

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD

The REGULAR MONTHLY MEETING OF THE Board of Trustees, of the Village of Wrightstown, was held at Village Hall, 352 High St., Wrightstown, WI, 54180, on **Wednesday, November 4, 2020**, 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 Dan Segerstrom, and Trustee Keith Wendlandt. Absent – Trustee Andy Lundt, Trustee Scott Reignier, Trustee Terry Schaeuble

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, Fire Inspector Nathan Helbing

PUBLIC HEARING

Public hearing, for the purpose of hearing from all persons and/or their agents, on the rezone request by Midwest Expansion/Matriarch Ventures, LLC for Tax Parcel 300002400 (Outagamie County) from (M-F) Multifamily Residential with PDD to (R-1) Residential with PDD and for Tax Parcel 300002401 (Outagamie County) from (B-1) General Business with PDD to (R-1) Residential with PDD, was opened

3 calls were made for public input, with no response

Rezone is needed to construct a NEW residential subdivision on the corner of Golf Course Dr. and Theunis, to the southwest of the current development

Motion made by D Segerstrom, with a second made by K Wendlandt, to close the public hearing. **Motion carried.**

UTILITY COMMISSION MONTHLY MEETING

Motion made by D Segerstrom with a second made by K Wendlandt to open the November 2020 Utility Commission Monthly Meeting. **Motion carried.**

WATER UTILITY

- Emergency Response and Emergency Chlorination plans for the Water Utility updated
- Rebuilding thirteen air release valves on the transmission main between Wrightstown and Ashwaubenon
- Large water meter testing done on October 26th
- Suez completed 90% of punch list repairs to both of the Village's water towers. The agreement for 2021 will therefore be terminated, due to lack of further work needed
- Water loss for 3rd quarter of 2020 was at 5%. That brings the annual average down to 4%
- Lead and copper results were received and sent to the DNR and associate sampling locations

SEWER UTILITY

- Received a notice of non-compliance for an overflow in May of this year. This was due to 2.5” of rain received in a short amount of time. No further action needs to be taken because the overflow never reached the storm sewers
- Received phosphorus compliance letter from the Wisconsin Department of Natural Resources, confirming that there will not be a facility upgrade plan requirement as part of the Village’s 2021 permit
- Decanted clear water off of sludge storage tank. The need for a fall sludge haul out will not be needed, so budget funds will remain under this line

Motion made by D Segerstrom with a second made by S Byers to close the November 2020 Utility Commission Monthly Meeting. **Motion carried.**

MINUTES – Motion made by S Byers with a second by D Segerstrom to approve the October 20, 2020 Village Board Meeting Minutes. **Motion carried.**

VOUCHERS - Motion by D Segerstrom with a second made by S Byers to approve the vouchers, from October 15, 2020 – October 28, 2020, totaling \$167,363.15. **Motion carried.**

SCHEDULED APPEARANCES – None

WALK-INS – None

CORRESPONDENCE – None

ADMINISTRATOR’S REPORT:

- Review of 2021 budget and tax mill rates based on the newest information received from Wrightstown School District, Northeast Wisconsin Technical College and Fox Valley Tech. Need the State of Wisconsin, Brown and Outagamie County levies before finalizing. The goal is to keep the Village’s portion of the tax rate consistent with the rates from last year
- Reviews have been completed but a check in will need to be scheduled with the Clerk/Treasurer’s Department. This was put off due to the election
- Halloween Trick-or-Treat numbers were down this year, but it went well and everyone seemed to follow social distancing guidelines
- Waiting on Hwy 41 project before determining large signage needs. Smaller signs and banners will be placed yet in 2020
- Village of Greenleaf Incorporation request did not pass due to lack of homogeneity in the current hamlet. Town of Wrightstown has 1 year to resubmit without being charged an additional fee
- Continuing to work on more development
- Meeting with Financial Advisor Jon Cameron from Ehlers, tomorrow, to finalize 2021 borrowing
- Waupekun Park shelter is being framed this week
- New sidewalk is poured at Mueller Park. Retaining wall is to be poured next week
- Moving forward with the Christmas Parade, scheduled for December 5th at 4:00 p.m. The Tree lighting is to follow

- Employee Christmas luncheon will be scheduled for mid-December
- Received notification from the Wisconsin Department of Revenue that the Village's residential assessments are out of compliance, even though our last village-wide revaluation was in 2018-2019. Our ratio is at 88.42% and we need to be between 90% - 110%. This will need to be monitored and a future revaluation may be necessary

CLERK/TREASURER'S REPORT

- 1,882, out of 2,101 registered Village residents voted in the November 3, 2020 General Election. 109 of those registered on election day
- Final Equated Statement of Assessments, including manufacturing totals, were received on Friday, October 23rd. The Village's Brown County assessment increased \$5,301,900 and Outagamie County assessment increased \$4,940,900
- Denied FEMA COVID-19 grant funding since all submitted expenses were for wages already included in the 2020 budget
- Clerk/Treasurer Michelle Seidl attended the VIRTUAL League of Wisconsin Municipalities Annual Conference October 6th – October 15th

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **Resolution No. 11042020** – Motion made by S Byers with a second made by D Segerstrom to approve Resolution No. 11042020, committing \$78,918.14 from 2020 Public Works budgeted funds to be spent in 2021. Money was to be used to repair Sue Ln., Turner and Green Streets. However, these upgrades were wrapped into the Clay St. project earlier this year. **Motion carried.**
- **Application and Certificate for Payment – Alliance Construction** – Motion made by S Byers with a second made by D Segerstrom to approve the Application and Certificate for Payment Invoice 2881, from Alliance Construction & Design, Inc., for \$10,302.00, for the Wrightstown (Waupekun) Park Pavilion Project. **Motion carried.**
- **Application for Payment No. 1 – Highway Landscapers, Inc.** – Motion made by S Byers with a second made by K Wendlandt to approve Application for Payment No. 1, to Highway Landscapers, Inc., for \$31,350.00 for the 2020 Mueller Park Parking, Walks and Slope Stability Project, pending receipt of the official grant award from the Wisconsin Coastal Management Program (WMCP). **Motion carried.**
- **Robert E. Lee Invoice No. 78335** – Motion made by S Byers with a second made by D Segerstrom to approve Robert E. Lee Invoice No. 78335, for \$17,074.16, for Engineering Services for the Fox River Launch, Mueller Park Project **Motion carried.**
- **NEW DPW/Wastewater Operator Hire** – Motion made by S Byers with a second made by D Segerstrom to approve to hire for the vacant position of DPW/Wastewater Operator, for the Village of Wrightstown, pending a clean background check and acceptance of offer to include residency restrictions. 14 applications were received and 5 individuals were interviewed. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING

- **Midwest Expansion/Matriarch Ventures, LLC, Rezone Request** – Motion made by D Segerstrom with a second made by S Byers to approve the rezone request by Midwest Expansion/Matriarch Ventures, LLC, for Tax Parcel 300002400 (Outagamie County), from (M-F) Multi-family Residential with PDD to (R-1) Residential with PDD and for Tax Parcel 300002401 (Outagamie County), from (B-1) General Business with PDD to (R-1) Residential with PDD. **Motion carried.**

PUBLIC SAFETY - -

Fire Department Comments

- ISO audit was completed last week. Results will take 4-6 months to receive
- About half of the normal number of Trick-or-Treaters visited the Fire Station on Halloween due to COVID-19. We may want to consider changing the hours for 2021 to 3:00 p.m. – 6:00 p.m. since Halloween falls on a Sunday
- Deer Hunt (drive through) Booyah Bash will be held on Saturday, November 14th
- Assisted with a large barn fire in Hobart on Tuesday, November 3rd

Police Department Comments

- NEW County RMS & CAD project is underway. Last training for the Police Clerk is scheduled for tomorrow. Go live is scheduled for Tuesday, November 10th at 8:00 a.m.
- Families took advantage of being out on Halloween and good news, Waldo has been found!

PUBLIC WORKS & UTILITIES

- Received 19 trees through the First Downs for Trees program hosted by the Wisconsin DNR and the Green Bay Packer organization. A few will not be planted until 2021 so they can replace those taken down as part of the Mueller Park project
- Mueller Park shut down for the winter. Docks have been removed
- DPW/Utility Clerk is currently creating a new resident handbook. We are excited to begin utilizing it!

ADJOURN – Motion made by D Segerstrom with a second made by S Byers to adjourn at 6:35 p.m.
Motion carried.

Michelle Seidl

Clerk/Treasurer