

## VILLAGE OF WRIGHTSTOWN VILLAGE BOARD

The REGULAR MONTHLY MEETING OF THE Village Board, of the Village of Wrightstown, was held virtually, from Village Hall, 352 High St., on **Tuesday, June 2, 2020** and was called to order at 6:09 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 Terry Schaeuble, Trustee Dan Segerstrom and Trustee Keith Wendlandt. Absent - Trustee Scott Reignier

Also present: Ed Byrne (Brillion News); Brian Roebke (Wrightstown Spirit); Village Administrator Travis Coenen; Clerk/Treasurer Michelle Seidl; Superintendent of Public Works Andy Vickman; Police Chief Greg Deike, Fire Chief Mike Schampers

### UTILITY COMMISSION MONTHLY MEETING

Motion made by A Lundt with a second made by S Byers to open the June 2020 Utility Commission Monthly Meeting. **Motion carried.**

#### WATER UTILITY

- Averaged 182,000 gallons purchased daily for the month of May
- Rented out several deduct meters last month
- Waiting on the completion of the Clay Street Project before scheduling the interior painting of Water Tower A
- 20 hydrants are scheduled to be painted this year

#### SEWER UTILITY

- Doing well on septic and holding tank revenues
- Only deduction on the 2019 CMAR was due to large selenium (copper) discharge from a Village industrial facility. Now that we are no longer accepting this waste, numbers are back to normal. CMAR grade = 3.69
- 2019 Average Influent Flow data presented. Influent flow is .10% below design flow. Deductions are given once a system gets over the 80<sup>th</sup> percentile of the design flow.
- 2019 BOD Loading Year data presented. BOD flow is at 500#/day...design is 850#/day. In July and October of last year, we had a few measurements over the 80<sup>th</sup> percentile that caused a deduction, but it was brought back into normal range and we expect to stay under moving forward

Motion made by A Lundt with a second made by S Byers to close the June 2020 Utility Commission Monthly Meeting. **Motion carried.**

**MINUTES** – Motion by A Lundt with a second by D Segerstrom to approve the May 19, 2020 Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion by S Byers with a second made by D Segerstrom to approve the vouchers, from May 14, 2020 through May 27, 2020, totaling \$93,298.59. **Motion carried.**

**SCHEDULED APPEARANCES** – None

**WALK-INS** – None

**CORRESPONDENCE** – None

**ADMINISTRATOR’S REPORT:**

- Working on a manufacturing/distribution development in TID 3 on the Country Visions property, valued at approximately \$18,000,000
- Working with developer and the Wisconsin DOT on townhouse project behind Dick’s Family Foods and Dollar General
- Created a Development Review Packet and Tax Incremental Financing and Small Business Pandemic Response Loan policies this week
- Midwest Expansion development is moving forward. Project plans will be presented to the Planning Commission this month
- Public hearing to present the NEW Lighting Ordinance is scheduled for Tuesday, July 7<sup>th</sup>
- Financial Management Plan is moving forward. Working with Jon Cameron, Municipal Advisor from Ehlers, on borrowing for future projects since interest rates are currently low
- Finalizing last two Mueller Park grants. This will allow us to kick off planned improvements. However, erosion issues may now need to be addressed due to recent high water. Approximately \$325,000 in grant funds have been approved with the possibility of \$125,000 more

**CLERK/TREASURER’S REPORT**

- Staff attending a lot of informational webinars regarding FEMA, Wisconsin Emergency Management and Wisconsin Election Commission COVID-19 funding assistance
- Open book was held on May 14<sup>th</sup>. Board of Review was held on May 28<sup>th</sup>. Annual assessments have been finalized and are up \$8,000,000 from 2019. Brown County Statement of Assessment was filed with the Department of Revenue on May 29<sup>th</sup>. Outagamie County will be filing, on our behalf, our Outagamie County Statement of Assessment, by Monday, June 8<sup>th</sup>
- Village will be following the Badger Bounce Back Plan to reopen our community room for rentals. Currently, plan is in Phase I which allows gatherings of 10 people maximum. All lessees will be required to pay to have the Community Room, restrooms and hallways cleaned and sanitized prior to start of business hours on Monday mornings
- Application requests for retail alcohol licensing to be published in the Brillion News on Thursday
- Congratulations to Deputy Clerk/Treasurer Shelia Bowers on earning her CMC certification!

**COMMITTEE REPORTS**

**FINANCE/PERSONNEL - -**

- **Honoring Resolution – Judge John L. Dewane** – Motion made by S Byers with a second made by A Lundt to approve the resolution honoring Judge John L. Dewane, for his 23 years of service as the Wrightstown Municipal Court Judge. **Motion carried.** Presentation of award.
- **Tuition Reimbursement Request – Administrator Travis Coenen** – Motion made by S Byers with a second made by A Lundt to approve the Tuition Reimbursement Request, by Administrator Travis Coenen, for the 2019-2020 Fiscal Year, in the amount of \$2,641.38. **Motion carried.** Congratulations on completion Travis!
- **Robert E. Lee Invoice 77468.** Motion made by S Byers with a second made by A Lundt to approve Robert E. Lee Invoice No. 77468, for \$27,114.36, for the 2020 Street & Utility Improvement Project 11269064, through May 3, 2020. **Motion carried.**
- **Village of Wrightstown Small Business Pandemic Response Loans** – Deferred payment, zero interest loans, for Village brick & mortar businesses impacted by COVID-19 discussed at the May 19<sup>th</sup> Board Meeting. There is currently \$355,000 in the 2020 Economic Development budget line, of which approximately \$150,000 could be used for this purpose. Qualifying businesses would receive \$5,000 with one year of deferment. Loan term would be 36-48 months. Village has the ability to add unpaid payments to the tax roll as protection against default. Motion made by S Byers with a second made by A Lundt to approve the Small Business Pandemic Response Loan Packet, Application and Promissory Note, as printed. **Motion carried.**
- **Dorner, Inc. Application for Payment No. 2** - Motion made by S Byers with a second made by D Segerstrom to approve Application for Payment No. 2, from Dorner, Inc., for \$254,981.71 (to include Change Order No. 1 for \$14,451.30) for the 2019 Utility and Street Reconstruction (LRIP Project). Change order is for moving the Clay St. manhole, to accommodate Brown County storm sewer for Hwy ZZ and to change a 4” lateral, drawn as a 2”, to service Pleasant View Apartments. **Motion carried.**

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

- **Hannah L. Schadrie - Operator License Application** – Motion made by T Schaeuble with a second made by S Byers to approve the Operator License Application for Hannah L. Schadrie, 1436 Glenview Ln., Little Chute, WI 54140, for Royal St. Patrick’s Golf Links. **Motion carried.**
- **NEW Subdivision Checklist** – Motion made by T Schaeuble with a second made by A Lundt to approve the NEW Subdivision Checklist as printed. Document will assist Developers with current requirements, time lines and hyperlinks to needed applications. **Motion carried.**
- **NEW 2020 Tax Incremental Financing Policy** – Motion made by T Schaeuble with a second made by S Byers to approve the NEW 2020 Tax Incremental Financing Policy as printed. Outlines Village procedures in regards to utilizing Tax Incremental Financing to encourage and promote the retention, expansion and attraction of commercial and industrial business. **Motion carried.**
- **Village Recreational Sport Start Up with COVID-19 Precautions** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the Recreational Sport Start-up Plan as presented. Outlines social distancing and sanitizing rules in regards to 2020 ball season. **Motion carried.**

## **PUBLIC SAFETY - -**

### **Fire Department Comments**

- Establishing plan to start back up in June to work toward normalcy
- Town of Kaukauna – Vandebroek suffered a station fire in May. An engine and support truck were lost and there is significant damage to the building. The Village of Wrightstown, Town of Kaukauna, Freedom and Little Chute will be covering temporarily

### **Police Department Comments**

- NEW Police Admin Assistant/Court Clerk Michelle Firchow started on Monday, June 1<sup>st</sup>. She is currently being trained and brought up to date on policies and procedures
- Police Department got out on social media in regards to the recent incident in Minneapolis. Village policies and procedures for similar situations, were relayed. Feedback from the community was very positive, as a result

### **PUBLIC WORKS & UTILITIES**

- Crews have been chipping an average of three loads of bark each week. This is up from an average of .5 – 1 load a week
- Summer helper Bernie Vickman (11<sup>th</sup> year) started back with the Village on May 11<sup>th</sup> and summer helper Josh Bowers (2<sup>nd</sup> year) on May 26<sup>th</sup>
- Trapper had great success this spring with trapping muskrats in Village ponds
- Trying out a new environmentally safe product that is to kill cattails and phragmites around Village ponds
- Working with Brown County on Hwy ZZ conflicts. This work is scheduled to be started in spring of 2021. However, with recent heavy rains, this road is closed indefinitely
- Bulk waste drop off days went very smoothly in lieu of the normal curbside pickup. 23 tons, the third highest amount since 2014 was collected. No one was turned away for not being a resident of the Village of Wrightstown. Recommendation by Public Works Superintendent is that we collect via drop off, rather than holding curbside pickup, going forward. Elderly, disabled residents can still request pickup if they are unable to bring waste to the drop off site

**ADJOURN** – Motion made by A Lundt with a second made by S Byers to adjourn. **Motion carried.**  
(7:02 p.m.)

Michelle Seidl

Clerk/Treasurer