

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, May 18, 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 Mark Leonard, Trustee Andy Lundt, 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, Director of Public Works Andy Vickman, Police Chief Greg Deike, Fire Chief Mike Schampers, Resident Scott Reignier and State Certified Salvage Inspector Jerry Young

MINUTES – Motion made by A Lundt with a second made by D Segerstrom to approve the May 4, 2021 Board Meeting Minutes as submitted. **Motion carried.**

VOUCHERS – Motion made by S Byers with a second made by K Wendlandt to approve the vouchers, as submitted, totaling \$85,583.31, from April 29, 2021 through May 12, 2021. **Motion carried.**

SCHEDULED APPEARANCES: None

WALK INS: None

CORRESPONDENCE: None

ADMINISTRATOR’S REPORT:

- Events in the Village this weekend: Loving Life Duathlon and Rummage Sale
- Village Wide Clean Up Day is scheduled for next Wednesday, May 26th
- Tunes on Tuesday is scheduled for next Tuesday, May 25th at the scenic overlook. Performance by Gil Sans
- Potential developments in the River District: Reopening of Tiger’s Den, new business/construction on the downtown vacant lot and possible new development on the old Demske property next to the hair salon
- Public Works Director Andy Vickman received his Public Works Supervisory Academy Certification and will start work on his advanced certification this fall
- Current employment vacancies:
 - Part-Time Municipal Court Clerk
 - Regular Part-Time Police Administrative Assistant
 - Full-Time Wastewater Operator/Public Works Laborer
- Updating Village Parking Ordinance to address current parking issues in the business district
- Update as to status of NEW ATV Ordinance will be presented at the June 1st board meeting. Until this has been passed, no all-terrain vehicles are allowed on Village streets

COMMITTEE REPORTS

FINANCE/PERSONNEL

- **Resolution No. 05182021** – The vacant Police Administrative Assistant position will be advertised as a permanent part time, 30 hour/week opportunity and the vacant Court Clerk position will be advertised as part time, 12-15 hours/week. These positions will no longer be shared with one full time employee. Motion made by S Byers with a second made by A Lundt to move \$4,015.80 from the 2021 Municipal Court Budget to the 2021 Police Department Budget to help cover permanent part-time benefits for the new Police Administrative Assistant. **Motion carried.**
- **Recognition of Trustee Scott Reignier** – Trustee Scott Reignier, whose term ended on Tuesday, April 20, 2021, was recognized for 14 years of service on the Village Board of Trustees
- **ARPA Funding** – On May 10, 2021, the U.S. Treasurer released the Coronavirus State and Local Fiscal Recovery Funds FACT SHEET, which clarified that allowable infrastructure spending includes installation/upgrades for broadband, sewer, storm water and water. With this new information, Administrator Coenen recommended that the approximately \$350,000 that the Village is to receive be used toward the extension of DDD or toward construction of the Regional Storm Pond in Royal St. Pat's. Doing so will reduce the amount of debt that will need to be levied in 2022 to complete these projects, therefore benefiting the rate payers. The first installment is due to be received in June 2021 with the second installment to be received in June of 2022

Recommendation by President Erickson that the Village Administration be allowed the flexibility to use funds as they see fit

Trustee Mark Leonard indicated that he would like to see the money used toward projects outside of the TID districts since development costs are reimbursed via Municipal, County, School District and Vocational School tax payments over the life of the TID's. Direct assistance to the taxpayer, such as road improvements, would be more desirable.

Per the Local Fiscal Recover Funds FACT SHEET, road improvements are not an allowable expense for ARPA funds

Motion made S Byers with a second made by K Wendlandt to direct the spending of ARPA Funds, to be used toward sewer, storm water or water infrastructure, with the directive that before committing funds, the project assignment come back before the Village Board. Call of roll: 7 yes votes. **Motion carried.**

- **Proclamation for National Public Works Week, May 16 – May 23, 2021** - Proclamation for National Public Works Week, May 16 – May 23, 2021 was read by Trustee D Segerstrom
- **Proclamation for National Police Week, May 10 – May 16, 2021 & Peace Officers' Memorial Day, May 10, 2021** - Proclamation for National Police Week, May 10 – May 16, 2021 & Peace Officers' Memorial Day, May 10, 2021 was read by Trustee A Lundt
- **Proclamation for International Firefighters Day on May 4, 2021 and EMS Week, May 17 – 23, 2021** - Proclamation for International Firefighters Day on May 4, 2021 and EMS Week, May 17 – 23, 2021 was read by Trustee K Wendlandt

On the Fox Photography is offering a free sitting and free 8” x 10” to any public safety officer or EMS professional, as a thank you for service. The photo will include a snapshot of the individual in street attire and then in professional uniform

- **State Certified Salvage Inspector** – Traffic Enforcement Officer Jerry Young, from the Green Bay Police Dept., will be retiring in July of 2021 and is working toward establishing a local inspection business. He currently holds a State Salvage Inspector certification that allows him to verify the drivability and safety of vehicles, for the purpose of registration and insurability, which have been totaled in an accident but then bought back and repaired. Currently, he averages 20 of these types of inspections per month, which could bring in approximately \$35.00 in revenue to the Wrightstown Police Department, per inspection, if a contract is agreed upon. Costs to the Village include annual training and the cost to buy a computer and phone. The purchase of a lift, in the future, could potentially increase incoming revenue and it could then be available for use by other Village departments. All scheduling to done by Officer Young. Motion made by S Byers with a second made by T Schaeuble to approve the proposal to contract with Officer Jerry Young for State Certified Salvage Inspector services. **Motion carried.**
- **River District Parking Lot Project** – A second option for the new River District parking lot was presented, as an alternative for the plans discussed at the April 7, 2021 board meeting. “Option 2” expands on the first by utilizing available DOT land under the bridge. The revised drawing shows separate entry and exit points and includes 15 car spaces and 20 vehicle/boat spaces. Due to his work with the Wisconsin Department of Transportation, Trustee Dan Segerstrom will be assisting with the project. Using leftover materials from the Clay St. upgrade will help reduce expenses, but \$18,700 will need to be spent over and above the costs of Option 1. \$67,098.14 will remain in the 2021 Street Repair budget line for future projects, once the parking lot construction has been paid for. Motion made by S Byers with a second made by T Schaeuble to approve Parking Lot Option #2, at an estimated cost of \$66,820.00. **Motion carried.**
- **L & M Trucking Bid – River District Parking Lot Project** – Motion made by S Byers with a second made by T Schaeuble to approve the L & M Trucking bid, of \$21,800, for excavation of the River District Parking Lot project. **Motion carried.** One other bid of \$44,805.20, from BEST Enterprises, was received but rejected.
- **Sale of Village Parcel VW-W180** – Motion made by S Byers with a second made by T Schaeuble to move the action on the sale of Village parcel VW-W180 until after the closed session discussion. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING

- **ORIGINAL Alcohol Beverage Retail License Application for Grit & Furrow, LLC** – Motion made by T Schaeuble with a second made by S Byers, to approve the original alcohol Beverage Retail License Application for Grit & Furrow, LLC, Lisa Kalscheur, agent, 30 Golden Wheat Ln., Wrightstown, WI 54180; for Grit & Furrow Handmade Dishware Studio, 210 High St. **Motion carried.**
- **NEW Operator License Application** - Motion made by T Schaeuble with a second made by K Wendlandt to approve the NEW Operator License Application for Samantha T. Bartels, N3620 Cty Rd J, Kaukauna, WI 54130, for Royal St. Pat’s Golf Links. **Motion carried.**
- **Site Plan for Alliance Land Holdings, LLC** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the Site Plan for Alliance Land Holdings, LLC, 490 Quality Ct., Parcel VW-632, Village of Wrightstown. Alliance site plan approved by the Building Inspector, Fire Department and Planning Commission based on plans submitted. Drawings

detail the position of the building to be constructed on the western portion of the lot on Quality Ct. **Motion carried.**

- **Site Plan for Changing Lanes** – Motion made by T Schaeuble with a second made by K Wendlandt to approve the Site Plan for Changing Lanes, 344 Broadway St., Parcel VW-201, Village of Wrightstown. Bowling Alley is to be renovated to have a new modern look. Plans include conference rooms, storage and a lounge area. The site will be a meeting place for substance abuse support. Site Plan was approved by the Planning Commission on Monday, May 10th. **Motion carried.**
- **Site Plan for Wrightstown Golf Course, LLC** – Motion made by T Schaeuble with a second made by S Byers to approve the site Plan for Wrightstown Golf Course, LLC, 800 Block of Cty Road U, Parcels 300000103, 300000104 and 300010000, Village of Wrightstown. Planning Commission approved the general concept of the apartments and the layout only. Better elevations, updated building position drawings and storm sewer capacity will need to come back to the Planning Commission/Village Board before construction can begin. A rezone may also be required if the use of the inner lot(s) change. Current HOA covenants do not cover this development area but the Village is requesting that the facades compliment the current Royal St. Patrick’s subdivision. **Motion carried.**
- **Shred Event** – Responses to the request for resident input, regarding a shred day, were presented. The five received will not result in enough generated revenue to cover the event cost of \$825.00. As an alternative, it was suggested that a 95 gallon cart be contracted for, located at a Village facility and tipped at a cost of \$55.75 per tip. Because Village Hall already has a contracted shred bin, there is also the option of using the existing bin and utilizing revenues to offset a portion of the current expense. Motion made by T Schaeuble with a second made by S Byers to offer shredding services to the community, utilizing the Village’s current bin, contracted through Shred-It. Residents will be charged for the amount being recycled in proportion of the tipping fee for a full bin. **Motion carried.**
- **Updated CDC Covid-19 “After You Have Been Vaccinated” Guidelines** – CDC has released guidelines indicating that there is no need for vaccinated individuals to mask. Majority of Village staff have received the COVID-19 vaccine and are currently wearing masks when outside of individual offices or when dealing with customers. President Erickson asked that staff be cognizant of how walk-in traffic arrives and that their masking preferences be requested if they arrive masked, but otherwise, new regulations can be followed. Motion made by T Schaeuble with a second made by A Lundt to follow current CDC Masking Guidelines. **Motion carried.**

Motion made by A Lundt with a second made by K Wendlandt to move Public Safety next up on the agenda

PUBLIC SAFETY

Fire Department – No questions or comments

Police Department –

- Officer Vande Hey has successfully completed his training and is now patrolling solo. Coverage will increase, as a result, for when officers are on vacation, special events and when the Village would normally not have staff working
- Additional information on incoming calls will be provided, moving forward, for the purpose of transparency

CLOSED SESSION: Motion made by A Lundt with a second made by K Wendlandt to proceed into closed session, pursuant to Wisconsin State Statute 19.85(1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Call of roll: 7 yes votes. **Motion carried.**

Economic Development – Developer Negotiations

OPEN SESSION: Motion made by A Lundt with a second made by S Byers to reconvene into open session to discuss and/or take action on any issues that occurred during the closed session. Call of roll: 7 yes votes. **Motion carried.**

- **J. Fleischman Solutions, LLC (Drexel Systems Manufacturing) Development Agreement & Sale of Village Parcel VW-W180** – Motion made by S Byers with a second made by D Segerstrom to approve the Development Agreement with, and land sale of Village of Wrightstown parcel VW-W180 to, Fleischman J. Solutions, LLC (Drexel Systems Manufacturing), after secondary review from individual Board Trustees prior to Friday, May 21, 2021 at 12:00 p.m. Call of roll: 7 yes votes. **Motion carried.**
- **Alliance Plastics, MM Cold Storage and River Valley Industries Development Agreements** – Motion made by S Byers with a second made by D Segerstrom to table the Alliance Plastics, MM Cold Storage and River Valley Industries Development Agreements until the June 1, 2021 board meeting. **Motion carried.**

ADJOURN - - Motion made by M Leonard with a second made by K Wendlandt to adjourn the meeting. **Motion carried.**

Michelle Seidl

Clerk/Treasurer