

**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, May 7, 2024**, and convened at 6:02 pm 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, Ryan Roebke, Terry Schaeuble, and Julie Sigmund.

Also present: Brian Roebke (Wrightstown Area Spirit), Administrator Travis Coenen (virtual), Public Works Director Andy Vickman, Police Chief Greg Deike, Assistant Fire Chief Ben Vosters, and Clerk-Treasurer Shelia Bowers. Residents: Dalton Rupiper, Kathryn Lich, and John Wollner.

**UTILITY COMMISSION MONTHLY MEETING**

Motion made by A Lundt with a second made by S Byers to open the May 07, 2024 Utility Commission Monthly Meeting. **Motion carried.**

**WATER UTILITY**

- Water gallons pumped through April 30, 2024 — 5.366 million gallons, daily average of 178,867.
- WPS has scheduled the abandonment of the electric service at old Well #2 site.
- Water meter changes and cross-connection inspections are ongoing in the High Street area.
- Continuing work on water service line inventory, due for completion in October of this year.
- Mixers in the water towers to be replaced under warranty; a punch list of items identified during our annual inspection will be addressed in the near future.
- 2023 Consumer Confidence Report has been completed and is set to be published in the Wrightstown Area Spirit in May.
- Addressing chlorine analyzer issue at Poplar Meter Station.

**SEWER UTILITY**

- Wastewater gallons treated through April 30, 2024 — 8.739 million gallons, daily average of 291,300.
- Currently working on compiling the 2024 Compliance Maintenance Annual Report (CMAR).
- Sanitary manholes throughout the Village were raised.
- We are now doing in-house E.Coli testing. Thank you, Brent!
- Pumps at the Broadway Lift Station were temporarily pulled for maintenance.
- Working on sludge storage mixers.

Motion made by A Lundt with a second made by S Byers to close the May 07, 2024 Utility Meeting. **Motion carried.**

## **REGULAR SESSION**

**OPEN MEETING** – Motion made by S Byers with a second made by J Sigmund to open the Regular Session Meeting. **Motion carried.**

**MINUTES** – Motion made by S Byers with a second made by J Sigmund to approve the Tuesday, April 16, 2024 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 April 11, 2024 through May 01, 2024 totaling \$296,589.42. **Motion carried.**

**SCHEDULED APPEARANCES: None**

**WALK INS: None**

**John Wollner** – 569 Royal St Pats Drive, Resident & Vice President of RSP's HOA

- Addressed the Village Board with his concerns regarding the actions taken at the April 16, 2024 Village Board meeting.

**CORRESPONDENCE: None**

## **ADMINISTRATOR'S REPORT:**

- We're working on a couple more developments on the Broadway stretch.
- Looking at some interest in the downtown vacant lots between River Coffee and Cream and the old bank building.
- Working on some commercial retail on County Road U corridor.
- Community First Credit Union should be starting the building process soon.
- Cotter Family Gathering Center will be a great addition to our community.
- We are hosting SAFE Family's program; they are providing fresh produce and goods to families.
- Events coming soon are Tunes on Tuesday's and the Memorial Day Parade.

## **COMMITTEE REPORTS:**

### **FINANCE/PERSONNEL**

**Robert E Lee Invoice# 86220** – Motion made by S Byers with a second made by T Schaeuble to approve Robert E Lee Invoice# 86220 in the amount of \$15,191.50 for Field Survey, Right of Way Platting, and Engineering Services for CTH D Trail. Call of roll: 7 yes votes. **Motion carried.**

**Proclamation Professional Municipal Clerks Week** – Motion made by J Sigmund on the Proclamation signed by Governor Evers declaring May 5 through May 11, 2024 – 55<sup>th</sup> Annual Professional Municipal Clerks Week recognizing the following employees:

- Clerk-Treasurer Shelia Bowers
- Deputy Clerk-Treasurer Patti Leitermann
- Deputy Clerk-Treasurer Heather Mc Ewen

- Public Works Administrative Assistant Erica Buechel
- Police Clerk Leona Hermsen
- Court Clerk Neil Basten

**PARKS, RECREATION AND REGIONAL PLANNING**

**Wrightstown Golf Course, Royal St Pat’s Villas Phase III – Site Plan Review** – Motion made by T Schaeuble with a second made by S Byers to approve the Site Plan Review, Wrightstown Golf Course Apartments - Royal St. Pat’s Villas Phase III, 869 County Road U, Parcel 300000104, Village of Wrightstown. **Motion carried.**

**Wrightstown Golf Course, Royal St Pat’s Villas Phase III – Preliminary Subdivision Plat Review** – Motion made by T Schaeuble with a second made by S Byers to approve of the Preliminary Subdivision Plat Review, Wrightstown Golf Course Apartments – Royal St. Pat’s Villas Phase III, 869 County Road U, Parcel 300000104, Village of Wrightstown. **Motion carried.**

**NEW Operator License Applications** – Motion made by T Schaeuble with a second made by S Byers to approve the New Operator License Applications for:

- Bridget T Froehlke for Royal St Pat’s Golf Course
- Arianna A McCandless for Wrightstop BP
- Jennifer L Johns, Lucky’s Pub & Grill
- Kaitlin B Cleven, Lost Key Tap. **Motion carried.**

**PUBLIC SAFETY**

**Police Department –**

- Next Monday, we will be going through Taser 10 training.
- Additionally, the All-American Garage is hosting fundraisers to raise money for a \$14,000 drone for the Police and Fire Departments.
- Overall, everything is going well in the Police Department.

**Fire Department –**

- The Fire Department put on the “Every 15 Minutes” program for Wrightstown High School again this year.
- Recently, the Fire Department responded to two calls. Additionally, they have responded to numerous CO alarm calls at the County Road U apartments, totaling approximately 17 such calls last year.
- MM Green Bay Cold Storage is working on completing their fire lane.
- Regarding the new fire truck, we are hoping for delivery by the end of October 2025.

**PUBLIC WORKS**

- For the month of March solid waste curbside tonnage totaled 59.55 and recycling tonnage collected was 15.97 tons.
- The Poplar Street construction project is currently underway.
- Work on HWY 96 is scheduled to begin in May, with the Wrightstown portion expected to be impacted in late June/early July.

- The new garbage carts have arrived.
- We are still working on the lighting request near County U and the apartment driveways.
- I successfully rescheduled the delivery of our 122 tons of salt to July 31st.
- The bathrooms at both Waupekun Park and Mueller Park are now open for the season, portable toilets have been delivered to the other parks around the Village.
- New playground chips are coming in May.
- Docks have been installed at Mueller Park Boat Landing.
- Eighteen trees were planted throughout the village as part of the First Down for Trees program.
- We are looking for volunteers to join our beautification committee.
- The annual curbside pickup for bulk trash will be on Wednesday, May 22nd.
- The Department of Public Works (DPW) has started cutting down several dead ash trees in the village right-of-ways.
- Dirt piles have been removed from the old compost facility and placed around the compost bins at the new facility.
- We are currently working on getting quotes to excavate and asphalt the parking lot/driveway at the new DPW facility.
- Generator preventative maintenance was completed in April.

**ADJOURN:**

Motion made by S Byers with a second made by J Sigmund to adjourn the meeting at 6:48 pm.

**Motion carried.**

Shelia Bowers, Clerk/Treasurer

*Posted: 05/22/2024 SB*