

**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 **Wednesday, July 5, 2023**, and convened at 6:02 p.m. at the conclusion of the Committee of the Whole meeting.

Roll Call: Present –Trustees Sue Byers, Mark Leonard (*arrived at 6:05 p.m.*), Andy Lundt, Terry Schaeuble, Dan Segerstrom and Julie Sigmund. Absent – Village President Dean J. Erickson

Also present: Administrator Travis Coenen; Public Works Director Andy Vickman; Clerk/Treasurer Michelle Seidl; Fire Inspector Nathan Helbing; Residents Dalton Rupiper and Ron Zahn; Wrightstown School District Staff Member Melissa Viste

**UTILITY COMMISSION MONTHLY MEETING**

Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to open the July 2023 Utility Commission Monthly Meeting. **Motion carried.**

**WATER UTILITY**

- Average of 266,926 gallons of water (which includes usage from the service leak found on Prairie Way) was pumped daily through June 27th
- 2023 Q2 meter reading was done June 5<sup>th</sup> through June 8<sup>th</sup>. Currently high consumption readings are being investigated
- Department of Natural Resources has new requirements for disbursed BOD, TSS and corn residuals during annual hydrant flushing. However, because the Village is discharging hydrant water to permeable grass surfaces, waivers can be being submitted
- 25 Village hydrants will be painted in July

**SEWER UTILITY**

- A sanitary lateral was replaced at 205 Main St. due to a dip in the public side of the main
- Clarifier was taken out of service on June 24<sup>th</sup> due to a broken arm. It went back online on Saturday, July 1<sup>st</sup> after repairs were completed
- 2022 CMAR was submitted in June

Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to close the July 2023 Utility Meeting. **Motion carried.**

**REGULAR SESSION**

**MINUTES** – Motion made by Trustee S Byers with a second made by Trustee D Segerstrom to approve the Tuesday, June 20, 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 \$70,011.00, from June 15, 2023 through June 28, 2023. **Motion carried.**

**SCHEDULED APPEARANCES:** None

**WALK INS:** None

**CORRESPONDENCE:** A letter dated June 12, 2023 was received from Mark Murphy, President and CEO of the Green Bay Packers, thanking Chief Greg Deike for his dedication to the community as a result of his nomination for the Packers Protect & Serve Award

**ADMINISTRATOR’S REPORT:**

- Next Tunes on Tuesday is scheduled for Tuesday, July 11<sup>th</sup> in the River District. Nettle Hill will be performing
- Award of the Alliance Plastics Rail Track Construction project bid later in meeting will finalize the TEA Grant
- Emergency Response Fund grant application is being submitted this week for an 88% match contribution toward the purchase of a Village Hall backup generator
- Continuing to work with staff on 2024 budgets
- Ads have been placed for the open Clerk/Treasurer position

**CLERK TREASURER’S REPORT:**

- Still waiting on the Financial Statement from the 2022 audit. The Village’s audit team is struggling to finalize lease reporting due to the new GASB 87 regulations
- 4 YR Voter postcards and 2023 Q2 Movers postcards were mailed from the Wisconsin Election Commission in June. These are being followed up on to make sure the Village’s registered voter list remains current
- Due to 2023 being a revaluation year, two open book dates have been scheduled: Tuesday, August 8<sup>th</sup> from 10:00 a.m. – 12:00 p.m. and Wednesday, August 16<sup>th</sup> from 2:00 p.m. – 4:00 p.m. Board of Review has been scheduled for Tuesday, August 29<sup>th</sup> at 2:00 p.m.

**COMMITTEE REPORTS**

**FINANCE/PERSONNEL**

- **June 22, 2023 Letter of Resignation from Clerk/Treasurer Michelle Seidl** –Motion made by Trustee S Byers with a second made by Trustee M Leonard to accept the June 22, 2023 Resignation Letter from Clerk/Treasurer Michelle Seidl, effective Tuesday, July 18, 2023. Michelle has accepted the position as Director of Finance/Clerk-Treasurer for the Village of Bellevue. **Motion carried.**

**PARKS, RECREATION AND REGIONAL PLANNING**

- **Alliance Plastics Rail Track Construction Project Bid** – Motion made by Trustee T Schaeuble with a second made by Trustee S Byers to award the Alliance Plastics Rail Track Construction Project to Marmon Railroad Services (Ameritrack Rail), for the bid amount of \$1,039,062.51, contingent on approval by the Wisconsin Department of Transportation. Per the Developers Agreement with Alliance Plastics, the Village will be contributing \$360,000 over the amount of the TEA Grant award. Construction is scheduled to start in the next two weeks. **Motion carried.**
- **Ordinance 07182023 Amending Chapter 123 Licenses and Permits §123-2A Short-Term Rental Properties C. Operations of Short-Term Rental Properties (n)** – A question was raised as to what might be the best licensing period for short-term rentals, as part of the Short-

Term Rental Ordinance update conversation on June 20th. Attorney Randy Nesbitt from Conway, Olejniczak & Jerry S.C., indicated that the period could run a calendar year, from January 1 – December 31<sup>st</sup>, OR, the period could run consistent with Village alcohol licensing from July 1 – June 30<sup>th</sup>.

Due to budget and tax collection work being done in November and December each year, it was decided that it would be better to process short-term rental license renewals in spring, consistent with alcohol license renewals.

The ordinance amendment presented at the June 20<sup>th</sup> meeting will be updated to indicate the July 1st – June 30<sup>th</sup> licensing period and will be on the agenda for board action, as Ordinance Amendment 07182023, on July 18th.

- **Norbert Vander Linden Dividing CSM** - Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve the dividing CSM for Norbert Vander Linden, 4207 Lost Dauphin Rd., Village of Wrightstown parcel VW-W186. **Motion carried.**
- **Operator License Applications** – Motion made by Trustee T Schaeuble with a second by Trustee S Byers to approve the following NEW Operator License Applications:
  - Kaile M. (Langerman) Caine for Royal St. Patrick’s Golf Links
  - Annestashia C. (Rabe) Gitter for Royal St. Patrick’s Golf Links
  - Tanmay D. Kapse for Wrightstop BP
  - Dana L. Lorrigan for Royal St. Patrick’s Golf Links
  - Mekaila C. Schuh for Royal St. Patrick’s Golf Links
  - Mikaylah M. Van Lanen, for Royal St. Patrick’s Golf Links
  - Julie A. (Watermolen) Zimmer for Dollar General

Due to security concerns, operator addresses and application attachments will no longer be included with the agenda.

**Motion carried.**

## **PUBLIC SAFETY**

- **Fire Department**
  - Normal truck checks and training activities were held last month
  - There were 7 fire calls in June
  - Administrator Coenen, Assistant Fire Chief Ben Vosters, Fire Inspector Nathan Helbing, Chad from the State of Wisconsin and Attorney Bob Gagan met with Mitch from Green Bay Cold Storage, and his attorney, to verify installation progress of the required sprinkler system. It is estimated that in the next two weeks sprinkler install should be complete with just the supply main and fire lane installations outstanding

## **PUBLIC WORKS & UTILITIES**

- Short Street and Alison Court are scheduled to be resurfaced this Friday
- Water valve replacement will be on Sharla St. tomorrow in anticipation of resurfacing next week
- Grant applied for to assist with purchase of ADA compliant playground equipment for 2024 project
- \$5,400.47 awarded for the 2022 recycling grant

- Street markings for the VanDyke railroad crossing are being installed tomorrow. Crossing will be shut down for 24 hours starting at 7:00 a.m. The basketball and pickle ball courts at Village Hall will be marked too as part of the work order

Due to quick meeting, another call for walk-ins was made with no response.

**ADJOURN** – Motion made by Trustee S Byers with a second made by Trustee D Segerstrom to adjourn the meeting at 6:33 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

*Posted: 07/19/2023 MS*