

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, April 7, 2021** 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, Trustee Dan Segerstrom, and Trustee Keith Wendlandt.

Also present: Ed Byrne (Brillion News); Brian Roebke (Wrightstown Spirit); Village Administrator Travis Coenen; Clerk/Treasurer Michelle Seidl; Public Works Director Andy Vickman; Police Chief Greg Deike, Fire Chief Mike Schampers, Fire Inspector Nathan Helbing, Municipal Financial Advisor Brian Roemer, Residents Lisa Kalscheur, Alex Minten, Carly Minten, Mark Raschka, Brad Sigmund, Julie Sigmund and individuals requesting ATV's to be allowed on Village streets:

Mike Biese	Eric Bley	Jenny Bley	Joe Coenen
Darren Cornelissen	Travis Cornelissen	Tyler Cornelissen	Greg Gutzman
Jean Jack	Neil Jack	Dustin Kersten	Dustin Koch
Jason LeBrec	Brian Liebergen	Brian Roebke	Brian Van De Hey
Deena Vande Voort			

PUBLIC HEARING

Motion made by A Lundt with a second made by K Wendlandt to open the public hearing for the purpose of hearing from all persons and/or their agents on the following:

Amendment to Chapter 206 Zoning §206-18 Accessory Buildings (C) Setback, area and height regulations (1)

Amended ordinance allows for accessory buildings on properties zoned R-R Rural Residential, to be constructed with up to 2,000 square feet and have a maximum height of 20' due to larger lot sizes

Three calls were made for public input with no response

Amendment to Chapter 28 Fire Department & Chapter 102 Fees and Penalties

Ordinance amendment brings Village code into compliance with Wisconsin State Statutes. It also requires all businesses within the Village to have a lock box so rescue personnel can gain access in the event of an emergency

Three calls were made for public input with no response

Discussion by Board of Trustees to eliminate item "D" (ALL EXISTING COMMERCIAL OR INDUSTRIAL STRUCTURES THAT HAVE A FIRE DETECTION OR FIRE

SUPPRESSION SYSTEM WILL HAVE 90 DAYS TO INSTALL LOCK BOXES, APPROVED BY THE JURISDICTION) under §28-21 since item “E” requires all commercial or industrial structures to have lock boxes installed within 90 days

Motion made by A Lundt with a second made by K Wendlandt to close the public hearing. **Motion carried.**

UTILITY COMMISSION MONTHLY MEETING

Motion made by K Wendlandt with a second made by A Lundt to open the April 2021 Utility Commission Monthly Meeting. **Motion carried.**

WATER UTILITY

- Daily average of water pumped through March 30th, 2021 was 178,533 gallons
- Completed the 2020 Consumer Confidence Report (CCR)
- 48 requests mailed to residents, during the COVID-19 pandemic, to schedule water meter change outs. To date, 37 of these have been completed
- Turned in the copper and brass from Village’s retired Sensus water meters and received \$8,000 in unbudgeted revenue!

SEWER UTILITY

- \$678.08 in septic revenue collected in March, 2021. That brings total septic revenues collected year to date, to \$1,210.63

2020 CONSUMER CONFIDENCE REPORT (CCR)

- CCR approved by the DNR on March 23rd
- Additional bi-product sampling was required in 2020
- Lead and copper levels all came back in compliance. Although there was one exceedance, levels still remained under the 20% limit
- Reporting and testing requirements for 2020 were satisfied
- CCR to be published and provided to local businesses in April

Motion made by S Byers with a second made by T Schaeuble to close the April 2021 Utility Commission Monthly Meeting. **Motion carried.**

MINUTES – Motion made by A Lundt with a second by S Reignier to approve the March 16, 2021 Village Board Meeting Minutes. **Motion carried.**

VOUCHERS - Motion by S Byers with a second made by T Schaeuble to approve the vouchers, from March 11, 2021 – March 31, 2021, totaling \$560,857.63. **Motion carried.**

SCHEDULED APPEARANCES – None

WALK-INS – None

CORRESPONDENCE – None

Motion made by T Schaeuble with a second made by A Lundt to move the Discussion/Action item, regarding the request to allow ATVs/UTVs on Village streets, up on the agenda, after the Clerk/Treasurer's report. **Motion carried.**

ADMINISTRATOR'S REPORT:

- No information provided

CLERK/TREASURER'S REPORT

- Open Book is scheduled for Thursday, May 13, 2021 from 11:30 a.m. – 1:30 p.m. Appointment's are required
- Board of Review is scheduled for Thursday, May 27, 2021, from 3:30 p.m. – 5:30 p.m.
- 419 Brown County and 32 Outagamie County voters participated in the April 6th Spring Election. The Village's incoming officials are: President: Dean J. Erickson Trustees: Sue Byers, Andy Lundt, Mark Leonard
- Brown County is discussing consolidated tax collection for 2021-2022, at a cost of \$1.60 per tax parcel, for participating municipalities. The cost to the Village of Wrightstown is approximately \$1,900 annually

Dustin Kerstin, 209 Haymeadow, asked the Board of Trustees to consider allowing operation of ATVs/UTV's on Village streets. Inquiries were made to local municipalities with ATV/UTV ordinances. Those contacted indicated that there were very few issues as a result of ATV/UTV traffic and the allowance has been found to be an added benefit to the community. Current state regulations enable use of ATVs/UTVs only on roads that are posted at 35 mph or less, therefore confining traffic to village streets rather than state or county highways. The board will have the flexibility to shape the ordinance to offset concerns

Mike Biese, Town of Freedom resident and Wisconsin ATV/UTV Representative explained that the ATV/UTV Association works with the Department of Natural Resources, Department of Transportation and county and local law enforcement to write ordinances that primarily revolve around ATV/UTV safety. There are currently 34,000 miles of state approved ATV/UTV trails in Wisconsin.

Joe Coenen, N1657 Outagamie Rd. stated that the Town of Buchanan Plan Commission is currently looking at creating an ATV/UTV ordinance. Outagamie County has strict guidelines regarding ATV/UTV routes under their jurisdiction, that are on or cross a county highway, so this will need to be considered if the Village of Wrightstown decides to move forward

Greg Gutzman, 306 Janet Ct. rides in Brillion. They require a vehicle safety check and license to ride in their municipality

Area resident Brian Roebke noted that you are unable to cross through Wrightstown Village when traveling to and from neighboring municipalities. ATV/UTV traffic would support village business if allowed to come in

Area resident Jean Jack would like to have access to village parks and cross through Wrightstown when traveling to visit family

Brian Liebergen, 7246 Cty D, Town of Holland would like to have ability to legally pass through the Village on his ATV

The following communities currently have an ATV/UTV ordinance: Town of Center, Town of Freedom, Town of Holland, Town of Kaukauna, Town of Wrightstown, City of New London. Town of Vandebroek is looking at creating an ordinance

Trustee Andy Lundt spoke with neighbors in favor of an ATV/UTV ordinance and would support moving forward to pass one

Trustee Scott Reignier expressed his concern with passing an ATV/UTV ordinance due to the large number of state and county roads running through the Village of Wrightstown, the large amount of foot traffic on village streets due to lack of sidewalks and that fact that state law allows 12-15 year olds to operate when accompanied by an adult

Police Chief Greg Deike spoke with chiefs from Brillion, New London and Pulaski and they noted having very few issues with ATVs operating in their municipalities. He stated the importance of customizing an ordinance that will make safety a priority since the increase of traffic will increase risk. Operator education will be key. In the new ordinance, the Village has the ability to prohibit unlicensed individuals from driving

Trustee Keith Wendlandt is in support of an ATV/UTV ordinance but is concerned with having to open all village streets to this traffic so trails and road routes can be accessed

Trustee Dan Segerstrom indicated that ATVs/UTVs are allowed on state highway right of ways when it is needed to connect to trails and approved roads. The Village of Wrightstown may be required to do the same

Trustee Terry Schaeuble is in favor of creating an ATV/UTV ordinance with guidelines specific to the Village's needs

Mike Biese suggested that the Village ordinance be created as similar as possible to State ATV Ordinance 2333 to create consistency for operators and public officials. A difference in regulations pose problems as enthusiasts travel to and from municipalities in regards to insurance, operator age, helmet and licensing requirements. Only a signing permit will be needed from Brown County but there will be more required from Outagamie County as their ATV/UTV regulations are the most restrictive in the State of Wisconsin

Motion made by A Lundt with a second made by K Wendlandt to move forward with the creation of a Village of Wrightstown ATV/UTV ordinance. **Motion carried.**

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

- **Initial Resolution 04072021-1** – Motion made by S Byers with a second made by T Schaeuble to approve initial resolution 04072021-1 authorizing \$440,000 in general obligation bonds for street improvement projects. Call of roll: 7 yes votes. **Motion carried.**
- **Initial Resolution 04072021-2** – Motion made by S Byers with a second made by T Schaeuble to approve initial resolution 04072021-2 authorizing \$310,000 in general obligation bonds for

parks and public grounds projects. Call of roll: 6 yes votes. (*Andy Lundt temporarily stepped out*). **Motion carried.**

- **Initial Resolution 04072021-3** – Motion made by S Byers with a second made by T Schaeuble to approve initial resolution 04072021-3 authorizing \$155,000 in general obligation bonds for equipment of the fire department (SCBA). A reduction in the SCBA borrowing amount will be warranted since replacement cost came back at approximately \$113,000. However, the \$155,000 stated in this resolution is a “not to exceed” amount so it can be passed as motioned. Call of roll: 7 yes votes. **Motion carried.**
- **Initial Resolution 04072021-4** – Motion made by S Byers with a second made by T Schaeuble to approve initial resolution 04072021-4 authorizing \$1,800,000 in general obligation bonds for storm sewerage projects. Trustee Dan Segerstrom noted that although he fully supports the need for a regional storm water pond for Royal St. Pat’s, he feels that the timing of the project is poor due to other development happening in that area, with the high construction cost and borrowing needed to complete and with the potential for upcoming Jobs Act infrastructure funding. Administrator Coenen explained that the RSP regional storm water pond project is being planned while TID 3 and TID 4 are open and TID funds are able help with the expense and while interest rates are still at historic lows. However, any potential grant funding received later this year can be used to reduce the borrowing in 2022 that will be needed for the second phase of the project. Call of roll: 7 yes votes. **Motion carried.**
- **Initial Resolution 04072021-5** – Motion made by S Byers with a second made by T Schaeuble to approve resolution 04072021-5 providing for the Sale of Not to Exceed \$2,705,000 General Obligation Corporate Purpose Bonds, Series 2021A. Call of roll: 7 yes votes. **Motion carried.**

Brian Roemer from Ehlers reviewed the borrowing documents and explained the uses and allocations of the 2021 borrowed funds. A spreadsheet showing impact of debt service, to include the next 5 years of capital borrowing, was provided. In 2021, the debt service tax on a home assessed at \$215,000 is estimated to be \$415. In 2022, due to debt dropping off, debt service tax is estimated to be \$319. Estimated debt capacity, to include the 2021 borrowing, will be at 75%

- **Robert E. Lee Invoice No. 79261** – Motion made by S Byers with a second made by K Wendlandt to approve Robert E. Lee invoice No. 79261, for \$22,991.02, for residential observation for the Midwest Expansion, Project 11269072. Trustee Dan Segerstrom noted that due to tight cash flow, all current agreements with developers are to be on a PAY-GO basis. However, engineering costs are being paid by the Village for these development projects, which are further negatively impacting the general fund. Administrator Coenen explained that Robert E. Lee was hired by the Village to make sure that the work on the Midwest Expansion project is meeting Village expectations and expenditures should eventually be recovered from TID revenues. **Motion carried.**
- **Wisconsin Department of Administration Invoice 17996** – Motion made by S Byers with a second made by T Schaeuble to approve Wisconsin Department of Administration invoice 17996, for \$713,099.35, for principal and interest payments on the Village’s Clean Water Fund Revenue Bonds, Series 2009, Safe Drinking Water Fund Revenue Bonds, Series 2013 and Safe Drinking Water Fund Revenue Bonds, Series 2015, due on May 1, 2021. Call of roll: 7 yes votes. **Motion carried.**
- **Certificate and Direction (April 2021)** – Motion made by S Byers with a second made by A Lundt to approve the certificate and direction, dated April 21, 2021, requesting the Associated Bank escrow agent disburse \$361,566.00 from the Village’s escrow account, on Friday, April

23rd, 2021 to the State of Wisconsin Safe Drinking Water Loan Program, for payment of debt service on the Village's Water System Revenue Bonds, Series 2015, due May 1, 2021, per the June 24, 2015 Escrow Agreement. Call of roll: 7 yes votes. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING

- **Ordinance Amendment 04072021** – Motion made by T Schaeuble with a second made by S Byers to approve Ordinance Amendment 04072021 amending Chapter 206 Zoning §206-18 Accessory Buildings, (C) Setback, area and height regulations (1), of the Municipal Code, of the Village of Wrightstown. **Motion carried.**
- **Ordinance Amendment 04072021A** – Motion made by T Schaeuble with a second made by S Byers to approve Ordinance Amendment 04072021A amending Chapter 28 Fire Department and Chapter 102 Fees & Penalties, with the elimination of item “D” under Chapter 28, §28-21. **Motion carried.**
- **Resolution 06012021 Vacation of Hickory St.** – Motion made by T Schaeuble with a second made by K Wendlandt to approve the Introduction to Resolution 06012021, to vacate a portion of Hickory Street, and establish a public hearing date of June 1, 2021. **Motion carried.**
- **NEW Operator License Applications**
 - Motion made by T Schaeuble with a second made by D Segerstrom to approve the NEW Operator License Application for Grace K. Demetrician, 400 E. Wayfarer Ln., Appleton, WI 54913, for Royal St. Patrick's Golf Links. **Motion carried.**
 - Motion made by T Schaeuble with a second made by D Segerstrom to approve the NEW Operator License Application for Amanda C. Nilsson, 3031 W. Capitol Dr., Appleton, WI 54914, for Royal St. Patrick's Golf Links. **Motion carried.**
- **Lucky's Pub & Grill Site Plan** – Motion made by T Schaeuble with a second made by S Byers to approve the site plan for Lucky's Pub & Grill, 2565 Cty Rd. U, Village of Wrightstown. **Motion carried.**
- **River Valley Industries Developers Agreement** – 7.229 acre \$2,500,000 light industrial development to be constructed across Broadway St. from Greenleaf Bank. Village's obligation in the DRAFT agreement is to disburse 14.16% of the new tax increment generated as a PAY-GO incentive, over a 13-year period, which equates to an estimated \$354,087.50 or \$27,237.50 annually. River Valley Industries will be responsible for creating all needed storm water ponds
- **Alliance Plastics Developers Agreement** – Alliance Plastics is to construct a \$2,200,000 manufacturing facility at the end of Quality Ct. within 24 months of the signed agreement and double the size of their building within 7 years. The Village is agreeing to provide 20% of the new increment, to not exceed \$440,000, in assistance toward the installation of a rail spur and to facilitate the TEA grant application and the rail installation, within 36 months of the signed developer's agreement. The Village will borrow for the incentive amount of \$440,000
- **Fleischman J. Solutions, LLC (Drexel Lumber) Developers Agreement** – Drexel Lumber will be expanding on the old Perry property, across Broadway St., from their current facility. On April 1st, Fleischmann J. Solutions, LLC purchased Brown County parcel W-179 from Tinesdale Farms and are asking that the Village gift connecting Brown County parcel VW-W180 as a development incentive. A portion of parcel W-179 will need to be annexed into the Village of Wrightstown from the Town, making sure that some acreage is left to preserve connectivity between Town parcels. The new manufacturing plant will make trusses and pre-fab building sections and utilize rail transportation. Drexel is to construct a 150,000 sq. ft. \$10,000,000 facility with 24 months from the date of the developer's agreement. The “draft”

agreement specifies that the Village is to provide an incentive of 15% of the \$10,000,000 new assessed value by:

1. Providing 21.463 acres of land in the development area, at a stated value of \$800,000
2. Providing up to \$700,000 in assistance toward the installation of a rail spur

Total incentive package is not to exceed \$1,500,000.

Because funding this agreement does not align with our current borrowing schedule, we could

1. Sell Fleischman J. Solutions, LLC the land at the \$800,000 stated value and use those funds to support the installation of the rail. The remaining amount of the Village's obligation would then be paid out through PAY-GO installments
2. Gift parcel VW-W180 at a stated value of \$800,000 and have Fleischman J. Solutions, LLC pay the cost of the rail installation. The remaining amount of the Village's obligation would then be paid out through PAY-GO installments

Suggestions on how to proceed should be submitted to the Village Administrator prior to the April 20th board meeting

- **Green Bay Cold Storage Developers Agreement** – Administrator Coenen is working with Mitch Laack, from Green Bay Cold Storage, on the final details of this developer's agreement. It will be presented to the Village Board at a later meeting as a PAY-GO installment plan with the total incentive being 15% of the new \$2,200,000 estimated increment. Water and sewer utility services need to be extended to the new facility, but due to Brown County's plan to upgrade DDD, it may be more beneficial to install on the property above. American Rescue Plan funds or Midwest Expansion repaid special assessments could potentially be used to pay for the utility extension
- **USPS Relocation** – Response received from the USPS National Liaison in Washington DC regarding the post office relocation in Wrightstown. Currently, the USPS is taking active steps to secure a new building and are anticipating having a site secured in the next 90-120 days with the new site to be operational within 12 months. Unfortunately, because the postal service needs time to determine the best solution based on operational needs, they are unable to expedite the move from Greenleaf back into the Village of Wrightstown
- **Downtown River District Parking Lot** – Motion made by T Schaeuble with a second made by S Byers to approve the installation of a downtown River District parking lot. Location is between Plum Creek and the bridge on the east side of ZZ and will utilize Village and DOT property to create overflow boat parking. Because the property is in a FEMA flood plain, a parking lot is an ideal use of space. Two designs were presented to accommodate 14-16 automobiles and 9-10 boats. There will be designated handicap spaces. Total cost will be approximately \$48,120 and will be paid for with the unused street funds rolled over from 2020. Pricing reduced due to the use of recycled Clay St. material and recycled concrete from an outside vendor. Director of Public Works Andy Vickman will be going out for formal bids before the project is started. Storm water treatment costs will need to be added to project pricing. **Motion carried.**
- **Village of Wrightstown Mask Mandate** – On Wednesday, March 31, 2021, the Wisconsin Supreme Court threw out Gov. Tony Ever's statewide mask mandate. The same day, Brown County issued a new health advisory asking that everyone age five and older wear a face covering or mask when in an enclosed building where people outside of their own household are present and when social distancing of six feet cannot be maintained or guaranteed. The Village of Wrightstown has decided to follow Brown County's advisory

PUBLIC SAFETY - -

Fire Department Comments

- ISO report confirmed that the Village maintained their OPS 3 rating

Police Department Comments

- No questions or comments

PUBLIC WORKS & UTILITIES

- Accepted delivery of 70 garbage carts and 50 recycling carts. New lids will be coming as the originals were incorrectly stamped
- Renewed DOT salt order for 2021-2022 to guarantee there is enough in the event of a bad winter and a shortage occurs
- Docks were put in at Mueller Park on Friday, April 2nd. Port-a-Pier is no longer operating so a retired worker from Schmidt was contracted, that taught Village staff how to remove docks moving forward. A crane may need to be added to the capital plan next year 😊
- Working on regulations to make sure curb cuts are consistent that will add an additional inspection after new driveways are installed

ADJOURN – Motion made by S Reignier with a second made by S Byers to adjourn at 8:17 p.m.
Motion carried.

Michelle Seidl

Clerk/Treasurer