

## **VILLAGE OF WRIGHTSTOWN VILLAGE BOARD**

The REGULAR MONTHLY MEETING OF THE Board of Trustees, of the Village of Wrightstown, was held at Village Hall, 352 High St., Wrightstown, WI, 54180, on **Tuesday, March 2, 2021** and was called to order at 6:02 p.m. by President Dean Erickson.

The Pledge of Allegiance was recited.

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

Also present: Ed Byrne (Brillion News); Village Administrator Travis Coenen; Clerk/Treasurer Michelle Seidl; Public Works Director Andy Vickman; Police Chief Greg Deike, Fire Chief Mike Schampers, Fire Inspector Nathan Helbing, Police Officer Gary DeWinter, Police Officer Heather Martin, Police Officer Mike Sullivan, Police Officer Breten Vande Hey, Police Administrative Assistant/Court Clerk Michelle Firchow, Director of Financial Services for County Rescue Chris Gabryszek, Residents Lisa Kalscheur, Alyssa Vande Hey, Barb Vande Hey, Greg Vande Hey and Ronald Zahn and Guest Ken Firchow

### **UTILITY COMMISSION MONTHLY MEETING**

Motion made by K Wendlandt with a second made by S Reigner to open the March 2021 Utility Commission Monthly Meeting. **Motion carried.**

#### **WATER UTILITY**

- Daily average of water pumped through February 23<sup>rd</sup> is down to 169,783 gallons due to a leak found on February 1<sup>st</sup> on Crestview Ct.
- Hydrant was hit on the corner of Clay and Washington Streets on February 13th. Officer Sullivan was able to locate the individual that did the damage and then ran
- Disassembling old water meters so brass can be recycled, since brasses prices are currently high
- Annual large water meter testing and hydrant painting is scheduled for 2021
- Reports due to the PSC completed last week

#### **SEWER UTILITY**

- Labs passed annual PT evaluations for BOD, PT and TSS testing on the first try
- Replaced an aging 2009 influent pump at the waste water treatment plant due to a seal failure
- Replacement influent input card on the LCP 30 has been ordered since the current card is causing pumping issues
- Everything is up and running perfectly!

Motion made by T Schaeuble with a second made by A Lundt to close the March 2021 Utility Commission Monthly Meeting. **Motion carried.**

**MINUTES** – Motion made by A Lundt with a second by S Byers to approve the February 17, 2021 Village Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion by T Schaeuble with a second made by S Byers to approve the vouchers, from February 11, 2021 – February 24, 2021, totaling \$2,088,975.11. **Motion carried.**

**SCHEDULED APPEARANCES** – None

**WALK-INS** – None

**CORRESPONDENCE** – None

**ADMINISTRATOR’S REPORT:**

- Finalizing event schedule for 2021
- Training on the NEW miTime time keeping module is scheduled for this Thursday, March 4<sup>th</sup>
- Continuing to work with Trustee Keith Wendlandt on updating the HOA covenants for Royal St. Pat’s subdivision
- Fielding a lot of questions regarding development within the Village
- Materials for the building of a NEW cold storage facility have been delivered to the property at the corner of Broadway and DDD. Construction will begin once the land acquisition transaction has been completed

**CLERK/TREASURER’S REPORT**

- Busy finalizing the 2021 Spring Primary that was held on February 16<sup>th</sup> and preparing for the 2021 Spring Election scheduled for April 6<sup>th</sup>
- February 2021 tax settlements have been completed with all taxing entities in both Brown and Outagamie Counties. Payments to Outagamie County, Wrightstown School District and Fox Valley Tech were sent on Monday, February 8<sup>th</sup>. Payments to Brown County, Wrightstown School District and Northeast Wisconsin Technical College were sent on Monday, February 15<sup>th</sup>. Disbursements totaled \$1,336,541.48
- Roll out of the NEW miTime time keeping module will begin with the Police Department since they no longer have access to their TIME system
- Building permit report numbers have been updated to reflect through February 2021

**COMMITTEE REPORTS**

**FINANCE/PERSONNEL - -**

- **Sworn In** –New part-time Police Officer Breten Vande Hey was sworn in. Officer Vande Hey joined the Wrightstown Fire Department in 2018 as a cadet and joined the Wrightstown Police Department in February 2021. He is a 2018 graduate of Wrightstown High School, a 2020 graduate of Fox Valley Technical College with an associate’s degree in criminal justice and a 2020 graduate of Fox Valley Tech Police Academy. Breten has lived in the Village since he was 5!
- **Grit & Furrow Interest Free Loan** – Lisa Kalscheur, Village resident and owner of Grit & Furrow Dishware Studio, presented her Marketing and Sales Plan, 2022-2024 Revenue and Cost Forecasts and her Opportunity Overview. She is requesting a second interest free loan, in the amount of \$50,000, to complete the remodel of her building at 210 High St. Lisa’s goal is to

open in 2021 with space to host classes and social events. Motion made by K Wendlandt with a second made by A Lundt to allow Administrator Travis Coenen to work on loan paperwork for Grit & Furrow, Lisa Kalscheur, to not exceed \$50,000. Call of roll: 6 yes votes, 1 nay vote (Dean J. Erickson). **Motion carried.** Funds are to be taken from the Economic Development/Marketing Expense (100-14-56704-346-000) budget line

- **Wrightstown EMS & First Responders** – Administrator Travis Coenen is working with Director of Financial Services for County Rescue Chris Gabryszek to find a solution to the shortage of EMS personnel covering the Village of Wrightstown, Town of Wrightstown, Town of Rockland and Town of Holland call area. When adequate (local) staff is not available, County Rescue is called, but the response is quite delayed. Purchasing a squad and paying staff for 24 hour coverage is cost prohibitive unless surrounding communities agree to share expenses and personnel from those areas train as EMS volunteers. Chris will be present options, with services provided by County Rescue, for quicker response. Patients can be billed only for transport services. The remainder of costs are covered through donations and municipal contracts. The possibility of offering assistance with training costs was discussed, to help bring on new EMS personnel

## **PARKS, RECREATION & REGIONAL PLANNING**

- **2021 Village Park & Boat Launch Use Agreement with Waterboard Warriors** – Motion made by T Schaeuble with a second made by S Byers to approve the 2021 Village Park and Boat Launch Use Agreement with Waterboard Warriors. In review of the 2021 agreement, wording stating that the boat landing is owned by Brown County needs to be updated since the Village purchased the boat landing in 2019. Also, Wrightstown Police Department will be called if issues arise, rather than the Brown County Sheriff's Department. Motion rescinded by T Schaeuble. Document will be updated and brought back to the Board of Trustees, to take action on Tuesday, March 16th
- **2021 Village Event Schedule** – Waiting on confirmation on dates for some of the events. Updated schedule will be presented at the Tuesday, March 16<sup>th</sup> meeting.
- **U.S. Postal Service, Wrightstown Branch Relocation** – Wrightstown Post Office, at 518 Main St., temporarily relocated on Friday, February 26<sup>th</sup>, to Greenleaf. When Midwest Expansion purchased the property in May of 2018, the U.S. Postal Service was made aware that it needed to evacuate for raising by March 2021. Although several attempts were made to contact and assist with finding a new rental location, no response was received until two weeks ago, when we were informed that it will take approximately 24 months from this point, to find a new location. Administrator Coenen will be drafting a letter to the U.S. Postmaster General and the legislature to try to expedite the move back. Motion made by T Schaeuble with a second made by S Byers to allow Administrator Coenen to write a letter to representatives of local government, regarding the post office relocation. **Motion carried.** Completed letter will be presented at the March 16<sup>th</sup> board meeting

## **PUBLIC SAFETY - -**

### **Fire Department Comments**

- February was very quiet
- Meat raffle was held at Lucky's with a very positive outcome
- Continuing to look for new recruits

**Police Department Comments**

- Field training for Officer Vande Hey has begun
- Officer is out on medical leave for the next several weeks
- Coffee with a Cop is scheduled for Thursday, March 4<sup>th</sup>. Topic is Officer Training

**PUBLIC WORKS & UTILITIES**

- New hire Aaron Vande Hey started on Monday, February 8<sup>th</sup>
- Took delivery of seasonal salt limit which is being stored in Brown County and in Lawrence
- Ice Rink was up and running for a week. It was great while it lasted!
- Offering Village Wide Clean Sweep on Wednesday, May 26<sup>th</sup>
- Reviewing Bike & Ped Plan before it is presented to the Village Board for adoption
- Repeater installed at Tower A
- Planning meeting was held for Fall Festival. It will be held in conjunction with the school district's Color Blaze Fun Run
- Working with Brown County on LRIP funding
- Working with Brown County on transition from using Outagamie County Landfill to Brown County Landfill on Mill Rd. This will cause minimal impact in landfill costs

**ADJOURN** – Motion made by S Reignier with a second made by S Byers to adjourn at 7:09 p.m.  
**Motion carried.**

Michelle Seidl

Clerk/Treasurer