

VILLAGE OF WRIGHTSTOWN BOARD MEETING MINUTES

The REGULAR MONTHLY MEETING OF THE Village Board of the Village of Wrightstown was held at Wrightstown Village Hall, 352 High St., Wrightstown, WI, on **Tuesday, October 20, 2020.**

Meeting was called to order at 6:01 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), Village Administrator Travis Coenen, Clerk/Treasurer Michelle Seidl, Deputy Clerk/Treasurer Patti Leitermann, Public Works Superintendent Andy Vickman, Police Chief Greg Deike, Fire Chief Mike Schampers, Resident Linda Verboomen

MINUTES – Motion made by A Lundt with a second made by S Byers to approve the October 6, 2020 Board Meeting minutes, as submitted. **Motion carried.**

VOUCHERS – Motion made by S Byers with a second made by D Segerstrom to approve the vouchers, as submitted, totaling \$379,933.98, from October 1, 2020 through October 14, 2020. **Motion carried.**

SCHEDULED APPEARANCES: None

WALK INS: None

CORRESPONDENCE: Thank you received from Alleluia Lutheran Church for the Village's service to the community

ADMINISTRATOR'S REPORT:

- Waiting for final numbers to be received from taxing entities before presenting the 2021 Budget to the Village Board to be moved on
- Employee evaluations are complete
- The Halloween Bash scheduled for October 31st and the November 10th Bingo Bash have been cancelled due to the spike in Corona Virus cases
- Virtual Incorporation Review Board determination is scheduled for tomorrow at 10:00 a.m. A ZOOM link will be emailed to all Trustees after tonight's meeting
- Working with multiple developers on industrial and residential projects
- Mueller Park and Waupekun Park projects have started. Currently the shoreline is being repaired with the retaining wall and land shaping to be worked on next
- The October 28th staff luncheon has been cancelled. Presentation will be incorporated into the Christmas celebration
- Area 1 (residential portion) of the Royal St. Pat's subdivision project has started

COMMITTEE REPORTS

FINANCE/PERSONNEL

- **Employee Performance Bonuses** – Employee Performance Bonuses will be paid out the week of November 8th
- **Request and Certificate for Payment - Dorner, Inc.** – Motion made by S Byers with a second made by T Schaeuble to approve the Request and Certificate for Payment, to Dorner, Inc., for \$36,114.88, for the 2019 Utility and Street Reconstruction Project. Project costs came in \$51,970 under the original bid of \$1,429,000, including the additional \$90,000 in road work done on Turner St., Green St. and Sue Ln. **Motion carried.** The \$80,000 budgeted in 2020 for road maintenance will be committed, to be used in 2021, on the Rosin Rd. construction project
- **Employee Opt Out** - Employees that currently “opt out” of taking Village offered health insurance are receiving an annual incentive payment of \$7,000. A request has been received to increase this amount due to premium cost hikes over the last three years. Administrator Coenen contacted several municipalities and found that most municipalities offer opt out amounts between \$0 and \$6,000 annually. However, the Village of Howard pays 40% of the annual family premium. For 2021, employees that have a family health plan will cost the Village \$22,465.32. Increasing the Village’s opt out amount to 40% of the 22,465.32 will save \$13,479.20 per employee. Motion made by S Byers with a second made by D Segerstrom to approve an “opt out” payment, for 2021, of 40% of the Village’s portion of the annual family premium allowance. Trustee S Byer and Trustee A Lundt abstained from voting. **Motion carried with 5 yeas votes.**

PARKS, RECREATION & REGIONAL PLANNING

- **Operator License Application** – Motion made by T Schaeuble with a second made by A Lundt to approve the NEW Operator License Application for Kaylee E. Jaeger, 2360 Cedar Ridge, Green Bay, WI 54313, for Royal St. Patrick’s Golf Links. **Motion carried.**
- **Accessory Building Ordinance Updates and NEW Shipping Container Ordinance** – Draft update of Chapter 206 §206-18 (C)(1) and (D) was reviewed as a result of the direction given from the Village Board at the October 6, 2020 meeting. Currently, properties zoned (R-1) Single Family Residential and (R-R) Rural Residential, are allowed one detached accessory building, up to 1,000 sq. ft. as long as it does not occupy more than 30% of the area of the required rear yard and is a distance of 10 ft. from the principal structure, from the side yard property line and from the rear yard property line. Recommended changes will allow one additional accessory building, if the primary garage is detached, with square footage not to exceed 1,250 when added to the square footage of the existing primary garage, on properties zoned (R-1). No one structure may exceed 1,000 sq. ft. Within a (R-R) district, one accessory building, up to 2,000 sq. ft., will be allowed, if the primary garage is attached. An additional accessory building will be allowed, if the primary garage is detached, with square footage not to exceed 2,500 when added to the square footage of the existing primary garage. No one structure may exceed 2,000 sq. ft. Green space percentage and set backs are not being modified. One additional change is needed to allow a maximum height of not more than 20 feet for accessory buildings constructed in (R-R) districts. Amendment will be sent for publishing as a Class II notice once the 20’ height modification has been made by the planners

The Village has received inquiries regarding regulations on converting shipping containers into homes to be placed on Village lots. Two drafts, one more restrictive, one less restrictive, were provided to the Board for review. The more restrictive regulation does not allow any person to

erect, construct, maintain or use any semi-trailer or shipping container, operative or inoperative, to store, warehouse or locate any personal, business or agricultural property. They also cannot be used as a design element in the construction of any Village structure. The less restrictive draft regulation does not allow semi-trailers to be used as storage containers on any Village property zoned residential. Also, no semi-trailer, attached or unattached to a truck or tractor, may be parked on any residential lot except when actively engaged in loading or unloading goods, construction materials or improvements pursuant to a valid construction permit.

Motion made by T Schaeuble with a second by D Segerstrom to direct Village staff to move forward with the update to Chapter 206 §206-18 (C)(1) and (D) as presented with the addition of the 20' maximum allowance in (R-R) districts and to move forward with the "more restrictive" regulation in regards to shipping containers, to include a hardship provision.

Motion carried.

- **Frontage Rd. Transmission Lines** – Kaukauna Utilities asked if the Village was interested in having the transmission lines, along Frontage Rd. in Royal St. Pat's subdivision, buried for aesthetic reasons. The cost to do this is \$300,000 which is not feasible for the Village, Royal St. Pat's HOA or the affected property owners.

PUBLIC SAFETY

Fire Department

- Reviewed fire calls from August and September
- Training held on ropes, ladders and knots, with tool lifts, was held in August
- Decision was made to host the 2020 Open House as a drive through fundraiser due to COVID-19. Kids were excited to be able to drive through the fire station like a fire truck
- The November 14th booyah sale will be held as a drive through event
- Kurt Bloemer was recognized for 10 years of service with the Wrightstown Fire Department and Travis Coenen and Chief Mike Schampers for 25 years!
- Hose testing, pump testing and testing on engines 1311 and 1312 was completed in September
- A fire truck will be stationed on each side of the river to hand out glow sticks on Halloween
- Nominations for Captain will be requested in November for future leadership duties
- Capital budget will reflect replacement SCBA bottles with an increased duration of 45 minutes at an additional cost of \$4,000
- ISO rating will be held on October 30th. Currently the department is rated as a "3" which is outstanding for a volunteer department

Police Department

- Village of Wrightstown has a new medical director since the current director retired. Authorization has been updated to allow the administration of NARCAN, which counteracts opiate overdoses, as needed
- Brown County is going to new CAD and record management systems. Training for this is currently taking place. Go live is scheduled for November 10th.

PUBLIC WORKS & UTILITIES - -

Public Works

- 14 applications for open position of Wastewater Operator received. Hoping to have a recommendation to hire, to move on at the next board meeting
- Received notification of compliance with phosphorus limits. No additional action needs to be taken
- DNR representative did a facility walk through inspection. She was very impressed
- Snowplowing equipment has been inspected in anticipation of upcoming snowfall

ADJOURN - - Motion made by S Reignier with a second made by S Byers to adjourn the meeting at 7:10 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer