

**VILLAGE OF WRIGHTSTOWN  
VILLAGE BOARD MINUTES**

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **01/07/14** and was called to order by Village President Dean Erickson at 6:28 pm.

Roll Call: Present – Dean Erickson, Larry Bousley, Paul Brewer, Karen Curry, Mark Leonard,  
Andy Lundt, Scott Reignier

Absent – Village Administrator Steve Johnson

Also present: Ed Byrne (Brillion News), Kayla Guns (Wrightstown Area Spirit), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen.

NO MEETING due to lack of business & “POLAR VORTEX” weather conditions.

**VILLAGE OF WRIGHTSTOWN**  
**UTILITY COMMISSION MINUTES**

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **01/21/14** and was called to order at 7:05 pm by Village President Dean Erickson.

(Meeting of 01/07/14 was cancelled on 01/03/14 due to lack of business.)

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt,  
Village Administrator Steve Johnson

Absent – Larry Bousley, Scott Reignier

Also present: Ed Byrne (Brillion News); Kayla Guns (Wrightstown Area Spirit); Fire Chief Mike Schampers; Public Works Superintendent Travis Coenen; Dan Fritsch; Nancy Quirk & Brian Powell (Green Bay Water Authority); Jim Crawford (County Board candidate).

The December 2013 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

**Water Utility:**

1. Gallons pumped in December – 5,858 million gallons, daily average 188,967.  
Well 4 static level – 121’    Pumping level – 288’  
Well 2 static level – 106’    Pumping level – 187’

**Sewer Utility:**

1. Gallons treated as of December 31 – 5.2007 million gallons, daily average of 167,764.
2. We received 28,500 gallons of septage from Fox Valley Septic in the month of December. The revenue for the month of December is \$318.35, bringing the total revenue for 2013 to \$4,278.11.

T Coenen also noted there have been some complaints on water quality. The new recirculating pumps are doing too good. Being pro-active and will address. The issues tend to be closer to water tower A (Meadow Lane).

Motion by A Lundt, second by K Curry to close the monthly Utility Commission meeting.  
(Adjourned 7:10 pm)

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Jean A Brandt

Clerk/Treasurer

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

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **01/21/14** and was called to order by Village President Dean Erickson at 7:10 pm.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt,  
Village Administrator Steve Johnson

Absent – Larry Bousley, Scott Reignier

Also present: Ed Byrne (Brillion News); Kayla Guns (Wrightstown Area Spirit); Fire Chief Mike Schampers; Public Works Superintendent Travis Coenen; Dan Fritsch; Nancy Quirk & Brian Powell (Green Bay Water Authority); Jim Crawford (County Board candidate).

**MINUTES** - - Motion by P Brewer, second by A Lundt to approve the minutes of 12/17/13 and 01/14/14 as presented. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by P Brewer to approve the vouchers as submitted. Motion carried.

**FINANCIAL STATEMENTS** - - Acknowledged receipt and review.

**CORRESPONDENCE** - - **Thank you** – A card was received from Dick and Bonnie Vanden Wymelenberg for the gift certificate received from the Village for their work with the Beautification Committee.

**ADMINISTRATOR’S REPORT** - - S Johnson provided the following report:

- Meeting with Outagamie County, Kaukauna Town Chairman, and other County representatives on annexation issue was conducted on Jan. 6th in Appleton. Our respective legal counsels were present.
- Joint Public Hearing with the Town of Kaukauna was held on Tuesday, January 14th at 7:00 pm; followed by action on approving the revised Boundary Agreement.
- 2015 Budget Calendar has been addressed for this year and shared with Department Heads.
- Met with DPW employees on Jan. 8th to discuss Personnel Policies.
- There was a 2014 WPSC Work-Coordination meeting on January 15th at the Village Hall to discuss upcoming utility projects.
- I will be attending the Ehlers’ Wisconsin Public Finance Seminar February 13-14 in Wisconsin Dells.
- WABCA will host a meeting at Village Hall on Feb. 6th. Andy Fulcer of the WISDOT will be present to field questions on the highway/bridge project.
- The Village is no longer certified for the Farmland Preservation Program as it has expired according to our plan.
- It was a pleasure and honor to welcome attendees to the WWOA – Lake Michigan District meeting to Wrightstown and Royal St. Patrick’s Golf Course facility.

**VILLAGE OF WRIGHTSTOWN**  
**UTILITY COMMISSION MINUTES**

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **02/04/14** and was called to order at 6:04 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Larry Bousley, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News), Kayla Guns (Wrightstown Area Spirit), Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen and Dan Fritsch.

Motion by A Lundt, second by S Reignier to open the monthly Utility Commission meeting.  
Motion carried.

The January 2014 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

**Water Utility:**

1. Gallons pumped as of January 29th – 5.773 million gallons, daily average 199,069.  
Well 4 static level – 125’    Pumping level – 287’  
Well 2 static level – 103’    Pumping level – 185’

**Sewer Utility:**

1. Gallons treated as of January 29th – 5.03 million gallons, daily average of 173,448.
2. We received 41,300 gallons of septage from Fox Valley Septic in the month of January.  
The revenue for the month of January is \$461.32.

Motion by S Reignier, second by P Brewer to close the monthly Utility Commission meeting.  
Motion carried. (Adjourned 6:05 pm)

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Jean A Brandt

Clerk/Treasurer

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

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **02/04/14** and was called to order at 6:05 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Larry Bousley, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News), Kayla Guns (Wrightstown Area Spirit), Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen and Dan Fritsch.

**MINUTES** - - Motion by P Brewer, second by K Curry to approve the minutes of 01/21/14 as presented. Motion carried.

**VOUCHERS** - - Motion by K Curry, second by S Reignier to approve the vouchers as submitted. Motion carried.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

- Fireline quarterly inspection conducted at the Village Hall on Jan. 24th with the inspector being accompanied by Todd Kocian and Andy Vickman.
- Village and engineers met with WI DNR staff on Jan. 30th to initiate discussion and seek information for the water transmission main project. (DNR appreciated advance notice of the project.)
- WABCA meeting will be held at the Village Hall on Feb. 6th; Andy Fulcer from the WISDOT will be speaker on upcoming projects. (Also Dan Segerstrom and Kim Rudat)
- A WPS meeting will be held on Feb. 12th at Village Hall.
- 2014 individual Evaluation Paks for 2014 have been completed and will be distributed to Dept. Heads in the near future.

### **COMMITTEE REPORTS**

#### **FINANCE - -**

**Operator License for Years 2013-2015** – Motion by A Lundt, second by M Leonard to approve the operator license for years 2013-2015 for Philip Falck and Dennis Rucinski. Motion carried.

**Resolution No. 02042014 to Approve the Transfer of \$6,000 from the General Fund Budget Year 2013 to 2014** – Motion by A Lundt, second by S Reignier to approve Resolution No. 02042014 to transfer \$6,000 from the General Fund budget year 2013 to the General Fund budget year 2014 as a committed fund for the purpose of Village ordinance codifications to occur in 2014; and that the audit firm of Schenck SC will appropriately indicate this transaction on the 2013 Annual Financial Report for the Village of Wrightstown. Motion carried.

#### **PERSONNEL - -**

**Amending Personnel Policy – Overtime** – Motion by K Curry, second by A Lundt to approve the amended personnel policy for “All Non-exempt Hourly Employees – Overtime” effective February 2<sup>nd</sup>, 2014. Motion carried.

**PUBLIC SAFETY:**

**Fire Department Comments** – No comments.

**Police Department Comments** – No comments.

**Update on Wrightstown School District and Wrightstown Police Dept Relations** –

Superintendent Carla Buboltz came to Village Hall to address issues with Chief P Kingsbury.

Questioned telephone calls received in the office and cell phone use. Different philosophy and is now clarified. The new resource officer is working well and moving forward.

**PARKS & RECREATION** - - Nothing to report at this time.

**PUBLIC WORKS & UTILITIES - -**

**Public Works Superintendent Report** – T Coenen provided the following report:

1. Staff overtime hours for the month of December totaled 75.5 scheduled hours and 20.5 call in hours.
2. Solid waste curbside tonnage for the month of December totaled 51.48 tons and recycle tonnage collected was 21.02 tons. (Items 1 & 2 will always list the prior month totals.)

**REGIONAL PLANNING** - - Nothing to report at this time.

**CLOSED SESSION - -**

Motion by A Lundt, second by S Reignier to proceed into Closed Session pursuant to Wisconsin State Statutes 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 – water negotiations. Roll call vote: Ayes – L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier, D Erickson; Nays – None; Absent – None. Motion carried unanimously. (6:20 pm)

**OPEN SESSION - -**

Motion by A Lundt, second by S Reignier to reconvene into Open Session to adjourn. Roll call vote: Ayes – L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier, D Erickson; Nays – None; Absent – None. Motion carried unanimously. (6:55 pm)

Motion by P Brewer, second by K Curry to adjourn. Motion carried. (Adjourned 6:55 pm)

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Jean A Brandt

Clerk/Treasurer

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

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **02/18/14** and was called to order by Village President Dean Erickson at 6:28 pm.

Roll Call: Present – Dean Erickson, Larry Bousley, Karen Curry, Mark Leonard,  
Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – Paul Brewer

Also present: Ed Byrne (Brillion News), Kayla Guns (Wrightstown Area Spirit), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Lee Novak and Dale Marsh (Robert E Lee & Associates).

**MINUTES** - - Motion by S Reignier, second by M Leonard to approve the minutes of 02/04/14 as presented. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Motion carried.

**FINANCIAL STATEMENTS** - - Acknowledged received and reviewed.

**CORRESPONDENCE** - - **Thank you** – A thank you note was received from the Brown County Park Management Team for the Village’s participation as a vendor for the 2013 Boar Launch Passes for Brown County. “We appreciate your taking part in making these passes available to the residents of Brown County and neighboring areas.”

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

- Feb. 6th meeting with REL (3) and Mark, Travis, and conf. call with Jon Cameron from Ehlers. Subject was water project time line.
- Feb. 6th meeting hosted at Village Hall by WABCA. Presenters from WISDOT were Andy Fulcer, Kim Rudat, and Dan Segerstrom on construction impact questions by local business people.
- Feb. 10th meeting to re-visit Multi-Family Apartment Development (2009) in area fronted by Golf Course Rd. and the East Frontage Rd.
- Feb. 12th meeting with WPS representatives at Village Hall.
- Our IT support and services program is under review.

S Johnson further commented the Business Alliance will meet next week to discuss signage options to give to the DOT for use during the construction project.

### **COMMITTEE REPORTS**

#### **FINANCE - -**

**Jossart Brothers Inc Change Order #7** – Motion by A Lundt, second by M Leonard to approve the Jossart Brothers Inc change order #7 to reconcile final quantities by adjustment of the Contract Allowance bid item #96 with an increase of \$3,599.07 for the 2013 water main improvements project. Motion carried.

**Robert E Lee & Associates Scope of Project & Engineering Services Proposal – Watermain Pipeline** – Motion by A Lundt, second by M Leonard to approve the Robert E Lee & Associates scope of project and engineering services proposal for the watermain pipeline. Motion carried.

**PERSONNEL - -**

**Fire Dept Application** – Motion by K Curry, second by S Reignier to approve the Fire Dept application for Cory Klover as presented. Motion carried.

**Election Inspector (Pollworker) 2014-2015 Coverage Years** – Motion by K Curry, second by A Lundt to approve Election Inspector (Pollworker) Carol Haese for the 2014-2015 coverage years (previously missed for list in December 2013). Motion carried.

**PARKS & RECREATION - -** Nothing to report at this time.

**PUBLIC SAFETY - -**

**Fire Dept Report** – The January 2014 Fire Dept report as submitted with best regards by Chief M Schampers is as follows:

In January the Fire Department responded to three calls, 1 for a CO2 concern found to be a bad detector, 1 for drive by cell-caller thought someone drove into the river, what they saw where the barriers we placed at the open hole cut for ice rescue training and a call for smoke and fumes, someone left a plastic lid on a pan and had placed it into an oven causing it to melt down.

Trainings for the month where an Ice Rescue training on the river out from Mueller Park held on a Saturday. And we had a training session presented by Airgas Corp on the dangers of different bottled and compressed gases we might encounter at an accident scene.

Usual truck checks and inventories where completed, training plans for the next month where discussed. New member candidate was interviewed in January and forwarded to village board for approval at February meeting. We also have 4 members in state cert training, one for FF1 Cert and 3 going to begin training for FF2 in February.

Follow up to 2013, the fire department responded to 48 calls in total. All calls are counted if they require a cad sheet creation and upload of information into NIFRS. This is up about 10% in calls from 2012 totals.

**Police Dept Report** – The January 2014 Police Dept report respectfully submitted by Chief P Kingsbury is as follows:

Rehired Jose de Santiago as a part-time officer. He is anticipating working at least one weekend per month. Background checks continue on part-time officer prospects.

Squad cars have been switched over to new radio system for access to Dispatching software. Working through an issue with cell cards not being able to work at the same time as the new radio modems.

Officer Pagel attended training for rifle armorer. Putting a program together for weapon maintenance. Department training held with part-time officers.

Met with Training and Standards Field Representative; attending meetings for new Computer Aided Dispatch software Brown County is looking to purchase.

Gave a presentation to the driver's education class.

There were 3 accidents in the Village during January, 1 was handled by BRSO. There were 9 traffic contacts made for various violations. BRSO initiated 2 traffic stops in the Village.

There were 61 non traffic calls for service in the Village, 75% handled by WPD officers. BRSO self-initiated 2 non traffic calls in the Village during the early morning hours.

Chief Kingsbury responded to the question that Jose deSantiago wants to work here. He was given a Village cell phone for use as a translator when necessary.

## **PUBLIC WORKS & UTILITIES - -**

### **Public Works Superintendent Comments –**

**Snow Plowing / Salt Supply** – T Coenen was previously asked to provide an update. A summary sheet of years 2009-2014 for snow and ice control hours and a summary sheet of salt and sand purchased for years 2007-2014 along with a statement of expenditures, encumbrances, and appropriations through year end 2013 were distributed. He further explained the benefits of the purchase of the front-end loader that resulted in the decrease of hours to complete snow plowing / removal operations. The Village is also a party to the State contract for salt. The rates have been going lower due to competitive bids with more contractors.

## **REGIONAL PLANNING - -**

**Resolution No.02182014 to Amend the Effective Date of Chapter 204 Floodplain Zoning Section 201(1)(E) General Provisions (2) Official Maps and Revisions (a) Brown County Flood Insurance Rate Map** – Motion by S Reignier, second by M Leonard to approve Resolution No. 02182014 to amend the effective date of Chapter 204(1)(E) General Provisions (2) Official maps and revisions (a) Brown County Flood Insurance Rate Map (FIRM) Panel No. 55009C0329F, 55009C0332F, 55009C0333F, 55009C0334F, 55009C0341F, and 55009C0345F, **dated March 17, 2014**; with corresponding profiles that are based on the FIS. Motion carried.

**Resolution No. 02182014A to Create Ward 5, Outagamie County** – Motion by S Reignier, second by M Leonard to approve Resolution No. 02182014A to create Ward 5, Outagamie County with the composition of the ward described on the attachment and designated on the attached map which are part of this Resolution. Motion carried.

**ADJOURN - -** Motion by S Reignier, second by K Curry to adjourn. Motion carried. (Adjourned 6:45 pm)

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Jean A Brandt

**VILLAGE OF WRIGHTSTOWN**  
**UTILITY COMMISSION MINUTES**

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **03/04/14** and was called to order at 8:30 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Larry Bousley, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News); Kayla Guns (Wrightstown Area Spirit); Public Works Superintendent Travis Coenen; Jim Crawford (Brown County Board Supervisor Candidate).

Motion by S Reignier, second by L Bousley to open the monthly Utility Commission meeting. Motion carried.

The February 2014 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

**Water Utility:**

1. Gallons pumped as of February 26th – 5.450 million gallons, daily average 209,615.  
Well 4 static level – 120’    Pumping level – 287’  
Well 2 static level – 103’    Pumping level – 185’

**Sewer Utility:**

1. Gallons treated as of February 26th – 4.62 million gallons, daily average of 177,600.
2. We received 4,000 gallons of septage from Fox Valley Septic in the month of February. The revenue for the month of February is \$44.68, bringing the total revenue for 2014 to \$506.00.

Motion by M Leonard, second by A Lundt to close the monthly Utility Commission meeting. Motion carried. (Adjourned 8:31 pm)

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Jean A Brandt

Clerk/Treasurer

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

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **03/04/14** and was called to order at 8:31pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Larry Bousley, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News); Kayla Guns (Wrightstown Area Spirit); Public Works Superintendent Travis Coenen; Jim Crawford (Brown County Board Supervisor Candidate).

**MINUTES** - - Motion by A Lundt, second by S Reignier to approve the minutes of 02/18/14 as presented. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Motion carried.

### **WALK INS - -**

**Jim Crawford** – Introduced himself as a candidate running for Brown County Board Supervisor District 20 which covers the area from Village of Denmark to Village of Wrightstown. Is an engineer by trade, a Denmark School Board member, lives in New Denmark, and if elected, plans to attend meetings in every village to listen to the residents.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

- A series of meetings this month on potential development.
- Tom Wood, Harris & Assoc. – gather info for presentation on RSP proposed apartments.
- Feb. 25th Initial Design Meeting at Ashwaubenon with Green Bay Water.
- WABCA held a 2nd meeting here this month to discuss their perceived need for business signs and locations during the extended construction period.
- Brown County has approved the MW County Road segment in the Village per County Exec. Order on Feb. 24th.

### **COMMITTEE REPORTS**

#### **FINANCE - -**

**Resolution No. 03042014 to Approve the Appointment of The Brillion News as the New Official Newspaper** – Motion by A Lundt, second by S Reignier to approve Resolution No. 03042014 to approve the appointment of The Brillion News (a publication of Zander Press Inc) as the Village of Wrightstown’s “new official newspaper” effective as of Friday, February 28, 2014. Motion carried.

(The De Pere Journal ceased to exist as of February 27, 2014 after 143 years of publications. Per current State Statute, an official newspaper must be a “bona fide paid circulation” newspaper and not a free newspaper.)

**Operator's Licenses** – Motion by A Lundt, second by K Curry to approve the operator's licenses for the 2013-2015 license years for Madeline Coussons and Michael Weyers. Motion carried.

**PERSONNEL** - - Nothing to report at this time.

**PUBLIC SAFETY** - -

**Fire Dept Comments** – Nothing to report at this time.

**Greenleaf Volunteer Fire Dept Automatic Aid Agreement** – Motion by S Reignier, second by L Bousley to approve the Greenleaf Volunteer Fire Dept Inc and the Village of Wrightstown Fire Dept Automatic Aid and Bridge Closure Agreement (renewal). Motion carried.

**Police Dept Comments** – Nothing to report at this time.

**Update on Wrightstown School District and Wrightstown Police Dept Relations** – Nothing to report at this time.

**PARKS & RECREATION** - - Nothing to report at this time.

**PUBLIC WORKS & UTILITIES** - - T Coenen provided the following February 2014 report:

1. Staff overtime hours for the month of January totaled 65.75 scheduled hours and 16 call in hours.
2. Solid waste curbside tonnage for the month of January totaled 62.05 tons and recycle tonnage collected was 20.28 tons. (Items 1 & 2 will always list the prior month totals.)

**REGIONAL PLANNING** - -

Discuss Royal St Patrick's Apartment Concepts – No discussion or action at this time.

**CLOSED SESSION** - -

Motion by S Reignier, second by L Bousley to proceed into CLOSED SESSION pursuant to Wisconsin State Statutes 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 – Business Development. Roll call vote: ayes – L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier, D Erickson; nays – none; absent – none. Motion carried unanimously. (8:39 pm)

**OPEN SESSION** - -

Motion by A Lundt, second by L Bousley to reconvene in OPEN SESSION. Roll call vote: ayes – L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier, D Erickson; nays – none; absent – none. Motion carried unanimously. (9:28 pm)

**ADJOURN** - -

Motion by S Reignier, second by K Curry to adjourn. Motion carried. (Adjourned 9:30 pm)

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Jean A Brandt

Clerk/Treasurer

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

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **03/18/14** and was called to order by Village President Dean Erickson at 6:02 pm.

Roll Call: Present – Dean Erickson, Larry Bousley, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News), Public Works Superintendent Travis Coenen, John Powers, Keith Wendlandt, Roger Meulemans, Dave Wagner (Ehlers).

**MINUTES** - - Motion by S Reignier, second by A Lundt to approve the minutes of 03/04/18 as presented. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by A Reignier to approve the vouchers as submitted. Motion carried.

**FINANCIAL STATEMENTS** - - Acknowledged receipt and review.

**CORRESPONDENCE** - - Invitation to Dick's Family Foods new store in Sherwood open house and ceremonial ribbon cutting. Copies were distributed to the board members and media for their information on the various dates and times.

**VILLAGE ADMINISTRATOR** – S Johnson provided the following report:

- Annual hearing tests are scheduled for April 7th.
- 2014 Employee Evaluation Sets have been issued to Department Heads.
- The efforts to evaluate the Villages IT Managed Services is continuing and a recommendation is anticipated in April.
- A temporary contract with Scott Beining as Building Inspector has been executed for the period of time expended to contract/employ another Inspector.
- Contact made with representative of Investors Community Bank of Manitowoc regarding issues with the former Bowers Feed Mill property.
- Contact made with Paul Gauthier of Midwest Properties on pricing of lots on Quality Court.

**WALK-INS** - -

**Roger Meulemans for Father Carl Meulemans (out of town) – 509 Cedar St** – Requested consideration for an adjustment to his last utility bill as had two water breaks that resulted in a large consumption of water. An undetermined amount of water did reach the basement drain and would have traveled through to the wastewater treatment facility. Per D Erickson will be placed as an item on the next Village Board agenda.

### **COMMITTEE REPORTS**

**FINANCE** - -

**Approve Ehlers agreement with proposed total amount of \$14,000 to provide Tax Incremental Financing Services to create TIF District No. 3** – Motion by A Lundt, second by

S Reignier to table the Ehlers agreement with proposed total amount of \$14,000 to provide Tax Incremental Financing Services to create TIF District No. 3 to accommodate a future manufacturing development. Additional filing fees and mapping services are not included in this amount. Motion carried.

**Approve Ehlers and Schenck Joint Proposal on a Required Water Rate Increase** – Motion by A Lundt, second by S Reignier to approve the Ehlers and Schenck joint proposal on a required water rate increase effort in conjunction with the pending agreement with Green Bay Water / Ashwaubenon to provide Lake Michigan water to the Village of Wrightstown. Motion carried.

**Approve Midwest Engineering Services Inc Proposal** – Motion by A Lundt, second by S Reignier to approve Midwest Engineering Services Inc proposal for subsurface exploration and subgrade evaluation (soil borings) for the proposed water transmission line construction not to exceed \$24,500 without administrative approval. Motion carried.

**PERSONNEL** - - Nothing to report at this time.

**PARKS & RECREATION** - - Nothing to report at this time.

**PUBLIC SAFETY** - -

**Fire Dept Report** – The Fire Dept report for February as submitted with best regards by Fire Chief M Schampers is as follows:

In Februray the Fire Department responded to three calls, 1 for a CO2 concern found to be a bad detector, 1 for auto accident in the Village and 1 a Mutual Aid with Greenleaf for a barn fire.

Trainings for the month was a presentation by the DNR for exposure protection for rural dwellings and structures.

Usual truck checks and inventories were completed, training plans for the next month were discussed. Also discussion on the addition of the annexed and around the Fox energy Palnt into the Village and future coverage requirments it will need.

T Coenen also reported the Fire Dept is working on two grants to obtain an imaging camera.

**Police Dept Report** – The Police Dept report for February was not submitted.

**Discussion and/or action on Wrightstown School District and Wrightstown Police Dept Relations** – Nothing to report at this time.

**PUBLIC WORKS & UTILTIES** - -

**Public Works Superintendent Comments** – T Coenen explained Vinton Construction met with WABCA today to review the schedule of construction. Vinton will contact business owners if there are any issues that will pertain to their particular business. A job trailer will be set up by the water tower with weekly meetings scheduled. T Coenen will continue to keep the Village Board and WABCA informed. Eagle Graphics will assist in signage that Wrightstown businesses are open during the construction timeframe. Vinton has intentions of starting with the temporary lanes on March 31<sup>st</sup> and goal for completion by mid-September.

**REGIONAL PLANNING - -**

**Approve Extraterritorial CSM** – Motion by P Brewer, second by S Reignier to approve the extraterritorial CSM combining parcels W-376-2, W-376-3, W-376-4 located on Elmro Road for Troy & Perry Schisel. Motion carried.

**CLOSED SESSION - -**

Motion by S Reignier, second by K Curry to proceed into CLOSED SESSION pursuant to Wisconsin State Statutes 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 – Business Development. Roll call vote: Ayes – L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier, D Erickson; Nays – none; Absent – none. Motion carried. (6:22 pm)

**OPEN SESSION - -**

Motion by S Reignier, second by K Curry to reconvene in Open Session. Roll call vote: Ayes – L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier, D Erickson; Nays – none; Absent – none. Motion carried. (7:02 pm)

**ADJOURN - -**

Motion by S Reignier, second by K Curry to adjourn. Motion carried. (Adjourned 7:03 pm)

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Jean A Brandt

Clerk/Treasurer

**VILLAGE OF WRIGHTSTOWN**  
**UTILITY COMMISSION MINUTES**

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Wednesday **04/02/14** and was called to order at 6:11 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Larry Bousley, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News); Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen; Father Carl Meulemans; Terry Schaeuble; Keith Wendlandt; Dan Fritsch.

With the arrival of D Erickson, motion by S Reignier, second by K Curry to turn the meeting back over to Village President Dean Erickson. Motion carried.

The March 2014 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

**Water Utility:**

1. Gallons pumped as of March 26th – 6.467 million gallons, daily average 248,730.  
Well 4 static level – 119’    Pumping level – 251’  
Well 2 static level – 102’    Pumping level – 183’

**Sewer Utility:**

1. Gallons treated as of March 26th – 6.31 million gallons, daily average of 242,726.
2. We received 20,000 gallons of septage from Fox Valley Septic in the month of March. The revenue for the month of March is \$223.40, bringing the total revenue for 2014 to \$729.40.

T Coenen also reported still working with Green Bay Water Authority and Ashwaubenon on the agreement for the water pipeline. Working on documents for the deadline of June 30<sup>th</sup> to have the application and fee structure to the DNR.

Motion by S Reignier, second by A Lundt to close the monthly Utility Commission meeting. Motion carried. (Adjourned 6:14 pm)

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Jean A Brandt

Clerk/Treasurer

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

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Wednesday **04/02/14** and was called to order at 6:14 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Larry Bousley, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News); Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen; Father Carl Meulemans; Terry Schaeuble; Keith Wendlandt; Dan Fritsch.

**MINUTES** - - Motion by A Lundt, second by K Curry to approve the minutes of 03/18/14 with the correction as noted. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by L Bousley to approve the vouchers as submitted. Motion carried.

### **WALK-INS - -**

**Father Carl Meulemans – 509 Cedar St** – Fr Meulemans explained his request for an adjustment to his utility bill as he had two water breaks from the below-normal freezing weather while he was gone. The majority of water flowed to his garage drain while some went to the basement drain. The garage drain flows to the sump pump to the outside backyard.

T Coenen further explained Fr Meulemans' normal consumption is 800 to 1,000 gallons per quarter and this first quarter was 34,200 gallons. No indication of how much water went to the basement floor drain and then to the sewage plant.

**Terry Schaeuble** – Introduced himself to the board as the new Village Trustee that won as a write-in candidate.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

- Annual hearing tests are scheduled for April 7th.
- The efforts to evaluate the Villages IT Managed Services are continuing and a recommendation is anticipated for the April 15th meeting.
- Given the level of activity within the community for the next 2 years, it seems doubtful that we will be able to generate and sustain the needed effort to update our Comprehensive Plan. I have requested an update proposal from Brown County Planning to perform this work on our behalf, with some optional features, with the ability to spread the cost over two (2) budget periods starting in 2015.
- Tom's Auto Body – Relocation Status
- Just a couple of action items that remain on our plate, in addition to others are:
  1. Zirbel Park Dedication
  2. Abandonment of Well #5
  3. Water Board Warriors Storage Building at Mueller Park
  4. More will be listed as we move ahead

S Johnson commented further:

Tom's Auto Body – Agree it is shameful the DNR took so long to address this issue. An agreement has been reached with Tom Schreurs and Frank Lamers. Frank is relocating within the Village. With Tom losing his place of business could equate to no longer being in the Village. Tom does not know how he will proceed and has not yet made a decision.

Zirbel Park Dedication – Should start soon for some type of plaque.

Well #5 – The DNR may require a full-course abandonment of well #5.

## **COMMITTEE REPORTS**

### **FINANCE - -**

**Father Carl Meulemans' Sewer Charge Adjustment at 509 Cedar Street** – Following discussion, motion by S Reignier, second by M Leonard to waive the sewer charge based on normal usage for Carl Meulemans' first quarter water bill due to water breaks at 509 Cedar Street. Nay – K Curry. Motion carried.

**Ehlers Inc Agreement To Provide Financial Advisory Services** – Motion by A Lundt, second by S Reignier to approve the agreement with Ehlers Inc to provide Financial Advisory Services with respect to a Safe Drinking Water Fund Loan Program for financing of water supply facilities to be owned and operated by the Village of Wrightstown at a cost not to exceed \$19,550. Motion carried.

**Resolution No. 04022014 to Approve the Appointment of the Public Works Administrative Assistant as the Official Person for the Recycling Grant** – Motion by A Lundt, second by S Reignier to approve Resolution No. 04022014 for the appointment of the Public Works Administrative Assistant as the official person of the responsible unit (RU), Village of Wrightstown, to act on its behalf to: Submit to the WI Dept of Natural Resources for financial assistance under S. 287.23 and s. 287.24 Wis Stats., Chapters NR 542, 544 Wis Admin Code; Sign necessary documents; and Submit a final report. Motion carried.

**Operator's License** – Motion by A Lundt, second by K Curry to approve the operator's license for years 2013-2015 for Tina Secora. Motion carried.

**PERSONNEL - -** Nothing to report at this time.

### **PUBLIC SAFETY - -**

**Fire Department Comments** – Nothing to report at this time.

**Police Department Comments** – Chief Kingsbury indicated two part-time officers have been hired. Completing background information on two more for part-time. One more is also interested in a position. The full-time position is on hold until the part-time people are fully trained and can be on their own.

**Update on Wrightstown School District and Wrightstown Police Dept Relations** – Nothing to report at this time. Per S Reignier will be removed from future agendas.

**PARKS & RECREATION - -** Nothing to report at this time.

### **PUBLIC WORKS & UTILITIES - -**

**Public Works Superintendent Report** – T Coenen submitted the following report:

1. Staff overtime hours for the month of February totaled 30.25 scheduled hours and 13.5 call in hours.
2. Solid waste curbside tonnage for the month of February totaled 46.32 tons and recycle tonnage

collected was 16.10 tons. (Items 1 & 2 will always list the prion month totals.)

**Vinton Construction Request to Cut Concrete at Night** – T Coenen explained Vinton asking for the Village’s permission to saw-cut the new concrete at night if the summer days get too hot. After discussion, T Coenen was informed to use his best judgment to set a time limit as this is a municipal project and is exempt from the noise ordinance.

**REGIONAL PLANNING** - - Nothing to report at this time.

**CLOSED SESSION** - -

Motion by S Reignier, second by K Curry to proceed into CLOSED SESSION pursuant to Wisconsin State Statutes 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 – Business Development. Roll call vote: Ayes – L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier, D Erickson; Nays – none; Absent – none. Motion carried. (6:50 pm)

**OPEN SESSION** - -

Motion by K Curry, second by S Reignier to reconvene in OPEN SESSION. Roll call vote: Ayes – L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier, D Erickson; Nays – none; Absent – none. Motion carried. (7:08 pm)

**ADJOURN** - -

Motion by S Reignier, second by K Curry to adjourn. Motion carried. (Adjourned 7:08 pm)

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Jean A Brandt

Clerk/Treasurer

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

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **04/15/14** and was called to order by Village President Dean Erickson at 6:23 pm.

Roll Call: Present – Dean Erickson, Paul Brewer, Mark Leonard, Andy Lundt, Scott Reignier,  
Terry Schaeuble, Village Administrator Steve Johnson

Absent – Karen Curry

Also present: Ed Byrne (Brillion News), Kayla Guns (Wrightstown Area Spirit), Fire Chief Mike Schampers, Public Works Superintendent Travis Coenen, Dan Fritsch, Wes Wendlandt.

**MINUTES** - - Motion by A Lundt, second by S Reignier to approve the minutes of 04/02/14 as presented. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Motion carried.

**FINANCIAL STATEMENTS** - - Acknowledged receipt and review.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

- Two weekends ago we put into practice the assignment of special key and fob sets to be issued to renters of the Community Room. This change will forego the need to have a staff member present to open or close the building. Close monitoring of this scenario is in place.
- Staff has concluded assembling of data from IT Managed Services entities and will be meeting to compare this data and formulate a recommendation to the Village Board.
- The matter of the Comprehensive Plan Update remains an issue to be dealt with in some fashion. Conference call today with Aaron Schuette of the Brown County Planning Commission summed up the risks of relying on an outdated plan that subjects the Village to greater challenges from the public.
- Rep. Andre' Jacque will hold a “listening session” in the Community Room at Village Hall on April 22nd, 4:30 – 6:00 pm.

S Johnson elaborated on the comprehensive plan. The call to Aaron Schuette also indicated a decision needs to be made and forwarded to Brown County Planning by June for a 2015 start as there are only a few open spots left in their work schedule. The total cost can still be divided between the 2015 and 2016 budgets. It was also noted the cost calculation is a compensation rate versus an hourly pay rate. Hard pressed to find an engineering company for that amount of money for the project.

### **COMMITTEE REPORTS** **FINANCE**

**Operator's License** – Motion by A Lundt, second by P Brewer to approve the operator's license for the 2013-2015 license years for Caitlynn Johnston. Motion carried.

**Gift Certificate for Outgoing Trustee** – Motion by A Lundt, second by S Reignier to approve a \$50 gift certificate for outgoing trustee Larry Bousley in recognition of his years of service on the Village Board. Motion carried.

**PERSONNEL - -**

**Reappointments** – Motion by A Lundt, second by S Reignier to approve the reappointment of Gary Kaster to the Planning Commission for a 3-year term. Motion carried.

Motion by A Lundt, second by S Reignier to approve the reappointment of Dick Vanden Wymelenberg and Paul Halverson to the Board of Appeals with each a 3-year term. Motion carried.

**PARKS & RECREATION - -** Nothing to report at this time.

**PUBLIC SAFETY - -**

**Fire Dept Report** – The March 2014 Fire Dept report submitted with best regards by Fire Chief M Schampers is as follows:

In March the Fire Department has no calls for responses. Trainings for the month was a presentation on Modern Building Construction Practices and Materials given by NWTC.

Usual truck checks and inventories where completed, training plans for the next month where discussed.

**Police Dept Report** – No March report was submitted.

**PUBLIC WORKS & UTILITIES - -**

**Public Works Superintendent Comments** – T Coenen stated he is working with the DOT contractors to continually update the Village and businesses on the process of the project and kept the lines of communication open.

**REGIONAL PLANNING - -** Nothing to report at this time.

Motion by S Reignier, second by T Schaeuble to adjourn. Motion carried. (Adjourned 6:33pm)

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Jean A Brandt

Clerk/Treasurer

**VILLAGE OF WRIGHTSTOWN**  
**UTILITY COMMISSION MINUTES**

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **05/06/14** and was called to order at 6:18 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt,  
Scott Reignier, Terry Schaeuble, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News), Fire Chief Mike Schampers, Public Works Superintendent Travis Coenen, Eric & Shelly Murphy.

The April 2014 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

**Water Utility:**

1. Gallons pumped in the month of April – 7.341 million gallons, daily average 244,700.  
Well 4 static level – 114’    Pumping level – 309’  
Well 2 static level – 103’    Pumping level – 195’

**Sewer Utility:**

1. Gallons treated in the month of April – 10.10 million gallons, daily average of 336,793.
2. We received 67,200 gallons of septage in the month of April. The revenue for the month of April is \$750.62, bringing the total revenue for 2014 to \$1,703.43.

T Coenen was asked and responded well #5 will be capped after the approval of the water main transmission pipeline or later this fall.

Motion by S Reignier, second by T Schaeuble to close the Utility Commission meeting. Motion carried. (Adjourned 6:20 pm)

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Jean A Brandt

Clerk/Treasurer

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

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **05/06/14** and was called to order at 6:20 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Terry Schaeuble, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News), Tom Collins (Wrightstown Area Spirit), Fire Chief Mike Schampers, Public Works Superintendent Travis Coenen, Eric & Shelly Murphy.

**MINUTES** - - Motion by A Lundt, second by S Reignier to approve the 04/15/14 minutes as presented. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Motion carried.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

- Working with Landmark Dividend (Brian Sanchez) on the viability of them acquiring the contractual rights to the tower leases held by Airadigm and Cellcom. No recent contact as of this report.
- Reviewed our programs for cell phone service through Cellcom (rep. Tim Wentworth) to maximize service and cost savings.
- 310 Meadow Lane, formerly operated as a Day Care Center, has requested a zoning changed to B-1 General Business to be operated as an Art Gallery, etc. Public Hearing is scheduled for May 20th.
- Community Room Rental Agreements are being re-written to address varied events. Final drafts will be provided for your approval.
- As you may have already heard, Comcast Corporation and Charter Communications have agreed to spin out a good portion of Time Warner into Charter's control. We will await word on how this will impact the Village of Wrightstown for cable service and franchise revenues.

### **COMMITTEE REPORTS**

#### **FINANCE - -**

##### **Approve Resolution No. 05062014 for Authorized Representative to File Applications for**

**Financial Assistance** – Motion by A Lundt, second by S Reignier to approve Resolution No. 05062014 for authorized representative to file applications for Financial Assistance from the State of Wisconsin Environmental Improvement Fund. Roll call vote: Ayes – P Brewer, K Curry, M Leonard, A Lundt, S Reignier, T Schaeuble, D Erickson; Nays – none; Abstain – none. Motion carried.

**Approve Resolution No. 05062014A Declaring Official Intent to Reimburse Expenditures** – Motion by A Lundt, second by S Reignier to approve Resolution No. 05062014A declaring intent to reimburse expenditures for the water main transmission project. Roll call vote: Ayes – P

Brewer, K Curry, A Lundt, S Reignier, T Schaeuble, D Erickson; Nays – M Leonard; Abstain – none. Motion carried.

**Action to Proceed with Waterboard Warriors – Mueller Park Project** – Motion by A Lundt, second by S Reignier to proceed with the Mueller Park project with the Waterboard Warriors. Motion carried.

**Approve Transfer from Fire Capital Fund Balances for Installation Upgraded Radios** – Motion by A Lundt, second by S Reignier to approve the transfer from the Fire Capital Fund Balances to cover the 2014 Baycom Inc invoice in the amount of \$2,413.55 for labor to install the upgraded radios. Motion carried.

**Approve Jossart Brothers Inc Pay Request #5 Final Revised** – Motion by A Lundt, second by K Curry to approve the Jossart Brothers Inc pay request #5 Final revised with a CREDIT of \$3,747.94 for the 2013 water main improvements. Motion carried.

#### **PERSONNEL - -**

**Proclamation for Municipal Clerk's Week** – K Curry read the Proclamation for Municipal Clerk's Week May 4<sup>th</sup> to 10<sup>th</sup>, 2014.

**Proclamation for Police Week** – K Curry read the Proclamation for Police Week May 11<sup>th</sup> to 17<sup>th</sup>, 2014.

**National Public Work's Week** – K Curry indicated National Public Work's Week is May 18<sup>th</sup> to 24<sup>th</sup>, 2014.

**Accept Resignation of Tim Gussert as Assistant Fire Chief** – Motion by K Curry, second by S Reignier to accept the resignation of Tim Gussert as Assistant Fire Chief and remain on the Wrightstown Fire Dept as a regular fire fighter effective June 1, 2014. Motion carried.

T Gussert was Assistant Fire Chief for 20 of the 31 years currently on the Fire Dept.

**Approve Appointment Travis Coenen as Assistant Fire Chief** – Motion by K Curry, second by S Reignier to approve the recommendation of the Wrightstown Fire Dept to appoint Fire Captain Travis Coenen as Assistant Fire Chief effective June 1, 2014. Motion carried.

**Approve Fire Cadet Nathan Helbing to Regular Fire Fighter** – Motion by K Curry, second by S Reignier to approve first Fire Cadet Nathan Helbing to be a regular fire fighter. Motion carried.

Fire Captain T Coenen and Fire Chief M Schampers indicated Nathan Helbing is a high school student and the first person in the Wrightstown Fire Dept Cadet Program. He is a very dedicated, young individual who set the bar high for the next cadet to enter the program. Has attended all but one meeting and goes above what is expected of him even though cadets are restricted on what they are allowed to do. Good guy to have on the Fire Dept.

**New Municipal Officials Workshop** – Motion by K Curry, second by A Lundt to approve Village Board members' attendance at the New Municipal Officials Workshop on June 13<sup>th</sup> at the Tundra Lodge in Green Bay. Motion carried.

**PUBLIC SAFETY - -**

**Fire Dept Comments** – Chief M Schampers indicated the new radios are working well. There is a lot to learn as the radios have many capabilities.

**Police Dept Comments** – None.

**PARKS & RECREATION - -** Nothing to report at this time.

**PUBLIC WORKS & UTILITIES - -**

**Public Works Superintendent Report** – The April 2014 Public Works Dept report as submitted by T Coenen is as follows:

1. Staff overtime hours for the month of March totaled 35 scheduled hours and 19 call in hours.
2. Solid waste curbside tonnage for the month of March totaled 51.68 tons and recycle tonnage collected was 16.46 tons. (Items 1 & 2 will always list the prior month totals.)

**Discuss and/or Approve Vinton Construction Request to Cut Concrete at Night** – After discussion, motion by M Leonard, second by S Reignier to approve Travis Coenen have authority to allow Vinton Construction on an as-needed basis, including timeframe, extra cutting of concrete. (Regular hours now 7:00 am to 7:00 pm.) Motion carried.

**REGIONAL PLANNING - -**

**Approve Extraterritorial CSM – Mary Jane Gerrits** – Motion by P Brewer, second by S Reignier to approve the extraterritorial certified survey map (CSM) for Mary Jane Gerrits for parcel number W-53-1 located at 6788 CTH D. Motion carried.

**Approve Extraterritorial CSM – Christopher Schmidt** – Motion by P Brewer, second by S Reignier to approve the extraterritorial certified survey map (CSM) for Christopher Schmidt for parcel number W-12-1 located at 885 Day St. Motion carried.

**Decision on Updating the Comprehensive Plan** – Discussion followed on the pros and cons of Brown County Planning updating the Village’s current comprehensive plan which they completed the original plan in October 2003. Most significant issue is the number of staff time hours (300) for research, writing, administration, etc as noted on the proposal. The hourly rate of \$53.07 was not questioned. T Coenen had researched other engineering firms and found they cannot compete with county rates and suggested municipality’s contract with the county. Further discussion followed on the development areas that could potentially need updating versus only statistics. Brown County Planner Aaron Schuette will be requested to attend the next meeting to explain more extensively the projected 300 staff hours. D Erickson also commented a decision will be required at the next meeting in order to assure the Village’s position on the county schedule for 2015 if the approval is for Brown County to complete.

**ADJOURN - -**

Motion by P Brewer, second by S Reignier to adjourn. Motion carried. (Adjourned 7:16pm)

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Jean A Brandt

Clerk/Treasurer

# VILLAGE OF WRIGHTSTOWN

## PUBLIC HEARING MINUTES

05/20/14

A Public Hearing of the Village of Wrightstown Board of Trustees was held on **05/20/14** at the Village Hall, 352 High Street, and called to order at 6:59 pm by Village President Dean Erickson with the reading of the public hearing notice.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Terry Schaeuble, Village Administrator Steve Johnson

Absent – Mark Leonard, Andy Lundt, Scott Reignier

Also present: Tom Collins (Wrightstown Area Spirit); Ed Byrne (Brillion News); Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen, Aaron Schuette (Brown Cty Planning), Lisa Backman, John Powers, Dave Lamers.

The purpose of the Public Hearing was to hear from all persons and/or their agents on the following:

- A request from Lisa S Backman, that the Village of Wrightstown **rezone** parcel #VW-160-K-17, **310 Meadow Lane**, from R-1 Residential to B-1 General Business to accommodate the transition from a former day care center to a Retail Shop to operate as an Art Gallery and the sale of various sundry associated items including coffee products.

D Erickson asked for comments from the Village Board and those in attendance three separate times and none were given.

Motion by K Curry, second by P Brewer to close the public hearing on the request from Lisa Backman to rezone 310 Meadow Lane from R-1 Residential to B-1 General Business. Motion carried. (Adjourned 7:01 pm)

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Jean A Brandt

Clerk/Treasurer

# VILLAGE OF WRIGHTSTOWN

## PUBLIC HEARING MINUTES

05/20/14

### Storage of Vehicles / Property Inoperable Vehicles / Restrictions on Parking

A Public Hearing of the Village of Wrightstown Board of Trustees was held on **05/20/14** at the Village Hall, 352 High Street, and called to order at 7:01 pm by Village President Dean Erickson with the reading of the public hearing notice.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Terry Schaeuble, Village Administrator Steve Johnson

Absent – Mark Leonard, Andy Lundt, Scott Reignier

Also present: Tom Collins (Wrightstown Area Spirit); Ed Byrne (Brillion News); Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen, Aaron Schuette (Brown Cty Planning), Lisa Backman, John Powers, Dave Lamers.

The purpose of the Public Hearing was to hear from all persons and/or their agents on the following:

- **Delete Chapter 189** – VEHICLES, STORAGE OF – in its entirety from the Municipal Code of the Village of Wrightstown; and
  
- **Amend** Chapter 139-11 – PEACE AND GOOD ORDER – **A. Storage of Property** – of the Municipal Code of the Village of Wrightstown to:

**DELETE** as follows the *italicized* and underscored words:

§A: No person shall store or accumulate junked, old, unused, stripped or discarded property including *automobiles, automobile parts, trucks, tractors*, refrigerators, furnaces, etc.

**ADD (1)** as follows:

**A. (1) Contents of permit; revocation.**

The permit issued by Village Administration shall be signed by the Village Administrator and Clerk-Treasurer and shall specify the quantity and manner of storing such junked property as noted in A above. Such permit shall be revocable by the Village board, after notice and a hearing, at which it is established that the permit holder has failed or refused to comply with any ordinance or restriction for the storage of such junked property. No permit shall be revoked except upon complaint, in writing, signed and verified by the Village Administrator or other complainant. Such complaint shall state the nature of the alleged failure to comply with such ordinance or regulation. A copy of the complaint, together with a notice of hearing, shall be served upon the permit holder not less than 10 days previous to the date of hearing.

**DELETE** as follows the *italicized* and underscored words:

§C: . . . registered pursuant to §§ 341.265 and 341.266, Wisconsin Statutes. *In other situations, the Village Board may issue temporary permits permitting an extension of, not to exceed, an additional 30 days time to comply with this section where exceptional facts and circumstances warrant such extension.*

- **Delete §139-12** – PEACE AND GOOD ORDER – **Inoperable Vehicles** – in its entirety from the Municipal Code of the Village of Wrightstown; and
- **Amend** Chapter 185.2.1. – VEHICLES AND TRAFFIC – Restrictions on parking: posted limitations – of the Municipal Code of the Village of Wrightstown to **ADD D** as follows:

§185-2.1. Restriction on parking: posted limitations **and inoperable vehicles.**

**D.** No owner or person having control or charge of any vehicle which is not in good or safe operating condition or which may otherwise not be permitted by law to be operated or used upon public highways shall park or store such vehicles on any public street or highway or public property except as permitted by W.S.A. s. 346.50.

D Erickson asked for comments from the Village Board and those in attendance three separate times and none were given.

Motion by P Brewer, second by T Schaeuble to close the public hearing on the Storage of Vehicles / Property; Inoperable Vehicles / Restrictions on Parking. Motion carried. (Adjourned 7:03 pm).

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Jean A Brandt

Clerk/Treasurer

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

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **05/20/14** and was called to order by Village President Dean Erickson at 7:03 pm.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Terry Schaeuble, Village Administrator Steve Johnson

Absent – Mark Leonard, Andy Lundt, Scott Reignier

Also present: Tom Collins (Wrightstown Area Spirit); Ed Byrne (Brillion News); Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen, Aaron Schuette (Brown Cty Planning), Lisa Backman, John Powers, Dave Lamers.

**MINUTES** - - Motion by P Brewer, second by T Schaeuble to approve the minutes of 05/06/14 as presented. Motion carried.

**VOUCHERS** - - Motion by T Schaeuble, second by P Brewer to approve the vouchers as submitted. Motion carried.

**FINANCIAL STATEMENTS** - - Acknowledged receipt and review.

**WALK-INS** - - **Dave Lamers** – Will comment later on the Waterboard Warriors. During the Committee of the Whole discussion was held on the building inspector and permits update. D Lamers also commented the Village should stay out of the building inspection business due to potential liability issues and continue to hire an outside individual.

**CORRESPONDENCE** - - **Thank you Card** – The girls from Wrightstown Brownie Troop 4544 all signed a thank you card “for the use of your facility” (Village Hall conference and community room). Brownie meetings were held the first Monday of each month.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report and comment:

- Final Report from AIMEDICAL on hearing tests reflects no hearing issues requiring follow-up for our employees.
- Unofficially Terry Schaeuble has agreed to Chair the Park & Recreation Committee.
- I will be on vacation May 28th through June 8th.

S Johnson expanded that all Brownie Troops should be exiting at 4:30 pm when Village Hall closes even if on a Tuesday when Village Hall is open until 6:00. Further explained the various issues and the distractions that occur.

### **COMMITTEE REPORTS**

#### **FINANCE** - -

**Discuss / Action on IT Services Recommendation** – Motion by K Curry, second by P Brewer to approve the proposal to enter into a 3-year agreement with Gordon Flesch Company for IT Managed Services. Motion carried.

**Approve Quarles & Brady Scope of Engagement** – Motion by K Curry, second by T Schaeuble to approve the Quarles & Brady Scope of Engagement RE: Proposed Issuance of Approximately \$6,800,000 Water System Revenue Bonds, Series 2015 (Safe Drinking Water Loan) with a fee of \$10,750. Motion carried.

**Wrightstown American Legion Memorial Day Celebration** – Motion by K Curry, second by P Brewer to approve a \$100 contribution to the Wrightstown American Legion annual Memorial Day celebration. Motion carried. (Assistance will also be provided by the Police and Fire Depts as requested.)

**PERSONNEL** - - Nothing to report at this time.

**PARKS & RECREATION** - -

**Discuss / take action on Support for Participation in Upcoming 2014 WFCA All-Star Charity Football Game in Oshkosh with two Wrightstown High School Students Playing** – Consensus of board members present; do not want to set a precedent for this type of request.

Motion by K Curry, second by P Brewer to deny the request from Anthony Craig and Doug Fabry for support in participating in the upcoming 2014 WFCA All-Star Charity Football Game in Oshkosh based on the fact that all requests for contributions have to be in place before the budget is being set. Motion carried.

**PUBLIC SAFETY** - -

**Fire Dept Report** – The April 2014 Fire Dept report submitted with best regards from Fire Chief M Schampers is as follows:

During April the fire department responded to 5 calls for service. 1 false alarm, 2 motor vehicle accidents, unattended brush fire and mutual aid call for structure fire.

Usual monthly business meetings and training nights where held. Training for April was Ladders-Ropes-Knots tool lifts. Plans where detailed for a fund raiser in May, making booyah and running the Brat Barn at Dick's family foods.

Also Asst Chief Gussert announced he would be stepping back to regular fire fighter status to pursue other interests outside the FD. He plans staying on at regular status. After much internal discussion the department forwarded Travis Coenen for final approval to Asst Chief, changes to occur as of June 1 2014.

**Police Dept Report** – No written report at this time. Police Chief P Kingsbury indicated he has been working with two part-time police officers with field training to come onboard mid-June. Two others are working toward their certifications.

P Kingsbury continued that last fall the Village Police Dept was selected to participate in the Wisconsin Law Enforcement Accreditation Program that involved writing, implementing and documenting use of 39 policies. Thanked his team and all their efforts as this is a huge honor to become a Professional Law Enforcement Agency. The received plaque will hang outside the Police Dept office with decals to be attached to the squad cars.

**Approve Ordinance No. 05202014 to Update the Village of Wrightstown Municipal Code Book** – Motion by K Curry, second by P Brewer to approve the following as read: Delete Chapter 189 – Vehicles, Storage of – in its entirety; Amend Chapter 139-11 – Peace and Good Order A. Storage of Property Delete in §A: words *automobiles, automobile parts, trucks, tractors*; to Add (1) Contents of permit; revocation language; to Delete in §C: words “In other situations, the Village Board may issue . . . etc”; Delete Chapter 139-12 Peace and Good Order – Inoperable Vehicles – in its entirety; Amend Chapter 185.2.1 – Vehicles and Traffic – Restrictions on parking to Add D. Inoperable Vehicles. Motion carried.

#### **PUBLIC WORKS & UTILITIES - -**

**Approve State / Village / Brown County Jurisdictional Transfer and Local Road Agreement STH96** – T Coenen explained the connection points for this agreement: High Street (near Country Cabinets intersection) to the old bridge entrance will now be a Village maintained street and have a cul-de-sac located in what was the old M & I Bank parking lot. The street name will be determined later for that area (potentially High Ct). Motion carried.

**Action on proposed Memorandum of Understanding with Waterboard Warriors for Mueller Park Joint Project** – Motion by P Brewer, second by T Schaeuble to table to the next meeting as there are still issues with the buyback part. Motion carried.

**WALK-IN – Dave Lamers – 700 Washington St** – Provided his comments on the zoning and use of the new storage building at Mueller Park; the Waterboard Warriors use of the Fox River with the eroding of the shoreline, the noise level, the lack of any one else using the park facilities four times a week (shows and practice nights); and questioned the contribution of the Waterboard Warriors to the Village. D Erickson responded the board appreciates his comments and will take them into consideration.

**Approve Proposed Memorandum of Understanding with Green Bay Water Utility / Commission and Village of Ashwaubenon for Water Delivery/Transmission Facilities and Wholesale Water Sale** – Motion by T Schaeuble, second by P Brewer to approve the proposed Memorandum of Understanding with Green Bay Water Utility/Commission and Village of Ashwaubenon for water delivery/transmission facilities and wholesale water sale. Motion carried.

#### **REGIONAL PLANNING:**

**Action on Lisa Backman request Rezone 310 Meadow Lane** – Motion by P Brewer, second by T Schaeuble to approve the Lisa Backman request to Rezone 310 Meadow Lane from R-1 Residential to B-1 General Business to accommodate the transition from a former day care center to a Retail Shop to operate as an Art Gallery and the sale of various sundry associated items including coffee products. Motion carried.

**Action on Proceeding with Comprehensive Plan Update per Brown County Planning Proposal** – Motion by P Brewer, second by T Schaeuble to approve the process for Brown County Planning to proceed with the Comprehensive Plan at the proposed cost of \$21,147. Motion carried.

**Recommendation for Brown County Planning Commission Board of Directors Reorganization** – Aaron Schuette explained the current organizational structure of the Board of Directors, why the changes were required by Federal Law and other considerations and the various options for the reorganization.

Motion by P Brewer, second by T Schaeuble to approve Option 3 which states: “BCPC Board Reorganization to Address Bellevue, Hobart and Suamico Incorporation and TMA Required Representatives. Also, the Town of Ledgeview is provided one representative as the largest population town to create an even number of remaining towns to partner.” (shown in the letter from Brown County Planning and Land Services Director Chuck Lamine dated May 9, 2014). Motion carried.

**SCHEDULED APPEARANCE - - Tom Karman (Schenck) – 2013 Audit Presentation –** T Karman reviewed the “Management Communications” booklet that relates to the responsibilities of Schenk to complete the audit under U.S. Generally Accepted Auditing Standards; the financial conditions noting there were no issues and the process went well; and then proceeded to review the various funds. T Karman commented the Village is in a strong financial position with an 86% unassigned fund balance. A minimum desire is generally 20-30%. The Village is fortunate due to its conservative budgeting over past years. The Water Fund will be reviewed again for a rate filing increase after the water transmission line project is complete. An adjustment will be made for the future. The Sewer Fund is consistent with prior years. A nominal increase each year is recommended for inflation costs. The TIF 2 closing this year was a successful endeavor as it closed out earlier than projected and recovered all of the Village’s costs.

J Brandt asked T Karman for confirmation that it is a normal process to have cash flow issues with as many projects that are in process. T Karman responded that is correct and the Village again is fortunate we have the funds to transfer if necessary to cover those issues.

Motion by K Curry, second by P Brewer to adjourn. Motion carried. (Adjourned 7:58 pm)

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Jean A Brandt

Clerk/Treasurer

# VILLAGE OF WRIGHTSTOWN

Following the Committee of the Whole and prior to the regular session on Tuesday, **06/03/14**:

## **CLOSED SESSION**

Proceed into **CLOSED SESSION** pursuant to Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – WWTP Operator Position. Roll call vote: Ayes –P Brewer, K Curry, M Leonard, A Lundt, S Reignier, T Schaeuble, D Erickson; Nays – none; Absent – none. Motion carried. (6:25pm)

## **OPEN SESSION**

Motion by A Lundt, second by K Curry to reconvene in **OPEN SESSION** and continue with the Utility Commission and Village Board meeting as scheduled. Roll call vote: Ayes –P Brewer, K Curry, M Leonard, A Lundt, S Reignier, T Schaeuble, D Erickson; Nays – none; Absent – none. Motion carried. (6:38pm)

## **UTILITY COMMISSION MINUTES**

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **06/03/14** and was called to order at 6:39 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt,  
Scott Reignier, Terry Schaeuble

Absent – Village Administrator Steve Johnson

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Police Chief Perry Kingsbury; Public Works Superintendent and Assistant Fire Chief Travis Coenen.

Motion by S Reignier, second by T Schaeuble to open the monthly Utility Commission meeting. Motion carried.

The May 2014 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

### **Water Utility:**

1. Gallons pumped as of May 28th – 6.036 million gallons, daily average 215,571.  
Well 4 static level – 115’ Pumping level – 285’  
Well 2 static level – 101’ Pumping level – 183’

### **Sewer Utility:**

1. Gallons treated as of May 28th – 8.12 million gallons, daily average of 290,032.
2. We received 65,700 gallons of septage as of May 28th. The revenue for the month of May is \$733.87, bringing the total revenue for 2014 to \$2,437.30.

### **Adjourn**

Motion by P Brewer, second by T Schaeuble to close the monthly Utility Commission meeting. Motion carried. (Adjourned 6:40 pm)

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Jean A Brandt

Clerk/Treasurer

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

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **06/03/14** and was called to order at 6:40 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt,  
Scott Reignier, Terry Schaeuble

Absent – Village Administrator Steve Johnson

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Police Chief Perry Kingsbury; Public Works Superintendent and Assistant Fire Chief Travis Coenen.

**MINUTES** - - Motion by P Brewer, second by K Curry to approve the minutes of 05/20/14 as presented. Motion carried.

**VOUCHERS** - - Motion by M Leonard, second by K Curry to approve the vouchers as submitted. Motion carried.

**VILLAGE ADMINISTRATOR** - - Acknowledged receipt of the following report submitted by S Johnson –

- Contract has been executed with Brown County Planning Commission to update the Village’s Comprehensive Plan in 2015.
- Contract has been executed with the Gordon Flesh Company to provide IT Managed Services to the Village over the next 3-years. The “On Boarding” process has already begun.
- The Memo of Understanding (MOU) with the Waterboard Warriors has involved a considerable amount of time in its development. It is virtually ready for execution, albeit, there may be a few minor tweaks necessary. Regardless, I highly recommend that you approve it this evening with the modifications you see fit.
- MOU to serve Wrightstown Water was unanimously approved May 20th by the Green Bay Common Council; consistent with our Village Board taking similar action that same night.
- Site Plan Review for the Farm Products LLC business on the former Bowers Feed Mill property is scheduled for July.
- Gave an “impromptu” Welcome Address at the American Legion’s Memorial Day Celebration. The Legion acknowledged the financial support of the Village for the luncheon.

### **COMMITTEE REPORTS**

#### **FINANCE - -**

**Class “A” Combination Liquor Licenses** – Motion by A Lundt, second by M Leonard to approve the 2014-2015 Class “A” Combination Liquor Licenses as follows: SAI KRUPA LLC, Bridgeport Shell, 525 Main St and Wrightstop BP, 233 High St; Vanden Wymelenberg Enterprises Inc, Dick’s Family Foods, 400 High St. Motion carried.

**Class “B” Combination Liquor Licenses** – Motion by A Lundt, second by K Curry to approve the 2014-2015 Class “B” Combination Liquor Licenses as follows: Rikki Garrity LLC, Jamie’s Dawghouse, 344 Broadway St; Lemonaide Design & Art Co LLC, Lemonaide Design & Art Co, 104 High St; Todd & Lois Luedtke LLC, Lucky’s Pub & Grill, 2565 Cty Rd U; W L Foods Inc, W L Foods, 924 Main St; River Inn LLC, Wrightstown River Inn, 531 Washington St. Motion carried.

“Reserve” Class “B” Combination Liquor License – Motion by A Lundt, second by K Curry to approve the 2014-2015 “Reserve” Class “B” Combination Liquor License as follows: Sydrow Golf Inc, Royal St Patrick’s Golf Links, 201 Royal St Pat’s Dr; Wrightstown Development LLC, Tiger’s Den, 505 Washington St. Motion carried.

**Schedule for Appointment of Agent** – Motion by A Lundt, second by K Curry to approve the 2014-2015 Schedule for Appointment of Agent by Corporation/Nonprofit Organization or Limited Liability Company as follows: Mitul Patel, SAI KRUPA LLC for Bridgeport Shell and Wrightstop BP; John Vanden Wymelenberg, Vanden Wymelenberg Enterprises Inc for Dick’s Family Foods; Rikki Garrity, Rikki Garrity LLC for Jamie’s Dawghouse, Rebecca Kafka, Lemonaide Design & Art Co LLC for Lemonaide Design & Art Co; Lois Luedtke, Todd & Lois Luedtke LLC for Lucky’s Pub & Grill; Gerald Van Rossum, W L Foods Inc for W L Foods; Gary Van Eperen, River Inn LLC for Wrightstown River Inn; Laura Hietpas, Sydrow Golf Inc for Royal St Patrick’s Golf Links; Jeffrey Corcoran, Wrightstown Development LLC for Tigers Den. Motion carried.

**Cigarette Licenses** – Motion by M Leonard, second by P Brewer to approve the 2014-2015 Cigarette Licenses as follows: Bridgeport Shell; Wrightstop BP; Dick’s Family Foods; Wrightstown River Inn; Royal St Patrick’s Golf Links. Motion carried.

**Operator’s Licenses** – Motion by A Lundt, second by K Curry to approve the Operator’s Licenses for the 2014-2016 License Years as follows: Faye Johnson, Janelle Vanden Wymelenberg (Dick’s Family Foods); Todd Luedtke, Stephanie Schwahn (Lucky’s Pub & Grill); Leah Meyerhofer, Rachel Shilt (Royal St Patrick’s Golf Links). Motion carried.

#### **PERSONNEL - -**

**Closed Session Issue** – No action necessary on the closed session held earlier this evening.

**Report on Filling Vacancy in Public Works** – T Coenen commented a vacancy notice is posted on the Village website and other organizational related websites.

#### **PUBLIC SAFETY - -**

**Fire Dept Comments** – Assistant Fire Chief T Coenen described the extent of the fire at CEI which began in an exhaust fan on the roof. A box alarm was called for assistance which resulted in four companies that included an aerial ladder truck. Minor damage with no injuries reported. Internal fire safety protocols at CEI along with the favorable service received were discussed with Fire Dept officers. One upgrade will be a key fob in the Knox Box for any future entry to the building doors during a fire call. High praise for the updated radio system that allowed communication with Green Bay Dispatch Center while in the CEI building.

**Police Dept Comments** – Police Chief P Kingsbury indicated the Police Dept is researching storage fees. As there are residents who do not comply with Village ordinances, the storing of impounded vehicles has become an issue.

#### **PARKS & RECREATION - -**

**Memo of Understanding with Waterboard Warriors Ski Team** – Motion by M Leonard, second by S Reignier to approve the Memo of Understanding between the Village of Wrightstown and the Waterboard Warriors Ski Team with the draft revised date of 6/3/14 contingent on approval of legal counsel. Motion carried.

**Lease with Waterboard Warriors Ski Team** – Motion by M Leonard, second by P Brewer to table the Lease with the Waterboard Warriors Ski Team until the next meeting. Motion carried.

**PUBLIC WORKS & UTILITIES - -**

**Public Works Superintendent Report** – The May 2014 Public Works report submitted by T Coenen is as follows:

1. Staff overtime hours for the month of April totaled 20 scheduled hours and 1 call in hour.
2. Solid waste curbside tonnage for the month of April totaled 52.79 tons and recycle tonnage collected was 17.65 tons. (Items 1 & 2 will always list the prior month totals.)

**Resolution No. 06032014 CMAR** – T Coenen explained the various categories and grading point structure for this annual report. As information is entered into the system, the system is programmed to award the appropriate points for each category. The Village accumulated a grade point average of 4.00 which is the highest you can achieve.

Motion by M Leonard, second by S Reignier to approve Resolution No. 06032014 CMAR (Compliance Maintenance Annual Report) Report Year 2013. Motion carried.

**REGIONAL PLANNING - -** Nothing to report at this time.

**Adjourn - -** Motion by M Leonard, second by K Curry to adjourn. Motion carried. (Adjourned 6:58 pm)

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Jean A Brandt

Clerk/Treasurer

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

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **06/17/14** and was called to order by Village President Dean Erickson at 6:18 pm.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard (6:20pm),  
Andy Lundt, Terry Schaeuble, Village Administrator Steve Johnson  
Absent – Scott Reignier

Also present: Ed Byrne (Brillion News), Tom Collins (Wrightstown Area Spirit), Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Dan Fritsch, Bruce Hohol.

**MINUTES** - - Motion by A Lundt, second by K Curry to approve the minutes of 06/03/14 as presented. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by P Brewer to approve the vouchers as submitted. Motion carried.

**FINANCIAL STATEMENTS** - - Acknowledge receipt and review.

### **WALK-INS** - -

**Bruce Hohol** – Requested background information and questioned if there were any rules in general or written guidelines by the Village restricting what the Waterboard Warriors are allowed to do on the water. Did not get letter as other neighbors did when the Waterboard Warriors began in Wrightstown as was told they would not go past his property; which of course they do. Board informed him the lower park with docks is in the Brown County Park System including the gated area with the roadway. The river is a navigable stream open to the public; however, the Village does have enforcement rights since the recent approval of the “no-wake area” ordinance implemented for during the construction of the new bridge. B Hohol also concerned about the lighting on the jump stationed in the middle of the river. He will contact Brown County or the DNR to obtain his answers while the Village will contact the Waterboard Warriors regarding respect and usage of the waterway. B Hohol also discussed his concerns with the new Mueller Park building and construction bids.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report and spoke briefly on each issue.

- The Memo of Understanding (MOU) and extended Lease for occupied land with the Water Board Warriors is again on the Agenda for your consideration. With actual construction commencing, these agreements should be reviewed and approved by the Board this evening.
- On June 11th Assessor Mike Denor addressed a group of RSP residents in the Community Room on State Equalized Value errors impacted the Outagamie portion of the Village for 2013 property taxes. Jean and I were present and shared answers to questions posed. Mike Denor did a good job in educating the group on the assessment process and his efforts were well received. An adjustment for 2014 is expected to correct equalized valuations in the future. The overall impact of this will be a shifting of tax burden to our Brown County taxpayers. While

disconcerting, it is a fair step in the correction process. Dollar impact is still difficult to project at this time. We will see some signs by August 15th when the Equalized Values are distributed. We will keep you informed on this matter.

- Airadigm Communications has advised that they will go out of business on September 2, 2014. We are in the early stages of negotiating conditions of this termination of our business relationship. (Actively trying to find a new provider for cell phone antennae on the water tower.)
- Wrightstown will host an Outagamie County Highway Dept. “Local Officials Meeting” in our Community Room on June 18th beginning at 8:30 am. Information will be shared on the County U Reconstruction Plan scheduled for 2015.
- Wrightstown will also host the monthly Brown County Administrators’ meeting on June 26th at 11:30 am.
- Site Plan Review for the Farm Products LLC business on the former Bowers Feed Mill property is scheduled for July.

### **COMMITTEE REPORTS**

**Thanks** – D Erickson recognized Mark Leonard with thanks from the board for his extensive amount of work and extraordinary contribution of time for the installation of the basketball court/winter skating rink behind Village Hall.

### **FINANCE - -**

**Enact an Escrow Agreement with Associated Trust Company** – Motion by A Lundt, second by K Curry to approve an Escrow Agreement with Associated Trust Company, “in form only” as the cost for this agreement is yet unknown, to manage “Shared Revenue Utility Payments” on behalf of the Village to distribute funds received from WI Dept of Revenue. Motion carried.

**Accept Schenck SC Tax Incremental District #2 Financial Statements** – Motion by A Lundt, second by P Brewer to accept the Schenck SC Tax Incremental District #2 Financial Statements including Independent Auditor’s Report from Date of Creation through May 31, 2014 as the closeout TIF #2 document. Motion carried.

**Approve Operator’s Licenses for 2014-2016 License Years** – Motion by A Lundt, second by K Curry to approve the Operator’s Licenses for the 2014-2016 license years for Katyln Bruecher, Dawn Klein, Jason McMahon, Mark Weyenberg, and Lynn Zirbel.

**PERSONNEL - -** Nothing at this time.

### **PARKS & RECREATION - -**

**Action on “Revised” Memorandum of Understanding** – Motion by T Schaeuble, second by M Leonard to approve the “revised” Memorandum of Understanding (dated 06/17/14) with the Waterboard Warriors for the Mueller Park joint project. Motion carried. (Revised item #5 under Special Considerations).

**Action on Lease with Waterboard Warriors Ski Team** – Motion by T Schaeuble, second by M Leonard to approve the Lease with the Waterboard Warriors Ski Team for the Mueller Park joint project with the amendment for insertion of a new item #9 – If the Waterboard Warriors no longer provide the services of regular water ski shows on the Fox River in the Village of Wrightstown, this

lease will become null and void. – with the remaining item numbers to move down in succession.  
Motion carried.

**Approve Instituting Property and Liability Coverage on Planned New Storage / Restroom Structure** – Motion by T Schaeuble, second by P Brewer to approve instituting property and liability coverage on planned new storage /restroom structure at Mueller Park when construction commences.  
Motion carried.

## **PUBLIC SAFETY - -**

**Fire Dept Report** – The May 2014 Fire Dept report submitted with best regards by Chief Schampers is as follows:

The Fire Department responded to 3 calls for service which included:

- 2 CO2 alarms at a local residence, source found to be a faulty (old detector)
- 1 call for MABAS call up assist to Depere, EN1312 responded.

Training for May was canceled due to severe thunderstorms. Usual monthly truck checks and business meeting were held. No major issues found. The department also participated at Middle School Safety Days with members and a rig on display.

The department also held a fund raiser working the Brat Barn at Dicks Family Foods and selling brats, burgers and booyah. We also had a business meeting with the new owners of Fox Energy center to get familiar with those now in charge and to begin organizing the process required when a response is needed. We are also working on setting up planning session with their internal people and with other local emergency response entities in the area. This will be a continuous process in the following months.

We ended May with participation in the American Legion-Lions Veteran's parade on Memorial Day.

A Lundt commented appreciate the fundraisers implemented by the Fire Dept. T Coenen further responded pursuing grants from WPS and Georgia Pacific for a thermal imaging camera.

**Police Dept Reports** – The following Police Dept reports respectfully submitted by Chief Kingsbury are as follows:

February 2014 – Attended CAD specification meetings for new County wide CAD system.

Officer Martin attended training for new investigators, child forensic interviews and basic search warrants. Police Chief attended winter chief's conference.

Ford Crown Vic squad cars had recall work completed. SUV had an issue with the vehicle locator system which was fixed.

Background checks on 4 potential part-time officers.

Officer Martin represented WPD for the law enforcement CP telethon.

There were 4 accidents in the Village during February, 1 was handled by BRSO and 1 was handled by WSP. There were 37 traffic contacts made for various violations and 4 parking

complaints.

There were 51 non traffic calls for service in the Village, 80% handled by WPD officers. BRSO self-initiated 3 non traffic calls in the Village during the early morning hours.

March 2014 – Hired two part-time officers, Ryan Ball and Gary DeWinter. Both need WI certification. Field training can be done to get further along rather than wait. Both have law enforcement experience. Ryan from the State of Ohio and Gary through corrections.

Continued background checks on other 2 potential part-time officers.

Officer Sorenson attended MCSAP update training, Officer Martin attended the Brown County child abuse summit and department training was held for all officers.

RADAR units were checked and received their yearly certification. Video recording system had to be repaired. Damaged during the January storm.

There were 2 accidents in the Village during March, 1 was handled by BRSO. There were 48 traffic contacts made for various violations and 4 parking complaints. BRSO initiated 3 traffic stops in the Village.

There were 40 non traffic calls for service in the Village, 82% handled by WPD officers. BRSO self-initiated 3 non traffic calls in the Village during the early morning hours.

April 2014 – Hired two part-time officers, Jordan Atlas and Charles Hebert. Both are experienced and certified WI police officers. Jordan works full time for the Green Bay PD and Charles works for the Milwaukee PD. Field training has begun and continued field training with previously hired officers.

Officers attended Juvenile Law Conference, CPR update and WI Assoc of Homicide Inv Conference.

Annual hearing test completed for full time staff.

Worked with Brown County IT to have internet access along with CAD in squad cars. Worked with Martin Security on interview room and key fob access.

Worked with Village Management Team to finalize village IT support.

WPD participated in the DEA's semiannual drug take back program.

There were 2 accidents in the Village during April, 1 was handled by BRSO. There were 39 traffic contacts made for various violations and 1 parking complaint. BRSO initiated 3 traffic stops in the Village.

There were 62 non traffic calls for service in the Village, 74% handled by WPD officers. BRSO self-initiated 7 non traffic calls in the Village during the early morning hours.

May 2014 – Field training new officers. They are working out well. Officer Pagel has decided to also work part-time for Hobart/Lawrence PD, but has told me he will continue to work for WPD as often as he always has. Charles Hebert has resigned from the Milwaukee PD and has moved to Oshkosh giving him more availability for shifts with WPD.

Officer attended drug training at NWTC.

Motorcycle was used for traffic enforcement during “Click-it or Ticket”.

Officers helped fit bike helmets for WCSD Safety Day. Officer DeWinter helped during the program as well.

Worked with Village Management Team to finalize village IT support.

There were 3 accidents in the Village during May, all were handled by BRSO. There were 69 traffic contacts made for various violations and 2 parking complaints. BRSO initiated 2 traffic stops in the Village.

There were 55 non traffic calls for service in the Village, 80% handled by WPD officers. BRSO self-initiated 6 non traffic calls in the Village during the early morning hours and there was 1 report initiated through the SRO.

#### **PUBLIC WORKS & UTILITIES - -**

**Public Works Superintendent Comments** – T Coenen gave a brief update on the construction project. Concrete paving on the school side to take place next week; near future taking out the temporary travel lane and then pave with a finished product of concrete; and STH 96 from CTH D to Shanty Road will be totally shut down with a detour route available. The fill project on this side of the river is on schedule with the round-about to be started this fall. An agreement has been reached with Tom’s Auto Body. He will move to his other property on STH 96 in the Town of Kaukauna with his current building in the Village to be torn down.

#### **REGIONAL PLANNING - -**

**Resolution No. 06172014 Relating to the Composition of the Brown County Planning Commission Board of Directors** – Motion by P Brewer, second by T Schaeuble to approve Resolution No. 06172014 relating to the Composition of the Brown County Planning Commission Board of Directors with the recommended Option 4. Motion carried.

Motion by P Brewer, second by K Curry to adjourn. Motion carried. (Adjourned 7:35 pm).

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Jean A Brandt

Clerk/Treasurer

**VILLAGE OF WRIGHTSTOWN  
VILLAGE BOARD MINUTES**

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **07/01/14** and was called to order at 6:14 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt,  
Scott Reignier, Terry Schaeuble, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Police Chief Perry Kingsbury; Fire Chief Mike Schampers; Public Works Superintendent Travis Coenen.

**CANCELLED MEETING DUE TO LACK OF AGENDA ITEMS**

# **VILLAGE OF WRIGHTSTOWN**

## **VILLAGE BOARD MINUTES**

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **07/15/14** and was called to order by Village President Dean Erickson at 6:31 pm.

Roll Call: Present – Dean Erickson, Karen Curry, Andy Lundt, Terry Schaeuble,  
Village Administrator Steve Johnson  
Absent – Paul Brewer, Mark Leonard, Scott Reignier

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Police Chief Perry Kingsbury; Fire Chief Mike Schampers; Public Works Superintendent Travis Coenen; Dan Segerstrom, Brooks Fechhelm (WisDOT); Dustin Morrison (6:50 pm).

**MINUTES** - - Motion by A Lundt, second by K Curry to approve the minutes of 06/17/14 as presented. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by K Curry to approve the vouchers as submitted. Motion carried.

**FINANCIAL STATEMENTS** - - Acknowledge receipt and review.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

There has been a follow-up conversation with Airadigm in regard to their termination of usage of Tower B for cell phone antennae. They are slowly evaluating their transition proposals and will be in touch with more information in the near future.

Wrightstown hosted an Outagamie County Highway Dept. “Local Officials Meeting” in our Community Room on June 18th. The County U Reconstruction Plan scheduled for 2015 was discussed and is proceeding to include a round-a-bout at the intersection of Broadway/Golf Course Drive and County U. Board members have been provided copies of the handouts from the meeting. (Discussion followed as S Johnson received today the proposed cost share numbers from Outagamie County Highway Dept. T Coenen provided the various options and their related costs and offered his recommendation which is the round-a-bout.)

Wrightstown also hosted the monthly Brown County Administrators’ meeting on June 26th.

There will be an upcoming meeting with Green Bay Water Utility and Ashwaubenon to continue work on a formal Wholesale Water Service Agreement. This is scheduled for July 9th in Ashwaubenon.

We participated in a scheduled conference call with Ehlers and Robt. E. Lee on July 2nd to discuss Financing and Construction Time Lines.

On July 22 Outagamie County Highway Dept. will hold a PIM at the Wrightstown Village Hall in the Community Room to provide information and entertain questions regarding the reconstruction of County U in 2015. Meeting time is from 6:30 pm to 8:00 pm.

We continue to evaluate our Building Inspection Fee Schedule as we work towards a necessary transition in our inspection services.

## **COMMITTEE REPORTS**

### **FINANCE - -**

**Operator's Licenses** – Motion by A Lundt, second by T Schaeuble to approve the operator's licenses for the 2014-2016 license years for Tony Selner, Emily DeCoster, Michaela Laing, Teri Van Dyke, and Amanda Fenn. Motion carried.

### **PERSONNEL - -**

**Resignation Part-time Police Officer** – Motion by K Curry, second by A Lundt to accept the resignation of part-time Police Officer Natalia Sidon effective July 1, 2014. Motion carried.

**PARKS & RECREATION - -** Nothing to report at this time.

### **PUBLIC SAFETY - -**

**Fire Dept Report** – The June 2014 Fire Dept Report submitted with regards from Fire Chief Mike Schampers is as follows:

The fire department responded to 4 calls during June 2014, 2 calls to CEI for fire in an exhaust system above an extruder and later a follow up with concern of a possible rekindle, one for a CO2 Detector Alarm, one call paged and cancelled for a house fire in Greenleaf and a Water Rescue call on the river, boater adrift with inability to start engine.

Usual meetings and training for the month, training focus was “Confined Space Rescue” presented by a guest trainer. The officers of the department also had a meeting with the new management at Fox Energy Plant to discuss plans going forward and to plot out a schedule for further follow up meetings and presentations between the FD and their group. The officers also met with representatives of CEI to follow up on their procedures in place in the event of a fire and how to improve on the system in place for both internal response at CEI and when the fire department is responding.

The new Sea-Doos for the season have arrived and are in service, the transition from Tim to Travis as Assistant Chief was made smoothly with Tim standing in if needed while Travis is recovering from back surgery.

**Police Dept Report** – The June 2014 Police Dept Report respectfully submitted by Police Chief Perry Kingsbury is as follows:

Field training new officers. Officer Atlas and Hebert are patrolling on their own. Officer DeWinter graduated from recruit school and is now certified. Officer Ball was not successful in his first attempt at the reciprocity exam. He will retake the exam in July.

Officers attended legal update training at GBPD; the Attorney General's Conference; and new

LESB Records training. Sharon attended the LEAP Conference.

There were 2 accidents in the Village during June, all were handled by WPD Officers. Officers also assisted BRSO with 2 accidents just outside the village limits. There were 94 traffic contacts made for various violations and 6 parking complaints. BRSO initiated 2 traffic stops in the Village.

There were 110 non traffic calls for service in the Village, 85% handled by WPD officers. BRSO self-initiated 4 non traffic calls in the Village during the early morning hours.

**Police Comments** – P Kingsbury also responded to a board comment that yes, one of the impound vehicles is now gone as the party appropriately registered the vehicle. The other vehicle will be removed to a junk yard as other contacted non-profit organizations (example: Rawhide Boys Ranch) want a clear title to the vehicle prior to their taking possession of it.

P Kingsbury also responded in writing to the Village Trustees, Administrator and Village Clerk regarding an undated, unsigned complaint against the Police Dept received on 07/03/14. There were two issues on the complaint that P Kingsbury investigated. His written statement concluded that the first issue could not be substantiated without the picture (not included with the complaint letter) and the second issue was totally unfounded. P Kingsbury further discussed his written explanation.

**Act on Village Ordinance Chapter 158-11 Sex Offender Resident Appeals** – P Kingsbury indicated the appeal no longer applied to Jamie Much Jr as his contact (girlfriend) who worked in the Village no longer is employed and the Village has no other contact information for him.

Dustin Morrison addressed the Village Board. D Morrison understands he made mistakes in his younger years and bad choices in the past and hurt many people in the process. He is now a mature, responsible man with a pregnant wife and daughter who are living at 118 High Street. He is currently living with his mother and grandmother in Greenleaf and has a full-time job for the past three years. Difficult situation with money and being at two different locations is not there for his family. Apologized for things he has done in the past.

Motion by K Curry to deny the request of Dustin Morrison. D Erickson asked for a second to the motion three times and no board member responded. D Erickson indicated the motion died for lack of a second.

A Lundt questioned P Kingsbury where the 500 feet lays and was informed the area includes the boat landing / park area on Washington Street. The Police Dept has a resource that maps out the restricted 500 feet from the point of the resident location.

P Kingsbury stated D Morrison is a lifetime registrant and has completed all his obligations and is no longer on paper with probation and parole. He is required to keep the State Registry

informed of his location of where he is residing, working, going to school and if anything changes, must promptly notify them.

D Morrison further commented he has completed all his extended supervision and sex offender treatments and is required to wear a GPS monitor at all times so he can be located at any time. Questioned and responded he has the GPS bracelet for the rest of his lifetime.

Motion by A Lundt, second by T Schaeuble to table the sex offender resident appeal request by Dustin Morrison until the next Village Board meeting on August 5<sup>th</sup>. Motion carried.

## **PUBLIC WORKS & UTILITIES - -**

### **Public Works Superintendent Comments –**

**Construction Project** – T Coenen commented the project is almost on schedule with Mother Nature having a hand with the rain. Next week the contractors will tear out the center lane closest to the current roadway to get that paved as fast as possible. Hoping to have both directions open to Village Hall and Dick’s but may have some delays. While STH 96 in Greenleaf is under construction from their round-a-bout west towards Wrightstown, Shanty Road to CTH D will also be closed to through traffic. The detour will be CTH D to Hill Road back to STH 57.

**Job Applicants** – Have 14 total applicants with a good array of well-qualified persons. S Johnson and T Coenen will review tomorrow and determine who to bring in for interviews possibly as early as next week.

**REGIONAL PLANNING - -** Nothing to report at this time.

## **ADJOURN - -**

Motion by K Curry, second by T Schaeuble to adjourn. Motion carried. (Adjourned 7:03 pm)

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Jean A Brandt

Clerk/Treasurer

# VILLAGE OF WRIGHTSTOWN

## PUBLIC HEARING MINUTES

08/05/14

### Conditional Use Permit Request

A Public Hearing of the Village of Wrightstown Board of Trustees was held on Tuesday, **08/05/14** at the Village Hall, 352 High Street, and called to order at 6:12 pm by Village President Dean Erickson with the reading of the public hearing notice.

Roll Call: Present – Dean Erickson, Paul Brewer, Andy Lundt, Scott Reignier, Terry Schaeuble, Village Administrator Steve Johnson

Absent – Karen Curry, Mark Leonard

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Police Chief Perry Kingsbury; Assistant Fire Chief / Public Works Superintendent Travis Coenen; Arnie Tucker (American Legion Post 436); Jim Perras (Consolidated Construction); Frank Reichl (Farm Products LLC); Jack Vande Hey, Lee Bowers, Mary Jane Bowers, John & Sherry Braeger (6:23pm).

Motion by A Lundt, second by S Reignier to open the public hearing on the Conditional Use Permit Request. Motion carried.

The purpose of the Public Hearing was to hear from all persons and/or their agents on the following:

- **Request for Conditional Use Permit** for Farm Products LLC, PO Box 601298, Dallas, Texas, by their Design/Building Contractor, Consolidated Construction, Appleton, WI at site address of 825 Pamela Street, Wrightstown, WI, Brown County; Parcel Numbers VW-161-3 and VW-161-2.

The former business buildings, Bowers Feed & Grain, were demolished and the property sold. Farm Products LLC is requesting a conditional use permit to construct a new building on the existing foundations, if structurally sound, with the proposed use of a manufacturing facility to support the paper-products industry.

The property, approximately 2.66 acres in size, is zoned I-1 General Industrial District. Per Village Ordinance Chapter 206-25(C)(3) I-1 General Industrial District, Conditional Uses, Other manufacturing, assembling, processing, storage or commercial uses determined by the Planning Commission to be of the same general character as the uses permitted in Subsection B requires a public hearing and approval from the Village Board.

D Erickson asked for comments from the Village Board and those in attendance. A Lundt commented there was an email from a concerned citizen (living outside the Village) about the quantity of the chemicals. T Coenen stated all facilities have some; just more with this facility and they have all the safety measures in place above and beyond the standards. The concern about the air emissions has been worked through with the DNR. So minimal that a permit is not required. The Fire Dept is next door. No drainage issues as the storm water also is gathered for

the process in the facility. D Erickson commented he spoke with the person about the email. No bad or good experiences. Just had read the article and had concerns.

Frank Reichl explained the process and that this is the fifth plant. It is a fully contained building that services the paper industry. Everything is collected and reused.

D Erickson asked for input two more times and no comments or questions were given.

Motion by A Lundt, second by S Reignier to close the public hearing. Motion carried.  
(Adjourned 6:18pm)

(During the Village Board meeting, five residents arrived to address the public hearing.)

### **Re-Opened Public Hearing - -**

Motion by A Lundt, second by S Reignier to re-open the public hearing for the request of the conditional use permit for Farm Products LLC. Motion carried. (6:23pm)

Questions from the audience were generally related to safety issues with one person (J Braeger) being more specific towards the use of sulfuric acid. Frank Reichl again explained the process of how their product is used in the paper making industry, how the containment vessels are equipped and that there are different grade levels of sulfuric acid. The type of sulfuric acid that will be used for their process is not volatile and thus, no personal protective equipment is necessary which includes masks or respirators. J Braeger thanked T Coenen for his due diligence. T Coenen then remarked after questioned that the Wrightstown Fire Dept was satisfied with all the answers provided to them including the process of unloading the chemicals from the rail cars into the facility. If the need arises, the Fire Dept is hazmat trained and capable of handling an emergency at the facility. The Fire Dept is also connected through the counties and State via MABAS that would send out a simultaneous call to other agencies when required for additional support. F Reichl stated the raw materials are brought in by rail while the finished product is shipped out by truck. Other questions and responses included: a) is it noisy? – compressor on the back of the building to eliminate any noise factor; b) trucks on the lawn? – fixing of the roadway (Pamela Street) is being planned. Also informed a fence will be installed around the property similar to the Coca-Cola facility. Trucks will gain access through a locked gate. F Reichl also explained their product is used in the turkey and chicken farming industry to alleviate some of the ammonia smell with a spraying method on the animal droppings. He further explained the owners of the company have five other plants that all have different names of incorporation. Resident further questioned what real value to Wrightstown as they will only employ five to six people for production and transportation. Very concerned that property values will decrease with a chemical plant in the neighborhood. Question and response from the board is the property is not spot zoned and holds an I-1 Industrial District Zoning. The reason for the “conditional use” approval is the words “paper making” is not specifically listed in the zoning code but is shown as “other manufacturing”. Informed the audience the land was already purchased by Farm Products LLC. Air emissions were addressed again with a response from F Reichl that if the process is not working properly, no product would be manufactured that day. Want to be a good neighbor and well received within the Village. Opposition to the approval was voiced by J Braeger.

Motion by S Reignier, second by T Schaeuble to close the public hearing. Motion carried.  
(Second adjournment 7:05 pm)

**VILLAGE OF WRIGHTSTOWN**  
**UTILITY COMMISSION MINUTES**

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **08/05/14** and was called to order at 6:18 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Andy Lundt, Scott Reignier, Terry Schaeuble,  
Village Administrator Steve Johnson

Absent – Karen Curry, Mark Leonard

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Police Chief Perry Kingsbury; Assistant Fire Chief / Public Works Superintendent Travis Coenen; Arnie Tucker (American Legion Post 436); Jim Perras (Consolidated Construction); Frank Reichl (Farm Products LLC).

Motion by A Lundt, second by S Reignier to open the monthly Utility Commission meeting.  
Motion carried.

The monthly Utility Reports as submitted by Public Works Superintendent Travis Coenen are as follows:

**June 2014** –

**Water Utility:**

1. Gallons pumped in the month of June – 6.130 million gallons, daily average 204,333.  
Well 4 static level – 117’ Pumping level – 290’  
Well 2 static level – 103’ Pumping level – 185’

**Sewer Utility:**

1. Gallons treated in June – 7.5241 million gallons, daily average of 250,803.
2. We received 86,700 gallons of septage in the month of June. The revenue for the month is \$968.44, bringing the total revenue for 2014 to \$3,660.41.

**July 2014** –

**Water Utility:**

1. Gallons pumped as of July 30th – 6.083 million gallons, daily average 202,767.  
Well 4 static level – 121’ Pumping level – 290’  
Well 2 static level – 109’ Pumping level – 185’

**Sewer Utility:**

1. Gallons treated as of July 30<sup>th</sup> – 4.963 million gallons, daily average of 165,433.
2. We received 35,600 gallons of holding tank waste in the month of July. The revenue for the month is \$397.65, bringing the total revenue for 2014 to \$4,058.06. We are accepting septic tank waste on a trial basis.

T Coenen indicated maintenance is being completed on Tower B and thus there has been discoloration in water resulting in resident concerns. The reduction of the tower sediment and the effect of the chemicals were also discussed.

Motion by T Schaeuble, second by P Brewer to close the monthly Utility Commission meeting.  
Motion carried. (Adjourned 6:21 pm)

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Jean A Brandt

Clerk/Treasurer

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

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **08/05/14** and was called to order at 6:18 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Andy Lundt, Scott Reignier, Terry Schaeuble, Village Administrator Steve Johnson

Absent – Karen Curry, Mark Leonard

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Police Chief Perry Kingsbury; Assistant Fire Chief / Public Works Superintendent Travis Coenen; Arnie Tucker (American Legion Post 436); Jim Perras (Consolidated Construction); Frank Reichl (Farm Products LLC); Jack Vande Hey, Lee Bowers, Mary Jane Bowers, John & Sherry Braeger (6:23pm).

**MINUTES** - - Motion by A Lundt, second by T Schaeuble to approve the minutes of 07/15/14 as presented. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Motion carried.

### **Re-Opened Public Hearing - -**

Motion by A Lundt, second by S Reignier to re-open the public hearing for the request of the conditional use permit for Farm Products LLC. Motion carried. (6:23pm)

### **Re-convened Village Board (7:05 pm)**

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

- The PIM conducted by the Outagamie County Highway Dept. on July 22nd went well. Plans and project summary were presented and questions were entertained from those present. The cost sharing element of this project will require Board deliberation. Planned appearance at Outagamie County Highway Committee meeting on August 11th to seek a better arrangement!
- A series of meetings over a proposed Wholesale Water Agreement have been conducted and a draft copy is being provided to the attorneys representing the entities of the City of Green Bay, Village of Ashwaubenon, and the Village of Wrightstown. Drafts will become available to the Village Board upon a review by the respective legal counsel.
- Work has commenced on the early development of the 2015 Budget. There will need to be an upcoming Closed Session to discuss Salary & Wage matters. Looking at August 19th.
- The annual reviews have been completed for all employees, but one.
- The Escrow Agreement on the Agenda for this evening is to be tabled until the next meeting, pending inclusion of additional language and final review by attorneys. The fees to be charged by Associated Bank are \$2,000 “Acceptance” and \$2,000 annually for the duration of the agreement.

### **COMMITTEE REPORTS**

## **REGIONAL PLANNING - -**

**Action on Request for Conditional Use Permit** – Motion by P Brewer, second by T Schaeuble to approve the request for a Conditional Use Permit for Farm Products LLC at site address of 825 Pamela Street. Roll call vote: Ayes – Paul Brewer, Andy Lundt, Scott Reignier, Terry Schaeuble, Dean Erickson; Nays – None; Absent – Karen Curry, Mark Leonard. Motion carried.

**Recess** – Motion by S Reignier, second by A Lundt to recess for five minutes. Motion carried. (7:23 pm)

Motion by P Brewer, second by T Schaeuble to open from the recess. Motion carried. (7:29 pm)

## **FINANCE - -**

**Action on Escrow Agreement with Associated Trust Company to Manage Shared Revenue Utility Payments** – Motion by A Lundt, second by S Reignier to table the Escrow Agreement with Associated Trust Company to manage shared revenue utility payments on behalf of the Village to distribute funds received from WDOR. Motion carried.

**Operator's Licenses for 2014-2016 License Years** – Motion by A Lundt, second by S Reignier to approve an operator's license for Kaylee Jaeger for the 2014-2016 license years. Motion carried.

Motion by A Lundt, second by P Brewer to approve an operator's license for Terri Jenner for the 2014-2016 license years. Motion carried. (After explanation of notations on application.)

Motion by A Lundt, second by S Reignier to table the operator's license application for Kshitji Jagasia until background check is complete. Motion carried.

**Renewal EMC Insurance** – Motion by A Lundt, second by S Reignier to approve the 2014-2015 renewal of EMC for general / worker's compensation insurance through Ansay & Associates LLC. Motion carried.

**Resolution No. 08052014 Chapter 102 Fees and Penalties** – Motion by A Lundt, second by S Reignier to approve Resolution No. 08052014 Chapter 102, Fees and Penalties – Amend fees: Park and Recreation sale of fermented malt beverages permit fee to \$5; Zoning rezoning approval fee to \$400. Motion carried.

## **PERSONNEL - -**

**Accept Retirement Resignation** – Motion by S Reignier, second by P Brewer to accept the retirement resignation letter from Deputy Clerk/Treasurer Deb Sova. Nay – D Erickson. Motion carried.

## **PUBLIC SAFETY - -**

**Fire Dept Comments** – Assistant Fire Chief T Coenen explained a table top exercise is being setup in the near future with WPS for an emergency plan with the Fox Energy Plant site.

**Police Dept Comments** – None at this time.

**Action on Agreement with Independent Inspections Ltd** – Motion by S Reignier, second by A Lundt to approve a one-year agreement with Independent Inspections Ltd for Building Inspection Services. Motion carried.

**Act on Village Ordinance Chapter 158-11 Sex Offender Resident Appeal** – Motion by S Reignier, second by P Brewer to deny the appeal of Dustin Morrison to the Village Ordinance Chapter 158-11 Sex Offender Resident Appeal. Nay – T Schaeuble. Motion carried.

**PARKS & RECREATION** - - Nothing at this time.

**PUBLIC WORKS & UTILITIES** - -

**Public Works Superintendent Report** – The monthly reports submitted by Public Works Superintendent are as follows:

**June 2014** –

1. Staff overtime hours for the month of May totaled 25.5 scheduled hours and 0 call-in hours.
2. Solid waste curbside tonnage for the month of May totaled 74.42 tons and recycle tonnage collected was 27.94 tons. (Items 1 & 2 will always list the prior month totals.)

**July 2014** –

1. Staff overtime hours for the month of June totaled 29.5 scheduled hours and 7.5 call-in hours.
2. Solid waste curbside tonnage for the month of June totaled 55.94 tons and recycle tonnage collected was 18.48 tons. (Items 1 & 2 will always list the prior month totals.)

T Coenen also commented on the progress of the new building at Mueller Park and being on schedule with the DOT project. The roadways and driveway accesses should be done by the time school starts with the landscaping to then follow.

**Approval of Easement Agreement for 825 Pamela Street** – Motion by S Reignier, second by P Brewer to approve an Easement Agreement for Rail Spur to serve 825 Pamela Street. Motion carried.

Motion by P Brewer, second by T Schaeuble to adjourn. Motion carried. (Adjourned 7:43 pm)

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Jean A Brandt

Clerk/Treasurer

# VILLAGE OF WRIGHTSTOWN

## PUBLIC HEARING MINUTES

08/19/14

### Moving Buildings

#### Peddlers, Solicitors and Transient Merchants

A Public Hearing of the Village of Wrightstown Board of Trustees was held on **08/19/14** at the Village Hall, 352 High Street, and called to order at 7:21 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Terry Schaeuble, Village Administrator Steve Johnson

Absent – None

Also present: Tom Collins (Wrightstown Area Spirit); Ed Byrne (Brillion News); Public Works Superintendent Travis Coenen, Durrell Malliet, Susan Byers, Sue Johnson, Jan Zvara, Joyce Weitzel, Dan Verbeten.

Motion by S Reignier, second by A Lundt to open the public hearing on Moving Buildings and Peddlers, Solicitors and Transient Merchants with S Reignier reading of the public hearing notice. Motion carried.

The purpose of the Public Hearing was to hear from all persons and/or their agents on the following:

- **Amend** Chapter 170-5 Streets and Sidewalks, **Moving Buildings** - of the Municipal Code of the Village of Wrightstown to read as follows:  
§170-5(A) **ADD** at the end of the section: “The applicant shall at the time of submitting the application include a fee as set forth in Chapter 102, Fees and Penalties.”
- **Amend** Chapter 102, Fees and Penalties; **ADD**: §170-5A, permit fee: \$50
- **Repeal** in its entirety and **Recreate** Chapter 143 – **Peddlers, Solicitors and Transient Merchants** – of the Municipal Code of the Village of Wrightstown to read with the following subsections (language for each subsection can be reviewed at the Village Clerk’s office):
  - § **143-1. Definitions.**
  - § **143-2. Requirements.**
    - A. Registration required.
    - B. Exemptions.
    - C. Registration.
    - D. Investigation.
    - E. Appeal.
    - F. Regulation of transient merchants.
    - G. Records.

H. Revocation of registration.

I. Penalty.

**§ 143-3. Exemptions.**

**§ 143-4. Records check fee.**

**§ 143-5. Records check.**

**§ 143-6. Bond.**

**§ 143-7. Excessive noise prohibited.**

**§ 143-8. Use of streets.**

**§ 143-9. Display of license.**

**§ 143-10. Violations and penalties.**

D Erickson asked for comments and public input from the Village Board and those in attendance three separate times and none were given.

Motion by A Lundt, second by S Reignier to close the public hearing on Moving Buildings and Peddlers, Solicitors and Transient Merchants. Motion carried. (Adjourned 7:24 pm)

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Jean A Brandt

Clerk/Treasurer

# VILLAGE OF WRIGHTSTOWN

## PUBLIC HEARING MINUTES

08/19/14

### Shorelands and Wetlands Zoning

A Public Hearing of the Village of Wrightstown Board of Trustees was held on **08/19/14** at the Village Hall, 352 High Street, and called to order at 7:24 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Terry Schaeuble, Village Administrator Steve Johnson

Absent – None

Also present: Tom Collins (Wrightstown Area Spirit); Ed Byrne (Brillion News); Public Works Superintendent Travis Coenen, Durrell Malliet, Susan Byers, Sue Johnson, Jan Zvara, Joyce Weitzel, Dan Verbeten.

Motion by S Reignier, second by A Lundt to open the public hearing on Shorelands and Wetlands Zoning with S Reignier reading of the public hearing notice. Motion carried.

The purpose of the Public Hearing was to hear from all persons and/or their agents on the following:

- Amend Chapter 208 Shorelands and Wetlands Zoning of the Village of Wrightstown Municipal Code to read as follows with insertions in italics / bolded and deleted items with a line through the words:

Article II, General Provisions, §208-5. Areas to be regulated. Areas regulated by this chapter shall include all the lands annexed into the Village of Wrightstown since May 7, 1982, and meeting Subsection A or B below. *Also, areas regulated shall include shoreland, that before incorporation by the Village of Wrightstown that was part of a town and subject to county shoreland zoning ordinance if the date of incorporation was after April 30, 1994.* If an adopted ordinance for the formerly unincorporated areas is more restrictive than this chapter, then the more restrictive ordinance shall apply.

Article II, General Provisions, §208-7. Compliance. The use of any land or water, the size of, shape and placement of lots, the use, size type and locations of structures on lots, the installation and maintenance of water supply and water disposal facilities, the filing, grading, lagooning, dredging of any lands the cutting of shoreland vegetation, and the subdivision of lots, shall be full compliance with the terms of this chapter and other applicable local, state or federal regulations (see 208-36 for standards applicable to nonconforming uses). ~~Buildings, signs, and other structures~~ *All permitted development* shall require a permit unless otherwise expressly excluded by a provision of this chapter. Property owners, builders, and contractors, are responsible for compliance with the terms of this chapter.

Article V, Removal of Shore Cover, §208-22. Shoreline cutting.

- A person required to maintain or establish a vegetative buffer zone under 208-22 may remove* no more than 30 feet in any 100 feet, 30% for lots less than 100 feet as measured

along the ordinary high water mark, may be clear cut to the depth of the thirty-five foot area in order to establish a viewing or access corridor.

- B. Natural shrubbery shall be preserved as practicable. ***If the vegetation in a vegetative zone contains invasive species or dead or diseased vegetation, the owner of the shoreland property may remove the vegetation, except that if the owner removes all of the vegetation in the vegetation buffer zone, the owner shall establish a vegetative buffer zone with new vegetation*** that is equally effective in retarding the runoff, preventing erosion and preserving natural beauty.

D Erickson asked for comments and public input from the Village Board and those in attendance two separate times and the question was asked if the County or Village had the authority for Shorelands and Wetlands with the response it is the Village. Again it was asked and there were no more comments or questions.

Motion by P Brewer, second by K Curry to close the public hearing on Shorelands and Wetlands Zoning. Motion carried. (Adjourned 7:28 pm)

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Jean A Brandt

Clerk/Treasurer

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

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **08/19/14** and was called to order by Village President Dean Erickson at 7:28 pm.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard,  
Andy Lundt (left 7:45 pm), Scott Reignier, Terry Schaeuble,  
Village Administrator Steve Johnson

Absent – None

Also present: Tom Collins (Wrightstown Area Spirit); Ed Byrne (Brillion News); Public Works Superintendent Travis Coenen.

**MINUTES** - - Motion by S Reignier, second by T Schaeuble to approve the 08/05/14 minutes as presented. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Motion carried.

**SCHEDULED APPEARANCE** - - **Susan Byers** – 433 Fawnwood Ct – Had left prior to Village Board after making her concerns known at the Committee of the Whole meeting.

**CORRESPONDENCE** - - **Thank You** – A handmade card with a note of thanks for the retirement gifts was received from Debra Sova.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following amended version of his Administrator’s report:

- Met with the Highway Committee at the Outagamie County Shop on Aug. 11th for the purpose of appealing the proposed shared cost of \$175,000 for the Village’s one-leg section of the roundabout. Was not successful in getting them to change their policy or to reduce the cost. Out of that meeting has evolved a payment plan that would allow the Village to budget the expense in the 2015 and 2016 budgets.
- Progress has been made on the Wholesale Water Agreement. Attorneys have weighed in and we are looking for Village Board approval not later than September 16th.
- The 2015 Budget will commence to take form in the next several weeks. Some vital information will not be available until later, however, I am targeting a budget discussion on Sept. 16th to review identified “Risks & Opportunities”.
- An outreach meeting was conducted by a representative of U.S. Senator Ron Johnson’s office yesterday. Some contact information is available here for your use. (see round table)
- Notice of upcoming Brown County Public Listening Sessions to be held at the following venues: (see round table)

Village Hall, Denmark	Sept. 10th	6:00 pm – 7:30 pm
Green Bay City Hall	Sept. 17th	5:00 pm – 6:30 pm

● A number of legal reviews have pushed us back a bit in our preferred time frame to adopt the Wholesale Water Agreement. Fine tuning has resulted in new projected dates for the respective approvals to take place: (see packet)

Green Bay	Sept. 16
Wrightstown	Sept. 16
Ashwaubenon	Sept. 23

Further review followed on the Outagamie County round-a-about construction cost share. The Village’s portion increased to \$175,000 with Outagamie County Highway Commission Al Geurts was an error on his part in the presentation. There is no cost change but the county would allow a two-payment process. T Coenen explained the different options within the 10-20 year timeframe and stated the best option is the round-a-bout for efficiency and fiscally. Comments from the board it is the best from a safety issue but don’t understand where the money will come from to pay the cost.

**COMMITTEE REPORTS**

**FINANCE - -**

**Escrow Agreement with Associated Trust Company** – Motion by A Lundt, second by S Reignier to approve the Escrow Agreement with Associated Trust Company to Manage Shared Revenue Utility Payments on Behalf of the Village to Distribute Funds Received from the WDOR with the Escrow Agent fee schedule shown as Exhibit B. Motion carried.

**Operator’s License** – Motion by K Curry, second by P Brewer to approve the operator’s license for the 2014-2016 license years for Kshitij Jagasia. Motion carried.

**Resolution No. 08192014 Inspection Fee Schedule** – Motion by K Curry, second by S Reignier to table the Inspection Fee Schedule. Motion carried.

**PERSONNEL - -**

**Employment Agreement for new DPW employee** – An agreement has been written to hire the new DPW employee.

**PARKS & RECREATION - -** Nothing to report at this time.

**PUBLIC SAFETY - -**

**Fire Dept Report** – The July 2014 Fire Dept report submitted with best regards from Fire Chief Mike Schampers is as follows:

For July the department responded to 3 pages for service, calls as follows. “Smoke Smell” in a residence in the Village of Wrightstown, Simultaneous Page with Town of Buchanan for a “Silo Fire” which was cancelled as a “Controlled Burn”, MABAS Mutual Aid Call with Hobart to an abandoned Recycling Center in the Hobart district, first for Tender Support then later on 5<sup>th</sup> box for pumper and manpower.

Training for the month was “Water Rescue”, Sea-Doo water based operations and land based. Usual monthly business meeting was held and truck checks and inventories where completed. It is noted we are seeing issues with truck based on-board compressors keeping air brake up to

ready levels and causing accumulation of condensation in truck air tanks. If the problem continues we will be switch trucks back to the compressor system supplied in-house for better control.

The department officers have also met on-site at Fox Energy with the WPS officials and Outagamie County Emergency officials to discuss response methods and plans. Also a walk through tour of the facility was completed. Involved with this meeting were Mutual Aid partners City of Kaukauna Fire as they will be assisting us as we develop our “Confined Space” response as needed. As well, we are working with Outagamie County Emergency Officials to work out details of dispatch, who covers what, who gets called and so on. A table top exercise is being planned for late 2014. Also there are plans being made for a training session with KFD at the plant to begin getting exposure to what our real needs will be should a response to the plant be required and to detail our needed equipment purchases to do so.

Open House has also been set for Sunday Oct 5<sup>th</sup> from 11-2pm.

**Police Dept Report** – No report at this time.

**Discuss any Considerations for Amendment of Current Ordinance Related to “Parking of Recreational Vehicles” within the Village** – Refer to Village Attorney.

**Ordinance No. 08192014 to Amend §Chapter 170-5 Moving Buildings; §Chapter 102 Fees and Penalties for Moving Buildings Permit Fee; and Repeal / Recreate §Chapter 143 Peddlers, Solicitors and Transient Merchants** – Motion by S Reignier, second by K Curry to adopt Ordinance No. 08192014 to Amend §Chapter 170-5 Moving Buildings; §Chapter 102 Fees and Penalties for Moving Buildings Permit Fee; and Repeal / Recreate §Chapter 143 Peddlers, Solicitors and Transient Merchants. Motion carried.

#### **PUBLIC WORKS & UTILITIES - -**

**Public Works Superintendent Comments** – T Coenen commented the highway construction is not done but the access points to the schools will be completed before school begins. The sidewalks and landscaping still need to be completed. Lunda Construction will start with a bridge meeting.

**Cost Share Agreement with Outagamie County for the Reconstruction of CTH U** – Motion by S Reignier, second by K Curry to approve the Cost Share Agreement with Outagamie County for the reconstruction of CTH U in 2015 to include the construction of a round-a-bout at the intersection of CTH DD / Golf Course Drive and CTH U.

Discussion followed again on the various options for the reconstruction and the financing if it were a round-a-bout.

Roll call vote: Ayes – P Brewer, K Curry, M Leonard, S Reignier, T Schaeuble; Nays – D Erickson; Absent – A Lundt. Motion carried with 5 ayes.

#### **REGIONAL PLANNING - -**

**Ordinance No. 08192014A to Amend Chapter 208 Shorelands and Wetlands Zoning - §208-5 Areas to be Regulated; §208-7 Compliance; §208-22 Shoreline Cutting** – Motion by P Brewer, second by S Reignier to adopt Ordinance No. 08192014A to Amend Chapter 208

Shorelands and Wetlands Zoning - §208-5 Areas to be Regulated; §208-7 Compliance; §208-22 Shoreline cutting. Motion carried.

**CLOSED SESSION - -**

Proceed into **CLOSED SESSION** pursuant to Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – 2015 Budget considerations and parameters. Roll call vote: Ayes – P Brewer, M Leonard, S Reignier, T Schaeuble, D Erickson; Nays – None; Absent – K Curry, A Lundt. Motion carried. (8:21pm)

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Jean A Brandt

Clerk/Treasurer

**OPEN SESSION - -**

Reconvene into **OPEN SESSION** to then adjourn. Roll call vote: Ayes – P Brewer, M Leonard, S Reignier, T Schaeuble, D Erickson; Nays – None; Absent – K Curry, A Lundt. Motion carried. (9:45pm).

**ADJOURN - -** Motion by S Reignier, second by T Schaeuble to adjourn. Motion carried. (Adjourned 9:45pm)

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Steve Johnson

Recording Secretary  
Village Administrator

# VILLAGE OF WRIGHTSTOWN

## UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **09/02/14** and was called to order at 7:29 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – Terry Schaeuble

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen; Lucinda Lough, Rod Lough, Al Petersen, Tom DuPont, K Reignier, Greg & Sue Verhagen, Aaron Scholl, Tim Dole, Bob West, Linda Verboomen, Roger Eiting, Nick Eiting, Mario & Gaylene Muniz, Gary & Melissa Barker, Amy Geysso, Susan Byers, Durrell Malliet, Sue Johnson, Dennis Eiting, Tracy & Kevin Mason, Patty & Mark Weyenberg, Kris Meulemans, Dan Fritsch, Kurt Bloemer, Jeremiah Euclide, Dan Javoroski, Adam Van De Walle, Dan & Christy Verbeten, Lindsey Theunis, Karen Moore, Sara Mead, Tyler Mead, Roy Liebergen, Laurie Gerarden, Dan Segerstrom, Frederick Ruebl, Keith Bell, Lonnie Hansen, Charles Bowers, Lisa Dombrowski, Jason Krueger, Scott Barclay, Ian Fitzgerald, Karen Hanson, Russ Otten, Paul Nordwig, Chad Van Vreede, Carri Rosera, Doug Otten, Nancy & Dale Demske, Dale Laabs, Shannon Nelson, Jason Nelson, Darryl Sundin, Duane Diedrick, Sheri Riha, Reg & Marsha Gobin, Eric Pansier, Brian Smith, Andrew Fritsch.

Motion by A Lundt, second by S Reignier to open the monthly Utility Commission meeting.  
Motion carried.

The August 2014 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

### **Water Utility:**

1. Gallons pumped as of August 28th – 5.978 million gallons, daily average 213,500.  
Well 4 static level – 121’ Pumping level – 294’  
Well 2 static level – 113’ Pumping level – 188’

### **Sewer Utility:**

1. Gallons treated as of August 28<sup>th</sup> – 4.840 million gallons, daily average of 172,839.
2. We received 47,000 gallons of holding tank waste and 28,250 gallons of septic tank waste in the month of August so far. The revenue for the month is \$1,513.74 bringing the total revenue for 2014 to \$5,571.80. We are still accepting septic tank waste on a trial basis.

T Coenen further commented the holding tank revenue is all net profit as no changes have been made that would increase the Village cost.

Motion by S Reignier, second by K Curry to close the monthly Utility Commission meeting.  
Motion carried. (Adjourned 7:31 pm)

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Jean A Brandt

Clerk/Treasurer

**VILLAGE OF WRIGHTSTOWN  
VILLAGE BOARD MINUTES**

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **09/02/14** and was called to order at 6:14 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt,  
Scott Reignier, Village Administrator Steve Johnson

Absent – Terry Schaeuble

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen; Lucinda Lough, Rod Lough, Al Petersen, Tom DuPont, K Reignier, Greg & Sue Verhagen, Aaron Scholl, Tim Dole, Bob West, Linda Verboomen, Roger Eiting, Nick Eiting, Mario & Gaylene Muniz, Gary & Melissa Barker, Amy Geyso, Susan Byers, Durrell Malliet, Sue Johnson, Dennis Eiting, Tracy & Kevin Mason, Patty & Mark Weyenberg, Kris Meulemans, Dan Fritsch, Kurt Bloemer, Jeremiah Euclide, Dan Javoroski, Adam Van De Walle, Dan & Christy Verbeten, Lindsey Theunis, Karen Moore, Sara Mead, Tyler Mead, Roy Liebergen, Laurie Gerarden, Dan Segerstrom, Frederick Ruebl, Keith Bell, Lonnie Hansen, Charles Bowers, Lisa Dombrowski, Jason Krueger, Scott Barclay, Ian Fitzgerald, Karen Hanson, Russ Otten, Paul Nordwig, Chad Van Vreede, Carri Rosera, Doug Otten, Nancy & Dale Demske, Dale Laabs, Shannon Nelson, Jason Nelson, Darryl Sundin, Duane Diedrick, Sheri Riha, Reg & Marsha Gobin, Eric Pansier, Brian Smith, Andrew Fritsch.

**MINUTES** - - None at this time.

**VOUCHERS** - - Motion by S Reignier, second by A Lundt to approve the vouchers as submitted. Motion carried.

A Lundt commented it was great to see this turnout and thanked everyone for coming. D Erickson stated there are many issues and wish for more input.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

- Property owners/residents along the new Highway 96 bridge corridor have received a letter from GeoTest, on behalf of Lunda Construction, requesting access to homes for the purpose of videotaping (before and after) the actual construction to establish a base line for resolving any possible damage. This is a legitimate request for which each property owner has a right to grant or deny.
- We will be looking for Village Board approval on September 16th of the Wholesale Water Agreement with Green Bay/Ashwaubenon.
- I am targeting a budget discussion on Sept. 16th to review identified “Risks & Opportunities”. (repeat) Notice of upcoming Brown County Public Listening Sessions to be held at the following venues: (see round table)

Village Hall, Denmark	Sept. 10th	6:00 pm – 7:30 pm
Green Bay City Hall	Sept. 17th	5:00 pm – 6:30 pm

- A “kick-off meeting” with Independent Inspections, Ltd. is scheduled for Sept. 3rd with staff to refine our coordination of effort as we progress to a set transitional date.
- Interviews with Deputy Clerk-Treasurer candidates is scheduled for the week of Sept. 8th.
- New DPW employee, John “Jake” Lukanich is scheduled to commence work on September 8th.

T Coenen further explained the videotaping of homes along the bridge corridor would be protection for the homeowner in the event of any damage that could occur during the construction process.

## **COMMITTEE REPORTS**

### **REGIONAL PLANNING - -**

**Discuss Any Considerations for Amendment of Current Ordinance Relating to the “Parking of Recreational Vehicles” within the Village** – S Johnson asked the board if they wanted to amend or modify the current ordinance. Discussion followed with such comments as: a) review current ordinance but pin point if changes needed; b) not ready for a full-blown change; c) wasting time; d) make changes, see version that is liked, then take to public hearing; e) cannot regulate easements or right-of-way; f) Bob Gagan (Village Attorney) gave guidelines; g) have authority to look at it.

Motion by K Curry, second by M Leonard to review the ordinance to see if it needs to be tweaked. Roll call vote: Ayes – K Curry, M Leonard, A Lundt; Nays – P Brewer, S Reignier, D Erickson; Absent – T Schaeuble. Tie vote 3-3. Per D Erickson considered a yes vote. Motion carried.

**Re-appointment to Brown County Planning Commission Board of Directors** – Motion by P Brewer, second by S Reignier to re-appoint Reed Woodward (Pulaski) and Paul Brewer (Wrightstown) to represent the Rural Villages of Denmark, Pulaski and Wrightstown on the Brown County Planning Commission Board of Directors. (Note: Denmark concurs with this action). Motion carried.

### **FINANCE - -**

**Resolution No. 09022014 Chapter 102, Fees and Penalties** – Motion by A Lundt, second by S Reignier to approve Resolution No. 09022014 Chapter 102, Fees and Penalties – new fee schedule for Chapter 84 Building Regulations and Chapter 97 Erosion Control. Motion carried.

**Authorization to Proceed with Initial Steps to Create New TIF District** – Motion by A Lundt, second by S Reignier for authorization to proceed with initial steps to create a new TIF District along the County U corridor with specific boundaries to be determined. Motion carried.

### **PERSONNEL - -**

**Amend Existing Employment Agreement with Travis Coenen** – Motion by K Curry, second by S Reignier to amend the existing Employment Agreement with Travis Coenen for his title to become Director of Public Works. Motion carried.

### **PUBLIC SAFETY - -**

**Fire Dept Comments** – None at this time.

**Police Dept Comments** – None at this time.

**PARKS & RECREATION** - - Nothing to report at this time.

**PUBLIC WORKS & UTILITIES - -**

**Public Works Superintendent Report** – T Coenen provided the following report:

1. Staff overtime hours for the month of August totaled 38.75 scheduled hours and 3 call in hours.
2. Solid waste curbside tonnage for the month of August totaled 56.28 tons and recycle tonnage collected was 16.84 tons. (Items 1 & 2 will always list the prior month totals.)

**ADJOURN** - - Motion by S Reignier, second by P Brewer to adjourn. Motion carried.  
(Adjourned 7:48pm)

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Jean A Brandt

Clerk/Treasurer

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

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **09/16/14** and was called to order by Village President Dean Erickson at 8:45 pm.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt,  
Scott Reignier, Terry Schaeuble, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News), Tom Collins (Wrightstown Area Spirit), Police Chief Perry Kingsbury, Director of Public Works Travis Coenen, Linda Verboomen, Susan Byers, Tom DuPont, Roger Eiting, Doug Otten, Durrell Malliet, Nick Eiting, Sue Johnson, Melissa Barker, John Christensen, Sheila Segerstrom, Matt Vande Hey, Lucinda Lough, Rod Lough, Mark & Tracy Mason, Ashley Thiem-Menning, Brian Smith, Sara Mead, Russ Otten, Al Christensen, Paul Nordwig, Patty Weyenberg, Karen Moore, Carri Rosera, Curt Bloemer, Paul Beatty, Mark Wyro, Nancy Demske.

Motion by T Schaeuble, second by K Curry to open the regularly scheduled Village Board meeting. Motion carried.

**MINUTES** - - None at this time.

**VOUCHERS** - - Motion by K Curry, second by S Reignier to approve the vouchers as submitted. Motion carried.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

- We conducted a “kick-off” meeting with representatives of Independent Inspections Ltd. on Sept. 3rd and reviewed and formulated procedures we will follow. IIL will officially commence their services on October 1st. Our current Inspector will continue to issue permits through September 30th and follow up on all permits he has issued.
  - An extension phone will be added to Conf. Room A to facilitate contact with the Building Inspector.
  - A press release on this change in our inspection services has been made and has also been added to our web site.
- We have instituted some minor office furnishing configurations in the Deputy Clerks’ office to better facilitate addressing people at the reception windows and to working access more efficiently. These should be completed in 4-6 weeks.
- We have made an offer of employment to Patricia Leitermann and it has been accepted to fill the Deputy Clerk-Treasurer’s position. Patti will commence her employment on September 29th. She lives just outside the Village limits and comes to us from the City of Appleton.

### **COMMITTEE REPORTS**

#### **REGIONAL PLANNING - -**

**Deliberations on Status of Current Ordinance §206-53 Parking of Recreational Vehicles –**  
Motion by P Brewer, second by K Curry to table deliberations on the status of the current ordinance §206-53 parking of recreational vehicles to a later date. Motion carried.

**FINANCE** - - Nothing to report at this time.

**PERSONNEL** - - Nothing to report at this time.

**PARKS & RECREATION** - - Nothing to report at this time.

**PUBLIC SAFETY** - -

**Fire Dept Report** – The August Fire Dept report submitted with best regards from Fire Chief M Schampers is as follows:

For August the department responded to 3 pages for service, calls as follows. Structure Fire in Town of Buchanan (cancelled “Controlled Burn”); Fire Alarm at St Johns School, found to be defective fire alarm, Structure fire in the Village, turned out to be a residence fire pit, passerby on cell phone thought house was on fire.

Setting up Relay pumping, pumper ops, timed PPE donning and participated in the Ice Water Challenge with the Rockets Football Team.

Grant paperwork was submitted to WPS “Safety-It’s worth the repeating grant” for a possible award towards the Thermal Imaging camera, possible \$2000.00, also submitted paperwork to Georgia Pacific for the Bucket Brigade Award, possible \$2,500.00. In either case we put our “odds” at 50-50 to get WPS and less than 50% to get GP award due to being awarded monies from GP a few years ago.

We also got word last minute of opportunity to get in on a “group buy” for Thermal Imaging Camera which we did and saved \$500.00 on the cost, unit is on order

Open House set for Sunday Oct 5<sup>th</sup> from 11-2pm.

**Infrared Camera** – T Coenen also commented the thermal imaging camera is on order with still applying for grant funds. Money received by Public Works from the Wisconsin Disaster Fund for the tornado last year and Fire Dept capital funds are available to assist in the cost. Therefore, there may not be any general fund tax levy for this purchase.

**Police Dept Report** – The July and August Police Reports respectfully submitted by Police Chief P Kingsbury are as follows:

July – Field training new officers. Officer DeWinter completed his field training is now patrolling on his own. Waiting for Officer Ball to become certified. Officer Ball took a full time job and his part-time availability is now limited.

Met with Fire Department and Outagamie County Emergency Management at WPS Fox Energies Plant to discuss response issues. Planning began for a tabletop exercise sometime in November.

Assisted with a motor cycle ride through the village.

Sharon and police chief attended training on new State training record system. Officer Martin attended training on interview and interrogation.

There were 4 accidents in the Village during July, all but one were handled by WPD Officers. There were 82 traffic contacts made for various violations and 6 parking complaints. BRSO initiated 6 traffic stops in the Village.

There were 70 non traffic calls for service in the Village, 78% handled by WPD officers. BRSO self-initiated 9 non traffic calls in the Village most during the early morning hours.

August – WPD was “challenged” to participate in the Ice Bucket Challenge to bring awareness to and help in the fight against ALS. Video can be seen on our Facebook page.

Two internal investigations were initiated for alleged work rule violations by officers.

Officer Ball attended ALICE training. This is the new protocol for active shooter incidents in a community. Officer Ball was unsuccessful in his second attempt at the reciprocity exam and will be attending the Recruit Academy beginning in September.

Assisted the Wrightstown Gridiron and Full Court Clubs with their annual 5K Run.

There were 4 accidents in the Village during August; two were handled by WPD Officers. There were 91 traffic contacts made for various violations and 11 parking complaints, 3 were handled by BRSO. BRSO initiated 1 traffic stop in the Village.

There were 73 non traffic calls for service in the Village, 92% handled by WPD officers. BRSO self-initiated 5 non traffic calls in the Village most during the early morning hours.

## **PUBLIC WORKS & UTILITIES - -**

**Director of Public Works Comments** – T Coenen stated the last of the concrete is being poured for this section of STH 96 with the boulevards still to be completed. Northeast Asphalt will be in next week and then landscaping. Trying to open one lane for STH 96 from the Middle School to the Elementary School. Concrete crosswalks may be the issue.

The bridge work continues with pilings next week in the river. Need to be out of the river before the snow comes.

**Adopt the Wholesale Water Agreement** – Motion by M Leonard, second by S Reignier to adopt the Wholesale Water Agreement with the Green Bay Utility, Village of Ashwaubenon and the Village of Wrightstown. Motion carried unanimously.

**ADJOURN** – Motion by S Reignier, second by K Curry to adjourn. Motion carried. (Adjourned 9:00 pm)

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Jean A Brandt

Clerk/Treasurer

## VILLAGE OF WRIGHTSTOWN

### UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **10/07/14** and was called to order at 6:35 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Terry Schaeuble, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Police Chief Perry Kingsbury; Public Works Director/Assistant Fire Chief Travis Coenen; Deputy Clerk/Treasurer Patti Leitermann, Tim Dole, Sue Byers, Sue Johnson, Linda Verboomen, Dan Fritsch, Tom DuPont, Paul Beatty, Dan Segerstrom, Keith Block.

The September 2014 Utility Report as submitted by Public Works Travis Coenen is as follows:

#### **Water Utility:**

1. Gallons pumped in the month of Sept. – 5.900 million gallons, daily average 196,666.  
Well 4 static level – 126’ Pumping level – 289’  
Well 2 static level – 110’ Pumping level – 188’

#### **Sewer Utility:**

1. Gallons treated in the month of Sept. – 6.1389 million gallons, daily average of 204,630.
2. We received 112,300 gallons of holding tank waste and 67,000 gallons of septic tank waste in the month of September. The revenue for the month is \$3,599.39 bringing the total revenue for 2014 to \$9,881.99. We are still accepting septic tank waste on a trial basis.

T Coenen further responded to the question there is a lot of capacity to take on other septic tank waste companies. Starting the permit process for next year while working with the DNR now.

T Coenen and M Leonard also explained from a question the differences between holding tank waste and a septic tank waste age and consistency. Holding tank waste generally is removed within six months while septic tank waste also has a drain field and cleaned out within a three year timeframe.

Motion by A Lundt, second by S Reignier to close the monthly Utility Commission meeting. Motion carried. (Adjourned 6:41 pm).

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Jean A Brandt

Clerk/Treasurer

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

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **10/07/14** and was called to order at 6:41 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Terry Schaeuble, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Police Chief Perry Kingsbury; Public Works Director/Assistant Fire Chief Travis Coenen; Deputy Clerk/Treasurer Patti Leitermann, Tim Dole, Sue Byers, Sue Johnson, Linda Verboomen, Dan Fritsch, Tom DuPont, Paul Beatty, Dan Segerstrom, Keith Block.

**MINUTES** - - Motion by S Reignier, second by K Curry to approve the minutes of 08/19/14, 09/02/14 and 09/16/14 as presented. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Motion carried.

**SCHEDULED APPEARANCE** - - **Ted Coenen, 103 Norman Lane, Nuisance Issues** – Did not appear. Travis Coenen explained Ted Coenen’s property abuts a field with a dirt pile and varmints. Travis Coenen is working for the removal of the dirt pile at no cost to the Village and the current trapper for the Village is providing great service to remove the varmints.

### **WALK-INS** - -

**Dan Segerstrom, 245 Patricia Lane** – Commented on the Village of Allouez resolution for residency of sex offenders is centered more on law enforcement wanting to monitor the sex offenders above ground versus the ordinance driving the sex offenders underground. Also as a civil engineer by trade, noted the board should be cautious if setting a 15 foot setback restriction for recreational vehicles in a driveway as a vision safety area is not just recreational vehicles but all vehicles above 3 ½ feet in height. People have a standard of safety when backing out of their driveway. Also asked how and what process or format is used for public hearings – verbal comments only, written comments, a petition can be submitted – and how does the Village Board respond to those comments; documented in the hearing minutes. (Clerk/Treasurer J Brandt will research State Statutes for specific types of commenting and report back to the board.)

**Tim Dole, 309 High Street** – With regard to parking recreational vehicles, commented a lot of properties, like his, don’t have a setback on the driveway. No sidewalk through yard but there is sidewalk panel on the driveway if sidewalk ever went through.

**Linda Verboomen, 306 Norbert Lane** – Commented on the recreational vehicle parking ordinance issue. Minority has chosen to complain about the parking but the majority have spoken that there should be no change. Individuals and parties involved should solve and not the Village Board.

**Paul Beatty, 233 Burning Tree Court** – Stated last night picked up a piece of construction debris in his utility truck and essentially lost a tire. Also had spoken with someone else in the Village who picked up a bolt two weeks prior with their car. Questioned what residents can do to make sure the construction crews clean up after themselves. T Coenen responded construction crews have been informed to clean up as much as possible at all times; but could be a supply truck or other source coming through the Village. In some instances the contractors are doing the best they can but he will call them. Dan Segerstrom commented if damage is due to construction, contact the contractor and the repair bill can be turned in to their insurance company as this is part of the business. Vinton Construction for the highway or Lunda Construction for the bridge.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

1. Department Heads met with Kraig Kramer on Sept. 23rd to discuss updating the Village's web page to be more inviting, informational, and user friendly. Kraig will work up some models and we will meet again.
2. Brown County Executive, Troy Streckenbach, visited the Village Hall late afternoon on Sept. 23rd for a Town Hall Budget Meeting. No one else showed up so it allowed us to visit and discuss County/Village issues.
3. Worked on a "Development Prospectus" to be utilized as a hand-out for parties wishing information on development characteristics and infrastructure in the Village. This work is near completion and will be updated as events unfold.
4. Working on a tentative TIF District, along with an area map and property listing for Ehlers Inc. review and use should the Board approve an agreement for their services.
5. The Wholesale Water Agreement between Green Bay, Ashwaubenon, and Wrightstown has universally been adopted by all parties and is now in force.

### **COMMITTEE REPORTS**

#### **FINANCE - -**

**Board to Consider Remaining with Network Health for 2015 (as opposed to Anthem Blue NE which is the lowest cost of the plans.) Network premiums are lower than 2014 and is the preferred choice by the insured employees due to the coverage afforded by the plan –** Motion by A Lundt, second by K Curry to approve remaining with Network Health for 2015. Motion carried.

**Resolution No. 10072014 to Re-designate Available Fire Dept Capital Funds** – Motion by A Lundt, second by M Leonard to approve Resolution No. 10072014 to re-designate available Fire Dept Capital Funds in the amount of \$4,323 for use towards an Infrared Imaging Camera for the Wrightstown Fire Dept. Motion carried.

**Approval of Agreement with Ehlers** – Motion by A Lundt, second by M Leonard to approve the agreement with Ehlers Inc to commence forming a new TIF District in phases for a total of \$14,000 (Phase I \$5,200 / Phase II \$73,00 / Phase III \$1,500). Motion carried.

S Johnson stated the location would be whatever is feasible along the CTH U corridor.

#### **PERSONNEL - -**

**Accept Resignations of Part-time Police Officers** – Motion by K Curry, second by S Reignier to accept the resignations of Part-time Police Officers Ryan Ball and John Sorenson. Motion carried.

**PUBLIC SAFETY - -**

**Fire Dept Comments** – Assistant Chief T Coenen thanked everyone and the community for their support of the Fire Dept Open House that was held on October 5<sup>th</sup>. There was a good showing. CEI again came over and doubled their food order for a complete shift.

**Police Dept Comments** – Chief P Kingsbury stated the 2<sup>nd</sup> Annual Fun Run for the Wrightstown Library was held on October 4<sup>th</sup> with assistance from the Police and Fire Depts. The Police Dept continues to investigate some incidents that occurred at homecoming along with some unreported incidents and others that crossed over the line. Conduct of some worse than in past years. For the most part, things went well. Chief Kingsbury explained “traditions” of homecoming week that pertains to communities in this area and the responsibilities of residents and parents. The combined efforts of the Wrightstown Police Dept, the Wrightstown School District and Liaison Officer are working together to address this issue and future homecoming activities.

**PARKS & RECREATION - -** Nothing to report at this time.

**PUBLIC WORKS & UTILITIES - -**

**Director of Public Works Report** – T Coenen provided the following report:

1. Staff overtime hours for the month of August totaled 38.75 scheduled hours and 3 call in hours.
2. Solid waste curbside tonnage for the month of August totaled 56.28 tons and recycle tonnage collected was 16.84 tons. (Items 1 & 2 will always list the prior month totals.)

T Coenen further detailed how Brown County Solid Waste is working with municipalities to extend their contracts from year 2017 to year 2020 to allow them to manage / forecast future revenues and expenses. Will be meeting with Brown County, Dean Haen, to further discuss.

**ADJOURN - -** Motion by S Reignier, second by T Schaeuble to adjourn. Motion carried.  
(Adjourned 7:15pm)

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Jean A Brandt

Clerk/Treasurer

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

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **10/21/14** and was called to order by Village President Dean Erickson at 6:25 pm.

Roll Call: Present – Dean Erickson, Paul Brewer, Andy Lundt, Scott Reignier,  
Village Administrator Steve Johnson

Absent – Karen Curry, Mark Leonard, Terry Schaeuble

Also present: Ed Byrne (Brillion News), Tom Collins (Wrightstown Area Spirit), Police Chief Perry Kingsbury, Assistant Fire Chief & Public Works Director Travis Coenen, Village Assessor Mike Denor, Greg Verhagen Reg Gobin, Marsha Gobin, Scott, Leah & Will Crary, Linda Verboomen, Pete Rentmeester, Tom DuPont, Dan Segerstrom, Nancy Demske, Keith Bell, Russ Otten, Al Christensen, Josh Peterson, Mark Weyenberg.

**MINUTES** - - Motion by A Lundt, second by S Reignier to approve the minutes of 10/07/14 as presented. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Motion carried.

**SCHEDULED APPEARANCE** - - Pete Rentmeester, 322 Main Street; Water / Sewer Billing. As the landlord for the property, addressed his concerns with the excessive amount of water (93,600 gallons of water = \$1,556.05 billing) and requested an adjustment with an averaging method. He had Hockers Plumbing check everything and all was okay. T Coenen responded an inspection was completed on 09/24/14 by a Public Works employee with the tenant, Josh Peterson, present and found two toilets were leaking /would not shut off. A new meter had been installed in February but can pull the meter and test it. Further explained how much water can be involved with a small leak. Past precedent of the Village is to offer a deferred payment plan. Village Board concurred pull the meter to test and then determine resolution of the issue.

### **WALK – INS - -**

**Reg Gobin** – Addressed his concern of activity being done outside this boardroom that may not have consensus of the board. Relates to a board member, as an individual, speaking with the Village Attorney at village cost to explore desired language for a change in an ordinance. Further stated this would be a violation of the municipal code as only the Administrator or the board collectively can direct questions / comments to the attorney.

Response: The process of items on the agenda was explained and that any board member has the right to place an item on the agenda. The item can be researched, resolved, dropped, tabled and / or could potentially be on the agenda for a number of months if the issue persists. The board members should converse with the Administrator.

**Al Christensen** – Stated as a former board member it was previously said by the board that only the Administrator can contact the attorney due to the expense. Thanked D Erickson for admitting his mistake with the tie vote; then discussed the legalities of the vote and going forward.

**Dan Segerstrom** – Questioned if the board again takes up the issue (parking of recreational vehicles), will the Administrator direct M Leonard and/or other board representatives to work with the lawyer. D Segerstrom does not want a single interest directing the lawyer.

Response: The Administrator will discuss with the attorney but could have board members in the Administrator's office using a speakerphone for all to hear.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

1. Ehlers, Inc. is planning on presenting a Feasibility Study on the formation of TID #3 at the November 18th meeting.
2. 2015 Proposed Budget is handed out this evening with supporting data. We will be issuing updates on subsequent meeting agendas until budget is adopted.
3. Staff, Planning Commission and Zoning Administrator to work on alternatives to address industrial zoning issues that will enable the Village and WPS to proceed with the expansion plans for a 400 mega-watt plant.
4. WPS Fox Energies is partnering with the Village of Wrightstown in a "Table Top Exercise" here at Village Hall on November 5th from 9:00 – 12:00 PM.

## **COMMITTEE REPORTS**

### **REGIONAL PLANNING - -**

**Deliberation on State of Current Ordinance §206-53 Parking of Recreational Vehicles** – Motion by P Brewer, second by A Lundt to not change Ordinance No. 206-53 Parking of Recreational Vehicles from its present status. Motion rescinded by P Brewer and A Lundt due to the comment from S Johnson shown below.

S Johnson reminded the board of the language that required a change – "utility easement" versus "right-of-way".

Motion by S Reignier, second by P Brewer to amend Ordinance No. 206-53 Parking of Recreational Vehicles to change subsection A from "utility easement" to "right-of-way". Motion carried unanimously.

**Extraterritorial Certified Survey Map – Parcel W-122** – Motion by P Brewer, second by A Lundt to approve the extraterritorial certified survey map for William and Susan DeGroot; Parcel No. W-122 located at 3948 Jordan William Way in the Town of Wrightstown. Motion carried.

### **FINANCE - -**

**Approve Renewal Assessor Contract** – Motion by A Lundt, second by S Reignier to approve a five (5) year renewal contract with Michael P Denor doing business as Fair Market Assessments LLC for the purpose of performing assessment services for the Village of Wrightstown. Motion carried.

**Decision on Appeal of 322 Main Street Water / Sewer Billing** – Motion by A Lundt, second by S Reignier to table the appeal of Pete Rentmeester of the 322 Main Street water / sewer billing. Motion carried.

**Operator's License** – Motion by A Lundt, second by P Brewer to approve the operator's license for the 2014-2016 license years for Adam Meilahn. Motion carried.

**PERSONNEL - -**

**Approve Fire Dept Application** – Motion by S Reignier, second by P Brewer to approve the Fire Dept application of Matthew Jeanquart. Motion carried.

**PARKS & RECREATION - -**

**Approve Christmas Parade** – Motion by A Lundt, second by S Reignier to approve the Wrightstown Lion's Club Annual Christmas Parade on Saturday, December 6, 2014 starting at 12:00 noon. Motion carried.

**PUBLIC SAFETY - -**

**Fire Dept Report** – The September 2014 was not submitted.

**Police Dept Report** – The September 2014 Police Dept report respectfully submitted by Chief Kingsbury is as follows:

Beginning of new school year went well. Construction caused some parking issues on Fair St which worked themselves out in a few days.

Worked with WFD to assist a charity motorcycle ride through the Village and the annual Homecoming Parade. St Clare School raffle winners road along one Saturday for a few hours.

Sharon attended the CIB conference in Green Bay.

Homecoming activities consumed a lot of time.

Completed one of the internal investigations with assistance of an outside agency. Allegations were sustained and the officer received appropriate discipline.

There were 2 accidents in the Village during September, one was handled by WPD Officers. There were 85 traffic contacts made for various violations and 10 parking complaints. BRSO initiated 5 traffic stops in the Village.

There were 82 non traffic calls for service in the Village, 83% handled by WPD officers. The SRO investigated a theft incident and BRSO self-initiated 5 non traffic calls in the Village most during the early morning hours.

**PUBLIC WORKS & UTILITIES - -**

**Public Works Director Comments** – STH 96 starting at Turner Street to Greenleaf should be open by the end of this week.

**Maintenance on Longwood Lane** – Between Nicole and Windy Wood Lanes roadway

maintenance will be completed – milled with new asphalt – with funds from a State LRIP grant and Village budgeted road maintenance.

**ADJOURN - -**

Motion by S Reignier, second by P Brewer to adjourn. Motion carried. (Adjourned 7:25 pm)

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Jean A Brandt

Clerk/Treasurer

# VILLAGE OF WRIGHTSTOWN

## PUBLIC HEARING MINUTES

11/05/14

A Public Hearing of the Village of Wrightstown Board of Trustees was held on Wednesday **11/05/14** at the Village Hall, 352 High Street, and called to order at 7:12 pm by Village President Dean Erickson with the reading of the public hearing notice.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt,  
Terry Schaeuble, Village Administrator Steve Johnson

Absent – Scott Reignier

Also present: Ed Byrne (Brillion News); Tara Mager (Wrightstown Area Spirit); Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Sue Johnson, Sue Byers, Tom DuPont, John Christensen, Corey Wiegert, Greg & Sue Verhagen, Keith Wendlandt, Lind Verboomen, Dan Fritsch, Dan Segerstrom.

Motion by P Brewer, second by T Schaeuble to open the public hearing on Building Regulations – Building Permit Fees. Motion carried.

The purpose of the Public Hearing was to hear from all persons and/or their agents on the following:

- Amend Chapter 84 – Building Regulations – of the Municipal Code of the Village of Wrightstown relative to **§84-9 Building permit fees** to read as follows:

**ADD** the highlighted words to the first line in §84-9 A.:

No building of any kind shall be commenced, **started early**, altered, repaired or **razed** in the village without a permit **and/or an occupancy permit** being issued therefor by the Building Inspector and the paying of the proper fee(s). (Existing language continues to complete A.)

D Erickson asked for comments from the Village Board and those in attendance three separate times and none were given.

Motion by K Curry, second by M Leonard to close the public hearing on the Building Regulations – Building permit fees. Carried. (Adjourned 7:15 pm)

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Jean A Brandt

Clerk/Treasurer

## VILLAGE OF WRIGHTSTOWN

### UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Wednesday **11/05/14** and was called to order at 7:15 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt,  
Terry Schaeuble, Village Administrator Steve Johnson

Absent – Scott Reignier

Also present: Ed Byrne (Brillion News); Tara Mager (Wrightstown Area Spirit); Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Sue Johnson, Sue Byers, Tom DuPont, John Christensen, Corey Wiegert, Greg & Sue Verhagen, Keith Wendlandt, Lind Verboomen, Dan Fritsch, Dan Segerstrom.

Motion by M Leonard, second by T Schaeuble to open the monthly Utility Commission meeting.  
Motion carried.

The October 2014 Utility Report as submitted by Public Works Director Travis Coenen is as follows:

#### **Water Utility:**

1. Gallons pumped in the month of Oct. – 6.765 million gallons, daily average 218,225.  
Well 4 static level – 126’ Pumping level – 302’  
Well 2 static level – 107’ Pumping level – 192’

#### **Sewer Utility:**

1. Gallons treated in the month of Oct. – 6.3973 million gallons, daily average of 206,364.
2. We received 100,100 gallons of holding tank waste and 66,000 gallons of septic tank waste in the month of October. The revenue for the month is \$3,428.12 bringing the total revenue for 2014 to \$13,415.10. We are still accepting septic tank waste on a trial basis.

Motion by M Leonard, second by K Curry to close the monthly Utility Commission meeting.  
Motion carried. (Adjourned 7:16pm)

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Jean A Brandt

Clerk/Treasurer

# VILLAGE OF WRIGHTSTOWN

## VILLAGE BOARD MINUTES

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Wednesday **11/05/14** and was called to order at 7:18 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt,  
Terry Schaeuble, Village Administrator Steve Johnson

Absent – Scott Reignier

Also present: Ed Byrne (Brillion News); Tara Mager (Wrightstown Area Spirit); Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Sue Johnson, Sue Byers, Tom DuPont, John Christensen, Corey Wiegert, Greg & Sue Verhagen, Keith Wendlandt, Linda Verboomen, Dan Fritsch, Dan Segerstrom.

**MINUTES** - - Motion by T Schaeuble, second by A Lundt to approve the minutes of 10/21/14 as presented. Motion carried.

**VOUCHERS** - - Motion by A Lundt, second by P Brewer to approve the vouchers as submitted. Motion carried.

### **WALK-INS** - -

**Dan Segerstrom – 245 Patricia Lane** – Addressed his concerns related to the parking of recreational vehicles: regarding direction of board to authorize spending for attorney to look at this issue, ordinances and covenants enforcement, quality of life issue, and Village Board to make an informed decision with clear direction from all and not just one member. Response: Explained prior meeting discussion and clarification of what the Village is allowed to do is extremely important; only advice from attorney – still board decision on what is in the best interest for the Village.

**Linda Verboomen – 306 Norbert Lane** – Questioned if the parking of recreational vehicles ordinance was a “one size fits all” or can it be specific? Response: That is what we are trying to find out if we can differentiate.

### **CORRESPONDENCE** - -

**Wrightstown Sno-Rovers** – Letter read by S Johnson with thanks to the board for allowing the use of Village streets for part of the area snowmobile trails.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

1. The Public Hearing on recommended changes to Ord. 206-53 Storage of Recreational Vehicles is scheduled for Nov. 18th.
2. The Public Hearing for the 2015 General Fund Budget is also scheduled for November 18th.
3. WPS Fox Energies is partnering with the Village of Wrightstown in a “Table Top Exercise” here at Village Hall on November 5th from 9:00 – 12:00 PM.
4. Staff, Planning Commission and Zoning Administrator are meeting on Nov. 6th to discuss industrial zoning issues that will enable the Village and WPS to proceed with the expansion plans for a 400 megawatt plant.

S Johnson also informed the Main Street emergency siren would be disconnected about one hour on Thursday at midnight. When it is reactivated, it will not go off.

### **COMMITTEE REPORTS**

**FINANCE** - - Nothing to report at this time.

**PERSONNEL** - - Nothing to report at this time.

**PUBLIC SAFETY** - -

**Fire Dept** – Chief M Schampers indicated that on Saturday, November 15<sup>th</sup> the Booyah Bash sales will start at 10:00am. On Monday, November 17, Flashover training will take place in the Fire Dept parking lot with significant amount of smoke. This is a controlled environment training and is paid for with a grant received through MABAS 112 Division.

**Police Dept** – Chief P Kingsbury commented interviews have been taking place for the hiring of part-time Police Officers.

**PARKS & RECREATION** - - Nothing to report at this time.

**PUBLIC WORKS & UTILITIES** - -

**Public Works Director Report** – T Coenen submitted the following report:

1. Staff overtime hours for the month of September total 33.5 scheduled hours and 2 call in hours.
2. Solid waste curbside tonnage for the month of September total 55.40 tons and recycle tonnage collected was 16.59 tons. (Items 1 & 2 will always list the prior month totals.)

**Report on Resolving Utility Billing at 322 Main Street Following Meter Testing** – T Coenen provided information for this location on the history of usage and meter readings along with the Residential Leak Inspection report, copy of the customer’s utility bill, meter reading edit from the Utility Billing system as well as general residential handouts on water usage with unrepaired / continuous leaks. Discussion followed that the Village did their due diligence on this issue with testing of the meter resulting in an acceptable range. Deferred payment arrangements can be implemented.

Motion by P Brewer, second by K Curry to accept Travis Coenen recommendation and not forgive the bill. Motion carried unanimously.

**REGIONAL PLANNING** - -

**Approve Ordinance No. 11052014 to Amend Chapter 84 of the Municipal Code of the Village of Wrightstown Relative to §84-9 Building Permit Fees** – Motion by P Brewer, second by K Curry to approve Ordinance No. 11052014 to amend Chapter 84 of the Municipal Code of the Village of Wrightstown relative to §84-9 Building permit fees with the addition of words “started early”, “razed”, and “and/or an occupancy permit”. Motion carried.

**CLOSED SESSION** - -

Motion by A Lundt, second by K Curry to proceed into CLOSED SESSION pursuant to Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – WPD employee Heather Martin. Roll call vote: Ayes – P Brewer, K Curry, M Leonard, A Lundt, T Schaeuble, D Erickson; Nays – None; Absent – S Reignier. Motion carried. (7:53 pm)

**OPEN SESSION** - -

Motion by M Leonard, second by T Schaeuble to reconvene into OPEN SESSION to discuss and/or take action on any issues that occurred during the closed session. Roll call vote: Ayes – P Brewer, K Curry, M Leonard, T Schaeuble, D Erickson; Nays – None; Absent – A Lundt, S Reignier. Motion carried. (9:08 pm)

**ADJOURN** - -

Motion by P Brewer, second by K Curry to adjourn. Motion carried. (Adjourned 9:09 pm)

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Jean A Brandt

Clerk/Treasurer

# VILLAGE OF WRIGHTSTOWN

## SPECIAL UTILITY COMMISSION MINUTES

A special meeting of the Utility Commission was held at the Village Hall, 352 High St, on Monday **11/10/14** and was called to order at 6:38 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard,  
Andy Lundt (6:48 pm), Village Administrator Steve Johnson  
Absent – Scott Reignier, Terry Schaeuble

Also present: Public Works Director Travis Coenen; Dale Marsh & Paul Welter (Robert E Lee & Associates), Dave Wagner (Ehlers), Keith Wendlandt, Dan Segerstrom

### **Discussion of Compliance with the PSC Directives as it Pertains to the Proposed Water Transmission Main; Including Rate Projections and Associated Budgetary Matters - -**

Dave Wagner provided a handout for discussion that indicated a 184% Net Investment Rate Base increase from the current rate order of \$3,786,334 to after addition of \$10,762,634. The Comparative Income Statement show the current rate order operating income of \$170,385 and after addition \$205,285 indicating a Return on Net Inv. Rate Base from 4.5% to 1.9%. Overall 0.5% used in the Feasibility Analysis. Ability to Service Debt showed Debt Service New Revenue Bond (SDWF) for \$425,000 representing 20 years at 1.925% interest (rounded up to next \$5,000). It then indicated Net Cash Flow After Paying Debt with the current rate order of \$59,451 and after addition \$12,118 equals the Risk of General Fund support if revenue shortfall or expense increases. The Revenue Bond Debt Service Coverage Ratio with the current rate order is at 310% while after addition is 126%. The minimum required is 110%.

The pros and cons of the direct charge public fire protection (PFP) were also discussed. Ehlers and Schenck (auditors) agree the current \$68,361 direct charge PFP should go back to the General Fund to be included in the tax levy calculation. It would NOT then be included in the debt calculation available and levy limit.

The existing General Obligation (GO) debt has 8 years left.

The Public Service Commission (PSC) is projecting a 47% across the board increase without any calculations of reviewing of the total project costs.

Discussion followed on the list of pros and cons for the PSC as it relates to well #5 versus the water transmission line. This list will also be discussed at the December 2<sup>nd</sup> Village Board Public Informational meeting.

Discussion then followed on the bid opening, awarding the contract pending PSC and DNR financing approval and locking in the pipe cost with a separate cost for installation.

Reviewed what the PSC requires for the December 2<sup>nd</sup> meeting and how to present with the various profiles of the well versus the water transmission line; with water increase and sewer billing.

### **Adjourn - -**

Motion by K Curry, second by P Brewer to adjourn. (Adjourned 7:53 pm)

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Jean A Brandt

Clerk/Treasurer

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**VILLAGE OF WRIGHTSTOWN  
SPECIAL MEETING VILLAGE BOARD**

A special meeting of the Village of Wrightstown Board of Trustees was held at the Village Hall, 352 High St, on Monday **11/10/14** and called to order by Village President Dean Erickson at 7:59 pm.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard,  
Andy Lundt (6:48 pm), Village Administrator Steve Johnson  
Absent – Scott Reignier, Terry Schaeuble

Also present: Public Works Director Travis Coenen; Dave Wagner (Ehlers).

**CLOSED SESSION - -**

Motion by A Lundt, second by P Brewer to proceed into CLOSED SESSION pursuant to Wisconsin State Statutes 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 – acquisition of land. Roll call vote: Ayes – P Brewer, K Curry, M Leonard, A Lundt, D Erickson; Nays – None; Absent – S Reignier, T Schaeuble. Motion carried. (8:00 pm).

**OPEN SESSION - -**

Motion by K Curry, second by A Lundt to reconvene into OPEN SESSION to discuss and/or take action on any issues that occurred during the closed session. Roll call vote: Ayes – P Brewer, K Curry, M Leonard, A Lundt, D Erickson; Nays – None; Absent – S Reignier, T Schaeuble. Motion carried. (8:34 pm).

**LAND PURCHASE - -**

Motion by K Curry, second by A Lundt to allow M Leonard to negotiate a proposed land purchase and discuss with the Village Attorney if necessary. Roll call vote: Ayes – P Brewer, K Curry, M Leonard, A Lundt, D Erickson; Nays – None; Absent – S Reignier, T Schaeuble. Motion carried.

**ADJOURN - -**

Motion by K Curry, second by P Brewer to adjourn. Motion carried. (Adjourned 7:38 pm)

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Jean A Brandt

Clerk/Treasurer

# VILLAGE OF WRIGHTSTOWN

## PUBLIC HEARING MINUTES

11/18/14

A Public Hearing of the Village of Wrightstown Board of Trustees was held on Tuesday 11/18/14 at the Village Hall, 352 High Street, and called to order at 6:15 pm by Village President Dean Erickson with the reading of the public hearing notice.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt,  
Scott Reignier, Terry Schaeuble, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Spirit); Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Public Works Director Travis Coenen; Reg & Marsha Gobin; Linda Verboomen; Sue Byers; Sue Johnson; Greg & Sue Verhagen; Dan Fritsch; Quinn Cavanaugh, James Cotter.

The purpose of the Public Hearing was to hear from all persons and/or their agents on the following:

- **Amend** Chapter 206-53(A) Zoning – Article VIII Off-Street Parking and Loading – **Parking of Recreational Vehicles** – of the Municipal Code of the Village of Wrightstown as follows:

**DELETE** the words underlined in the sentence “providing none of the above extends into the established utility easements or roadway” (follows with remaining language);

**ADD** the underlined / *italicized* words in that same sentence to then read as follows:

**Chapter 206-53 (A) Zoning – Article VIII Off-Street Parking and Loading – Parking of Recreational Vehicles.**

- A) The parking of recreational vehicles that includes boats, trailers, motor homes, personal watercraft, motorcycles, scooters, all-terrain vehicles, camping trailers, and fifth-wheel recreational vehicles is permitted in an accessory private garage or building, in a rear yard or side yard, or in a main or secondary driveway, providing none of the above extends into the established *right-of-way* or roadway and does not obstruct any sidewalk, pedestrian or bicycle way.

D Erickson asked for comments from the audience and board twice.

Question – what is the change? D Erickson read the entire section shown above of Delete “utility easements” and Add “right-of-way”.

D Erickson again asked for any questions or comments from those present.

Question – Just a different name for same land? Response – Same land area but clarified what is a utility easement versus a right-of-way.

Comment – Look at other issues. Response – Just this for now but could address other issues in the future.

D Erickson again asked for any public input from the audience or board and none was given.

**Adjourn –**

Motion by K Curry, second by P Brewer to close the public hearing to amend Chapter 206-53(A) Parking of Recreational Vehicles as shown above. Motion carried. (Adjourned 6:20 pm)

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Jean A Brandt

Clerk/Treasurer

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

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **11/18/14** and was called to order by Village President Dean Erickson at 6:20 pm.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Terry Schaeuble, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Spirit); Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Public Works Director Travis Coenen; Reg & Marsha Gobin; Linda Verboomen; Sue Byers; Sue Johnson; Greg & Sue Verhagen; Dan Fritsch; Quinn Cavanaugh, James Cotter.

**MINUTES** - - None at this time.

**VOUCHERS** - - Motion by A Lundt, second by A Reignier to approve the vouchers as submitted. Motion carried.

**WALK-INS** - -

**Reg Gobin** – Stated he had read the local newspapers and then expressed his opinion that an individual board member has no more authority than an individual resident related to conversations and fees associated with the Village Attorney. (Pertains to the subject of parking of recreational vehicles.) Encouraged board to look at their rights and responsibilities based on the State Statutes.

**Sue Byers** – 433 Fawnwood Ct – Apologized and indicated she is the one that began the conversation on the parking of recreational vehicles issue. Moved here from a big city for a certain look and now that look has changed. Spoke about covenants and ordinance changes that would have the community find some compromises for this issue.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report with additional comments:

1. The 2015 Water and Sewer budgets are currently being developed. It is expected that a review copy will be presented at the Dec. 2nd meeting; and final approval will take place on Dec. 16th.
2. Staff met and will continue working on matching up aspects of the preliminary site plan for Fox Energies existing and expansion project with Village zoning ordinances.
3. December 2nd meeting will include a special section addressing the proposed Water Transmission Main from Ashwaubenon to Wrightstown and projected PSC rate impacts as well as a summary of how we have gotten to this point. Project bids are tentatively scheduled for opening on December 11th.
4. Our December 2nd meeting will also include a presentation from Ehlers on the feasibility of forming a 3rd TIF District on the west end of the Village.
5. Looking forward to the December 16th meeting, discussion will be held on the utilization of a “Steering Committee” to drive the Comprehensive Plan Update.

6. The Village is pleased to provide support for the December 6th Community Blood Center Blood Drive on December 6th at Dick's Family Foods in Wrightstown. Please see the Village's web page in support of this life-saving effort.

With reference to: item #3 – now December 18<sup>th</sup> and not December 11<sup>th</sup> to open bids; item #5 – yes, start to finish for the comprehensive plan update to be with consultants of the Brown County Planning Commission.

## **COMMITTEE REPORTS**

### **REGIONAL PLANNING - -**

**Adopt Ordinance No. 11182014 to Amend Chapter 206-53(A) Parking of Recreational Vehicles** – Motion by P Brewer, second by S Reignier to adopt Ordinance No. 11182014 to Amend Chapter 206-53(A) Zoning – Article VIII Off-Street Parking and Loading – of the Municipal Code of the Village of Wrightstown, Wisconsin, relative to the Parking of Recreational Vehicles. (words of “utility easements” changed to “right-of-way”). Roll call vote: Ayes – P Brewer, M Leonard, A Lundt, S Reignier, T Schaeuble, D Erickson; Nays – None; Abstain – K Curry. Motion carried with 6 ayes and 1 abstention.

### **CLOSED SESSION - -**

Motion by P Brewer, second by S Reignier to proceed into CLOSED SESSION pursuant to Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Village Administrator Steve Johnson. Roll call vote: Ayes – P Brewer, K Curry, M Leonard, A Lundt, S Reignier, T Schaeuble, D Erickson; Nays – None. Motion carried unanimously. (6:43 pm)

### **OPEN SESSION - -**

Motion by S Reignier, second by P Brewer to reconvene into OPEN SESSION to discuss and/or take action on any issues that occurred during the closed session and continue with the Village Board meeting as scheduled. Roll call vote: Ayes – P Brewer, K Curry, A Lundt, S Reignier, T Schaeuble, D Erickson; Nays – None; Abstain – M Leonard. Motion carried with 6 ayes and 1 abstention. (6:51 pm)

### **FINANCE - -**

**Approve Resolution No. 11182014A General Fund 2015 Budget** – Motion by A Lundt, second by S Reignier to approve Resolution No. 11182014A appropriating the necessary funds for operating the government and administration of the Village of Wrightstown for the year 2015. Roll call vote: Ayes – P Brewer, K Curry, M Leonard, A Lundt, S Reignier, T Schaeuble, D Erickson; Nays – None. Motion carried unanimously.

**Action to Approve Land Acquisition Per Authorization to Negotiate and Acquire** – Motion by M Leonard, second by A Lundt to enter into an agreement for land acquisition discussed in prior closed session two weeks ago. Roll call vote: Ayes – K Curry, M Leonard, A Lundt, S Reignier, T Schaeuble, D Erickson; Nays – P Brewer. Motion carried 6 – 1.

**Operator's License** – Motion by A Lundt, second by K Curry to approve the operator's license for the license years of 2014-2016 of Mary Polaczyk. Motion carried.

**PERSONNEL - -** Nothing to report at this time.

**PARKS & RECREATION - -** Nothing to report at this time.

**PUBLIC SAFETY - -**

**Fire Dept Report** – The October Fire Dept report submitted with best regards from Chief M Schampers is as follows:

During October the Fire Department responded to 5 calls for service, Car accident with Utility pole in the Village, Residential lockout, CO call, vehicle fire at Hwy 41 and U.

We learned during the month we were unsuccessful with the WPS grant application for funding towards the Thermal Imaging Camera purchase. Also during the month we provided Fire Extinguisher training for CEI employees. As well as doing a number of appearances at the schools for Fire Prevention Awareness. And in October we held the annual Open House that was well attended. Also we were out in the Village on Halloween for Trick or Treat with candy and glow necklaces for the kids, approximately 450 kids visited us that evening.

Usual monthly truck checks and inventories were completed as well as business and training meeting. Training for the month was held at a practice home shared with Town of Kaukauna doing ladder and roof evolutions and pump ops.

Other Comments – Chief Schampers stated the homemade booyah sold out in 2 ½ hours.

**Police Dept Report** – No monthly report at this time.

Other Comments – Chief Kingsbury stated completing background checks for two new full-time officers.

**PUBLIC WORKS & UTILITIES - -**

**Director of Public Works Comments** – None at this time.

**ADJOURN - -**

Motion by P Brewer, second by S Reignier to adjourn. Motion carried. (Adjourned 7:00 pm)

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Jean A Brandt

Clerk/Treasurer

**VILLAGE OF WRIGHTSTOWN**  
**UTILITY COMMISSION MINUTES**

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **12/02/14** and was called to order at 6:09 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Mark Leonard, Terry Schaeuble,  
Village Administrator Steve Johnson

Absent – Karen Curry, Andy Lundt, Scott Reignier

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Police Chief Perry Kingsbury; Public Works Director/Assistant Fire Chief Travis Coenen; Dave Wagner & Jon Cameron (Ehlers & Associates); Dale Marsh & Paul Welter (Robert E Lee & Associates); Keith Wendlandt; Tim Dole; John Christensen; Derek Schuh; Linda Verboomen; Dan Segerstrom.

Village President D Erickson explained the “public informational” section on the agenda for discussion regarding the PSC estimated overall 47% increase in water rates to be paid by the Village and its water customers for the new water supply project. A handout was distributed to those in attendance. The following is a certification of the proceedings for this public informational section as it was written for acknowledgement to the Public Service Commission.

**CERTIFICATION**

I, the undersigned, Jean A Brandt, Village Clerk/Treasurer of the Village of Wrightstown, do hereby certify that at the first regular monthly meeting of the Village Board held on December 2, 2014, the Utility Commission Meeting began at 6:09 pm with Village President Dean Erickson explaining the public informational meeting for **discussion regarding the PSC estimated overall 47% increase in water rates to be paid by the Village and its Water Customers for the new water supply project**. The following was presented by Village representatives with responses from Village residents and all as noted below.

**Village Administrator Steve Johnson** read verbatim the following:

**1. Public Service Commission staff commentary.**

Prior to the Public Service Commission staff submitting this project to the Commission for a decision, this public meeting is being conducted to discuss the project need and the estimated increase this project could have on rates charged to the water utility customers.

Based on the Public Service Commission staff’s review of the proposed water supply project, it is estimated that the Utility’s water rates will experience an overall rate increase of 47 percent. The water bill for an average residential customer, who uses 10,000 gallons per quarter, is currently comprised of \$79.35 for General Service and \$10.23 for Public Fire Protection, for a total of \$89.58. The General Service portion of the bill is estimated to increase to \$117.00. The Public Fire Protection charge will no longer be placed on the water bill. Therefore, the total water bill is forecast to increase from \$89.58 to \$117.00, an increase of 30 percent.

Based on the Public Service Commission staff's review of the proposed construction, it is estimated that the new Public Fire Protection charge will be \$393,636 annually, which is a 47 percent increase over the present total charge of \$267,264. Currently \$68,361 of the Public Fire Protection charges are collected directly from customers on the water bill and the other \$198,903 is paid by the Village as an annual charge. Since the Village plans to pay the entire PFP charge in the future, it will experience a 98 percent increase in the amount paid, from \$198,903 to \$393,636.

This is a large and expensive project of \$7,609,300 for the approximately 1,100 customers in the Village and the funding of this project has unique elements. The Green Bay Water Utility is contributing \$633,000 to this project and without that contribution the estimated rate impact would be higher. The remaining cost of the project will be financed with a Safe Drinking Water Loan. The other unique element is related to the Fox River Energy Center that was annexed into the Village on February 10, 2014. The Village expects to receive approximately \$832,000 in annual Shared Revenue Utility Aid Payments for having the power plant within the Village limits. The Village indicated that half of this revenue, or \$416,000, will be dedicated to repaying the loan used for construction of this water utility project. If this revenue is not dedicated to the water utility loan payments, then the rate impact of this project will be much higher. If the water utility does not receive any of the aid from the Village, the estimated rate increase would be 101 percent. (At this point S Johnson paraphrased an item that is not in the document: \$832,000 Village receives with \$416,000 dedicated to the loan; the difference is \$416,000 of matching funds that is due to the Town of Kaukauna as part of annexation and boundary agreement.) The actual need for a rate increase of the level indicated above would be determined when the Utility submits its application for a full rate case with the Public Service Commission and would depend on several other factors including, but not limited to: customer growth, consumption levels per customer, inflation, and requested rate of return. Accordingly, it is difficult to predict the amount of such an increase specifically resulting from the proposed construction project.

S Johnson stated keep that in mind as you have heard 47%, 30%, 101%. It will all come out in the wash at the end but there is a lot to be determined yet.

**Village Trustee Mark Leonard** read verbatim the following:

## **2. Additional Information from Village staff.**

**Subject:** Water Rates – Water Transmission Main

**Why:** Ineffective search for sustainable quality water for Village Residents

- Cite Well #5 unsuccessful two (2) efforts
- Cite current developmental Well #5 costly issues; special additional treatment, perpetuating sediment problems at storage towers, system deterioration, etc.

Expending money into well investments that potentially last no more than 20 years, resulting in continuous re-investment.

Regional water quality problems consisting of radium, high iron, etc.

**Solution:**

Source water supply from Lake Michigan

Feasibility study performed comparing cost of water via pursuing local well concept;

Lake Michigan water via Brown County Water Authority (Town of Lawrence); and Lake

Michigan water via Green Bay Water Utility (Village of Ashwaubenon). Study clearly showed lake water via Green Bay Water Utility to be the most cost effective means. Construct an 18 inch Water Transmission Main from the Glory Road Tower in Ashwaubenon to Wrightstown's Poplar St. Tower; a distance of approximately 12 miles.

- High Quality, sustainable water
- Reduced need for softening efforts saving cost of salt, excess use of water, and extending life of appliances.
- Transmission line has an expected service life of 80 years.
- Reduced maintenance cost for extended period
- Wrightstown is committed to utilizing an average of 200,000 gal. of water per day, (current water usage) with a capacity for 1,000,000 gal. per day which meets growth assumptions.
- Ability for Wrightstown to enter into agreements with several area Townships for the wholesale sale of water to them resulting in additional revenue for Wrightstown.
- An overall improved service for our water customers, including more water for fire protection and better quality of water.
- Water rates will increase in order to provide this service, however the benefits to be realized will mitigate a good share of these costs. Benefits include softer water requiring significantly less treatment by water utility customers at their homes or businesses.
- SEWER RATES WILL NOT BE IMPACTED BY THIS PROJECT!

**Water Rate and Tax Impacts of Water Supply Project for the Village of Wrightstown** as prepared by Ehlers dated 11/25/2014 was also included as a handout for those present and is shown below.

	<b>Selected Option</b>	
	<i>as est. by PSC</i>	
	(Green Bay - Ashwaubenon)	
<b>Increased Water Utility Revenue Requirements</b>		
Added Operation & Maint. Cost	\$	157,800
Added Depreciation	\$	121,500
Added Return on Investment	\$	34,900
	\$	314,200
<b>Overall Percentage Increase in Water Utility Revenue Required</b>		<b>47%</b>
<b>Sources of Increased Water Utility Revenues</b>		
Customer Charges (incl. direct Public Fire Protection charges)	\$	119,500
Public Fire Protection Charge to Village General Fund	\$	194,700
	\$	314,200

### **Impact on Customer Rates & Taxes**

Average Increase in Quarterly Water Bills in Dollars	<b>\$27.00</b>
Average Increase in Quarterly Water Bills as a Percentage	<b>30%</b>
Property Tax Increase	<b>None Expected</b> (to be paid from new Shared Revenues from Power Plant)

Village Administrator Steve Johnson commented in reference to the fluoride levels that had been noted by the DNR, they are somewhat trending upward with the Village well water. It is classified as a possible health hazard issue by the DNR in the future and thus something else to try to avoid by sourcing the water from Lake Michigan.

Public Works Director Travis Coenen indicated the whole process of connecting to Lake Michigan was due to the poor results of well 5. Want to achieve better quality water with less treatment. Not the lowest capital cost but through the thorough financial analysis completed by Ehlers, it was clearly the best and lowest impact for the customer long term.

Village President Dean Erickson commented that many residents may not realize that the natural occurring fluoride in the Wrightstown area takes children in their adolescence age, up to about 16, and discolors their teeth. This results in families having special drinking water for their children and not using the water out of the tap due to affecting their teeth (aesthetics not function).

Village Present Dean Erickson then asked for questions or comments from anyone in the audience to come to the podium to speak.

**Village Resident Keith Wendlandt – 562 Royal St Pat’s Drive:** Did not come with any prepared questions but from reading the document have a few questions that hope the board could answer quickly. It was earlier stated by S Johnson that the public fire protection charge will be paid in the future entirely by the Village. That portion will be removed from the individual. Mentioned that would be a 98% increase. The portion that the Village pays comes from the tax roll. So will there be a corresponding increase in our Village taxes to generate that revenue? The costs that will be paid for by the Village?

Response: S Johnson – Some revenue getting from the shared utility tax revenue will be used to offset that additional increase on the tax roll. So kind of stabilize it as a current basis. The offset will be there. T Coenen – But there will be some increase.

Keith Wendlandt – Down the road that increase has got to be paid for somehow. Also mentioned

that the money that is coming from Fox Energy Center; that split of \$832,000 between the Village and the Town of Kaukauna - \$416,000 each. What is timeframe on that arrangement? Isn't it at some point in the future that the Village gets the entire revenue from that?

Response: M Leonard – It is a 25-year agreement. We will receive money starting January 1<sup>st</sup> of next year and then it will run for 25 years. If they expand the power plant, Kaukauna will get an additional 1/3 of their share in addition to the power plant and the Village will get the balance. So if the Village will get another \$832,000 and take 1/3 of that and give to the Town of Kaukauna and we would keep the balance.

Keith Wendlandt – At the 25 year mark.

Response: M Leonard – No. As soon as WPS develops Fox Energies and puts the addition into play. Which if all things work out, they're considering having it up and operational by 2019.

Keith Wendlandt – The split now, \$832,000 – half to Village & half to Kaukauna, that's in place now.

Response: Yes. It is in place now but the revenue begins to come our way January 1<sup>st</sup>.

Keith Wendlandt – Fox 3 Center development goes forward as planned in 2019, that becomes operational, then there is additional revenue. The \$832,000 would continue to be split and then the additional money would be split their way with 1/3<sup>rd</sup>.

Response: M Leonard – and that is for the total term of the remaining years in the agreement. If they did expansion in 2019 it would be an additional 22 years.

Keith Wendlandt – Then in 25 years it all comes to the Village.

Response: M Leonard – Yes.

Keith Wendlandt – On the back page it says construction of an 18 inch water transmission main. Sure engineers have done the studies to assure that 18 inches is adequate as long as you're digging a hole.

Response: T Coenen – Tried to look at larger pipeline with the amount of water that we are using now but you run into a water quality problem. The water in that distance of pipe will sit for too long and can't keep it fresh enough because of the stagnant time sitting in between. Went as large as we could go to get as much capacity and still keep the water quality needed to be.

Keith Wendlandt – Average 200,000 gallons per day is our current water usage with a capacity of 1,000,000 gallons per day which meets growth assumptions – in TIF or business or

manufacturing there is adequate supply. That's average use per day. Are there peaks that would compromise that million ceiling?

Response: T Coenen – That is a minimum we have to take – 200,000 gallons per day is an average as the Village's water usage fluctuates between 160,000 to 400,000 gallons depending on dryness and time of year. To guarantee a price and a service to us, we had to guarantee an amount of water. T Coenen then explained how the process and first agreement of the Green Bay Water Utility was partnered with the Village of Ashwaubenon. The same scenario was utilized for the Village of Hobart and Town of Scott and will continue with the partnership with the Village of Wrightstown. Project upgrades is based on the water needs for each partner. He continued to explain how a certain percentage of the total cost of the project was given to Ashwaubenon and is the same percentage allocated to each of the other municipalities for assistance. That is how the \$633,000 was calculated for the Village of Wrightstown to receive help from Green Bay. Working with a technical committee there is another 500,000 gallons available by firing up a booster station without any upgrades to our pipe. A technical committee was formed through these groups that will continue to assess the southerly Brown County communities for potential marketing of future water pipeline that could tie in to the Village of Wrightstown and increase our capacity also. Will continue to review these agreements and assess each other's needs.

Keith Wendlandt – A proponent for this. Good thing. Don't like to see the rates go up but it is well worth it in the long and short term. Just worry on the end of maximum capacity so that we don't run out. But if you say there is a booster capacity – over 400,000 gallons that is half the capacity that is here that we have experienced. Meet that requirement for some sort of prolonged fire or some other catastrophe.

Response: T Coenen – Maximum 1,000,000 gallons daily. If emergency scenario or environmental issue, we all would be affected. Maximum capacity is set to not have anyone else at capacity risk. M Leonard – Committee will look at growth and other things. Communities will continue all on same SCADA. They will monitor demands and usage and provide where needed. Ashwaubenon currently has a 24 inch pipeline through their Village that could be replaced with a 36 inch if more capacity required for the Village of Wrightstown.

Keith Wendlandt – Without us having to adjust our 18 inch pipe? That is my concern.

Response: M Leonard – Yes. We all work together and it is structured on the current capacities without stressing the system. If emergency, we can operate. T Coenen – Also allow us in our DNR regulations to keep operational and run monthly the Village current wells.

**Village Resident Dan Segerstrom – 245 Patricia Lane:** Simple question about the minimum amount of 200,000 in the agreement. What percent is industrial versus residential for minimum?

Response: T Coenen – About 1/10<sup>th</sup>. CEI is only industrial user right now. They limit themselves on the amount of water as the Village's waste water plant is not set up for a lot of industrial waste from the paper industry. S Johnson – Less than 10%

Dan Segerstrom – Main concern if had a larger industrial user or a couple of them and they stopped using it so we are below that level, how would that negatively raise our rates to make up for the difference? Doing good now but if left the Village.

Response: T Coenen – Not much of an impact as should be close to that minimum.

Dan Segerstrom – If less than 10%. Not lose 30% of Village residents but could lose with industrial and that was my concern.

Response: T Coenen – Green Bay would work with us if something that tragic were to occur in the Village. Then explained that Green Bay has been great to work with so far. Verified with us our 200,000 gallon capacity, assisted us with a PSC form that incorporates a wheeling rate that allowed the Village's cost to be small (31 cents) by going with Green Bay through Ashwaubenon instead of paying Ashwaubenon's wholesale customer rate.

Dan Segerstrom – Totally for this project. Sucks to have to pay higher rates but lesser of evils and looks like a lot of cost savings that we are realizing.

Response: T Coenen – Trying to get well 5 located and operational. Finally had quantity but still not quality with over ½ million dollars already invested. Explained well 5 contaminant levels are higher than current status thus needed treatment which maintenance cost would also increase. Village water rates are comparable to other communities; it is our sewer rates that are high. Through cost analysis resorted to pipeline with Green Bay to send good quality product to our customers.

Dan Segerstrom – Don't understand the fluoride issue. Don't have an elevated level right now. It would cause discoloring if it were to get higher. With the new water would have treatment.

Response: T Coenen – Fluoride is in a higher level and a warning that it could happen. But not in a high level where it will happen. Yes, would have treatment.

**Village Resident Tim Dole – 309 High Street:** Clarification question on the Fox Energy. Revenue share – is that dollar amount on kilowatt hours that they were running at previous year numbers? I know they have been running more as natural gas is cheaper.

Response: D Erickson – I believe that you were misinformed in that. We were not talking about rate or kilowatt hours from Fox Energies but revenue sustained from that facility to the Village for local property taxes.

Tim Dole – Thank you. That clarifies it.

Response: Ehlers Vice President Dave Wagner – Clarified further not actual revenues through the plant. As long as the plant is running at all, the Village will receive funding with the same payment.

Village President Dean Erickson asked for more public input two more times and no other attendees responded.

Village Administrator Steve Johnson asked for comments from Ehlers and Robert E Lee & Associates in order to have no omissions of required information for this public meeting and for the benefit of those who are here.

Response: Engineer Paul Welter – followed all the right procedures.

**November 2014 Utility Report** as submitted by Public Works Travis Coenen is as follows:

**Water Utility:**

1. Gallons pumped as of Nov. 24th – 4.373 million gallons, daily average 170,750.

Well 4 static level – 126’ Pumping level – 287’

Well 2 static level – 105’ Pumping level – 186’

**Sewer Utility:**

1. Gallons treated as of Nov. 24th – 4.2697 million gallons, daily average of 177,904.

2. We received 41,100 gallons of holding tank waste and 31,250 gallons of septic tank waste as of November 25th. The revenue for the month so far is \$1,552.84 bringing the total revenue for 2014 to \$14,967.94. We are still accepting septic tank waste on a trial basis.

**Adjourn - -** Motion by T Schaeuble, second by M Leonard to close the monthly Utility Commission meeting. Motion carried. (Adjourned 6:42 pm).

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Jean A Brandt

Clerk/Treasurer

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

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **12/02/14** and was called to order at 6:42 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Mark Leonard, Terry Schaeuble,  
Village Administrator Steve Johnson

Absent – Karen Curry. Andy Lundt, Scott Reignier

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Police Chief Perry Kingsbury; Public Works Director/Assistant Fire Chief Travis Coenen; Dave Wagner & Jon Cameron (Ehlers & Associates); Dale Marsh & Paul Welter (Robert E Lee & Associates); Keith Wendlandt; Tim Dole; John Christensen; Derek Schuh; Linda Verboomen; Dan Segerstrom.

**MINUTES** - - Motion by P Brewer, second by M Leonard to approve the minutes of 11/05/14 and 11/10/14 as presented. Motion carried.

**VOUCHERS** - - Motion by M Leonard, second by T Schaeuble to approve the vouchers as submitted. Motion carried.

**FINANCIAL STATEMENTS** - - Acknowledge receipt and review.

**SCHEDULED APPEARANCE** - - **Dave Wagner (Ehlers & Associates)** – Feasibility Study of Proposed TID #3. D Wagner introduced Jon Cameron and indicated the TID #3 is feasible. He and J Cameron then discussed in detail the Tax Incremental District Feasibility Analysis booklet prepared by Ehlers. The “District Design Considerations” incorporated two versions with different sizes (boundaries) for the proposed TID and also requires the TID to be suitable for a combination of mixed use development. The “Financial” aspect of the analysis also took into consideration the two versions and their development assumptions. A “Timeline” for the Tax Incremental District #3 creation was also included.

### **WALK-INS** - -

**Dan Segerstrom** – Questioned the protocol of the Committee of the Whole as it related to previous meetings of the storage of recreational vehicles and his perception of the process.

**Keith Wendlandt** – Requested copy of TID #3 map boundaries.

**Linda Verboomen** – Questioned the change from Wednesday, April 8<sup>th</sup> to another Wednesday, April 1st for Village Board meeting.

### **CORRESPONDENCE** - -

**Joshua Peterson** – Water Bill at 322 Main St – J Peterson responded with an email to the letter mailed from S Johnson regarding payment for the high water bill at 322 Main St. The water bill remains a sore point with J Peterson as indicated in his response. Still an open item.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

1. The Annual Employee Meeting with the AFLAC Rep. was set up by Jean Brandt and held on Nov. 18th.
2. Spoke with Carl Theunis on Nov. 20th and 26th in regard to potential land transactions.
3. 2015 Water & Sewer Budgets – 1st Pass are available to the Board for their review and questions. Planning on final approval and adoption on December 16th.

#### **MISCELLANEOUS ISSUES - -**

**2015 Village Board Schedule** – The schedule was amended from Wednesday, April 8<sup>th</sup> (due to election on April 7<sup>th</sup>) to Wednesday, April 1<sup>st</sup>.

Motion by M Leonard, second by P Brewer to approve the amended 2015 Village Board schedule. Motion carried.

**2015 Village Holiday Schedule** – Motion by M Leonard, second by T Schaeuble to approve the 2015 Village Holiday schedule as presented. Motion carried.

#### **COMMITTEE REPORTS**

##### **FINANCE - -**

**Formation of TIF District #3** – Motion by M Leonard, second by T Schaeuble to approve the creation of the larger version of TIF District #3 (boundaries as previously discussed by Ehlers). Roll call vote: Ayes – M Leonard, T Schaeuble, D Erickson; Nays – None; Abstain – P Brewer; Absent – K Curry, A Lundt, S Reignier. Motion carried 3-1.

**Ratification of Acquisition of Land** – Motion by M Leonard, second by T Schaeuble to approve the ratification of the acquisition of land for the purpose of marketing and promotion of industrial development. Roll call vote: Ayes – P Brewer, M Leonard, T Schaeuble, D Erickson; Nays – None; Absent – K Curry, A Lundt, S Reignier. Motion carried 4-0. (Details of the transaction included: Parcel #300-01050; total \$700,000 with \$100,000 down, balance due in 5 years.)

**2014 Christmas Gift Certificate List** – Motion by M Leonard, second by T Schaeuble to approve the 2014 Christmas gift certificate list as presented. Motion carried.

##### **PERSONNEL - -**

**Resignation of Public Works Employee** – Motion by P Brewer, second by M Leonard to accept the resignation of Public Works employee Todd Kocian. Motion carried.

##### **PUBLIC SAFETY - -**

**Police Dept Comments** – None at this time.

**Fire Dept Comments** – None at this time.

**PARKS & RECREATION - -** Nothing to report at this time.

##### **PUBLIC WORKS & UTILITIES - -**

**Director of Public Works Report** – T Coenen indicated Public Works is having issues with the 20-year old plow truck.

**ADJOURN - -** Motion by P Brewer, second by T Schaeuble to adjourn. Motion carried.  
(Adjourned 7:59 pm)

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

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **12/16/14** and was called to order by Village President Dean Erickson at 6:10 pm.

Roll Call: Present – Dean Erickson, Paul Brewer, Karen Curry, Mark Leonard (6:20pm),  
Andy Lundt, Terry Schaeuble, Village Administrator Steve Johnson  
Absent – Scott Reignier

Also present: Ed Byrne (Brillion News), Tom Collins (Wrightstown Area Spirit), Fire Chief Mike Schampers, Public Works Director Travis Coenen; Linda Verboomen, Keith Wendlandt, Martin & Linda Nackers, Sue Byers, Dan Segerstrom, Sharon Diedrick, Gary DeWinter, Charlie & Lauren Hebert.

**MINUTES** - - None at this time.

**VOUCHERS** - - Motion by M Leonard, second by T Schaeuble to approve the vouchers as submitted. Motion carried.

**WALK-INS** - -

**Gary DeWinter and Charlie Hebert** – Introduced themselves as the new full-time Village Police Officers.

**VILLAGE ADMINISTRATOR** - - S Johnson provided the following report:

1. Renewed a two-year cleaning contract for the Village Hall and Fire Station.
2. Staff Christmas Luncheon held on December 10th and was attended by 16 individuals.
3. The Wrightstown Branch of the Denmark State Bank will close on March 20, 2015.
4. **Suggestion:** Making the Community Room unavailable to any group on days other than Saturday and Sunday, unless a member of the group is a Village employee with access capability? (Further comment – Don't want to place burden on someone else to open and close.)
5. We have received word that CEI had appealed their assessments for several years and that the State has sustained that appeal and a refund of approximately \$52,000 is due by January 31, 2015. The Village will be making that payment and then registering a payback to the other entities for their respective portions. If that is approved by the State late in 2015, those payments to the Village aren't required until early 2016.
6. Meetings with representatives of WPS have been productive as certain areas of the current zoning ordinance have been reviewed as they apply to the current and future WPS facilities within the Village of Wrightstown. Areas requiring some future action are:
  - Smoke and Particulate matter  
*An amendment to 206-25 I(1) to reference adherence to Wisconsin DNR Air Pollution Control Standards.*
  - Height and Area of Buildings  
*A variance to 206-16 as the best option at this time for the purposes of the Fox Energy Proposal.*

- Fence Height for a proposed 15 ft. Berm with trees to create a buffer along Golf Course Rd.

*A variance to 206-17 is the best approach to this issue.*

- Loud and Unnecessary Noise

*An amendment to 139-6(2)(a)(2) which would remove some outdated reference and bring the ordinance more up to standards in other communities.*

(S Johnson further comment – Village can manage and address issues of concern. A Lundt commented several options for layout were discussed at the Planning Commission meeting.)

## **COMMITTEE REPORTS**

### **FINANCE - -**

**Adoption of 2015 Water Utility and Sewer Utility Budgets** – Motion by A Lundt, second by P Brewer to adopt the 2015 Water Utility and Sewer Utility Budgets as presented. Roll call vote: Ayes – P Brewer, K Curry, M Leonard, A Lundt, T Schaeuble, D Erickson; Nays – None; Absent – S Reignier. Motion carried unanimously.

**Authorize the Acquisition of Used Squad Car** – Officer G DeWinter indicated the squad car was originally at Greenfield, WI but purchased from Chicago Motors Inc and then stated more specifics about the squad car.

Motion by A Lundt, second by M Leonard to approve the authorization of the acquisition of a used squad car for the Wrightstown Police Dept. Motion carried.

Motion by A Lundt, second by K Curry to approve the sale of the old squad car (2005 Ford). Motion carried.

### **PERSONNEL - -**

**Police Dept Officer William Pagel** – Motion by K Curry, second by P Brewer to accept the “Separation” of Police Dept Officer William Pagel. Motion carried.

**PARKS & RECREATION - -** Nothing to report at this time.

### **PUBLIC SAFETY - -**

**Fire Dept Report** – The November 2014 Fire Dept report was submitted with best regards by Fire Chief M Schampers as follows:

During November the Fire Department responded to 4 calls for service, a MABAS call for Tender Shuttle to a fully engulfed barn fire in Oneida, smoke from a furnace in a residence and 2 calls for Water Flow Alarms at a local business.

Training in November was a “Live fire” Flashover Training presented by NWTC and Fire LLC which was a grant paid for training through MABAS 112. Because we held a full class we also will be holding another grant paid for training in Modern vehicle Extrication in 2015.

Usual monthly truck checks and inventories were completed as well as business and training meeting. During the business meeting final candidates for the open “Captains” position were announced for membership voting in December.

**Village ISO Rating** – Chief M Schampers was pleased to announce the Fire Dept this past year underwent an ISO reclassification study. The results were returned to them with the findings they are now classified as a “3” down from a 5 or 6. This is a HUGE jump and improvement for the Village and should have an effect on insurance for home owners and businesses within the Village. The score is based on a lengthy series of documents and an in-person interview with an ISO representative that references everything from water system, fire dept resources, training records, on-site testing, numerous other details and verification by ISO. This is the best a volunteer fire dept can really get. The new rating takes effect March 2015.

**Police Dept Report / Comments** – None at this time.

**PUBLIC WORKS & UTILITIES - -**

**Director of Public Works Comments** – None at this time.

**REGIONAL PLANNING - -**

**Designation of Planning Commission as the “Steering Committee” for the Comprehensive Plan Update** – Motion by P Brewer, second by T Schaeuble to approve the use of the current Planning Commission to oversee the Comprehensive Plan update as necessary. Motion carried.

**ADJOURN - -** Motion by A Lundt, second by M Leonard to adjourn. Motion carried. (6:35 pm)

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Jean A Brandt

Clerk/Treasurer