schenck, S.C.

Transmission pipeline project audit report included in the 2016 audit documents since the Village utilized SDW federal funds. This is a compliance requirement.

Management Communication Document – Unassigned Balance (funds being carried over that have no restrictions or contingencies and can be used at the Village Board's discretion) is just under 1,300,000. This is a slight drop from 2015 year end and is approximately 50% of our annual operating budget. Having this balance will allow the Village to begin projects without having an urgency to borrow.

Audit report lists a deficiency annually because we do not prepare our own financial statements. This is a very common notation because most municipalities do not have staff trained to keep up with the newest disclosure regulations. Some municipalities hire outside of their audit team to prepare this document before their auditor's arrive. However, the cost to do this may be more than the total cost of the audit.

This is our first partial year with new water system. Operating income went down significantly because of an increase in depreciation expense and the operation and maintenance costs in purchasing water. However, based on the established rates and the fact that we are meeting our obligations as intended, we are performing as the PSC intended.

For 2016, the sewer utility hit a point where it is able to generate enough cash to pay its operational costs and debt service. If improvements in the building or infrastructure are needed in the future, we will probably have to borrow as there is not cash on hand to do these things. In 2017 we will make a final debt payment which will free up \$100,000 to begin paying back the general fund.

There is a new legislative reporting requirement mandating each municipality with a TIF district to file a bi-annual report, per district, and host an annual meeting of the Joint Review Board. First report is due July 1st, 2017

WALK-INS - None

CORRESPONDENCE

- Thank you from the Meulemans Family for the plant in honor of Rosemary Meulemans.

ADMINISTRATOR'S REPORT

- Wrightstown Lion's Club is sponsoring "Movie in the Park" on July 22nd.
- Restoration on the gazebo and bathrooms in Mueller Park are completed. Just awaiting demo on the old structures.
- We are on social media. Our Twitter account is up and running! Link is on the Village website.
- Ehler's is working on bonding for our 2017 capital projects. Jon Cameron will be here at next meeting to go over the bonding plan.
- Border agreement meeting with Town of Wrightstown on June 7th at Village Hall.
- Community Leaders bus trip is leaving at **5:30 p.m.** on May 23rd, from the High School.
- Chief Deike and Administrator Coenen to attend the Wrightstown School Board Meeting tomorrow evening to keep open lines of communication between the school and the Village.

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **ACTION TAKEN AS RESULT OF CLOSED SESSION – Land Purchase**– Motion made by S Byers with a second made by A Lundt, to approve the purchase of parcels 0156 and 0156. **Motion carried.**
- **Payment of Water and Sanitary Lateral Deferred Assessments as TID #3 Incentive Expense on Parcels #300 010400 and VW-189-3** - Motion made by S Byers with a second made by D Segerstrom to approve payment in the amount of \$205.02 on Village of Wrightstown parcel #300 010400 and \$83.20 on parcel #VW-189-3, due to the Cty U and Highway 96 project, as a TID #3 expense. **Motion carried.**
- **Payment for Water and Sanitary Lateral Deferred Assessments as TID #3 Incentive Expense on Parcel #300 010501** - Motion made by S Byers with a second made by D Segerstrom to approve payment in the amount of \$28,766.98 on Village of Wrightstown parcel #300 010501, for Country Visions/CP Feeds, due to the Cty U and Highway 96 project, as a TID #3 expense. **Motion carried.**
- **Financial Statements Received** – Motion made by S Byers with a second made by K Wendlandt to approve the January 2017 – April 2017 updated financial statements now that the 2016 audit adjustments have been made. **Motion carried.**
- **President's Proclamation Recognizing Municipal Clerk's Week – Read by Trustee K. Wendlandt.** Motion made by K Wendlandt with a second made by D Segerstrom recognizing Municipal Clerk's Week May 7 – May 13, 2017. **Motion carried.**

- **President’s Proclamation Recognizing Police Week/Peace Officer’s Day – Read by Trustee A Lundt.** Motion made by A Lundt with a second made by D Segerstrom recognizing May 14 – May 20, 2017 as Police Week and May 15, 2017 as Police Officer’s Day. **Motion carried.**
- **President’s Proclamation Recognizing National Public Works Week – Read by Trustee D Segerstrom.** Motion made by D Segerstrom with a second made by A Lundt recognizing May 21 – May 27, 2017 National Public Works Week. **Motion carried.**
- **Offer of Employment** – Motion made by K Wendlandt with a second made by S Byers to approve making an offer of employment to Lucas Morris as 2017 Public Works seasonal help. **Motion carried.** Money for this position was calculated in 2017 budget.

PARKS, RECREATION & REGIONAL PLANNING--

- **R1 Accessory Buildings** – Draft for amendment to Municipal Code 206-16, Height & Area Regulations, will be presented at the June 6, 2017 Village Board meeting. Goal is to be consistent with surrounding communities.
- **RV Ordinance 206.3** – Concern expressed by Village Trustee K Wendlandt that recent amendment to RV Ordinance 206.3, in regards to “summer” and “winter” parking times, has been in place less than one year and now we are again looking to make a change. One of the reasons the new dates were requested and discussed at the May 2, 2017 meeting was to ease the burden on our Police Department as they have had to talk to many residents that were unaware of the official parking times which are not in sync with the start of camping season, the normal storage facility available dates for RV’s or corresponding parking dates of surrounding communities. Discussion between Village Board members regarding number of exceptions to the new ordinance were requested, number of residents not in compliance and number of citations issued. Consensus by Village Board to move forward with the June 6, 2017 public hearing and allow the vote to make the final decision.
- **Revocation/Suspension of Building Permit for Accessory Building for Aaron and Kayla Maass, 290 Royal St. Pat’s Dr.** – Further discussion by Village Board regarding the fact that the Maass’ have met all Village requirements as well as the direction outlined in the covenants of the Royal St. Pat’s subdivision regarding waivers needed for accessory buildings being constructed. Statement made by D Segerstrom that we not allow this request to be caught up in red tape because we need to have a conversation with the developer. S Reignier indicated that if we halt this project, we need to halt all building in the subdivision until we get resolution. President Erickson stated his hope that we could request Aaron and Kayla Maass wait one week for the Village to reissue their permit to allow the Village Administrator to contact Dennis Lautenschlager, the developer. However, Trustee Lundt noted that precedence has been set with prior covenant exceptions in which we issued building permits. Motion made by D. Segerstrom to pull the “suspension of approval” for the accessory building permit for Aaron and Kayla Maass, 290 Royal St. Pat’s Dr. and allow the project to move forward. Second was made by S Reignier. Call of Roll: 5 ayes, Trustee Wendlandt abstained per the request of Aaron Maass. **Motion carried.** Administrator Travis Coenen to establish a time to meet with developer Dennis Lautenschlager this week to discuss the Village’s concerns with the recent development in the Royal St. Patrick’s subdivision.
- **Fox View Properties Signage, 228 Mueller St.** – Motion made by D Segerstrom with a second by S Byers to approve the application from Fox View Properties to replace an existing sign and add an additional roof sign to their property at 228 Mueller St. **Motion carried.**
- **Restrictive Covenants in Royal St. Pat’s Subdivision and Authority to Enforce** - Motion made by D Segerstrom with a second made by A Lundt to authorize Administrator Travis Coenen to open discussions with developer Dennis Lautenschlager and key representatives of Royal St. Pat’s Development Corp to discuss restrictive covenants and enforcement. **Motion carried.**
- **Bailey Ann Erickson Appeal to Operator License Denial** – no action taken as Ms. Erickson did not appear as scheduled.

PUBLIC SAFETY - -

Fire Department Comments – Confined Space exercise was held on Saturday at Wisconsin Public Service Power Plant as part of the fire department annual training requirement.


Police Department Comments – No questions offered or comment made.

PUBLIC WORKS & UTILITIES - -

Public Works Comments – New wood chips were applied on all village playgrounds. Main St. is scheduled to be paved tomorrow. Old bathroom facility and storage building at Mueller Park are scheduled to be razed by the end of May.

ADJOURN - - Motion by S Reignier with a second by K Wendlandt to adjourn. **Motion carried.**
(Adjourned 8:43 pm)


Michelle Seidl


Clerk/Treasurer