

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

The regular bi-monthly meeting of the Village 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, June 6, 2023**, and convened at 6:21 p.m. at the conclusion of the Committee of the Whole meeting.

Roll Call: Present – Village President Dean Erickson; Trustees Sue Byers, Mark Leonard, Andy Lundt, Terry Schaeuble, Dan Segerstrom and Julie Sigmund

Also present: Brian Roebke (Wrightstown Spirit); Administrator Travis Coenen; Public Works Director Andy Vickman; Clerk/Treasurer Michelle Seidl; Assistant Fire Chief Ben Vosters; Fire Inspector Nathan Helbing; Police Chief Greg Deike; Attorney Randy Nesbitt from Conway, Olejniczak & Jerry S.C.; Residents Tony Decker, Kathryn Lich, Dalton Rupiper and Julia VanLaanen

**UTILITY COMMISSION MONTHLY MEETING**

Motion made by Trustee A Lundt with a second made by Trustee J Sigmund to open the June 2023 Utility Commission Monthly Meeting. **Motion carried.**

**WATER UTILITY**

- Average of 252,548 gallons of water were purchased daily in the month of May. This is higher than normal so this week’s meter reading results will be scrutinized for potential leaks. However, the cause could be due to current dry conditions and increased water use by Country Visions for field spraying
- Well #4 site PFAS test results were received and there was nothing detected. The Village has now been released from further monitoring requirements
- A large number of deduct meters have been rented out for pool fills and lawn watering

**SEWER UTILITY**

- Increased amount of septic tank waste is being received, resulting in tripled revenues. The treatment plant is handling the higher amounts well
- UV disinfection started on May 1<sup>st</sup>
- A plated manhole in Royal St. Patrick’s new development was believed to be the cause of increased I/I in February and March of 2023. It has now been brought up to grade and internally sealed
- 2022 CMAR has been completed. A resolution will be presented to the Board of Trustees, for action on Tuesday, June 20<sup>th</sup>, for both the report and resolution to be submitted to the DNR prior to month end

Motion made by Trustee D Segerstrom with a second made by Trustee S Byers to close the June 2023 Utility Meeting. **Motion carried.**

**REGULAR SESSION**

**MINUTES** – Motion made by Trustee A Lundt with a second made by Trustee D Segerstrom to approve the Tuesday, May 16, 2023 Village Board Meeting Minutes. **Motion carried.**

**VOUCHERS** – Motion made by Trustee S Byers with a second made by Trustee J Sigmund to approve the vouchers, totaling \$2,675,286.60, from May 11, 2023 through May 31, 2023. **Motion carried.**

#### **SCHEDULED APPEARANCES:**

- Representative for the 1037 Crestview Dr. short term rental property cancelled their appearance due to pending litigation with neighbor Peter Helander, 1041 Crestview Dr.
- Attorney Randy Nesbitt, from the Law Firm of Conway, Olejniczak & Jerry S.C., (representing the Village of Wrightstown) was available to answer questions from the Board of Trustees regarding Short Term Rentals.

Ordinance 11012022 for Short Term Rentals within the Village of Wrightstown was approved on Tuesday, November 1, 2022 with enforcement to begin on January 1, 2023 to allow for completion of room tax reporting requirements and collection forms to be drafted.

Due to delays with determining the distribution of collected room tax and the creation of the needed forms for Outagamie County, short-term rental property owners were first notified of non-compliance of the Short Term Rental Ordinance on Friday, May 12<sup>th</sup>.

Peter Helander 1041 Crestview Drive, neighbor to the short term rental property at 1037 Crestview Dr., has submitted several complaints to the Village indicating non-compliance with the Short Term Rental Ordinance. However, the only substantiated violation is that the property is being booked for less than seven consecutive days.

Administrator Coenen shared that 1037 Crestview Dr. property owner, Julianna VanLaanen, is currently working with the Village to become licensed. Until this happens, no new bookings are being accepted.

The question was asked if property owners are required to comply with the Short Term Rental Ordinance on the day the non-compliance notification is received, or, if the Village has discretion to establish a future compliance date based on the fact that all of the current rental bookings for 1037 Crestview Dr. were made prior to the May 12<sup>th</sup> notification.

In response, Attorney Nesbitt stated that he has seen initiation of the Short Term Rental ordinance, and compliance, handled in (3) three different ways:

1. The date that the ordinance becomes effective is a hard line date. Penalties are issued for all violations from this day forward
2. A grace period is established allowing for all current bookings to be honored. This prevents property owners from being severely fined by rental booking sites and minimizes the possibility of property owners suing the municipality for loss of revenue
3. A future date is established for all NEW bookings to be in compliance with the new ordinance. Existing reservations, as of the ordinance effective date, are grandfathered in and penalties for violations of the new ordinance will not be issued.

The property owner would be required to disclose existing reservations in place. However, this option requires a large amount of record checking and follow up by the Clerk/Treasurer's office

Administrator Coenen expressed his concern with how the Village can protect rental property owners from having their short term rental license pulled due to repetitive unsubstantiated complaints from just one neighbor and asked what constitutes a documented violation. He also requested that the Board of Trustees give him direction on when compliance enforcement should be effective, based on the three options shared by Attorney Nesbitt.

Property owner Julianna VanLaanen, from 1037 Crestview Dr., was in attendance (virtually) and stated that she was not aware of the new Short Term Rental Ordinance until she received the letter of non-compliance from Administrator Coenen in May. She shared that prior to buying her home and establishing it as a short term rental, she contacted the Village to inquire on current short term rental regulations. At the time, no rules were in place so she was licensed only through Brown County. Brown County requires very little paperwork for a short term rental to operate, in comparison to the Village of Wrightstown.

The booking site used for renting the property at 1037 Crestview Drive currently allows guests to investigate the property and inquire on specific rental dates. However, all requests must be approved by Julianna in order to be activated. This will allow her to guarantee the length of all future stays are booked for over the (6) six day minimum.

Julianna noted that if she is forced to cancel her current reservations she will be charged/fined for all bookings by Airbnb at a cost of approximately \$150,000.

Because the VanLaanen family lives in Wisconsin during the school year, and they summer in Florida, her rental season runs from approximately April through August, annually. Guests for her last 2023 rental arrive on Friday, August 25<sup>th</sup> and leave on Sunday, August 27<sup>th</sup>.

Trustee Sue Byers informed Julianna of the concerns Wallace & Marilyn Maynard (prior owners of 1041 Crestview Dr.) and Peter Helander (current owner of 1041 Crestview Dr.) shared with her about living next to a party home. In response, Julianna noted that Maynard's never shared their grievances with her and they still talk even though Maynard's recently moved. She explained that she is firm on a 14 person occupancy maximum and has noise, camera and smoke detection security installed to monitor compliance with her rules.

Since owning 1037 Crestview Dr., the police responded to one noise complaint, called in by the property owner when her noise system was measuring too many individuals in the home. It ended up being cheering as a result of a surprise engagement. The home was not over occupancy.

All property inspections are scheduled for June 29<sup>th</sup>.

Attorney Randy Nesbitt defined a "substantiated" violation as wrong doing responded to either by police action or issued warnings, citations or penalties, all which need to be supported by credible evidence.

Trustee Andy Lundt admitted that he would feel unprotected by the Village if he had rental bookings reserved on his property and was made to immediately change course with little to no warning. He suggested a grace period or prior bookings be grandfathered. Grandfathering the length of stay has no bearing on noise levels anyway.

Trustee Sue Byers agreed that a date to be in compliance should be established to accommodate the current bookings, through August, at 1037 Crestview Dr.

A date will be moved on later in tonight's meeting.

Attorney Randy Nesbitt explained that the Village has discretion when enforcing ordinances. A stronger case could be made if legal action is pursued against the Village, by the property owner of 1041 Crestview Dr., for lack of ordinance enforcement than if challenged for forcing the property owner of 1037 Crestview Dr. to cancel her rental obligations.

Property owner Julianna VanLaanen informed the Village Board that there will be times that her home is occupied without a rental contract because she allows family members to stay without reservations.

#### **WALK INS:**

- Resident Kathryn Lich, 517 Fawnwood Dr., thanked the Village Board for relaying information to the public in regards to the increasing tax/debt prepayment issue. She is concerned with the lack of trust in the School Board and what this may mean for the community going forward. She feels that the current tactics to withhold information, by the School Board, is abhorrent and is breaking down their relationship with the public. She urged Village Trustees to continue to pursue answers since this matter affects the ability of taxpayers to stay in their homes. She also thanked the Wrightstown Spirit for accurate reporting of the matter
- Resident Tony Decker, 38 Golden Wheat Ln. calculated his approximate new equalized value for 2023, based on the average fair market value of his home from Zillow, Realtor.com and Redfin. The increase is approximately 54% over current value which will result in a very large payment hike unless taxing entities significantly reduce their mill rates. He believes that a majority of School Board Members agree with the plan to continuing charging the consistent rate of \$8.85 regardless of equalized value increases. 2023 taxes, paid in 2024, may prove to be the largest tax increase that Village of Wrightstown taxpayers have ever experienced. He urged the Village Board to make sure residents understand what it takes to properly run the Village and the reasons behind all spending decisions being made since all eyes will be not only on the School District but on the Village as well.

Trustee Sue Byers responded that the goal of the Village Board is to collect only what is necessary from any equalized value adjustment, to cover 2024 needs.

Administrator Coenen also reminded everyone that the Village does not charge any of the user fees, special taxes or infrastructure assessments that other communities do to increase their incoming revenue.

Mr. Decker also inquired as to how many new apartment buildings are being planned for in the near future. In response, Administrator Coenen stated that 25-28 (16-unit) buildings have already been approved as part of developer's agreements. All are to be constructed along CTH U.

- Resident Dalton Rupiper, 313 High St. asked the Board why the focus of new housing is on apartment development rather than on single family homes. He also asked when the extreme growth in the Village is estimated to end. Administrator Coenen shared that besides the currently planned multi-family units, there are another 130 single family lots available to be built on as well as 20 condo lots. Although the Board has little control over growth, they can insure that new development is consistent with the Village's Comprehensive Plan so that the community stays balanced with industrial, business and residential offerings.

#### **CORRESPONDENCE:**

- May 22, 2023 and May 30, 2023 letters were received from resident Peter Helander, 1041 Crestview Dr., requesting action be taken by the Village of Wrightstown in regards to the short term rental violations at 1037 Crestview Dr.
- Thank you received from St. John K+1 Class, to Village of Wrightstown Department of Public Works, for allowing them to tour the facilities!
- Thank you received from The Community Blood Center, to the Village of Wrightstown, for hosting the May 2023 Blood Drive. 13 units of blood were donated, including 2 first time donors, saving up to 39 lives!
- Thank you received from the Family of Timothy Mitchell, to Wrightstown Police Department, for the assistance in their missing persons search

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

- First Tunes on Tuesday for 2023 is scheduled for next Tuesday, June 13th

#### **CLERK TREASURER'S REPORT:**

- 2022-2023 retail alcohol licenses are due to expire on Friday, June 30<sup>th</sup>. Renewals will be moved on during the next Village Board meeting, scheduled for Tuesday, June 20th
- Deputy Clerk/Treasurer Shelia Bowers celebrated her 15 year anniversary with the Village on Monday, June 5th

Trustee Dan Segerstrom exited the meeting at 8:00 p.m.

#### **COMMITTEE REPORTS**

##### **FINANCE/PERSONNEL**

- **Wrightstown Fire Department New Hire** – Motion made by Trustee S Byers with a second made by Trustee A Lundt to approve the hiring of Isaiah M. Pennenberg to the Wrightstown Fire Department. Isiah is a local student who is planning on continuing his education in the fire/ EMS field. **Motion carried.**
- **Wrightstown Public Works & Utilities New Hires**
  - Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to approve the hire of Owen Ratowski for the open Seasonal position. Owen is a Village

resident currently studying civil engineering and is transferring from UW Stevens Point to UW Madison for the 2023 fall term. **Motion carried.**

- Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to approve the hire of Keith Verbeten for the open Utility Operator/Public Works Laborer position. Keith has experience in public works and utilities from Calumet County. He carries a CDL and recently took third place in the APWA Snowplow Rodeo. **Motion carried.**
- Motion made by Trustee S Byers with a second made by Trustee J Sigmund to approve the hire of Johanna Starkey for the open Public Works Laborer/Relief Wastewater Operator position. Johanna resides just outside of Wrightstown and comes to us from Vande Hey Landscaping. She has valuable experience with loading equipment. **Motion carried.**
- **2020 Dodge Charger Squad** – Motion made by Trustee S Byers with a second made by Trustee A Lundt to approve keeping the 2020 Dodge Charger Police Squad for travel by the administrative staff and fire inspector and for use during special events. Call of roll: 6 yes votes. The 2019 Dodge Charger Squad sold earlier today through Facebook Marketplace. **Motion carried.**

### **PARKS, RECREATION AND REGIONAL PLANNING**

- **Update on Short Term Rentals/Notifications** – Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to approve issuing notifications to property owners that short-term rental code violations will be strictly enforced, beginning September 1, 2023. Call of roll: 6 yes votes. **Motion carried.**
- **Regional Pond Reconfiguration Project** – Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to approve the bid of \$433,445.00 by Relyco Plus, LLC, De Pere, WI, for the Regional Pond Reconfiguration Project, Contract 1269-23-01. Storm water pond is located on Quality Court. Modification of the pond is required due to installation of the new rail spur for Alliance Plastics. There could be a potential cost savings on this project if the decision is made to use a combination of stone and vegetation on the banks rather than all stone. Call of roll: 6 yes votes. **Motion carried.**

### **PUBLIC SAFETY**

- **Fire Department**
  - Truck check and training occurred in May
  - Water rescue call was responded to over Memorial Day Weekend with Town of Lawrence Fire Dept.
  - MM Cold Storage is currently installing their sprinkler system and should be in compliance soon
- **Police Department**
  - Officer Schultz has completed his field training and is scheduled in the normal coverage rotation
  - Officer Alberts started under full time status today
  - 2019 Dodge Charger squad sold this morning for only \$777 less than it was purchased for new in 2019
  - Memorial Day parade went well

- Thank you to Administrator Coenen for speaking at the May Coffee with a Cop and keeping the community updated
- Wrightstown Police Department was selected to be involved in a pilot test program for the NEW Wisconsin Based Reporting System (WIBRS). Police Clerk Leona Hermsen is currently training on the software, which used to be called National Incident-Based Reporting System (UCR Program) through the FBI, so she will be able to data enter criminal incidents in the required format
- Starting July 9<sup>th</sup>, officers will be working 12 hour shifts. This will give the Village 24 hour coverage unless leave time is being used

### **PUBLIC WORKS & UTILITIES**

- Annual curbside bulk item pickup was held on Wednesday, May 24<sup>th</sup>
- Annual noxious weed notices were sent out allowing staff to start cutting parcels today that have grass/weeds measuring over 12”

**ADJOURN** – Motion made by Trustee S Byers with a second made by Trustee T Schaeuble to adjourn the meeting at 8:21 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

*Posted: 06/21/2023 MS*