

## **VILLAGE OF WRIGHTSTOWN BOARD MEETING MINUTES**

The REGULAR MONTHLY MEETING OF THE Village Board of the Village of Wrightstown was held at Village Hall, 352 High St, on **Tuesday, 02/27/2018**, and was called to order at 6:01 p.m. by Village President Dean Erickson with the reciting of the Pledge of Allegiance. (*Meeting rescheduled from Tuesday, February 20<sup>th</sup> due to the 2018 Spring Primary and then due to a lack of quorum on Wednesday, February 21, 2018*).

Roll Call: Present – Village President Dean J. Erickson, Trustee Sue Byers, Trustee Andy Lundt, Trustee Terry Schaeuble and Trustee Dan Segerstrom. Trustees Scott Reignier and Keith Wendlandt absent.

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Village Administrator Travis Coenen, Clerk/Treasurer Michelle Seidl, Fire Chief Mike Schampers, Public Works Supervisor Andy Vickman, Consultant Mark Leonard and Town of Wrightstown Residents Dan & Patti Leitermann.

**PUBLIC HEARING** – Motion made by A Lundt with a second by D Segerstrom to open the public hearing, to amend Chapters 102-1 (84)(9), 205-19 Section (B)(1)(a) and 206-20 Section (K)(9), relating to the conversion of duplex properties to twindominiums/condominiums. **Motion carried.**

Current Municipal Code requires a duplex to have one sanitary sewer service line extended to the lot. Due to the October 2006 Village legislation allowing the conversion of duplexes into owner-occupied twindominiums, the Village would like to control sanitary sewer flow per unit in the event of failure or required maintenance and so responsibility of shared lines is avoided, two four inch minimum sanitary sewer lines are to be extended to each unit side. A new CSM will also be required to separate the lot with a zero lot line. The sewer lateral assessment fee is changing to \$3,800 with the duplex fee of \$2,850 (to cover one lateral only) being removed.

Three calls for public input were made with no response.

Motion made by S Byers with a second by D Segerstrom to close the public hearing. **Motion carried.**

**MINUTES** – Motion by A Lundt with a second by D Segerstrom to approve the 02/06/2018 board meeting minutes. **Motion carried.**

**VOUCHERS** - - Motion by S Byers with a second made D Segerstrom to approve the vouchers, as submitted, in the total amount of \$2,570,886.51 from February 2, 2018 – February 15, 2018. **Motion carried.**

**SCHEDULED APPEARANCES** – None

**WALK-INS** – None

**CORRESPONDENCE** – None

### **ADMINISTRATOR’S REPORT**

- A lot of development happening in 2018. More information coming at the next meetings. Working with Jon Cameron from Ehlers on capital plan and borrowing that coincides with these projects.
- Marketing Committee met on February 26<sup>th</sup>. Ideas are flowing for using that budget. Contracted with Heather Calnin of Hecal & Jecal Marketing, from Wrightstown, to create “marketables” that can be distributed to new residents and potential developers.
- Community events are still a work in progress but a few dates have now been nailed down:
  - Memorial Day Parade – May 28<sup>th</sup>
  - Movie in the Park – July 21<sup>st</sup>
  - Christmas Parade – December 1<sup>st</sup>

Also want to host a youth day in the park in June. Because surrounding communities have had success with music in the park, we may schedule some of these types of events as well, for June, July and August of 2018, in place of those that are losing interest.

Working in conjunction with the High School to possibly host a winter movie.

- Budget schedule was passed out at Department Head meeting on Tuesday, February 27<sup>th</sup>. We are hoping CIVIC has the budget spreadsheets cleaned up and ready for our Caselle training on Wednesday, the 28<sup>th</sup>, so we can start populating 2019 numbers. Our goal is to be close to ready to begin review in July.
- A staff meeting will be scheduled for the purpose of team building in March or April and then another in August to get input on 2019 salaries and the healthcare contribution.
- Update of Employee Handbook in progress, to clean up all gray areas, so we are able to be consistent moving forward.
- Brown County is celebrating their 200<sup>th</sup> anniversary this year. Several events are being hosted to highlight. An exhibit will be open at the Neville Public Museum showcasing all municipalities that make up Brown County. Passes are available in the office and are free for those who wish to attend. On June 5, 2019, we will have the opportunity to be an actual part of the exhibit and promote our community. The County also designed a Brown-opoly game based on Hasbro's Monopoly. The Village is highlighted on the activity cards as well as on three different spots on the game board. We also have a page in the instruction manual calling the attention to some of the good things the Village has going on.

## COMMITTEE REPORTS

### **FINANCE/PERSONNEL - -**

- **Wrightstown Wellness Center Membership Contribution** – Proposal is to contribute \$50.00 per employee, regardless of school district residency, toward single or family membership at the new wellness center. If the Volunteer Fire staff are included, potential cost to the Village would be \$2,150.00, \$850.00 if they are not. Funds are available in the 2018 budget due to slight padding to meet our max levy limit/expenditure restraint numbers. Employees that choose not to join will not receive a cash alternative. Motion made by S Byers with a second made by T Schaeuble to approve the Village's contribution to the Wrightstown Wellness Center membership for employees, volunteer fire department members and seasonal employees that have worked for the Village for five (5) consecutive years, to a maximum liability of \$2,150.00. **Motion carried.**
- **Operator License Applications:**
  - ~ Motion made by S Byers with a second made by D Segerstrom to approve the NEW operator license application from Snujahat Badas, Wrightstown, for Bridge Port Shell. **Motion carried.**
  - ~ Motion made by S Byers with a second made by T Schaeuble to approve the NEW operator license application from David R. Lamers, Kimberly, for Wrightstown River Inn. **Motion carried.**
  - ~ Motion made by S Byers with a second made by D Segerstrom to approve the RENEWAL operator license application from Nicole L. Schuelke, Kaukauna, for Wrightstown River Inn. **Motion carried.**
  - ~ Motion made by S Byers with a second made by D Segerstrom to approve the RENEWAL operator license application from Nicole D. VandeHey, Appleton, for Wrightstown River Inn. **Motion carried.**
- **Bond Trust Services Invoices**
  - ~ Motion made by S Byers with a second made by D Segerstrom to approve the payment for Bond Trust Services, invoice #40484, in the amount of \$162,625.00, for interest & principal payments on the Village's \$1,525,000 GO Promissory Note, Series 2011B. **Motion carried.**
  - ~ Motion made by S Byers with a second made by D Segerstrom to approve for payment, the Bond Trust Services invoice #40485, in the amount of \$181,120.00, for interest & principal

payments on the Village's \$1,465,000 GO Promissory Note, Series 2016A. **Motion carried.**

- **Tuition Reimbursement** – Clarification made in the policy in regard to the definition of a full time employee. 30 hours, but less than 35 hours (the same as the employee handbook) is what constitutes full time. To be under the tax cap, the Committee is proposing a 50% contribution, up to \$5,000 annually, for EXEMPT from overtime salaried staff. A 50% contribution, up to \$3,500 maximum for non-exempt full time hourly staff and 50% contribution, up to \$2,000, for non-exempt part time staff. Suggestion by Administrator Coenen that another change be made and that employees be required to stay four (4) years rather than two (2) after course completion/reimbursement. Comment by President Erickson that maybe this benefit be offered to full time employees only, due to current budget restraints. Addition of the tuition reimbursement benefit will help the Village attract and retain good employees. Hoping to present the final version to the Board, for approval, by the second meeting in April of 2018 once all suggestions have been reviewed and updates have been completed.
- **Transfer of Park Land from Brown County** – Brown County Parks Department is bringing the resolution for the boat launch transfer to the Village of Wrightstown, to the County Board next month. Once approved, a resolution will need to be presented to the Village Board to accept. A quick claim deed will also need to be filed to complete. Launch fees will be collected and kept by the Village to cover maintenance, upkeep and possible improvements.

## **PARKS, RECREATION & REGIONAL PLANNING--**

- **Village Planning Services** - Search for a new planner has been extended due to lack of consultants offering this service. Robert E. Lee is the only quote we received. The following companies have been contacted and we are awaiting a response:
  - ~ **Omni**
  - ~ **Ayres**
  - ~ **McMahon**
  - ~ **Mau**
  - ~ **East Central Planning**
  - ~ **Bay Lakes**

We are also hoping to hear from a few independent consultants that we can contract with as needed. In the interim we are using Mach IV and Robert E. Lee.

### **Ordinance Amendment 02212018 Conversion of Duplex Properties to**

**Twindominiums/Condominiums** - Motion made by T Schaeuble with a second made by D Segerstrom to approve Ordinance Amendment 02212018 amending Chapter 102-1 Section (84)(9), Chapter 205-19 Section (B)(1)(a) & Chapter 206-20 Section (K)(9) of the Village of Wrightstown Municipal Code, relating to the conversion of duplex properties to twindominiums/condominiums. **Motion carried.**

- **Site Plan & Design Review for Tweet Garot Mechanical Inc.** – Renderings displayed. The Planning Commission approved with the contingency that lighting and landscaping plans be provided. A storm pond issue was also raised but was corrected using berms to prevent the neighboring property from flooding. Sign permits will be presenting to the Planning Commission in the next few weeks. The building is to be approximately 35' high and 120,000 sq. ft. Motion made by T Schaeuble with a second

made by A Lundt to approve the Site Plan & Design Review, Tweet Garot Mechanical Inc., Parcels VW-W155 & VW-W157, Village of Wrightstown. **Motion carried.**

- **Bowers Property Building Sale** – Two bids received. The first was from Dan & Patti Leitermann at \$5,002.00 and the second was from Jolene Bowers Loritz in the amount of \$4,000. Both bids included the 50' x 100' metal shed and the 40' x 97' metal shed. Motion made by T Schaeuble with a second made by S Byers to approve the sale of the storage buildings, on the former Bowers property, for the bid amount of \$5,002.00, made by Dan Leitermann. **Motion carried.**
- **Border Negotiations** – Administrator Coenen again reached out to the Town and they are still investigating their options. We will continue forward doing what makes the most sense for the Village until we receive more feedback.
- **Wrightstown River Trail** – Please go to [www.wrightstownrivertrail.com](http://www.wrightstownrivertrail.com). This is a digital platform to collect signatures in show of support of the project.

#### **PUBLIC SAFETY - -**

**Fire Department** – Had an underground line between Washington and Mueller streets that was heaving with the thaw which resulted in a natural gas leak.

**Police Department** – No report received and Chief Deike unavailable to attend meeting.

#### **PUBLIC WORKS & UTILITIES - -**

**Public Works Comments** – City of De Pere received a grant to upgrade their sweeper. This gives us the opportunity to purchase their old unit that is 14 years newer than the one we are currently using. A John Deere cab and broom was budgeted for in 2018 and those funds could be used to make the purchase. The backup “trackless” alternative could then be looked into for purchase in 2019.

Cty U project moving forward at approximately 60' to 80' of pipe being installed per day. Although a \$120,000 change order was processed, we are still under budget.

**ADJOURN - -** Motion made by A Lundt with a second by D Segerstrom to adjourn. **Motion carried.**  
(Adjourned 7:13 pm)

Michelle Seidl

Clerk/Treasurer