

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 18, 2024**, and convened at 6:12 pm at the conclusion of the Committee of the Whole meeting.

Roll Call: Present – Village President Dean J Erickson, Trustees: Sue Byers, Andy Lundt (arrived 6:10 pm and left 7:25 pm), Ryan Roebke, Terry Schaeuble, and Julie Sigmund. Absent – Trustee Mark Leonard.

Also present: Brian Roebke (Wrightstown Area Spirit), Administrator Travis Coenen, Public Works Director Andy Vickman, Assistant Fire Chief Ben Vosters, Fire Inspector Nathan Helbing (virtual), and Clerk-Treasurer Shelia Bowers. Residents: Julianna VanLaanen (virtual), Matt (virtual), Len Riehl, Kathryn Lich, Jesse Jossart, Matt Musbach (Duquaine Development), Keith Duquaine (Duquaine Development), Jake Hofman (Duquaine Development), and Kevin Verhagen (Black Diamond Builders).

REGULAR SESSION

MINUTES – Motion made by S Byers with a second made by T Schaeuble to approve the Tuesday, June 04, 2024 Village Board Meeting Minutes, as submitted. **Motion carried.**

VOUCHERS – Motion made by S Byers with a second made by T Schaeuble to approve the vouchers from May 31, 2024 through June 12, 2024 totaling \$242,996.06. **Motion carried.**

SCHEDULED APPEARANCES: None

WALK INS:

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

- Thanked the Village Board and Staff for timely addressing his safety concerns in the Royal St Pat’s subdivision.

CORRESPONDENCE:

Joseph Drevenchuk – Received request for consideration of fireworks permit issuance in the Village of Wrightstown from Joseph Drevenchuk.

ADMINISTRATOR’S REPORT:

- The Alliance rail construction project has been completed, and the TEA reimbursement of \$400,000 has been received.
- The Drexel rail project and Broadway project are nearing approval for fall 2024 construction.
- The Plum Creek Restoration Project is progressing; however, the public meeting scheduled for June 27th at Village Hall from 4-6 pm has been canceled.
- Collaboration with Ehlers staff is ongoing for the Financial Management Plan (FMP), Tax Increment District (TID) closure strategy, and annual TID reporting.
- Efforts are underway on land negotiations and multiple manufacturing developments.

- Work is in progress on a new grant for a community center at the St. John's site, with a public input session that took place on May 28th from 3-5 pm at Village Hall.
- The budget process is in motion, with the budget calendar distributed and all budget sheets prepared for 2025. The first round will be ready for Board and community input at the September 3rd meeting.
- Presentation at the WCMA conference in Eau Claire is scheduled for June 19-21.
- Working on various community projects with other nonprofits in the area.
- Code review and updates to the Employee Manual are being worked on.
- Addressing property maintenance code enforcement in the Village due to numerous complaints ranging from minor to significant issues.

CLERK/TREASURER'S REPORT

- The monthly Clerk/Treasurer's team meeting was held on Wednesday, June 12th, we discussed the following topics:
 - What's on your Bucket List that you're hoping to accomplish this summer.
 - How to write job procedures that will be clear, consistent and inclusive.
- Open Book was on Thursday, May 23, 2024 from 1:30pm to 3:30pm. There were no taxpayers in attendance.
- Board of Review was on June 3, 2024. There were no taxpayers in attendance.
- Mike Denor provided the following summary:
 - After the 2023 revaluation, our assessed values were at 99.28% of market value. The market remains strong with 6% growth, and we expect our assessed values this year to be at 92% of market value.
 - Village of Wrightstown Total Assessment were \$483,983,300
 - Brown County \$357,194,500 3% Increase
 - Outagamie County \$126,788,800 17% Increase
- The following people participated in the Board of Review training to re-certify for 2024:
 - Sue Byers, Shelia Bowers, and Heather Mc Ewen
- We're Preparing for the August 13th Election
 - In Person Voting scheduled for July 30th
 - Public Test scheduled for August 7th.
- Celebrated my 16-year anniversary with the Village of Wrightstown on Wednesday June 5th.
- Working on filing reports with the Department of Revenue to include the following: Personal Property Value Report, Statement of Assessment/Brown County (Outagamie County files on behalf of the Village), TID Annual Reports, and Municipal Retail License Report.
- Patti Leitermann submitted the updated building permits for May.

COMMITTEE REPORTS:

FINANCE/PERSONNEL: None

PARKS, RECREATION AND REGIONAL PLANNING

Sign Review, The Hair Canvas, 210 High St, Parcel VW-148 – Motion made by T Schaeuble with a second made by A Lundt on approving Sign Review, The Hair Canvas, 210 High St, Parcel VW-148, Village of Wrightstown. **Motion carried.**

Rezone Review, Midwest Expansion, 4557 County Road U, Parcel VW-W180-2 – Motion made by T Schaeuble with a second made by S Byers on approving Rezone Review, Midwest Expansion, 4557 County Road U, Parcel VW-W180-2, Village of Wrightstown. **Motion carried.**

Rezone Review, Village of Wrightstown for Vyper, 496 E Frontage Rd & 445 Golf Course Dr, Parcels 300015800 and 300015600 – Motion made by T Schaeuble with a second made by R Roebke on approving Rezone Review, Village of Wrightstown for Vyper, 496 E Frontage Rd & 445 Golf Course Dr, Parcels 300015800 and 300015600, Village of Wrightstown. **Motion carried.**

CSM Review, Village of Wrightstown for Vyper, 496 E Frontage Rd & 445 Golf Course Dr, Parcels 300015800 and 300015600 – Motion made by T Schaeuble with a second made by R Roebke on approving CSM Review, Village of Wrightstown for Vyper, 496 E Frontage Rd & 445 Golf Course Dr, Parcels 300015800 and 300015600, Village of Wrightstown. **Motion carried.**

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

Cigarette, Tobacco, and Electronic Vaping Device Retail License Applications Renewals – Motion made by T Schaeuble with a second made by S Byers on approving Cigarette, Tobacco, and Electronic Vaping Device Retail License Applications **RENEWALS** for the following:

- Dolgencorp, LLC (Dollar General Store #20873), 376 High Street
- Sai Krupa, LLC (Bridgeport Shell), 525 Main Street
- Sai Krupa, LLC (Wrightstop BP), 233 High Street. **Motion carried.**

Class “A”/Class “A” Alcohol Beverage License Application Renewals – Motion made by T Schaeuble with a second made by J Sigmund on approving Class “A”/Class “A” Alcohol Beverage License Application **RENEWALS** for the following:

- Dolgencorp, LLC (Dollar General Store #20873), 376 High St. John Greene agent, Krakow, WI 54137
- Sai Krupa, LLC (Bridgeport Shell), 525 Main St., Mitul Patel, agent, Green Bay, WI 54313
- Sai Krupa, LLC (Wrightstop BP), 233 High St., Mitul Patel, agent, Green Bay, WI 54313
- VandenWymelenberg Enterprises, Inc. (Dick’s Family Foods), 400 High St., John G. VandenWymelenberg, agent, Wrightstown, WI 54180. **Motion carried.**

Class “B” Alcohol Beverage License Application Renewal – Motion made by T Schaeuble with a second made by S Byers on approving Class “B” Alcohol Beverage License Application **RENEWAL** for the following:

- Turner Street Music Hall Co. (Turner Street Music Hall), 437 Turner St., Walter C Croll, agent, Wrightstown, WI 54180. **Motion carried.**

Class “B”/Class “B” Alcohol Beverage License Application Renewals – Motion made by T Schaeuble with a second made by R Roebke on approving Class “B”/Class “B” Alcohol Beverage License Application **RENEWALS** for the following:

- American Legion Post 436, 924 Main St., William V Wood, agent, Green Bay, WI 54303
- Brandon & Emily Luedke, LLC (Lucky’s Pub & Grill), 565 County Rd. U, Brandon J. Luedtke, agent, Kaukauna, WI 54130
- Julia & Son’s LLC (Lil Taco Wrightstown), 450 High St. #1, Alejandro Morales, agent, Menasha, WI 54952
- Lost Key Tap, LLC (Lost Key Tap), 505 Washington St., Daniel Zapata, agent, Green Bay, WI 54301
- Nauti Riv, LLC (Nauti River Inn), 531 Washington St., Lisa J. Herzfeldt, agent, Greenleaf, WI 54126
- The River Coffee and Cream, LLC (The River Coffee and Cream), 104 High Ct., Deborah S Tews, agent, Wrightstown, WI 54180. **Motion carried.**

Class “B”/Class “B” Alcohol Beverage License Reserve Application Renewal – Motion made by T Schaeuble with a second made by S Byers on approving Class “B”/Class “B” Alcohol Beverage License Reserve Application **RENEWAL** for the following:

- Sydrow Golf, Inc. (Royal St. Patrick’s Golf Links), 201 Royal St. Pat’s Dr., Melissa M Nelson, agent, Denmark, WI 54208. **Motion carried.**

Class “C” Alcohol Beverage License Application Renewal – Motion made by T Schaeuble with a second made by R Roebke on approving “Class C” Alcohol Beverage License Application **RENEWAL** for the following:

- Turner Street Music Hall Co., (Turner Street Music Hall), 437 Turner St., Walter C Croll, agent, Wrightstown, WI 54180. **Motion carried.**

New Operator License Applications – Motion made by T Schaeuble with a second made by R Roebke on approving **NEW** Operator License Application for the following:

- Ella E Zeise, The River Coffee and Cream LLC
- Elijah T Burgess, The River Coffee and Cream LLC
- Stephanie L Hausen, Lucky’s Pub & Grill
- Preston J Petersen, Dick’s Family Foods. **Motion carried.**

Renewal Operator License Applications – Motion made by T Schaeuble with a second made by S Byers on approving **RENEWALS** Operator License Application for the following:

- Josee Brewer, Dick’s Family Foods
- Laurel M Sternhagen, American Legion Post 436
- Jacquelyn L Zeamer, The River Coffee and Cream. **Motion carried.**

RENEWAL Short Term Rental Application – Motion made by T Schaeuble with a second made by J Sigmund on approving Short Term Rental Application **RENEWAL** for the following:

- Juliana Vanlaanen, 1037 Crestview Dr, Michael Vanlaanen, agent, Wrightstown, WI 54180.
Call of Roll: 5 yes votes, 1 no vote. **Motion carried.**

Metropolitan Planning Organization (MPO) Policy Board – Motion made by A Lundt with a second made by S Byers to nominate Trustee Terry Schaeuble for appointment to an advisory seat for the new Metropolitan Planning Organization (MPO) Policy Board. Call of Roll: 6 yes votes. **Motion carried.**

PUBLIC SAFETY

Police Department – May Report

TRAINING

05/13/2024 Taser 10 Certification – Deike, Martin, DeWinter, Schultz, Manser

EVENTS

05/27/2024 Memorial Day Parade

05/29/2024 Safety Day – Wrightstown Elementary School

TASER 10 CERTIFICATION TRAINING

Use of force in law enforcement in recent years has been a hot topic of conversation across the Nation. Within the Wrightstown Police Department Policy on Use of Force, we are to use the “least amount of force necessary” to control a situation. The Highest level of force is Deadly Force. Commonly, deadly force is associated with the use of a firearm. There’s many other use of force options that can potentially be used when deadly force is not immediate. Our officers carry Pepper Spray, Batons and Tasers for less than lethal alternatives. WPD has been carrying tasers for many years. This past month, we have upgraded our tasers to the new Taser 10. Officer Amanda Alberts was trained as an instructor in the previous month and put WPD through a 4-hour online study and several hours of hands on to include function tests, taser deployment on a target, and scenarios using a special suit. All officers are now carrying the Taser 10.

Fire Department – May Report

Assistant Fire Chief Ben Vosters presented the May 2024 report for the Fire Department.

The department responded to six calls:

1. County U Apartment Building Fire Alarm: Service technicians working on the system triggered the alarm.
2. Simultaneous call with Town of VandenBroek for a two-car accident: Jaws of Life requested, fatality occurred.
3. Vegetation fire: Controlled burn called in by a passerby.
4. Structure Fire on Fair Rd: Control panel fire in furnace filled the house with smoke.
5. Structure Fire on Main St: Heavy fire, suspicious circumstances, Arson Task Force called in.
6. Water rescue on the river in the Village: Kayakers fell into the water without life jackets.

Training in May included:

- Scheduled ladder operations on tall structures and tool lift with emphasis on ropes and knots. Due to severe weather, ladder operations were rescheduled, and rope skills training was conducted at the fire station.
- Regular meetings, truck checks, and inventories were performed.
- Planning for the Memorial Day Parade was finalized, and trucks participated in the parade.

- The department assisted with the Duathlon event and brought a truck to the Elementary School Safety Days event.
- Further discussions were held with De Pere Heads Up, known as the Fox River Fire District, proposing that the Village of Wrightstown and Greenleaf Fire join them to enhance coverage and collaborate on training. More information will be provided at a future Board meeting.

PUBLIC WORKS

Deyo Disposal Solid Waste/Recycling Contract – Andy Vickman informed the Village Board that the 7-year contract with Deyo Disposal for solid waste and recycling collection is up for renewal this year. The Village Board can either renew the contract or issue a Request for Proposal (RFP).

Public Works Comments:

- Highway 96 is scheduled to close tomorrow from the roundabout to Kaukauna.
- The Village has been awarded the Transportation Alternative Program (TAP) Grant for the Highway D Trail, with 80% funding up to \$263,987.

CLOSED SESSION:

Motion made by A Lundt with a second made by R Roebke 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: 6 yes votes. **Motion carried.**

OPEN SESSION:

Motion made by S Byers with a second made by R Roebke to move into open session. Call of roll: 5 yes votes. **Motion carried.**

ADJOURN:

Motion made by S Byers with a second made by T Schaeuble to adjourn the meeting at 7:47 pm. **Motion carried.**

Shelia Bowers, Clerk/Treasurer

Posted: 07/03/2024 SB