

## VILLAGE OF WRIGHTSTOWN VILLAGE BOARD

A regular bi-monthly meeting of the Board of Trustees, of the Village of Wrightstown, was held in the Community Room, at Wrightstown Village Hall, 352 High St., Wrightstown, WI, 54180, on **Tuesday, August 2, 2022**, and convened at 6:15 p.m., after the conclusion of the Committee of the Whole meeting.

Roll Call: Present – President Dean J. Erickson (*arrived 6:11 p.m.*); Trustee Sue Byers; Trustee Terry Schaeuble; Trustee Dan Segerstrom; Trustee Keith Wendlandt. Absent – Trustee Mark Leonard and Trustee Andy Lundt

Also present: Administrator Travis Coenen; Clerk/Treasurer Michelle Seidl; Police Chief Greg Deike, Assistant Fire Chief Ben Vosters; Fire Inspector Nathan Helbing

Motion made by K Wendlandt with a second made by D Segerstrom to turn over the running of the meeting to President Dean J. Erickson. **Motion carried.**

Motion made by S Byers with a second made by D Segerstrom to open the public hearing regarding Resolution 08022022 to vacate a portion of Pamela St. Parcel VW-358-3 owned by Corey M. and Mercedes R. Bereza and parcel VW-161-1 owned by J & N Investments, LLP will absorb the vacated property. **Motion carried.**

**Three calls for public input were made with no response.**

Motion made by D Segerstrom with a second made by S Byers to close the public hearing. **Motion carried.**

### UTILITY COMMISSION MONTHLY MEETING

Motion made by K Wendlandt, with a second made by D Segerstrom, to open the August 2022 Utility Commission Monthly Meeting. **Motion carried.**

#### WATER & SEWER UTILITY

- Water usage is up due to bulk water purchases needed for construction projects.
- Storm water project is moving along nicely, with work almost reaching the Broadway roundabout by Coca Cola.

Motion made by D Segerstrom, with a second made by T Schaeuble, to close the August 2022 Utility Commission monthly meeting. **Motion carried.**

**MINUTES** – Motion made by K Wendlandt, with a second made by S Byers, to approve the Tuesday, July 19, 2022 Village Board Meeting Minutes. **Motion carried.**

**VOUCHERS** - Motion made by S Byers, with a second made by T Schaeuble, to approve the vouchers from July 14, 2022 through July 27, 2022, totaling \$521,228.25. **Motion carried.**

## **SCHEDULED APPEARANCES – None**

## **WALK-INS – None**

## **CORRESPONDENCE - None**

## **ADMINISTRATOR’S REPORT**

- There will be a public meeting scheduled for 5:00 p.m. on Tuesday, September 6<sup>th</sup>, with a press conference to follow at 5:30 p.m., for the Plum Creek Restoration Project. Currently, locations for the retention ponds are being finalized.
- Bike to the Beat is this Saturday, August 6<sup>th</sup>, followed by music downtown, by the Mark Croft Band. Volunteers are still needed to work this event.
- Kickin with the Cows, benefiting St. Jude Research Hospital, is scheduled for Saturday, August 13<sup>th</sup>. A petting zoo and inflatables will be set up at the High School for family fun after!
- Meeting with Department Heads, in the coming weeks, to start working through 2023 budget numbers so employee wage adjustments and operating needs can be balanced with available revenue dollars.
- Questionnaire for the TEA grant has just been completed. The grant application is expected to be submitted in about a week. Although the Village was not awarded funds through the EPA grant (round 1), an application is being worked on in anticipation of the 2<sup>nd</sup> round of funding.
- Director of Public Works Andy Vickman applied for additional road infrastructure grant money. A response is expected shortly.
- Administrator Coenen is finishing up the staff mid-year evaluations.
- No date yet received for the new Wrightstown USPS opening.
- Working with Outagamie County and surrounding municipalities to improve the structural aesthetics of the I-41 upgrade (from the Town of Lawrence to Appleton). Recent policy no longer allows the DOT to cover the cost of specialty stamping and staining which was done prior along the I-41 corridor.
- On July 27<sup>th</sup>, the Village’s truck and chipper were struck by a vehicle, due to inattentive driving. Thankfully there were no severe injuries. All equipment is being evaluated for damage estimates.

## **CLERK/TREASURER’S REPORT**

- Clerk/Treasurer’s office is busy preparing for the August 9<sup>th</sup> Partisan Primary and is in the processing of creating a “selfie booth” for the November General Election
- Wisconsin Municipal Clerk’s Association hired AEG to take over responsibilities of the current executive director, who will be retiring at year end
- Monthly Clerk/Treasurer’s Department meetings continue. Progress is being made on goals that have been established.
- To provide additional security for staff that are managing walk in customers, bullet resistant glass film has been priced out. The material and installation costs will be added to the 2023 budget if adequate funding is available.
- Due to candidates dropping from their races, we are anticipating that some of the already voted absentee ballots received will be cancelled, at elector request, and reissued.

## **COMMITTEE REPORTS**

## **FINANCE/PERSONNEL - -**

- **Associated Bank Escrow Account Certificate & Direction** – Motion made by S Byers, with a second made by T Schaeuble, to approve the Certificate and Direction dated August 3, 2022, to disburse \$61,890 from the Village's Associated Bank Escrow Account to the Town of Kaukauna, for payments required under Section IV of the Intergovernmental Agreement between the Village of Wrightstown and the Town of Kaukauna Withdrawing Restriction on Annexation, dated December 12, 2013. Call of roll. 5 yes votes. **Motion carried.**
- **Steak Dinner Properties, LLC (Custom Offsets) Development Incentive Payment** - Motion made by S Byers with a second made by D Segerstrom to approve the second half of the 2021 tax incentive payment, to Steak Dinner Properties, LLC (Custom Offsets), in the amount of \$65,370.00, on Village of Wrightstown parcel 300010400. Call of roll: 5 yes votes. **Motion carried.**

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

- **Resolution 08022022 Vacation of a Portion of Pamela St.** – Motion made by T Schaeuble with a second made by D Segerstrom to approve Resolution 08022022, vacating the public way known as a portion of Pamela Street, in the Village of Wrightstown, Brown County, Wisconsin. **Motion carried.**
- **NEW Operator License Application** - Motion made by T Schaeuble, with a second made by S Byers, to approve the NEW Operator License Application for Gabriella H. Recob, 2035 Elmwood Ct. #11, Green Bay, WI 54303, for Royal St. Patrick's Golf Links. **Motion carried.**

## **PUBLIC SAFETY - -**

### **Fire Department Comments:**

- Finishing 2023 budget.
- Fire Department currently has two new recruits that are attending training school but are helping out when they can.

### **Police Department Comments:**

- Part time officer Amanda Alberts has completed her field training and is doing a great job on patrol.
- An arrest was made on a child sexual assault/enticement case last week. Officer Heather Martin did an amazing job, with the assistance of the Wrightstown Police Department team, coordinating with the District Attorney's office, and the Department of Justice, to get the warrants needed.
- Applications have been received for the open Police Clerk position. Interviews for the top candidates will be scheduled after the application period closes next week Wednesday.
- Two accidents occurred this last week. Both were due to inattentive driving, and injuries were incurred as a result.
- Chief Deike will be attending the Law Enforcement Executives Conference in Green Bay next week. He has been asked to sing the National Anthem.

## **DEPARTMENT OF PUBLIC WORKS**

- Final draft of the Comprehensive Outdoor Recreation Plan will be presented to the Village Board for action at the next meeting. Ben Rohr from VandeWalle & Associates, Inc. will

be available to answer questions. Information will on display during the Fall Festival and a link will be added to the Village website so public input can be obtained and then reviewed by the CORP Committee.

- Four candidates were interviewed for the open Public Works/Utility position. The hiring committee recommended their top choice(s) to extend an offer.
- Laura St. and Justina Ct. will be paved in September. Residents will be receiving notification shortly.
- Congratulations to Aaron Goldschmidt who completed his CDL requirements in July

Motion made by S Byers with a second made by T Schaeuble to adjourn at 7:49 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

*Posted: 08/17/2022 MS*