

VILLAGE OF WRIGHTSTOWN BOARD MEETING MINUTES

The REGULAR MONTHLY MEETING OF THE Village Board of the Village of Wrightstown was held at Village Hall, 352 High St., on **Tuesday, March 17, 2020.**

Meeting was called to order at 6:00 p.m. by Village President Dean Erickson and the Pledge of Allegiance was recited.

Roll Call: Present –Village President Dean Erickson, Trustee Sue Byers, Trustee Andy Lundt, Trustee Scott Reignier, Trustee Dan Segerstrom, Trustee Terry Schaeuble and Trustee Keith Wendlandt

Also present: Ed Byrne (Brillion News), Village Administrator Travis Coenen, Clerk/Treasurer Michelle Seidl, Police Chief Greg Deike, Fire Chief Mike Schampers, Public Works Superintendent Andy Vickman, Police Administrative Assistant/Court Clerk Sharon Diedrick, Resident/Business Owner Deb Tews and Dean Diedrick

MINUTES – Motion made by S Byers with a second made by T Schaeuble to approve the March 3, 2020 Board Meeting Minutes, as submitted. **Motion carried.**

VOUCHERS – Motion made by S Byers with a second made by T Schaeuble to approve the vouchers, as submitted, totaling \$1,044,757.66, from February 27, 2020 through March 11, 2020. **Motion carried.**

SCHEDULED APPEARANCES: None

CORRESPONDENCE: None

ADMINISTRATOR’S REPORT

- Stay safe everyone!

COMMITTEE REPORTS

FINANCE/PERSONNEL

- **COVID-19 State of Emergency** – Health Contingency Plan and State of Emergency Proclamation presented. Staff members that have been traveling from or through designated “hot spots” will need to quarantine prior to returning to work. Sick hours are to be used during this period and up to 40 hours can be “borrowed” if current sick time bank is short. Bulk waste drop off has been temporarily suspended to reduce employee and resident chance of exposure to the Coronavirus. All other Village services will move forward as usual. Motion made by S Byers with a second made by K Wendlandt to approve the COVID-19 State of Emergency Proclamation and Health Contingency Plan. **Motion carried.**
- **Application for Payment No. 3 – Fox River Stabilization Project** – Motion made by S Byers with a second made by T Schaeuble to approve Application for Payment No. 3, to Highway Landscapers, Inc. for \$74,457.19, for the Fox River Bank Stabilization Project, for work accomplished through February 14, 2020. **Motion carried.**

- **2018 General Obligation Note Payment** – Motion made by S Byers with a second made by T Schaeuble to approve payment of \$63,781.95, to Greenleaf Wayside Bank for interest and principal payments on the Village’s 2018 \$558,000 General Obligation Note. **Motion carried.**
- **2020 Local Government 101 Workshops** – Dates for 101 Workshops posted to the League of Wisconsin Municipalities website. Great education opportunities for elected officials. Watch for updates as a few session dates have already been cancelled due to the Coronavirus Pandemic.

PARKS, RECREATION & REGIONAL PLANNING

- **Operator License Application for Cassandra R. Verkuilen** – Motion made by T Schaeuble with a second made by S Byers to approve the operator license application for Cassandra R. Verkuilen, 1031 Wilson Ave, Green Bay, WI 54303, for Royal St. Patrick’s Golf Links. **Motion carried.**
- **Operator License Application for Estevan D-B Burchette** – Motion made by T Schaeuble with a second made by D Segerstrom to approve the operator license application for Estevan D-B Burchette, 242 Louise Dr., Wrightstown, WI 54180, for Wrightstop BP. **Motion carried.**

PUBLIC SAFETY

Fire Department – February was busy with active shooter training at the high school which included three classroom sessions and two live practical sessions. Multiple fire and police departments participated. COVID-19 precautions established. Meetings and trainings have been temporarily suspended for responder safety.

Police Department – Working with County Emergency Management and Health Departments in response to the Coronavirus Pandemic. Health Departments are issuing emergency guidelines which the Village is following as recommended. Worked with Wrightstown Fire Department, County Rescue and the Sheriff’s Department during the recent active shooter training. Coffee with a Cop cancelled for April 2020.

PUBLIC WORKS & UTILITIES - -

Public Works

- Discontinued all in-home services such as cross connection change outs and meter change outs to limit exposure to the Coronavirus. All critical services will continue as usual. WRWA has a list of available water/wastewater operators in the event that temporary staff is needed to cover staffing shortages.
- Wrightstown Laundromat has been inaccurately billed since February 2008. Per Wis. Stat. § 196.635, the Village is able to back bill 24 months of lost revenues which totals \$9,666.68. Because the quarterly cost to Wrightstown Laundromat is increasing significantly now that the billing has been corrected, and due to the fact that the error was on the part of the Village, the decision was made to not charge Wrightstown Laundromat the \$9,666.68.

WALK INS: Deb Tews from the River Coffee & Cream thanked the Village for the interest free loan which allowed them to put a new deck on their building. The railing and the addition of furniture is all that remains to be done. She also thanked the Village Board for granting an employee an alcohol server license, even though his record was not without blemish. Since, he lost this license but through

the process has gained maturity and valuable experience.

CLOSED SESSION: Motion made by D Segerstrom with a second made by K Wendlandt to proceed into closed session, pursuant to Wisconsin State Statute 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 bargaining reasons require a closed session – **Economic Development – Review of Developers Agreements** and Wisconsin State Statute 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 – **HR - Performance Review**. Call of roll: 7 yes votes. **Motion carried.**

OPEN SESSION: Motion made by S Reignier with a second made by D Segerstrom to reconvene into open session.

ACTION TAKEN AS A RESULT OF CLOSED SESSION:

- Motion made by K Wendlandt with a second made by D Segerstrom to accept the resignation of Police Administrative Assistant/Municipal Court Clerk Sharon Diedrick. Call of roll: 7 yes votes. **Motion carried.**
- Motion made by K Wendlandt with a second made by S Byers to table further discussion of the developers agreements. **Motion carried.**

ADJOURN - - Motion made by S Reignier with a second made by K Wendlandt to adjourn. **Motion carried.**

Michelle Seidl

Clerk/Treasurer