

## 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 **Tuesday, July 6, 2021** and convened at 6:17 p.m., after the Committee of the Whole Meeting

Roll Call: Present – Village President Dean Erickson, Trustee Sue Byers, Trustee Andy Lundt and Trustee Keith Wendlandt. Absent – Trustee Mark Leonard, Trustee Terry Schaeuble and Trustee Dan Segerstrom.

Also present: Ed Byrne (Brillion News), Brian Roebke (Wrightstown Spirit), Administrator Travis Coenen, Clerk/Treasurer Michelle Seidl, Public Works Director Andy Vickman, Police Chief Greg Deike, Fire Chief Mike Schampers

### **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:

**Rezone request by J Fleischman Solutions, LLC, for tax parcel VW-W180 (Brown County) from B-1 General Business w/PDD to I-1 Industrial w/PDD**

Three calls were made for public input with no response

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

### **UTILITY COMMISSION MONTHLY MEETING**

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

#### **WATER UTILITY**

- Average of 235,200 gallons of water purchased in June 2021. This is a bit higher than normal due to drought conditions and a water service leak on Prairie Way that has now been repaired
- Annual water main flushing is scheduled for August 10<sup>th</sup> – August 12<sup>th</sup>
- Notified that lead and copper sampling requirements will be changing later in 2021. More information is to come
- Quarterly meter reading took place in June. High and low water consumption readings were followed up on

#### **SEWER UTILITY**

- Working on solution to repetitive issues with the Village's LCP 30 and LCP 70 plant control systems. Life expectancy is 15 years but because the systems are 12 years old, units may be replaced using funds from the equipment replacement account rather than continuing to struggle with them
- Sealing around sanitary manholes and water valves in Village streets in July. Using unspent funds from 2020 to purchase mastic and rent equipment for staff to complete this project
- Submitted the application for the 5 year Wastewater Discharge Permit renewal

Motion made by S Byers with a second made by K Wendlandt to close the July 2021 Utility Commission Monthly Meeting. **Motion carried.**

**MINUTES** – Motion made by A Lundt with a second by K Wendlandt to approve the June 15, 2021 Village Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion by S Byers with a second made by A Lundt to approve the vouchers from June 10, 2021 – June 30, 2021, totaling \$177,280.56. **Motion carried.**

**SCHEDULED APPEARANCES** - None

**WALK-INS** – None

#### **CORRESPONDENCE**

- Thank you card received from Sarah Nelson and Wrightstown Elementary School Staff for allowing them use of Zirbel Park, Blue Park and Village Hall parking lot during the 2020-2021 school year
- Email received from Betsy White regarding great condition of Mueller Park & assistance received from staff member Bernie Vickman

#### **ADMINISTRATOR'S REPORT**

- Working on development, annexation and TID No. 3 amendment
- Great partnership with Wrightstown School District. Training session for Elementary School teachers held at Village Hall last week and new programs being offered by the district are being opened up to the public for participation

#### **CLERK/TREASURER'S REPORT**

- 2021 manufacturing assessments presented. Value up \$1,463,800 over 2020
- Application for ARP funds submitted to the Wisconsin Department of Revenue on Thursday, June 8<sup>th</sup>. First installment of \$183,588.65 was received on Friday, June 25<sup>th</sup>
- Two setback variances requested in June. Both approved

#### **COMMITTEE REPORTS**

##### **FINANCE/PERSONNEL - -**

- **Midwest Expansion, LLP Invoice 20210603** – Motion made by S Byers with a second made by K Wendlandt to approve Invoice No. 20210603 from Midwest Expansion, LLP, for \$18,342.30, for Closing Costs and Ag Conversion Fees on Midwest Expansion Parcel VW-

W181-2, tabled from the June 15, 2021 meeting. Question as to why the Village paid commission costs of \$74,671 to Coldwell Banker, on behalf of Midwest Expansion, in June of 2021 as part of the signed contract. Should this invoice be paid as well or be the responsibility of the buyers/sellers of the property. Administrator Coenen noted that stipulations for the Village to cover these costs were outlined in the Midwest Expansion, LLP contract but were not caught prior to signing. Going forward, he will make sure the commission fees and closing costs rest with the buyers/sellers. Call of roll: 4 yes votes. **Motion carried.**

- **L&M Trucking Invoice No. 2052** – Motion made by S Byers with a second made by A Lundt to approve Invoice No. 2052 from L & M Trucking, for \$24,340.00. \$21,800 is for stripping, placing and compacting 8’ of recycled breaker and laying and compacting 4” of milling for the downtown parking lot. Remaining \$2,540 is for rip rap installation along the shoreline at Mueller Park and will be paid for from the Park & Rec budget. **Motion carried.**
- **Mammoth Construction Application for Payment No. 1** – Motion made by S Byers with a second made by K Wendlandt to approve Application for Payment No. 1, to Mammoth Construction, for \$45,516.49, for work completed on the 2020 Mueller Park Docks, Platform and Kayak Launch project. Docks and kayak launch are on back order until August but the fishing piers connecting the docks have been installed. Wrightstown Manufacturing fabricated the railing and Scott’s Industrial Coating epoxy coated it, saving the Village \$4,150.00. **Motion carried.**
- **Prime Focus, LLC Purchase Order Agreement** – Motion made by S Byers with a second made by A Lundt to approve the Purchase Order Agreement with Prime Focus, LLC, to provide guidance and support in the development of the 2021 CRISI rail grant application. **Motion carried.**

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

- **J Fleischman Solutions, LLC Rezone Request** - Motion made by A Lundt with a second made by K Wendlandt to approve the rezone request by J Fleischman Solutions, LLC for Brown County tax parcel VW-W180 from B-1 General Business w/PDD to I-1 Industrial w/PDD. **Motion carried.**
- **Royal St. Patrick’s Subdivision (Second Addition) Final Plat** - Motion made by A Lundt with a second made by S Byers to approve the Royal St. Patrick’s Subdivision (Second Addition) Final Plat. Second review by Village Board was requested due to small details being added. Ownership of Outlot 1 and Outlot 2 will need to be updated, prior to filing with Outagamie County, from MS Real Estate Holdings, LLC to Wrightstown Golf Course, LLC. **Motion carried.**
- **CTY ZZ Change Order** – Motion made by A Lundt with a second made by K Wendlandt to approve the CTY ZZ change order. Costs presented are the same as those presented to the Village Board on Tuesday, June 15, 2021: \$29,560.14 for staining the back of the Village parapet wall and the back of the Mallard Road (Town of Wrightstown) parapet wall and \$55,000 for 5’ poured concrete sidewalk to connect the two. To upgrade the 5’ poured sidewalk to a 10’ asphalt trail increases that cost to \$77,000. Spring 2021 borrowing designated \$427,217 to the Rosin Road and CTH ZZ upgrades but bids came in under the estimates by approximately \$96,000, so those leftover funds can be used for this purpose. Additional shortfall can be taken from the LRIP grant money being received from the 2016 Pine Street project, reimbursement from the 2015 DOT bridge project or from the 2021 Economic Development/Marketing budget line. Staining has been completed on the back of the Mallard Road wall but Brown County may be asked to cover this cost since it is in the Town of

Wrightstown. If the Village chooses to do no additional staining, \$20,000 - \$29,560.14 could be saved. Motion made by A Lundt with a second made by K Wendlandt to amend the motion to approve the CTY ZZ change order to do no additional staining but to include a 10' asphalt trail rather than a 5' poured concrete sidewalk. Call of roll: 4 yes votes. **Motion carried.**

- **Annexation Ordinance** – Motion made by A Lundt with a second made by S Byers to approve the Annexation Ordinance annexing Town of Wrightstown Parcels W-177 and W-181-1, Brown County, Wisconsin, to the Village of Wrightstown. These properties are currently owned by Midwest Expansion, LLP and Patricia Romenesko and run from DDD to Poplar Road. Assigned ordinance number will be today's date. Call of roll: 4 yes votes. **Motion carried.**
- **RENEWAL Operators License Applications** – Motion made by A Lundt with a second made by S Byers to approve the following RENEWAL Operator License Applications:
  - Mathew J. Denkins, W2205 Cty Rd. JJ, Kaukauna, WI 54130, for Lucky's Pub & Grill
  - Donna M. Diener, W2205 Cty Rd. JJ, Kaukauna, WI 54130, for Lucky's Pub & Grill**Motion carried.**
- **NEW Operators License Applications** – Motion made by A Lundt with a second made by S Byers to approve the following NEW Operator License Applications:
  - Kaile M. Langerman Caine, 331 Grant St., De Pere, WI 54115, for Royal St. Patrick's Golf Links
  - Jada G. Helms, N4658 Hwy 55, Freedom, WI 54130, for Royal St. Patrick's Golf Links
  - Ella M. Keuler, 14 Red Clover Lane, Wrightstown, WI 54180, for Dick's Family Foods
  - Alex M. Minten, 512 Main St., Wrightstown, WI 54180, for Bridgeport Shell
  - Derek M. Nettenhoven, 229 Broadway St., Wrightstown, WI 54180, for Wrightstop BP
  - Hannah L. Schadrie, W1701 Ray Rd., De Pere, WI 54115, for Royal St. Patrick's Golf Links
  - Alaina J. Schuh, N3850 Sharon Rose Ct., Freedom, WI 54913, for Royal St. Patrick's Golf
  - Mekaila C. Schuh, 1206 Wisconsin Ct., Appleton, WI 54911, for Royal St. Patrick's Golf Links
  - Elizabeth M. Thompson, W1966 O'Connor Ct., Freedom, WI 54913, for Royal St. Patrick's Golf Links
  - Erin L. Kobylarz Wyngaard, 1065 Pendleton Pkwy #97, Neenah, WI 54956, for Lucky's Pub & Grill

**Motion carried.**

- **NEW Operators License Application** – Motion made by A Lundt with a second made by K Wendlandt to deny the following NEW Operator License Application due to non-disclosure of violations:
  - Shijabet Badar, 2636 Trojan Dr. Apt 707, Green Bay, WI 54304, for Bridgeport Shell and Wrightstop BP

## **PUBLIC SAFETY - -**

### **Fire Department Comments**

- Participating in summer events
- Looking into fire training at old funeral home location that is scheduled to be razed in August. However, due to asbestos, training may be limited

- Administrator Coenen has spoken with Kaukauna and De Pere Fire Departments regarding possible EMS Service coverage for the Village. Due to the locations of these departments, response times should be faster than what is currently being experienced through County Rescue. However, County Rescue is also looking into ways that they could locate staff, and possibly house an ambulance, closer to Wrightstown

### **Police Department Comments**

- Police Chief Deike was able to take two kids out to breakfast at D & G Restaurant as a result of St. Clare Catholic School fundraiser
- Brianna Schommer was hired as the new Police Clerk. Bree comes to the Village with 4 years of police experience
- Salvage Inspector Jerry Young starts with the Village on Wednesday, July 7<sup>th</sup>
- Response to a report of a suspicious vehicle in Tiger's Den subdivision lead to a police chase, damage to mailboxes and garbage/recycling bins and ended in a crash at the bottom of the bridge. State Patrol, Brown County Sheriff's Department, County Rescue and Wrightstown Fire assisted
- Responded to a large underage drinking party on Crestview. State Patrol and Brown County Sheriff's Department are assisting with follow up and are citations are being issued for underage consumption and possession of drug paraphernalia. As a result of the party, a car was reported also reported stolen. It was later found in Green Bay
- Village is seeing an increase in arrests for drug paraphernalia, possession of meth amphetamines and possession of fentanyl

### **PUBLIC WORKS & UTILITIES**

- Starting to work on the 2022 budgets for General Fund, Sewer and Water Utility funds
- Getting costs to update the 2025/2026 Capital Improvement Plan
- Final coat of binder asphalt has been applied to the downtown parking lot
- Working closely with contractors on the sheet piling on ZZ to avoid damage to Village utilities. Next week 53' sheets will be piled next to syphon lines and two water crossings
- Attended FEMA damage assessment hybrid training. Will be putting together a team to assess initial damage after an emergency such as a tornado, fire etc... This will assist with quickly getting resources needed to get back up and running safely and will provide documentation needed for required FEMA reporting
- Narrowed down to two applicants for the open DPW/Operator position. Last facility tour is scheduled for tomorrow, July 7<sup>th</sup>. Anticipating that request for approval to hire will be on the agenda for the July 20<sup>th</sup> meeting
- Morbark chipper was in for repair after experiencing misfires during curbside chipping

**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 purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session and 19.85(1)(g) Conferring with legal counsel for the governmental body which is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Call of roll: 4 yes votes. **Motion carried.**

- Wisconsin State Statute 19.85(1)(e) **Economic Development – Developer Negotiations**
- Wisconsin State Statute 19.85(1)(g) **Annexation**

**OPEN SESSION:** Motion made by A Lundt with a second made by K Wendlandt to reconvene into open session to discuss and/or take action on any issues that occurred during the closed session. Call of roll: 4 yes votes. **Motion carried.**

**No action taken as a result of closed session**

**ADJOURN** – Motion made by A Lundt with a second made by K Wendlandt to adjourn at 9:30 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer