

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 Street, on Thursday **09/20/16** and was called to order by Village President Dean Erickson at 6:00 pm with all reciting of the pledge of allegiance.

Roll Call: Present – Dean Erickson, Sue Byers, Quinn Cavanaugh, Scott Reignier, Terry Schaeuble, Dan Segerstrom, Keith Wendlandt

Absent – None

Also present: Ed Byrne (Brillion News); Tom Collins (Wrightstown Area Spirit); Village Administrator/Public Works Director Travis Coenen; Supervisor of Public Works & Utilities Andy Vickman, Fire Chief Mike Schampers; Police Chief Greg Deike; Police/Court Clerk Sharon Diedrick; Deputy Clerk/Treasurer Patti Leitermann; Officer Heather Martin; Officer Gary DeWinter; Jon Cameron (Ehlers & Associates Inc); Kathy Kingsbury, Tim Dole, Linda Verboomen.

CLOSED SESSION - - Motion by S Byers, second by K Wendlandt 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 – **Interim Clerk Treasurer**. Roll call vote: Ayes – S Byers, Q Cavanaugh, S Reignier, T Schaeuble, D Segerstrom, K Wendlandt, D Erickson; Nays – None; Absent; None.

Motion carried. (6:03 pm)

OPEN SESSION - - Motion by Q Cavanaugh, second by S Byers to reconvene into OPEN SESSION to discuss and/or take action on any issues that occurred during the closed session, if necessary – **Interim Clerk Treasurer**. Roll call vote: Ayes – S Byers, Q Cavanaugh, S Reignier, T Schaeuble, D Segerstrom, K Wendlandt, D Erickson; Nays – None; Absent; None. **Motion carried.** (6:15 pm)

Motion by S Byers, second by K Wendlandt to approve change to Interim Clerk/Treasurers salary based on recommendations. **Motion carried.**

MINUTES – Motion by S Byers, second by T Schaeuble to approve the prior meeting minutes of 08/25/2016 Special Village Board meeting as submitted. **Motion carried.**

VOUCHERS – Motion by S Byers, second by Q Cavanaugh to approve the vouchers as submitted. **Motion carried.**

WALK-INS – Linda Verboomen (306 Norbert Lane) addressed the board with a question regarding the Wrightstown Lumber Yard and whether they were having a new roof put on or taking the old one off to demolish the building. T Coenen confirmed that yes they were having a new roof put on and that the Village would check to see if the proper permit was obtained. Linda Verboomen also questioned the rights for residents with burning permits. T Coenen stated that burning permits give you the authority to burn in non-seasonal time frames and it doesn't give you the right to burn anytime you want.

VILLAGE ADMINISTRATOR -- T Coenen provided the following report:

1. The new web site is live so please give us feedback and let us know if we are missing something or you would like to see something different.
2. Tammy Olp declined the position as new Clerk/Treasurer.

3. We are currently re-advertising for the Clerk Treasure position.
4. Greg Deike's first day as the new chief was Monday Sept. 19th and I would like to give him a warm welcome aboard.
5. Working to get IT information from current vendor on services as well as maybe looking at different options.
6. "CONFIDENTIAL" IT Forensic Review is under way and we anticipate having results in a few weeks.
7. Making progress on many development inquiries.
8. We had a meeting to open the line of communication with the Town of Wrightstown, which was a very positive and successful meeting; we are also scheduling appointments with the Town of Kaukauna to discuss development and growth.

COMMITTEE REPORTS

Switch Order of Meeting - - Motion by S Byers, second by D Segerstrom to approve moving the Regional Planning portion of the meeting ahead of the Miscellaneous and other agenda items. **Motion carried.**

REGIONAL PLANNING - -

Ordinance No. 09202016 Annexing Territory – Motion by T Schaeuble, second by S Byers to approve Ordinance No. 09202016 an Ordinance Annexing Territory from the Town Of Wrightstown to the Village of Wrightstown in Brown County, Wisconsin. **Motion carried.**

WisDOT Excess Parcels – T Coenen stated that there are approximately 14 WisDOT excess parcels in the Village of Wrightstown. There's one in particular that may be of interest and that's the old M&I Bank parking lot. This parcel can be used for parking in the downtown area or green space. The value on this parcel will be assessed and at that point we'll know if it's affordable for the Village to purchase. First the school and then the Village has the opportunity purchase the parcel but only for public use.

Negotiate Border Agreement with the Town of Wrightstown – Motion by T Schaeuble, second by K Wendlandt to allow T Coenen and members of the Village Board to communicate with the Town of Wrightstown and enter into negotiations for a border agreement. **Motion carried.**

Resolution No. 09202016A Boundaries for Creation of Tax Incremental District No. 4-

Jon Cameron outlined the following and answered questions on the project plan for the Creation of Tax Incremental District (TID) No. 4: Type of District, Size and Location; Estimated Total Project Expenditures; Economic Development; Expected Termination of the District.

Q. D Erickson wanted to know the financial obligation to the Village for the Creation of TID No. 4

A. Approximately \$20,000 paid upfront by the Village of Wrightstown.

Q. S Byers wanted to know if a signed developer agreement is needed before the Village pays out any incentives.

A. Yes, that is correct a signed developer agreement is needed before incentives are paid out.

Motion by T Schaeuble, second by S Byers to accept Resolution No. 09202016A approving the Project Plan and Establishing the Boundaries for and the Creation of Tax Incremental District No. 4, Village of Wrightstown, Wisconsin. Roll call vote: Ayes – S Byers, Q Cavanaugh, S Reignier, T Schaeuble, D Segerstrom, K Wendlandt, D Erickson; Nays – None; Absent; None. **Motion carried.**

MISCELLANEOUS - -

Committees VS Committee of the Whole – Discussion on Committee Meetings versus Committee of the

Whole and what works best for Village Board members. It was decided to continue with the Committees and revisit this agenda item closer to December, and if needed, make changes for the first of the year.

FINANCE- -

First Pass of the 2017 Budget - T Coenen stated that first pass of the 2017 Budget and expectations will be on the agenda at the first or second Village Board meeting in October.

Operator's License – Motion by S Byers, second by D Segerstrom to approve Operator's License for 2016-2018 license years – Jamey Milheiser (Lucky's Pub & Grill). **Motion carried.**

PERSONNEL - -

Clerk/Treasurer Position – T Coenen stated that he posted the position for Clerk/Treasurer at several locations with the hopes of getting a good selection of candidates.

Employee Recognition Policy – This policy is to create consistent recognition, make decisions and process more stream lined in acknowledging life changing events and accomplishments in staff's lives.

Motion by K Wendlandt, second by S Byers to accept the employee recognition policy amendment dated 09/14/2016 as presented. **Motion carried.**

Perry Kingsbury Retirement Recognition – Recognition of Perry Kingsbury and his eight years of exceptional service to the community. T Coenen presented a gift card to Kathy Kingsbury to recognize Perry's retirement and the great service to the Village of Wrightstown.

Jeremy Verhaygen Letter of Resignation – Motion by Q Cavanaugh, second by T Schaeuble to accept the letter of Resignation of Employment from Jeremy Verhaygen from the Fire Department effective September 19, 2016. **Motion carried.**

Mike Molen Resignation – Motion by Q Cavanaugh, second by T Schaeuble to accept Resignation of Employment from Mike Molen from the Fire Department effective immediately. **Motion carried.**

PUBLIC SAFETY- -

Fire Dept Report – The August 2016 Fire Department Report submitted with Regards by Fire Chief M Schampers is as follows:

In the month of August the department responded to 3 calls for response, a vehicle accident, a child locked in car and a Mutual Aid for Water with Town of Lawrence.

Training in August was use of the "SKED" device for confined Space victim rescue, various lifts from diminished space, rigging, ropes and knots.

Usual monthly truck checks were completed and inventoried and all the fire apparatus made the annual cycle into the service center to get full services and checks done for the year.

Police Department Report – S Reignier welcomed Greg Deike as the new Police Chief for the Village of Wrightstown. Greg thanked the Village Board members and also Chief Kingsbury for all his hard work in building a professional organization that he can build on.

PUBLIC WORKS & UTILITIES:

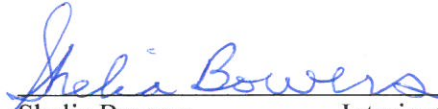
Neighborhood Party at Waupekun Park – Q Cavanaugh thanked the Fire Department, Police Department, Department of Public Works and all who contributed to making their neighborhood party a great success.

Brown County Municipal Recycling Agreement – Motion by Q Cavanaugh, second by K Wendlandt for approval to enter into the Brown County Municipal Recycling Agreement. **Motion carried.**

Maintenance of WisDOT Excess Parcels – After discussion it was decided that the Village will continue maintenance on the WisDOT excess parcels that are located in the Village.

DPW Wastewater Operator Position - Interviews were completed for the Operators position and an offer was made but the candidate was no longer interested so the position will be re-posted.

ADJOURN - - Motion by Q Cavanaugh, second by S Reignier to adjourn. **Motion carried.**
(Adjourned 7:00 pm)



Shelia Bowers Interim Clerk/Treasurer