

## 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, May 7, 2019** and was called to order at 6:01 p.m. by President Dean Erickson.

The Pledge of Allegiance was recited.

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

Also present: Ed Byrne (Brillion News); Village Administrator Travis Coenen; Clerk/Treasurer Michelle Seidl; Superintendent of Public Works Andy Vickman; Police Chief Greg Deike; Fire Chief Mike Schampers; Attorney Bob Gagan; Resident Linda Verboomen

### UTILITY COMMISSION MONTHLY MEETING

Motion made by A Lundt with a second made by K Wendlandt to open the May 2019 utility meeting. **Motion carried.**

#### WATER UTILITY

- Average of 162,000 gallons of water purchased daily in April 2019
- First quarter consumption reports indicate the Village is selling approximately 160,000 gallons per day
- Utility found two leaks in April. Both were copper service lines installed in the early 2000's
- 2018 CCR (Consumer Confidence Report) completed
- Identifying areas where water utility lines will need to be replaced during the 2020 Clay St. reconstruction project

#### SEWER UTILITY

- 2018 CMAR 90% complete. Anticipating a great score like we earned last year
- Tomorrow the energy audit will be finished at the wastewater facility. Expecting a \$17,000 reimbursement for upgrades to our discharge units. Money will be spent on new aerator units
- 620' of 8" sanitary sewer line on Clay Street will need to be replaced during the 2020 reconstruction project

Motion made by A Lundt with a second made by D Segerstrom to close the May 2019 utility meeting. **Motion carried.**

**MINUTES** – Motion by A Lundt with a second by D Segerstrom to approve the April 16, 2019 Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion by D Segerstrom with a second made by K Wendlandt to approve the vouchers, from April 11, 2019 – May 1, 2019, totaling \$997,612.63. **Motion carried.**

**SCHEDULED APPEARANCES** – None

**WALK-INS** – None

**CORRESPONDENCE** - Birth announcement from Brent and Megan Bouchonville on the arrival of Piper Marie on November 24, 2018 and thank you for gift card received

## ADMINISTRATOR'S REPORT

- Cty ZZ closed from Mallard to Wrightstown Road. It will be temporarily fixed until the full project can be completed in 2021 unless funding for the full project can be worked out earlier
- Spring tour went well. Good feedback received. Suggestion made that a "Meet Your Officials" presentation/hors d'oeuvres buffet be held on alternate years
- Music in the Park events kick off on Thursday, June 13th
- Public Works & Utilities Committee Meeting - May 14 at 6:00 p.m.

## CLERK/TREASURER'S REPORT

- Deputy Clerk/Treasurer Patti Leitermann and Clerk/Treasurer Michelle Seidl attended the 2019 Administrative Professionals Conference at the Hyatt Regency in Green Bay on Wednesday, April 24<sup>th</sup>. Breakout sessions covered Problem Solving & Lean Concepts and Assertive & Confident Communication
- Hosted a electronic poll book "viewing" session on April 23rd, for Town of Scott staff
- Alcohol license applications for Village retail establishments are due on Friday, May 10<sup>th</sup>
- 2019 Open Book Date: Wednesday, May 15<sup>th</sup> 11:30 a.m. – 1:30 p.m.
- 2019 Board of Review Date: Wednesday, May 22<sup>nd</sup> 3:30 p.m. – 5:30 p.m.

## COMMITTEE REPORTS

### FINANCE/PERSONNEL - -

- **\$50,000 Downtown Rehabilitation Loan – Roger & Deb Tews – The River Coffee & Cream** Motion made by K Wendlandt with a second made by D Segerstrom to approve the \$50,000 rehabilitation loan to Roger & Deb Tews for The River Coffee & Cream. 0% amortization schedule and contract to be presented at the May 21<sup>st</sup> Village Board Meeting for approval. Funds to be taken out of the 2019 Budget - Economic Development Marketing expense line. **Motion carried.**
- **\$50,000 Downtown Rehabilitation Loan – Lisa Kalscheur – Grit & Furrow** Motion made by K Wendlandt with a second made by D Segerstrom to approve the \$50,000 rehabilitation loan to Lisa Kalscheur for Grit & Furrow. 0% amortization schedule and contract to be presented at the May 21<sup>st</sup> Village Board Meeting for approval. Funds to be taken out of the 2019 Budget - Economic Development Marketing expense line. **Motion carried.**
- **\$150,000 Downtown Rehabilitation Loan – Joel Vogel – Barrel & Sprocket** Motion made by K Wendlandt with a second made by D Segerstrom to approve a not to exceed \$150,000 rehabilitation loan to Joel Vogel for Barrel & Sprocket. 0% amortization schedule and contract to be presented at the May 21<sup>st</sup> Village Board Meeting for approval. Funds to be taken out of the 2019 Budget - Economic Development Marketing expense line. **Motion carried.**
- **2019 Memorial Day Parade Donation.** Motion made by K Wendlandt with a second made by D Segerstrom to approve the 2019 Memorial Day Parade donation, for \$100, to the American Legion Post 436. **Motion carried.**
- **Village Board Responsibility Session** – Village of Bellevue will be hosting a responsibility training session for area elected officials on June 26<sup>th</sup> from 5:30 – 6:30 pm at Bellevue Village Hall. Dennis Tweedale from the League of Wisconsin Municipalities Mutual will be discussing responsibilities and proper protocol for municipal leaders. Please let Clerk/Treasurer Michelle Seidl know if you are available to attend
- **Attorney Bob Gagan – Move to Conway, Olejniczak & Jerry S.C.** – Motion made by K Wendlandt with a second made by D Segerstrom to approve the transfer of services from the law firm of O'Neil, Cannon, Hollman, DeJong & Laing S.C. to Conway, Olejniczak & Jerry S.C., 231 South Adams St., Green Bay, WI 54301, due to the move by Village Attorney Bob Gagan. **Motion carried.**

## PARKS, RECREATION & REGIONAL PLANNING

- **2019 Village of Wrightstown Rummage Sale – Village Hall Parking Lot Rental** – Thank you to Deputy Clerk/Treasurer Patti Leiternann for coming up with the a “civic challenge” idea for the administrative group. The end goal is to provide a fun interactive activity for our Village seniors. Motion made by T Schaeuble with a second made by A Lundt to approve the renting of Village Hall parking spaces, for \$10.00 each, during the 2019 rummage sale on Saturday, June 1, 2019. Proceeds to be used toward senior bingo night that is being scheduled for late summer/early fall. **Motion carried.**
- **Barrel & Sprocket Renovation Plans** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the renovation plans for Barrel & Sprocket, 505 Washington St., parcel VW-146-1. **Motion carried.**
- **KC Contractors CSM** - Motion made by T Schaeuble with a second made by D Segerstrom to approve the CSM for KC Contractors, 441 Longwood Ln., parcel VW-765-1. **Motion carried.**
- **Thomas Wedige Lot Division** - Motion made by T Schaeuble with a second made by D Segerstrom to approve the concept review for lot division for Thomas Wedige, 821 & 825 Park St., parcels VW-236 & VW-236-1. **Motion carried.** Mr. Wedige would like to create two 90’ lots and one 50’ lot out of the existing two parcels. Because shoreland zoning requires a minimum of 65’ frontage, a PDD will be needed to allow the 50’ frontage lot
- **Red Clover Lane Extension** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the specifications and drawings for Aaron Robertson, Red Clover Ln. Cul-de-sac off of Red Clover to include four lots. Mr. Robertson has agreed to adhere to the Harvest Moon subdivision covenants. Storm water from these lots will be treated independent of the Harvest Moon pond. Working with Attorney Bob Gagan on Developers Agreement as a guarantee that the road will be constructed properly. Trustee Andy Lundt abstained from the vote. **Motion carried.**
- **Operator License Application – Ivy Sky Antolec** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the operator license application for Ivy Sky Antolec, 2175 King James Dr., Green Bay, WI 54304, for Royal St. Patrick’s Golf Course. Call of roll: 6 nay votes due to the 2015 violations disclosed. **Motion failed.**
- **Operator License Application** – Tara Lee Tufnell – Motion made by T Schaeuble with a second made by K Wendlandt to approve the operator license application for Tara Lee Tufnell, 2025 N. Superior St., Appleton, WI 54911, for Royal St. Patrick’s Golf Course. **Motion carried.**
- **Resolution 05072019 – Mueller Park Upgrades** –Motion made by T Schaeuble with a second made by D Segerstrom to approve Resolution 05072019 for Mueller Park upgrades. Resolution is a part of the grant process requirement through the Wisconsin Department of Natural Resources. Project plan includes new piers, docks and dredging. Grant will be a 50% match. **Motion carried.**
- **Consent to Assignment – Midwest Development** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the Consent to Assignment for Midwest Development. The financial institution funding the Midwest Expansion LLP project is requesting that the Village agree to continue the incentives outlined in the developers agreement in the event that Wrightstown Riverfront, LLC (the developer) would be replaced. **Motion carried.**
- **Review of 2018 Consumer Confidence Report (CCR)** – 2018 CCR to be published tomorrow, May 8<sup>th</sup>. Compliance Violations Noted: The January 2019 water sample froze on the way to the lab due to dangerously low temperatures so no monitoring results available for this time period. Also, the homeowners sample result certifications were not provided to the DNR until February 11, 2019. Due date was December 31, 2018.

## **PUBLIC SAFETY - -**

**Fire Department Comments** – Wrightstown Fire Department assisted with the structure fire on Broadway St. in De Pere. This occurred the same day as the scheduled “Every 15 Minutes” event at Wrightstown High School.

**Police Department Comments** – Update: Logan Holum was granted temporary residency in the Village on April 3<sup>rd</sup>, 2019. He is now living in Appleton. Lights bars and equipment for the new squad is expected to arrive in 3-4 weeks.

## **PUBLIC WORKS & UTILITIES**

- LRIP reimbursement paperwork completed. About \$60,000 expected back.
- Green Bay Packers donated 18 trees. They were planted in various parks throughout the Village
- Superintendent Andy Vickman and Administrative Assistant Erica Buechel are working on the creation of a Public Works & Utilities reference manual for new residents
- Updating CIP plan for Village utilities and parks. A survey will be sent to the residents in Royal St. Pat's subdivision to find out what improvements they would like to see in Shamrock Park
- 140 yards of wood chips are being delivered to be used in all Village parks
- Closely watching the water levels at the boat landing. Will open when launching will not cause erosion damage and it is safe for boaters

**ADJOURN** – Motion made by S Reignier with a second made by A Lundt to adjourn. (6:48 p.m.)

Michelle Seidl

Clerk/Treasurer