

## **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, March 16, 2021.**

Meeting was called to order at 6:00 p.m. by Village President Dean J. Erickson and the Pledge of Allegiance was recited.

Roll Call: Present – President Dean J. 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, Director of Public Works Andy Vickman, Police Chief Greg Deike, Fire Chief Mike Schampers, Municipal Court Judge Perry Kingsbury, Ehlers Municipal Advisor Jon Cameron and residents Lisa Kalscheur, Mark Leonard and Ronald Zahn

**MINUTES** – Motion made by A Lundt with a second made by D Segerstrom to approve the March 2, 2021 Board Meeting Minutes, as submitted. **Motion carried.**

**VOUCHERS** – Motion made by S Byers with a second made by T Schaeuble to approve the vouchers, as submitted, totaling \$103,833.72, from February 25, 2021 through March 10, 2021. **Motion carried.**

**SCHEDULED APPEARANCES:** None

### **WALK INS:**

- Judge Perry Kingsbury requested that the Board of Trustees review the Village’s current ordinances regarding truancy and provided suggested changes
- Ed Byrne from the Brillion News spoke about a document from the Wisconsin Policy Forum regarding Fire & EMS volunteer shortages. The article highlighted three discoveries based on a study from Ozaukee County:
  1. There is a definite lack of communication/cooperation across county lines, between Fire & EMS organizations
  2. Community Para Medicine is being used to fund EMS services by providing a broader income base
  3. On call Fire and EMS personnel are responding to high volumes of calls due to staffing shortages at care facilities and for minor, non-emergency, no transport situationsWisconsin Police Forum has been in contact with area chiefs and are planning a study of services in Northeast Wisconsin, so issues pinpointed can be addressed
- Jon Cameron, Municipal Financial Advisor with Ehlers, presented the updated financing plan for the spring 2021 borrowing. \$2,555,000 in General Obligation Bonds are to be issued to cover a portion of the Royal St. Pat’s Regional Pond Project, the Mueller Park Project, Washington St./ZZ and Rosin Rd. upgrades and replacement of the Fire Department’s SCBA equipment. In 2020, general obligation debt cost Village taxpayers \$1.93/\$1,000 of assessed value. Starting in 2021, this new debt will increase that cost by \$0.62/\$1,000 of assessed value, if no TID support is available. The general obligation debt capacity will rise from 71% to 87%. To minimize issuance expense, smaller water and sewer projects may be added to this borrowing. Capital improvement plans and borrowing for 2022-2024 were also presented, to include the remainder of the Royal St. Pat’s Regional Pond Project work planned for 2023. The

spring 2021 sale date will be set at the Wednesday, April 7th board meeting, for Tuesday, May 4th, with bond proceeds to be received just before Memorial Day

**CORRESPONDENCE:** None

**ADMINISTRATOR'S REPORT:** None

### **COMMITTEE REPORTS**

#### **FINANCE/PERSONNEL**

- **Greenleaf Bank Loan Statement 810132002** – Motion made by S Byers with a second made by T Schaeuble to approve Greenleaf Bank Loan Statement 810132002, for \$63,781.94, for principal and interest payments on the Village's 2018 \$558,000 General Obligation Note for TID No. 3, due on April 1, 2021. Call of roll: 7 yes votes. **Motion carried.**
- **Ehlers Bond Trust Services Statement No. 63173** – Motion made by S Byers with a second made by T Schaeuble to approve Ehlers Bond Trust Services Statement No. 63173, for \$86,615.00, for principal and interest payments on the Village's \$730,000 General Obligation Refunding Bonds, Series 2013A. Call of roll: 7 yes votes. **Motion carried.**
- **Ehlers Bond Trust Services Statement No. 63174** – Motion made by S Byers with a second made by T Schaeuble to approve Ehlers Bond Trust Services Statement No. 63174, for \$151,860.00, for principal and interest payments on the Village's \$2,705,000 General Obligation Corporate Purpose Bonds, Series 2017A. Call of roll: 7 yes votes. **Motion carried.**
- **Ehlers Bond Trust Services Statement No. 63175** – Motion made by S Byers with a second made by T Schaeuble to approve Ehlers Bond Trust Services Statement No. 63175, for \$69,340.63, for principal and interest payments on the Village's \$2,235,000 General Obligation Corporate Purpose Bonds, Series 2019B. Call of roll: 7 yes votes. **Motion carried.**
- **McMahon Engineers/Architects Invoice No. 971762** – Motion made by S Byers with a second made by T Schaeuble to approve McMahon Engineers/Architects Invoice No. 971762, for \$55,096.67, for TID No. 3 Area 3 Storm Sewer & Pond Project. Call of roll: 7 yes votes. **Motion carried.**
- **2021 Spring Borrowing Overview** with Jon Cameron, Municipal Financial Advisor from Ehlers held during "Walk-In" period
- **Economic Development and Future Planning** – Overview of 2021 Economic Development Budget revenues and expenditures presented. \$266,291.37 was budgeted. \$2,048.89 is to be collected monthly for interest free business improvement loan payments from Deb Tews (The River Coffee & Cream), Horkman Restaurants (Fox Pizza), Sheri Evans (Kayak Wisconsin) and Lisa Kalscheur - Nashoba Ventures (Grit & Furrow). \$23,136.72 was paid to Alliance Construction in January 2021 for the Waupekun Park Shelter project final payment and \$36,000 to Sheri Evans, in February 2021, for a business development loan for Kayak Wisconsin. Pending discussion later in the meeting is in regards to a payment of \$1,400 - \$2,800 to BConnected, LLC for social media management services and for a second business improvement loan for Lisa Kalscheur – Nashoba Ventures, in the amount of \$50,000. Also, in December of 2021, the Village is committed to a \$10,000 payment for the purchase of the Demske Property in 2020.
- **Lisa Kalscheur, Grit & Furrow – Interest Free Loan** – Administrator Coenen proposed a 10 year, \$50,000 interest free business improvement loan to Lisa Kalscheur of Grit & Furrow, to be issued in August/September 2021 once the second half of property taxes are collected and the first 15% of the Village's state aids have been received. First payment date scheduled for

October 1, 2021 with a \$416.67 monthly payment amount. Motion made by S Byers with a second made by A Lundt to move forward with the presented amortization schedule, for a 10 year \$50,000 interest free loan, to be disbursement in September 2021. Call of roll: 7 yes votes. **Motion carried.** Actual loan documents will be presented for approval at a meeting in August.

- **TEA Grant & VIA Rail Engineering, Inc.** – The Village is investigating the costs of a rail spur installation that will be needed for a manufacturing facility being proposed at the end of Quality Ct. This spur could potentially be used by all future businesses along the CTY U corridor. VAI Engineering, Inc., out of Maribel, has submitted a proposal to provide a full concept design and assist with a Transportation Economic Assistance (TEA) grant application. As part of the Development Agreement with the new facility, the Village will cover approximately \$300,000 (which includes the VIA Rail engineering costs) of the 50% TEA grant match based on 20% return of the estimated new tax increment the manufacturing facility creates. Motion made by S Byers with a second made by T Schaeuble to approve the TEA Grant proposal from VAI Rail Engineering, Inc., not to exceed \$83,650.00. Call of roll: 7 yes votes. **Motion carried.**
- **Melissa J. Malfroid, NEW Volunteer Firefighter** - Motion made by K Wendlandt with a second made by A Lundt to accept the application of Melissa J. Malfroid, 1028 Debra St., Wrightstown, as a volunteer for the Wrightstown Fire Department. **Motion carried.**

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

- **Wrightstown Golf Course, LLC Final Plat**– Motion made by T Schaeuble with a second made by S Byers to approve the Final Plat for Wrightstown Golf Course, LLC, Parcel 300000300, Village of Wrightstown. State license approval with continuation of plat numbering from Linksvie CT, roads, curb, gutter, sidewalks and updated covenants are needed as conditions of the Planning Commission. **Motion carried.**
- **2021 Village Park and Boat Launch Use Agreement** - Motion made by T Schaeuble with a second made by A Lundt to approve the (revised) 2021 Village Park and Boat Launch Use Agreement with Waterboard Warriors. Updates made per recommendations requested at board meeting on March 2<sup>nd</sup>. **Motion carried.**
- **2021 Schedule of Events**
  - Loving Life Duathlon – May 22<sup>nd</sup>
  - Tunes on Tuesday starts on May 25<sup>th</sup>
  - Bike to the Beat, part of Appleton Mile of Music – August 7<sup>th</sup>
  - Roaring to the 20's, sponsored by Brown County Historical Society – August 21<sup>st</sup>
  - Movie in the Park – August 21<sup>st</sup>
  - Fall Festival in conjunction with the Wrightstown School District Color Blaze Run – September 25<sup>th</sup>
  - 55+ Bingo Bash Dinner – October 26<sup>th</sup>
  - Christmas Parade & Tree Lighting Ceremony – December 4<sup>th</sup>
- **Wrightstown Post Office** – Representative Mike Gallagher and Senator Andre Jacques have been contacted for assistance with the relocation of the Wrightstown Post Office location. The goal is to have it back in the Village as quickly as possible. Motion made by T Schaeuble with a second made by S Byers to approve the follow up draft letter, written by Administrator Travis Coenen, to the US Postmaster General and State Legislators, requesting the expedited move of the Wrightstown Post Office, back to the Village. **Motion carried.**
- **Bernard Bowers Easement Agreement** – Motion made by T Schaeuble with a second made

by D Segerstrom to approve the agreement with Bernard Bowers for a 20' easement on parcel VW-177, for construction of an interceptor. Map of the current storm water route in Royal St. Pat's subdivision provided. To save on construction project costs, Bernard Bowers has been contacted about allowing a 20' easement for storm sewer on his parcel VW-177 rather than digging up CTH U. In return, he is asking that the \$52,933.63 in outstanding deferred assessments from the 1998 Sanitary Sewer & Water Main Project and the 2009 CTH U & State Hwy 96 Sanitary Sewer & Water Main Project be forgiven. Coca Cola has donated property for the storm sewer easement from the roundabout to the railroad tracks. No written documents are yet available. Motion rescinded since no action to be taken by T Schaeuble with a second made by S Byers. **Motion carried.**

- **BConnected, LLC Project Proposal** – BConnected, LLC, as part of 2021 Economic Development, has been asked to assist the Village with a marketing initiative to recognize businesses and share community history through the use of social media. Motion made by T Schaeuble with a second made by K Wendlandt to approve the proposal from BConnected, LLC, for March 2021 and April 2021, at \$1,400 per month, to plan, implement, manage and monitor the Village's social medial platforms. **Motion carried.**
- **Brown County Planning Commission Board Position** – Trustee Dan Segerstrom volunteered to replace Trustee Terry Schaeuble on the Brown County Planning Commission board. Motion made by T Schaeuble with a second made by A Lundt to appoint Dan Segerstrom. **Motion carried.**
- **Chapter 28 Fire Department & Chapter 102 Fees & Penalties – Village of Wrightstown Municipal Code** – Village's current Municipal Code has no language in regards to fire inspection and gives the Fire Inspector, the Fire Chief and the Police Department the authority to enforce the National Fire Protection Association Code and issue penalties. Additional language added outlines the requirement that all Village businesses and multi-family dwellings with 3+ units must have a key box so fire/rescue personnel are able to gain access in the event of an emergency. Motion made by T Schaeuble with a second made by K Wendlandt to move forward with the addition of NEW Article I: Fire Prevention Code and Article II: Key Boxes, to Chapter 28 Fire Department of the Village of Wrightstown Municipal Code and the addition of a penalty under Chapter 102 Fees & Penalties; Chapter §28-22. **Motion carried.**
- **NEW Operator License Application for Rueben C. Klein** – Motion made by T Schaeuble with a second made by S Byers to approve the NEW Operator License Application for Rueben C. Klein, 1588 Day St., Greenleaf, WI, 54126, for Dollar General
- **NEW Operator License Application for Sara E. Vander Heiden** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the NEW Operator License Application for Sara E. Vander Heiden, W348 Cty Rd UU, Kaukauna, WI 54130, for Royal St. Patrick's Golf Course. **Motion carried.**

## **PUBLIC SAFETY**

**Fire Department** – No questions or comments

**Municipal Court** – No questions or comments

**Police Department** – No questions or comments

## **PUBLIC WORKS & UTILITIES**

- Transitioning parks from Winter to Summer

- Due to the mild winter, left over salt is being stored in Lawrence and in Greenleaf and is also taking up precious space at the DPW garage
- Sent nuisance letters out to property owners asking for yards to be cleaned up before having the police department issue citations

**ADJOURN** - - Motion made by A Reignier with a second made by S Byers to adjourn the meeting at 8:25 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer