

## **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 04, 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 (left at 7:16pm), Ryan Roebke, Terry Schaeuble, and Julie Sigmund. Absent: None.

Also present: Brian Roebke (Wrightstown Area Spirit), Administrator Travis Coenen, Public Works Director Andy Vickman, Police Chief Greg Deike, Fire Chief Mike Schampers, Clerk-Treasurer Shelia Bowers, and Craig Moser (East Central Wisconsin Regional Planning Commission). Residents: Tony Van Rossum, Matt Burkart, and Len Riehl.

### **UTILITY COMMISSION MONTHLY MEETING**

Motion made by S Byers with a second made by J Sigmund to open the June 4, 2024 Utility Commission Monthly Meeting. **Motion carried.**

### **WATER UTILITY**

- Water gallons pumped through May 29, 2024 — 5.245 million gallons, daily average of 194,259.
- WPS has completed the abandonment of the electrical service at our Well #2 site.
- DPW has abandoned the old hydrant and stormwater infrastructure at our Well #2 site.
- Water meter changes and cross-connection inspections are ongoing in the High Street area.
- We are continuing our work on the water service line inventory, which must be completed by October of this year.
- Lane Tank is scheduled to perform maintenance work at our Tower B site.
- We are conducting a review of the 2023 Consumer Confidence Report.
- Many seasonal deduct meters have been rented out.

### **SEWER UTILITY**

- Wastewater gallons treated through May 29, 2024 — 8.011 million gallons, daily average of 276,240.
- We have completed the 2024 Compliance Maintenance Annual Report (CMAR).
- The sludge storage mixers are currently being repaired under warranty.

Motion made by S Byers with a second made by J Sigmund to close the June 4, 2024 Utility Meeting. **Motion carried.**

## **REGULAR SESSION**

**MINUTES** – Motion made by A Lundt with a second made by J Sigmund to approve the Tuesday, May 21, 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 May 17, 2024 through May 30, 2024 totaling \$205,446.81. **Motion carried.**

## **SCHEDULED APPEARANCES:**

**East Central Wisconsin Regional Planning Commission (ECWRPC)** - Craig Moser, Deputy Director of East Central Wisconsin Regional Planning Commission (ECWRPC)

- Presentation on supporting and approving of the new Appleton (Fox Cities) MPO Policy Board Structure and Redesignation Agreement.

## **WALK INS: None**

**Len Riehl** – 248 Royal St Pat’s Drive, Resident & Secretary of RSP’s HOA

- Addressed the Village Board with safety concerns in the Royal St Pat’s subdivision:

**Matt Burkart** – 238 Royal St Pat’s Drive, Resident

- Addressed the Village Board with safety concerns in the Royal St Pat’s subdivision.

## **CORRESPONDENCE:**

**Bingo Night** – “Thank You” received from Sally & Ted Coenen. Thank you to Village People & Coenen Family for the time & effort put in to making the Bingo Night such an enjoyable time for all.

## **ADMINISTRATOR’S REPORT:**

- We have a significant amount of development activity underway, particularly in collaboration with INX in the RSPs area.
- Another developer is exploring property opportunities in our River District.
- I had a discussion with Duquaine’s regarding the board's input, and there will be future discussions on this topic.
- Also, had a conversation about the Jossart property located behind Dollar General; they will be addressing the board at a future meeting.
- Today I served as a judge for the business recognition awards with the Green Bay Chamber, recognizing outstanding business.
- I went on a tour with GBIG, a group of paper converting professionals, as they visited Print Pro, ProAmpac, Retroflex, Zeta Engineering, and other businesses in the Village.
- We had a public input session for the Community Center grant proposal.

## **COMMITTEE REPORTS:**

### **FINANCE/PERSONNEL**

**Resolution No. 06042024, Nicolet National Bank** – Motion made by S Byers with a second made by T Schaeuble on approving Resolution No. 06042024 designating Nicolet National Bank

be the public depository for Village of Wrightstown's primary checking with the first deposit of \$150,000. Call of roll: 7 yes votes. **Motion carried.**

**Tower A Water Storage Tank** – Motion made by S Byers with a second made by T Schaeuble on approving Lane Tank Company Inc. proposal dated May 21, 2024 in the amount of \$15,500 for repairs on Tower A Water Storage Tank. Call of roll: 7 yes votes. **Motion carried.**

**Brown County Property Tax Bill Agreement** – Motion made by S Byers with a second made by A Lundt on approving the Brown County Intergovernmental 2024-2025 Property Tax Bill agreement for tax bill preparation, mailing and collection. **Motion carried.**

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

**Rezone Review, Anthony VanRossum, Broadway/Poplar Street, Parcel VW-195** – Motion made by T Schaeuble with a second made by S Byers on approving Rezone Review, Anthony VanRossum, Broadway/Poplar Street, Parcel VW-195, Village of Wrightstown. **Motion carried.**

**CSM Review, Anthony VanRossum, Broadway/Poplar Street, Parcel VW-195** – Motion made by T Schaeuble with a second made by R Roebke on approving CSM Review, Anthony VanRossum, Broadway/Poplar Street, Parcel VW-195, Village of Wrightstown. **Motion carried.**

**Sign Review, Alliance Films, 490 Quality Court, Parcel VW-632** – Motion made by T Schaeuble with a second made by S Byers on approving Sign Review, Alliance Films, 490 Quality Court, Parcel VW-632, Village of Wrightstown. **Motion carried.**

**Sign Review (Wall Sign), Turner Street Music Hall, 437 Turner Street, Parcel VW-98-15** – Motion made by T Schaeuble with a second made by R Roebke on approving Sign Review (Wall Sign), Turner Street Music Hall, 437 Turner Street, Parcel VW-98-15, Village of Wrightstown. **Motion carried.**

**Sign Review (Property Sign), Turner Street Music Hall, 437 Turner Street, Parcel VW-98-15** – Motion made by T Schaeuble with a second made by R Roebke on approving Sign Review (Property Sign), Turner Street Music Hall, 437 Turner Street, Parcel VW-98-15, Village of Wrightstown. **Motion carried.**

**Jurisdictional Transfer of CTY DD, Broadway Street** – Motion made by T Schaeuble with a second made by S Byers on approving Jurisdictional Transfer of CTY DD, Broadway Street to the Village of Wrightstown. 7 opposed the motion. **Motion did not carry.**

**Offer to Purchase for 108 & 112 High Ct** – Motion made by T Schaeuble with a second made by S Byers on approving the Offer to Purchase for 108 & 112 High Court from 1111 Development, LLC, the Offer to Purchase is good for one year from the signing date. Call of roll: 7 yes votes. **Motion carried.**

**Resolution No 06242024A MPO Policy Board Structure and Redesignation Agreement** – Motion made by T Schaeuble with a second made by M Leonard on approving Resolution No

06242024A supporting and approving of the New Appleton (FOX CITIES) MPO Policy Board Structure and Redesignation Agreement. Call of roll: 7 yes votes. **Motion carried.**

**NEW Operator License Applications** – Motion made by T Schaeuble with a second made by S Byers on approving New Operator License Applications for:

- Hannah S Hart for Royal St Pat’s Golf Course
- Makayla A Mitala for Royal St Pat’s Golf Course
- Paige N Wilson for Royal St Pat’s Golf Course
- Alisa N Lewis for Royal St Pat’s Golf Course
- Michelle L Leick Leurquin for American Legion Post #436. **Motion carried.**

**Renewal Operator License Applications** – Motion made by T Schaeuble with a second made by J Sigmund on approving Renewal Operator License Applications for:

- Sarah E Vander Heiden for Royal St Pat’s Golf Course
- Taylor M Wesolowski for Royal St Pat’s Golf Course
- Danielle M Dobinski for Royal St Pat’s Golf Course
- Thomas P Clancy for American Legion Post #436
- Kathy M Schmidt for Lucky’s Pub & Grill
- Lynn M Zirbel for Renewal Only. **Motion carried.**

## **PUBLIC SAFETY**

### **Police Department Comments:**

- Congratulations to Amanda Alberts for completing 2 years of service with the Village.
- New Police Vehicle: The Dodge Durango is in for changeover, expected back within the next few weeks.
- The Memorial Day Parade took place on May 27<sup>th</sup>, followed by a ceremony at the American Legion. There was a good turnout.

### **Fire Department Comments:**

- The Fire Department also participated in the Memorial weekend festivities.
- More information will be provided at the next Board meeting. I had discussions with De Pere Heads Up, known as the Fox River Fire District, who proposed that the Village of Wrightstown and Greenleaf Fire join them to enhance coverage and collaborate on training.

## **PUBLIC WORKS**

Andy Vickman provided a summary of the Public Works May Report, outlining the following key points and updates.

- For the month of April solid waste curbside tonnage totaled 65.29 and recycling tonnage collected was 18.77 tons.
- The (January—April) septage gallons received is 819,750 gallons, bringing the year-to-date total to \$12,189.
- During the Annual Household Clean-up on May 22, 2024, we picked up 37 tons of bulk waste.
- We are working with WPS to install streetlights near the entrances to the apartments on County Road U.
- Updated the Village Board on the Poplar Street construction project.

- Work has begun on Hwy 96. The Village of Wrightstown portion will be affected in late June/early July.
- L&M has been awarded the ditching/excavation work for our new DPW Facility.
- New playground chips were placed in our playgrounds in May.
- New colored mulch has been placed in the roundabouts.
- Two memorial benches were generously donated to the Village and will be placed along the riverbank on Hwy ZZ.
- We are currently working with a company to spray the vegetation around a couple of our stormwater ponds.
- In May, we addressed properties in violation of our noxious weed ordinance by cutting them.
- We replaced a few damaged boards and repaired a section of railing on the floating docks at Mueller Park.
- Johanna Starkey and Keith Verbeten will have successfully completed their one-year probationary period on of June 5th.
- AC units in the WWTP Administration Building were successfully repaired.
- Flowerpots have been strategically placed throughout the Village.
- The DPW crew provided assistance with setup and traffic control for the Fox River Challenge Duathlon.
- Congratulations to Erica Buechel on her 8 years of dedicated service.

**2023 Consumer Confidence Report** – Andy Vickman presented to the Village Board the 2023 Consumer Confidence Report.

**ADJOURN:**

Motion made by S Byers with a second made by J Sigmund to adjourn the meeting at 7:20 pm.

**Motion carried.**

Shelia Bowers, Clerk/Treasurer

*Posted: June 19, 2024 SB*