

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 **Wednesday, September 6, 2022**, and convened at 6:13 pm, after the conclusion of the Committee of the Whole meeting.

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

Also present: Administrator Travis Coenen, Police Chief Greg Deike, Fire Inspector Nathan Helbing, Deputy Clerk/Treasurer Shelia Bowers and Brian Roebke (Wrightstown Area Spirit).

UTILITY COMMISSION MONTHLY MEETING

Motion made by A Lundt with a second made by K Wendlandt to open the September 2022 Utility Commission Monthly Meeting. **Motion carried.**

Water Utility:

- Water gallons pumped thru August 30th, 2022 — 6.775 million gallons, daily average of 225,833.
- Met with Travis to align Village development goals with the best routes of providing water and sewer service.
- Found a by-pass on residential water meter. Customer was billed for estimated water usage and issued a citation.
- Lead samples at 2 of the 3 required locations for sequential sampling is completed. Last location is scheduled for Wednesday, September 7th.
- Outside readers installed at several locations throughout the Village.
- Quarter water meter reading was completed last week (August 29th).
- Annual water main flushing was completed August 8th-10th.

Sewer Utility:

- Wastewater gallons treated thru August 30th, 2022 — 6.505 million gallons, daily average of 216,830.
- We received 59,800 gallons of holding tank waste and 81,250 gallons of septic tank waste in the month of July. The monthly revenue for July was \$3,792.44 bringing the YTD total to: \$13,031.98.
- New field certifications completed for sludge hauling.
- Land applied 160,000 gallons of sludge in August to buy us more time for a fall haul out.
- New intensity sensor and circuit card replaced on the UV system at the WWTP.

S Byers questioned the bi-pass of water meter on the residential side. T Coenen said we investigated and found there was a resident who had a bi-pass on their water meter. Citations were issued to the customer and they already paid the Village for the lost water/sewer bills. Public Works will continue to monitor the high/low water reads to make sure this doesn't happen again in the future.

Motion made by S Byers with a second by T Schaeuble to close the September 2022 Utility Commission monthly meeting. **Motion carried.**

MINUTES – Motion made by A Lundt with a second made by D Segerstrom to approve the August 16, 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 August 11, 2022 – August 31, 2022, totaling \$544,683.21. **Motion carried.**

SCHEDULED APPEARANCES - None

WALK-INS – None

CORRESPONDENCE –

- August 18, 2022 received an email from Lynnette G. Brennen, Director of Client Services for Sovereign Financial Group, in appreciation of Officer Gary DeWinter.
- Thank you received from Carla Buboltz, Wrightstown Community School District Superintendent, for the time spent with staff during business visits on Wednesday, August 17th.

ADMINISTRATOR’S REPORT

- TEA Grant in home stretch and on the Secretaries desk.
- Ordinances, Ordinances, Ordinances – Zoning, Short Term Rental Permits and Licenses.
- Searching out more Grants for various opportunities.
- Plum Creek Restoration project moving forward.
- CORP in final staff review before the Board and Public comment open until first week of October. Will have booth at Fall Fest on October 1st, for Public comment and launch before the first of the year.
- Budget meeting with Department Heads on September 20th.
- Budget discussions to start at the COW level at October 4th Meeting.
- Working on Developments for River District and TIDs.
- Midyear evaluations are done, looking to get evaluations to Department Heads in September for their review of Staff.

CLERK/TREASURER’S REPORT

Michelle Seidl submitted the Clerk/Treasurer report included in your packets. T Coenen outlined the following items in the report:

- Absentee ballots for the November 8, 2022 General Election will be mailed by Thursday, September 22nd, for all requests on file.
- Second 2022 card playing event was held in the Community Room at Village Hall on Thursday, August 11th. Unfortunately, only 1 person came and quickly left due to lack of participation. The next date is scheduled for Thursday, September 8th at 1:00 pm.
- Village hosted Wrightstown Community School District Career Opportunity tours on Wednesday, August 17th.
- Clerk/Treasurer Michelle Seidl attended the 42nd annual WMCA Conference at Chula Vista Resort, in Wisconsin Dells, on Wednesday, August 24th through Friday, August 26th.

COMMITTEE REPORTS

FINANCE/PERSONNEL - -

General Obligation Promissory Notes, Series 2018A – Motion by S Byers, with a second by

D Segerstrom to approve Ehlers Bond Trust Services Statement #74304, for \$17,772.50, for interest payment on the Village's \$1,960,000 General Obligation Promissory Notes, Series 2018A.

Call of roll: 7 yes votes. **Motion carried.**

General Obligation Corporate Purpose Bonds, Series 2019A – Motion by S Byers, with a second by D Segerstrom to approve Ehlers Bond Trust Services Statement #74305, for \$15,382.50, for interest payment on the Village's \$1,145,000 General Obligation Corporate Purpose Bonds, Series 2019A.

Call of roll: 7 yes votes. **Motion carried.**

Ridge Top Exteriors Invoice – Motion by S Byers, with a second by D Segerstrom to approve the Invoice from Ridge Top Exteriors, for \$27,563.43, for roof and gutter replacement at 100 Washington St. and roof replacement at 1285 Broadway, due to hail damage sustained on September 7, 2021.

Motion carried.

Public Works Laborer/ Relief Wastewater Operator Position – Motion by S Byers, with a second by A Lundt to approve hiring Joshua A. Ritchie for the open Public Works Laborer/ Relief Wastewater Operator position, to start on Wednesday, August 31, 2022. **Motion carried.**

Police Clerk Position – Motion by S Byers, with a second by A Lundt to approve hiring Leona Hermsen for the open Administrative Police Clerk position, to start on Wednesday, September 7, 2022.

Motion Carried.

PARKS, RECREATION & REGIONAL PLANNING - -

2022 Trick or Treat – Motion by T Schaeuble, with a second by D Segerstrom to approve 2022 Trick or Treat Date & Time to Monday, October 31st from 4pm to 7pm. Nay; A Lundt, M Leonard. **Motion Carried.**

NEW Operator License Applications – Motion by T Schaeuble, with a second by D Segerstrom to approve the New Operator License Applications for:

- Jaclyn J Coyer (Zalewski), 1823 N. Union St., Appleton, WI 54911, for RSP's Golf Links.
- Lydia C. Crowley, 425 Greene Ave., Green Bay, WI 54301, for RSP's Golf Links.
- Elizabeth M. Huettenrauch, 1081 Lamers-Clancy Rd., Greenleaf, WI 54126, for Lucky's Pub & Grill.
- Jennifer E. Jensen, 535 Hickory St. Apt 105, Wrightstown, WI 54180, for Lucky's Pub & Grill.
- Kayla E. Myers, 754 W. Winneconne Ave., Neenah, WI 54956, for RSP's Golf Links.
- Sarah K. (Coenen) Van Rossum, 408 Patricia Ln., Wrightstown, WI 54180, for RSP's Golf Links.
- Jacquelyn L. Zeamer, 6279 Morrison Rd., DePere, WI 54115 for The River Coffee and Cream.

Tabled – Halie A Bien, 4026 Towne Lakes Circle, Apt 2208, Appleton, WI 54913, for RSP's Golf Links. Tabled - Background check needs to be completed prior to approval. **Motion Carried.**

Wisconsin Recycling Consolidation Grant – Motion by T Schaeuble, with a second by S Byers to approve the Intergovernmental Cooperative Agreement to satisfy eligibility for the 2023 Wisconsin Recycling Consolidation Grant. **Motion carried.**

Compliance Maintenance Annual Report (CMAR) – Motion by T Schaeuble, with a second by D Segerstrom to approve the Wisconsin Department of Natural Resources response to the 2021 (CMAR) Compliance Maintenance Annual Report. **Motion carried.**

Room Tax – Motion by T Schaeuble, with a second by S Byers to approve Resolution 09062022 creating Bay Area Room Tax Zone and Bay Area Room Tax Commission. Call of roll: 7 yes votes. **Motion carried.**

Room Tax Commission – Motion by T Schaeuble, with a second by K Wendlandt to approve Administrator Travis Coenen as the voting member to the Bay Area Room Tax Commission. **Motion carried.**

PUBLIC SAFETY

Fire Department Comments –

- Open House at the Fire Station on Sunday, September 18, 2022.
- September and October members of the Fire Department will be attending Brown County's Holding and Active Shooter training at Bay Beach.

Police Department Comments –

- Officers are also scheduled for the Active Shooter event at Bay Beach.
- Safety walk thru with the Wrightstown Community School District and St Clare's School over the past couple of weeks.
- Thefts at the construction sites in unlocked trailers, mainly in Royal St Pats and Bay Area Granite.

PUBLIC WORKS

Andy Vickman submitted the Public Works report included in your packets. T Coenen outlined the following items in the report:

- Good progress has been made on the Lock Rd. /County U Storm Sewer project. Project remains within budget with (2) change orders to date.
- A donated food pantry box will be installed at the Village hall next week.
- Ford F550 was delivered in August.
- Transmission went out on our 2020 F150. Replacement will be covered under warranty.
- Justina and Laura Ct. will be resurfaced in late September/early October.
- Replaced a few problematic areas of sidewalk and mud jacked a couple others throughout the village.
- Cross walks were painted throughout the Village.
- RRFB installation near St. Clare's to be completed 9/1/22.
- Chipper is getting repaired from the accident in July. Isuzu was brought in for a full inspection, nothing was found.
- Fall Fest planning is in full swing. Lots of fun to be had! Hope to see you all there!

CLOSED SESSION

Motion made by A Lundt with a second made by K Wendlandt to proceed into **CLOSED SESSION**, pursuant 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: 7 yes votes. **Motion carried.** (6:55 pm).

OPEN SESSION

Motion by K Wendlandt with a second made by S Byers to reconvene into **OPEN SESSION**.

Call of roll: 7 yes votes. **Motion carried.**

NO ACTION TAKEN AS A RESULT OF CLOSED SESSION

ADJOURN

Motion made by S Byers with a second made by T Schaeuble to adjourn. **Motion carried.**

Shelia Bowers

Deputy Clerk/Treasurer

Posted: 09/20/2022 SB