

## **VILLAGE OF WRIGHTSTOWN**

### **VILLAGE BOARD**

A regular bi-monthly meeting of the Board of Trustees, of the Village of Wrightstown, was held in the Community Room at Wrightstown Village Hall, 352 High St., Wrightstown, WI, 54180, on **Tuesday, December 6, 2022**, and convened at 6:08 p.m., after the conclusion of the Committee of the Whole meeting.

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

Also present: Brian Roebke (Wrightstown Spirit) (*arrived at 7:09 p.m.*); Administrator Travis Coenen; Public Works Director Andy Vickman; Clerk/Treasurer Michelle Seidl; Assistant Fire Chief Ben Vosters; Fire Inspector Nathan Helbing; Police Chief Greg Deike; Resident/Business Owner Deb Tews, Westlund Family (Potential Future Business Owners)

### **UTILITY COMMISSION MONTHLY MEETING**

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

#### **WATER UTILITY**

- Crews are exercising and inspecting water valves
- 14 large meters were tested the week of November 28<sup>th</sup>. All came back within acceptable parameters
- Water valve replacements have been scheduled for properties on Sharla St. and Alison Ct. in anticipation of the 2023 resurfacing project

#### **SEWER UTILITY**

- 550,000 gallons of sludge was hauled to empty holding tanks. This puts the Village in a good position through fall of next year
- 3-year lab testing scheduled for today, December 6<sup>th</sup>, rescheduled to Friday the 9<sup>th</sup> since the auditor was ill
- Correcting programming/communication issues found during the PLC upgrades. Flaws in the original system were repaired, allowing for backups to now work properly

Motion made by Trustee D Segerstrom with a second made by Trustee S Byers to close the December 2022 Utility Meeting. **Motion carried.**

### **REGULAR SESSION**

**MINUTES** – Motion made by Trustee A Lundt with a second made by Trustee S Byers to approve the Tuesday, November 15, 2022, Wednesday, November 23, 2022 and Monday, November 28, 2022 Village Board Meeting Minutes as submitted. **Motion carried.**

**VOUCHERS** – Motion made by Trustee S Byers with a second made by Trustee D Segerstrom to approve the vouchers, totaling \$379,894.96, from November 10, 2022 through November 30, 2022.  
**Motion carried.**

**SCHEDULED APPEARANCES:** None

**WALK INS:** Drew Westland asked the Village Board to consider accepting his offer to purchase Village of Wrightstown parcel VW-188-2, at 385 Van Dyke St., to allow for the construction of mini-storage units. However, the property received an earlier offer by Fox Valley Wood Products, Inc., and although the Westlund offer is higher, a commitment was made to Fox Valley. The Offer to Purchase from Fox Valley Wood Products, Inc. is scheduled to be moved on later in tonight's meeting.

Fox Valley Wood Products, Inc. has also submitted a Right of First Refusal on Village of Wrightstown parcel VW-188-3 at 395 Van Dyke St.

Approving the Offer to Purchase and Right of First Refusal will allow Fox Valley Wood Products, Inc. access to a rail spur.

Administrator Coenen will assist the Westland family in finding an alternation location since there is a need for mini storage in the Village of Wrightstown.

**CORRESPONDENCE:** None

**ADMINISTRATOR'S REPORT:**

- Planning of the 2023 events has begun. The Committee is looking for new ideas to keep events well attended and cost effective
- The Christmas Parade on Saturday, December 3<sup>rd</sup> was amazing and very well attended even though it was cold. Thank you to the Department of Public Works for coming up with the idea of painting murals...many compliments were received. They are currently on display at the end of High Ct. Also thank you to Wrightstown Police and Fire Departments for mutual aid assistance. For 2023, the route will be changed back to the original route since there was too much congestion to again stage the parade on the west side of the Fox River.

**CLERK TREASURER'S REPORT:**

- As a result of the November 2022 General Election the Village of Wrightstown just hit 2000 registered voters!
- December Clerk/Treasurer's meeting was held this afternoon. For 2023, as a team focus will be on getting to know each other better and learning why everyone thinks as they do. Today's topic: Kid's today will never understand the struggle of ...?
- Outagamie County tax bills have been mailed and received by Village residents. Brown County tax bills will be mailed tomorrow, December 7<sup>th</sup>.

Administrator Coenen noted that the 2023 budget docs, with the corrections from the November 28<sup>th</sup> Village Board Meeting, should be on the website tomorrow.

Trustee Keith Wendlandt summarized a breakdown of the changes in his 2022 Outagamie County tax bill compared to last year:

- Reduction of \$10.59 in amount due for Fox Valley Technical College
- Reduction of \$9.95 in amount due for the Village of Wrightstown

- Reduction of \$5.54 in amount due for Outagamie County
- Increase of \$367.42 in amount due for Wrightstown School District

## COMMITTEE REPORTS

### FINANCE/PERSONNEL

- **2023 Water Utility Budget** – Motion made by Trustee S Byers with a second made by Trustee K Wendlandt to approve the 2023 Water Utility Budget. The largest increases are for gas and chemicals. The vehicle lease budget line decreases for 2023 due to the 2020 F150 being paid in full. The 2023 budget expenditures are estimated at \$1,214,233.67 which is \$70,222.30 less than the estimated 2022 budget expenditures. 2023 projected revenues are \$1,452,965.32, and includes the reduction in the annual Payment in Lieu of Taxes (PILOT). The result is a surplus of \$97,016.65. This surplus should satisfy the PSC's 90 day reserve requirement. Call of roll: 6 yes votes. **Motion carried.**
- **2023 Sewer Utility Budget** – Motion made by Trustee S Byers with a second made by Trustee A Lundt to approve the 2023 Sewer Utility Budget. Large increase in the cost to purchase chemicals and gas is reflected. The 2022 approved budget expenses totaled \$981,909.29. For 2023, the proposed expenses are \$1,024,109.36 which is a 4.3% increase. Revenues were conservatively proposed at \$1,028,240.66, leaving the overall 2023 Sewer Utility budget with a surplus of \$4,131.30. Call of roll: 6 yes votes. **Motion carried.**
- **2023 Tax Incremental District #3 Budget** – Motion made by Trustee S Byers with a second made by Trustee D Segerstrom to approve the 2023 Tax Incremental District #3 Budget. 2023 estimated TID #3 revenues are \$2,122,600.16 with proposed expenditures of \$1,917,234.13. Projected closure date of this TID is in 2032, 3 years ahead of the mandatory termination date. Call of roll: 6 yes votes. **Motion carried.**
- **2023 Tax Incremental District #4 Budget** – Motion made by Trustee S Byers with a second made by Trustee D Segerstrom to approve the 2023 Tax Incremental District #4 Budget. 2023 estimated TID #4 revenues are \$346,754.19 with proposed expenditures of \$418,145.20. The Village's undesignated fund balance will support this TID until the planned residential housing projects complete. Call of roll: 6 yes votes. **Motion carried.**
- **2023 Tax Incremental District #5 Budget** – Motion made by Trustee S Byers with a second made by Trustee D Segerstrom to approve the 2023 Tax Incremental District #5 Budget. 2023 estimated TID #5 revenues are \$176,742.89 with proposed expenditures of \$158,651.87. This TID could potentially close as early as 2028 but the date may be moved out to allow for completion of additional Village goals for the downtown area. Trustee Sue Byers requested that fancy street lights be purchased☺. Call of roll: 6 yes votes. **Motion carried.**
- **2023 Boat Landing Budget** – Motion made by Trustee S Byers with a second made by Trustee D Segerstrom to approve the 2023 Boat Landing Budget. There are additional costs included for dock installation and removal. Projected 2023 revenues are \$8,000 with estimated expenditures of \$8,310. Call of roll: 6 yes votes. **Motion carried.**
- **2022 Christmas Gift Certificate List** - Motion made by Trustee S Byers with a second made by Trustee K Wendlandt to approve the 2023 Christmas Gift Certificate List. **Motion carried.**
- **Certificate for Payment No. 7 – Kruczek Construction, Inc.** – Motion made by S Byers with a second made by D Segerstrom to approve Certificate for Payment No. 7, to Kruczek Construction, Inc., for \$235,829.51, for work completed through November 28, 2022 on the Lock Rd. – CTH U Storm Sewer, Golf Course Dr. Storm Sewer and WPS Pond Project. With this payment, the project is now 80% paid for. Call of roll: 6 yes votes. **Motion carried.**

## **PARKS, RECREATION AND REGIONAL PLANNING**

- **Whispering Roots, LLC Land Contract Agreement for Village of Wrightstown Parcels VW-156 & VW-158** – Motion made by Trustee D Segerstrom with a second made by Trustee S Byers to approve the land contract agreement, between the Village of Wrightstown and Whispering Roots, LLC, for the purchase of Village of Wrightstown parcels VW-156 & VW-158. Land contract agreement allows for building construction to be completed within 5 years to prevent the property from reverting back to the Village. Badger Bounceback grant funding will be applied for to assist Whispering Roots in getting started and another 20% in annual PAY-GO incentives will be paid upon project completion. Trustee Keith Wendlandt expressed his concern with tying up this property for 5 years if Whispering Roots, LLC is unable to get financing together. Administrator Coenen noted that guidelines could be tightened as the development agreement is worked out. **Motion carried.**
- **International Ink, Inc.** – Motion made by Trustee D Segerstrom with a second made by Trustee A Lundt to approve the Development Agreement between the Village of Wrightstown and INX International Ink Co. INX was able to meet all the concessions requested by the Village. They are to receive an aggregate amount of 10% in annual PAY-GO installments up to \$15,000,000 in assessed value and 15% for value in excess of \$17,000,000. As a stipulation, the Village of Wrightstown agrees to have the main line rail, to run adjacent to the property, completed within 24 months of the date of the signed Development Agreement. INX will not be sending any industrial waste to the treatment plant. Call of roll: 6 yes votes. **Motion carried.**
- **Fox Valley Wood Products, Inc. Offer to Purchase and Right of First Refusal** – Motion made by Trustee D Segerstrom with a second made by Trustee S Byers to approve the Offer to Purchase for Village of Wrightstown parcel VW-188-2 and Right of First Refusal for Village of Wrightstown parcel VW-188-3, by Fox Valley Wood Products, Inc. In the original contract document, Fox Valley Wood Products asked that the \$70,000 for the property purchase be returned in the event that they are unable to connect to the Canadian National Railway or if the existing wetlands cannot be remediated. That wording was removed in the updated December 30th contract copy. Since these parcels are not in a tax increment district, no development incentives will be negotiated. Plans are to possibly use these parcels for lumber storage or for a future manufacturing facility. Concern was expressed regarding the lack of concrete plans by Fox Valley Wood Products, Inc. and the length of time it may take for any type of construction to begin. A suggestion was made that rather than transferring the land, a development agreement be offered to allow Fox Valley Wood to allow for time to thoroughly investigate the land capabilities and to possibly allow for a better use to present itself. 6 nay votes. **Motion failed.**
- **Town of Wrightstown/Village of Wrightstown Settlement Agreement** - Motion made by Trustee D Segerstrom with a second made by Trustee M Leonard to approve the Settlement Agreement between the Town of Wrightstown and the Village of Wrightstown, to resolve disputes regarding the Incorporation 227 Action. The Town of Wrightstown has agreed to not incorporate specific properties adjacent to the Village, into the Town of Greenleaf, for a

minimum of 5 years. However, within the 5 year period, unanimous annexation requests can still be processed. Trustee Mark Leonard asked if after the 5 years, the Village of Greenleaf decided to annex all of the parcels that had been part of the settlement agreement, would there be enough property left to support the Town of Wrightstown? Administrator Coenen responded that it is assumed that the State of Wisconsin would monitor and prevent this situation from occurring as part of their annexation review. However, concern was raised that this settlement agreement is between the Town of Wrightstown and the Village of Wrightstown and IF the Village of Greenleaf, once incorporated, decides to move forward with the Harrison 2-step as a unanimous annexation, the Town's settlement agreement with the Village may no longer be viable. Wording should be added to the settlement agreement to not allow the Town of Greenleaf to move forward with the Harrison 2-step until the end of the 5 years agreement term. Trustee Dan Segerstrom noted that signing the agreement now could possibly work in the Village's favor as the State may prevent the Harrison 2-step from moving forward if they are aware that allowing it would nullify the agreement between the Town and the Village. After more discussion, it was decided that wording should be added to the agreement prohibiting the Harrison 2-step from being completed until the agreement term ends. 6 nay votes. **Motion failed.**

## **PUBLIC SAFETY**

### **• Fire Department**

- MM Cold Storage was inspected at the end of September and a violation was found in that the storage capacity exceeded regulations for a building without a sprinkler system. During the planning process, MM Cold Storage guaranteed that their use would fall within the non-sprinkled classification by keeping stacked pallets under 12ft. high. 30 days was given for the storage to be brought into compliance by reducing pallet height or by providing proof of a contract with a supplier to install a dry sprinkler system. The 30 days ends on Thursday, December 8th with a possible shutdown, due to non-compliance, on Friday, December 23<sup>rd</sup>. To date, no resolution has been forthcoming.

Other violations found:

- Missing fire doors
- Construction for full fire access around building has not been completed

The State of Wisconsin has stepped in and is working with the Village to resolve the issues.

Other unfinished items from the MM Cold Storage Site Plan:

- Masonry missing from building front
- Landscaping incomplete
- Parking lot has not been installed
- Monument sign missing

### **• Police Department**

- Two arrests were made at the High St. address where an incident occurred two weeks ago, as a result of a served eviction notice. Methamphetamines and marijuana, laced

with fentanyl, was confiscated.

- On Thursday, December 1<sup>st</sup>, off duty officers were called in to handle incoming calls
- Received an ovation at Coffee with a Cop on December 1<sup>st</sup> in response to news of approval to hire an additional police officer for the Village of Wrightstown in 2023
- Shop with a Cop is being held this weekend
- New employment notice for the open officer position is expected to be posted tomorrow
- First granddaughter for Chief Deike is expected any day!

### **PUBLIC WORKS & UTILITIES**

- Golf Course Drive storm water project is completed with the exception of installation of the ground cover around the pond

No closed session was necessary.

**ADJOURN** – Motion made by Trustee S Byers with a second made by Trustee D Segerstrom to adjourn the meeting at 8:11 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

*Posted: 12/21/2022 MS*