

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, February 20, 2024**, and convened at 6:22 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, Terry Schaeuble, Dan Segerstrom, and Julie Sigmund.

Also present: Brian Roebke (Wrightstown Area Spirit), Administrator Travis Coenen, Public Works Director Andy Vickman, Police Chief Greg Deike, Fire Chief Mike Scampers, Fire Inspector Nathan Helbing (virtual), Clerk-Treasurer Shelia Bowers. Residents: Dalton Rupiper, and John Wollner.

REGULAR SESSION

Open Meeting – Motion made by A Lundt with a second made by S Byers to open the Regular Session Meeting. **Motion carried.**

MINUTES – Motion made by A Lundt with a second made by J Sigmund to approve the Tuesday, February 06, 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 February 02, 2024 through February 15, 2024 totaling \$1,517,928.66. **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 letter dated February 16, 2024 received by the HOA from the developers’ legal staff Godfrey & Kahn, S.C., regarding Royal St Patrick’s subdivision.

CORRESPONDENCE: None

ADMINISTRATOR’S REPORT:

- Currently involved in securing grants for various projects.
- The Rail project continues to demand a significant portion of time and attention.

CLERKS/TREASURER REPORT – Report submitted as follows:

- Our February Clerk/Treasurer’s meeting was held on Tuesday, February 13th. The topics of discussion were: Updates, Job Procedures, and Cross Training. We also shared our favorite Valentine’s Day memory. Our next meeting is scheduled for March 12, 2024.

- Heather Rezek completed the 2023 W-2 forms and distributed them to the staff.
- There is no Spring Primary.
- Preparations are underway for the Spring Election scheduled for April 2nd.
- On Monday, January 22, 2024, 30-day deactivation letters from the Movers List were mailed to registered voters.
- First installment of tax payments were due on Wednesday, January 31st. Grace period ends on Wednesday, February 7th. Settlement payments to Brown and Outagamie Counties, NWTC and Fox Valley Technical and Wrightstown School District are due on February 20th.
- Throughout the month, we were occupied with our Annual Audit conducted by CLA (Clifton, Larson, Allen). An exit conference was held with Amber Drewieske on Tuesday, February 13, 2024. There are a few remaining tasks to complete before the audit process is concluded.

COMMITTEE REPORTS:

FINANCE/PERSONNEL

Ehlers Bond Trust Services Statement #86284 – Motion made by S Byers with a second made by J Sigmund to approve Ehlers Bond Trust Services Statement #86284, for \$234,477.50, for principal and interest payments on the Village’s \$1,465,000.00 General Obligation Promissory Notes, Series 2016A. Call of roll: 7 yes votes. **Motion carried.**

Ehlers Bond Trust Services Statement #86285 – Motion made by S Byers with a second made by T Schaeuble to approve Ehlers Bond Trust Services Statement #86285, for \$210,397.50, for principal and interest payments on the Village’s \$1,960,000.00 General Obligation Promissory Notes, Series 2018A. Call of roll: 7 yes votes. **Motion carried.**

Ehlers Bond Trust Services Statement #86286 – Motion made by S Byers with a second made by T Schaeuble to approve Ehlers Bond Trust Services Statement #86286, for \$84,407.50, for principal and interest payments on the Village’s \$1,145,000.00 General Obligation Corporate Purpose Bonds, Series 2019A. Call of roll: 7 yes votes. **Motion carried.**

Fire Department Resignation of Matthew Duffeck – Motion made by J Sigmund with a second made by A Lundt on accepting the resignation of Matthew Duffeck from the Fire Department effective 02/12/2024. **Motion carried.**

2024 Street Improvements – Motion made by S Byers with a second made by T Schaeuble to accept the bid from Northeast Asphalt, Green Bay, WI, for 2024 Street Improvements for the base bid amount of \$155,435.00 and a change order for 5-inch asphalt pavement section in replacement of the 4-inch asphalt pavement section in the amount of \$14,220.00 for a total contract award amount of \$169,655.00. Call of roll: 7 yes votes. **Motion carried.**

PARKS, RECREATION AND REGIONAL PLANNING

New Operator License Applications – Motion made by T Schaeuble with a second made by D Segerstrom to approve the New Operator License Applications for: Melissa M. Nelson for Royal St Patrick’s Golf Links. **Motion carried.**

Gnarly Cedar Developers Agreement – Motion made by T Schaeuble with a second made by

A Lundt to agree on the parameters of the Gnarly Cedar Developers Agreement and Warranty Deed. **Motion carried.**

Vyper Industrial Developers Agreement – Motion made by T Schaeuble with a second made by S Byers to agree on the parameters of the Vyper Industrial- Developers Agreement and Site Work at 496 East Frontage Road, Parcel No. 300 015800, Outagamie County. **Motion carried.**

2024 Event Schedule – The Village Board acknowledged the presentation of the 2024 Event Schedule.

Alliance Films Phase 3 Expansion – Motion made by T Schaeuble with a second made by D Segerstrom to approve the Site Plan Review, Alliance Films Phase 3 Expansion, 490 Quality Court, Parcel VW-632, Village of Wrightstown. **Motion carried.**

Cotter Family Gathering Center – Motion made by T Schaeuble with a second made by D Segerstrom to approve the Sign Review, Cotter Family Gathering Center, 518 Meadow Lane, Parcel VW-13-8, Village of Wrightstown. **Motion carried.**

Brown County Planning Commission Board – Motion made by T Schaeuble with a second made by A Lundt to approve re-appointment of Dan Segerstrom to the Brown County Planning Commission Board. **Motion carried.**

PUBLIC SAFETY

Police Department – January 2024 Report

TRAINING

- 01/13/2024 Training Cancelled due to Snow Storm. Rescheduled to February
- 01/25/2024 Legal Update Outagamie County DA's Office - Deike, Martin, DeWinter, Manser

EVENTS

- 01/04/2024 Coffee w/a Cop – School Resource Deputy

AXON UPDATE

- We are starting to receive the order for our Axon Video and Taser Upgrades. We have now placed the Axon Body (AB4) into service to replace the (AB3).
- The Axon Fleet 3 (Squad Video Cameras) are here and scheduled to be installed on February 20th. There was quite a bit of work to do on the back end because this system also has Automated License Plate Readers, so we had to work with the Department of Transportation and the county to make sure everything is configured before installation.
- We are still waiting on the Taser 10's. I talked with Axon at the Chief's Conference the week of February 4th and they stated our agency is near the ship date, but they could not be more specific.

2024 DODGE DURANGO

- The new Dodge Durango squad was delivered on January 26th. We are waiting for some equipment to be shipped to us before we can do the changeover. There is some lag-time on the equipment, which may take up to two months. As soon as we get the equipment in, our installer (Truck Equipment) will be ready for us.

Chief Deike also presented the Village Board with the Department's Annual Report.

Fire Department – January 2024 Report

For the month of January the Fire Department responded to 4 calls.

- Passerby reporting structure fire, turned out to be a “Controlled Burn” on Fair Road.
- CO alarm at a residence. Faulty home alarm, reading cler, left a temporary use alarm for the homeowner.
- Tree branch in power line arching.
- Commercial Alarm, arrived on-scene to find occupant is having operational issues with system, canceled alarm.
- For January training we took advantage of the cold spell and did “Ice Rescue” training on the river in the downtown area. We had the first experience with the new recently purchased rescue suits and many of the newer members got their first experience in the river through the ice performing self-rescue and victim rescues.
- Final roster was set for upcoming Driver Operator Certification training. Due to recent changes by NFPA any member who is in the driver's seat must be certified or officially qualified through the parameters set. Lawrence Fire will be hosting the class beginning in Feb running through April, the class is 30 total hours extra required for anyone not currently certified.
- Usual monthly truck check and business meetings were held as well to start aligning upcoming 2024 events.

PUBLIC WORKS

- Next week, we will be conducting the first round of lead and copper sampling throughout the Village.
- Water meter reading for the 1st quarter is scheduled to take place from February 27th to February 29th.
- After considerable effort, the relocation process from the old DPW facility has been successfully completed.
- The rehabilitation of Well #4 has been reassessed, with the original estimate of \$23,000 now revised to \$41,000.

ADJOURN:

Motion made by S Byers with a second made by D Segerstrom to adjourn the meeting at 7:08 pm. **Motion carried.**

Shelia Bowers, Clerk/Treasurer

Posted: 03/06/2024 SB