

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

The regular bi-monthly meeting of the Village Board of Trustees, of the Village of Wrightstown, was held at Wrightstown Village Hall, 352 High St., Wrightstown, WI, on **Tuesday, August 16, 2022.**

Motion was made by A Lundt with a second made by S Byers to open the meeting, at 6:32 p.m., after the conclusion of the Committee of the Whole meeting. **Motion carried.**

Roll Call: Present – Village President Dean Erickson; Trustee Sue Byers; Trustee Andy Lundt (*left meeting at 6:49 p.m.*); Trustee Terry Schaeuble; Trustee Mark Leonard. Absent – Trustee Dan Segerstrom; Trustee Keith Wendlandt

Also present: Brian Roebke (Wrightstown Spirit); Administrator Travis Coenen; Public Works Director Andy Vickman; Clerk/Treasurer Michelle Seidl; Fire Chief Mike Schampers; Fire Inspector Nathan Helbing; Police Chief Greg Deike; Ben Rohr, AICP, from Vande Walle & Associates, Inc. and Diane Wessel, AICP Community Development Specialist from MSA Professional Services, Inc.

**MINUTES** – Motion made by T Schaeuble with a second made by S Byers to approve the Tuesday, August 2, 2022 Village Board Meeting Minutes as submitted. **Motion carried.**

**VOUCHERS** – Motion made by S Byers with a second made by T Schaeuble to approve the vouchers, totaling \$215,570.51, from July 28, 2022 through August 10, 2022. **Motion carried.**

**SCHEDULED APPEARANCES:** None

**WALK INS:** None

**CORRESPONDENCE:** None

### **ADMINISTRATOR'S REPORT:**

- Updating of ordinances continues.
- Requested changes to the TEA Grant application were completed and submitted last week.
- Working on the Reconnecting Communities Planning Pilot Grant as well as grant funding for park equipment and fire apparatus upgrades. Director of Public Works Andy Vickman is also applying for funding assistance for road improvements.
- Summer events are happening! Board members were asked to come down and spend time with constituents. Attendance has been quite low.
- Working with land owners on the location of the Plum Creek Ag retention pond. Once done, a kickoff meeting will be scheduled.
- Booth will be set up during the Fall Fest to provide information, and get feedback from the public, about the Comprehensive Outdoor Recreation Plan.
- Meeting with Department Heads later this week on the 2023 Budget. Goal is to have first review of numbers available to the board mid-September. Recent growth should help the process go smoothly.
- Working with a new business to develop the Village owned property in the Downtown District and to apply for grant assistance.

- Will be sending Department Heads the 2023 performance review documents, to complete with their staff, shortly
- Mid-year staff evaluations have been finished.

## COMMITTEE REPORTS

### FINANCE/PERSONNEL

- **Kruczek Construction Application for Payment No. 3 – Contract W0014-09-20-00749 –** Motion made by S Byers with a second made by T Schaeuble to approve Kruczek Construction Application for Payment No. 3, for \$347,044.51, for work under contract W0014-09-20-00749 on the Village of Wrightstown Lock Rd., CTH U, Golf Course Dr. Storm Sewer and Pond Project through July 15, 2022. Call of roll: 5 yes votes. **Motion carried.**
- **Midwest Expansion, LLP Development Incentive Payment -** Motion made by S Byers with a second made by T Schaeuble to approve the second half of the 2021 development incentive payment of \$27,254.19, to Midwest Expansion, LLP, per their April 2018 Development Agreement. Call of roll: 5 yes votes. **Motion carried.**
- **McMahon Engineers/Architects Invoice #927442 -** Motion made by S Byers with a second made by T Schaeuble to approve Invoice #927442 from McMahon Engineers/Architects, for \$27,551.30, for professional services from May 29, 2022 through July 2, 2022 on the Area 3 Storm Sewer and Pond Project. Invoice includes one change order. Call of roll: 5 yes votes. **Motion carried.**

### PARKS, RECREATION AND REGIONAL PLANNING

- **Comprehensive Recreation Plan –** Ben Rohr, AICP, from Vande Walle & Associates, Inc. presented the Comprehensive Outdoor Recreation Plan and reminded the Village Board that passing it at board level will allow for federal and DNR grants to be applied for during the next grant cycle.

The completed Online Community Survey, tour of the existing parks and focus group meetings identified resident's desire for more recreational facilities and community parks. This was the main point driving the plan direction. The standard metric goal in the US is to have 10 acres of recreational land per 1,000 residents. Currently the Village of Wrightstown has 8 acres per 1,000 residents.

The next step in the process will be presenting the Comprehensive Outdoor Recreation Plan to the public for review and feedback, before it is presented to the Park and Recreation Advisory Committee, in October.

A map showing the possible locations of future parks and trails, to be used for long term planning, was shared. There was also a listing of recommended updates to the Village's existing park facilities. Since the Village already owns the St. John's site, illustrations were drawn showing what a new park, in that location, might look like.

Costs to implement upgrades and new park installations, along with step by step instructions, were provided.

Motion made by T Schaeuble with a second made by S Byers to approve the final draft of the Comprehensive Outdoor Recreation Plan. **Motion carried.**

- **Reconnecting Communities Pilot Grant** – Motion made by T Schaeuble with a second made by S Byers to approve the Reconnecting Communities Pilot Grant proposal, for \$10,000, by MSA Professional Services, Inc. **Motion carried.**

### **PUBLIC SAFETY**

- **Wrightstown School District/Village of Wrightstown Police Department Interagency Agreement** – Interagency agreement allows the sharing of information between the Wrightstown School District and the Wrightstown Police Department for the benefit of students and their families. The original agreement, which was established when Perry Kingsbury was Police Chief, has been reviewed and updated to conform to current state statutes. Motion made by T Schaeuble with a second made by S Byers to approve the Interagency Agreement between Wrightstown Community School District and the Village of Wrightstown Police Department, to provide for the safety and security of the community and it's children. **Motion carried.**
- **Fire Department**
  - Busy month
- **Police Department**
  - Officer Alberts has completed her field training and is now on sole patrol

### **PUBLIC WORKS & UTILITIES**

- 8 applications were received for the open Public Works/Relief Wastewater Operator position and 4 candidates were interviewed. An offer has been extended and a response is currently being awaited.
- Hauling sludge.
- Water bypass to service was found during the last quarter. Although the bypass has been removed and the estimated usage has been paid in full, the police department is working with the property owner on issuing citations.

### **CLOSED SESSION**

Motion made by S Byers with a second made by T Schaeuble 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 or bargaining reasons require a closed session, for:

- **Economic Development – Development Negotiations**

and Wisconsin State Statute **19.85(1)(g)** Conferring with legal counsel for the governmental body which is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved

- **Village of Greenleaf Incorporation**

Call of roll: 4 yes votes. **Motion carried.**

**OPEN SESSION**

Motion made by S Byers with a second made by T Schaeuble to reconvene into open session. Call of roll: 4 yes votes. **Motion carried.**

**No action taken as a result of the closed session.**

**ADJOURN** – Motion made by S Byers with a second made by T Schaeuble to adjourn the meeting at 8:11 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

*Posted: 9/7/2022 SB*