

VILLAGE OF WRIGHTSTOWN
JOINT PUBLIC HEARING MINUTES
PLAN COMMISSION AND VILLAGE BOARD OF TRUSTEE

A JOINT Public Hearing of the Village of Wrightstown Plan Commission and Board of Trustees was held on **Tuesday, November 1, 2022** at 6:02 p.m., at Wrightstown Village Hall, 352 High St., Wrightstown, WI 54180, for the purpose of hearing from all persons and/or their agents on the 2022 Village of Wrightstown Comprehensive Outdoor Recreation Plan.

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

Also present: Brian Roebke (Wrightstown Spirit); Administrator Travis Coenen; Public Works Director Andy Vickman; Clerk/Treasurer Michelle Seidl; Deputy Clerk/Treasurer Patti Leitermann; Fire Chief Mike Schampers; Assistant Fire Chief Ben Vosters; Fire Inspector Nathan Helbing; Police Chief Greg Deike; Planning Commission Members Bob Fandrey, Gary Kaster, Pat Kiehl and Ryan Macario; AICP Planner Ben LaCount (*arrived at 6:06 p.m.*); Ben Rohr from VandeWalle & Associates, Inc.; Senior Sign Consultant Kelsey Hayes from Creative Sign Company, Inc.; Resident Gordon T. Wilker Jr.

Motion made by Trustee M Leonard with a second made by Trustee S Byers to open the public hearing.
Motion carried.

Two calls were made for public input with no response.

Trustee Sue Byers asked for additional information regarding the multi-use off road trail showing on the Future Park Facilities Map 3 on pg. 48 of the Comprehensive Outdoor Recreation Plan, and the small loop off leash dog recreation area narrated on page 49, since she remembers no discussion about them. Mapping shows both running from Los Dauphin Rd. down to Fawnwood.

Director of Public Works Andy Vickman responded that the multi-use off road trail is for bicycle and pedestrian traffic only. It is shown on the plan to create connectivity for a potential future park to be constructed off of Los Dauphin Rd.

The trail around the Fawnwood perimeter was included so future growth in that area could be connected to the downtown walking trails.

Administrator Coenen added that potential amenities shown in the 2022 Comprehensive Outdoor Recreation Plan were added as a result of public input. As growth occurs, additional planning of these projects will be required.

Plan Commission Member Bob Fandry noted his concern that the multi-use off road trail in question is shown to curve around a wooded area. Could this cause future safety issues? In response, Administrator Coenen stated that the inclusion of these trails in the plan is to show connectivity only and that the actual location(s) will need to be determined prior to development.

Director of Public Works Andy Vickman stated that only two multi-use trails shown in the 2022 Comprehensive Outdoor Recreation Plan are currently included in the Village's Capital Plan:

1. Trail running from D to Harvest Moon Subdivision
2. Trail running along Broadway to connect Royal St. Pat's Subdivision to the Village

Last call was made for public input with no response.

Motion made by A Lundt with a second made by K Wendlandt to close the public hearing at 6:11 p.m.
Motion carried.

VILLAGE OF WRIGHTSTOWN

VILLAGE BOARD

The meeting convened at 6:27 p.m.

Roll Call: Present – Village President Dean Erickson and Trustees Sue Byers, Andy Lundt, Mark Leonard, Terry Schaeuble, Dan Segerstrom (*arrived at 6:30 p.m.*) and Keith Wendlandt

Also present: Brian Roebke (Wrightstown Spirit); Administrator Travis Coenen; Public Works Director Andy Vickman; Clerk/Treasurer Michelle Seidl; Deputy Clerk/Treasurer Patti Leitermann; Fire Chief Mike Schampers; Assistant Fire Chief Ben Vosters; Fire Inspector Nathan Helbing; Police Chief Greg Deike; AICP Planner Ben LaCount; Ben Rohr from VandeWalle & Associates, Inc.; Senior Sign Consultant Kelsey Hayes from Creative Sign Company, Inc.; Resident Gordon T. Wilker Jr.

UTILITY COMMISSION MONTHLY MEETING

Motion made by Trustee K Wendlandt with a second made by Trustee A Lundt to open the November 2022 Utility Commission Monthly Meeting. **Motion carried.**

WATER UTILITY

- Average of 203,000 gallons of water pumped daily in the month of October. This is a bit higher than normal due to water usage as part of the Golf Course Drive project.
- 2023 Water Budget has been completed and will be available to view in Dropbox by the end of the week. Action will be taken at the second meeting in November or the first meeting in December.
- Beginning the winterizing process.

SEWER UTILITY

- 2023 Sewer Budget has been completed and will be available to view in Dropbox by the end of the week. Action will be taken at the second meeting in November or the first meeting in December.
- Waste pump replaced in October.
- PLC upgrades have been completed at the Waste Water Treatment Facility. Work continues on the lift stations.
- Great Lakes has been contracted to clean approximately 20,000 ft. of sewer main in November. This will include the lift stations and wet well at the main plant.

Motion made by Trustee A Lundt with a second made by Trustee S Byers to close the November 2022 Utility Meeting. **Motion carried.**

PUBLIC HEARING

A Public Hearing was held before the Village of Wrightstown Board of Trustees, Brown/Outagamie Counties, Wisconsin, on **Tuesday, November 1, 2022**, directly following the Utility Commission Monthly Meeting, in the Village Hall Community Room, 352 High St, Wrightstown, Wisconsin, for the purpose of hearing from all persons and/or their agents on Ordinance 11012022, amending Chapter 123 Nuisances §123-2A Short-Term Rental Properties, amending Chapter 12 Budget and Finances and creating §12.9(a) Room Tax Outagamie County and §12.9(b) Room Tax Brown County and amending Chapter 102 Fees and Penalties to now include Chapter 12 Budget, Finances and Taxation §12.9(a) Room Tax Outagamie County and §12.9(b) Room Tax Brown County.

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

All code needed to regulate Short Term Rentals in the Village of Wrightstown has now been created, however, a few room tax reporting forms are still in the works.

In Brown County, the NEW tourism entity BAY AREA ROOM TAX COMMISSION was created, for the Village of Wrightstown and the Town of Scott, for distribution of all Brown County room tax collections. Administrator Coenen is the Chair of the new commission with the Town of Scott representative acting as secretary.

Enforcement of Chapter 123 §123-2A Short-Term Rental Properties, Chapter 12 Budget and Finances §12.9(a) Room Tax Outagamie County and §12.9(b) Room Tax Brown County and Chapter 102 Fees and Penalties for Chapter 12 Budget, Finances and Taxation §12.9(a) Room Tax Outagamie County and §12.9(b) Room Tax Brown County will begin on January 1, 2023.

Subscription to monitoring software has been obtained which will allow the Village to receive monthly reports from agencies that market short term rentals, such as VRBO and Airbnb.

Three calls were made for public input, with no response.

Motion made by Trustee A Lundt with a second made by Trustee D Segerstrom to close the public hearing. **Motion carried.**

MINUTES – Motion made by Trustee A Lundt with a second made by Trustee K Wendlandt to approve the Tuesday, October 18, 2022 Village Board Meeting Minutes as submitted. **Motion carried.**

VOUCHERS – Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to approve the vouchers, totaling \$175,009.01, from October 13, 2022 through October 26, 2022. **Motion carried.**

SCHEDULED APPEARANCES: None

WALK INS: Resident Gordon T. Wilker Jr., 3869 County Rd. U, will be delivering turkey dinners for residents that are unable to provide or participate in a festive meal for the holidays. Orders can be placed by calling (920) 664-0715. He is also willing to assist those in need with clearing snow on driveways and sidewalks!

CORRESPONDENCE:

- Thank you received from Lisa Van Dyke, from Wrightstown High School Sources of Strength, for Village support during the 2022 Color Blaze Run. Portable restrooms and traffic control services were donated. This year a record number of runners participated!

Sources of Strength hosts no cost events in the community that promote positive mental health and suicide prevention.

ADMINISTRATOR'S REPORT:

- Work continues on the 2023 Budgets
- Going through self-evaluation, peer and department head reviews for 2022, in anticipation of distribution of performance bonuses later in November

CLERK TREASURER'S REPORT:

- 2022 Population Numbers for the Village of Wrightstown have been released:
 1. Brown County 2,910
 2. Outagamie County 329
- Clerk/Treasurer Department employee evaluations were completed on October 20th.
- Busy with preparations for the November 8, 2022 General Election!
- Tax Incremental District Joint Review Board meeting, with Ehler's, is scheduled for Wednesday, November 30th at 11:00 a.m.
- Levy for Wrightstown Community School district was received on Monday, October 17th:

	<u>Brown County</u>	<u>Outagamie County</u>
2022	\$2,737,318.19	\$350,200.67
2021	\$2,479,351.43	\$308,638.39

Tax impact is an increase of \$0.63/thousand for Brown County residents and an increase of \$0.82/thousand for Outagamie County residents.

Trustee Andy Lundt requested that a joint meeting between the Village and the school district be scheduled to discuss annual levy impacts and to establish a process that will assist with controlling the combined mill rate going forward.

COMMITTEE REPORTS

FINANCE/PERSONNEL

- **Review of (DRAFT) 2023 General Fund Budget** – Two possible levy options were proposed for the 2023 General Fund Budget (*narrowed down from the four discussed at the October 18, 2022 Village Board Meeting*):

1. Levy amount of \$2,437,893.56 which keeps the Village's Mill Rate for Brown County residents the same as in 2022 at \$9.04/thousand. Outagamie County residents would see a \$0.19/thousand increase.
2. Levy amount of \$2,383,675.73 which keeps the Village's Mill Rate for Outagamie County residents the same as in 2022 at \$8.36/thousand. Brown County residents would see a decrease of \$0.20/thousand.

The above scenarios do not reflect the increase in combined mill rate that is resulting from the Wrightstown School District levy increase, and no information is available yet from Brown and Outagamie counties regarding their levy amounts.

The minimal increases in each department were predominantly due to rising inflation costs.

Historically, the Village's mill rate has been fairly consistent. However, in review of the combined mill rate, from 2013 through present, the greatest increase during this 9-year period is due to the growth of Wrightstown School District.

Trustee Sue Byers noted that it may be beneficial to plan staffing additions similar to how capital projects are planned for 5+ years out, in light of the need to expand the Village's Police Department as population increases.

Police Chief Greg Deike responded that Village growth will need to be reviewed annually so staffing needs can be determined. This growth may not follow a written plan.

Administrator Coenen reminded the Village Board that several years ago the decision was made to move toward having a full time police department, since it is required once a municipality reaches a population of 5,000. Because there is approximately \$107,000 added to the levy for 2023 (*based on levy option 1 from above*) it may be a good year to add the additional officer, as the proposed budget reflects.

- **Certificate of Payment #5 – Kruczek Construction, Inc.** - Motion made by Trustee S Byers with a second made by Trustee D Segerstrom to approve Certificate of Payment #5 for Kruczek Construction, Inc., for \$506,992.47, for work performed through September 16, 2022 on the Lock Road – CTH U Storm Sewer, Golf Course Dr. Storm Sewer and WPS Pond Project. Original contract with Kruczek was \$2,550,555.55. Change orders added an additional \$210,167.25 in costs. However, even with the change orders, the project is still under the original \$3,961,250 cost estimated. Unspent funds from the 2022 borrowing will be used to reduce the 2023 Lock Road – CTH U Storm Sewer, Golf Course Dr. Storm Sewer and WPS Pond Project borrowing in 2023. Call of roll: 7 yes votes. **Motion carried.**
- **Certificate of Payment #6 – Kruczek Construction, Inc.** - Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to approve Certificate of Payment #6 for Kruczek Construction, Inc., for \$653,773.65, for work performed through October 20, 2022 on the Lock Road – CTH U Storm Sewer, Golf Course Dr. Storm Sewer and WPS Pond Project. Call of roll: 7 yes votes. **Motion carried.**

PARKS, RECREATION AND REGIONAL PLANNING

- **Resolution 11012022A – 2022 Comprehensive Outdoor Recreation Plan** – Motion made by Trustee T Schaeuble with a second made by Trustee A Lundt to approve the 2022

Comprehensive Outdoor Recreation Plan by the Village of Wrightstown Board of Trustees.

Motion carried.

- **Ordinance 11012022 for Short Term Rentals** – Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to approve Ordinance 11012022 amending Chapter 123 Nuisances §123-2A Short-Term Rental Properties, amending Chapter 12 Budget and Finances and creating §12.9(a) Room Tax Outagamie County and §12.9(b) Room Tax Brown County and amending Chapter 102 Fees and Penalties to now include Chapter 12 Budget, Finances and Taxation §12.9(a) Outagamie County Room Tax and §12.9(b) Brown County Room Tax.

Motion carried.

- **Alliance Films/Plastics Site Plan** – Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to approve the Alliance Films/Plastics Site Plan, per staff recommendations.

Motion carried.

- **OGE Direct Site Plan** - Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to approve the OGE Direct Site Plan, contingent on approved corrections as listed on the review from Planner Ben Lacount. Developers Agreement negotiations are currently in process. **Motion carried.**
- **Zeta Group Engineering Sign Plan** - Motion made by Trustee T Schaeuble with a second made by Trustee K Wendlandt to approve the Zeta Group Engineering Sign Plan, contingent on approved lighting diagram, to include the intensity of light illuminated and a landscape plan.

Motion carried.

PUBLIC SAFETY

- **Fire Department**
 - Trucks were out for Trick or Treating.
 - Booyah sale is scheduled for Saturday, November 12th. Get in line early!
- **Police Department**
 - Statics corrected from the November 1st Meeting:
 - The FBI Crime Lab statistics recommends 11.6 police officers for a population of 4,000 people
 - Currently the Village has 1.3 officers per 1,000 residents
 - Working on a multi-jurisdictional scam with City of Green Bay, Village of Hobart and Town of Lawrence. Significant amounts of money are being stolen by con artists pretending to be in trouble grandchildren. Information on prevention is on the Police Facebook page and the topic has been addressed during Coffee with a Cop.
 - Topic of Discussion during Thursday's Coffee with a Cop is "Training".
 - Out during last night's Trick-or-Treating handing out goodie bags!

PUBLIC WORKS & UTILITIES

- Resurfacing work on Justina has been completed. Laura is awaiting its top coat.
- Last day of curbside chipping is Thursday, November 3rd.
- Working on shutting down Village Parks for the season.
- TLB ground compost pile last week. Swinkles will be taking the material and replacing with pulverized topsoil to be used next year.

- Attorney Bob Gagan sent a letter to Horn Ford requesting the delivery of the 2022 F150 that the Village put money down on and signed a purchase agreement for early in 2022. No response has yet been received.
- Docks at Mueller Park were removed by Village Staff for \$1,200, saving \$6,800 - \$10,800!

ADJOURN – Motion made by Trustee S Byers with a second made by Trustee K Wendlandt to adjourn the meeting at 8:15 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

Posted: 11/16/2022 MS