

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 16, 2024**, and convened at 6:01 pm at the conclusion of the Committee of the Whole meeting.

Roll Call: Present – Village President Dean J Erickson, Trustees: Sue Byers, Andy Lundt, 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, Police Chief Greg Deike, Fire Inspector Nathan Helbing (virtual), and Clerk-Treasurer Shelia Bowers. Residents: Dan & Karen Hurst, Deb Tews, Keith Wendlandt, Dalton Rupiper, and Kathryn Lich.

REGULAR SESSION

MINUTES – Motion made by A Lundt with a second made by J Sigmund to approve the Tuesday, July 02, 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 June 27, 2024 through July 10, 2024 totaling \$ 292,146.24. **Motion carried.**

Move Agenda Item – Motion made by A Lundt with a second made by S Byers to move the Agenda Item for Scheduled Appearances to whenever Brian Roemer arrives to the meeting. **Motion carried.**

WALK INS:

Keith Wendlandt – 562 Royal St Pat’s Drive, Resident & President of RSP’s HOA

- Addressed the Village Board regarding the return of the mailbox keys for the Wrightstown Golf Course portion of the subdivision.
- Discussed ordinance enforcement related to noxious weed concerns in the Royal St Pat’s subdivision.

Dalton Rupiper – 313 High Street, Resident

- Questioned why his driveway was marked with paint? Andy Vickman responded that it was for Bug Tussel fiber optic, an internet, phone and streaming service.

SCHEDULED APPEARANCES:

Brian Roemer, Senior Municipal Advisor from Ehlers – Presented to the Village Board the Financial Management Plan Introduction with the following key points:

- Why do we need it?
 - Sustain existing services & plan for future investment.
 - Levy limits, stable tax rate, financing limitations.
- Benefits of a Financial Management Plan Provides Opportunity to:
 - Review past performance.

- Prioritize future activities & projects.
- Develop “what if” scenarios.
- Provide a financial road map.
- Foster interdepartmental collaboration.
- Dovetail with the budgeting process.
- Budget Preparation: Typical timeline.
- The Full Picture: Levy Projection.
 - Put Operating and Capital Plan together to build Levy need.
 - Then weigh against projected allowable Levy.
- The Full Picture: Utility Projection Example.
- Building the Credit Rating.
- Benefit of a Rating.
- Initial Goals of a Financial Management Plan.

CORRESPONDENCE: None

ADMINISTRATOR’S REPORT:

- The Drexel rail project and Broadway project are nearing OCR approval, with Broadway St. work set to start and be completed in the fall 2024 construction season.
- The Plum Creek Restoration Project is moving forward; we had a meeting with St. John’s on Monday, the 15th.
- Collaborating with Ehlers staff on the FMP, TID closure strategy, and annual TID reporting.
- Working on land negotiations and multiple manufacturing developments.
- Submitted a grant for a community center at the St. John’s site on July 9th.
- Working on the budget and have distributed the budget calendar with all budget sheets ready for 2025; the first round of board and community input meeting scheduled for the September 3rd meeting.
- Working on various community projects with other nonprofits in the area.
- Working on code review and employee manual updates.
- Addressing code enforcement on property maintenance in the Village, dealing with a range of complaints from small to large issues.

CLERK/TREASURER’S REPORT

- The monthly Clerk/Treasurer’s team meeting held on Wednesday, July 9th, where the following topics were discussed:
 - Our favorite 4th of July traditions.
 - Progress on writing job procedures for each position, ensuring they are clear, consistent and inclusive.
- We are preparing for the August 13th election with in-person voting starting on July 30th and a public test scheduled for August 7th.
- Second Quarter General Transportation Aids payment of \$40,677.60 received from the Department of Transportation on Tuesday, July 2nd.
- On June 25th all Village staff participated in CPR and defibrillator certification training through the American Heart Association.
- We have been busy transferring our checking account from Greenleaf Bank to Nicolet

National Bank.

- Heather Mc Ewen will be attending the Clerk's Institute from July 15 to July 19, 2024.
- Patti Leitermann submitted the updated building permits listed below.

COMMITTEE REPORTS:

FINANCE/PERSONNEL

2024 Financial Management Plan – Motion made by S Byers with a second made by T Schaeuble to approve the 2024 Financial Management Plan presented by Ehlers, with expenses in the amount of \$14,000. Call of roll: 6 yes votes. **Motion carried.**

Resignation of Part-Time Police Officer Noah Manser – Motion made by J Sigmund with a second made by A Lundt on accepting the Resignation of Part-Time Police Officer Noah Manser. **Motion carried.**

Hiring Andrew R Podgorski to the Wrightstown Fire Department – Motion made by J Sigmund with a second made by S Byers on hiring Andrew R Podgorski to the Wrightstown Fire Department. **Motion carried.**

Hiring Benjamin B Riggle to the Wrightstown Fire Department – Motion made by J Sigmund with a second made by A Lundt on hiring Benjamin B Riggle to the Wrightstown Fire Department. **Motion carried.**

Robert E Lee & Associates, Inc Invoice# 86683 – Motion made by S Byers with a second made by T Schaeuble to approve Robert E Lee & Associates, Inc Invoice# 86683 in the amount of \$23,776.79 for CTH DD – Broadway Improvements. Call of roll: 6 yes votes. **Motion carried.**

Robert E Lee & Associates, Inc Invoice# 86688 – Motion made by S Byers with a second made by T Schaeuble to approve Robert E Lee & Associates, Inc Invoice# 86688 in the amount of \$25,541.52 for Golf Course Drive-Utility Extension. Call of roll: 6 yes votes. **Motion carried.**

Local Roads Improvement Program (LRIP) State Municipal Project Agreement – Recognition that the Village of Wrightstown was awarded \$45,000 in the Local Roads Improvement Program (LRIP) funding for Debra, Nancy and Linda Streets.

Recommendations by Robert E Lee & Associates, Inc. for Bid Award to Don Hietpas & Sons – Motion made by S Byers with a second made by T Schaeuble to approve the 2024 CTH DD Street Reconstruction Project, Contract 1269-24-03, with recommendations by Robert E Lee & Associates, Inc to award the bid to Don Hietpas & Sons in the amount of \$1,671,775.45. Call of roll: 6 yes votes. **Motion carried.**

Website Redesign – Motion made by S Byers with a second made by T Schaeuble to approve the Village of Wrightstown Website Redesign. Call of roll: 6 yes votes. **Motion carried.**

PARKS, RECREATION AND REGIONAL PLANNING

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

- Shannon R Hansen, Royal St Pat’s Golf Links. **Motion carried.**

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

- Kaye M Van Goethem, Nauti River Inn
- Renee Lynn Thiede, Lucky’s Pub & Grill. **Motion carried.**

Site Plan Review, Tews Properties – The River Coffee & Cream, 104 High Court, Parcel VW-155 – Motion made by T Schaeuble with a second made by R Roebke on approving the Site Plan Review, Tews Properties – The River Coffee & Cream, 104 High Court, Parcel VW-155, Village of Wrightstown. **Motion carried.**

PUBLIC SAFETY

Police Department Report for June 2024 submitted by Greg Deike

TRAINING

06/10/2024: Firearms Qualification - Schultz

06/11-13/2024: Trauma Informed Sexual Assault Interview – Martin, Alberts

06/11/2024: TIME Agency Coordinator Training – Deike, Hermsen

06/12/2024: TIME System Validation Officer Training – Deike, Hermsen

06/19-21/2024: Law Enforcement Administrative Professionals Conference – Hermsen

06/25/2024: CPR/Defibrillator Certification Training – All Village Staff

EVENTS

06/04/2024: Breakfast with a Cop

06/06/2024: Coffee with a Cop – Topic: Community Programs/Speeding

Breakfast with a Cop

Two St. Clare’s Catholic School students won a breakfast with Chief Deike through a raffle to raise money for St. Clare’s Catholic School. Chief Deike and the students enjoyed a meal at D & G Restaurant in Greenleaf had great food and conversation, the students were then given a ride to school in the squad car. Special thanks to Gloria from D & G for providing the breakfast.

Village-wide Staff CPR/Defibrillator Training

On June 25th, the Wrightstown Village Staff conducted its bi-annual CPR/Defibrillator Certification Training through the American Heart Association.

National Night Out is scheduled for Tuesday August 6, 2024.

Fire Department Report for June 2024 submitted by Mike Schampers

Nine Incident Responses:

- Car vs. motorcycle incident on Mueller Street.
- Mutual aid structure fire call with Greenleaf, canceled enroute.
- Commercial fire alarm on Broadway Street, triggered by maintenance activities.
- Smoke alarm at 603 Apartment complex; resident set the oven to self-clean and left, filling the apartment with smoke.
- Report of heavy smoke on Frontage Road and Golf Course Drive; police canceled as no sources were found.
- Duplex in the Village with a CO alarm going off; no readings found, likely a faulty detector. Left a spare for the resident to use overnight.
- Tree branches down on wires on Pine Street; WPS called.
- Heavy smoke reported on Sharla Street, unauthorized burning of garbage. Turned over to PD for ordinance violation discussion with the resident.
- Mutual aid call in Lawrence during a thunderstorm for a reported structure fire; suspected lightning strike at a residence. Released by Lawrence when they had sufficient manpower on-site.

Training and Activities:

- Participated in a water shuttle activity with the Town of Buchanan, Combined Locks, Harrison, Hollandtown, and Vanden-Broek Kaukauna.
- Engaged in a water movement exercise in Freedom with multiple departments from both Outagamie County and Brown County.
- Water Rescue training is scheduled for some time in the future.

Conducted regular meetings and truck checks with inventory assessments.

Assessed two new applicants interested in joining the department.

PUBLIC WORKS

The Following Comments from Andy Vickman

- The Hwy 96 paving project has been rescheduled to next week due to the recent heavy rain.
- Reported that the Army Corps of Engineers has been monitoring the water levels and doing a great job at keeping the Fox River levels down. Noted the need for "No Wake" signs, as people have been speeding down the river. Mentioned that Kayak Wisconsin has stopped rentals due to safety concerns on the river.

ADJOURN:

Motion made by S Byers with a second made by J Sigmund to adjourn the meeting at 7:35 pm.

Motion carried.

Shelia Bowers, Clerk/Treasurer

Posted: August 08, 2024 SB