

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, September 17, 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, Ryan Roebke, Terry Schaeuble, and Julie Sigmund. Absent – None

Also present: Administrator Travis Coenen, Public Works Director Andy Vickman, Police Chief Greg Deike, Assistant Fire Chief Ben Vosters, and Clerk-Treasurer Shelia Bowers. Residents: Tom Tucker, Linda Tucker, Ron Zahn, Keith Wendlandt, and Sandra Wendlandt.

OPEN PUBLIC HEARING – Motion made by A Lundt with a second made by J Sigmund to open the Public Hearing. **Motion carried.**

PUBLIC HEARING

Notice is hereby given, that the following Public Hearings were held before the Village of Wrightstown Board of Trustees, Brown/Outagamie Counties, Wisconsin, on Tuesday, September 17, 2024, directly following the Committee of the Whole Meeting, in the Village Hall Community Room, 352 High St., Wrightstown, Wisconsin, for the purpose of hearing from all persons and/or their agents on the following:

Public Hearing on Resolution No. 09172024, Final Resolution Regarding the Discontinuance of a Portion of a Public Right-of-Way in the Village of Wrightstown, Brown County, Wisconsin

T Coenen explained that the public hearing addressed the vacation of a 25-foot right of way near River Coffee and Cream. The business is planning an addition, which currently encroaches too closely on the Village’s right of way for maintenance purposes. By vacating the right of way, they will achieve the proper setback required to proceed with their project.

D Erickson made three calls for public input with no response.

And

Public Hearing on Ordinance No. 09172024 An Ordinance Establishing a Commercial Planned Development District Overlay on Parcels VW-W180-2 and VW-W180-5.

T Coenen explained that the public hearing focused on the Commercial Planned Development District (CPDD) for the retail development where Kimps Ace Hardware will be located. This CPDD will provide flexibility for the Planning Commission or Village Board to apply zoning regulations with more stringency or leniency, as needed. The project was previously approved by the Planning Commission, following staff recommendations, and is now under review by the Village Board. A few final details regarding aesthetics and design standards are still being addressed.

D Erickson made three calls for public input with no response.

CLOSE PUBLIC HEARING – Motion made by A Lundt with a second made by S Byers to close the Public Hearing. **Motion carried.**

REGULAR SESSION

MINUTES – Motion made by A Lundt with a second made by J Sigmund to approve the Tuesday, September 03, 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 August 29, 2024 through September 12, 2024 totaling \$668,396.82. **Motion carried.**

SCHEDULED APPEARANCES: None

WALK INS:

Ron Zahn – 287 Royal St Pat’s Drive, Resident

- Ron suggested that the set-up of Village Board meetings be made more accommodating for individuals with hearing disabilities, as this would improve public engagement and make it easier for everyone to participate.

The Village Board agreed that this is an important consideration and will work to incorporate hearing disability accommodations in future meetings.

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

- Keith questioned why the trail along Golf Course Drive is proposed to end at the lift station rather than being extended to the Royal St. Pat’s clubhouse.

The Village Board responded by explaining that the trail extension from the lift station to Royal St. Pat's clubhouse will be managed as a separate project, either later this year or in the spring. This decision was made to avoid including it in the Broadway Street project, given the high estimated costs at this time.

CORRESPONDENCE:

Play It Again Sports Donation – The Village of Wrightstown appreciates the generosity of Play It Again Sports, Mike and Amy Hendricks for their donation of two pickleball sets. This contribution is greatly appreciated and will be used at the pickleball court behind Village Hall.

ADMINISTRATOR’S REPORT:

- The budget needs to be submitted to Ehlers as soon as possible for inclusion in the Financial Management Plan ahead of the next Village Board meeting.
- Ongoing discussions are in progress regarding various property developments around the Village.

- The Drexel Rail Project is moving forward, with ongoing coordination with CN and OCR Railroads to finalize their specific requirements. Discussions with Drexel have raised concerns about the project's costs and the distribution of responsibilities.
- Plum Creek Restoration project public information meeting is scheduled for Tuesday September 24th from 4-6 pm.

CLERK/TREASURER'S REPORT

- **Team Meeting (September 11th):**
 - Discussed the upcoming end of summer on Sunday, September 22nd, and whether there were any last-minute summer activities we wanted to cross off our lists.
 - Continued progress on writing job procedures for each position to ensure they are clear, consistent, and inclusive. We will review a few of these procedures at our next meeting in October.
 - Discussed ways to enhance safety in the Clerk's office.
- Met with David Melby (MEP, WCEM, US Department of Homeland Security) regarding election and village physical security. A full report of his findings will be provided in about four weeks.
- We've continued the process of transferring our checking account from Greenleaf Bank to Nicolet National Bank.
- The entire team has been hard at work on preparing the 2025 Budget.
- Heather McEwen attended the Civic Symposium from September 9th to 13th.
- Tickets for the Bingo Bash, scheduled for October 8th from 4 PM to 6 PM, are now available for purchase.
- Patti Leitermann has submitted the updated building permits.

COMMITTEE REPORTS:

FINANCE/PERSONNEL

Department of Transportation Invoice #395-0000366562 – Motion made by S Byers with a second made by T Schaeuble on approval of WI Department of Transportation Invoice #395-0000366562 in the amount of \$36,976.13 for the HWY 96 Project. Call of roll: 7 yes votes. **Motion carried.**

General Obligation Corporate Purpose Bonds, Series 2017A – Motion made by S Byers with a second made by M Leonard on approval of Ehlers Bond Trust Services Statement No. 90643 for \$32,948.75, for interest payment on the Village's \$2,705,000 General Obligation Corporate Purpose Bonds, Series 2017A. Call of roll: 7 yes votes. **Motion carried.**

General Obligation Corporate Purpose Bonds, Series 2019B – Motion made by S Byers with a second made by T Schaeuble on approval of Ehlers Bond Trust Services Statement No. 90644 for \$23,940.63, for interest payment on the Village's \$2,235,000 General Obligation Corporate Purpose Bonds, Series 2019B. Call of roll: 7 yes votes. **Motion carried.**

General Obligation Corporate Purpose Bonds, Series 2021A – Motion made by S Byers with a second made by J Sigmund on approval of Ehlers Bond Trust Services Statement No. 90646 for \$22,500.00, for interest payment on the Village's \$2,665,000 General Obligation Corporate Purpose Bonds, Series 2021A. Call of roll: 7 yes votes. **Motion carried.**

General Obligation Corporate Purpose Bonds, Series 2022A – Motion made by S Byers with a second made by J Sigmund on approval of Ehlers Bond Trust Services Statement No. 90645 for \$33,570.00, for interest payment on the Village’s \$2,270,000 General Obligation Corporate Purpose Bonds, Series 2022A. Call of roll: 7 yes votes. **Motion carried.**

General Obligation Corporate Purpose Bonds, Series 2023A – Motion made by S Byers with a second made by J Sigmund on approval of Ehlers Bond Trust Services Statement No. 90647 for \$49,653.13, for interest payment on the Village’s \$2,545,000 General Obligation Corporate Purpose Bonds, Series 2023A. Call of roll: 7 yes votes. **Motion carried.**

CTH U Interchange Project – Motion made by S Byers with a second made by A Lundt on approval of the State/Municipal Financial Agreement ID# 1130-67-72/76/86 for CTH U Interchange Project. Call of roll: 7 yes votes. **Motion carried.**

Change Order #1 for CTY DD Utilities and Reconstruction Project – Motion made by A Lundt with a second made by S Byers to table Change Order #1 for CTY DD Utilities and Reconstruction Project. **Motion carried.**

PARKS, RECREATION AND REGIONAL PLANNING

Resolution No. 09172024 Final Resolution Regarding the Discontinuance of a Portion of a Public Right-Of-Way – Motion made by T Schaeuble with a second made by S Byers on approving Resolution No. 09172024 Final Resolution Regarding the Discontinuance of a Portion of a Public Right-Of-Way in the Village of Wrightstown, Brown County. **Motion carried.**

Ordinance No. 09172024 An Ordinance Establishing a Commercial Planned Development District (CPDD) Overlay – Motion made by T Schaeuble with a second made by S Byers on approving Ordinance No. 09172024 an Ordinance Establishing A Commercial Planned Development District (CPDD) Overlay on VW-W180-2 & VW-W180-5, Village of Wrightstown. **Motion carried.**

Preliminary Concept Review – Bartolazzi Homes Request – The Village Board discussed the Preliminary Concept Review for Bartolazzi Homes, concerning Parcel VW-584. The Board agreed to allow the project to move forward but recommended reducing the number of units from 5 to 4.

Extraterritorial CSM Review, 1893 CTH ZZ, Parcel W-214 – Motion made by T Schaeuble with a second made by S Byers to approve the Extraterritorial CSM Review, Tom & Linda Tucker, 1893 CTH ZZ, Parcel W-214, Town of Wrightstown. Call of roll: 7 yes votes. **Motion carried.**

Site Plan Wrightstown Health LLC, 202 Plum Road – Motion made by T Schaeuble with a second made by J Sigmund to approve the Site Plan, Brad Bosma – Wrightstown Health LLC, 202 Plum Road, Parcel VW-14-8, Village of Wrightstown. **Motion carried.**

Short-Term Rental Applications – Motion made by T Schaeuble with a second made by J Sigmund on approval of the **NEW** Short-Term Rental Applications for the following:

- Bernard & Laurel Van Eperen, 1057 Crestview Drive, Wrightstown, WI 54180, Karen Lee, manager
- Kevin Vanden Heuvel, 109 Nicole Lane, Wrightstown, WI 54180, Kevin Vanden Heuvel, manager. **Motion carried.**

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

- Makiah M Mueller for Dick’s Family Foods. **Motion carried.**

PUBLIC SAFETY

Police Department – August 2024 Report

Submitted by Greg Deike

TRAINING

Aug. 11 – 14 WI Police Leadership Conference – Deike

EVENTS

Aug. 3 Bike to the Beat

Aug. 6 National Night Out

Aug. 10 Kickn it with the Cows

Aug. 11 Cotter Family Gathering Center Open House

Aug. 19 Food Truck Rally for Police Lights of Christmas

National Night Out

Wrightstown Police Department’s 1st Annual National Night Out was a huge success. It was estimated that around 400 – 500 community members were in attendance. “The Cougars” band put on a great performance. Green Bay Police Department put on several K-9 demonstrations throughout the night. The food trucks were a big hit with one of them running out of food. Chief Deike and Travis Coenen both had their time in the dunk tanks.

All police department staff worked together to put this event on, but I would like to give a huge shout out to Officer Alberts who coordinated putting this event together. I would also like to thank the volunteer community members who also played a huge part in assisting with coordinating the event. Without them, it would have been a huge time burden on the department. Lastly, thank you to all the businesses and community members that donated financially or prizes for the raffle. We truly have a great community.

Events

August was a busy month, filled with numerous events that brought the community together. We were fortunate to participate in each of them. One highlight was *Bike to the Beat*, which drew over 3,000 cyclists to explore and enjoy our Village. Our officers effectively managed traffic control during the event, while also ensuring a dedicated officer was available to respond to calls within the Village.

Road Closure and Detour

Over the past month, Wrightstown Police have received multiple complaints from construction workers, businesses, and residents affected by the Broadway Street closure and detour along Main Street. In the first 12 days alone, WPD officers made over 76 traffic stops in these areas, in addition to handling service calls and enforcing traffic regulations elsewhere in the Village. While road construction can be inconvenient, the long-term benefits will make it worthwhile. Please allow extra time when traveling through the Village. Failure to obey traffic signs can result in a \$98.80 fine if issued by Village Officers, and potentially higher penalties if stopped by State Patrol or Brown County authorities.

Fire Department – August 2024 Report

Submitted by Mike Schampers

In August 2024, the Fire Department responded to five calls:

- **Structure Fire (MABAS Call):** Paper Mill fire in Green Bay.
- **Alarm Activation:** Apartment building on County Road U, Building 887. No issues found, cause of alarm unknown.
- **Water Rescue:** Town of Kaukauna. Report of a person jumping into a retention pond. The person was later found, and the call was canceled.
- **Accident with Injury:** Intersection of Hwy 57 and Man Cal Rd. Call was canceled.
- **Car Accident:** Hwy 41 and Schering Rd. Simultaneous page with Town of Lawrence, call was canceled before leaving the station.

Training

August's training focused on "Hose Testing," as required by the NFPA. Over 6,000 feet of hose were tested, with each hose pressurized and monitored for a specific period. Hoses are logged by ID numbers, and any that fail are removed from service.

Regular truck checks, inventories, and the monthly business meeting were conducted. The department also scheduled upcoming public relations events, including Optimist Day at Greenleaf Park and the Village's Movie in the Park. Plans are being adjusted for the October Open House, which will now be held at Village Hall due to ongoing Broadway construction.

Fox River Fire District

The Fire Department was officially accepted into the Fox River Fire District, a significant step forward in collaboration and resource-sharing with neighboring communities. This partnership will strengthen our response capabilities and enhance fire protection services for the Village.

Year-to-Date

By the end of August, the department had responded to 50 calls in 2024, with expectations of reaching around 70 by year-end—an increase from the usual annual average of 50 calls.

PUBLIC WORKS

- Completed landscaping at the DPW Facility.
- Special thanks to Johanna for her work planting in the roundabouts.
- On September 18th, the large oak tree at the Mueller Wright House will be cut down.
- Received a letter from the DNR allowing us to discontinue the corrosion control study.

- **Road Closure:** Golf Course Drive will be closed from Theunis to the Frontage Road.
- Hietpas has finished all utility work on CTH D/Broadway Street.

ADJOURN:

Motion made by S Byers with a second made by J Sigmund to adjourn the meeting at 7:23 pm.

Motion carried.

Shelia Bowers, Clerk/Treasurer

Posted: October 2, 2024 SB