

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, 11/20/2018.**

Meeting was called to order at 6:00 p.m. by Village President Dean Erickson and the Pledge of Allegiance was recited.

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

Also present: Ed Byrne (Brillion News), Brian Roebke (Wrightstown Area Spirit), Village Administrator Travis Coenen, Clerk/Treasurer Michelle Seidl, Police Chief Greg Deike, Fire Chief Mike Schampers, residents Tim Dole, James Merritt and John Moffett

MINUTES – Motion by A Lundt with a second made by K Wendlandt to approve the November 2, 2018 board meeting minutes. **Motion carried.**

VOUCHERS - Motion by S Byers with a second made by T Schaeuble to approve the vouchers, as submitted, in the amount of \$64,301.50 from November 1, 2018 through November 14, 2018. **Motion carried.**

SCHEDULED APPEARANCES: James Merritt addressed the Village Board to inquire if a conditional use permit may be approved, if requested, for a temporary 5-month residence at 344 Broadway St., behind Jim's Place bar, due to hardship. Mr. Merritt is hoping to clean up the property and get it reopened as a bar/bowling alley so he can lease or sell.

WALK-INS – None

CORRESPONDENCE – None

ADMINISTRATOR'S REPORT

- Downtown area plan is moving forward. 115 people took the survey to rate the importance of historic character, uniform facades, uniform scale and architectural style.
- Shoreline utility project, on opposite side of the river, is about 50% done. Shoreline restoration project and water project to begin after Thanksgiving.
- Manufacturing facility looking at possibly developing the property at 1290 Broadway St. The Board will be taking action on the land purchase later in the meeting.
- Working on educational information regarding the Town of Wrightstown/Village of Greenleaf proposed incorporation
- Tree lighting ceremony November 30th from 6 p.m. – 8 p.m. at the scenic overlook and the Christmas parade December 1st at noon.
- Thank you to WABCA for fall decorating promotion. We received great feedback on it!
- Carol and Don Treptow provided the tree for the lighting ceremony this year and last year. A gift card from Dick's was sent to show our appreciation.
- Staff Christmas party is December 18th at noon. Board members are welcome. Please just rsvp so we are able to plan for food.

COMMITTEE REPORTS

- Motion by A Lundt with a second made by D Segerstrom to amend the agenda to move the following

two items up on the agenda:

- Request by James P. Merritt to have a temporary residence at 344 Broadway Street
- Covenant variance request by John and Rachel Moffett, potential buyers, for 263 Theunis Dr., parcel 300008900

Motion carried.

- **Temporary Residence at 344 Broadway St. – James P. Merritt** – Discussion regarding safety of building for purpose of residency. Empathy was expressed for Mr. Merritt’s situation but in April 2018, a similar request was presented to the Village Board and was denied. Allowing a temporary residency, as a conditional use, could establish an unwanted precedence. Motion made by S Byers with a second by T Schaeuble to approve a conditional use permit for James P. Merritt, to allow a temporary residence at 344 Broadway St., for a period not to exceed 5 months. Call of roll: Yes votes – S Byers, A Lundt, D Segerstrom. No votes - S Reignier, T Schaeuble, K Wendlandt, President D Erickson.

Motion failed.

- **Covenant Variance Request – John and Rachel Moffet, 263 Theunis Dr.** – Motion by T Schaeuble with a second made by D Segerstrom to approve the Royal St. Pat’s subdivision PDD covenant variance request by John and Rachel Moffet, potential buyers, for 263 Theunis Dr., parcel 300008900, Village of Wrightstown, for front fascia, facing Theunis Dr., to be approved as presented. Left elevation bump out facing PeterLynn Dr. to be brick or stone to be consistent with present masonry. The remainder of the left elevation is to be vinyl siding. Recommendation by Planning Commission is to approve because covenant language is vague regarding fascia on both sides of corner properties. Property owners compromised and provided drawings that included brick masonry/stone on the bump out facing PeterLynn. Fascia facing Theunis will be all brick masonry/stone, including the returns. Currently, 9 out of 10 existing homes, built on corner lots in Royal St. Pats subdivision have brick masonry/stone on both street facing sides. One home, similar to the Moffet’s proposed exterior plan, on an angled lot, has brick on the garage back with vinyl siding on recess. There are 9 corner lots, at this time, that have not yet been built upon and approving this request could establish a precedent. John Moffet spoke and pointed out the inconsistencies throughout the subdivision in regards to full front brick masonry/stone. 5 yea votes, 2 opposing votes. **Motion carried.**

FINANCE/PERSONNEL - -

- **Class B Beer/Class B Liquor License Application for Jim’s Place, 344 Broadway St.** – Motion made by S Byers with a second made by T Schaeuble to approve the Class B Beer/Class B Liquor license application for Jim’s Place, James P. Merritt, 344 Broadway St., Wrightstown, WI. **Motion carried.**
- **Sommers Concrete Sealing, LLC Invoice # 1802-93018** – Motion made by S Byers with a second made by T Schaeuble to approve Sommers Concrete Sealing, LLC invoice #1802-093018, for \$19,530.71 for 2018 concrete sealing. **Motion carried.**
- **B.E.S.T. Enterprises, LLC Invoice #18641** – Motion made by S Byers with a second made by T Schaeuble to approve B.E.S.T. Enterprises, LLC invoice #18641, for \$81,115.00 for clay fill and hauling to Bay Area Granite & Marble site, 145 Golf Course Dr. **Motion carried.** The Village was required to make the property buildable per the Developers Agreement.
- **Advance Construction Application for Payment No. 8** – Motion made by S Byers with a second made by T Schaeuble to approve Advance Construction Application for Payment No. 8, in the amount of \$28,951.85, for the 2017 Utility Construction Project. Final payment, except the 2% retainage fee, for the County U project. Over budget by approximately \$300,000 due to sand issues and the necessity to drop support piping. **Motion carried.**
- **Advance Construction Application for Payment No. 1** – Motion made by S Byers with a second made by T Schaeuble to approve Advance Construction Application for Payment No. 1, in the amount of \$236,840.22, for the 2018 Street & Utility Construction Project, contract #1269-18-01. There is a 5% retainage fee on this project. Developer’s agreement required that infrastructure be in place and utility service lift stations be at a capacity to handle the additional load. **Motion carried.**

- **Town of Kaukauna Disbursement** – Motion made by S Byers with a second made by A Lundt to approve the \$350,710.00 disbursement from the Village’s Associated Bank Escrow Account, to the Town of Kaukauna, per the June 24, 2015 Escrow Agreement. **Motion carried.**
- **Purchase of 1290 Broadway St. (VW-W180)** – Motion made by S Byers with a second made by D Segerstrom to approve the purchase of 1290 Broadway St. (VW-W180), 21.463 acres, for \$550,000. Funds to come from 2018 (B) General Obligation borrowing done in October 2018. **Motion carried.**
- **Full Time Officer Addition** – Motion made by S Byers with a second made by A Lundt to approve the addition of a full time police officer to Wrightstown Police Department. In question are the following:
 - Is there need, based on call volume and community growth
 - Is the timing right and is this addition sustainable for years to come
 - Is the addition of an officer the best use of the funds or could they be better used for economic development, infrastructure or debt reduction

If the decision is made to not add the extra officer, the 2019 levy amount will not change, as those funds will be redistributed into other areas of the budget.

President Dean Erickson indicated that although he feels there is a need for an additional officer based on the documentation provided by Chief Deike, he feels that it is more important to use available money to support the growth cycle we are currently in.

Trustee Scott Reignier noted that the current budget reflects a \$200,000 increase in economic Development. We would be adding another \$100,000, approximately, if the new officer position was voted down. He feels that the Village would be better served reducing debt due to the large amount of borrowing that was done in 2017 and 2018.

Administrator Coenen clarified that although these funds appear under economic development in the budget documents, it is actually just a placeholder and the money could be used to pay down debt, upgrade village streets or cover development incentives. The Board will need to determine the priority.

Call of roll: Yes votes – S Reignier, A Lundt No votes – President Dean Erickson, K Wendlandt, D Segerstrom, T Schaeuble, S Byers. **Motion failed.**

- **Bid Award for Fox River Stabilization Project** – Motion made by S Byers with a second made by D Segerstrom to award Highway Landscapers, of Little Chute, the Fox River Stabilization Project, contract #1269-18-03, in the amount of \$389,015.00. **Motion carried.** Project to be done by January 1, 2019. It runs from Green Street to Pine Street. The section from Hickory to Pine is the responsibility of the Village at approximately \$250,000 of the \$389,015 cost and the southern section from Green to Hickory is the responsibility of Midwest Development. Midwest Development will reimburse their portion to us.

Request by President Dean J. Erickson to take a 5 minute recess for Administrator Coenen to print off the 2019 Budget Summary Sheets. Motion made by S Byers with a second by K Wendlandt to recess. Motion carried.

Meeting reconvened.

- **2019 General Fund Budget –**
Highlights
 - Economic Development line reflects a \$200,000 increase over last year’s budget number without the additional funds allocated to a new officer
 - Payments for lease agreements for a new police squad and public works truck included

- Express Vote election equipment and wireless modem new to the Clerk/Treasurer's budget for 2019
- \$.82 per thousand net mill rate decrease in Brown County. \$1.34 per thousand net mill rate increase in Outagamie County
- Impact on \$300,000 home is \$246.00 decrease in property tax in Brown County and a \$402.00 increase in property tax in Outagamie County

Determination needs to be made to leave the budget as presented, to use additional funds for debt relief or for future growth in the community, or, should all, or a portion of, the additional funds, be cut out for the good of the taxpayer.

A decrease in mill rate will produce a lower increment in our Tax Incremental Districts which may negatively impact our ability to carry out the project plans as scheduled.

Motion made by S Reignier with a second made by A Lundt to approve the budget as presented with a Brown County Mill Rate of \$20.40/thousand and \$22.15/thousand for Outagamie County. Call of roll: Yes votes – President D Erickson, D Segerstrom, T Schaeuble, S Reignier, A Lundt, S Byers. No votes – K Wendlandt. **Motion carried.**

- **2019 Water Fund Budget** – Motion by S Byers with a second made by D Segerstrom to approve the 2019 Water Fund Budget as presented. No rate increase for the coming year will be required and we will be operating in the black. However, the general fund is still covering a portion of water fund debt. The plan is to try and shift this in 2020. Call of roll: Yes votes - S Byers, A Lundt, S Reignier, D Segerstrom, K Wendlandt, and President D Erickson. Absent – T Schaeuble. **Motion carried.**
- **2019 Sewer Fund Budget** – Motion by S Byers with a second by D Segerstrom to approve the 2019 Sewer Fund Budget as presented. The General Fund is also covering a portion of water fund debt that we are going to try to shift in 2020 now that we are seeing a surplus at year end. Increases for 2019 are in salaries and small operating adjustments. Call of roll: Yes votes - S Byers, A Lundt, S Reignier, D Segerstrom, K Wendlandt and President D Erickson. Absent - T Schaeuble. **Motion carried.**
- **Employee Personnel Manual** – Motion by K Wendlandt with a second by S Byers to approve the Employee Personnel Manual. **Motion carried.** Final revisions from Board are to go to Erica Reib at Attorney Robert Gagan's office so she can update and provide a clean copy to present to the staff.

PARKS, RECREATION & REGIONAL PLANNING - -

- **2018 Crack Sealing Pavement Maintenance Project** – Motion by D Segerstrom with a second made by A Lundt to table this item until the invoice is presented for payment, since the work has been completed. **Motion carried.**
- **Light Trespass/Pollution** – The Village has been receiving complaints from residents regarding the brightness of lights coming from our some of our commercial and industrial business. Light plans are part of the review process presented to the Planning Commission prior to the structural build. Moving forward, the Village will need to be cognizant of how lighting on new commercial establishments may affect surrounding property owners when approving lighting plans.
- **Dividing CSM for Milton and Marlene Cornette** – Motion made by D Segerstrom with a second made by K Wendlandt to approve the dividing CSM for Milton and Marlene Cornette, 280-282 Highland St., parcel VW-160-G-31. Duplex is being converted to individually owned condos. All Village requirements, regarding a conversion, have been met. **Motion carried.**

PUBLIC SAFETY - -

Municipal Court – No questions / comments

Fire Department – Booyah Fundraiser was a success. First kettle was gone in 15 minutes!

A Tesla and totaled Toyota Prius were available for training during the Fire Department open house. This allowed the volunteers to find out where power cables run, where batteries are located, where the points of contact are for cutting and what gadgets do what in the event that they respond to an accident involving a vehicle of this type.

Police Department – Halloween Trick or Treating went well. Each police squad is now equipped with two doses of Narcan thanks to the Wisconsin Department of Justice grant. Officers were trained prior to implementation early in November. Narcan is a nasal spray that is an opioid antagonist drug.

PUBLIC WORKS & UTILITIES - -

Public Works – No questions/comments

ADJOURN - - Motion made by S Reignier with a second S Byers to adjourn. (8:40 p.m.) **Motion carried.**

Michelle Seidl

Clerk/Treasurer