

## **VILLAGE OF WRIGHTSTOWN BOARD MEETING MINUTES**

The regular bi-monthly meeting of the Village Board, of the Village of Wrightstown, was held at Wrightstown Village Hall, 352 High St., Wrightstown, WI, on **Tuesday, March 15, 2022.**

Meeting was called to order by Village President Dean J. Erickson, after the Committee of the Whole meeting adjourned, at 7:11 p.m.

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

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; Police Officers Gary DeWinter, Heather Martin, Mike Sullivan, Brianna Schommer (Police Clerk) and Breten Vande Hey; Fire Chief Mike Schampers; Fire Inspector Nathan Helbing; Residents Kevin Agen, Bruce Hohol, Marilyn Maynard, Sarah Mead and Gordon T. Wilker, Jr.; Brown County District 20 Supervisor Devon Coenen; Guests Marilyn Sullivan, Mark Sullivan and Robbin Sullivan

Motion made by A Lundt with a second made by M Leonard to move up next on the agenda: Recognition of Retiring Police Officer Mike Sullivan. **Motion carried.**

**Recognition of Officer Mike Sullivan** - The Village Board of Trustees recognized Officer Mike Sullivan for his thirty (30) years of service to the State of Wisconsin, five (5) of those years with the Village of Wrightstown. Officer Sullivan is retiring effective today, March 15, 2022. **Motion carried.**

Motion made by K Wendlandt with a second made by D Segerstrom to move up next on the agenda: Bruce Hohol, Kevin Agen CSM. **Motion carried.**

**Bruce Hohol, Kevin Agen CSM** – Motion made by K Wendlandt with a second made by S Byers to approve the CSM for Bruce Hohol, 736 & 740 Washington St., Parcels VW-7-4 and VW-7- 2, & Kevin Agen, 800 Washington St, Parcel VW-8, Village of Wrightstown. Currently Bruce Hohol owns Brown County parcels VW-7-2 and VW-7-4. The driveway of his home, on parcel VW-7-4 is shared with the driveway on parcel VW-7-2. The CSM adds a portion of parcel VW-8 to parcel VW-7-4 to allow the driveway on parcel VW-7-4 to exit on to C.T.H. ZZ (Washington St). The section of the existing driveway from the garage on VW-7-2 to the garage on VW-7-4 is to be abandoned. **Motion carried.**

**PUBLIC HEARING** – Motion made by A Lundt with a second made by K Wendlandt to open the public hearing, to hear from all persons and/or their agents on:

**An Ordinance adding (C)(a)(b)(c)(d) to Chapter 28 Fire Department §28-10 Adoption of Codes and Standards, of the Village of Wrightstown Municipal Code**

**Motion carried.**

Change made to original draft ordinance, presented at the February 15, 2022 Village Board Meeting, banning electrical extension cords/adaptors unless they are approved by the manufacturer.

3 calls were made for public input with no response

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

Motion made by A Lundt with a second by D Segerstrom to open the regular session of the March 15, 2022 Village Board Meeting. **Motion carried.**

**MINUTES** – Motion made by A Lundt with a second made by D Segerstrom to approve the March 1, 2022 Village Board Meeting Minutes as submitted. **Motion carried.**

**VOUCHERS** – Motion made by S Byers with a second made by T Schaeuble to approve the vouchers, totaling \$608,673.31, from February 24, 2022 through March 9, 2022. **Motion carried.**

**SCHEDULED APPEARANCES:** None

**WALK INS:** Devon Coenen, 2897 Apple Creek Rd, De Pere, is running for re-election for the position of Brown County District 20 Supervisor. Her pledge for the next two-year term is to eliminate \$20,000,000 in debt and to support community improvements such as highway upgrades and new public safety, Sheriff's Department and mental health programs. She also promotes county broadband expansion, land conservation efforts and rural park improvements, and will continue to work to better communication between District 20 municipalities. She is asking for public support on Tuesday, April 5, 2022

**CORRESPONDENCE:** None

**ADMINISTRATOR'S REPORT:**

- Met with Department Heads, Trustees and Ehlers Financial Advisor Jon Cameron to update the Village's Financial Management Plan and initiate the 2022 Capital Borrowing. Final numbers, with impact of debt on the mill rate, is to be presented to the Board in April
- Working on creating new, and amending existing, ordinances
- Finalized the 2022 event schedule. Currently booking musicians and vendors
- Working on more new commercial development and moving the downtown project forward
- Expecting a rail grant award notification within the next few weeks
- More information has been requested for the Plum Creek project grant. Response is expected in the coming months
- The Village was not awarded a Neighborhood Investment Fund grant due to large environmental and housing improvement projects that were awarded to other Brown County municipalities
- Focus groups formed, and an informational survey created and distributed, for the NEW Comprehensive Outdoor Recreation Plan
- Brown County 20/20 Focus Group will begin meeting again now that COVID numbers are dropping. The goal of the organization is to combine government services to save on resources. This may be a good venue to discuss rescue staffing issues

**COMMITTEE REPORTS**

**FINANCE/PERSONNEL**

- **Greenleaf Bank Payment Notice on Loan #810132002** – Motion made by S Byers with a second made by T Schaeuble to approve payment of \$63,928.22, for principal and interest payments on the Village’s 2018 \$558,000 General Obligation Bank Note, due April 1, 2022. Call of roll: 7 yes votes. **Motion carried.**
- **Wrightstown Properties, LLC (Print Pro) Phase II Development Incentive Payment** – Motion made by S Byers with a second made by T Schaeuble to approve the Phase II incentive payment of \$17,228, to Wrightstown Properties, LLC (Print Pro), per their July 2017 development agreement. Brown County Parcels VW-W175 and VW-W175- 2. Call of roll: 7 yes votes. **Motion carried.**
- **Mueller Development, LLC (Bay Area Granite) Development Incentive Settlement** – Motion made by S Byers with a second made by K Wendlandt to table the proposed development incentive settlement with Mueller Development, LLC (Bay Area Granite). **Motion carried.**
- **2022 Capital Borrowing** - Motion made by S Byers with a second made by D Segerstrom to approve the 2022 Capital Borrowing Plan of \$2,560,000 to fund the Alliance Rail Project, Plum Creek Restoration and the remainder of the Royal St. Pat’s Regional Storm Water Pond Project. Adjustment in fund responsibility, as shown on the Capital Improvement Plan, will be made when the borrowing resolution is presented to the Village Board for approval.

2023 Capital Improvement Projects with Estimated Borrowing:

Poplar Street Upgrade	\$330,000
Plum Road Trail Improvements	\$346,000
WI HWY 96 Resurfacing	\$ 70,000
Drexel Rail Project	\$950,000
New Village Sign Project	\$300,000
Well #4 Rehab	\$ 22,000
Well #2 Abandonment	\$ 22,000
RSP Project Phase I	\$600,000

2024 Capital Improvement Projects with Estimated Borrowing:

Broadway Street Improvements	\$500,000
Debra Street Improvements	\$235,000
Tigers Den Storm Pond Repair	\$ 90,000
RSP Project Phase II	\$300,000
Replacement of 2003 JD 5320	\$ 50,000
Village Hall Generator Purchase	\$ 62,000
Mueller Park Improvements	\$175,000
Van Dyke Park Upgrade	\$150,000
Fire Truck Replacement	\$750,000

2025 Capital Improvement Projects with Estimated Borrowing:

Janet & Short Street Improvements	\$1,106,800
Debra Street Improvements	\$1,319,040
Replacement of 2003 Trackless	\$ 60,000
Fox Shores Park Improvements	\$ 100,000

2026 Capital Improvement Projects with Estimated Borrowing:  
Construction of NEW DPW Garage \$2,250,000

For the 2022 borrowing, the largest portion of the borrowing will be allocated to TID 3/TID 4 for the storm sewer project

In 2022, \$1.45 of the Village's mill rate will be for debt service. In 2023 that number is estimated to increase to \$1.78, to \$2.18 in 2024 and \$2.49 in 2025, before it begins dropping annually, starting in 2026

The Village's debt capacity is estimated to increase through 2026, and range between 71% and 78% of the maximum debt limit

**Motion carried.**

- **Rectangular Rapid Flashing Beacon Purchase** - Motion made by S Byers with a second made by M Leonard to approve the \$5,500 purchase of a Rectangular Rapid Flashing Beacon (RRFB), for installation in front of St. Clare School/Church. The RRFB will be positioned by the middle crosswalk. Request was made at the March 1, 2022 Committee of the Whole meeting that St. Clare's be asked to contribute towards the purchase. However, since St. Clare's Financial Committee will first meet on this next week Thursday, no answer has yet been received. Amended motion made by S Byers, to move the discussion/action to the April 6<sup>th</sup> meeting, to allow time to receive a response. **Motion carried.**
- **Inclusion under the Income Continuation Insurance Plan Through Wisconsin Department of Employee Trust Funds** – Motion made by S Byers with a second made by D Segerstrom to approve the Resolution for Inclusion Under the Income Continuation Insurance Plan through Wisconsin Department of Employee Trust Funds, and Designation of Michelle M Seidl, Clerk/Treasurer, as agent. Due to issues with claim payments and slowed AFLAC response, a secondary short/long term disability plan, through ETF State of Wisconsin, is being considered. A quarter percent of the premium, which is based on each individual employee's monthly gross income, will be the responsibility of the Village, and will provide coverage with a 180-day elimination period. The employee can then choose to shorten the elimination period by paying an additional premium cost. However, due to a large bank of funds, there is a premium holiday, for both the employer and the employee, at this time. 10 full time employees will need to choose to participate, for the plan to become effective. **Motion carried.**

**PARKS, RECREATION & REGIONAL PLANNING**

- **Neighborhood Investment Fund Program Grant Application** – Notification was received from the Department of Administration, that the Village's application for Neighborhood Investment grant funding was not selected, due to the program being highly competitive. Applications were scored based on evaluation criteria, that included the issue the project would address, the need met by the project, readiness of the project, capacity to deliver, and disproportionate impact of the COVID-19 pandemic on the community served.

- **Bernard Bowers Deferred Assessment Agreement** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the Deferred Assessment Agreement with Bernard Bowers. **Motion carried.**
- **Wrightstown Properties, LLC (Print Pro) Site Plan** - Motion made by T Schaeuble with a second made by S Byers to approve the Site Plan for Wrightstown Properties LLC - Print Pro addition, 1450 Poplar St, Parcel VW-W175, Village of Wrightstown. Exterior of building will match the original structure. There are no pending contingencies as a result of the Planning Commission meeting. Obligations of the Village, in regards to the 2017 Wrightstown Properties, LLC Development Agreement, are consistent with the original construction obligations. **Motion carried.**
- **Ordinance Amendment 03152022** - Motion made by T Schaeuble with a second made by K Wendlandt to approve Ordinance Amendment 03152022 adding (C)(a)(b)(c)(d) to Chapter 28 Fire Department §28-10 Adoption of Codes and Standards, of the Village of Wrightstown Municipal Code, after correcting the word “operated”, under section C, to “operate”. **Motion carried.**
- **Kruczek Construction, Inc. Notice of Award** – Kruczek Construction, Inc. was awarded contract #W0014-09-20-00749, for \$2,559,555.55 for the Lock Road – CTH U Storm Sewer, Golf Course Drive Storm Sewer and WPS Pond project.

## **PUBLIC SAFETY**

### **Fire Department**

- The Green Bay gentleman that fell from the construction site in the 1200 block of Broadway Street, on Monday, February 14<sup>th</sup>, has passed
- Fire Department responded to several accidents on Hwy 41, in February

### **Police Department**

- Request was made that crime prevention activity be documented, for the Board of Trustees
- Interviews held today, for the open full time officer position. A recommendation to hire will be made at the Wednesday, April 6<sup>th</sup> Board Meeting
- Mad City Windows is in the Village, canvassing. An informational announcement was posted on the Village website and on the Police Department Facebook page
- There are no available grants, to assist with onboarding additional police officers, at this time
- Approximately 20 vehicles are being checked monthly by the Village’s new salvage inspector
- There will be no new police squad leased this year due to lack of availability

## **PUBLIC WORKS**

- Working on permitting for the last 2 Village wells
- Finished up the quarterly meter reading. Working on high water consumption with residents
- Tower A repairs have been completed. It is now in compliance with the January DNR

- sanitary inspection
- Renewing salt contract with DOT for 2022-2023
- Applying for available infrastructure grants for road improvements

**ADJOURN** - - Motion made by S Byers with a second made by D Segerstrom to adjourn the meeting at 8:25 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

*Posted: 04/07/2022 MS*