

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, June 15, 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 (*arrived at 6:03 p.m.*), Trustee Andy Lundt (*arrived at 6:36 p.m.*), 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

PUBLIC HEARING – Motion made by K Wendlandt with a second made by S Byers to open the public hearing, to hear from all persons and/or their agents, on repealing in its entirety, Chapter 62 Village Board §62-11 Standing Committees and recreating Chapter 62 Village Board §62-11 Committee of the Whole. **Motion carried.**

Three calls were made for public input with no response

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

MINUTES – Motion made by S Byers with a second made by T Schaeuble to approve the June 1, 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 \$317,809.80, from May 27, 2021 through June 9, 2021. Trustee Keith Wendlandt inquired about the Coldwell Banker Real Estate Group invoice for \$74,671.00, paid on June 9, 2021, by Check #40639. Administrator Coenen indicated that the charges invoiced were for Coldwell Banker to co-broker the sale of Tinedale Farms, LLC tax parcels VW-W181-2 (*Village of Wrightstown*) and W-177 and W-179 (*Town of Wrightstown*). General fund “reserves” will be needed to cover the payment until TID No. 3 generates enough revenues to reimburse. Trustee Wendlandt also noted that Birschbach Inspection Service, Inc., has been paid \$60,143.92 so far in 2021. Administrator Coenen responded that Paul Birschbach is paid 85% of the total building permit fees collected from his work, while the Village retains 15%. This differs from the prior contract the Village had with Safebuilt, LLC, which was a 90%/10% split. Paid invoices for Robert E. Lee & Associates and McMahon Associates, Inc., for current development engineering services, totaled over \$140,000 in the last three months. **Motion carried.**

SCHEDULED APPEARANCES: None

WALK INS: None

CORRESPONDENCE: None

ADMINISTRATOR'S REPORT:

- Working with developers on two downtown River District projects
- Department head meeting scheduled for Wednesday, June 23rd at 9:00 a.m. to begin 2022 budget planning
- TEA and CRISI grant applications for Alliance Plastics and J. Fleischman Solutions, LLC (Drexel) rail projects to be submitted by the end of next week
- Brown County Sewage Technical Advisory Planning Committee meeting scheduled for Wednesday, June 16th to update sewer service area
- Updating the parking ordinances in the Village's municipal code
- Receiving positive and negative feedback regarding the proposed ATV ordinance. State of Wisconsin has offered to assist with drafting the new regulations if help is needed
- Requested updates to the development agreements for Alliance Plastics, River Valley Industries and M&M Cold Storage have been made and approved. Documents are awaiting President Dean J. Erickson's signature
- Working on an ordinance to create a storm sewer utility to support future storm water projects and maintenance

COMMITTEE REPORTS

FINANCE/PERSONNEL

- **Municipal Property Insurance Co. Primary Coverage Changes for 08/01/2021 – 08/1/2022**
Policy Term – Following changes to MPIC primary property coverage for August 1, 2021 through August 1, 2022 term were presented:
 - Earthquake coverage limited to \$5,000,000 policy aggregate. Also, new exclusion for losses stemming from earth movement related to mining operations that are not underground (*Prior: Earth movement coverage provided \$5,000,000 per occurrence. Slightly broader coverage provided for potential losses from mining operations*)
 - Flood coverage limited to \$5,000,000 policy aggregate vs. \$5,000,000 per occurrence
 - Property not covered now includes:
 - Underground storage tanks and tunnels
 - Vehicular bridges
 - Canals, seawalls and breakwaters – for flood; earthquake; freezing, thawing, impact of watercraft; the pressure or weight of ice or water, whether driven by wind or not; and, erosion or deterioration, whether gradual or sudden
 - Amusement park rail systems and railroad track within 100' of a covered building
 - Overhead transmission, distribution or conductor lines
 - Earthquake and flood are excluded causes of loss for dams, pavements, swimming pools and related equipment, retaining walls, bulkheads, piers, bridges, canals, seawalls, breakwaters, wharves and docks
 - “Malicious Programming” is now included in the list of losses excluded for property damage. This is unrelated to the coverage provided for data recovery. However, this loss is now covered under the Village's liability policy

The Village is also looking into increasing cyber liability coverage from \$10,000 to up to \$1,000,000. Application has been submitted and we are waiting for a response from the League of Wisconsin Municipalities Mutual Insurance with pricing quotes

- **Robert E. Lee & Associates, Inc. Invoice No. 79603** – Motion made by S Byers with a second made by T Schaeuble to approve Robert E. Lee & Associates, Inc. Invoice No. 79603, for \$15,642.89, for Midwest Expansion – Residential Observation. Village is covering this cost as a guarantee that project is meeting expected standards. **Motion carried.**
- **Midwest Expansion, LLP Invoice No. 20210603** – Motion made by S Byers with a second made by K Wendlandt to move the Discussion/Action on Invoice No. 20210603 from Midwest Expansion, LLP, for \$18,342.30 for Closing Costs and Ag Conversion Fees on Midwest Expansion, LLP's parcel VW-W181-2, to after the closed session. **Motion carried.**
- **Global Properties, LLC Incentive Payment** - Motion made by S Byers with a second made by T Schaeuble to approve the second incentive payment of \$63,470, due on June 23, 2021, to Global Properties, LLC, per the January 2021 Development Agreement. Although actual new increment is \$650,900 rather than the estimated \$634,700, payment is to be based on the estimate of \$634,700. **Motion carried.**
- **NEW Wisconsin Act 32 – Legal Newspaper Publishing** – Motion made by S Byers to publish required notices in the Wrightstown Spirit, once certification has been approved by the State of Wisconsin Department of Administration. No second was made. At the June 1, 2021 meeting, the Village Board of Trustees requested rate information and circulation counts for both the Wrightstown Spirit and the Brillion News. Newspapers certified with the State of Wisconsin Department of Administration are required to charge an established rate. At this time, the Wrightstown Spirit has applied for certification but a response has not yet been received. The Brillion News already has certified status. Circulation count for the Wrightstown Spirit is 1,057 households within the 54180 zip code while the Brillion News reaches 39 households in the 54180 zip code. Motion made by S Byers with a second made by K Wendlandt to table the motion and revisit if a positive response is received by the Wrightstown Spirit regarding certification. **Motion carried.** Compliment given by Trustee Sue Byers to Reporter Ed Byrne of the Brillion News regarding the Village meeting and event coverage provided and she thanked him for his dedication to the community!
- **Outagamie County Highway Department Soil Hauling Agreement** –Motion made by S Byers with a second made by T Schaeuble to move the Discussion/Action on the Soil Hauling Agreement with Outagamie County Highway Department, for \$93,300, to haul 25,000 cubic yards of fill and strip an area approximately 400' x 900' for a cost of \$10,000, until after the closed session. **Motion carried.**
- **Cty Hwy ZZ Change Order** –Motion made by S Byers with a second made by T Schaeuble to approve the Cty Hwy ZZ change order which includes the addition of 1,525 feet of 5' sidewalk to connect the parapet walls and staining of the wall backs, at an estimated total cost of \$84,560.14. Option of staining is for a one color application, rather than leaving natural concrete exposed, for aesthetic and maintenance purposes. Also proposed is a sidewalk running from the parapet wall from the Village garage to the Mallard Rd parapet wall. Cost of the staining is \$29,560.14. Cost of sidewalk installation is \$55,000. Funds to pay for the project are to come from the Economic Development/Marketing Expense General Fund budget line. Village is to maintain the wall/sidewalk as part of the Village trail system. Property owners along the trail have all approved the project. Brown County has agreed to pay half of the \$500,000 proposed expansion of the trail, constructed of gravel, going from Mallard Rd. north, but the cost of the remaining half is up in the air since the Town of Wrightstown has declined to participate. Trustee Mark Leonard stated that spending \$30,000 for staining on the river side of

the wall is not a good value. A request was made by Trustee Dan Segerstrom that a less expensive erosion resistant path surface be investigated, especially since this portion of the project was not budgeted for. **Motion died due to 7 no votes.** Trustee Keith Wendlandt asked that additional options be brought back before the board at a later date

- **Northeast Asphalt Proposal for Village of Wrightstown Overflow Parking Lot** – Motion made by S Byers with a second made by M Leonard to approve the proposal from Northeast Asphalt for \$40,320.00, to grade, water and compact 2,467 square yards of existing base and construct a two-course 3” average depth asphalt pavement, consisting of a 1 ¾” lower course and 1 ¼” upper course, with striping, for the new Washington St. parking lot. **Motion carried.**

PARKS, RECREATION & REGIONAL PLANNING

- **Country Visions Co-Op Site Plan – Parcel 30001503** – Outstanding items from Planner Review Recommendations: Approval and comments regarding storm water and waste water from WDNR and plan approval and comments from DATCP. Motion made by T Schaeuble with a second made by A Lundt to approve the updated Site Plan for Country Visions Co-Op, 359 Cty Rd U, Parcel 300010503, Village of Wrightstown, contingent on receiving the outstanding approvals. **Motion carried.**
- **2021 Rosin Road Improvement Contract Bid Award** - Motion made by T Schaeuble with a second made by S Byers to award Contract 111-21-01, to MCC, Inc., for \$185,218.00, for the 2021 Rosin Road Improvement Project, as a result of the May 27, 2021 bid opening. Original construction estimate was approximately \$320,000. **Motion carried.**
- **2021 CTH DDD Sanitary Sewer and Water Main Extension Contract Bid Award** – Motion made by T Schaeuble with a second made by D Segerstrom to award Contract 1269-21-01 for \$363,999.50, to PTS Contractors, Green Bay, WI, for the 2021 CTH DDD Sanitary Sewer and Water Main Extension, as a result of the May 21, 2021 bid opening. Bid amount includes the alternate installation of sewer and water running north. Original construction estimate was \$425,000 - \$475,000. **Motion carried.**
- **Ordinance Amendment 06152021 Chapter 62 §62-11** – Motion made by T Schaeuble with a second made by D Segerstrom to approve Ordinance Amendment 06152021, repealing in its entirety, Chapter 62 Village Board §62-11 Standing Committees and recreating Chapter 62 Village Board §62-11 Committee of the Whole. **Motion carried.**
- **Leland & Pamela Martin, 229 Main St., Dividing CSM** – Motion made by T Schaeuble with a second made by S Byers to approve the dividing CSM for Leland and Pamela Martin, 229 Main St., Brown County Parcel VW-196-2, Village of Wrightstown, once existing driveways and access points have been labeled. **Motion carried.**
- **Midwest Expansion, LLP, 603 Cty Rd. U, Dividing CSM** – Motion made by T Schaeuble with a second made by S Byers to approve the dividing CSM for Midwest Expansion, LLP, 603 Cty Road U, Outagamie County Parcel 300000401, Village of Wrightstown, once conditions of the CSM, per planner review, have been met. Property is located between Lucky’s Bar & Grill and the golf course maintenance facility. Lot 1, as shown on the CSM, is to be sold to Lucky’s Pub & Grill for parking expansion. The other two lots will contain apartment buildings and retail space. **Motion carried.**
- **Wrightstown Development, LLC, 505 Washington St., Site Plan** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the site plan for Wrightstown Development, LLC, 505 Washington St., Brown County Parcel VW-146-1, Village of Wrightstown, once contingencies, as listed on the plan review, have been met. Building housed the prior Tiger’s Den and will be reopening with aesthetic updates and a new name. **Motion carried.**

- **J. Fleischman Solutions, LLC, Site Plan** – Motion made by T Schaeuble with a second made by S Byers to approve the site plan for J. Fleischman Solutions, LLC, Brown County Parcels VW-W-180 (Village of Wrightstown) and W-179 (Town of Wrightstown) for the new Drexel manufacturing facility, contingent upon completion of the planner recommendations. Drawings include plans for development for Town of Wrightstown parcel W-180-2. However, J. Fleischman Solutions, LLC decided against the purchase of this parcel after the drawings had been completed. Parcel W-179 is to not be developed until it has been annexed into the Village. **Motion carried.**
- **Cigarette & Tobacco Products Retail License Applications** – Motion made by T Schaeuble with a second made by S Byers to approve the following Cigarette & Tobacco Products Retail License Renewal Applications for:

 - Dolgencorp, LLC, 100 Mission Rdg., Goodlettsville, TN 37072; **for Dollar General Store #20873, 376 High St., Wrightstown, WI 54180**
 - Sai Krupa, LLC, 1601 N Richmond St., Appleton, WI 54911; **for Bridgeport Shell, 525 Main St., Wrightstown, WI 54180**
 - Sai Krupa, LLC, 1601 N Richmond St., Appleton, WI 54911; **for Wrightstop BP, 233 High St., Wrightstown, WI 54180**
 - Sydrow Golf, Inc., 201 Royal St. Pat’s Dr., Wrightstown, WI 54180; **for Royal St. Patrick’s Golf Links, 201 Royal St. Pat’s Dr., Wrightstown, WI 54180**

Nay vote by Trustee Andy Lundt due the number of cigarette butts not disposed of properly. **Motion carried.**
- **Class “A” Beer/” Class A” Liquor Alcohol Beverage Retail License RENEWAL Applications** – Motion made by T Schaeuble with a second made by A Lundt to approve the following Class “A” Beer/”Class A” Liquor Alcohol Beverage Retail License Renewal Applications for:

 - Dolgencorp, LLC, Aaron D. Dalton, agent, 1921 N Elinor St., Appleton, WI 54914; **for Dollar General Store #20873, 376 High St., Wrightstown, WI 54180**
 - Sai Krupa, LLC, Mitul Patel, agent, 2156 Luxury Dr., Green Bay, WI 54313; **for Bridgeport Shell, 525 Main St., Wrightstown, WI 54180**
 - Sai Krupa, LLC, Mitul Patel, agent, 2156 Luxury Dr., Green Bay, WI 54313; **for Wrightstop BP, 233 High St., Wrightstown, WI**
 - VandenWymelenberg Enterprises, Inc., John G. VandenWymelenberg, agent, 15 Cornsilk Court, Wrightstown, WI 54180; **for Dick’s Family Foods, 400 High St., Wrightstown, WI 54180**

Motion carried.
- **Class “B” Beer/” Class B” Liquor Alcohol Beverage Retail License RENEWAL Applications** – Motion made by T Schaeuble with a second made by A Lundt to approve the following Class “B” Beer/”Class B” Liquor Alcohol Beverage Retail License Renewal Applications for:

 - Brandon and Emily Luedtke, LLC, Brandon J. Luedtke, agent, 2524 Della Marcus Dr., Kaukauna, WI 54130; **for Lucky’s Pub & Grill, 565 Cty Rd U**
 - Grit and Furrow, LLC, Lisa R. Kalscheur, agent, 30 Golden Wheat Ln., Wrightstown, WI 54180; **for Grit and Furrow Handmade Dishware Studio**

- The River Coffee and Cream, LLC, Deborah Sue Tews, agent, 104 ½ High Ct., Wrightstown, WI 54180; **for The River Coffee and Cream, 104 High Ct., Wrightstown, WI 54180**
- W L Food Service, Inc., Gerald J. Van Rossum, agent, 1259 Washington St., Wrightstown, WI 54180; **for W L Foods, 924 Main St., Wrightstown, WI 54180**
- Wrightstown River Inn, LLC, Adam J. Gildernick, agent, 2709 Williams Grant Dr., De Pere, WI 54115; **for Wrightstown River Inn, 531 Washington St., Wrightstown, WI 54180**

Motion carried.

- **Reserve Class “B” Beer/” Class B” Liquor Alcohol Beverage Retail License RENEWAL Application** – Motion made by T Schaeuble with a second made by A Lundt to approve the following Reserve Class “B” Beer/”Class B” Liquor Alcohol Beverage Retail License Renewal Application for:

- Sydrow Golf, Inc., Robert Edward Novitski, agent, 1206 Wisconsin Ct., Appleton, WI 54911; **for Royal St. Patrick’s Golf Links, 201 Royal St. Pat’s Dr., Wrightstown, WI 54180**

Motion carried.

- **NEW Operator License Applications** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the following NEW Operator License Applications for:

- **Bailey J. Denis, 1165 Stevens St., De Pere, WI 54115**, for Royal St. Patrick’s Golf Links
- **Madeline S. Jones, 6693 Hwy 57 Lot 12, Greenleaf, WI 54126**, for Dollar General
- **Madison C. Perry, 3163 Noah Rd., De Pere, WI 54115**, for Royal St. Patrick’s Golf Links
- **Sadie M. Rabas, 5525 Pennsylvania Ave., Appleton, WI 54914**, for Royal St. Patrick’s Golf Links
- **Sarah M. Schadrie, 4432 Packerland Dr., De Pere, WI 54115**, for Royal St. Patrick’s Golf Links

Motion carried.

- **RENEWAL Operator License Applications** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the following RENEWAL Operator License Applications for:

- **Danielle R. Lautenschlager, 6693 Elmro Rd., Greenleaf, WI 54126**, for Lucky’s Pub & Grill
- **Maureen T. Noack, 7033 Shanty Rd., Greenleaf, WI 54126**, for Dick’s Family Foods
- **Allison D. Pahl, 1116 Fox Ct., Little Chute, WI 54140**, for Royal St. Patrick’s Golf Links
- **Brooke G. Peterson, W2699 County Road S, Kaukauna, WI 54130**, for Royal St. Patrick’s Golf Links
- **Larissa L. Russell, 6004 Skeleton Br. Rd., Oshkosh, WI 54904**, for Royal St. Patrick’s Golf Links

Motion carried.

PUBLIC SAFETY

Fire Department – Fire Department participated in the Memorial Day Parade

Police Department – Village of Wrightstown is in compliance with the January 1, 2021 mandate that all law enforcement agencies report certain incidents to the FBI for statistical tracking. Training for this system is ongoing. 2019 Dodge Charger squad was accidentally backed into during a routine traffic stop. The front roll bar prevented the damage from being much worse. The State Patrol handled the accident report and repairs are now being completed

PUBLIC WORKS - A higher volume of water is being purchased due to current drought conditions. Boat landing at Mueller Park will be closed on Wednesday, June 16th from 6:00 a.m. to noon, to allow for preparations for a full seal coat being applied on Monday, June 21st. Upper and lower parking areas will be blocked off. 10 applications received for the open operator position. Interviews are being scheduled for next week Tuesday, June 22nd. Washington/ZZ project has been started. Sheet wall is approximately half done.

CLOSED SESSION: Motion made by A Lundt with a second made by D Segerstrom 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 - **Economic Development – Developer Negotiations** and 19.85 (1)(g) to confer with legal counsel – **Town of Wrightstown/Village of Greenleaf Incorporation.** Call of roll: 7 yes votes. **Motion carried.**

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. **Motion carried.**

- **Midwest Expansion, LLP Invoice No. 20210603** – Motion made by S Byers with a second made by D Segerstrom, to table the action on Midwest Expansion, LLP Invoice No. 20210603, for \$18,342.30, for Closing Costs and Ag Conversion Fees on Parcel VW-W181-2, until the July 6, 2021 board meeting. Request that Village Administrator clarify the charge and check if costs should be responsibility of the buyer. Call of roll: 7 yes votes. **Motion carried.**
- **Outagamie County Highway Department Soil Hauling Agreement** – Motion made by S Byers with a second made by D Segerstrom to approve the Soil Hauling Agreement with Outagamie County Highway Department, for \$93,300, to haul 25,000 cubic yards of fill and strip an area approximately 400' x 900' for a cost of \$10,000. **Motion carried.**

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

Michelle Seidl

Clerk/Treasurer