

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 20, 2023**, and convened at 6:22 p.m. at the conclusion of the Committee of the Whole meeting.

Roll Call: Present – President Pro Tem (Trustee) Sue Byers and Trustees 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; Fire Chief Mike Schampers; Fire Inspector Nathan Helbing; Police Officer Gary DeWinter; Residents Kathryn Lich, Jeff Nelson, Dalton Rupiper, Brad Sigmund, Juliana VanLaanen, Michael VanLaanen and unidentified virtual attendees: M.D and Bugs Bunny

MINUTES – Motion made by Trustee A Lundt with a second made by Trustee D Segerstrom to approve the Tuesday, June 6, 2023 Village Board Meeting Minutes, as submitted. **Motion carried.**

VOUCHERS – Motion made by Trustee D Segerstrom with a second made by Trustee J Sigmund to approve the vouchers from June 1, 2023 through June 14, 2023 totaling \$135,147.36. **Motion carried.**

SCHEDULED APPEARANCES: None

WALK INS: None

CORRESPONDENCE:

- Complaint emails, dated June 12, 2023 and June 16, 2023, were received from Michelle Kollross and Matt Martinez, 1035 Crestview Dr., regarding the short-term rental property at 1037 Crestview Dr.
- Administrator Travis Coenen was nominated by Dawn Peters, WCMA ED, and Sharon Eveland, WCMA President, for the 2023 WCMA’s President’s Award due to his dedication and commitment in moving the WCMA forward. Currently Administrator Coenen serves on the Scholarship & Awards, Conference, Emerging Leaders, DIV and Strategic Planning committees and is looking for curriculum that can be utilized in high schools for teaching civics. He is also working with Libby Falck from Forward Labs on a geo caching type game for the Village of Wrightstown!

ADMINISTRATOR’S REPORT:

- Work on the compost site will be integrated into upcoming road projects to save on costs
- Public Works Director Andy Vickman is meeting with electricians and plumbers to get pricing to renovate the building on Mallard Rd. in anticipation of moving the DPW garage to this new location
- The June 13th Tunes on Tuesday was cancelled due to weather. The next event is scheduled for Tuesday, June 27th. Come on down and pray that Mother Nature cooperates! Advertising signs and sponsor banners have now been placed

- Department Heads are currently working on their 2024 budgets in the hopes of starting the Committee of the Whole budget discussions very soon. The NEW Shared Revenue bill that was signed into law on June 20th will bring in an additional \$84,531.31 in state aid
- Work to reduce EMS response time continues. Considering a possible contract with County Rescue, City of Kaukauna or the City of De Pere
- Food truck “billboards”, to be used for organizational fund raising during Village events, are being created by the Wrightstown High School Art Department. They may be available to reserve for the next Tunes on Tuesday concert!

COMMITTEE REPORTS

FINANCE/PERSONNEL

- **Marmon-Ameritrack Rail Contract** – Motion was made by Trustee A Lundt with a second made by Trustee D Segerstrom to table the granting of the Marmon-Ameritrack contract. Amendment to the contract is being requested for stone to be deposited along the rail banks rather than planted grass, which will reduce on-going maintenance and save on installation costs. A recommendation to approve the modified contract will be included on the July 5, 2023 agenda. **Motion carried.**

PARKS, RECREATION AND REGIONAL PLANNING

- **Resolution 06202023 Adopting the 2022 Compliance Maintenance Annual Report** – Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve the 2022 Compliance Maintenance Annual Report (CMAR).

Remarks regarding the earned 4.0 GPA:

- Less than 10% of the plant discharge limit is being released
- Less than 60% of the plant’s designed capacity is being utilized
- Sludge land application is being hauled out on time, and nutrients are settling as they should, allowing for a good quality end product
- “A” grade earned for staffing and operator certification even though the utility has been working with only half a team! Both Director Andy Vickman and Operator Brent Bouchonville are certified
- Approximately \$24,000 extra is being deposited annually into the Village’s Sewer Equipment Replacement Account to grow it to the mandatory balance required for having a Clean Drinking Water Fund Loan. This catch-up effort earned the utility an “A” grade. Since a large amount of installed equipment will be at the end of its useful life next year, the lowered mandatory balance should be reached even quicker. When the plant is paid off in 2025, the equipment replacement account will no longer be needed.
- 20% of the collection system is being cleaned and televised every year allowing for problematic areas to be immediately addressed

Motion carried.

- **The Pizza Shoppe Sign Application** – Motion made by Trustee T Schaeuble with a second made by Trustee J Sigmund to approve the sign application from The Pizza Shoppe, 119 High St., Parcel VW-136, Village of Wrightstown. Request was approved through the Planning Commission prior. **Motion carried.**

- **Kenneth Kabat, 6780 Oak Ridge Rd., Extraterritorial CSM Application** - Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve the extraterritorial CSM application from Kenneth Kabat, 6780 Oak Ridge Rd., Parcel W-365-6, Town of Wrightstown. Request approved through Planning Commission and Brown County Surveying. **Motion carried.**
- **Ordinance No. 06202023 Annexing Territory owned by the Village of Wrightstown** - Motion made by Trustee T Schaeuble with a second made by Trustee A Lundt to approve Ordinance No. 06202023 annexing tax parcel W-221, owned by the Village of Wrightstown, from the Town of Wrightstown Brown County, Wisconsin. This parcel is to be the new home of the public works garage and compost site. **Motion carried.**
- **Chapter 123 Licenses and Permits §123-2A Short-term Rental Properties Updates** – Attorney Randy Nesbitt from Conway, Olejniczak & Jerry S.C. suggested revisions to the following sections of Village of Wrightstown Municipal Code Chapter 123 Licenses and Permits §123-2A Short-term rental properties after his review:
 - Definition of Short-Term Rental under (B)(4)
 - Minimum period of operation under (C)(1)
 - Notification of first rental date under (C)(3)(b)
 The update also reflects a clarification to C(3)(a), requested by the Board of Trustees, that the 180 allowable rental days during a license year are to be consecutive days.

After further discussion, it was asked that Attorney Nesbitt be contacted to advise if the license year can be established to run from January 1 – December 31 annually, with a possible fee proration for original licenses based on the date of the application. Response to be presented at the July 5, 2023 Village Board meeting.

- **Cigarette and Tobacco Products Retail License Applications** - Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve the following Cigarette and Tobacco Products Retail License Applications:
 - Dolgencorp, LLC (Dollar General Store #20873), 376 High St.
 - Sai Krupa, LLC (Bridgeport Shell), 525 Main St.
 - Sai Krupa, LLC (Wrightstop BP), 233 High St.

Motion carried.

- **Class “A”/”Class A” Alcohol Beverage License Application Renewals** - Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve the following Class “A”/”Class A” Alcohol Beverage License Application RENEWALS for the following:
 - Dolgencorp, LLC (Dollar General Store #20873), 376 High St. Aaron D. Dalton agent, 1921 N. Elinor St., Appleton, WI 54914
 - Sai Krupa, LLC (Bridgeport Shell), 525 Main St., Mitul Patel, agent, 2156 Luxury Dr., Green Bay, WI 54313
 - Sai Krupa, LLC (Wrightstop BP), 233 High St., Mitul Patel, agent, 2156 Luxury Dr., Green Bay, WI 54313
 - VandenWymelenberg Enterprises, Inc. (Dick’s Family Foods), 400 High St., John Gerard VandenWymelenberg, agent, 15 Corn Silk Ct., Wrightstown, WI 54180.

Motion carried.

- **Class “B” Alcohol Beverage License Application Renewal** - Motion made by Trustee T Schaeuble with a second made by Trustee A Lundt to approve the following Class “B” Alcohol Beverage License Application RENEWAL for the following:

- Walter Charles Croll (Turner Street Music Hall), 437 Turner St., Walter Charles Croll, owner, 1752 Burgoyne Ct. #27, De Pere, WI 54115

Motion carried.

- **Class “B”/”Class B” Alcohol Beverage License Application Renewals** - Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve the following Class “B”/”Class B” Alcohol Beverage License Application RENEWALS for the following:

- American Legion Post 436, 924 Main St., Gerald VanRossum, agent, 1259 Washington St., Wrightstown, WI 54180
- Brandon & Emily Luedke, LLC (Lucky’s Pub & Grill), 565 Cty Rd. U, Brandon J. Luedtke, agent, 2524 Della Marcus Dr., Kaukauna, WI 54130
- Julia & Son’s LLC (Lil Taco Wrightstown), 450 High St. #1, Alejandro Morales, agent, 729 Ida St., Menasha, WI 54952
- Lost Key Tap, LLC (Lost Key Tap), 505 Washington St., Daniel Zapata, agent, 2016 Jourdain Ln, Green Bay, WI 54301
- Nauti Riv, LLC (Nauti River Inn), 531 Washington St., Lisa Jo Herzfeldt, agent, 1749 Mill Rd., Greenleaf, WI 54126
- The River Coffee and Cream, LLC (The River Coffee and Cream), 104 High Ct., Deborah Sue Tews, agent, 104A High Ct., Wrightstown, WI 54180

Motion carried.

- **Class “B”/”Class B” RESERVE Alcohol Beverage License Application Renewal** - Motion made by Trustee T Schaeuble with a second made by Trustee J Sigmund to approve the following Class “B”/”Class B” RESERVE Alcohol Beverage License Application RENEWAL for the following:

- **Sydrow Golf, Inc. (Royal St. Patrick’s Golf Links)**, 201 Royal St. Pat’s Dr., Robert E. Novitski, agent, 1206 Wisconsin Ct., Appleton, WI 54911

Motion carried.

- **“Class C” Alcohol Beverage License Application Renewal** - Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve the following “Class C” Alcohol Beverage License Application RENEWAL for the following:

- Walter Charles Croll (Turner Street Music Hall), 437 Turner St., Walter Charles Croll, owner, 1752 Burgoyne Ct. #27, De Pere, WI 54115

Motion carried.

- **NEW Operator License Applications** - Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve the following NEW Operator License applications for the following:

- Alexander, Amy M. (Lamers), W117 County Rd. UU, Kaukauna, WI 54130, for Lucky’s Pub & Grill
- Bengel, Emma M., N3402 Dax Daniel Ln., Black Creek, WI 54106, for Royal St. Patrick’s Golf Links

- Bogenschutz, Alyssa Marie, N3809 McHugh Rd., Freedom, WI 54130, for Lucky's Pub & Grill
- Javed, Umair, 321 W. Washington St., Green Bay, WI 54301, for Wrightstop BP
- Mullins, Sarah R., W124 State Hwy 96, Kaukauna, WI 54130, for Lucky's Pub & Grill and Nauti River Inn
- Vaile, Katherine K., 5762 Rustic Ln., Greendale, WI 53129, for Royal St. Patrick's Golf Links
- Winter, Morgan L., 1140 S Ridge Rd., Green Bay, WI 54304, for Lucky's Pub & Grill
- Witbro, Danielle R. (Harrmann), 2216 Glendale Ave., Green Bay, WI 54303, for Lucky's Pub & Grill

Motion carried.

- **Operator License Application RENEWALS** - Motion made by Trustee T Schaeuble with a second made by Trustee D Segerstrom to approve the following Operator License RENEWAL applications for the following:
 - Alexander, Megan G., 3165 County Line Rd., De Pere, WI 54115, for Royal St. Patrick's Golf Links
 - Denkins, Mathew J., W2205 County Road JJ, Kaukauna, WI 54130, for Lucky's Pub & Grill
 - Diener, Donna M. (Christl), W2205 County Road JJ, Kaukauna, WI 54130, for Lucky's Pub & Grill
 - Hoffman, Kurt M., 228 Crestview Dr., Wrightstown, WI 54180, for Lucky's Pub & Grill
 - Keuler, Ella M., 14 Red Clover Ln., Wrightstown, WI 54180, for Dick's Family Foods
 - Lautenschlager, Danielle R., 6693 Elmro Rd., Greenleaf, WI 54180, for Lucky's Pub & Grill
 - Minten, Alexander M., 512 Main St., Wrightstown, WI 54180, for Bridgeport Shell
 - Noack, Maureen T., 7033 Shanty Rd., Greenleaf, WI 54126, for Dick's Family Foods
 - Petersen, Andrea L., 1449 Fair Rd., Wrightstown, WI 54180, for Dick's Family Foods
 - Rentmeester, Joshua T, 1000 Sue Ln., Wrightstown, WI 54180, for Dick's Family Foods
 - Rupiper, Dalton W, 313 High St., Wrightstown, WI 54180, for Dick's Family Foods
 - VandenWymelenberg, Dylan R., 3000 S. Weiler Rd., Kaukauna, WI 54130, for Dick's Family Foods
 - Watzka, Amanda B., 897 Mallard Rd., De Pere, WI 54115, for Wrightstop BP
 - Weyers, Michael J., N3919 County Rd. U, De Pere, WI 54115, for Bridgeport Shell

Motion carried.

Trustee Terry Schaeuble shared that the dedication for St. John's Church is scheduled for 4:00 p.m. on Sunday July 16th with the first service being held the following Sunday!

PUBLIC SAFETY

- **Fire Department**
 - Alarm calls are being received for the new apartment buildings on County Road U. This is common during construction as wires accidentally get crossed or cut

- Abandon home on Broadway St. is being used for controlled live fire training. These situations give new firefighters the opportunity to learn from tenured team members

PUBLIC WORKS

- Department of Public Works & Utilities has been fully staffed for 2 weeks which has allowed postponed projects to be completed
 - Main street sanitary lateral repaired by directional boring
 - Peshtigo Asphalt was in to repair patches on Golf Course Dr., on the corner of Main and Rosin Rd. and on Cedar St.
- Received a letter of non-compliance on Van Dyke rail crossing since there are no painted stop lines identifying the location of the crossing ahead. Line Snappers Inc. will be completing the work next week and will also be restriping the basketball court (and adding pickle ball stripping) in Zirbel Park
- 2022 Compliance Maintenance Annual Report (CMAR) is done!
- Ditch mowing was done this week
- Leak was found on Prairie Way during quarterly meter reading. Daily usage has gone down to approximately 30,000 gallons per day now that the leak has been repaired
- Shoring, stabilization, weed control and lawn cutting is to be done around all Village ponds this week
- The mill and fill project on Alison and Sharla will begin the week of July 10th. A project preconference is scheduled for June 27th

ADJOURN – Motion made by Trustee A Lundt with a second made by Trustee M Leonard to adjourn the meeting at 7:01 p.m. **Motion carried.**

Michelle Seidl

Clerk/Treasurer

Posted: 07/06/2023 MS