

## **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, September 21, 2021.**

Meeting was called to order by Village President Dean J. Erickson, after the Committee of the Whole Meeting adjourned, at 6:12 p.m.

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

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, Residents Tim Dole and Jason LaBrec

### **PUBLIC HEARING**

Motion made by A Lundt with a second made by K Wendlandt to open the public hearing, before the Village of Wrightstown Board of Trustees, to hear from all persons and/or their agents on the following:

**Rezone request by James and Joann VanGroll, for Tax Parcel VW-1 (Brown County), from E-A Exclusive Agriculture to R-R Rural Residential**

**Motion carried.**

Property is across from Mueller Park and is being rezoned for construction of a single family home

Three calls were made for public input with no response

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

**MINUTES** – Motion made by A Lundt with a second made by S Byers to approve the September 7, 2021 Board Meeting Minutes as submitted. **Motion carried.**

**VOUCHERS** – During the earlier Committee of the Whole meeting, Trustee Keith Wendlandt inquired if check #40899, paid to Northland Mitigation, LLC for \$39,960.00, was for work completed on land parcel VW-W180 as discussed during the September 7, 2021 Village Board meeting. Administrator Coenen confirmed that yes, the project was approved on September 7th with a cost not to exceed \$58,000. Motion made by S Byers with a second made by K Wendlandt to approve the vouchers, totaling \$106,817.42, from September 2, 2021 through September 15, 2021. **Motion carried.**

**SCHEDULED APPEARANCES:** None

**WALK INS:** Request by Journalist Brian Roebke that microphones be used more consistently so the recorded audio is clear

**CORRESPONDENCE:** Thank you card received from Wrightstown Elementary, for allowing school parking during the summer, due to ongoing renovations

**ADMINISTRATOR’S REPORT:** None

## **COMMITTEE REPORTS**

### **FINANCE/PERSONNEL**

- **Ehlers Bond Trust Services Statement No. 66682** – Motion made by S Byers with a second made by K Wendlandt to approve Ehlers Bond Trust Services Statement No. 66682, for \$36,055.00, for an interest payment on the Village’s \$2,705,000 General Obligation Corporate Purpose Bonds, Series 2017A. Call of roll: 5 yes votes. **Motion carried.**
- **Ehlers Bond Trust Services Statement No. 66683** – Motion made by S Byers with a second made by A Lundt to approve the Ehlers Bond Trust Services Statement No. 66683, for \$28,740.63, for an interest payment on the Village’s \$2,235,000 General Obligation Corporate Purpose Bonds, Series 2019B. Call of roll: 5 yes votes. **Motion carried.**
- **PTS Contractors, Inc. Application for Payment No. 2** – Motion made by S Byers with a second made by K Wendlandt to approve the Application for Payment No. 2, to PTS Contractors, Inc., for \$49,241.18, for work completed through September 14, 2021 on the 2021 CTH DDD Sanitary Sewer and Water Main Extension project. **Motion carried.**
- **Kubota Zero Turn Mower Replacement** – 2017 mower used to cut parks, terraces and Village right-of-ways is 3 years old and has exceeded 1000 hours of service. Recommendation from Public Works Director Andy Vickman is to replace now since the current trade in value is \$8,300. Funds from the sale of the Isuzu truck can be applied toward the remaining balance. Motion made by S Byers with a second made by A Lundt to approve the purchase of a NEW Kubota ZD1211L-3-72 mower, with a one year extended warranty and 4 year service contract, for \$8,300 after the \$8,300 trade in allowance for the 2017 Kubota ZD1211L-72 Zero Turn Mower. **Motion carried.**
- **NEW Wastewater Operator – Andrew Pieper** – Andrew is a current student at NWTC, working toward a wastewater technology degree. He will continue to attend classes every other Thursday afternoon, through May of 2022. Andrew comes to the Village from Brown County Port & Resource Recovery and will start on Monday, September 29th. Motion made by K Wendlandt with a second made by A Lundt to approve the hire of Andrew Pieper, to fill the vacant wastewater operator position. **Motion carried.**
- **Review of 2022 General Fund & CIP Budgets**
  - 2022 – 2030 Capital Improvement Plan
    - \$2,125,000 budgeted for 2022 to complete the Royal St. Patrick’s Regional Pond Project
    - Road Projects
      - \$1,500,000 budgeted for 2027 for Royal St. Patrick’s road reconstruction and storm water improvements
      - Waiting on project numbers from Robert E. Lee for upgrades to Poplar and Sharla Streets and Alison Ct.

- \$300,000 budgeted each year for 2023-2025 for Royal St. Patrick's Phase 1 & 2 storm sewer infrastructure reconstruction. Robert E. Lee is analyzing the projected costs so the total may need to be adjusted
- Replacement of the 2008 Dodge plow truck and upgrade of Village Hall phone system in 2022 is being funded through levy dollars rather than borrowing.
- Fire engine replacements are scheduled for 2025 and 2030. Grant funding will be investigated to assist with these purchases
- \$62,000 backup generator purchase scheduled for 2024 but this may change depending on when grant money, for emergency management through FEMA, becomes available
- Keller Construction has quoted a rough estimate of \$2,500,000 to build a new DPW garage in the green space behind the Wastewater Treatment Facility administration building. Because this project is anticipated for 2026, pricing will need to be adjusted based on 2026 actual costs. New garage will hold DPW equipment and road salt
- Projected cost of \$2,500,000, to build a new Fire Station, has been budgeted over two years, beginning in 2028. If Village owned land is not utilized, the property purchase price will need to be added

#### 2022 General Fund

- Four levy possibilities were presented:
  1. No change in levy amount of \$2,320,000 from 2021. Due to January 1, 2021 assessment value increase, Brown County Mill Rate would decrease to \$8.77 from \$9.04 per thousand. Outagamie County Mill Rate would decrease to \$8.27 from \$ 8.46 per thousand
  2. Increase levy to \$2,390,739. Brown County Mill Rate remains unchanged at \$9.04 per thousand. Outagamie County Mill Rate increases to \$8.52 per thousand
  3. Increase levy to \$2,373,716. Brown County Mill Rate decreases to \$8.98 per thousand. Outagamie County Mill Rate remains unchanged from 2021, at \$8.46 per thousand
  4. Increase levy to \$3,217,369, the max amount allowable, based on 2022 debt service payments. Brown County Mill Rate increases to \$12.17 per thousand and Outagamie County Mill Rate increases to \$11.47 per thousand. Budget line for Economic Development could be as high as \$1,148,115.31
- Information received from Wrightstown School District is that their levy amount will not be changing from last year
- Line by line revenue / expenditure budget presented with levy Option 2 shows total revenues of \$3,265,944.67 and total expenditures of \$3,209,750.73
  - Salaries and benefits as shown, include 27 pay periods in 2021 vs. 26 pay periods in 2022
  - 2022 Village Board highlights
    - \$4,000 decrease in legal fees
  - 2022 Village Administrator Budget highlights
    - Decrease in salary and benefits
    - Increase in operational expenses
    - \$5,000 decrease for Ehlers' Financial Assistance
  - 2022 Municipal Court highlights

- \$47.17 overall expenditure increase due to increase in clerk wages and operational expenses
- 2022 Clerk/Treasurer highlights
  - \$161,004.78 overall expenditure decrease, due to \$129,000 in expenditures being pulled out to create a new building inspection department and the 2022 engineering costs being budgeted to TIDs
  - Increases in salaries and benefits, operations and elections. Large increase in operational expenditures include increase in block time purchases for technology support and increase in cyber liability coverage through the League of Wisconsin Municipalities Mutual Insurance
  - Economic development/marketing budget amount did not change from 2021 budget amount of \$266,291.37
  - Decrease of \$27,500 in 2022 debt service payments
  - Anticipated increase in ambulance service if contract with County Rescue is continued
- 2022 Building Inspection highlights
  - New department created for 2022 in anticipation of hiring a full time building inspector that could also take care of planning and code enforcement
  - Revenues are estimated at \$153,500 with estimated expenditures of \$129,262.16. This reflects a surplus of approximately 15% to mimic the current building inspection contract
- 2022 Police Department highlights
  - \$4,258 increase in salaries/wages and benefits
  - Decrease in operational expenses mainly due to decrease in vehicle lease costs since current fleet vehicles being replaced are not older than 3 years
  - New for 2022 are salvage inspection expenditures lines but salvage inspection revenues will cover all costs with a small surplus to be used toward the purchase of lift equipment etc...
  - Costs to possibly add a new part or full time officer were presented
    - Potential cost to hire an additional full time (\$103,210) and part officer (\$9,223) with wage and benefits is \$112,434
- 2022 Fire Department highlights
  - Budget numbers for 2022 are almost identical to 2021 budget number
- 2022 Public Works highlights
  - \$9,000 increase for Village Hall building and grounds budget line includes new microphone for Clerk/Treasurer office and air conditioning for police garage
  - \$800 increase for telephone costs based on current AT&T contract pricing
  - \$400 increase for safety equipment for the purchase of new tower harnesses

- Decrease of \$1,145.35 in vehicle lease payments for 2022 since 2015 truck is to be traded in toward a 2022 F250 and the 2019 F250 payment will be dropping off
- \$1,000 increase in miscellaneous operating supplies such as toilet paper, paper towel, cleaning supplies etc....
- There is a decrease of \$1,115 in water, sewer, electricity and gas costs due to efficiency updates
- Street maintenance repair budget for 2022 is \$80,000. The 2021 budget number of \$158,918.14 includes a carryover of \$78,918.14 from 2020, which does not accurately reflect the true 2020 budget number of \$80,000
- Increase of \$9,068 for solid waste disposal due to increased tonnage from new homes being constructed and \$2/ton increase in land fill costs
- \$1,000 added to recycling contracted service due to the larger number of homes in the Village that require pickup
- \$3,966.39 estimated decrease for recycling tipping fees. The Village has been informed that collected materials should be paid for through 2022. Because there is uncertainty about this revenue though, the projected decrease has been kept minimal
- Because recycling and garbage carts are aging, a \$750 increase has been budgeted to replace additional bins as needed
- Brush and compost costs are showing an increase for 2022 since it is taking more time to pick up and grind each year
- Numbers received today indicate it will cost \$99,842 to replace the 2008 Dodge plow truck with a new Ford F-550, including the dump, salt and plow equipment. Vehicle can be leased for five – eight years with annual payments ranging from \$22,259 - \$13,909. The trade in on the 2008 truck would take approximately \$40,000 off of the quoted price

Request by board members to look into moving captured animals into the basement during times of high heat to save on the need for air conditioning in the police garage

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

- **Warner Shoreland/Wetland Zoning Permit Application** – Motion made by A Lundt with a second made by S Byers to approve the Shoreland/Wetland Zoning Permit Application from Rayn and Meghan Warner, for Village Parcel VW-17-1, 860 Washington St., Wrightstown, WI 54180. Warner’s will be installing stairs from their property to their dock. **Motion carried.**
- **James and Joann VanGroll Rezone Request** - Motion made by A Lundt with a second made by K Wendlandt to approve the rezone request by James and Joann VanGroll, for Tax Parcel VW-1 (Brown County), from E-A Exclusive Agriculture to R-R Rural Residential. VanGroll’ s are planning to build a single family home on this property. **Motion carried.**
- **St. John’s Evangelical Lutheran Church CSM** - Motion made by A Lundt with a second made by K Wendlandt to approve the dividing CSM for St. John’s Evangelical Lutheran Church, 433 Turner St., Parcel VW-108, Village of Wrightstown. Lot 1 includes the church and parking lot, while Lot 2 includes the existing rectory and garage. Variance for square footage, front, rear and side yard setbacks, for both lots, was approved by the Board of Appeals

on August 24th. The existing church/parking lot is being purchased to be used for musical events. There is no immediate plan for the structures on Lot 2. **Motion carried.**

- **Midwest Expansion, LLP Site Plan** - Motion made by A Lundt with a second made by M Leonard to approve the site plan for Midwest Expansion, LLP, 601/603 Cty Hwy U, Parcel 300000401, Village of Wrightstown, contingent on receipt of the following:

- Location and identification of all designated fire lanes with method of signage and markings
- Approved knox box location
- Approved landscape plan
- Approved lighting plan
- Verification of access points to County Road U from Brown and Outagamie Counties
- Approved rezone of LOT 2 to M-F Multi Family Residential with PDD
- Approval from Brown County, Outagamie County, State of Wisconsin, Village of Wrightstown Building Inspector and Village of Wrightstown Fire Department

Site plan is for property next to Lucky's and includes an easement for future development of the back lot. Rezone application for parcel 300000401 will be presented to the board on October 5<sup>th</sup> for action. Construction is expected to begin this fall

**Motion carried.**

- **NEW (Draft) ATV/UTV Ordinance** – Chief Greg Deike presented the DRAFTS of amended Village ordinance 185 Vehicles & Traffic; §185-6 Golf Carts and new ordinance 185 Vehicles & Traffic; §185-6.1 All-Terrain Vehicles/Utility Terrain Vehicles. Main focus is to assure the safety of pedestrians. Resident Scott Reignier submitted an email to the Village expressing his concern over allowing these types of vehicles access to Village streets. He also requested that working headlights and tail lamps be required while Golf Carts/ATV's/UTV's are in operation. Drafts will be updated to add this language. Regulations will also be added to prohibit aftermarket lights to be on during operation since they can cause glare to surrounding motorists. Per state regulation, as of January 1, 1988, all ATV/UTV operators are required to take a safety course and carry a safety certificate. However, all operators on a roadway must also carry a valid driver's license. Golf cart and all terrain/utility vehicles are not required to have a speedometer but operators must adhere to posted speed limits and will need to know the speed in which they are traveling. For vehicles not equipped with turn signals, hand signals must be used. Proposed ordinances also indicate that operators must yield to all other vehicle and pedestrian traffic. ATV's/UTV's can be operated by individuals 12-15 years old, but only while working in a "farming" capacity, per state statute. However, language will be added to the Village Ordinances that ATV's/UTV's being operated as a result of farming, must be registered as such. Several other regulations were touched on

Operators of ATV's/UTV's on Village streets will be required to pay for an annual vehicle inspection and use permit sticker. This will assist the Village in tracking these vehicles and revenues will pay for signage that will be needed along ATV/UTV routes. Exemptions have been added for activities such as ATV/UTV use during school football games and golf cars traveling on Royal St. Patrick's golf course. Annual use permits can be revoked for serious offenses or repeated violations

Unfortunately, because the State of Wisconsin has separate statutes for use of each type of recreational vehicle, such as boats, snowmobiles, ATV's/UTV's, there is currently no law that makes operating drunk on these types of vehicles, a criminal violation

Per the draft ordinances, all streets in the Village of Wrightstown will be open to Golf Carts/ATV's/UTV's unless specifically prohibited by State Statues and County Ordinances or are designated by signage to not allow Golf Cart/ATV/UTV traffic. All allowable roadways must be posted with speed limits to not be in excess of 35 miles per hour. Due to state regulations, the only allowable access into the Village is from Plum Road. However, because High St. to Turner, out to the Village limits, is congested and will be a restricted route, there is no connection to another route. Majority of roads running through the Village are restricted because they are State and County Highways with posted speed limits above 35 miles per hour. The only possible access to Lucky's would be from Golf Course Dr., but, the current posted speed limit is 45 mi/hour.

President Dean Erickson voiced his opposition to the Village allowing Golf Carts/UTV/ATV operation

It was suggested that a map be created showing where Golf Carts/ATV's/UTV's could travel since it seems that there will be very few unrestricted streets due to posted speed limits

Trustee Keith Wendlandt questioned the number of Golf Carts/ATV's/UTV's that are owned by residents within the Village, how many designated town routes lead to the Village, how many warnings/citations have been issued to Golf Cart/ATV/UTV operators in the last year and how many complaints have been received for Golf Carts/ATV's/UTV's being operated on Village streets. He feels that based on the information presented by Chief Deike, that operations of Golf Carts/ATV's/UTV will be more intrusive to residential neighborhoods than originally thought

Response from Chief Deike was that currently, both the Town of Kaukauna and the Town of Wrightstown have designated routes leading to the Village of Wrightstown and although 10 – 15 warnings have been issued for operation on Village streets, only 2 citations have been given. Very few written or emailed complaints are being received

A concern was raised as to cost of time and resources needed to enforce these ordinances

Trustee Sue Byers noted that there seems to be no benefit to the Village for approving Golf Cart/ATV/UTV use and because it is a safety issue for pedestrians, she will not vote to pass

Trustee Andy Lundt thanked Chief Deike for the work to create these ordinances and indicated that he is in support of the Village having a Golf Cart/ATV/UTV ordinance due to large amount of interest in their usage

Further discussion/action will be scheduled for the October 5, 2021 Committee of the Whole Meeting

- **Alliance Land Holdings, LLC Development Agreement** – Motion made by A Lundt with a second made by S Byers to approve the September 2021 Development Agreement with Alliance Land Holdings, LLC. Agreement was originally approved at the June 1, 2021 Village Board Meeting but was presented again now that Alliance Land Holdings, LLC has signed. However, Alliance Land Holdings, LLC will be changing their name to Epsilon. Motion made by A Lundt to withdraw his motion. **Motion carried.**

- **Alliance Plastics and Drexel Rail Projects** – Motion made by A Lundt with a second made by K Wendlandt to take action on the Alliance Plastics and Drexel rail projects. Probable construction costs of rail installation, based on Canadian National’s requirements, are coming in much higher than anticipated. The estimate for the Alliance Plastics portion is \$629,197 and Drexel’s is \$2,398,392. Per the signed Development Agreements, the Village’s contribution for both projects totals \$1,360,000, with another \$1,000,000 being funded through TEA grants. Although the Village is investigating additional grant funding that could assist, there will be a significant increase in monetary responsibility on the part of each company. Administrator Coenen asked if the Board of Trustees would be willing to contribute more funds upfront, toward the rail projects, in lieu of paying out the remaining annual incentives due. The Village’s available debt capacity would need to be checked in to. Before moving forward, Alliance and Drexel will need to be consulted. Motion made by A. Lundt with a second made by S Byers to withdraw the motion and table. Topic will be added to the October 5, 2021 Committee of the Whole agenda for additional discussion

## **PUBLIC SAFETY**

### **Police Department –**

- Busy month for events: Kickin it with the Cows, Bike to the Beat, Tunes on Tuesday etc.
- School is back in session. Working with school administration to keep traffic flowing during drop off and pick up times
- NEW Dodge Durango squad was featured at the Wisconsin Police Association Conference in Green Bay in August to show off the newly designed graphics and installed light package
- Fall Festival is this weekend
- Took tour of new SD Wheel facility today. Will be working with management to provide tactical/active shooter training for staff
- Sold 2011 Ford Expedition squad for \$6,025
- Last weekend was Homecoming

### **Fire Department**

- 3 calls in month of August
- Training was held at the old Cotter Funeral Home site on Main St.
- Open house held last weekend. Attendance down due to the cancellation of Eagle III visit
- Present for Movie in the Park in August
- Scheduling Fire Safety Training at SD Wheel

## **PUBLIC WORKS**

- Compost grinding finished today
- Starting sludge hauling next week Monday. This needs to be done prior to ZZ paving
- Finished 3<sup>rd</sup> quarter high consumption checks
- Andrew Pieper, Wastewater Operator, will be starting with the Village on Monday, September 27<sup>th</sup>
- Offer of Employment extended to Aaron Goldschmidt, for the second vacant operator position, today



- Hope to see everyone at the Fall Festival this weekend!

**CLOSED SESSION:** Motion made by S Byers 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. Call of roll: 5 yes votes. **Motion carried.**

• **Economic Development – Developer Negotiations**

**OPEN SESSION:** Motion made by S Byers 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: 5 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 the meeting at 9:15 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer