

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, October 15, 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 (arrived at 6:03pm), Andy Lundt, 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, Assistant Fire Chief Ben Vosters, Jeffrey Taylor (INX), Austin Salter (Excel Engineering/INX), and Clerk-Treasurer Shelia Bowers. Residents: William Theunis, Patti Bowers, and Jeff Theunis.

REGULAR SESSION

MINUTES – Motion made by J Sigmund with a second made by A Lundt to approve the Tuesday, October 1, 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 September 26, 2024 through October 9, 2024 totaling \$840,935.81. **Motion carried.**

Move Agenda Items – The Village Board members agreed to move the "Parks, Recreation, and Regional Planning" section of the agenda to take place before the "Scheduled Appearances."

PARKS, RECREATION AND REGIONAL PLANNING

Flexible Facilities Program (FFP) – The Village Board discussed the Flexible Facilities Program (FFP) Application, noting that projects with the highest scores were awarded funding. While the Village's project was eligible, it did not score high enough to receive an FFP Award. This grant was intended to fund the development of the Community Center at the old St. John's Church.

State Building Commission Grant (SBC) – The Village Board discussed the SBC Grant, which supports local construction projects with a statewide public purpose. Unfortunately, the Village was not selected as a recipient of the SBC Award. The Village had applied for funding for beautification signage and enhancements to the Riverwalk in the downtown area.

Extraterritorial CSM Review, Dan & Lynda Ebert – Motion made by T Schaeuble with a second made by A Lundt on approval of the Extraterritorial CSM Review, Dan & Lynda Ebert, 1004 Fair Road, Parcel W-11-2, Town of Wrightstown. **Motion carried.**

Site Plan Review for Gnarly Cedar – Motion made by T Schaeuble with a second made by S Byers on approval of Site Plan Review, Gnarly Cedar, 420 Washington Street, Parcel VW-131-1, Village of Wrightstown. **Motion carried.**

Site Plan Review for INX Internation Ink Company – Motion made by T Schaeuble with a second made by J Sigmund on approval of the Site Plan Review, INX International Ink Co, 737 County Road DDD, Parcel VW-W177, Village of Wrightstown, with Board recommendations of adding a colored stripe around the warehouse part of the building to improve aesthetics. **Motion carried.**

Sign Review INX International Ink – Motion made by T Schaeuble with a second made by J Sigmund on approval of Sign Review, INX International Ink Co, 737 County Road DDD, Parcel VW-W177, Village of Wrightstown. **Motion carried.**

Resolution # 10152024 Discontinuance of a Portion of a Public Right-of-Way, Van Dyke Street – Motion made by T Schaeuble with a second made by S Byers on Initial Resolution# 10152024 Regarding the Discontinuance of a Portion of a Public Right-of-Way in the Village of Wrightstown – Van Dyke Street. **Motion carried.**

SCHEDULED APPEARANCES:

Financial Management Plan - Brian Roemer, Senior Municipal Advisor from Ehlers – Presentation on the Final Draft Analysis of the Financial Management Plan for Village of Wrightstown.

Workshops #2 & #3 Operating Levy & Utilities with the following Objectives:

- **Review** – Financial trends for operations and capital budgeting.
- **Illustrate** – Long-range levy forecast that incorporates general fund, capital projects, and debt service.
- **Provide** – General assessment of fiscal strengths and challenges.
- **Plan** – Framework for budget process and beyond.

Financial Positives

- The Villages General Fund unassigned fund balance as of 12/31/2023 is 86% of operating revenues, which is a very strong fund balance.
- The Villages Net New Construction is 6.575% (\$122,880).

Financial Challenges

- Levy Limits & Net New Construction.
- General Obligation borrowing capacity.

2025 Proposed Budget – Total Levy Need

- Administration = 187,878
 - Police Department = 59,154
 - Fire Dept & EMS = 44,507
 - Public Works = 64,282
 - Debt = 233,270
- =\$589,090 Total Levy Need Increase**

2025 Proposed Budget Tax Rate (based on projected assessed valuation)

- Brown County = \$6.62

- Outagamie County = \$6.37

Ongoing budget tools

- Tax levy & rate objectives (impact on taxpayers).
- New services or initiatives.
- Permissible decreases in service levels.
- Capital project prioritization.
- Acceptable debt financing levels.

Water

- Historical Rate Performance.
- Historical Financial Indicators.
- Future Projection.
- Impact on the average residential bill.
- Rate comparison – by County.
- Water Recommendations.

Sewer

- Historical Rate Performance.
- Historical Financial Indicators.
- Future Projection.
- Water/Sewer impact on average residential bill.
- Sewer Recommendations.

WALK INS: None

CORRESPONDENCE:

- **Safety Concerns with Traffic in the Construction Zone** – Email messages received from Katelin White and Philip White regarding safety concerns on Royal St. Pat’s Drive and Theunis Drive due to increased traffic from construction. The Village crew has been working diligently to rectify this issue.
- **Compost Site** – Email message received from Donna Martzahl, Town of Wrightstown – The Town Board discussed the shared compost facility at last night’s meeting, and the Town is not interested in participating at this time.

ADMINISTRATOR’S REPORT:

- We have been busy working on finalizing the budget, aiming for its timely approval.
- Ongoing discussions are in progress regarding various property developments around the Village.

CLERK/TREASURER’S REPORT

Team Meeting: Discussed Halloween plans and favorite costumes from previous years. Progress was made on refining job procedures for each position, with individual reviews by Patti Leitermann – Accounts Payable, Heather Mc Ewen – Payroll Processing, and Shelia Bowers – Issuing Absentee e Ballots.

Elections: Absentee ballot distribution continues, with 236 ballots issued as of October 11th. Election workers are undergoing WisVote Data Entry Training to assist with in-person voting.
Bank Account Transition: Ongoing process of transitioning the checking account from Greenleaf Bank to Nicolet National Bank.

Bingo Bash: The event on October 8th was a success, especially with senior attendees.

Meetings & Trainings: Recent participation in various meetings and workshops, including:

- WABCA Meeting (Sept 19)
- Wisconsin Retirement System Training (Sept 25)
- Levy Limit Workshop (Oct 1)
- Apptegy Media Training for website redesign (Oct 8)
- League of Wisconsin Municipalities Round Table webinar (Oct 8)

Employee Evaluations: All evaluations for the Clerk's Department are completed and submitted to Travis.

Building Permits: Updated building permits have been submitted by Patti Leitermann.

COMMITTEE REPORTS:

FINANCE/PERSONNEL

Pay Request #3 from Donald Hietpas & Sons Inc – Motion made by S Byers with a second made by T Schaeuble on approval of Pay Request #3 from Donald Hietpas & Sons Inc., for Contract 1269-24-03, 2024 CTH DD Street Reconstruction in the amount of \$252,348.75. Call of roll: 7 yes votes. **Motion carried.**

Change Order No. 5 from Donald Hietpas & Sons, Inc – Motion made by S Byers with a second made by T Schaeuble on approval of the following Change Order from Donald Hietpas & Sons, Inc., 2024 CTH DD Street Reconstruction Project, Contract No. 1269-24-03 Change Order No. 5 in the amount of \$4,300.00. Call of roll: 7 yes votes. **Motion carried.**

Deyo Disposal, Inc Waste Collection and Recycling Agreement – Motion made by S Byers with a second made by T Schaeuble on Deyo Disposal, Inc. Waste Collection and Recycling Agreement, covering a seven-year period, effective October 1, 2024. Call of roll: 7 yes votes. **Motion carried.**

2025 Budget – Travis Coenen presented 2025 budget options to the Village Board for discussion. The Board agreed that if the overall budget impact remains under \$1.00, it is acceptable to proceed with the proposed budget process.

Shelia Bowers Retirement Notice – Motion made by S Byers with a second made by J Sigmund to accept Retirement Notice from Shelia Bowers for the Clerk/Treasurer Position, Effective April 4, 2025. **Motion carried.**

PUBLIC SAFETY

Police Department – September 2024 Report ~ *Submitted by Greg Deike*

TRAINING

- Sept. 14 Pursuit Driving (Mandatory Qualification) Deike, Martin, DeWinter, Alberts, Schultz, Reignier, Young

EVENTS

- Sept. 23 “Book Em” Community Conversation at the Brown County Library

RESPECT FOR LAW ENFORCEMENT AWARD RECIPIENT

- Congratulations to Wrightstown Police Officer Amanda Alberts for being one of eight officers in Brown County receiving the Green Bay Preble Optimist "Respect for Law Enforcement Award." The awards were given to officers who exhibit a high level of professionalism, commitment to their jobs, and communities. The event was held at the Riverside Ballroom in Green Bay last night where Officers from many of the police agencies in Brown County were in attendance. Keep up the great work Officer Alberts. We are very proud of your accomplishments.

WELCOME OFFICER SCOTT REIGNIER

- Welcome to the newest member of our Wrightstown Police Department team. Officer Scott Reignier comes to us with over 30 years of law enforcement experience with the Wisconsin State Patrol, where he retired earlier this year. Officer Reignier is a proud resident of Wrightstown and has previously served as a Trustee on our Village Board. He is an instructor in many law enforcement disciplines which will be a benefit to the training of our officers. Officer Reignier has completed field training and can now be seen out on solo patrol.

Fire Department – September 2024 Report ~ *Submitted by Mike Schampers*

For the month of September 2024, the Fire Department responded to seven calls, including:

- A house fire assist with Lawrence, the call was canceled en-route. The incident was due to a food spill in the oven.
- MABAS 112 call for a fully engulfed house fire in Morrison. A tender was sent to the scene, and EN1312 went to Morrison station to fill trucks from cistern storage under the station.
- MABAS 112 activation for a fire at the Fox Valley Alfalfa Mill in Hilbert.
- A fatal motorcycle/semi accident in the Town of Buchanan.
- Mutual aid with Lawrence for a car fire near a building, which was canceled.
- A CO issue, with no reading detected. It was found to be a faulty alarm, and the homeowner was advised to replace the unit due to age.

September training included ladder and tool lifts at the high school, where teams practiced raising a 3-fly ladder, traversing it, and pulling up tools using ropes and knots. Another station simulated using specialty ladders for highway responses.

The department participated in Greenleaf Wrightstown Optimist Day and other public events. Usual truck checks, inventory, and the monthly meeting were conducted. Final plans were made for the upcoming Open House, which will be held at Village Hall due to Broadway Street construction. Additionally, several meetings were attended regarding the Fox River Fire District.

The department welcomed a new "Cadet in Training," Laura Cayemberg, daughter of firefighter Jerry Cayemberg, who has joined to learn firefighting skills.

Federal Emergency Management Agency (FEMA) –There was a discussion regarding FEMA’s announcement that the FY2023 Assistance to Firefighter (AFG) Awards were finalized on September 23, 2024. Unfortunately, the Village was not selected to receive an AFG Award for the requested generator at Village Hall. However, the Village will be pursuing other grant opportunities, as the generator remains a crucial need.

Fox River Fire District – Motion made by A Lundt with a second made by J Sigmund to approve the Agreement to adopt, implement, train and follow the Fox River Fire District Standard Operating Guidelines and MABAS 112 Standard Operational Guidelines when responding to Fox River Fire District calls starting January 1, 2025. **Motion carried.**

PUBLIC WORKS

Andy Vickman provided the following updates:

- The Fall Fest was a great success, with 27 volunteers, 31 vendors, and a record-breaking 121 cars in the car show. This year, car show fees collected will be donated to the American Legion.
- The Broadway Street project is progressing well, with Brown County scheduled to begin paving next week. Additionally, Golf Course Drive is expected to be close to completion by the end of next week.

ADJOURN:

Motion made by S Byers with a second made by T Schaeuble to adjourn the meeting at 8:19 pm. **Motion carried.**

Shelia Bowers, Clerk/Treasurer

Posted: November 07, 2024 SB