

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, July 18, 2023**, and convened at 6:29pm at the conclusion of the Committee of the Whole meeting.

Roll Call: Present – Village President Dean J Erickson, Trustees: Sue Byers, Mark Leonard, Andy Lundt, Terry Schaeuble (arrived at 6:30pm), Dan Segerstrom, Julie Sigmund

Also present: Brian Roebke (Wrightstown Spirit), Administrator Travis Coenen, Public Works Director Andy Vickman, Police Chief Greg Deike, Clerk/Treasurer Michelle Seidl, Deputy Clerk/Treasurer Shelia Bowers, Fire Chief Mike Schampers, Fire Inspector Nathan Helbing. Residents; Kathryn Lich, Peter Helander, Pam Helander, Michelle Kollross, Matt Martinez, John Wollner. Virtual Attendees; Juliana VanLaanen, Michael VanLaanen

PUBLIC HEARING –

Motion made by A Lundt with a second made by J Sigmund to open the Public Hearing. **Motion carried.**

Public Hearing to receive input on Ordinance 07182023 amending Chapter 123 Licenses and Permits §123-2A Short-Term Rental Properties B. Definitions (4) Short-Term Rental and C. Operation of short-term rentals (1) and (3)(a)(b)(n)

-AND-

Public Hearing to receive input on Ordinance Amendment 07182023A updating the legal description for the Annexation passed under Ordinance 06202023 on Tuesday, June 20, 2023, of Village owned parcel W-221

T Coenen outlined the changes and corrections made to Ordinance 07182023 and Ordinance 07182023A by our legal counsel.

Three calls were made for public input with no response.

Motion made by S Byers with a second made by D Segerstrom to close the Public Hearing. **Motion carried.**

MINUTES – Motion made by D Segerstrom with a second made by J Sigmund to approve the Tuesday, July 5, 2023 Village Board Meeting Minutes, as submitted. **Motion carried.**

VOUCHERS – Motion made by S Byers with a second made by J Sigmund to approve the vouchers from June 29, 2023 through July 12, 2023 totaling \$159,658.00. **Motion carried.**

SCHEDULED APPEARANCES:

- **Peter E. Helander** – 1041 Crestview Drive, addressed the Village Board regarding the short-term rental property located at 1037 Crestview Drive. Peter voiced his concerns on granting a rental license for the said property. He had concerns with the violations, loud parties, vehicles parked on his property, intoxication and drug use.

- **Michelle Kollross** – 1035 Crestview Drive, addressed the Village Board regarding the short-term rental property located at 1037 Crestview Drive. Michelle had concerns with trespassing on their property, the gas grill that caught fire on the rental property's covered deck, noise they can hear through closed windows and personal safety. She respectfully asked the Board to deny the license for the said property.
- Per Police Chief G Deike, the Wrightstown Police department has two complaints that were filed against the property. The first was a noise complaint, which was a violation. The second was a trespassing complaint. To enforce the trespassing complaint, signage needed to be posted, so this complaint was not considered a violation.
- **Juliana VanLaanen** – 1037 Crestview Drive, Juliana continued to defend her actions and stated that she is legally allowed to rent her property.
- **Michael VanLaanen** – 1037 Crestview Drive, addressed the Village Board regarding an incident of public urination that happened on the said property several years ago. He also voiced his concerns with all the lies about his daughter and the property.
- **Matt Martinez** – 1035 Crestview Drive, addressed the Village Board regarding the short-term rental property located at 1037 Crestview Drive. He was concerned with the noise and safety issues.
- M Seidl stated that the Village needs 3 validated violations to pull or not grant a short-term rental license. The Village needs to follow State Statute. The Residents need to report problems with the rental property to the police as they are happening and not the next day.
- Starting September 1, 2023 the Village will be enforcing the 6 nights or longer rental stays.

WALK INS:

- **Kathryn Lich** – 517 Fawnwood Drive, addressed the Village Board regarding the traffic on Highway 96 coming out of the Dick's Family Foods parking lot. She wanted to know what the Village was doing in regards to the growing homelessness in the United States and concerned if the Village had any rules in place. She also voiced her opinion on the role of the newspaper and public media.
- **John Wollner** – 569 Royal St Pats Drive, addressed the Village Board regarding Medical Emergency with his adult daughter, he called 911 and got in touch with Brown County, they referred them back to Outagamie County, so there was a delay in them responding. Per G Deike, he is working with Brown County to get these kinds of issues resolved.

CORRESPONDENCE: None

ADMINISTRATOR'S REPORT:

- The last music event went well, great attendance. There are more events coming to the Village over the next few months.
- Preparing for the Budget Preparation Process

COMMITTEE REPORTS:

FINANCE/PERSONNEL

- **Advance Construction** – Motion made by S Byers with a second made by D Segerstrom to approve Advance Construction, Inc. Invoice 2023-116, for \$29,598.00 for replacement of sanitary lateral and repair of water lateral on Prairie Way. Call of roll: 7 yes votes. **Motion carried.**
- **Kruczek Construction** – Motion made by S Byers with a second made by D Segerstrom to approve Kruczek Construction Final Application for Payment, from December 28, 2022 through June 30, 2023, for \$92,397.73 for work completed as part of the Lock Road, Golf Course Drive Storm Sewer Project. Call of roll: 7 yes votes. **Motion carried.**

- **Michelle Seidl Clerk-Treasurer** – The Village Board recognized Michelle Seidl for her 6 plus years (DOH: 11/14/2016) of service to the Village and presented her best wishes for the future.

PARKS, RECREATION AND REGIONAL PLANNING

- **Ordinance 07182023 Short-Term Rental Properties** – Motion made by T Schaeuble with a second made by A Lundt to approve Ordinance 07182023 amending Chapter 123 Licenses and Permits §123-2A Short-Term Rental Properties B. Definitions (4) Short-Term Rental and C. Operation of short-term rentals (1) and (3)(a)(b)(n). **Motion carried.**
- **Ordinance 07182023A Annexing Village Owned Properties from the Town** – Motion made by T Schaeuble with a second made by S Byers to approve Ordinance Amendment 07182023A updating the legal description for the annexation passed under Ordinance 06202023 on Tuesday, June 20, 2023 for Village owned parcel W-221. **Motion carried.**
- **Operator License Application** –
 - Motion made by T Schaeuble with a second made by J Sigmund to approve NEW Operator License Application for Alaina J. Schuh for Royal St. Patrick’s Golf Links. **Motion carried.**
 - Tanya M. Mcculloch for Bridgeport Shell was automatically denied by G Deike for non-disclosure.
- **Short-Term Rental Applications** – Update on Short-Term Rental Applications for the following:
 - “On the Green” - 233 Peterlynn Dr. – Troy & Carolee Lasecki, application was issued.
 - “Waterfront Vacation Dream Home” – 1037 Crestview Dr. – Julianna VanLaanen, application is waiting for payment.
- **4 Generations LLC, 400 High Street, VW-14-5** – Motion made by T Schaeuble with a second made by D Segerstrom to approve a Storage Building Site Application for 4 Generations, LLC – 400 High St., Parcel VW-14-5 Village of Wrightstown. **Motion carried.**
- **Grant for Generator** – Motion made by T Schaeuble with a second made by D Segerstrom to approve to supporting the State Assurances of Disaster Sub Recipient Award Application to use toward the purchase of a backup generator for Village Hall. **Motion carried.**
- **Resolution # 07182023 Brown County All-Hazard Mitigation Plan** – Motion by T Schaeuble with a second made by S Byers on Resolution # 07182023 adopting the Brown County All-Hazard Mitigation Plan. **Motion carried.**
- **Royal St Pat’s Covenant Enforcement** – Motion made by T Schaeuble with a second made by D Segerstrom to **Table** the RSP’s Covenant Enforcement. **Motion carried.**
 - T Coenen asked the Village Board what their stance was on enforcing covenants in sub-divisions within the Village.
 - When someone applies for a building permit, we provide them with their sub-division covenants.
 - We explain that if the covenants aren’t followed it can put them at civil liability within their sub-division.
 - If they are following Village code, we go ahead and issue the building permit.
 - At one point the Village was enforcing the covenants within the RSP’s sub-division.
 - John Wollner and Keith Wendlandt did a lot of leg work and created a revised covenant. They formed a Home Owners Association (HOA) for Royal St Pat’s (RSP’s) and took over the enforcement of covenants. They were empowered to give approvals on building permits in the sub-division. Once we have approval from the HOA we issue the authorized building permit.

- T Coenen explained that we normally don't enforce covenants, but because RSP's sub-division is in a Planned Development District, he questioned if the Village should be enforcing the covenants or not?
- Our legal counsel (Robert Gagan/Conway, Olejniczak & Jerry, Claire Silverman/League of Wisconsin Municipalities) has advised us not to get involved in sub-division covenants.
- We had a resident in the Royal St Pat's sub-division that applied for a building permit. We referred him to the HOA for approval. He didn't get approval from the (HOA), so we didn't issue the permit. The resident went ahead and built the shed without the permit. The structure is in violation of Village Code because the shed is too close to his house, it needs to be within fifteen feet of another structure.
- **John Wollner** – President of the HOA for Royal St Pats addressed the Village Board regarding Covenants in the RSP's sub-division.
 - When the HOA became aware of the shed, it was about halfway constructed. They explained to the resident what conditions needed to be met for the permit to be approved.
 - They offered the services of one of their members to help him figure things out. He ignored them and continued with the project.
 - They eventually received the building permit and had to deny it because it wasn't within covenants.
 - The HOA mainly looks at the following three areas for new construction homes: roof pitch, brick frontage (100% brick frontage in the old neighborhood, 75% brick frontage in the new neighborhood), square footage.
 - If the Village allows new construction homes in RSP's according to the Village Code, and doesn't consider enforcing the RSP's covenants, it would put the HOA in a bind.
 - At this point, the HOA is considering its legal options.
- After further discussion, the Village Board decided to **Table** the Royal St Pat's covenants issue and get further legal input.

PUBLIC SAFETY

Fire Department Report – June 2023

- For the month of June we responded to 8 calls.
 - The 8 calls where multiple CO alarms at various residences that all showed no readings or issues upon arrival. We attributed these to old units, past expiration dates as well low batteries. The other alarm calls were multiple auto alarms at the newer apartments along U due to testing and not notifying the alarm company or due to construction dust setting off an alarm.
 - Fire Dispatched included mutual aid calls for Semi trailer fire with Lawrence to Hwy 41, structure fire for tender to Oneida.
- June training - we utilized the property slated for demo, training was wall breaching, roof ladder ops, cutting into walls from ladder either on roof or at heights. As well entering through roll up garage doors with a saw cutting operation.
- Usual truck checks and inventories were completed as well as department business meetings.
- At the end of June as FD Cadets become full members we now have 29 members on the fire department. As we can recall this is the highest level of active department membership recorded.

Police Department Report – June 2023

- Training
 - 06/6-7/2023 Vehicle Contacts Instructor Certification – DeWinter
 - 06/21-23/2023 Law Enforcement Administrative Professional Conference – Hermsen
 - 06/26-30/2023 Child Abuse Investigations – Martin
- Events

- 06/01/2023 Coffee w/a Cop Topic: Village Admin Report – Travis Coenen
- 06/13 & 27/2023 Tunes on Tuesday
- Salvage Inspections
 - Since the salvage inspection program started in July of 2021, we are very happy with the progress it has made. Officer Young has continued to build the program bringing in more clients. From January 2022 through June 2022, Officer Young did 103 inspections. From January 2023 through June 2023, Officer Young has completed 140 inspections. An increase of 37 from last year. Inspections cost the applicant \$80.00. \$20.00 goes to the State of Wisconsin; \$25.00 goes to Officer Young. \$35.00 plus a \$40.00 lift fee goes to the Wrightstown Police Departments Equipment Replacement Fund. From January 2023 through June of 2023, the Wrightstown Police Department has received \$7,320.00 in revenue. In comparison, according to Officer Young, this is what the Green Bay Police Department would receive in a full year.
- Wrightstown Outagamie County Calls for Service
 - As anticipated with the growth in Outagamie County, we have seen increased calls for services to include disturbances, scams, frauds, court order violations, alarms, suspicious situations, welfare checks and a recent arrest by Wrightstown Police Department of an intoxicated man exposing himself to name a few. Over the years, Wrightstown Police Department has had very few contacts with the Outagamie County Jail and District Attorney's Office. Due to this, we have now added to our patrol resumes, contact information for on-call judges and DA's as we will have more dealing with them.
- Total Calls for Service
 - By the end of June 2022, the Wrightstown Police Department had 1015 calls entered into the Brown County CAD system. By the end of June 2023, Brown County CAD has us at 1311. An increase of 296 calls from last year.
- Click-it or Ticket
 - The Wrightstown Police Department in coordination with law enforcement agencies across the State stepped up patrols for the annual Click-it or Ticket Campaign that ran from May 21 – June 4, 2023. During the campaign, officers were required to designate time during their shifts for seatbelt enforcement depending on call volume. During the campaign, Officers made 55 Traffic Stops. A total of 35 citations and 27 warnings were issued.

PUBLIC WORKS

- Alison Ct. and Sharla St project completed last week.
- Started on Quality Ct. pond reconfiguration.
- Rail project will be getting awarded hopefully this week.
- Did a lot of work in Royal St Pat's to figure out water flows and water levels.
 - Re-Configuration of Royal St Pat's storm water, Andy did a pilot test and had some success.

CLOSED SESSION:

Motion made by A Lundt with a second made by S Byers 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**

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

OPEN SESSION:

Motion made by S Byers, with a second made by A Lundt to reconvene into open session. Call of roll: 7 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 J Sigmund to adjourn the meeting at 9:30pm. Call of roll: 7 yes votes. **Motion carried.**

Shelia Bowers, Deputy Clerk/Treasurer

Posted: 08/02/2023 SB