

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, June 4, 2019** and was called to order at 6:00 p.m. by President Dean Erickson.

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 and Trustee Keith Wendlandt. Absent: Trustee Dan Segerstrom

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

UTILITY COMMISSION MONTHLY MEETING

Motion made by S Byers with a second made by K Wendlandt to open the June 2019 utility meeting. **Motion carried.**

WATER UTILITY

- Daily average of water pumped in May of 2019 was 170,000 gallons
- Annual tower maintenance is scheduled for 2019. Tower A is to receive full interior painting, with new vent screens and discharge modification, while tower B will just be inspected with an overflow modification
- Quarterly meter reading being done this week. Only 12 or so left to obtain out of 1170
- Annual water main flushing is scheduled for July 8th – 10th
- Water loss report from Quarter 1 was 7%, Quarter 2 is being anticipated to be between 5-7%

SEWER UTILITY

- Great Lakes in and completing rehabs on 16 manholes
- Crane Engineering completed a re-piping at the Royal St. Pat's lift station last week

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

MINUTES – Motion by T Schaeuble with a second by S Byer to approve the May 21, 2019 Board Meeting Minutes. **Motion carried.**

VOUCHERS - Motion by S Byers with a second made by T Schaeuble to approve the vouchers, from May 16, 2019 – May 29, 2019, totaling \$104,318.40. **Motion carried.**

SCHEDULED APPEARANCES – None

WALK-INS – None

CORRESPONDENCE - None

ADMINISTRATOR'S REPORT

- Final audit information received from CLA. They will be at the June 18th meeting to present their findings and to answer any questions we may have

- Cty ZZ closed for the foreseeable future due to global stabilization issues. The work on it will continue through fall. The largest portion of the repair is scheduled to be done in 2020. From Tiger's Den to clay out to Mallard pushed back to 2022.
- Continuing to work on bringing new development into the Village. Looking to launch single family residential properties
- "Sideshow" will be performing in Waupekan Park on Thursday, June 13th at 6:00 p.m. WABCA donated \$3,500 toward these 2019 Music in the Park events
- Finance & Personnel Committee meeting on Tuesday, June 11th at 6:00 p.m.
- Annual Village of Wrightstown rummage sale numbers were low this year due to the poor weather. 6 parking lot spots were reserved but everyone moved indoors once the rain started. Village staff served a hot dog meal deal with proceeds to go toward the fall senior event.
- Staff wellness challenge kicked off on June 1st. Thank you to Sharon Diedrick for motivating the team to get healthy! The goal is 30 miles in 30 days!
- Village "Clean Up Day" is tomorrow, June 5, 2019

CLERK/TREASURER'S REPORT

- Village of Wrightstown Board of Review was held on Wednesday, May 22, 2019. The overall assessment increase, between both counties, was due to the following:
 - \$7,113,800 increase – 27 new residential homes
 - \$2,961,100 increase – new commercial, mainly due to CP Feeds
 - \$ 407,600 decrease – razed properties
 - \$ 333,600 decrease – properties moved to exempt status
- The Village currently has one REGULAR Alcohol Beverage Retail License available (being held for the opening of Barrel & Sprocket) and one RESERVE
- Jon Trautman from CLA Connect will be at the June 18th Board Meeting to present the 2018 Year End Financial Statement and Management Communication Letter
- Board of Appeals approved the request by Berke Junion, for a 1,008 sq. ft. accessory garage to be built at 1037 Debra, on Wednesday, May 29th. There will be discussion later in the meeting to determine if the maximum square footage of 700 sq. ft., currently outlined in the Village code, should be increased to keep the need for variance requests to a minimum

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **\$50,000 Downtown Rehabilitation Loan – Roger & Deb Tews – The River Coffee & Cream**
Motion made by S Byers with a second made by T Schaeuble to approve the contract and amortization schedule for the \$50,000 rehabilitation loan to Roger & Deb Tews for The River Coffee & Cream. Remainder of outstanding debt is non-transferable in the event the building/business is sold prior to loan being paid in full. Call of roll: 6 yes votes. **Motion carried.**
- **\$50,000 Downtown Rehabilitation Loan – Lisa Kalscheur – Grit & Furrow**
Motion made by S Byers with a second made by K Wendlandt to approve the contract and amortization schedule for the \$50,000 rehabilitation loan to Lisa Kalscheur for Grit & Furrow. Call of roll: 6 yes votes. **Motion carried.**
- **Spring 2019 Tuition Reimbursement – T. Coenen** - Motion made by S Byers with a second made by K Wendlandt to approve the tuition reimbursement to Travis Coenen, for \$1,205.45, for spring 2019 classes. **Motion carried.**
- **2018 Hickory Street Water Main Project** – Motion made by S Byers with a second made by T Schaeuble to approve the Application for Payment No. 3, to Dorner, Inc., for \$15,808.00, for the 2018 Hickory Street Water Main Project. **Motion carried.**

- **2018 Property, Liability and Workers Compensation Claims** – Review of 2018 claims. Our agent has indicated that there are no “red” flags and we are looking good going into our new coverage year.

PARKS, RECREATION & REGIONAL PLANNING

- **2019-2020 Cigarette & Tobacco Products Retail License RENEWAL Applications** – Motion made by T Schaeuble with a second made by S Byers to approve the July 1, 2019 – June 30, 2020 Cigarette & Tobacco Products Retail License Renewal Applications for the following:
 - Sai Krupa, LLC; Mitul Pitel, agent, 2156 Luxury Dr., Green Bay, WI 54313; for **Bridgeport Shell, 525 Main St**
 - VandenWymelenberg Enterprises, Inc.; John Gerard VandenWymelenberg, agent, 15 Cornsilk Ct., Wrightstown, WI 54180; for **Dick’s Family Foods, 400 High St**
 - Sai Krupa, LLC; Mitul Pitel, agent, 2156 Luxury Dr., Green Bay, WI 54313; for **Wrightstop BP, 233 High St**
 - Sydrow Golf, Inc.; Nicholas David Stephens, President, 3609 Racine St., Appleton, WI 54911; for **Royal St. Patrick’s Golf Links, 201 Royal St Pat’s Drive**

5 Aye Votes – S Reignier, K Wendlandt, D Erickson, T Schaeuble, S Byer **1 Nay Vote** – A Lundt
Motion carried.

- **2019-2020 Class “A” Beer/”Class A” Liquor Alcohol Beverage Retail License RENEWAL Applications** – Motion made by T Schaeuble with a second made by A Lundt to approve the July 1, 2019 – June 30, 2020 Class “A” Beer/”Class A” Liquor Alcohol Beverage Retail License Renewal Applications for the following:
 - Sai Krupa, LLC; Mitul Pitel, agent, 2156 Luxury Dr., Green Bay, WI 54313; for **Bridgeport Shell, 525 Main St**
 - VandenWymelenberg Enterprises, Inc.; John Gerard VandenWymelenberg, agent, 15 Cornsilk Ct., Wrightstown, WI 54180; for **Dick’s Family Foods, 400 High St.**
 - Sai Krupa, LLC; Mitul Pitel, agent, 2156 Luxury Dr., Green Bay, WI 54313; for **Wrightstop BP, 233 High St**

Motion carried.

- **2019-2020 Class “B” Beer Alcohol Beverage Retail License NEW Application** – Motion made by T Schaeuble with a second made by S Byers to approve the July 1, 2019 – June 30, 2020 New Class “B” Beer Alcohol Beverage Retail License Application for:
 - Lisa Kalscheur, owner, 1139 Lamers Clancy Rd., Greenleaf, WI 87459; for **Grit & Furrow, 210 High St.**

Motion carried.

- **2019-2020 Class “B” Beer/”Class B” Liquor Alcohol Beverage Retail License RENEWAL Applications** – Motion made by T Schaeuble with a second made by S Byer to approve the July 1, 2019 – June 30, 2020 Class “B” Beer/”Class B” Liquor Alcohol Beverage Retail License Renewal Applications for the following:
 - Doubleuard, LLC.; Jeffrey V. Ward, agent; 1291 N. Frances Ct., De Pere, WI 54115; for **Ambergris Eateris, 450 High St. Suite 1**
 - Todd & Lois Luedtke, LLC.; Lois A. Luedtke, agent; 2565 County Road U, Wrightstown, WI 54180; for **Lucky’s Pub & Grill, 2565 County Road U**
 - The River Coffee and Cream, LLC; Deborah Sue Tews, agent; 104 ½ High Ct., Wrightstown, WI 54180; for **The River Coffee and Cream, 104 High Ct.**

- W.L. Foods, Inc.; Gerald VanRossum, agent; 1259 Washington St., Wrightstown, WI 54180; for **W.L. Foods (American Legion), 924 Main St.**
- Wrightstown River Inn, LLC; Adam Gildernick, agent; 2709 Williams Grant Dr., De Pere, WI 54115; for **Wrightstown River Inn, 531 Washington St.**

Motion carried.

- **2019-2020 Class “B” Beer/”Class B” RESERVE Liquor Alcohol Beverage Retail License RENEWAL Applications** – Motion made by T Schaeuble with a second made by S Byers to approve the July 1, 2019 – June 30, 2020 Class “B” Beer/”Class B” RESERVE Liquor Alcohol Beverage Retail License Renewal Applications for the following:
 - Sydrow Golf, Inc.; Robert E. Novitski, agent; 1206 Wisconsin Ct., Appleton, WI 54911; for **Royal St Patrick’s Golf Links, 201 Royal St Pat’s Drive**
 - Wrightstown Development, LLC; Jeffrey Corcoran, agent; W3366 Appaloosa Ct., Appleton, WI 54913; for **Tiger’s Den, 505 Washington St.**

Motion carried

- **2019-2020 Class “C” Wine Alcohol Beverage Retail License NEW Application** – Motion made by T Schaeuble with a second made by S Byers to approve the July 1, 2019 – June 30, 2020 New Class “B” Wine Alcohol Beverage Retail License Application for:
 - Lisa Kalscheur, owner, 1139 Lamers Clancy Rd., Greenleaf, WI 87459; for **Grit & Furrow, 210 High St.**

Motion carried.

- **2019-2021 NEW Operator License Application** –Motion made by T Schaeuble with a second made by S Byers to approve the following NEW operator license application:
 - Nettekoven, Derek Matthew, 229 Broadway St., Wrightstown, WI 54180 for Wrightstop BP

Motion carried.

- **2019-2021 RENEWAL Operator License Applications** –Motion made by T Schaeuble with a second made by S Byers to approve the following RENEWAL operator license applications:
 - Denkins, Mathew J., W2205 County Road JJ, Kaukauna, WI 54130, for Lucky’s Pub & Grill
 - Diener, Donna M., W2205 County Road JJ, Kaukauna, WI 54130, for Lucky’s Pub & Grill
 - Luedtke, Emily Anne, N2524 Della Marcus Dr., Kaukauna, WI 54130 for Lucky’s Pub & Grill

Motion carried.

- **Reserve Capacity Assessments** – In 1981 residential equivalency charges were added to Chapter 155 §155-46 of the Village Municipal Code to cover upgrade costs of the wastewater treatment plant. In recent years, this assessment was not consistently charged to commercial and industrial businesses. So it is no longer missed, the equivalency charge calculation has been added to the building permit packet. The question is, however, what factor to use to determine employee capacity for large commercial and industrial buildings. Motion made by T Schaeuble with a second made by A Lundt to not change the residential equivalency charges as listed but approve using the State Architectural Plan to determine capacity. **Motion carried.**

- **Ordinance 206 Zoning (18) Accessory Buildings (C) Setback Area & Height Regulations (1)** – Since the June 20, 2017 ordinance amendment, restricting accessory buildings to a maximum size of 700 sq. ft., there have been a number of variance requests submitted. In all situations, the Board of Appeals approved the larger square footage. They have now asked the Village Board to consider increasing the accessory building maximum square footage to reduce the number of variance requests and to allow for accessory structures to be built with standard size trusses. A summary of surrounding community regulations was reviewed. Motion made by T Schaeuble with a second made by S Byers to

proceed with amending Zoning Ordinance 206 (18)(C)(1) and move to public hearing to increase the maximum square footage of accessory buildings from 700 sq. ft. to 1,000 sq. ft. with a maximum 15' height. Adjustment of side and rear setbacks will be considered. **Motion carried.**

PUBLIC SAFETY - -

Fire Department Comments – It has been quiet!

PUBLIC WORKS & UTILITIES

- Household cleanup is tomorrow, June 5th
- Crews have been distributing woodchips in all the Village owned parks and right-of-ways
- Boat landing open to the public starting May 20th. Had to temporarily close one day since due to high water
- DPW crew are replacing several street signs. Project is almost completed
- John Kleuskens rehabbed broken and dirty gravestones prior to Memorial Day in Riverside Cemetery and did a great job!
- Joshua Bowers, seasonal summer worker, started on Monday, June 3rd. Josh is the son of Deputy Clerk/Treasurer Shelia Bowers
- Awarded \$5,391 for 2019 through the recycling grant program. This is \$2,144 more than budgeted

Grant paperwork submitted for the upgrades to Mueller Park (Resolution 05072019). Project estimated to be approximately \$500,000 to build new piers, to restore stone along the shoreline, add a new concrete sidewalk and parking spaces, to dredge to allow for river cruise boats and to install a fishing pier along the point. Village will be required to contribute up to 50%. Suggestion made by A Lundt that a security camera also be installed.

ADJOURN – Motion made by S Reignier with a second made by S Byers to adjourn. (7:23 p.m.)

Michelle Seidl

Clerk/Treasurer