

# VILLAGE OF WRIGHTSTOWN

## COMMITTEE OF THE WHOLE MEETING MINUTES

The Committee of the Whole meeting, of the Village of Wrightstown, was held at Wrightstown Village Hall, 352 High St., Wrightstown, WI, on **Tuesday, March 1, 2022.**

Meeting was called to order at 6:01 p.m. by Village President Dean Erickson

The Pledge of Allegiance was recited.

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

Also present: Administrator Travis Coenen; Director of Public Works Andy Vickman; Clerk/Treasurer Michelle Seidl; Police Chief Greg Deike; Fire Chief Mike Schampers; Fire Inspector Nathan Helbing, Residents Sarah Mead, Deborah Tews and Gordon T. Wicker Jr.

Motion made by K Wendlandt with a second made by A Lundt to open the Committee of the Whole Meeting. **Motion carried.**

Motion made by S Byers with a second made by D Segerstrom to approve the Committee of the Whole Meeting Minutes from Tuesday, February 15, 2022. **Motion carried.**

**NEW Short Term Rental Ordinance** - A draft of the new short term rental ordinance, which was received from the Village of Howard and modified, was presented. Moving forward with this ordinance will require the Village of Wrightstown to update Chapter 123 Licenses and Permits, of the municipal code, for business licenses to be applied for by all commercial and industrial employers as to not discriminate against property owners of short term rentals.

Each short-term rental will be required to have the following to operate:

1. A State of Wisconsin Tourist Rooming House License
2. A seller's permit issued by the Wisconsin Department of Revenue
3. A room tax permit issued by the Village of Wrightstown
4. A property manager available 24 hours a day, that must be stationed no further than 25 miles away, while renters are on site
5. Property insurance that will cover for cost of damages incurred during rental period
6. A log of all guests, to include their true names and addresses, that will be available for inspection by Village representatives for one year

Also, no property may be rented more than 180 days within any consecutive 365-day period, vehicular traffic cannot exceed what is normally expected in a residential neighborhood and all Village nuisance regulations must be followed.

In order to regulate noise, outdoor events will be restricted to last no more than one day and occur between the hours of 8:00 a.m. and 10:00 p.m.

Procedure for applying for a short-term rental license with the Clerk/Treasurer's office was outlined.

Request was made by Trustee Sue Byers that wording be added to ban short term rentals of less than 7 consecutive days and that background checks be required for all property managers. She also questioned the use of wood burning fireplaces within the rentals. Per section (h) Standards for Short Term Rentals (f), wood burning fireplaces are not to be accessible unless the property owner provides a certificate from a licensed inspector, dated no more than 30 days prior to the request for a permit, certifying that the fireplace and chimney have been inspected and are in compliance with the National Fire Prevention Association Code. It could be added that this certification be required annually during the renewal process.

Because the electric grill ordinance is currently being updated, section (h) Standards for Short Term Rentals (g) may need to be changed to reflect the amendment to outdoor cooking devices

One internal bathroom is required for every four occupants and not less than 150 square feet of floor space for the first occupant, with at least an additional 100 square feet of floor space for every additional occupant, will be mandatory. Administrator Coenen suggested adding that one bed is required for every two occupants, as well.

Section (k) Appeal and License Revocation allows property owners and managers to appeal decisions to deny or revoke their licenses.

The Village of Wrightstown currently has an agreement with Brown County that a portion of accommodation tax collected will be dedicated to the newly built Brown County Expo Center.

Trustee Dan Segerstrom would like to allow rentals of less than 7 consecutive days so property owners can take advantage of Packer Game rentals.

Administrator Coenen asked that additional Trustee feedback be submitted.

**Rectangular Rapid Flashing Beacon Installation (RRFB)** – Two requests were received to have crosswalk RRFBs installed. The first location is in front of St. Clare Church/School, the second is at the corner of Meadow Lane and School Street, and was requested due to a 2020 pedestrian/vehicle accident. Each RRFB is activated by push button and alerts traffic of nearby pedestrians via flashing signs. Each unit costs \$5,500 and there is currently \$3,000 in the 2022 budget for sign purchases.

There is temporarily a higher volume of congestion at the corner of Meadow Lane and School Street due to construction at Wrightstown Middle school. This may ease once work has been completed. Currently established parking is being modified, and crosswalk lines will be painted in spring, to increase visibility of students crossing.

Administrator Coenen suggested using money budgeted for roads or economic development to cover the remaining \$8,000 needed. Otherwise, the purchase could be pushed back to 2023 to allow budgeting of the entire expense.

Trustee Andy Lundt asked if there is grant funding that could be applied for to assist. Director of Public Works Andy Vickman stated that there are two grant sources that cover crosswalks but the

Village was denied for them in 2021. However, because St. Clare is on Lost Dauphin Road, and it is a county highway, financial assistance has been requested by Brown County for this one RRFB.

There are three crosswalks in front of St. Clare. The middle crosswalk is being recommended for the RRFB since it is most centrally located.

Recommendation was made by Trustee Dan Segerstrom that the request for a RRFB at the corner of Meadow Lane and School Street be reviewed in a year, after parking changes have been made and construction has been completed, to see if there is still a need. Could St. Clare's be asked to contribute toward the RRFB at that location?

Trustee Sue Byers, President Dean Erickson, Trustee Mark Leonard and Trustee Keith Wendlandt agreed that St. Clare's should be approached.

Purchase of a Rectangular Rapid Flashing Beacon (RRFB), in front of St. Clare's, will be added to the agenda for the March 15, 2022 meeting so action can be taken.

**2022 Event Schedule** – Had approximately 170 responses to the Village's 2022 Community Events Survey. Feedback indicated that Thursdays, Fridays and Saturdays were the best days for musical performances, and as a result, the Events Committee changed Tunes on Tuesday's to Thursday River District Music Series to be held the third Thursday of June, July and August from 5:00 p.m. – 8:00 p.m. There will also be music in the River District, on Saturday, August 6<sup>th</sup>, from 2:00 p.m. – 6:00 p.m., after Bike to the Beat.

Other dates of interest:

- Loving Life Duathlon – Saturday, May 21<sup>st</sup> from 7:00 a.m. – 12:00 p.m.
- Village Wide Rummage Sale – Saturday, May 21<sup>st</sup> from 8:00 a.m. – 3:00 p.m.
- Annual Household Clean Up – Wednesday, May 25<sup>th</sup> starting at 5:00 a.m.
- Waterboard Warriors will be performing every Tuesday and Thursday from June – August at Mueller Park, starting at 7:00 p.m.
- Kickin with the Cows – Saturday, August 13<sup>th</sup> from 8:00 a.m. – 10:00 a.m. at Wrightstown High School
- Movie in Zirbel Park – Saturday, August 20<sup>th</sup> from 6:00 p.m. – 9:00 p.m.
- Roarin with the 20's, hosted by Brown County Historical Society, will be held on Saturday, August 20<sup>th</sup> from 11:00 a.m. – 2:00 p.m.
- Saturday, October 1<sup>st</sup> will be open house at Wrightstown Elementary and Middle Schools, showing off the new changes, from 9:00 a.m. – 11:00 a.m.
- Color Blaze Run, beginning at Wrightstown High School, will be held on Saturday, October 1, 2022 starting at 10:00 a.m.
- Wrightstown Fall Festival and 2<sup>nd</sup> Annual Tim Ade Car Show will be held on Saturday, October 1, 2022 starting at 10:00 a.m.
- (55+) Bingo Bash will be held at Village Hall, on Tuesday, October 25<sup>th</sup>, from 4:00 p.m. – 6:00 p.m.
- 2022 Christmas Parade and Tree Lighting, showcasing a new parade route, will be on Saturday, December 3<sup>rd</sup> beginning at 5:00 p.m.

There will be no 2022 Memorial Day Parade. Plans are in the works to come up with an alternate way to honor our Village veterans.

Final updates, to include recognition of supporting businesses, will be made to the event schedule before being published in the Village newsletter.

**Wrightsite Development, LLC Development Agreement (Lot 2 of parcel VW-W177)** – Draft Development Agreement for Wrightsite Development, LLC was approved at the February 15, 2022 Village Board Meeting. Although the compensation is not changing, there are \$172,278.04 in special assessments for water and sewer infrastructure along Hwy DDD that need to be addressed. Negotiations of the development agreement, with Wrightsite Development, LLC, are underway, with the first incentive payment to possibly be applied to the special assessment.

Motion made by A Lundt with a second made K Wendlandt to close the Committee of the Whole meeting at 7:09 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

*Posted: 03/16/2022 MS*