

VILLAGE OF WRIGHTSTOWN
UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Wednesday **01/02/13** and was called to order at 6:11 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Larry Bousley, Mark Leonard, Jack Lewis,
Andy Lundt, Scott Reignier, Village Administrator Steve Johnson
Absent – Karen Curry

Also present: Arnie Tucker (Wrightstown Area Spirit), Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Rock Wery and Paul Brewer.

Motion by S Reignier, second by A Lundt to open the monthly Utility Commission meeting. Carried.

The December 2012 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

Water Utility:

1. Gallons pumped in December (as of Dec. 25) – 5,687 million gallons, daily average 227,480 gallons.
Well 4 static level – 134’, pumping level – 287’
Well 2 static level – 109’ pumping level – 190’

Wastewater Utility:

1. Gallon treated in December (as of Dec. 25) – 4.2626 million gallons, daily average 170,504.
2. We’ve received 25,300 gallons of septage from Fox Valley Septic and AAA Sanitation so far in December. The revenue for the month of December is \$282.60 bringing the year to date total to \$3,280.63.

T Coenen reported they are working through the cross connection program mandated by the State. Explained the options available to the Village and the requirements for residents. Looking at completing the residential property inspections by Village staff at the time of the meter change outs. Commercial and industrial businesses have a more in-depth inspection process than residential properties. Various options for those inspections being considered. More information for the board in the near future.

Motion by J Lewis, second by I Bousley to close the monthly Utility Commission meeting. Carried.
(Adjourned 6:28pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Wednesday **01/02/13** and was called to order at 6:28 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Larry Bousley, Mark Leonard, Jack Lewis,
Andy Lundt, Scott Reignier, Village Administrator Steve Johnson
Absent – Karen Curry, Fire Chief Mike Schampers.

Also present: Arnie Tucker (Wrightstown Area Spirit), Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Rock Wery and Paul Brewer.

MINUTES - - Motion by J Lewis, second by A Lundt to approve the minutes of 12/18/12 as presented. Carried.

VOUCHERS - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Carried.

SCHEDULED APPEARANCE - - Laurie Lewis – Fund Raising STEP Program. Per S Johnson cancelled or postponed their 2013 fund raising efforts.

WALK-INS - -

Rock Wery – 630 Linksvie Ct – Requested an adjustment to the sewer charges on his December 2012 \$700 water bill as he had put in a new lawn last summer. Explained he did not obtain a deduct meter but felt it reasonable for the board to come up with a formula to not pay sewer charge on that usage. Then asked: what is the honest thing to do as the water did not go down the sewer? Board members and T Coenen provided various scenarios of their own personal experiences as well as other Village residents. Further explained being consistent with all residents. Pros and cons of a future policy were discussed while the current policy is the Village does offer deduct meters. After further discussion, D Erickson responded to the question, as of tonight we stand by the current policy with no retro-active adjustments. May look at a policy for the future. R Wery indicated he was very disappointed in the decision but appreciated the board hearing his issues.

Paul Brewer – Introduced himself as a candidate for the position of Village Trustee in the next election. J Lewis commented he'd be taking Jack's spot on the board.

CORRESPONDENCE - -

Thank You – Thank you cards were received and read from Dick and Bonnie Vanden Wymelenberg and Don and Rose Aerts for the gift certificates received at Christmas time.

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

1. Contacted Time Warner to pursue a cable connection to the Wastewater Facility Admin. Building on Washington St. Past efforts have fallen aside due to excessive cost to extend service. Made stronger appeal for consideration.

2. Marv Biese, Jr. was contacted to follow-up on his future land plans as they could involve potential load limit issues. He has not reached any agreement as yet with the land owner. He will call when additional information becomes available.
3. January 16th: Commissioner of Railroads Public Hearing on Broadway St. Crossing. - 10:30 am – 12:30 pm.
4. January 17th: U.S. Postal Service Survey Results – 4:00 pm – 6:30 pm.

S Johnson explained he contacted Time Warner as the current AT&T DSL line has limitations. In the past, it was \$10,000 for Time-Warner to connect. He is taking a different approach; however, Time Warner has not yet returned his call.

MISCELLANEOUS ISSUES - - None at this time.

COMMITTEE REPORTS

FINANCE - -

Approval to Adjust Capital Budget for 2012 (not 2013 as shown on the agenda) – J Brandt explained there is a negative balance in the 2012 Public Works capital budget due to the unbudgeted purchases of the Payloader plow and wing, Gravely riding lawn mower and 2013 Ford pickup truck.

Motion by A Lundt, second by J Lewis to approve the adjustment from the Capital Cash Reserves. Roll call vote: Ayes – L Bousley, J Lewis, A Lundt, S Reignier, D Erickson; Nays – M Leonard; Absent – K Curry. Motion carried 5 -1.

PERSONNEL - -

Approve Police Investigator Pay Increase – Chief P Kingsbury explained investigator positions with all their qualifications are harder to fill than regular patrol officers.

Motion by S Reignier, second by J Lewis to approve Tom Janda’s “step-up” rate to \$18.00 per hour. Carried.

PUBLIC SAFETY - -

Fire Dept – No report.

Police Dept – P Kingsbury distributed and explained a draft 2013 calendar indicating a 12-hour workday and Sunday 8-hour workday schedule with a recommendation to hire one more full-time officer. The difficulty with part-time officers is consistency of work load. P Kingsbury is working out the details with using a survey received from Brillion as a guide. Discussion followed that it is past the original timeframe for the third full-time officer and need that presence out in the Village. S Johnson stated formal action will be on the next agenda.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC WORKS & UTILITIES - -

Public Works Superintendent Report – T Coenen submitted the following report:

1. Staff overtime hours for the month of November totaled 28 scheduled hours and no call in hours.
2. Solid waste curbside tonnage for the month of November totaled 56.21 tons and recycle tonnage collected was 28.05 tons. (Items 1 & 2 will always list the prior month totals.)
3. Plowing went well after the first big snowfall of the season. The snowplowing crew had the

streets opened up and plowed in a more efficient and timely manner thanks to the additional plowing equipment we purchased.

REGIONAL PLANNING - -

Letter of Support for FIS Project at Austin Straubel Airport – Motion by J Lewis, second by M Leonard to approve the letter of support for the FIS (Federal Inspection Station) building and staffing project at Austin Straubel International Airport. Carried.

Motion by S Reignier, second by L Bousley to adjourn. Carried. (Adjourned 7:30 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **01/15/13** and was called to order by Village President Dean Erickson at 6:01 pm with all reciting the Pledge of Allegiance as there were no items to discuss for a Committee of the Whole meeting.

Roll Call: Present – Dean Erickson, Larry Bousley, Karen Curry, Mark Leonard, Jack Lewis, Andy Lundt, Village Administrator Steve Johnson
Absent – Scott Reignier

Also present: Ed Byrne (Brillion News), Arnie Tucker (Wrightstown Area Spirit), Assistant Fire Chief Tim Gussert, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen.

MINUTES - - Motion by J Lewis, second by L Bousley to approve the minutes of 01/02/13 as presented. Carried.

VOUCHERS - - Motion by K Curry, second by J Lewis to approve the vouchers as submitted. Carried.

CORRESPONDENCE - -

Thank You – An email was received from Airport Director Tom Miller thanking “the Wrightstown Board of Trustees for its support of the FIS (Federal Inspection Station) at Austin Straubel. This project will have a significant impact on ALL of northeastern Wisconsin. Again, thank you!”

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

1. Met with Time Warner representatives to pursue a cable connection to the Wastewater Facility Admin. Building on Washington St. Past efforts have fallen aside due to excessive cost to extend service. Made stronger appeal for consideration.
2. January 16th: Commissioner of Railroads Public Hearing on Broadway St. Crossing – 10:30 am – 12:30 pm
3. January 17th: U.S. Postal Service Survey Results – 4:00 pm – 6:30 pm
4. January 25th: Elementary teacher, Ashley Voight 4K, scheduled for using Community Room 11:00 am – noon for warm refreshments and story reading following some sledding on Zirbel Hill.
5. February 4th: Wrightstown Relay for Life “Kick-off” scheduled in Community Room from 6:00 pm – 8:00 pm.

Further discussion followed on the railroad meeting – opinions on the Broadway Street median / boulevard and silent whistle of trains. Consensus of board on silent whistle issue to still not recommend as trains travel too fast through the Village.

MISCELLANEOUS ISSUES - - None at this time.

COMMITTEE REPORTS

FINANCE - - Nothing to report at this time.

PERSONNEL - -

Hire One Full-time Police Officer – Motion by K Curry, second by M Leonard to approve the hiring of one full-time Police Officer, to be determined, with related costs of officer covered by undesignated funds. Carried.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC SAFETY - -

Fire Dept Report – Assistant Fire Chief T Gussert provided the December 2012 report as follows:

For the month of December there were 3 calls for response, one for mutual aid with Greenleaf (hay bales), one to assist County Rescue for a sledding accident and the third was a CO alarm call.

Fire call Re-Cap for the year 2012:

Calls within Village 20

Calls for mutual Aid 16 Total of 36 calls

Structure 10, Vehicle accident 5, vegetation 5, Wires down 3, CO 5, controlled burn 1, False alarm 3, Water rescue 2, County Rescue assist 1, Lock out 1

Training for the month of December was open, this was a opportunity for fireman to makeup any training they may have missed thru the year.

Monthly inventories and truck checks were performed.

Engine 1312 Update

Corrosion repairs have been completed by Red Power Diesel, also repaired at this time was some valve seat damage due to ingesting fine grit/sand into the pump over the years.

The repair facility (Red Power Diesel) gave the Fire Dept high remarks for the exceptional condition of the engine overall for its age and keeping up with the maintenance and repairs compared to what they have seen from other engines of the same age they have had thru their shop.

Police Dept Report – Chief P Kingsbury respectfully submitted the following December 2012 report:

Assisted Wrightstown Lions with their annual Christmas Parade. Participated in the DOT Booze and Belts enforcement effort as a volunteer agency. Selected for another \$4,000.00 equipment grant.

Continued training new part-time officer. Interviewed potential part-time officer and interviewed part-time officers to gauge interest in full time position.

Continued worked on department structure, potential new hire, job descriptions and tasks.

Assisted a number of agencies, Oshkosh PD, BRSO, Winnebago CO, Fox Valley Metro PD, Green Bay PD, with various calls.

There were 6 accidents reported in the Village during December. 2 handled by BRSO. There were 13 traffic contacts made for various violations. BRSO initiated 1 traffic stop in the Village.

There were 44 non traffic calls for service in the Village, 73% handled by WPD officers. Another burglary to a residence is being investigated. Prior residential burglary has been cleared. Working on a couple leads regarding the damaged street signs on Fair Street. We recovered the temporary stop sign that had been taken from the corner of Longwood and Meadow. Received another credit card fraud complaint and theft from unlocked vehicle. Assisted UPS with a delivery scam. Cleared all 3 suspicious situation/vehicle/person calls. Continued follow-up on previous cases reviewing pawn shop logs for previously stolen items. Recovered one item from the car entries that were reported in May. Following up on leads for the other entries. Received 2 child abuse cases from Racine County CPS that allegedly happened last summer in Wrightstown. BRSO self-initiated 1 non traffic calls in the Village.

PUBLIC WORKS & UTILITIES - -

Update on Cross Connection Control Program – T Coenen stated we are implementing as the DNR has specked. This is a requirement by the DNR as they found deficiencies in our last water inspection to enforce the Village’s cross connection program to its fullest. After further investigation of fixtures, and consulting with other communities that are implementing a full-fledge program, it has been determined the financial impact to implement an average residential home is no more than \$60. That includes their toilets, hose bibs, water softener fixtures, etc. The Village would buy the needed parts at wholesale and have the resident purchase at the reduced rate and pay the Village through their water bill. It is then their responsibility to have installed by a plumber or themselves. It would occur on the residents 10-year meter change with an inspection of the residence. In the process of creating a mailer to educate the residents for when this is scheduled to happen, what the inspector will be looking at in their home and the list pricing. The mailer should be done in another month. Waiting on a response from the DNR on the mailed in letter of corrective actions to confirm the timeline for completion for the residential only. The commercial / industrial program has already been revised and sent out.

REGIONAL PLANNING - -

CSM Approval G West Realty, Extraterritorial CSM Approval Tinedale Farms, Update on Fox Shores Re-plat Proposal – Motion by M Leonard, second by L Bousley to table all three items until the next Village Board meeting. Carried.

(Planning Commission had no quorum for their Monday night meeting and thus could not meet.)

Motion by J Lewis, second by K Curry to adjourn. Carried. (Adjourned 6:20 pm)

Jean A Brandt

Clerk/Treasurer

**VILLAGE OF WRIGHTSTOWN
SPECIAL MEETING VILLAGE BOARD**

A special meeting of the Village of Wrightstown Board of Trustees was held at the Village Hall, 352 High St, on **01/29/13** and called to order by Village President Dean Erickson at 6:00 pm with all reciting the Pledge of Allegiance.

Roll Call: Present – Dean Erickson, Karen Curry, Mark Leonard, Jack Lewis,
Andy Lundt

Absent – Larry Bousley, Scott Reignier, Village Administrator Steve Johnson

Also present: Police Officer Natalia Sidon

PURCHASE OF USED 2011 FORD EXPEDITION Set up as a Police Vehicle - - An inventoried list of the items included with the vehicle was distributed to all.

D Erickson asked if anyone wanted to see the vehicle as it had already been received and was in the garage. They would view after the meeting.

Motion by J Lewis, second by A Lundt to purchase the used 2011 Ford Expedition from the Town of Brockway as set up as a Police vehicle in an amount not to exceed \$20,000. Roll call vote: Ayes – K Curry, M Leonard, J Lewis, A Lundt, D Erickson; Nays – None; Absent – L Bousley, S Reignier. Motion carried.

Motion by J Lewis, second by M Leonard to adjourn. Carried. (Adjourned 6:03 pm)

Jean A Brandt

Clerk/Treasurer

After clarification by Clerk J Brandt at the Village Board meeting held on **02/05/13**, an amendment was authorized for an addition to the above motion:

Motion by J Lewis, second by A Lundt to amend the minutes of 01/29/13 to purchase the used 2011 Ford Expedition from the Town of Brockway as set up as a Police vehicle in an amount not to exceed \$20,000; and those dollars to come from the undesignated fund account. Carried.

Jean A Brandt

Clerk/Treasurer

**VILLAGE OF WRIGHTSTOWN
SPECIAL MEETING VILLAGE BOARD**

A special meeting of the Village of Wrightstown Board of Trustees was held at the Village Hall, 352 High St, on **01/29/13** and called to order by Village President Dean Erickson at 6:00 pm with all reciting the Pledge of Allegiance.

Roll Call: Present – Dean Erickson, Karen Curry, Mark Leonard, Jack Lewis,
Andy Lundt

Absent – Larry Bousley, Scott Reignier, Village Administrator Steve Johnson

Also present: Police Officer Natalia Sidon

PURCHASE OF USED 2011 FORD EXPEDITION Set up as a Police Vehicle - - An inventoried list of the items included with the vehicle was distributed to all.

D Erickson asked if anyone wanted to see the vehicle as it had already been received and was in the garage. They would view after the meeting.

Motion by J Lewis, second by A Lundt to purchase the used 2011 Ford Expedition from the Town of Brockway as set up as a Police vehicle in an amount not to exceed \$20,000. Roll call vote: Ayes – K Curry, M Leonard, J Lewis, A Lundt, D Erickson; Nays – None; Absent – L Bousley, S Reignier. Motion carried.

Motion by J Lewis, second by M Leonard to adjourn. Carried. (Adjourned 6:03 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN
UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **02/05/13** and was called to order at 6:08 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Larry Bousley, Karen Curry, Mark Leonard, Jack Lewis, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – None

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Police Investigator Tom Janda, Municipal Court/Police Clerk Sharon Diedrick, Kathy Kingsbury, Paul Brewer, Warren Schuster, Ashley Melotte, Douglas Scheel, Dan Fritsch.

Motion by S Reignier, second by K Curry to open the monthly Utility Commission meeting. Carried.

The January 2013 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

Water Utility:

1. Gallons pumped in January (as of Jan. 30) – 6,133 million gallons, daily average 204,433 gallons.
Well 4 static level – 130’ pumping level – 285’
Well 2 static level – 106’ pumping level – 188’

Wastewater Utility:

1. Gallons treated in January (as of Jan. 30) 6.0803 million gallons, daily average of 202,676.
2. We’ve received 8,500 gallons of septage from Fox Valley Septic in the month of January. The revenue for the month of January is \$94.95. The total revenue for 2012 was \$3,302.97.

Motion by A Lundt, second by S Reignier to close the monthly Utility Commission meeting. Carried. (Adjourned 6:09 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **02/05/13** and was called to order at 6:09 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Larry Bousley, Karen Curry, Mark Leonard, Jack Lewis, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – None

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Police Investigator Tom Janda, Municipal Court/Police Clerk Sharon Diedrick, Kathy Kingsbury, Paul Brewer, Warren Schuster, Ashley Melotte, Douglas Scheel, Dan Fritsch.

MINUTES - - Motion by J Lewis, second by A Lundt to amend the minutes of 01/29/13 to purchase the used 2011 Ford Expedition from the Town of Brockway as set up as a Police vehicle in an amount not to exceed \$20,000; (add) and those dollars to come from the undesignated fund account. Carried.

Motion by K Curry, second by L Bousley to approve the minutes of 01/15/13 as presented and 01/29/13 as amended. Carried.

VOUCHERS - - Motion by A Lundt, second S Reignier to approve the vouchers as submitted. Carried.

WALK-INS - -

Douglas Scheel – Questioned why the Wrightstown School District was on the agenda. Is there a problem. Response was yes and then told to hold his comments / questions until later after a statement was read. Would be allowed to speak at that time.

Warren Schuster – Appearing as a character witness for Ashley Melotte who is on the agenda for an operator’s license. He is a friend of the family.

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

1. Ongoing meetings with Time Warner representatives to pursue a cable connection to the Wastewater Facility Admin. Building on Washington St. Past efforts have fallen aside due to excessive cost (\$10k) to extend service. Made stronger appeal for consideration. We have negotiated an with no upfront costs.
2. Water Rate increase has been filed with WisDNR.
3. Presently working with Larry Bousley and Lisa Van Dyke of the School District to promote/support the idea of a fitness center for the Community.
4. January 25th: Elementary teacher, Ashley Voight 4K escorted about 20 children for games and to be mesmerized by the Village Administrator during a short story reading.
5. February 4th: Wrightstown Relay for Life “Kick-off” conducted in Community Room from 6:00 pm – 8:00 pm.
6. Met February 4th with Agri-Partners who are very interested in the 32 acre site across County U, known as the CEI property. We are seeking answers to questions regarding wetlands, incentives, etc.

T Coenen also commented on Agri-Partners concerns with the low areas created by the prior construction prep work and the DNR stipulations on the wetlands area and the ground water, well-head protection area for well #4.

MISCELLANEOUS ISSUES - - None at this time.

COMMITTEE REPORTS

FINANCE - -

2012-2013 Class “B” Combination liquor License – Motion by A Lundt, second by J Lewis to approve the 2012-2013 Class B combination liquor license for Rikki Garrity LLC; Jamie’s Dawghouse, 344 Broadway St. Carried.

2012-2013 Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company – Motion by A Lundt, second by J Lewis to approve the 2012-2013 Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company for Rikki Garrity, Rikki Garrity LLC for Jamie’s Dawghouse. Carried.

Operator’s Licenses – After discussion by board members; questions / answers to the applicant; and further questions to Police Chief P Kingsbury on his recommendation; the following motion was made by A Lundt, second by J Lewis to approve the operator license for the 2012-2014 license years for Ashley Melotte. Carried unanimously.

Motion by A Lundt, second by L Bousley to approve the operator license for the 2012-2014 license years for Lynn Zirbel. Carried.

Wrightstown Historical Society 2013 Request for Funds – Motion by A Lundt, second by S Reignier to approve the request from the Wrightstown Historical Society for the 2013 annual budgeted amount per the agreement. Carried.

PERSONNEL - -

Resignation of Part-time Police Officer – Motion by K Curry, second by S Reignier to accept the resignation of part-time Police Officer Mark Kohl effective January 19, 2013. Carried.

PUBLIC SAFETY - -

Fire Dept Comments – None at this time.

Agenda Amendment – Motion by M Leonard, second by S Reignier to move Regional Planning to the next item on the agenda. Carried.

REGIONAL PLANNING - -

CSM for G West Realty LLC, 319 Main St – Motion by J Lewis, second by A Lundt to approve the CSM for Bill West, G West Realty for 319 Main St with the division of the lot into 4 parcels. Carried.

Extraterritorial CSM for Carl Theunis, Tinedale Farms, 959 Mallard Rd – Motion by J Lewis, second by L Bousley to approve the extraterritorial CSM for Carl Theunis, Tinedale Farms Partnership at 959 Mallard Rd with the division of the lot into 2 parcels. Carried.

Update on Fox Shores Re-plat Proposal – Paul Brewer displayed a large Fox Shores subdivision

map that indicated the 16 +/- lots into 31 lots; to have smaller lots for better marketability. The lot prices would range from \$70,000 to \$150,000 per lot when they were originally \$220,000 to \$460,000 per lot. The lots on the river would have 100 feet of frontage and follow all the guidelines for setbacks. The homes would generally range from \$200,000 to \$250,000. P Brewer further explained the logistics of the sewer extension and road requirements. The entire piece would be sold off to a developer of which two builders have shown an interest. P Brewer is asking the board for their opinion on the concept before going forward and the consensus was yes.

PUBLIC SAFETY (continued) - -

Police Dept Comments – P Kingsbury indicated 47 applications have been received for the newly created third Full-time Police officer position. Reviewing applications to whittle down for interviews. Would like to have someone on board by mid-March to start their training.

Discussion and/or Action on Wrightstown School District and WPD (Wrightstown Police Dept)

Relations – D Erickson read a prepared statement addressing concerns on the lack of cooperation from the School District with the Village Police Dept – see attached. An audience question – where did friction come from – with a response from the Village Board that it is a trust issue with the Police Chief. Board members voiced boisterous comments of frustration for the lack of cooperation from the School District. It was repeated a number of times that nothing can be resolved if the School District won't tell the Village Board what is going on. The Village Board is trying to get some answers and none are forthcoming. D Scheel addressed the Village Board stating it is a problem of no trust. He further commented on the Village Board's involvement in school business (should be none) and gave his opinion of the Village Police Dept (if we had a Police Dept...). Village Board members informed him to show facts to back up what he is saying. P Kingsbury explained and clarified how the CAD system works with email responses from the Brown County Sheriff and how the Village Police do follow-ups. Board members further commented why it is the Village's business to know what the emergency action plan is for the School District – safety of all.

Motion by L Bousley, second by K Curry that the Wrightstown Village Board requests a formal meeting with the Wrightstown School Board to discuss communication issues as well as other items. Roll call vote – Ayes: L Bousley, K Curry, M Leonard, J Lewis, A Lundt, S Reignier, D Erickson; Nays – None; Absent – None. Motion carried unanimously.

PUBLIC WORKS & UTILITIES - -

Public Works Superintendent Report – T Coenen provided the following report:

1. Staff overtime hours for the month of December totaled 80.5 scheduled hours and 4 call-in hours.
2. Solid waste curbside tonnage for the month of December totaled 51.03 tons and recycle tonnage collected was 20.81 tons. (Items 1 & 2 will always list the prior month totals.)
3. Our new 2013 Ford F250 was delivered Thurs., 1/31.

Update on Cross Connection Control Program – Motion by M Leonard, second by S Reignier to table this item until the next meeting. Carried.

Motion by S Reignier, second by L Bousley to adjourn. Carried. (Adjourned 7:43 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN SPECIAL MEETING VILLAGE BOARD

A special meeting of the Village of Wrightstown Board of Trustees was held at the Village Hall, 352 High St, on **02/13/13** and called to order by Village President Dean Erickson at 7:02 pm with all reciting the Pledge of Allegiance.

Roll Call: Present – Dean Erickson, Larry Bousley, Karen Curry, Mark Leonard,
Jack Lewis, Andy Lundt, Scott Reignier (7:10pm),
Village Administrator Steve Johnson

Absent – None

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Public Works Superintendent Travis Coenen, Fire Chief Mike Schampers, Assistant Fire Chief Tim Gussert, Police Chief Perry Kingsbury, Police Corporal Jeff Kola, Police Investigator Tom Janda, Police/Court Clerk Sharon Diedrick, Kathy Kingsbury, Dean Diedrick, Doug Scheel, Gary Pahl, Keith & Georgina Meulemans, Patti Zarling (Press Gazette), Terry Lee (WTAQ)

Further discuss the Wrightstown Area School District and Wrightstown Police Dept Relationship Issues –

D Erickson stated he and S Reignier met with Wrightstown Superintendent Carla Buboltz and School Board President Tom Gerrits on 02/12/13 for approximately 2 ½ hours. The School Board / Superintendent would like to wipe the slate clean, proceed forward and issue a joint press release. One of the sticking points is the Village Board will hold Chief Kingsbury responsible for a relationship with the School District to collaboratively share information and do the things necessary to work together. However, the problem is there is no such agreement or motion for the Superintendent to be also accountable. Without creating a level playing field for both sides we cannot move forward as a community and truly solve problems. The Village Board is saying that the School Board should proceed with a motion that their Administrative teams and Superintendent are held accountable as we will hold our Police Chief and Administrator accountable. There was consternation on their part, checking with legal counsel. A joint press release would go out to the boards as a draft. That is the basic outline of the plan going forward. Cannot work under the conditions that one side is accountable and the other is not. D Erickson expressed his personal opinion that unless we get that information, cannot deal any further with them.

Personal invitations were made to the School Board and the superintendent to attend this evening. Unfortunately, they are under legal counsel advice not to present themselves to the public regarding this issue.

S Reignier gave his overview of the meeting on the 12th. Gave the school an opportunity to present whatever grievances that they had against P Kingsbury as they had alluded to them in the paper. But no one really knew exactly what they were. They rattled off eight or nine items. After discussing each item individually, there were only two that were potentially considered justified and those were the two emails that passed along student's names. Everything else had no basis and was irrelevant. One email went to S Johnson

and S Reignier and the other one to all the Village Board members as it was a letter of praise from Lee Mierow about Officer Kola's actions in some student issues after school. Letter of praise not an issue but that it got passed to all of the Village Board. S Reignier explained about the table top exercise being presented at the high school by Brown County Emergency Management on 02/28/13 and the involvement of many different agencies. The Brown County Sheriff's Dept chose Wrightstown to conduct the exercise.

Board member comments / discussion followed. Frustration shown frequently.

Discussed how the Village working behind the scenes for the past 2 ½ years got to this point of a public agenda item on these issues. The ultimate goal is safety for the students and teachers. The School District safety plan and maps are necessary for the Village Police Dept as well as the Brown County Sheriff's Dept. to know who will be responsible for what and the layout of the school in the event of an emergency. An area where all have to be on the same page. An interagency agreement on communication and working together was presented to the School Superintendent in August 2010. Questioning why no response.

Accountability on both sides of the "road" was a major factor for all board members; cannot be one sided. An agreement can list various points that will hold all people accountable but cannot be put on the shelf and forgotten about. Those types of situations will happen again. Not in favor of an empty agreement. Need action behind the words.

School Board should allow P Kingsbury to have discussion with them and explain his side. He has been dragged through the mud. (D Erickson did make that request in a phone conversation last night with President Gerrits.) We have heard P Kingsbury's side of things but have not heard the School Board's side and why this disagreement exists.

M Leonard presented a paragraph by paragraph rebuttal to the 02/06/13 letter that was sent home to all students and parents by Superintendent Buboltz. His remarks maintain that the letter was all half-truths or lies.

Last fall D Erickson, knowing this was an issue, requested S Johnson to start talking to C Buboltz, as Administrator to Administrator. S Johnson explained he did meet once with C Buboltz and talk about some of the issues. Accused District of vendetta against P Kingsbury but C Buboltz disagreed. List of eight or nine issues was too frivolous to hold up obtaining a much needed emergency plan. In S Johnson's estimation, an interagency agreement will not work as the District behind the scenes environment is still the same old way – wants to be in control. S Johnson was attempting to find ways to instill trust and confidence in the Police Dept; improve communications between all; and stated the Village Police Chief deserves respect.

P Kingsbury was asked to explain the two emails and why responded the way he did. Frustration issues with the first email involving Child Protection Services sent to S Reignier and S Johnson. The second was an email of praise that thought the board would be interested in receiving. Also discussed the Facebook posting on the teacher assault was to calm the fears by the community and ask for more information. Cannot rely on hearsay. It was removed from Facebook after discussion with the Village Attorney who said there was nothing wrong with the post, and as a good faith towards the School District since they had expressed concerns; and not as reported by C Buboltz. Never as a legal opinion.

J Lewis presented a motion, and then withdrew prior to a second, on a proposal to work together with the School Board to develop a safety plan with bullet points and timelines. It was suggested to craft a better, more thought-out motion next week.

Gary Pahl – Town of Wrightstown resident - Expressed his opinion that the Village Board should not be involved in any security plan for the school and how this entire issue should have been handled differently; through a lawyer versus public. Response – The Village Board was attempting to acquire the security plan and maps for the Police Dept to also verify, beside the School Superintendent, that those plans are functional and operational at the time of a crisis. The different processes prior to going public were again addressed. G Pahl presented different scenarios dealing with emergency calls to 911 and on site procedures. S Reignier and P Kingsbury explained how the dispatch center and Brown County Emergency Management system works. Security plans are an exception to open meeting records law.

Douglas Scheel – Expressed his disappointment that D Erickson went to the radio about this issue and bad-mouthed our community. Made comments how the Village and Brown County could have gotten the school floor plans from other sources. Indicated there is no safety issue at the schools and that he is very concerned about kids’ safety. D Erickson responded that the statement he wrote was all factual and explained his reasons, again, for the process that took place. Heated discussion ensued about the differences of operation between the Village Board and the School Board. It was reiterated by board members that the Village Board and School Board need and want to work together.

Georgina Meulemans – Expressed how sad, ashamed and disappointed she is about this whole thing, how it was handled and witnessed here tonight. Also commented how these two men, citizens of this community, were treated disrespectfully by the board. Can disagree with each other but can do it in a respectful way.

Chief Kingsbury – Willingly offer to hold open forums for anyone to come and ask questions. If afraid to ask at office, come here with this format and ask. He will answer. He owns up to his mistakes and tries to improve. Asked that the media be a moderator so the questions stay related to the Police Chief.

D Erickson asked for any more comments and then thanked Mrs Meulemans for coming. He then made the following comments. May not agree on how this was handled, but tried to handle in the best fashion possible and made efforts to do this. Fortunately, live in a country that allows public forum for disagreements. However, the record he composed and had input from the board is a just, fact-based letter and lays out the situation as we were confronted and unable to solve. We have accomplished major goals. As of yesterday, we do have maps and a copy of the emergency action plan. For that he is not ashamed but still appreciates her comments.

Motion by L Bousley, second by J Lewis to adjourn. Carried. (Adjourned 9:00pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN

VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Wednesday **02/20/13** and was called to order by Village President Dean Erickson at 6:37 pm.

Roll Call: Present – Dean Erickson, Larry Bousley, Karen Curry, Mark Leonard, Jack Lewis, Andy Lundt, Scott Reignier (7:10 pm), Village Administrator Steve Johnson

Absent – None

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Dave Wagner (Ehlers & Associates), Kathy Kingsbury, Tiffany Regazzi, Ashley Melotte, Karen Kleiber, Doug Scheel.

MINUTES - - Motion by A Lundt, second by K Curry to approve the minutes of 02/05/13 as presented. Carried.

VOUCHERS - - Motion by J Lewis, second by A Lundt to approve the vouchers as submitted. Carried.

Walk-Ins - -

Dave Wagner (Ehlers) – Water Debt Refinancing – D Wagner described the two resolution options presented for approval later this evening. The handout previously distributed illustrated the differences: Water Revenue Bond for \$825,000 had savings equal to \$75,183 while the General Obligation (GO) Refunding Bond for \$735,000 had savings equal to \$112,189. D Wagner further explained the GO Bond would affect the Village's total debt capacity; however, it is not anticipated that the residual capacity of \$3,777,675 would be needed in the near future for any major capital improvements.

Tiffany Regazzi – Operator's License – Wanted to make a statement for her operator's license that is on the agenda tonight. She will be allowed to address any questions at that time.

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

1. Meeting Feb. 27th with Larry, Travis, and Lisa Van Dyke of the WCSD to further discuss methods of support for a Fitness Center on District Property. A draft of a letter of support is ready.
2. Travis is sharing more info that becomes available from the WisDNR with Agri-Partners who are very interested in the 32 acre site across County U, known as the CEI property.
3. Sealed Bids for 2013 Water Main Improvements will be received not later than March 12th at 3:00 p.m. The plan is to open and read the bids and then turn them over to the engineers (Robert E. Lee) for compilation.
4. Was approached by Patty Weyenberg from the Wrightstown Lions about a survey they were preparing for area residents asking for ideas on the need of services that the Lions may be able to provide assistance with. The Village will be a source of pick-up for the survey forms which should be available in early March.
5. Had discussions with a broker on possible interest of developing commercial business on vacant land. Early stage, but the idea has merit and would be a welcome addition to the Village.

MISCELLANEOUS ISSUES - - None at this time.

COMMITTEE REPORTS

FINANCE - -

Time Warner Agreement – Motion by A Lundt, second by K Curry to ratify the 5–year agreement with Time Warner for upgraded service for DPW & Village Hall. Carried.

Operator's License – T Regazzi was asked to provide background information as the Police Chief recommendation was to deny the license. T Regazzi explained the incidences and her situations in 2009 and the changes she has made since then. Ashley Melotte, as a friend, vouched for those changes. Board members indicated the recommendation by the Police Chief is important and not discounted in any way. Violations are taken seriously and will not tolerate T Regazzo responsibilities being mishandled but believe in allowing someone to have a second chance.

Motion by J Lewis, second by A Lundt to approve the operator license for Tiffany Regazzi for the 2012-2014 license years. Carried.

Resolution No. 02202013 providing for the Refunding of 2003 Water System Revenue Bonds through the Sale of Up to \$825,000 of General Obligation Refunding Bonds OR Water System Revenue Refunding Bonds – Motion by A Lundt, second by M Leonard to approve Resolution No. 02202013 providing for the Sale of \$735,000 General Obligation Refunding Bonds. Roll call vote: Ayes – D Erickson, L Bousley, K Curry, M Leonard, J Lewis, A Lundt; Nays – None; Absent – S Reigner. Motion carried.

PERSONNEL - -

Resignation of Building Inspector – Motion by K Curry, second by M Leonard to accept the resignation of Building Inspector Paul Hermes effective March 15, 2013. Carried.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC SAFETY - -

Fire Dept Report – The January 2013 Fire Dept report submitted with best regards by Chief M Schampers is as follows:

During January the Fire department was called out for 1 response, “Hit and Run” accident in the Village of Wrightstown. The driver later returned to the scene to take responsibility, no injuries involved.

Usual monthly truck inventories and equipment checks were performed on the apparatus. We are finding rust and paint bubble scale creeping out under the diamond plate on the tender on the drop tank side fender tops as well as some corrosion taking place in the rear deck frames. We will monitor closely and look to have repairs affixed later in the year.

Training for the month was on MABAS, a presentation was given by MABAS Wis President and Howard Fire Chief Ed Janke. The presentation covered the beginnings of MABAS and the basic parameters of how MABAS works. How MABAS cards are set up and generalities about cards and mutual aid support under MABAS. For this training we also invited Lawrence, Greenleaf and Hollandtown for to attend. We had 50 firemen representing the 4 departments attend this event.

Police Dept Report – Chief P Kingsbury discussed the following subjects:

Squad Car Redesign – P Kingsbury has contacted vendors to assist in redesigning the graphics (logo, etc) for the two marked police vehicles. He distributed various drawings to board members for any other suggestions. The plain Crown Vic squad car would remain unchanged.

Police Officer New Hire – Interviews will take place tomorrow for the new hire of the third full-time police officer. A decision could be made by the end of the week to then place that person in the conditional offer process.

Discussion and/or Action on Wrightstown School District and Wrightstown Police Dept Relations – Prior to this meeting, the Village Board members attended the Wrightstown School District School Board meeting during their open forum session.

D Erickson had a prepared statement which now follows:

To: Wrightstown Community School District Board of Education
RE: School District / WPD Relations

District Board,

Thank you for providing the Village Board with the opportunity to address you this evening. As you are aware we are in the process of working through one of the most contentious issues to face our School District and the Village of Wrightstown in many years. On Tuesday, February 12th, the WPD was provided with current PDF maps of the District and a copy the District Emergency action plan. Thank you; it was greatly appreciated. We are addressing the School Board tonight to demonstrate our commitment to meet jointly, in an open session, to discuss the issue of working together collaboratively. Our presence here tonight indicates our willingness to come to the table and address, discuss and resolve this issue. This issue is far too important and has gone on far too long. We need to meet jointly, 7 on 7 in an open forum for our electorate to witness their elected officials working together toward a permanent resolution.

Secondly, we want to thank you for the meeting that took place on Tuesday, February 12th regarding concerns that the Board and Superintendent Buboltz had concerning the WPD. We appreciate you sharing those incidents and information with us. We are also glad that you have provided a similar forum to have Chief Kingsbury answer any other questions or concerns the school district may have as well as provide him the opportunity to discuss other relevant information with the School Board. We have no hesitation in addressing your concerns in an open session. We are confident that we can discuss the events without disclosing confidential student information.

Finally, we would like to discuss accountability. The Village Board will hold Chief Kingsbury accountable for collaboratively sharing information with the School Administrative team and the SRO Officer. The Village Board will pass a motion stating such. The Village expects the School Board to do the same to ensure the same level of accountability. These actions will create a strong foundation for a collaborative relationship between the WPD and the School. We firmly believe that we cannot solve these issues without appropriate action by both boards to hold each side accountable moving forward.

Again, we appreciate this opportunity to address you this evening and look forward to a joint meeting in the days to come.

Respectfully,
Dean J. Erickson
President, Village of Wrightstown

Andy Lundt also read a prepared statement which now follows:

I would like to start with a quote from H.E. Luccock.

No one person can whistle a symphony. It takes a whole orchestra to play it.

Reading this quote made me think of our current situation between the school and village boards. Some people feel the situation was caused by the Village trying to overstep their bounds and meddle in school business- which I feel couldn't be further from the truth. The Village is involved because we realize in order to have the safest environment at our schools the SCHOOLS NEED to have a relationship with and work with the Village Police Force, as the Schools are located in the village and the Village Police Force will be first to respond when incidents occur. The Village got involved because the school district has been whistling and in order to have the safest environment we need the whole orchestra playing.

What's best for both the Wrightstown School District and the Village of Wrightstown is an environment where both entities can collaborate on mutually beneficial items. I am certain everyone on both boards ran for their position because they wanted to influence policies which benefit our community and we have that opportunity here. I hope through our recent struggles we have learned if we hold ourselves and Administrators accountable we can successfully work together and accomplish common goals.

As Henry Ford said:

Coming together is a beginning
Keeping together is progress
Working together is success

I look forward to starting the path to success which starts with all of us here tonight.

The board members returned to continue the business as posted on the agendas.

D Erickson stated some board members along with S Johnson and P Kingsbury have been invited to a closed session meeting scheduled for this evening at 8:30pm to have Chief Kingsbury present issues to the Wrightstown School District Board. The closed session was at the request of the School Board while the Village Board would have allowed any discussion in open session. D Erickson then discussed the meeting on 02/12/13 with School Board President Tom Gerrits, Superintendent Carla Buboltz, Scott Reignier and himself on how to move forward. Listened to their concerns of the 8-9 items about the Police Chief. D Erickson then commented at last Village Board meeting discussed that there was not a fair accountability in just wiping the slate clean. Issues need to be addressed and will present those to them later tonight. Need to develop a coordinated working relationship with the school so that issues at school do not spill out into the Village. Prefer to address issues in public session with interchanging of ideas on how to move forward. Village Board is accountable to the residents and united in solving this issue in a pro-growth, forward movement with accountability on both sides. D Erickson invited anyone to contact him on the behind-the-scenes development and major efforts that took place to get to the open statement read by him on 02/05/13. Board members then commented: Need to have 7 on 7 and meet in open session to talk about the issues to build a foundation. Some of those issues may be uncomfortable to talk about but must be done to move forward. Trust is a two-way street. Need ability to communicate where the issues are. Meeting tonight is a good first step with opportunities to discuss. Must be willing to accept some compromises in this process. It is not uncommon for school boards to do a lot of this business in closed session. That is a standard operating procedure. A good thing we are having the meeting with them. D Erickson then explained the timeline that began in December 2012 with originally requesting a meeting with the School Board in closed session.

D Erickson asked for any questions / comments from members in the audience. Karen Kleiber began with the question what is meant by school issues that will spill out into the community? Chief Kingsbury responded how information from a parent led to a marijuana incident with high school students. Steps could have been taken if the Police Dept had been originally informed. Chief Kingsbury also commented juvenile issues can be discussed without providing their names. K Kleiber then addressed her concern and confusion when the Brown County Sheriff's Dept was called off at the time of the the assault case of the teacher. Chief Kingsbury referred to the CAD Police report in responding to how the process progressed in this incident (Village Police did not call off Brown County), future procedures, and various state statutes / jurisdictional law. She further explained her feelings on this entire issue between the School Board, Police Chief and Village Board and mental illness. M Leonard praised K Kleiber for her discussion this evening. He continued she has done more sitting in front of them tonight than they have ever gotten with cooperation from the school in discussing any of the issues. If a quiet conversation like this had occurred two years ago like the discussion this evening, there would not have been an issue. But this is where we are at now.

Doug Scheel then addressed the board asking when was the last time anyone walked through the three school buildings as the maps are just inside the doors – floor plan for emergency evacuations along with instructions for each type of emergency event. Shared how to view the buildings / classrooms and the use of the full-time liaison officer. Perceived that an emergency plan given to the Police Dept would be shared with the Village Board. Response: that is not the case. D Scheel did comment that Wrightstown is unique being at the end of the County and shared his viewpoint of the duties for the Village Police Dept

and County Sheriff's office.

PUBLIC WORKS & UTILITIES - -

Agri-Partners – CTH U Site (CEI land) – For information only, T Coenen indicated the well-head protection area cuts the property in half. DNR allows 1,200 ft while Village says 2,500 ft from well to secure safety of drinking water. Variance to the Village ordinance would be required for Agri-Partners to proceed with building. T Coenen will also draft a resolution regarding test wells on the property for purposes of water safety. Will be on 03/05/13 agenda.

Update on Cross Connection Control Program (tabled 02/05/13) – The Village is required by the PSC to conduct inspections for cross connection issues. T Coenen distributed various handouts that he drafted or received from other sources. Includes private contracting service proposal and Village proposal. This program will follow the 10-year water meter change out. T Coenen briefly described the current process for homeowner appointments. Further information for next board meeting. Discussed new home buildings, enforcement issues, homeowner minimal costs, and ramifications to the Village if the Village does not comply with the inspections.

Discuss and/or Action on Lana Hitner Sewer Charge Adjustment – Motion by M Leonard, second by J Lewis to table the discussion and/or action on the sewer charge adjustment for Lana Hitner, 1036 Crestview Dr. Carried.

Resolution No.02202013A Bridge Street Abandonment – Motion by M Leonard, second by A Lundt to approve Resolution No. 02202013A that the Wrightstown Village Board gives notice that Bridge Street will be abandoned upon the replacement of the Hickory Street access. Carried.

Motion by S Reignier, second by K Curry to adjourn. Carried. (Adjourned 8:14pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN
UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **03/05/13** and was called to order at 7:03 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Larry Bousley, Karen Curry, Mark Leonard, Jack Lewis, Andy Lundt, Village President Steve Johnson

Absent – Scott Reignier

Also present: Arnie Tucker (Wrightstown Area Spirit); Ed Byrne (Brillion News); Assistant Fire Chief Tim Gussert; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen; Paul Brewer, Kathy Kingsbury, Dan Fritsch, Lana Hitner, Kurt Van Rens, Ed & Trisha Vande Hey & sons.

The February 2013 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

Water Utility:

1. Gallons pumped in February (as of Feb. 26) 4,390 million gallons, daily average 168,846.
Well 4 static level – 117 Pumping level – 283’
Well 2 static level – 103 Pumping level – 184’
2. Agri Partners Variance – see below.
3. Action will be taken within the next couple weeks to abandon the private well at 328 Poplar St., what used to be Raven Manufacturing. A letter was sent to the owner 1/3/13, asking him to respond and take immediate steps to abandon his private well. The deadline given was 2/28/13. We have received no response as of the date of this report.

Sewer Utility:

1. Gallons treated in February (as of Feb. 26) 4.8792 million gallons, daily average of 187,661.
2. We received 5,900 gallons of septage from Fox Valley Septic in the month of February. The revenue for the month of February is \$65.90. We received 27,400 gallons of septage in the month of January, not 8,500 gallons as previously reported. The total revenue for 2013 so far is \$371.96.

T Coenen described the Agri-Partners business, their potential future growth pattern and then explained more fully each point of the Agri-Partners variance:

Variance for: Agri- Partners Co-op to develop the CEI property located on CTY U.

Per the Village Engineer and DNR representatives the following requirements should be included in a variance to the Village of Wrightstown’s well head protection area.

1. Testing of nitrate levels of the surrounding private wells up to 1000’ radius of the site.
2. Installation of test wells and monitoring with requirements set by the village engineer.

(These test wells would only be installed to shallow water table and be for the protection of surrounding residents and the Agri- Partners co-op.)

3. The Village will also hold a PIM in which the Agri- Partners representatives will be required to have presence to help educate the public on their operations. This PIM will help show an open and co-operative agreement between the Village, Agri- Partners and the surrounding community.

4. The DNR has been contacted on all the current issues and have no concerns other than that of our well head protection area. The DNR has a 1200' protection area from public water supply wells, but our Village of Wrightstown protection area is 2500', a little more conservative and most communities tend to go in this same direction.

5. An official resolution covering the variance will need to be drafted and approved by the Village of Wrightstown as well as Agri-Partners. It is the intent to have this agreement ready for acceptance at the March 19, 2013 Village of Wrightstown board meeting.

T Coenen also indicated confirmation came today from the owner of the private well at 328 Poplar that he will work with the Village to abandon the well. Details being finalized.

Motion by A Lundt, second by K Curry to adjourn. Carried. (Adjourned 7:11pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **03/05/13** and was called to order at 7:11 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Larry Bousley, Karen Curry, Mark Leonard, Jack Lewis, Andy Lundt, Village President Steve Johnson

Absent – Scott Reignier

Also present: Arnie Tucker (Wrightstown Area Spirit); Ed Byrne (Brillion News); Assistant Fire Chief Tim Gussert; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen; Paul Brewer, Kathy Kingsbury, Dan Fritsch, Lana Hitner, Kurt Van Rens, Ed & Trisha Vande Hey & sons.

MINUTES - - Motion by A Lundt, second by J Lewis to approve the minutes of 02/13/13 and 02/19/13 as presented. Carried.

VOUCHERS - - Motion by L Bousley, second by M Leonard to approve the vouchers as submitted. Carried.

WALK-INS - -

Ed Byrne (Brillion News) – Stated he had received criticism for his commentary the week before. His editor informed him a well written response from Steve Johnson will appear in this week's paper. Provided his insight as to why there is a disagreement between the Village and the School District. Continued to state there is a positive relationship between the School District and the Brown County Sheriff's Dept that relates to a traffic crash in 1989 in the Town of Holland that involved the death of six Wrightstown High School students that had been drinking. This introduced the beginning of the DARE (Drug Abuse Resistance Education) program into this area and eventually expanded into the Police School Liaison Program. Due to that comfort level with the Sheriff's Dept, may impede the School District and Village Police Dept working together. With the mock, critical incident table-top exercise that occurred on February 28th at the High School with many different agencies including the Village Police Dept, Sheriff Gossage commented to Ed, he hoped it would build trust between the School District Administration and the Village Police Dept. E Byrne indicated he felt progress had been made and hoped present and future holds great things in a relationship for the Village and the School District.

Kurt Van Rens – Wrote offer to purchase house on CTH U (now a rental property by the golf course) that has private water and sewer. Had both systems inspected and declared in working order. K Van Rens is requesting to purchase the house as is. S Johnson explained the annexation of the golf course land and this house took place in 2001 while the water tower was first built in 2004. The sewer line ends at the golf course maintenance building when it was developed in 2001 and the water line is across the street that goes to the water tower when installed in 2004. T Coenen explained the Village infrastructure policy on installation and costs. As future development would occur north of his property, the developer would extend the water and sewer lines. It was noted if the septic fails, DNR may require hookup.

CORRESPONDENCE - -

Letter of Appreciation – T Coenen received a letter of appreciation from Ron Van Lanen on the “extremely helpful and of course very courteous” behavior of Andy Vickman when he and his wife were involved in a car crash on a snow and ice covered Clay Street hill & Washington Street. Their car “came to rest at the foot of the Fox River with the rear end of the car suspended on a large rock”. “We were very fortunate to have him working in that area at the time (sanding / salting the street). He truly went out of his way for us.”

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

1. Sealed Bids for 2013 Water Main Improvements will be received not later than March 12th at 3:00 p.m. The plan is to open and read the bids and then turn them over to the engineers (Robert E. Lee) for compilation.
2. Preliminary work has begun with Time Warner upgrade.
3. Meeting with Larry, Travis, and Lisa Vandyke on Feb. 27th for the “Fitness Trail Project” has been rescheduled. At this writing the new date has not been confirmed. Will update a.s.a.p.
4. Deputy Clerk-Treasurer Deb Sova tentatively is returning to work on March 4th for ½ days following her husband’s surgery. Sheila Bowers has been performing very well during her absence.

Sealed bids opening has been rescheduled to Friday, March 15th at 10:30 am.

MISCELLANEOUS ISSUES - - None at this time.

COMMITTEE REPORTS

Motion by J Lewis, second by A Lundt to move Personnel up next on the agenda. Carried.

PERSONNEL - -

Accept Resignation of Fireman Ed Vande Hey with Noted Meritorious Service – K Curry read the letter of resignation from Ed Vande Hey that reads as follows:

To Whom it may concern

I am writing this letter to inform you that I am resigning from the Wrightstown Fire Department effective February 26, 2013. It has been an honor to have served the people of the Village for the last twenty years and working with some of the finest individuals that any community would be lucky enough to have. The department has been a very large part of my life and I have a lot of pride in the work we have done and the services we have brought the people of the village and surrounding communities but, as my children are getting older they require more of my attention and time as they deserve nothing less. I will always consider Wrightstown my home and cherish my time as a member of the Wrightstown Fire Department. Sincerely Yours, Edward J Vande Hey

Motion by K Curry, second by L Bousley to accept the resignation of Fireman Ed Vande Hey with noted meritorious service. Carried.

D Erickson, on behalf of the Village, presented Ed Vande Hey with a gift of appreciation and thanked him for all his years of service on the Fire Department. He will be greatly missed.

E Vande Hey then spoke to the group stating the “greatest thing about Wrightstown is the sense of community” and can’t afford to lose. Explained the Fire Dept does more than fighting fires and at car accidents; help sponsor the “Every 15 Minutes Program”. Don’t take the guys (firemen) for granted as they are a dedicated group. E Byrne’s discussion on the accident was a

driving force for him to help as those students were his classmates. Fire Dept needs help to try to get more young people involved in volunteering. It has been an honor and he appreciates it.

FINANCE - -

Operator's License – Motion by A Lundt, second by K Curry to approve the operator's license for the 2012-2014 license years for Amanda Fenn. Carried.

PUBLIC SAFETY - -

Fire Dept Comments – None at this time.

Police Dept Comments – Chief P Kingsbury stated the table-top exercise generated at the high school by Brown County Emergency Management went well. Purchasing a piece of equipment to get into buildings if there is no other means available. On March 18th at 6:00 pm the Police and Fire Depts will have a general overview, informational presentation of the crisis plan for Village staff, firemen, businesses and any parents that wish to attend. It should be extremely helpful to understand who is in charge, what happens when and the situations of an incident command center.

Discuss and Take Action on Commencing Joint Effort with Wrightstown School District on an "Interagency Agreement" – Discussion followed on the method to work together; building a foundation; if want change culturally, need to hold accountable; trust factor; better to get 2-3 members together from each board along with appropriate staff.

Motion by J Lewis, second by A Lundt to extend an invitation to the School Board to form a sub-committee to create a plan of action. Carried.

Discuss and/or Take Action on Wrightstown School District and Wrightstown Police Dept Relations – No action.

PARKS & RECREATION - - Nothing at this time.

PUBLIC WORKS & UTILITIES - -

Public Works Superintendent Report – T Coenen provided the following report:

1. Staff overtime hours for the month of January totaled 47.5 scheduled hours and 35 call in hours
2. Solid waste curbside tonnage for the month of January total 50.4 tons and recycle tonnage collected was 19.17 tons. (Items 1 & 2 will always list the prior month totals.)

Discuss and/or Take Action on Lana Hitner Sewer Charge Adjustment – Motion by A Lundt, second by L Bousley to deny the request of Lana Hitner, 1036 Crestview Drive, for a sewer charge adjustment for all the reasons noted in the committee meeting. Nay – M Leonard. Motion carried.

Resolution No. 03052013 Regarding the Variance Request for Agri-Partners – Motion by M Leonard, second by J Lewis to approve Resolution No. 03052013 of support, if needed for the Board of Appeals, to have Village President and Village Clerk/Treasurer sign said document regarding the variance request for Agri-Partners within 2,500 feet of Well #4. Carried.

Action to Approve Cross Connection Plan, Utilization of Outside Contractor and Enforcement – T Coenen stated the cross connection plan is almost finalized and will be placed

on the website. Not using an outside contractor. Approve Village staff go into the homes and facilitate availability of fixtures for residents for a charge and keep process with 10-year meter rotation. Vacuum breakers will only be installed by Village staff. A list of local contractors will be supplied to residents.

Motion by M Leonard, second by K Curry to approve the cross connection plan as described. Carried.

Take Action on Kurt Van Rens Request Concerning the Purchasing of an Existing Home on CTH U – Motion by M Leonard, second by J Lewis to allow Kurt Van Rens to purchase the existing home on County U with the existing water and septic systems. Carried.

REGIONAL PLANNING - - Nothing at this time.

Motion by K Curry, second by L Bousley to adjourn. Carried. (Adjourned 8:03pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **03/19/13** and was called to order by Village President Dean Erickson at 6:01 pm.

Roll Call: Present – Dean Erickson, Karen Curry, Mark Leonard, Jack Lewis,
Scott Reignier, Village Administrator Steve Johnson
Absent – Larry Bousley, Andy Lundt

Also present: Ed Byrne (Brillion News), Arnie Tucker (Wrightstown Area Spirit), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Paul Welter (Robert E Lee & Assoc), Eric Murphy (Waterboard Warriors) Dave Wagner (Ehlers & Assoc), Paul Brewer.

MINUTES - - Motion by J Lewis, second by K Curry to approve the minutes of 03/05/13 as presented. Carried.

VOUCHERS - - Motion by K Curry, second by S Reignier to approve the vouchers as submitted. Carried.

Chief P Kingsbury introduced new full-time Police Officer Jose deSantiago with the board giving welcoming comments.

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

1. A meeting with a lighting contractor was held on March 5th to consider energy savings. (In Village buildings)
2. A meeting was held with another lighting contractor on March 6th.
3. Spoke with School Supt. Buboltz on a 4 on 4 meeting. Will check for available dates.
4. Attended the monthly Municipal Issues meeting at NWTC on March 7th.
5. A meeting was held March 8th with Agri-Partners and Travis.
6. Met with Eric Murphy on March 11th to discuss the Waterboard Warriors proposed storage building at Mueller-Park.
7. Sealed bids for street improvements opened March 15th.
8. Scott Beining, our new Building Inspector, is actively on duty as of March 18th.

Eric Murphy – Provided his comments why the Waterboard Warriors and the Village should form a partnership for use of a new building (48'x80') at Mueller Park. Storage of boats and equipment by the Waterboard Warriors with the bathrooms and small storage at the other end for the Village. Also if weather is bad, potential use for Festival on the Fox event. Total estimated cost at \$89,000 with approximately \$30,000 for the bathrooms at Village cost with the balance by the Waterboard Warriors.

T Coenen commented the bathrooms at Mueller Park need updating, better to replace; and the little garage would be removed. Indicated a long-range land lease would be written so that if ties were broken between the Waterboard Warriors and the Village, the building would be transferred to the Village. Asking the board if Village wants to move forward with this concept.

COMMITTEE REPORTS

FINANCE - -

Award Bids on Highway and Water/Sewer Main Project – T Coenen explained Robert E Lee & Associates verified all the bids for dollars and elements and agrees with their recommendation.

Motion by S Reignier, second by J Lewis to award the 2013 Water Main Improvements Project, Contract No. 1269-13-01 to Jossart Brothers Inc, De Pere, WI, in the amount of \$1,248,401. Roll call vote: Ayes – D Erickson, K Curry, M Leonard, J Lewis, S Reignier; Nays – None; Absent – L Bousley, A Lundt. Motion carried unanimously.

Approve Resolution No. 03192013 General Obligation Refunding Bonds – D Wagner explained the bid opening process from this morning resulted in a reduction of the total loan by \$5,000 with the true interest rate at 1.6165%. Further discussed the Sales Results handout that also indicated the original savings of \$112,189 has now increased to \$126,603 over the 10-year term of the loan.

Motion by S Reignier, second by M Leonard to approve Resolution No. 03192013 Authorizing the Issuance and Sale of \$730,000 General Obligation Refunding bonds, Series 2013A. Roll call vote: Ayes – D Erickson, K Curry, M Leonard, J Lewis, S Reignier; Nays – None; Absent – L Bousley, A Lundt. Motion carried unanimously.

Public Fire Protection Charges – D Wagner briefly explained the Public Service Commission (PSC) not only regulates water for drinking but also for fire protection. This includes water towers, hydrants, pumping. The public fire protection is reviewed at the time of a full-rate water study of which the Village is processing now and allows options to pay for it: 1) totally included on the tax levy; 2) totally billed to water customers on the utility billing; or 3) combination of 1 and 2. S Johnson explained would like to freeze the current public fire protection that appears in the budget for the tax levy and any further increase bill direct to all water customers and non-customers (those without water services). The PSC provided three options with the various dollar amounts associated with each option.

Motion by S Reignier, second by K Curry to approve PSC Option #2 in handling increases for public fire protection. Carried.
(Option #2 = Municipal Charge \$198,903 with balance as direct charge.)

Approve Optional Choices for Enhancements, Plantings through WisDOT – Motion by M Leonard, second by S Reignier to approve the recommendation from the DOT and CSD (Community Sensitive Design) committee. Carried.

Decision on Partnership with Waterboard Warriors for Building Space at Mueller Park – Motion by S Reignier, second by M Leonard to enter into a partnership with the Waterboard Warriors to develop a building structure on the Mueller Park site. Carried.

Approve Transfer of \$15,054.05 to Cover Fire Truck Tender 1311 Costs of Repairs – Motion by S Reignier, second by K Curry to approve the transfer of \$15,054.05 from Undesignated *General* Fund to cover the cost of repairs of Fire Truck Tender 1311 for services completed in 2012 and invoices not received until 2013. The 2012 audit is completed. Carried. (Amended *General* to *Capital* per auditors. Village Board approved 4/3/13)

Operator's License – Motion by M Leonard, second by K Curry to approve the operator's license for the 2012-2014 license years for Michaela Laing. Carried.

Schedule for Appointment of Agent – Motion by M Leonard, second by K Curry to approve the Schedule for Appointment of Agent by Corporation/Nonprofit Organization or Limited Liability Company for Laura Hietpas, 2115 N Peter Lane, Little Chute, WI, for Royal St Patrick's Golf Links. Carried.

PERSONNEL - -

Personnel Policy Manual Recommended Changes – Motion by K Curry, second by S Reignier to table the Personnel Policy Manual recommended changes to the next meeting. Carried.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC SAFETY - -

Fire Dept Report – The February Fire Dept report submitted with best regards from Chief M Schampers is as follows:

During February the department responded to 1 call, Simultaneous page to the Town of Buchanan for a car accident.

Usual monthly truck inventories and equipment checks were performed on the apparatus. Trucks washed and cleaned of road grime and salt.

Training for the month was Ice Rescue with a Saturday session as well as a usual Monday night session.

The radio project is ever present, we are now learning there are concerns with “cross county line” communication and that we likely do not have all the proper radio equipment we will need. This is an issue for all FD's that cross county lines for responses. A number of meetings have been held and more detailed information has revealed the system style chosen for Outagamie and Calumet county has variations that require switch over equipment to be able to reach dispatch and to be able to speak directly with FD's from over the county lines when crossing county lines. This is due to the choice of Narrow Banded VHF in Outagamie and Calumet and Narrow band digital system types chosen by Brown.

We have a special conference call scheduled to talk directly with the Motorola Engineer who is intimately familiar with both Brown and Outagamie systems along with Cullen Pelitier from County and they will walk us through exactly what we have ordered and what we will need to add or change/exchange in order to have communication without having to have two different sets of radios in the trucks. We have already expressed our disappointment with Baycomm sales and with the Brown County Radio leadership group in regard to the lack of properly informing us in regard to the equipment we would need when we ordered for the department many months ago. It will come with a price tag attached and likely require expedited approval once it is clear what is going to be required.

Police Dept Report – The January and February Police Dept reports respectfully submitted by Chief P Kingsbury are as follows:
JANUARY 2013 – Met with St Clare and St John schools to assist them with crisis planning and building security.

Completed new work schedule for adding another full time officer. Placed add with law enforcement web site.

Worked on developing template for new radios. Our radios will be different from other Brown County portables as we require access to Outagamie County 800 MHz Frequencies.

Met with part-time officers to go over expectations and availability. Hired another part-time officer who is currently attending the academy. Continued field training with other part-time officer.

Acquired SUV and other equipment for WPD from Town of Brockway. Worked on \$4,000.00 equipment grant to add traffic safety equipment to our inventory.

There were 5 vehicle accidents in the Village in January; 4 handled by BRSO. There were 27 traffic contacts made for various violations and there were 2 winter parking violations.

There were 39 non traffic calls for service in the Village, 77% handled by WPD officers. BRSO self-initiated 15 non traffic calls in the Village during the early morning hours. Continued work on backlog of incidents. All financial crimes have been cleared, awaiting warrants from DA's office. All but two new incidents received in January have been closed. One involved a theft of computer equipment that was delivered to a resident's home and was taken from their front porch.

FEBRUARY 2013 – Advertised and went through the hiring/selection process for the new patrol officer. Worked on changes to Personnel Policy Manual, Pre-employment Agreement and Employment Memorandum.

Discovered issues with the evidence program. Worked with company to get them fixed. Program is now operating as advertised. Made amendments to property procedures.

Continued training new part-time officer and working on the new radio system.

Attended tabletop exercise put on by Brown County Emergency Government involving the WCSD.

Provided child safety presentation at the library and did one child restraint seat inspection.

Various department members attended training on patrol officer skill building and active shooter response/emergency action plan development and the police chief went to the WI Chiefs' Conference

We assisted the Brown County SO with 1 call and the USPS with a fraudulent money order complaint.

We had 6 vehicle accidents in the Village in February; 3 handled by BRSO, 1 by WSP and the other 2 by WPD Officers. There were 22 traffic contacts made for various violations. BRSO initiated 3 traffic stops in the Village.

There were 43 non traffic calls for service in the Village, 95% handled by WPD officers. BRSO

self-initiated 5 non traffic calls in the Village during the early morning hours. We believe we have developed a person of interest in the burglary to Fox's Pizza. Working with State Crime Lab and P&P to close the case. Interviews conducted on previous incidents have uncovered other issues that require further investigation. Working to clear those cases.

New Police Equipment – P Kingsbury set up the new “Speed”, “Seatbelt” and/or “OWI” high-visibility signs that will be used to help with traffic calming measures.

Workplace Violence / Active Shooter – P Kingsbury also stated there were 37 in attendance (Village staff, Fire Dept personnel, business owners, interested parties) at a workplace violence / active shooter presentation-meeting last evening that discussed awareness and how to prepare for potential danger.

Two Board Members to Form a Joint Committee with Wrightstown School District (WSD) – The members from the Village for the joint committee with the WSD will be Administrator Steve Johnson, Police Chief Perry Kingsbury and after discussion the two Village Board members will be Dean Erickson and Mark Leonard. Scott Reignier will be an alternate.

Discussion and/or Action on Wrightstown School District and Wrightstown Police Dept Relations – No action. (This item will stay on agendas in future if needed).

PUBLIC WORKS & UTILITIES - -

Cross Connection Plan / Deduct Meters – T Coenen indicated informational pamphlets were inserted with the water bills, included as an article in the newsletter and placed on the Village website. Further stated waiting for new water meters to come in to scheduled appointments for meter change outs.

Motion by S Reignier, second by K Curry to adjourn. Carried. (Adjourned 7:55 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN
UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Wednesday **04/03/13** and was called to order at 6:15 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Karen Curry, Mark Leonard, Jack Lewis,
Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – Larry Bousley

Also present: Arnie Tucker (Wrightstown Area Spirit); Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen; Kathy Kingsbury, Paul Brewer.

Motion by A Lundt, second by S Reignier to open the monthly Utility Commission meeting.
Carried.

The March 2013 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

Water Utility:

1. Gallons pumped in March (as of March 26) 4,607 million gallons, daily average 177,192.
Well 4 static level – 118 Pumping level – 283’
Well 2 static level – 101 Pumping level – 184’
2. Discussion on current tower maintenance program directed by PSC, and acceptance of bid from Utility Services.
3. The process to abandon the private well at the vacant building at 328 Poplar St. has begun. Vande Yacht Pump Installing is in the process of estimating the cost of abandoning the well.

Sewer Utility:

1. Gallons treated in March (as of March 26) 6.3273 million gallons, daily average of 243,357.
2. We received 12,500 gallons of septage from Fox Valley Septic & AAA Sanitation in the month of March so far. The revenue for the month of March is \$139.63. The total revenue for 2013 so far is \$511.59.

T Coenen expanded his comments on the abandonment of the private well at the old Nabisco Plant.

Motion by J Lewis, second by S Reignier to cost the monthly Utility Commission meeting.
Carried. (Adjourned 6:18 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Wednesday **04/03/13** and was called to order at 6:18 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Karen Curry, Mark Leonard, Jack Lewis,
Andy Lundt, Scott Reignier, Village Administrator Steve Johnson
Absent – Larry Bousley

Also present: Arnie Tucker (Wrightstown Area Spirit); Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen; Kathy Kingsbury, Paul Brewer.

MINUTES - - D Erickson explained an amendment was necessary to the 03/19/13 minutes per the auditors for the transfer of funds to cover the cost of repairs to Fire Truck Tender 1311. The previous motion stated “Undesignated *General* Fund” and it should have been “Undesignated *Capital* Fund”.

Motion by S Reignier, second by K Curry to approve the amended minutes of 03/19/13. Carried.

VOUCHERS - - Motion by A Lundt, second by S Reignier to approve the vouchers as presented. Carried.

VILLAGE ADMINITRATOR - - S Johnson provided the following report:

1. Met with Dulcie Schmidt on March 28th to discuss her request to rent the Community Room weekly for a Group Fitness program.
2. Met with Mike Wagner from Aurora Health Care on March 29th to discuss an Employee Assistance Program (EAP).
3. Executed Jeff Kola’s Exit Interview on April 1st and arranged for return of Village-owned property.
4. Will meet with 3rd graders from St. Clare on April 4th to field questions on Village Government to facilitate what they are currently studying in class.
5. Meeting with representatives of School District and Village Board on April 5th.

COMMITTEE REPORTS

FINANCE - -

Discussion and Action on Long-Term Maintenance of Water Towers – T Coenen discussed a handout outlining a “Maintenance Program Schedule of Work & Fees” for Towers A & B that runs through year 2020. Want to cover all costs through water rates versus borrowing. Current budget already includes some funds but future budgets will have approximately \$60,000 increase in the budget per year for the next 8 years.

Approval to Accept Proposal from Utility Service Co Inc – Motion by A Lundt, second by S Reignier to accept the proposal from Utility Service Co Inc for water tower maintenance through year 2020. Carried.

Approval for DOT Purchase Village Owned Right-of-Way – T Coenen explained the area of right-of-way purchase along with the temporary and permanent easements.

Motion by A Lundt, second by S Reignier to approve the DOT (WI Dept of Transportation) purchase of the Village owned right-of-way on High Street for \$8,600. Carried.

Approve Operator's Licenses – Motion by A Lundt, second by J Lewis to approve the operator's licenses for the 2012-2014 license years for Taylor Grady and Tanner Jepsen. Carried.

PERSONNEL - -

Discussion and Action on Personnel Policy Manual Recommended Changes – Motion by K Curry, second by A Lundt to table the Personnel Policy Manual changes. Carried.

Accept Resignation of Police Officer Jeff Kola – Motion by K Curry, second by S Reignier to accept the resignation of Police Officer Jeff Kola. Carried.

Approval to Hire Full-time Police Officer – Motion by K Curry, second by S Reignier to approve the hiring of a full-time Police Officer pending background check and passing of all pre-employment testing. Carried.

PUBLIC SAFETY - -

Fire Dept Comments – Chief M Schampers commented on the Wrightstown Fire Dept assistance to Greenleaf Fire Dept for a structure fire on CTH ZZ.

Update on Radios – M Schampers stated they will swap out six single-band portables for dual-band with a Village cost of approximately \$8,000.

Police Dept Comments – Chief P Kingsbury indicated they have started to test radios and all working well. Motorola will be on site next week. S Reignier addressed his concerns with the area of CTH ZZ / High St for radio communication during any altercations.

Complaints – P Kingsbury stated received a response from the Administrator of the Dept of Criminal Investigation which informed him that a complaint should be in writing before his agency would respond. P Kingsbury said still would want to look into the situation. Would like to establish an Advisory Board made up of stakeholders in the community such as the various social-economic class of citizens, school, businesses and church members to address issues heard as rumor or fact.

Wrightstown School District and Wrightstown Police Dept Relations – Nothing to discuss at this time.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC WORKS & UTILITIES - -

Public Works Superintendent Report – T Coenen provided the following report:

1. Staff overtime hours for the month of February total 50 scheduled hours and 24 call-in hours.
2. Solid waste curbside tonnage for the month of February totaled 44.65 tons and recycle tonnage collected was 16.66 tons. (Items 1 & 2 will always list the prior month totals.)
3. Travis has been working with Agri-Partners and the DNR regarding verification of land use at the CEI property on Cty Hwy U.

T Coenen further commented on Agri-Partners. The DNR asked them to complete a study with a consultant to determine if the sensitive areas of wetlands were created when preparing for the CEI building. It is construction made and nothing more. Agri-Partners are still interested, know about the variance requirement and well-head protection ordinance, and will follow the recommendations fully.

Robert E Lee & Associates Contract Change Orders – T Coenen described amendments to the Robert E Lee engineering contract that were approved by S Johnson and himself (per Village Board authorizing document) as follows:

Amendment 3 – design of the water main reconstruction on Broadway from Main St north to the Wisconsin Central railroad track (required to accommodate WisDOT re-alignment of the STH 96 bridge boring under railroad tracks and roundabout located at the intersection of Main St and Broadway) - \$4,500;

Amendment 4 – preparation and design of the reconstruction of the water main located on Broadway from Hickory St to Main St (required to accommodate the WisDOT re-alignment of the STH 96 bridge and roundabout located at the intersection of Main St & Broadway) - \$2,000;

Amendment 5 – construction observation of the water main reconstruction on Broadway from Main St north to the Wisconsin Central railroad track (required to accommodate WisDOT re-alignment of the STH 96 bridge boring under railroad tracks and roundabout located at the intersection of Main St and Broadway) - \$4,900.

These change orders (amendments) will be paid by the Village with potential WisDOT reimbursement.

CLOSED SESSION - - Motion by S Reignier, second by K Curry to proceed into CLOSED SESSION pursuant to Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Jeff Kola, Police Officer. Roll call vote: Ayes – K Curry, M Leonard, J Lewis, A Lundt, S Reignier, D Erickson; Nays – None; Absent – L Bousley. Motion carried. (7:05 pm)

OPEN SESSION - - Motion by S Reignier, second by A Lundt to reconvene in OPEN SESSION to discuss and/or take action on Closed Session event. Roll call vote: Ayes – K Curry, M Leonard, J Lewis, A Lundt, S Reignier, D Erickson; Nays – None; Absent – L Bousley. Motion carried. (7:19 pm)

No action from Closed Session.

Motion by J Lewis, second by K Curry to adjourn. Roll call vote as this is Jack Lewis's last Village Board meeting. Ayes – K Curry, M Leonard, J Lewis, A Lundt, D Erickson; Nays – None; Absent – L Bousley, S Reignier. Motion carried. (Adjourned 7:21 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **04/16/13** and was called to order by Village President Dean Erickson at 6:10 pm.

Roll Call: Present – Dean Erickson, Paul Brewer, Larry Bousley, Karen Curry, Mark Leonard
Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – None

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Carl and Sharon Theunis.

MINUTES - - Motion by A Lundt, second by S Reignier to approve the minutes of Wednesday 04/03/13 as presented. Carried.

VOUCHERS - - Motion by M Leonard, second by L Bousley to approve the vouchers as submitted. Carried.

FINANCIAL STATEMENTS - - Acknowledged receipt and review.

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

1. Discussed bridge and local government affairs with 3rd graders from St. Clare.
2. 1st meeting with School District on interagency agreement on April 5th. Next meeting is scheduled for April 19th at the District Office.
3. Dulcie Schmidt's request to use the Community Room for an exercise class.
4. Aurora EAP to cover all F/T employees at \$2,000 per year. (assessment & referral)

COMMITTEE REPORTS

Motion by S Reignier, second by A Lundt to amend the agenda to have Regional Planning next. Carried.

REGIONAL PLANNING - -

Extraterritorial CSM – Carl Theunis – Motion by P Brewer, second by A Lundt to approve the extraterritorial certified survey map (CSM) for a minor plat division into 2 lots; Parcels W-160 & W-161 (located off CTH DDD) for Carl & Sharon Theunis. Carried.

CDA Appointments – Motion by P Brewer, second by M Leonard to approve the Community Development Authority (CDA) reappointment of Bill Broman and Rick Edinger for 4-year terms and appoint Lora Cornette to replace Lois Lamers for a 3-year term. Carried.

Planning Commission Appointments – Motion by P Brewer, second by A Lundt to approve the Planning Commission reappointment of Bob Fandrey and appoint new member Pat Kiel for 3-year terms. Carried.

Board of Appeals Appointments – Motion by P Brewer, second by S Reignier to approve the reappointment of Mike Van Eperen and Bernie Vickman for 3-year terms and Jerry Van Zeeland as alternate for 2-year term. Carried.

Brown County Planning Commission Member – Motion by A Lundt, second by L Bousley to appoint Paul Brewer to the Brown County Planning Commission Board of Directors to represent the Villages of Wrightstown, Denmark and Pulaski for the remainder of the term to expire on March 1, 2015. Carried. (Jack Lewis resigned)

FINANCE - -

WisDOT Purchase Village Right-of-Way – Motion by A Lundt, second by L Bousley to approve the purchase by WisDOT of the Village owned right-of-way on High Street (by water tower) for \$9,200. Carried.

Creative Sign Proposals – Motion by A Lundt, second by P Brewer to approve the Creative Sign proposals authorized by WisDOT to move the 1) “Village” sign; and 2) school “State Championship” signs at a cost of \$2,400 for each proposal. Carried.

Baycom Invoice – Motion by A Lundt, second by S Reignier to approve the Baycom invoice in the amount of \$7,992 for the upgrade of six (6) Motorola portable radios for the Fire Dept upon the receipt of a corrected invoice description to indicate six radios versus one. Carried.

Resolution No. 04162013 NSF Check Fee – Motion by A Lundt, second by S Reignier to approve Resolution No. 04162013 to insert in Chapter 102 Fees and Penalties; 102-3 Additional fees and penalties; D – Fee for any non-sufficient (NSF) check: \$35. Carried.

Operator’s Licenses – Motion by A Lundt, second by L Bousley to approve the operator’s licenses for the 2012-2014 license year for Kaylee Jaeger, Rachel Shilt, and Terri Van Dyke; 2013-2015 license year for Paula Schommer. Carried.

Gift Card – Motion by A Lundt, second by K Curry to approve a \$50 gift certificate for Jack Lewis for his years of service on the Village Board. Carried.

New Officials Workshop – P Brewer will attend on 06/07/13 at Liberty Hall in Kimberly.

Regional Dinner Meeting – S Johnson encouraged everyone to attend as it always has a good speaker and meal. This year it is at the Stadium View Restaurant in Green Bay on 06/06/13.

PERSONNEL - -

Hire Part-time Police Officer – Motion by K Curry, second by M Leonard to approve the hiring of a part-time Police Officer pending background check and passing of all pre-employment testing. Carried.

Personnel Policy Manual Recommended Changes – Motion by K Curry, second by A Lundt to approve the Personnel Policy Manual recommended changes as discussed. Carried.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC SAFETY - -

Fire Dept Report – Chief M Schampers reported with best regards the following report for March:

During March the department responded to 1 call, MABAS Full Assist with Greenleaf for the house fire the river.

Usual monthly truck inventories and equipment checks were performed on the apparatus. Trucks washed and cleaned of road grime and salt.

Training for the month was attending the Active Shooter program put on by the WPD. We have also been contacted by a student from the high school interested in what it's like to be a fireman. We will be having him come in and spend some time with us and see what his level of interest is and how we can get him involved.

The radio project continues to move closer, radio testing is currently occurring with some impressive results so far. We were also able to close the details on the change for the hand helds and get costs finalized.

Police Dept Report – Chief P Kingsbury respectfully submitted the following report for March: Completed background and all pre-employment processes, hired new officer, began orientation and Field Training. Screened applicants for part-time officer positions. Continued worked on changes to Personnel Policy Manual.

Acquired a grant for new squad equipment for new SUV. Acquired another grant to continue our motorcycle safety program. Squad cars were marked the same to provide a consistent image for WPD.

Provided child safety presentation at the library and provided a presentation on active shooter situations to Village employees, volunteer fire fighters and the business community.

Various department members attended training on Juvenile Law Conference, interview and interrogation, Investigators' Conference and continued training new part-time officer along with working on the new radio system.

There were two car vs deer accidents in the Village during March. Both handled by BRSO. There were 19 traffic contacts made for various violations and 1 parking complaint. BRSO initiated 4 traffic stops in the Village.

There were 46 non traffic calls for service in the Village, 78% handled by WPD officers. BRSO self-initiated 3 non traffic calls in the Village during the early morning hours. The person of interest in the burglary to Fox's Pizza has stopped talking. Investigated a lot of juvenile incidents involving iPods and cell phones. Very time consuming to process with warrant and forensic analysis at another agency, then review of the material recovered from the devices.

P Kingsbury responded to the question that training is going well for the new full-time officer as he is a very quick learner and has a desire to learn and work. Officer deSantiago should be ready by the end of May to be out on his own. At that time will look to hire the next full-time officer.

Discussion and/or action on Wrightstown School District and Wrightstown Police Dept

relations – D Erickson stated the group met on April 5th and discussed the Memorandum of Understanding with some give and take on both sides. Will meet again on Friday, April 19th. Was a very productive meeting.

PUBLIC WORKS & UTILITIES - -

Privatize Lighting on New Bridge – Motion by M Leonard, second by S Reignier to approve to privatize the lighting on the new bridge as previously discussed with the potential cost savings. Carried.

Motion by S Reignier, second by L Bousley to adjourn. Carried. (Adjourned 6:43 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN
UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **05/07/13** and was called to order at 6:36 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Larry Bousley, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – None

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen. Sue Martin (Wrightstown Historical Society), Bonnie VandeHey (Mueller Wright House), Tom Karman (Schenck), Lori Jaeger, and Kaylee Jaeger

The April 2013 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

Water Utility

1. Gallons pumped in April- 5,937 million gallons, daily average 197,900.
Well 4 static level - 118 Pumping level - 283'
Well 2 static level - 101 Pumping level-188'
2. Water main flushing was done on April 23rd thru April 25th . The flushing went well with no problems/complaints.

Sewer Utility:

1. Gallons treated in April 10.0775 million gallons, daily average of 335,917.
2. We received 49,200 gallons of septage from Fox Valley Septic & AAA Sanitation in the month of April. The revenue for the month of April is \$549.56, bringing the total revenue for 2013 to \$1061.15.

There was discussion regarding utility billing options – doing a monthly bill versus a quarterly bill. T Coenen explained some of the additional costs that would be incurred by billing monthly.

Questions regarding the tightness of the utilities was discussed. T Coenen stated that there has been improvement following the heavy rainfalls and they are continuing working on this problem.

Motion by A Lundt, second by S Reignier to close the utility. Carried. (Adjourned 6:39PM)

Debra A Sova

Deputy Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **06/04/13** and was called to order by Village President Dean Erickson at 6:19 pm.

Roll Call: Present – Dean Erickson, Paul Brewer, Larry Bousley, Mark Leonard (6:40PM)
Andy Lundt, Scott Reignier, Village Administrator Steve Johnson
Absent – Karen Curry

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen.

MINUTES - - Motion by A Lundt, second by S Reignier to approve the minutes of Tuesday 05/21/13 as presented. Carried.

SCHEDULED APPEARANCE - None

VOUCHERS - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Carried.

CORRESPONDENCE: thank you cards from J Brandt, Wrightstown High School Grad Party Committee and the family of Dr Greg Russo were acknowledged

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

1. AT&T (Mi-Tech Services) desires to obtain a 12 ft. easement inside of the WISDOT easement to avoid any damage to their buried lines; most of which would be bored.
2. Contacted Kaukauna Electric Utilities to ascertain their willingness to partner with WPS as a back-up source to property served by Kaukauna.
3. Fielded concerns expressed by the RSP Condo Association over the impact of AJ's potentially being re-located near the corner of Cty U and golf Course Drive; also the impact of property recently acquired by "Tide View Farms" (Milksource).
4. Employee evaluations process has commenced, with a due date of July 1st.
5. In order to have 5 months of actual expense, Dept Budget Worksheets will be distributed by July 1st.
6. A conference call is scheduled with WPS on June 6th.

MISCELLANEOUS ISSUES

COMMITTEE REPORTS

FINANCE - -

Operator's Licenses – Motion by A Lundt, second by S Reignier to approve the operator's licenses for the 2012-2014 license year for Jessica Coenen; Carried.

Motion by A Lundt, second by P Brewer to approve the operator's license for the 2013-2015 license year for Emily Luedtke and Tina Van Rossum. Motion carried 5-1 nays S Reignier.

Action to approve 2014 Payroll Rate development. (similar to 2013) Discussion was held

regarding pay rate increases for 2014 and the direction the administration should take. S Johnson explained various scenarios. S Reignier inquired regarding net dollar amounts. There was discussion regarding 1% pay raises across the board with a potential 3% increase. Also, bonus programs were discussed. A Lundt stated that it is a compounding issue and it should be a onetime bonus versus a raise. Everything needs to be based on evaluations and making sure of consistency. Start with a 1% for a 3.0 evaluation with a bonus/merit possibility of 2% or 3% but the board would like to see net dollars.

American Legion donation - Motion by A Lundt, second by L Bousley to approve annual \$100 contribution towards the American Legion Memorial Day celebration. Carried.

PERSONNEL - -

PUBLIC SAFETY - -

Fire Dept comments– Questions were asked of Chief Schampers regarding the maintenance on the old tender and the those costs. Chief Schampers stated there would be approximately \$6,000 needed for repairs on that vehicle before the end of the year and the time frame that the vehicle would be out of service.

Police Dept comments – Nothing to report at this time.

Wrightstown School District and Wrightstown Police Dept relations – Motion by S Reignier, second by P Brewer to approve the Interagency Agreement between the Wrightstown School District and the Wrightstown Police Department. Discussion was held regarding agreement and whether it will accomplish anything. Some members of the board felt that the language did not contain measurable goals, any accountability, and whether the timing was correct. This document is procedure and is a necessary document that is needed for the relationships to go forward. Chief Kingsbury and Administrator Buboltz are scheduling meetings in June. There will be further discussions and documents needed to accomplish the goals of the board. Roll call vote - Ayes - Paul Brewer, Larry Bousley, Mark Leonard Dean Erickson, Andy Lundt, Scott Reignier motion carried.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC WORKS & UTILITIES - -

T Coenen provided the following report:

1. Staff overtime hours for the month of April totaled 25 scheduled hours and 2 call in hours.
2. Solid waste curbside tonnage for the month of April totaled 51.24 tons and recycle tonnage collected was 18.38 tons. (Items 1 & 2 will always list the prior month totals.)
3. The annual village wide household clean-up day went well. We collected approximately 50 electronic items which will be donated to the High School Electronic Recycling Event to be held on Sept. 7th from 9:00am to 1:00pm.

Action on AT&T Easement Proposal – Motion by M Leonard, second by L Bousley to deny the current AT&T easement proposal. Carried.

Resolution No. 06042013 - Motion by M Leonard, second by S Reignier to approve Resolution No. 06042013 for the 2012 Compliance Maintenance Annual Report. Carried.

REGIONAL PLANNING - - Nothing at this time

Motion by S Reignier, second by A Lundt to adjourn. Carried. (Adjourned 7:36 pm)

Debra A Sova

Deputy Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **05/21/13** and was called to order by Village President Dean Erickson at 7:30 pm.

Roll Call: Present – Dean Erickson, Larry Bousley, Paul Brewer, Karen Curry, Mark Leonard
Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – None

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen.

MINUTES - - Motion by S Reignier, second by L Bousley to approve the minutes of Tuesday 05/08/13 as presented. **Motion Carried.**

VOUCHERS - - Motion by S Reignier, second by L Bousley to approve the vouchers as submitted. **Motion Carried.**

FINANCIAL STATEMENTS - - Acknowledged receipt and review.

VILLAGE ADMINISTRATOR - - Steve Johnson provided the following report:

1. Planning Commission of May 13th dealt with the question over the extension/connection of Patricia Lane.
2. Comprehensive Plan should be re-visited.
3. Have contacted Attorney Derek Dequaine of MilkSource to determine impact of farm operation on adjoining residential and developed commercial property. This had led to a meeting with their public relations person, Bill Harke, Sarah Babcock, Environmental Coordinator this morning.
4. AT&T (Mi-Tech Services) desires to obtain a 12 ft. easement inside of the WISDOT easement to avoid any damage to their buried lines; most of which would be bored.

MISCELLANEOUS ISSUES:

Wrightstown Group Fitness – Motion by S Reignier, second by P Brewer to deny use of the community room for a group fitness class. **Motion Carried.**

COMMITTEE REPORTS

FINANCE - -

Resolution No. 05212013 – Motion by A Lundt, second by S Reignier to approve Resolution No. 05212013 Authorizing the issuance and sale of up to \$1,438,421 Water System Revenue Bonds, Series 2013, and providing for other details and covenants with respect thereto. Roll call vote: Ayes – D Erickson, L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier; Nays – None. **Motion Carried.**

Wrightstown Senior Graduation Party Donation – Motion by A Lundt, second by S Reignier to approve a donation to the Senior Graduation Party in the amount of \$100.00. **Motion Carried.**

2013-2014 Class “A” Combination Liquor License – Motion by A Lundt, second by L Bousley to approve 2013-2014 Class “A” Combination Liquor License – SAI KRUPA LLC, Bridgeport Shell, 525 Main St and Wrightstop BP, 233 High St; Vanden Wymelenberg Enterprises Inc, Dick’s Family Foods, 400 High St.

Motion Carried.

2013-2014 Class “B” Combination Liquor License – Motion by A Lundt, second by M Leonard to approve 2013-2014 Class “B” Combination Liquor License – Todd & Lois Luedtke LLC, AJ’s Pub, 312 Broadway St; Rikki Garrity LLC, Jamie’s Dawghouse, 344 Broadway St; W L Foods Inc, W L Foods, 924 Main St; River Inn LLC, Wrightstown River Inn, 531 Washington St. **Motion Carried.**

2013-2014 Reserve Class “B” Combination Liquor License – Motion by A Lundt, second by M Leonard to approve 2013-2014 Reserve Class “B” Combination Liquor License – Sydrow Golf Inc, Royal St Patrick’s Golf Links, 201 Royal St Pat’s Dr; Wrightstown Development LLC, Tigers Den, 505 Washington St. **Motion Carried.**

2013-2014 Schedule for Appointment of Agent by Corporation/Nonprofit Organization or Limited Liability Company – Motion by A Lundt, second by M Leonard to approve 2013-2014 Schedule for Appointment of Agent by Corporation/Nonprofit Organization or Limited Liability Company – Mitul Patel, SAI KRUPA LLC for Bridgeport Shell and Wrightstop BP; Nathan Vanden Wymelenberg, Vanden Wymelenberg Enterprises Inc for Dick’s Family Foods; Lois Luedtke, Todd & Lois Luedtke LLC for AJ’s Pub; Rikki Garrity, Rikki Garrity LLC for Jamie’s Dawghouse; Gerald Van Rossum, W L Foods Inc for W L Foods; Gary Van Eperen, River Inn LLC for Wrightstown River Inn; Laura Hietpas, Sydrow Golf Inc for Royal St Patrick’s Golf Links; Jeffrey Corcoran, Wrightstown Development LLC for Tigers Den. **Motion Carried.**

2013-2014 Cigarette License – Motion by P Brewer, second by L Bousley to approve 2013-2014 Cigarette License – Bridgeport Shell; Wrightstop BP; Dick’s Family Foods; Wrightstown River Inn; Royal St Patrick’s Golf Links. Oppose – A Lundt, K Curry. **Motion Carried.**

Operator’s Licenses for the 2013-2015 License Years – Motion by A Lundt, second L Bousley to approve Operator’s Licenses for the 2013-2015 License Years – Donna Diener Tammy Kussow, Edmund Trad (W L Foods/American Legion); Lance Vanden Wymelenberg (Dick’s Family Foods); Jennifer Edinger, Amy Siebert, Nicole Vande Hey (Wrightstown River Inn); JoAnn King (Wrightstop BP). **Motion Carried.**

Motion by A Lundt, second by S Reignier to table Emily Luedtke (AJ’s Pub); Tina Van Rossum (W L Foods/American Legion) until the next village board meeting so Chief Perry Kingsbury can give his recommendations. **Motion Carried.**

Wrightstown Historical Society – Motion by A Lundt, second by P Brewer to leave the 2014 Matching Funds as is - \$2,500.00 for the Wrightstown Historical Society. If there is a need for further support they will be addressed by the board on a case by case basis. **Motion Carried.**

PERSONNEL - -

Employee Assistance Program – Motion by K Curry, second by A Lundt to take no action at this time and to include the Employee Assistance Program (EAP) proposal in the 2014 Budget. **Motion Carried.**

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC SAFETY - -

Fire Department Report – The April 2013 Fire Department report submitted with best regards by Chief Mike Schampers is as follows:

During March the department responded to 1 call, Vegetation fire in Town of Wrightstown near Lawrence and a structure fire call for RIT that was cancelled in route.

Usual monthly truck inventories and equipment checks were performed on the apparatus. We have contacted Red Services for an estimate for corrosion repairs found under the diamond plate over the rear fender wells on the truck.

Training for the month was pumping operations. The fire department also presented the "Every 15 Minutes Program" to the schools. It also involved participation from DPW, WPD, State and local police, Brown County Courts and Jail systems as well as county rescue and Greenleaf Fire. The event was well received and we did receive a tremendous amount of positive feedback. This is a bi-annual program the FD presents which is done as an extra activity and requires FD members to not only give of their freetime it also requires missed work or use of personal vacation days to be part of.

Police Department Report – The April 2013 Police Department report respectfully submitted by Chief Perry Kingsbury is as follows:

Field Training going well with new officer. Interviewed other applicants for potential part-time positions. Assisted a FVTC student with an interview.

Provided child safety presentation at the library and assisted a resident with installing their child restraint seat. Assisted WFD with their Every 15 Minute Program. Participated in the DEA's Drug Take Back Program. Assisted with the Dispatcher Appreciation Week and the Com Center. Provided "Intruder Training" to a local Day Care provider. Officers attended a webinar on law enforcement's role in preventing cyber bullying.

Met with WCSD to work on MOU. Also met individually with Superintendent Buboltz to discuss on-going issues.

There were two accidents in the Village during April. One handled by WPD officers and the other handled by BRSO. There were 38 traffic contacts made for various violations and 1 parking complaint. BRSO initiated 4 traffic stops in the Village.

There were 66 non traffic calls for service in the Village, 76% handled by WPD officers. BRSO self-initiated 9 non traffic calls in the Village during the early morning hours. Assisted Child Protective Services with two investigations. Minor storm damage with trees, assisted by WSP.

Wrightstown School District and Wrightstown Police Department Interagency Agreement–

No action was taken on the Interagency Agreement between Wrightstown Community School District and Wrightstown Police Department until the June 4, 2013 meeting. The village trustees would like to examine the final draft of the agreement before considering action and tabled it for the next village board meeting.

PUBLIC WORKS & UTILITIES - -

State Highway 96 Project – Motion by M Leonard, second by S Reignier to approve payment in the amount \$16,550.78 to Robert E. Lee and Associates for the STHwy96 Project. **Motion Carried.**

Mueller-Wright House – Motion by M Leonard, second by P Brewer to approve replacement of the sidewalk at 431 Washington Street with “Donor” engraved brick pavers in support of fund raising for the Mueller-Wright House. **Motion Carried.**

REGIONAL PLANNING - - Nothing to report at this time.

Motion by S Reignier, second by L Bousley to adjourn. **Motion Carried.**
(Adjourned 8:24 pm)

Shelia Bowers

Deputy Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN
UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **06/04/13** and was called to order at 6:18 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Larry Bousley, Andy Lundt,
Scott Reignier, Village Administrator Steve Johnson
Absent – Karen Curry, Mark Leonard,

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen.

The May 2013 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

Water Utility

1. Gallons pumped as of May 29th - 5,186 million gallons, daily average 178,828.
Well 4 static level – 112' Pumping level - 283'
Well 2 static level – 100' Pumping level-184'

Sewer Utility:

1. Gallons treated as of May 29th – 7.1498 million gallons, daily average of 246,544.
2. We received 32,900 gallons of septage from Fox Valley Septic in the month of May. The revenue for the month of May is \$367.49, bringing the total revenue for 2013 to \$1428.64.

P Brewer questioned why there was a difference regarding septage treated versus water pumped. T Coenen explained that septage has a larger volume so there would be more gallons. Also, there are still some infiltration issues during heavy rainfalls.

Motion by A Lundt, second by S Reignier to close the utility. Carried. (Adjourned 6:20PM)

Debra A Sova

Deputy Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **06/04/13** and was called to order by Village President Dean Erickson at 6:19 pm.

Roll Call: Present – Dean Erickson, Paul Brewer, Larry Bousley, Mark Leonard (6:40PM)
Andy Lundt, Scott Reignier, Village Administrator Steve Johnson
Absent – Karen Curry

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen.

MINUTES - - Motion by A Lundt, second by S Reignier to approve the minutes of Tuesday 05/21/13 as presented. Carried.

SCHEDULED APPEARANCE - None

VOUCHERS - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Carried.

CORRESPONDENCE: Thank you cards from J Brandt, Wrightstown High School Grad Party Committee and the family of Dr Greg Russo were acknowledged.

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

1. AT&T (Mi-Tech Services) desires to obtain a 12 ft. easement inside of the WISDOT easement to avoid any damage to their buried lines; most of which would be bored.
2. Contacted Kaukauna Electric Utilities to ascertain their willingness to partner with WPS as a back-up source to property served by Kaukauna.
3. Fielded concerns expressed by the RSP Condo Association over the impact of AJ's potentially being re-located near the corner of Cty U and Golf Course Drive; also the impact of property recently acquired by "Tidy View Farms" (Milksource).
4. Employee evaluations process has commenced, with a due date of July 1st.
5. In order to have 5 months of actual expense, Dept Budget Worksheets will be distributed by July 1st.
6. A conference call is scheduled with WPS on June 6th.

MISCELLANEOUS ISSUES - - Nothing to report at this time.

COMMITTEE REPORTS

FINANCE - -

Operator's Licenses – Motion by A Lundt, second by S Reignier to approve the operator's licenses for the 2012-2014 license year for Jessica Coenen; Carried.

Motion by A Lundt, second by P Brewer to approve the operator's license for the 2013-2015 license year for Emily Luedtke and Tina Van Rossum. **Motion carried** 5-1; nay S Reignier.

2014 Payroll Rate development. (similar to 2013) Discussion was held regarding pay rate increases for 2014 and the direction the administration should take. S Johnson explained various scenarios. S Reignier inquired regarding net dollar amounts. There was discussion regarding 1% pay raises across the board with a potential 3% increase. Also, bonus programs were discussed. A Lundt stated that it is a compounding issue and it should be a onetime bonus versus a raise. Everything needs to be based on

evaluations and making sure of consistency. Start with a 1% for a 3.0 evaluation with a bonus/merit possibility of 2% or 3% but the board would like to see net dollars.

American Legion donation - Motion by A Lundt, second by L Bousley to approve annual \$100 contribution towards the American Legion Memorial Day celebration. **Motion carried.**

PERSONNEL - - Nothing to report at this time.

PUBLIC SAFETY - -

Fire Dept comments– Questions were asked of Chief Schampers regarding the maintenance on the old tender and what those costs will be. Chief Schampers stated there would be approximately \$6,000 needed for repairs on that vehicle before the end of the year and the vehicle would be out of service for approximately one week.

Police Dept comments – Nothing to report at this time.

Wrightstown School District and Wrightstown Police Dept relations – Motion by S Reignier, second by P Brewer to approve the Interagency Agreement between the Wrightstown School District and the Wrightstown Police Department. Discussion was held regarding the agreement and whether it will accomplish anything. Some members of the board felt that the language did not contain measurable goals, any accountability, and whether the timing was correct. This document is procedure and is a necessary document that is needed for the relationships to go forward. Chief Kingsbury and Administrator Buboltz are scheduling meetings in June. There will be further discussions and documents needed to accomplish the goals of the board. Roll call vote; Ayes - Paul Brewer, Larry Bousley, Mark Leonard Dean Erickson, Andy Lundt, Scott Reignier; Nays – none. **Motion carried.**

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC WORKS & UTILITIES - -

T Coenen provided the following report:

1. Staff overtime hours for the month of April totaled 25 scheduled hours and 2 call in hours.
2. Solid waste curbside tonnage for the month of April totaled 51.24 tons and recycle tonnage collected was 18.38 tons. (Items 1 & 2 will always list the prior month totals.)
3. The annual village wide household clean-up day went well. We collected approximately 50 electronic items which will be donated to the High School Electronic Recycling Event to be held on Sept. 7th from 9:00am to 1:00pm.

Action on AT&T Easement Proposal – Motion by M Leonard, second by L Bousley to deny the current AT&T easement proposal. **Motion carried.**

Resolution No. 06042013 - **Motion** by M Leonard, second by S Reignier to approve Resolution No. 06042013 for the 2012 Compliance Maintenance Annual Report. **Motion carried.**

REGIONAL PLANNING - - - - Nothing to report at this time.

Motion by S Reignier, second by A Lundt to adjourn. **Motion carried.** (Adjourned 7:36 pm)

Debra A Sova

Deputy Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **06/18/13** and was called to order by Village President Dean Erickson at 6:50 pm.

Roll Call: Present – Dean Erickson, Larry Bousley, Paul Brewer, Mark Leonard, Andy Lundt,
Village Administrator Steve Johnson

Absent – Karen Curry, Scott Reignier

Also Present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Assistant Fire Chief Tim Gussert

VOUCHERS - - Motion by A Lundt, second by P Brewer to approve the vouchers as submitted.
Motion Carried.

MINUTES - - Motion by M Leonard, second by L Bousley to approve the minutes of Tuesday 06/04/13 as presented. **Motion Carried.**

FINANCIAL STATEMENTS - - Acknowledged receipt and review.

SCHEDULED APPEARANCE – E Byrne wanted to know if the Village talked to Outagamie County about the cost of their planning services in regards to updating of the Comprehensive Plan. D Erickson replied by saying Outagamie County will get a chance to submit a bid when we put the project out for RFP-Request for Proposal.

CORRESPONDENCE – A “Thank You” letter to Department of Public Works from Dick’s Family Foods for coordinating the delivery of the picnic tables for their Community Steak-Fry benefiting the Wrightstown Library.

VILLAGE ADMINISTRATOR - - Steve Johnson provided the following report:

1. 06/10/13 Meeting with AJ’s and Village Planner (Elizabeth Runge).
2. 05/29/13 Ted Coenen, 103 Norman Lane- Complained of weed problem of farmland to rear of this property.
3. 06/10/13 Planning Commission – Discussed the Comprehensive Plan and what role they have in the process. Felt it best to hear from Village Planner at next Board Meeting.

MISCELLANEOUS ISSUES: None

COMMITTEE REPORTS

FINANCE - -

Zirbel Park Development – Motion by M Leonard, second by P Brewer to use general funds for the purchase of a concrete slab and downspouts on the west end of Village Hall, not to exceed \$18,000. Roll call vote: Ayes – D Erickson, Larry Bousley, Paul Brewer, Mark Leonard; Nays – Andy Lundt; Not present; Karen Curry, Scott Reignier. **Motion Carried.**

PERSONNEL - -

Accept Resignation of Officer Aaron Otto – Motion by M Leonard, second by A Lundt to accept resignation of part-time police officer Aaron Otto. **Motion Carried.**

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC SAFETY - -

Fire Department Report – The May 2013 Fire Department report submitted with best regards by Chief Mike Schampers is as follows:

During May the Fire Department made 8 calls for service.

1. Car vs Pole on frontage road of Hwy 41. Full assist with Lawrence Fire, we blocked frontage roads and Hwy 41 N due to power lines crossing Hwy 41 hanging dangerously low, redirected traffic.
2. 2 vehicle accident at Hwy 96 and Hwy U, Jaws of Life needed to remove the driver of one vehicle.
3. Child locked in a room at a residence refusing to come out, cancelled enroute.
4. MABAS Call resulting from the apartment complex fire in Allouez, moved to Depere Station 1 with Engine 1312 and a crew. Spent about 6 hours manning the station and running a call while there.
5. Dryer Fire (Depere call).
6. Co2 call in the Village, Low battery in Co detector.
7. Stove fire in the Village.
8. Mutual Aid call with Town of Kaukauna-Vanden Broeck. Mobile home fire.

Training for May was presented by Green Bay Battalion Chief Rob Goplin on the new hand held radios and new radio system. Proper usage, what to expect, how it will work.

Usual monthly inventory and trucks checks were performed. Annual hose testing was done on non meeting nights. This “service” saves the Village roughly \$7000 a year over contracting it out.

Police Department Report – The May 2013 Police Department report respectfully submitted by Chief Perry Kingsbury is as follows:

Field Training continues to go well with new officers. Officer de Santiago is on schedule to complete field training in July. Hired Officer Martin as full time.

Provided child safety presentation at the library; assisted WCSD with their 1st bike to school day; Sportbike assisted WI DOT at NWTC car show in Green Bay and at the Super Bike races in Elkhart Lake; assisted Motorcycle ride through Wrightstown; Village wide garage sale went well, only a few rummage sign violations; Memorial Day parade also went well.

Met with WCSD School Board members to discuss on-going issues.

There were 5 accidents in the Village during May. 2 car/deer, 2 personal injury and 1 property damage. There were 46 traffic contacts made for various violations (2 arrests for operating while impaired) and 1 parking complaint. BRSO initiated 6 traffic stops in the Village.

There were 68 non traffic calls for service in the Village, 75% handled by WPD officers. BRSO self-initiated 8 non traffic calls in the Village during the early morning hours. Working with Child Protective Services on a child abuse investigation.

Wrightstown School District and Wrightstown Police Department relations – Perry Kingsbury met with Carla Buboltz last week.

PUBLIC WORKS & UTILITIES - - Nothing to report at this time.

REGIONAL PLANNING - -

Extraterritorial Certified Survey Map for Parcel W-142; Thomas Buechel –

Motion by P Brewer, second by L Bousley to approve the extraterritorial Certified Survey Map for Parcel W-142; Thomas Buechel, Apple Creek Road; Division of a lot into 2 parcels. **Motion Carried.**

Comprehensive Plan Update –

D Erickson will schedule a “Special Meeting” in September among the Village Board and representatives from the Planning Commission who would like to attend to begin the process of updating the Comprehensive Plan.

Motion by M Leonard, second by L Bousley to adjourn. **Motion Carried.**
(Adjourned 7:13 pm)

Shelia Bowers

Deputy Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **07/16/13** and was called to order by Village President Dean Erickson at 6:15 pm.

Roll Call: Present – Dean Erickson, Larry Bousley, Paul Brewer, Mark Leonard, Andy Lundt, Village Administrator Steve Johnson

Absent – Karen Curry, Scott Reignier

Also Present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Police Investigator Tom Janda, Public Works Superintendent Travis Coenen, Fire Chief Mike Schampers, Ted Coenen, Dan Fritsch, Julie Chosa, Jody Chosa, Kayla Chosa, Kathy Hansen, Megan Hansen

MINUTES - - Motion by M Leonard, second by L Bousley to approve the minutes of Tuesday 06/18/13 as presented. **Motion Carried.**

VOUCHERS - - Motion by A Lundt, second by L Bousley to approve the vouchers as submitted.
Motion Carried.

FINANCIAL STATEMENTS - - Acknowledged receipt and review.

Walk-Ins – Ted Coenen addressed the board regarding the pile of dirt and weed problem in the field behind his home. He stated that the weed problem brings rodents and wild animals to the area. After further discussion Travis Coenen said that he will work with the land owner to maintain the weeds and knock down the large pile of dirt. He will also have the Village trapper put traps out to control the wild animals in that area.

CORRESPONDENCE – None

VILLAGE ADMINISTRATOR - - Steve Johnson provided the following report:

1. The Interagency Agreement between the Wrightstown School District and the Village has been fully executed.
2. A draft of a RFP for Phase 1 of Zirbel Park has been created; need some specific criteria to provide interested contractors. (NEED TO ALSO GAIN BOARD SUPPORT FOR STARTING THIS PROCESS)
3. Employee evaluations are mostly complete. “Sit downs” for review need to be scheduled and completed with Jean Brandt and Travis Coenen.

Per T Janda Superintendent Carla Buboltz asked Perry Kingsbury to set two days aside in June to meet with her to exchange information and because of a busy schedule she was unable to keep that commitment. Perry Kingsbury will continue to work on scheduling a time in July to get together with Superintendent Carla Buboltz to discuss these issues.

MISCELLANEOUS ISSUES - - Presentation of Meritorious Community Service Award certificates to Kayla Chosa and Megan Hansen. The award specifically addresses their dedicated service and involvement with the Wrightstown Middle School girls' basketball program. The two girls have helped out tremendously with the open gym and have had a good influence on the younger girls.

COMMITTEE REPORTS

FINANCE - -

Operator's Licenses 2013-2015

Motion by A Lundt , second by M Leonard to approve the Operator's Licenses 2013-2015 for Toni Juedes (Jamie's Daug House); Nicole Schuelke, Nikki Hauser (River Inn Pub & Grill); Anne VanDyke, Maggie Loy, Kathleen Roebke, (Bridgeport Shell) ; Christine Daul, Samantha Daul (Wrightstop BP). **Motion Carried.**

Special Event Operator License

Motion by A Lundt, second by L Bousley to approve a Special Event Operator License for Travis Coenen and Ben Vosters for Festival on the Fox scheduled on August 24th, 2013. **Motion Carried.**

Temporary Class B Liquor License

Motion by A Lundt, second by L Bousley to approve a Temporary Class B Liquor License for the Wrightstown Fire Department for the Festival on the Fox scheduled on August 24th, 2013. **Motion Carried.**

PERSONNEL - - Nothing to report at this time.

PUBLIC SAFETY - -

Fire Department Report – The June 2013 Fire Department report submitted with best regards by Chief Mike Schampers is as follows:

During June the Fire Department responded to 6 calls of service which included the following. Oven fire in a village residence, fire near a building, cancelled as a controlled burn Town of Buchanan, motorcycle accident in the village, false alarm fire alarm in village business, car fire Town of Buchanan, full assit with Greenleaf to Town of Wrightstown for fully engulfed garage attached to a residence.

Training for June was on relay pumping and pumper operations. Also the guys did some off day training on Water Rescue. Usual monthly inventories and checks where completed. In addition, Tender 1311 had annual maintenances done while it was in for an update to the engine computers systems at Truck Country Freightliner.

Brown County radio systems upgrade is slowly moving forward, we can expect to know more by early to mid June. The new estimated time to go "Live" county wide is now by end of September. We also have been made aware our programming charges and install charges. Programming quote is \$2388.00 which breaks down to \$118.00 per hand held and \$84.00 each for mobile units, install price quote was \$2216.00 for all apparatus and antenna mountings. Total: \$4604.00

Police Department Report – No June 2013 report submitted.

T Janda recommended that the transient merchants license for door to door furniture selling by a North Carolina resident be denied by the Village.

Festival on the Fox –

Motion by P Brewer, second by A Lundt to approve the Wrightstown Fire Associations request to extend closing hours to midnight for Festival on the Fox scheduled for August 24th, 2013.

Motion Carried.

Discussion was held on the future of the Festival on the Fox. Community involvement is a benefit but the event is not very profitable. Donations are decreasing each year and it may not be possible to continue this event in the future.

Wrightstown School District and Wrightstown Police Department Relations –

The Wrightstown School District and WPD relations are continually being worked on.

PARKS & RECREATION - -

Zirbel park 1st phase development request for proposal (RFP) for the concrete slab is something that is going to be done by the end of the month. The Hwy 96 Utility Rehab project needs to be completed first before this project can be started. The Dennis Zirbel dedication was discussed and it was suggested to approach the Zirbel family for their ideas on the dedication.

PUBLIC WORKS & UTILITIES - - Superintendent of Public Works Travis Coenen provided the following June 2013 DPW Report:

1. Staff overtime hours for the month of May totaled 23.5 scheduled hours and 0 call in hours.
2. Solid waste curbside tonnage for the month of May totaled 92.65 tons and recycle tonnage collected was 29.62 tons. (Items 1 & 2 will always list the prior month totals.)
3. Hwy 96 Utility Rehab project is scheduled to begin July 8th.

Travis Coenen discussed future plans with Agri-Partners and hopefully getting them into our community by the end of the year.

REGIONAL PLANNING - -

Lucky's Pub & Grill Certified Survey Map –

Motion by P Brewer, second by A Lundt to approve the CSM for Lucky's Pub & Grill, Todd and Lois Luedtke, County U – Village of Wrightstown. **Motion Carried.**

Motion by M Leonard, second by L Bousley to adjourn. **Motion Carried.**
(Adjourned 6:50 pm)

Shelia Bowers

Deputy Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN
UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **08/06/13** and was called to order at 6:20 pm by Acting Chair Mark Leonard.

Roll Call: Present – Paul Brewer, Larry Bousley, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – Dean Erickson

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Police Chief Perry Kingsbury, Fire Chief Mike Schampers, Public Works Superintendent Travis Coenen, Todd & Lois Luedtke (AJ's Pub) and Rob Harris (Harris & Associates).

The June / July 2013 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

June Water Utility:

1. Gallons pumped as of June 26th - 5,120 million gallons, daily average 196,923.
 - a. Well 4 static level – 123’ Pumping level – 284’
 - b. Well 2 static level – 102’ Pumping level – 184’
2. A water recirculation system has been installed at Tower A this past week and maintenance work was also completed. Maintenance work will be completed at Tower B the second week in July.

June Sewer Utility:

1. Gallons treated as of June 26th – 5.1361 million gallons, daily average of 197,542.
2. We received 40,700 gallons of septage from Fox Valley Septic in the month of June so far. The revenue for the month of June is \$454.62, bringing the total revenue for 2013 to \$1927.94.

July Water Utility:

1. Gallons pumped in July – 6,936 million gallons, daily average 223,742.
Well 4 static level – 125’ Pumping level – 284’
Well 2 static level – 108’ Pumping level – 188’

July Sewer Utility:

1. Gallons treated in July – 5.4819 million gallons, daily average of 176,835.
2. We received 59,800 gallons of septage from Fox Valley Septic in the month of July. The revenue for the month of July is \$667.97, bringing the total revenue for 2013 to \$2,689.74.

T Coenen provided construction updates that included explanation for the change orders being approved later in the meeting, the sledding hill gradual slope, the compensable amount by WIDOT for the Verhasselt area on Hickory St and trying to do best with complaints.

P Kingsbury commented Public Works is doing a great job from a law enforcement perspective.

Motion by S Reignier, second by L Bousley to close the Utility Commission meeting. Carried.
(Adjourned 6:25 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **08/06/13** and was called to order at 6:25 pm by Acting Chair Mark Leonard.

Roll Call: Present – Paul Brewer, Larry Bousley, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – Dean Erickson

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Police Chief Perry Kingsbury, Fire Chief Mike Schampers, Public Works Superintendent Travis Coenen, Todd & Lois Luedtke (AJ's Pub) and Rob Harris (Harris & Associates).

MINUTES - - Motion by L Bousley, second by S Reignier to approve the minutes of 07/16/13 as presented. Motion carried.

VOUCHERS - - Motion by L Bousley, second by A Lundt to approve the vouchers as submitted. Motion carried.

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

1. All, but one, 2012-2013 Evaluations have been completed.
2. Extensive time has been spent with Broker promoting the use of the old Nabisco building at 328 Poplar St. and the environmental/historical evolution of its characteristics.
 - a. There is some possible chance that Frank Lamers will relocate his shop to this property via a CSM.
3. Issues with water main from 339 – 411 Washington St. Plans show existence of PCV water main; actually is transite pipe with no documentation. McMahon was engineer and was included in the 2001-2003 Sewer/Water Projects.
4. Questions on ~700 ft. of uninstalled gravity flow sewer main serving the Vander Linden property (Fox Shares Sub-division). Never installed in contrast to developer's agreement with the Vander Linens.
5. There is a continued interest with the Waterboard Warriors to partner with the Village on the construction of storage/rest rooms at Mueller Park. More details to share...
6. Budget will gain full steam upon firm consensus of the Board on wage approach.

S Johnson and T Coenen made additional comments that the Waterboard Warriors are committed to the Village of Wrightstown; the Waterboard Warriors sent out bids for the storage building to gauge the cost as they need to raise funds for their portion; and the Village will need to evaluate with them the cost effectiveness for the Village to partner or build the restrooms ourselves.

COMMITTEE REPORTS

REGIONAL PLANNING - -

Conditional Use Permit Request from Todd & Lois Luedtke – Motion by P Brewer, second by A Lundt to approve the Conditional Use Permit request from Todd & Lois Luedtke for a ranch style house (Ordinance No 206-24(D)(14) dwelling unit on the first floor level) attached

to their business building, Lucky's Pub & Grill, being relocated to 2565 CTH U (formerly AJ's Pub currently at 312 Broadway St). Motion carried.

Preliminary Approval for Planned Unit Development by Todd & Lois Luedtke – Motion by P Brewer, second by S Reignier to approve in principle only the preliminary approval for a Planned Unit Development by Todd & Lois Luedtke for Lucky's Pub & Grill at 2565 CTH U (formerly AJ's Pub). Motion carried.

FINANCE - -

Operator's License 2013-2015 License Years – Motion by A Lundt, second by L Bousley to approve the operator's license for the 2013-2015 license years for Amy Lemke. Motion carried.

PERSONNEL - -

Police Officer Resignations – Motion by K Curry, second by S Reignier to accept the resignations of part-time Police Officers Paige Collins and Jay Salzmann. Motion carried.

PUBLIC SAFETY - -

Fire Department Comments – None at this time.

Police Department Comments – None at this time.

Update on Wrightstown School District and WPD relations – P Kingsbury met with Superintendent Carla Buboltz to continue to establish a positive relationship. Still remains some concerns that will be worked through with the Superintendent.

PARKS & RECREATION - -

Neighborhood Party at Waupekun Park – Motion by L Bousley, second by K Curry to approve the Waupekun Park neighborhood party on 08/11/13 from 12pm to 8pm with alcoholic beverages and inflatable jumpers and to block off Fawnwood Drive for the bike parade and safety during the picnic. Motion carried.

Zirbel Park – T Coenen stated the sledding hill is getting filled in to make the slope at the bottom more gradual. The area where the basketball court/ice rink will be located has been dug out to accommodate the gravel when it is put in for the base. Any extra gravel from the road project will be used.

Discussion on Budgeted Needs for Mueller Park - A list of needs for Mueller Park was presented with the restrooms the most monetary item. Public Works summer help could do some painting. T Coenen requested input to either increase the budgeted amount or to re-evaluate the fee schedule. Discussed costs for solid waste disposal. T Coenen will provide a breakdown of the Village's expenses for future discussion.

PUBLIC WORKS & UTILITIES - -

Public Works Superintendent Report – T Coenen provided the following report for July:

1. Staff overtime hours for the month of June totaled 25 scheduled hours and 2 call in hours.
2. Solid waste curbside tonnage for the month of June totaled 58.77 tons and recycle tonnage collected was 18.12 tons. (Items 1 & 2 will always list the prior month totals.)

Jossart Brothers Inc Change Order #1 – 2012 Water Main Improvements Project – Motion by A Lundt, second by K Curry to approve the Jossart Brothers Inc Change Order #1 for the 2012 water main improvements project for a 14 day time extension due to additional work and delays in starting caused by WisDOT plan changes. Motion carried.

Jossart Brothers Inc Change Order #2 – 2012 Water Main Improvements Project – Motion by L Bousley, second by K Curry to approve the Jossart Brother Inc Change Order #2 for the 2012 water main improvements project for additional contractor costs due to changes and additional work as a result of WisDOT plan changes in the amount of \$35,426.56. Motion carried.

Jossart Brothers Inc Change Order #3 – 2012 Water Main Improvements Project – Motion by A Lundt, second by S Reignier to table to the next meeting the Jossart Brothers Inc Change Order #3 for extension of 110 ft 12-inch water main and 290 ft 8-inch water main on Washington St (shown on prior plans as existing; actually never installed). Motion carried.

CLOSED SESSION – Motion by A Lundt, second by L Bousley to proceed into CLOSED SESSION pursuant to Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Wage Rates for 2014. Roll call vote: Ayes – L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier; Nays – None; Absent – D Erickson. Motion carried. (7:12pm)

OPEN SESSION – Motion by S Reignier, second by P Brewer to reconvene in OPEN SESSION for adjournment. Roll call vote: Ayes – L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier; Nays – None; Absent – D Erickson. Motion carried. (8:16pm)

Motion by S Reignier, second by L Bousley to adjourn. Motion carried. (Adjourned 8:16pm)

Jean A Brandt

Clerk/Treasurer

**VILLAGE OF WRIGHTSTOWN
VILLAGE BOARD MINUTES**

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **08/20/13** and was called to order by Acting Chairman Scott Reignier at 6:15 pm.

Roll Call: Present – Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier

Absent – Dean Erickson, Larry Bousley

Also Present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Police Chief Perry Kingsbury, Fire Chief Mike Schampers, Public Works Superintendent Travis Coenen, Rob Stuebner (Agrarian Technology), Todd & Lois Luedtke (Lucky’s Pub & Grill), and Rob Harris (Harris & Associates).

MINUTES - - Motion by M Leonard, second by P Brewer to approve the minutes of 08/06/13 as submitted. **Motion Carried.**

VOUCHERS - - Motion by M Leonard, second by A Lundt to approve the vouchers as submitted. **Motion Carried.**

FINANCIAL STATEMENTS - - Acknowledged receipt and review.

Walk-Ins – None

CORRESPONDENCE – A thank you note from Jean Brandt for the flower arrangement provided by the Village for her son Jeremy Vander Zanden’s funeral.

VILLAGE ADMINISTRATOR - - Nothing to report at this time.

COMMITTEE REPORTS

REGIONAL PLANNING - -

Planned Unit Development Final Approval –

Motion by P Brewer, second by M Leonard to approve the Planned Unit Development Final Approval from Todd & Lois Luedtke, Lucky’s Pub & Grill with residence at 2565 CTH U to include the following recommendations from the Planning Commission; a 12’ fence with additional landscaping surrounding the volleyball fence and ditch areas. **Motion Carried.**

Sign Permit for Lucky’s Pub & Grill –

Motion by P Brewer, second by A Lundt to approve the Lucky’s Pub & Grill sign permit request for 2 signs within B-1 Planned Unit Development zoning. **Motion Carried.**

Fence Permit for Lucky’s Pub & Grill –

Motion by P Brewer, second by K Curry to approve the Lucky’s Pub & Grill fence permit request within B-1 PUD zoning. **Motion was amended after further discussion.**

The Village Board needed to further discuss the fence issue because it was unclear of what

requirements should be included in the motion. The following requirements were discussed: The fence being kept in good repair; shrubbery and trees along the fence line; all temporary signage needing to face inward to the volleyball court and not outward for public viewing; the lighting on the volleyball court should be facing downward; sports netting being used for the fence and the use of steel posts versus 4x4's.

Fence Permit Amended Motion

Motion by P Brewer, second by K Curry to approve the Lucky's Pub & Grill fence permit request within B-1 PUD zoning to include the following requirements:

- Some landscaping along the fence line.
- The fence should not exceed 12 feet in height.
- All signage that hangs over the fence should face inward as opposed to towards the road, such as banners.
- Fence in good repair and maintained properly.

Nay – A Lundt. **Motion Carried.**

FINANCE - -

Robert E Lee & Associates Amendment No. 6 –

Motion by A Lundt, second by M Leonard to approve the Robert E Lee & Associates Amendment No. 6 for STH96 and Fox River Bridge Infrastructure due to WisDOT revised drawings. **Motion Carried.**

Jossart Brothers Change Order #3 –

Per T Coenen he was not able to get the information together in time for the meeting and would like to table this item until the next Village Board meeting.

Motion by A Lundt, second by K Curry to table until the 9-03-2013 Village Board meeting – Jossart Brothers Inc – 2012 water main improvements project Change Order #3 – extension of 110 ft 12 inch water main and 290 ft 8 inch water main (shown on prior plans as existing; actually never installed). **Motion Carried.**

Jossart Brothers Pay Request #1 –

Motion by A Lundt, second by M Leonard to approve the Jossart Brothers Pay Request #1 – 2013 water main improvements in the amount of \$361,658.35. **Motion Carried.**

PERSONNEL - - Nothing to report at this time.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC SAFETY - -

Fire Dept Report – Chief Mike Schampers reported with best regards the following report for July:

During July the Fire Department was summoned for four calls, Co2 Alarm, apartment lock-out, vehicle fire on Hwy 41 and MABAS Mutual Aid for Engine Crew to Howard during an apartment complex fire.

Training for July was water rescue, usual monthly truck checks and inventories were performed.

Planning and details continue for Festival on the Fox.

Progress on the roll out of county wide radio upgrade slowly moving forward. We are now told to expect to get our radios and begin scheduling for install during September.

Police Dept Report – Chief P Kingsbury respectfully submitted the following June and July reports:

JUNE 2013 REPORT

Field Training continues to go well with new officer. Officer de Santiago successfully completed field training and is working on his own.

Sportbike assisted WI DOT at the Classic Bike races in Elkhart Lake; provided child safety presentation at the library; assisted with Driver's Education at the HS; assisted a Motorcycle ride through Wrightstown; and assisted the local American Legion with the Memorial dedication.

Officers attended free InCOP Training in Fond du Lac and firearms training.

There were 2 accidents in the Village during June. 1 personal injury handled by BRSO and 1 property damage handled by WPD. There were 81 traffic contacts made for various violations 1 stop also yielded drug paraphernalia and 4 parking complaints. BRSO initiated 2 traffic stops in the Village.

There were 91 non traffic calls for service in the Village, 93% handled by WPD officers. BRSO self-initiated 2 non traffic calls in the Village during the early morning hours. Child abuse investigation completed and sent to DA for charging. There was one incident of graffiti on the DPW garage by the river. Kids had built a "fort" for fishing on private property. No suspects yet, possibly related to a minor altercation between HS and Middle School students. 8 welfare checks for various issues. There were two unlocked vehicles entered and items removed. We continue to receive complaints from folks who have had their credit card accounts used fraudulently.

JULY 2013 REPORT

Investigator Janda pinch hit for the police chief during the month of July

Met with Superintendent Buboltz. Discussed how PD and school could work together. The importance of sharing information was stressed to her and concerns of CPS reports not being immediately reported to WPD. Some lingering issues not totally resolved. More meetings planned.

Sportbike assisted WI DOT at the Farm Technology Days and the Iola Car Show; gave a presentation on active shooter incidents to the Municipal Court Clerks Group.

Assisting DPW where needed for construction traffic.

Met with the Brown County Drug Task Force commanders to discuss various issues and strategies to address drug activity in Wrightstown.

We are still compiling the incident reports for July. Preliminary numbers are:

2 vehicle accidents

110 non traffic incidents

55 traffic stops

4 parking complaints

Wrightstown School District and Wrightstown Police Department Relations – Nothing to report at this time.

PUBLIC WORKS & UTILITIES - - Nothing to report at this time.

Motion by K Curry, second by M Leonard to adjourn. **Motion Carried.**
(Adjourned at 6:33 pm)

Shelia Bowers

Deputy Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN
UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **09/03/13** and was called to order at 6:06 pm by Acting Chairman Scott Reignier.

Roll Call: Present – Paul Brewer, Larry Bousley, Karen Curry, Andy Lundt, Scott Reignier,
Village Administrator Steve Johnson
Absent – Dean Erickson, Mark Leonard

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Assistant Fire Chief Tim Gussert, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen.

Motion by A Lundt, second by L Bousley to open the monthly Utility Commission meeting.
Carried.

The **August 2013 Utility Report** as submitted by Public Works Superintendent Travis Coenen is as follows:

Water Utility:

1. Gallons pumped as of August 28th – 6,256 million gallons, daily average 223,429.
Well 4 static level – 124’ Pumping level – 288’
Well 2 static level – 113’ Pumping level – 192’

Sewer Utility:

1. Gallons treated as of August 28 – 4.4808 million gallons, daily average of 160,028.
2. We received 22,500 gallons of septage from Fox Valley Septic in the month of August so far. The revenue for the month of August is \$251.33, bringing the total revenue for 2013 to \$2,941.07.

Motor Failure in Well #4 – T Coenen provided cost and warranty information between a brand new (\$9,000/3 year) or rebuilt (\$7,800/1 year) motor. Stated the maintenance equipment line will be over budget this year. Approximately one-half is budgeted for a new motor.

Motion by A Lundt, second by K Curry to close the monthly Utility Commission meeting.
Carried. (Adjourned 6:08pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **09/03/13** and was called to order at 6:08 pm by Acting Chairman Scott Reignier.

Roll Call: Present – Paul Brewer, Larry Bousley, Karen Curry, Andy Lundt, Scott Reignier,
Village Administrator Steve Johnson
Absent – Dean Erickson, Mark Leonard

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Assistant Fire Chief Tim Gussert, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen.

MINUTES - - Motion by A Lundt, second by L Bousley to approve the minutes of 08/20/13 as presented. Carried.

VOUCHERS - - Motion by A Lundt, second by L Bousley to approve the vouchers as submitted. Carried.

VILLAGE ADMINISTRATOR - - S Johnson presented the following report:

1. 1st 2014 General Budget Pass scheduled for October 1.
2. Several new businesses are possible in the near future. Much effort has been devoted to the details by Mark Leonard in my absence.

S Johnson then apologized for not including Travis and Jean in his remarks for assistance with the new businesses.

COMMITTEE REPORTS

FINANCE - -

Robert E Lee & Associates Invoices – Motion by A Lundt, second by L Bousley to approve the Robert E Lee & Associates invoice #66798 for \$47,344.42 and invoice # 66799 for \$4,383.00 for the STH 96 water main project. Carried.

Operator's License for 2013-2015 License Years – Motion by A Lundt, second by L Bousley to approve the operator's license for the 2013-2015 license years for Christian Bitters. Carried.

PERSONNEL - - Nothing to report.

PUBLIC SAFETY - -

Fire Dept Comments – T Gussert requested reconsideration for the issuance of a Temporary Class B liquor license for the Fire Dept open house on September 29th from 11:00am to 2:00pm. This issue will appear on the next Village Board agenda.

Police Dept Comments – Nothing to report.

Update on Wrightstown School District and WPD Relations – Nothing to report.

PARKS & RECREATION - - Nothing to report.

PUBLIC WORKS & UTILITIES - - The August DPW report submitted by T Coenen is as follows:

1. Staff overtime hours for the month of July totaled 32.75 scheduled hours and 2 call in hours.
2. Solid waste curbside tonnage for the month of July totaled 54.07 tons and recycle tonnage collected was 16.02 tons. (Items 1 & 2 will always list the prior month totals.)

T Coenen stated a lot of the overtime was for helping to flush the water lines with the project.

Robert E Lee & Associates – Work Change Directive #1 – T Coenen described the circumstances for this work change directive. Village existing plans show new water main north of Clay Street up to the river crossing; however, determined it was never installed and the old valve is still in the street. This is a sensitive area as we do not want that pipe to break as there is only one river crossing for approximately 40 feet on the west side of the river. The worst case scenario for an estimated cost for this work directive is \$35,500.

Motion by A Lundt, second by P Brewer to approve the Robert E Lee & Associates Work Change Directive #1 to tie into the existing 12” and 14” water main at the river crossing on Washington St. Carried.

Well #5 Status – T Coenen stated funding sources are guaranteed with this budget cycle until 2015. After 2015, it is up in the air how the funding process will work in the State. If we are moving forward with the Village well, we could combine the river crossing issue. But the deadline for the 2015 funding is December 1st of this year.

More information to come at a future meeting after discussing with the DNR for the funding criteria and looking at a capital improvement plan.

Motion by L Bousley, second by K Curry to adjourn. Carried. (Adjourned 6:23 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **09/17/13** and was called to order by Acting Chair Andy Lundt at 6:25 pm.

Roll Call: Present – Paul Brewer, Larry Bousley, Mark Leonard, Andy Lundt, Scott Reignier,
Village Administrator Steve Johnson
Absent – Dean Erickson, Karen Curry

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Police Chief Perry Kingsbury, Public Works Superintendent and Fire Captain Travis Coenen, Bill Harke (MilkSource), Joan Klister, Rob Stuebner (Agrarian Technology Group), Kathy Kingsbury, Jeff Vande Hey, Colleen Theunis, Jim Theunis, Scott Theunis, Richard and Yvonne Deyo (Deyo Disposal Inc), Jesse Juedes.

MINUTES - - Motion by L Bousley, second by S Reignier to approve the minutes of 09/03/13 as presented. Carried.

VOUCHERS - - Motion by L Bousley, second by M Leonard to approve the vouchers as submitted. Carried.

FINANCIAL STATEMENTS - - Acknowledge receipt and review.

SCHEDULED APPEARANCE - - Rob Stuebner, Agrarian Technology Group. Introduced himself and explained his computer technology business services in the Wrightstown area for the last ten years, living in Wrightstown for the last three. Focus is on agri-business but also provide service to other types of businesses with pro-active solutions to allow for maximum “up” time while keeping costs low. Previously spoke with Village personnel on various projects or upgrades that he could perform. Here today to offer the services of his company to the Village and thanked the board for the opportunity to address them.

CORRESPONDENCE - - Thank You Note – A thank you note was received from Dean Erickson (dictated by Dean to Leslye) for the card and gift card sent from his friends at Village Hall.

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

1. 2014 payroll rates are scheduled for October 1st Board action.
2. Much effort has been put by Mark L. to address the “wetland” determination of the DNR for 30 acres on County U – retention pond. In the final analysis we have lot out on Agri-Partners due to the length of time it would take to mitigate the matter.
3. With the exception of the Fire Dept. (Chief Schampers out of the Country), all Dept. Heads have had their proposed budgets reviewed.
4. We are pressing to have some 2014 General Fund Budget for your review on Oct. 1st.
5. My doctor has restricted me to 3 hrs. of work per day for the time being.

Brief discussion followed on the payroll rates and Agri-Partners with the wetlands area.

COMMITTEE REPORTS

REGIONAL PLANNING - -

Certified Survey Map – Jeff Vande Hey – 475 Fair St – Motion by P Brewer, second by S Reignier to approve the certified survey map for Jeff Vande Hey at 475 Fair St to divide parcel VW-119 into two lots. Carried.

Extraterritorial Certified Survey Map – Amanda Novitske / Jesse Juedes – Elmro Rd – Motion by P Brewer, second by S Reignier to approve the extraterritorial certified survey map for Amanda Novitske and Jesse Juedes on Elmro Rd to combine parcels W-362-10 and W362-11 into one lot. Carried.

FINANCE - -

Robert E Lee & Associates Amendment No. 7 – Motion by A Lundt, second by L Bousley to approve the Robert E Lee & Associates Amendment No. 7 at a cost of \$2,500 for the STH 96 and Fox River Bridge infrastructure that the Village requires additional engineering design services for the Safe Drinking Wage Loan Program. Carried.

Jossart Brothers Inc Change Order No. 3 – Motion by S Reignier, second by M Leonard to approve the Jossart Brothers Inc Change Order No. 3 in the amount of \$27,933.51 for time and materials claims for CTH ZZ, CTH D and CTH DD detour costs. Carried.

Jossart Brothers Pay Request No. 2 – Motion by S Reignier, second by M Leonard to approve Jossart Brothers Inc Pay Request No. 2 in the amount of \$539,137.19 for the 2013 water main improvements. Carried.

Temporary Class B Liquor License – Motion by S Reignier, second by L Bousley to approve the Temporary Class B liquor license for the Fire Dept Open House on September 29th from 11:00 am to 2:00 pm. Carried.

PERSONNEL - - Nothing to report at this time.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC SAFETY - -

Fire Dept Report – The August Fire Dept report was submitted with best regards by Assistant Chief Tim Gussert and is as follows:

August had a total of 15 calls for service:

Fourteen (14) of these calls were on 8-7-13 as a result of the storms that came thru the area. The majority of these calls were for downed power lines, downed trees/branches and damage to property.

The other call was to setup a landing zone for Eagle III due to a pedestrian accident resulting in urgent need for medical treatment, the Dept also cleaned up the accident site on the bridge walkway.

Training for the month of August: Jaws of Life.

We practiced on a donated mini van on different techniques and to familiarize the newer members with the tools.

Usual month inventory and truck checks were performed. All OK.

All trucks have now been in for there yearly maintenance.

Festival on the Fox: All went well although attendance was down significantly.

The Department hosted the Brown County Chiefs Associations annual golf outing @ Mid Valle golf course and we were able to donate the proceeds of \$545.00 to the Wisconsin Firefighters Memorial Fund.

Preparations and scheduling are underway for the Dept to provide fire extinguisher training to the employees of CEI.

Preparations are also underway for the Dept open house which will be Sunday Sept 29th from 11:00 AM to 2:00 PM.

Fire Dept Comment – T Coenen thanked Chief P Kingsbury, Village Depts and staff for the great job communicating and keeping people safe during the storm on August 7th. Good comments were received from the businesses and residents.

Police Dept Report – The August Police Dept report was respectfully submitted by Chief P Kingsbury with one amendment and is as follows:

Weathered the storm, assisted Red Cross and WCSD open shelter, traffic control, etc.

Assisting DPW where needed for construction traffic. Assisted WFD with Festival on the Fox.

Regular monthly meetings have been scheduled with Superintendent Buboltz. Officers are making regular checks of the schools.

Sportbike assisted WI DOT at the Governor's Conference on Highway Safety' and events in Antigo, Fond du Lac, and Wausau. We were not invited to the 110th Harley Show in Milwaukee. Assisted with a motorcycle ride through Wrightstown for group from Seymour.

WPD participated in the Drive Sober Campaign.

Continuing to work with the Brown County Drug Task Force commanders on various issues and strategies to address drug activity in Wrightstown.

Department firearms training was held and the police chief attended the summer WI Police Chief's conference in Green Bay.

There were 5 accidents in the Village during August, 2 were handled by BRSO. There were 73 traffic contacts made for various violations. BRSO initiated 1 traffic stop in the Village.

There were 86 non traffic calls for service in the Village, 90% handled by WPD officers. There was one burglary reported to an unlocked residence and three unlocked vehicles were entered one evening.

PUBLIC WORKS & UTILITIES - -

Deyo Disposal Inc Renewal of Contract – T Coenen explained the renewal rate is the same for all four years with minimal increase in the fuel surcharge.

Motion by M Leonard, second by L Bousley to approve the renewal contract with Deyo Disposal Inc for waste collection and recycling for a period of four (4) years. Carried.

Motion by S Reignier, second by L Bousley to adjourn. Carried. (Adjourned 7:00 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN
UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **10/01/13** and was called to order at 6:47 pm by Village President Dean Erickson.

Roll Call: Present – Paul Brewer, Larry Bousley, Karen Curry, Dean Erickson, Mark Leonard, Andy Lundt, Scott Reignier

Absent – Village Administrator Steve Johnson

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Dan Fritsch, Andre Jacque.

Motion by S Reignier, second by L Bousley to open the monthly Utility Commission meeting. Carried.

The **September 2013 Utility Report** as submitted by Public Works Superintendent Travis Coenen is as follows:

Water Utility:

1. Gallons pumped as of September 25th – 5,031 million gallons, daily average 201,240.
Well 4 static level – 126’ Pumping level – 283’
Well 2 static level – 113’ Pumping level – 198’

Sewer Utility:

1. Gallons treated as of September 25th – 4.0851 million gallons, daily average of 163,404.
2. We received 30,400 gallons of septage from Fox Valley Septic in the month of September so far. The revenue for the month of September is \$339.57, bringing the total revenue for 2013 to \$3,352.12.

Motion by A Lundt, second by M Leonard to close the monthly Utility Commission meeting. Carried. (Adjourned 6:49pm)

Debra A Sova Deputy Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **10/01/13** and was called to order at **6:50pm** by Village President Dean Erickson.

Roll Call: Present – Paul Brewer, Larry Bousley, Karen Curry, Dean Erickson, Mark Leonard, Andy Lundt, Scott Reignier

Absent – Village Administrator Steve Johnson

Also present: Arnie Tucker (Wrightstown Area Spirit), Ed Byrne (Brillion News), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Dan Fritsch, Andre Jacque

MINUTES - - Motion by P Brewer, second by K Curry to approve the minutes of 09/17/13 as presented. Carried.

VOUCHERS - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Carried.

Walk Ins - - State Representative Andre Jacque discussed various issues that he is working on in Madison and some of the different projects he has dealt with in the Village.

COMMITTEE REPORTS

FINANCE - -

Robert E Lee & Associates Invoices – Motion by A Lundt, second by M Leonard to approve the Robert E Lee & Associates invoice #66798 for \$47,344.42 and invoice # 66799 for \$4,383.00 for the STH 96 water main project. Carried.

Operator’s License for 2013-2015 License Years – Motion by A Lundt, second by M Leonard to approve the operator’s license for the 2013-2015 license years for Aaron Gutzman. Carried.

Schenck SC renewal contract for auditing years ended 12/31/13 – 2015 – Motion by A Lundt, second by K Curry to approve Schenck SC renewal contract for auditing years ended 12/31/13 – 2015. Carried

2014 proposed employee wages – Motion by A Lundt, second by S Reignier to approve a 2% wage increase for the 2014 budget for employee wages. Carried.

2014 options for employee health insurance Motion by A Lundt, second by S Reignier to approve the Network Health coverage with the employee option for deductible or non-deductible coverage at the 84/16 split for the 2014 budget. Carried

PERSONNEL - -

Resignation of full-time Police Officer Jose deSantiago - Motion by K Curry, second by S Reignier to approve the resignation of Police Officer Jose deSantiago. Carried

PUBLIC SAFETY - -

Fire Dept Comments – Chief Mike Schampers explained that the Fire Department is waiting for their radios and there would be user fees that will need to be budgeted in 2014 budget.

Police Dept Comments – Chief Perry Kingsbury distributed information for the board regarding changes that will be need to be made in the Village code book. This was informational material on the Storage of Vehicle Chapter 189 and Parking of Vehicles Chapter 139 that changes are needed and will be addressed at future board meetings.

Update on Wrightstown School District and WPD Relations – Nothing to report.

Wrightstown Lion’s Club request to conduct the 2013 Christmas parade on Saturday, 12/07/13 commencing at 12 noon – Motion by S Reignier, second by K Curry to approve the Wrightstown Lion’s club request to conduct the 2013 Christmas parade on Saturday, 12/7/2013 at noon. Carried.

PARKS & RECREATION - - L Bousley stated that the trick or treat hours will be from 4:00 to 7:00 on October 31, 2013.

PUBLIC WORKS & UTILITIES - - The September DPW report submitted by T Coenen is as follows:

1. Staff overtime hours for the month of August totaled 70.0 scheduled hours and 23.75 call in hours. Much of this overtime is due to the construction project.
2. Solid waste curbside tonnage for the month of August totaled 69.37 tons and recycle tonnage collected was 16.57 tons. (Items 1 & 2 will always list the prior month totals.)
3. The shingle roof on the shelter/kitchen building at Mueller Park has been replaced with a new metal roof, a much needed update.

T Coenen answered questions regarding the recent STH 96 project and the challenges for village residents and staff during the road closures.

LRIP 50/50 grant – Poplar St (Broadway to Village limits) & Longwood Lane (Nicole to Windy Wood) – mill & resurface – T Coenen explained to the Village Board the different options the village has to submit to try and receive a 50/50 grant from the Local Roads Improvement Grant funds. Discussion was held on which option would be the best fit at this time. Motion by M Leonard, second by P Brewer to approve matching village funds for the 50/50 LRIP grant for Longwood Lane from Fair St to Windy Wood. Carried.

CLOSED SESSION – Motion by A Lundt, second by L Bousley to proceed into CLOSED SESSION pursuant to Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Administrator, Steve Johnson. Roll call vote: Ayes – L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier, D Erickson; Nays – None. Motion carried. (7:30pm)

OPEN SESSION – Motion by S Reignier, second by P Brewer to reconvene in OPEN

SESSION for adjournment. Roll call vote: Ayes – L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier, D Erickson; Nays – None. Motion carried. (8:17pm)

Motion by S Reignier, second by K Curry to adjourn. Motion carried. (Adjourned 8:18pm)

Debra A Sova Deputy Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **10/15/13** and was called to order by Village President Dean Erickson at 6:28 pm.

Roll Call: Present – Dean Erickson, Larry Bousley, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier

Absent – Village Administrator Steve Johnson (unofficially present sitting in audience)

Also present: Ed Byrne (Brillion News), Arnie Tucker (Wrightstown Area Spirit), Assistant Fire Chief Tim Gussert, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Todd Johnson, Bruce & Anne Hock, Shirley Coenen, Jerry Coenen, Kathy Kingsbury, Bob Lundt.

MINUTES - - Motion by S Reignier, second by A Lundt to approve the minutes of 10/01/13 as presented. Carried.

VOUCHERS - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Carried.

FINANCIAL STATEMENTS - - Acknowledge receipt and review.

WALK-INS - -

Wrightstown Lions Members – On behalf of the Wrightstown Lions, Shirley Coenen presented to Dean Erickson, representing the Village, a check in the amount of \$500 towards the new basketball court equipment.

Bruce Hock – Explained the drainage issue with his duplex on Debra / Nancy Street. T Coenen then explained his investigations of the flooding problems, the limited storm water management in that area, the grade levels and shallowness for small pipes, and the potential with approximately six property owners having mini-storm sewers in their backyards. T Coenen stated this would become a Village project with total costs assessed to each property as the owners would not agree to correct the problem among themselves as other property owners have done within the Village. He continued that estimated costs will be determined and presented at the next meeting.

COMMITTEE REPORTS

FINANCE - -

Municipal Well Change Order #3 – \$38,346.00 – Construction of Permanent Well #5 (Windy Wood / Country Run Lane); Purchase Backup Generator for Well #5; Discussion and/or Action to Move Forward with SEH Inc Contract for Well #5 – T Coenen explained the above three items were inter-related. T Coenen and M Leonard have been researching if drilling the operational well #5 was in the best interest of the Village with such a high cost to complete the well, filtration system and future annual maintenance costs. They have been pursuing information / discussions for the past week with the option to connect to the Central Brown County Water Authority. T Coenen further stated there is still a lot of work to be completed before considering a final decision.

Motion by A Lundt, second by P Brewer to table the next three items on the agenda – Municipal Well change order #3; purchase backup generator for Well #5; and moving forward with SEH Inc contract for Well #5. Motion carried.

Operator's License for 2013-2015 Years – A written statement of background information was provided from Police Chief P Kingsbury related to an arrest of Kayla George but no conviction as yet and this information was not included on her application.

Motion by A Lundt to approve the operator's license for 2013-2015 years for Kayla George.
Motion dies due to the lack of a second.

Wrightstown Historical Society Request for Matching Funds – Motion by A Lundt, second by S Reignier to approve the Wrightstown Historical Society's request for matching funds of \$2,500 per the budget. Motion carried.

PERSONNEL - -

Resignation of Police Investigator – Motion by K Curry, second by S Reignier to accept the resignation of Police Investigator Tom Janda effective October 18, 2013. Motion carried.

Fire Dept Applications for Employment – Motion by K Curry, second by A Lundt to approve the Fire Dept applications for employment of Luke Kabat and Joe Van Eperen. Motion carried.

Proclamation for "Freedom From Workplace Bullies Week" – Motion by K Curry, second by S Reignier to approve the Proclamation of the Village of Wrightstown declaring October 20 – 26, 2013 "Freedom From Workplace Bullies Week". Motion carried.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC SAFETY - -

Fire Dept Report – The September 2013 Fire Dept report submitted with best regards by Chief M Schampers is as follows:

During September the fire department was call free for the month. Usual monthly meetings and truck checks were completed. Tender 1311 is scheduled to go in for body corrosion repair in early October.

Fire department held its annual "Open House" on Sunday Sept 29, the event was well attended, 50 gallons of booyah sold out in 55 minutes. October is Fire Safety and Awareness month, planning and scheduling for events such as school presentations for Fire Safety and Awareness are set.

The fire department also provided CEI with annual fire extinguisher use training.

T Coenen commented there was a good turnout, largest group ever, for the Open House. T Gussert indicated there would be a pre-hunting booyah sale next month with 100 gallons available.

Police Dept Report – The September 2013 Police Dept report respectfully submitted by Chief P Kingsbury is as follows:

A lot of time has been spent setting up the department computers for the changeover to the new TraCS software, the State of WI's electronic citation program. We are one of the first agencies in Brown County to start the conversion. In addition to production computers, training computers are being set up to facilitate transition and allow officers extra time to practice.

Regular monthly meetings continue with Superintendent Buboltz. Officers are making regular checks of the schools. Scheduled additional officers during opening weeks of school for traffic calming.

Assisted with the Homecoming parade.

Sportbike assisted WI DOT at the History of Transportation Day at Heritage Hill in Green Bay.

Continue to work with the Brown County Drug Task Force commanders on various issues and strategies to address drug activity in Wrightstown.

Department training was held to update all officers on department procedures. Installed new software to assist with training department officers and track citizen praise and/or complaints of the department or officers. Officers have been attending county wide active shooter training; police chief and admin assistant attended grant training.

There were 3 accidents in the Village during September, 1 was handled by BRSO. We assisted Brown County and Hobart/Lawrence with accidents just outside the village. There were 124 traffic contacts made for various violations. BRSO initiated 4 traffic stops in the Village.

There were 69 non traffic calls for service in the Village, 90% handled by WPD officers. Three thefts reported; one from an unlocked vehicle, one from a garage, one from a yard. One person was arrested on a warrant. BRSO self-initiated 2 non traffic calls in the Village during the early morning hours.

Discussion and /or Action on Wrightstown School District and Wrightstown Police Dept Relations – P Kingsbury indicated he met today with Superintendent Carla Buboltz.

REGIONAL PLANNING - - Nothing to report at this time.

CLOSED SESSION - -

Proceed into CLOSED SESSION pursuant to Wisconsin State Statutes 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Village Administrator Steve Johnson; AND pursuant to Wisconsin State Statutes 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 – Land.

Motion by S Reignier, second by K Curry to convene in Closed Session as noted above: Roll call vote: Ayes – L Bousley, P Brewer, K Curry, A Lundt, S Reignier, D Erickson; Nays – M Leonard; Absent – None. Motion carried. (7:16 pm)

OPEN SESSION - -

Motion by D Erickson, second by K Curry to reconvene in OPEN SESSION. Roll call vote: Ayes – L Bousley, P Brewer, K Curry, M Leonard, A Lundt, S Reignier, D Erickson; Nays – None; Absent – None. Motion carried. (8:06 pm)

Motion by S Reignier, second by A Lundt to adjourn. Carried. (Adjourned 8:06 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN
UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **11/05/13** and was called to order at 7:09 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Larry Bousley, Karen Curry, Mark Leonard,
Andy Lundt, Village Administrator Steve Johnson

Absent – Scott Reignier

Also present: Arnie Tucker (Wrightstown Area Spirit); Assistant Fire Chief Tim Gussert; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen; Jim Moldenhauer.

The October 2013 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

Water Utility:

1. Gallons pumped as of October 30th – 6,456 million gallons, daily average 215,200.
Well 4 static level – 125’ Pumping level – 290’
Well 2 static level – 112’ Pumping level – 197’

Sewer Utility:

1. Gallons treated as of October 30th – 4.9536 million gallons, daily average of 165,120.
2. We received 11,000 gallons of septage from Fox Valley Septic in the month of October so far. The revenue for the month of October is \$122.87, bringing the total revenue for 2013 to \$3,502.91.

T Coenen indicated revenues are up in septage.

Motion by M Leonard, second by K Curry to close the monthly Utility Commission meeting.
Motion carried. (Adjourned 7:10 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **11/05/13** and was called to order at 7:10 pm by Village President Dean Erickson.

Roll Call: Present – Dean Erickson, Paul Brewer, Larry Bousley, Karen Curry, Mark Leonard,
Andy Lundt, Village Administrator Steve Johnson
Absent – Scott Reignier

Also present: Arnie Tucker (Wrightstown Area Spirit); Assistant Fire Chief Tim Gussert; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen; Jim Moldenhauer.

MINUTES - - Motion by A Lundt, second by L Bousley to approve the minutes of 10/15/13 as presented. Motion carried

VOUCHERS - - Motion by M Leonard, second by A Lundt to approve the vouchers as submitted. Motion carried.

WALK-INS - - Jim Moldenhauer appeared to discuss the sewer portion of his utility bill. Recently moved to Wrightstown and watered his lawn in the backyard. Was unaware of the effect on his sewer bill and paid for service he did not receive. Questioned if he could get any relief on the bill. T Coenen responded with explanation of deduct meters and how they apply to the utility bill. Further explained previous requests for adjustments and what steps are taken to advertise for the deduct meters. At this time cannot fulfill his request.

CORRESPONDENCE - -

Thank You Card – A thank you card “With sincere gratitude and warmest thanks” was received from Steve and Sue Johnson.

Thank You Letter – The Wrightstown Sno-Rovers again thanked the Village for allowing the use of the Village streets for their area snowmobile trails with the bridge being a critical connecting point.

Wrightstown Lions Christmas Parade – An entry form from the Wrightstown Lions was received for the Annual Christmas Parade with the theme this year of “March of the Candy Canes”. Anyone interested in participating in the parade can complete the form with registration by November 26th.

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

1. Due to the excessive traffic on H172 (due to the temporary closure of the Leo Frigo bridge), dredging material haulers will be using the alternate route through Wrightstown for the next 2 weeks. Dredging ends Nov. 15. The route will be H41 south to County U, to H96 and on to H57 at Greenleaf.
2. Met with MaryAnn T. Lippert, Director, Northern Office, Div. of Intergovernmental Relations. This position exists to support the small communities across a 40-County area, north of Highway 10. Her office is in Pittsville, WI and her phone number is 715-340-3539. Potentially a good advocate of our Wisconsin DOA relations.

COMMITTEE REPORTS

FINANCE - -

Jossart Brothers Inc Pay Request #3 – Motion by A Lundt, second by M Leonard to approve the Jossart Brothers Inc pay request # 3 in the amount of \$316,315.89 for the 2013 water main improvement project. Motion carried.

Ehlers & Associates Financial Feasibility Analysis – Motion by A Lundt, second by M Leonard to approve the Ehlers & Associates Financial Feasibility Analysis for water supply/treatment project options in the amount of \$7,500. Motion carried.

Robert E Lee & Associates Agreement for Preliminary Water Supply Report – Motion by A Lundt, second by M Leonard to approve the Robert E Lee & Associates agreement for a preliminary water supply report not to exceed \$7,500 without owner approval. Motion carried.

Operator's Licenses – Motion by A Lundt, second by L Bousley to approve the 2013-2015 operator's license for Kayla George. Nay – L Bousley, K Curry. Motion carried.

Motion by A Lundt, second by L Bousley to approve the 2013-2015 operator's license for Josh Vickman upon successful payment. Motion carried.

Wrightstown Historical Society Walkway Memorial Brick – Motion by A Lundt, second by L Bousley to approve the purchase of an 8"x8" memorial brick from the Village of Wrightstown for the Wrightstown Historical Society Heritage Walkway fundraiser created to preserve our heritage. Motion carried.

Resolution No. 11052013 Amend Chapter 102 Fees & Penalties – Security Alarm System – Motion by A Lundt, second by P Brewer to approve Resolution No. 11052013 to amend Chapter 102 Fees & Penalties – Section 153-3(3) Security Alarm System; Alarm System Permitting – Fee and Duration; permit fee \$5 Annually. Motion carried.

Removal of Any Conflict of Interest with Attorney James Kalny – Motion by A Lundt, second by L Bousley to approve the removal of any conflict of interest with Attorney James Kalny representing another municipality with which the Village of Wrightstown has an on-going business relationship. Motion carried.

PERSONNEL - -

Hire Part-time Police Officer – Motion by K Curry, second by P Brewer to approve the hiring of a part-time Police Officer upon completion of all pre-employment conditions. Motion carried.

Resignation of Police Consultant Dan Feucht – Motion by K Curry, second by A Lundt to accept the resignation of Police Consultant Dan Feucht effective October 30, 2013. Motion carried.

PUBLIC SAFETY - -

Fire Dept Comments – T Gussert questioned the removal of the infrared digital camera from the 2014 budget as to what happens when the current camera fails? Response: Try to get a grant to purchase before a failure. If fails, then get funds from the reserve account. The Fire Dept should start the grant process now.

Acknowledge Fire Dept / Fire Association Ending Financial Support – Organization – Promotion of Festival on the Fox – T Coenen explained the Fire Dept membership no longer wants to do the Festival on the Fox with the lack of revenue, with less funds for expenses and no support. T Coenen offered to assist anyone who is willing to take over the event. Discussion followed on the event and its history. D Erickson then stated: we as a board acknowledge.

Police Dept Comments – None at this time.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC WORKS & UTILITIES - -

Public Works Superintendent Report – T Coenen provided the following report:

1. Staff overtime hours for the month of September totaled 61.5 scheduled hours and 6 call in

- hours. Much of this overtime was due to the construction project.
2. Solid waste curbside tonnage for the month of September totaled 55.70 tons and recycle tonnage collected was 17.37 tons. (Items 1 & 2 will always list the prior month totals.)

Jurisdictional Transfer and Local Road Agreement STH 96 – Motion by M Leonard, second by P Brewer to approve the Jurisdictional Transfer and Local Road Agreement for STH 96. Motion carried.

Motion by L Bousley, second by K Curry to adjourn. Motion carried. (Adjourned 7:43 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **11/19/13** and was called to order by Village President Dean Erickson at 7:08 pm.

Roll Call: Present – Dean Erickson, Larry Bousley, Paul Brewer, Karen Curry, Mark Leonard, Scott Reignier, Village Administrator Steve Johnson

Absent – Andy Lundt

Also present: Arnie Tucker and Annie Brewer (Wrightstown Area Spirit); Ed Byrne (Brillion News); Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen; James Easterling, Tom Allen, and Shelly Murphy (Waterboard Warriors); Andy Fulcer (WI Dept of Transportation).

MINUTES - - Motion by S Reignier, second by L Bousley to approve the minutes of 11/05/13 as presented. Motion carried.

VOUCHERS - - Motion by K Curry, second by S Reignier to approve the vouchers as submitted. Motion carried.

FINANCIAL STATEMENTS - - Acknowledged receipt and review.

VILLAGE ADMINISTRATOR REPORT - - S Johnson provided the following report and comments:

- “Roll-Out” meetings with employees on the **new** Employee Assistance Program (EAP) are scheduled for two times on December 2nd. (Program goes into effect January 1st)
- “1st Draft” of revised **Annual Employee Evaluation Form** is near ready for Board review and comments. (handed out tonight)
- Prepare for future C.O.W. discussion on maintaining the **Festival on the Fox** celebration as a viable community event.

Additional comments were made with regard to the Festival on the Fox. Some consider to be a community event that should be promoted and continued while others don't see it occurring in the future without a large organization to host and/or sponsor. One of the issues is the location at Mueller Park has insufficient parking. T Coenen offered again to assist anyone that is willing to move forward with the Festival on the Fox.

COMMITTEE REPORTS

FINANCE - -

Resolution No. 11192013A Appropriating the Necessary Funds for Operating the Government and Administration of the Village of Wrightstown for the Year 2014 – S Reignier presented and made a motion to adopt Resolution No. 11192013A appropriating the necessary funds for operating the government and administration of the Village of Wrightstown for the year 2014, second by P Brewer. Roll call vote: Ayes – L Bousley, P Brewer, K Curry, S Reignier, D Erickson; Nays – none;

Absent – M Leonard (out of room on phone call with attorney), A Lundt. Motion carried.

Resolution No. 11192013B Dissolving / Terminating TIF District No. 2 and Authorizing the Village Treasurer to Distribute Excess Increment to Overlying Taxing Districts – S Reignier presented and made a motion to adopt Resolution No. 11192013B dissolving / terminating TIF District No. 2 and authorizing the Village Treasurer to distribute excess increment to overlying taxing districts, second by K Curry. Roll call vote: Ayes – L Bousley, P Brewer, K Curry, S Reignier, D Erickson; Nays – none; Absent – M Leonard (out of room on phone call with attorney), A Lundt. Motion carried.

Purchase of Land Remnant from WisDOT – Parcel VW-135 (101 High St) – After discussion, motion by S Reignier, second by L Bousley to table the purchase of the land remnant from WisDOT (old M & I Bank site) until the project (new Fox River bridge) is further along. Motion carried.

Pay WisDOT for 4 Parking Stalls by Future High St Cul-de-sac – Motion by S Reignier, second by P Brewer to decline the offer of 4 parking stalls. Motion carried.

Intergovernmental Agreement Between the Village of Wrightstown and the Town of Kaukauna to Provide For Orderly Land Development – Motion by S Reignier, second by K Curry to approve the intergovernmental agreement between the Village of Wrightstown and the Town of Kaukauna to provide for orderly land development. Motion carried.

Intergovernmental Agreement Between the Village of Wrightstown and the Town of Kaukauna Withdrawing Restriction on Annexation – Motion by S Reignier, second by P Brewer to table the intergovernmental agreement between the Village of Wrightstown and the Town of Kaukauna withdrawing restriction on annexation. Motion carried.

PERSONNEL - - Nothing to report at this time.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC SAFETY - -

Fire Dept Report – The October 2013 Fire Dept report submitted with best regards from Chief M Schampers is as follows:

During the month of October the fire department responded to one call in the Village for a fire pit burning inappropriate items. Training for the month was conducted at the shared burn house in Town of Kaukauna based on basement fires.

Usual monthly meetings and truck checks were completed. We also brought on two members to the FD, Joe Van Eperen, former FD member has returned to the Village and rejoined and Luke Kabat has joined. Also Pat Schomaker completed certification for State Fire Fighter 1.

The Fire Department was also out in two spots in the Village for Halloween giving out glow necklaces and candy to the kids.

Question was asked and Chief responded the new radios and system are working good.

Police Dept Report – The October 2013 Police Dept report respectfully submitted by Chief P Kingsbury is as follows:

Regular monthly meetings continue with Superintendent Buboltz. Officers are making regular checks of the schools. Officer Pagel helped judge costumes at the school district Halloween Party.

Halloween – Trick or Treat was wet but safe and fun. Department once again handed out our glow necklaces.

New training software working very well. Officers have been attending county wide active shooter training and Emergency Vehicle mandated training; police chief and admin assistant attended TraCS Conference; Officer Martin attended free AG’s Conference on Child Abuse Investigations; Sharon attended training on Open Records.

Department was selected to participate in the Wisconsin Law Enforcement Accreditation Group Small Agency Accreditation Program. It is a pilot program allowing smaller agencies to achieve certification without going through the entire accreditation process. 33 Core Standards need to be met. We are developing 25 policies, realistically reducing to writing what we do on a day to day basis.

There were 2 accidents in the Village during October, 1 was handled by BRSO. We assisted Shawano, Brown and Outagamie County Sheriffs, Hobart/Lawrence PD, Child Protective Services, and Probation/Parole with various calls in and out of the Village. There were 26 traffic contacts made for various violations. BRSO initiated 4 traffic stops in the Village.

There were 50 non traffic calls for service in the Village, 78% handled by WPD officers. WI State Patrol handled one incident and BRSO self-initiated 5 non traffic calls in the Village during the early morning hours.

Question was asked and Chief responded the accreditation is utilizing the short version of the full accreditation process.

Discussion and/or action on Wrightstown School District and Wrightstown Police Dept Relations – No comments at this time.

PUBLIC WORKS & UTILITIES - - Nothing to report at this time.

REGIONAL PLANNING- -

Ordinance No. 11192013A to Create an Ordinance in the Municipal Code of the Village of Wrightstown in Chapter 208 Shorelands and Wetlands Zoning – Article XII §208-48 Slow – No-Wake Area Upon the Waters of the Fox River – Motion by P Brewer, second by L Bousley to approve Ordinance No. 11192013A to create an ordinance in the Municipal Code of the Village of Wrightstown in Chapter 208 Shorelands and Wetlands Zoning – Article XII §208-48 Slow – No-Wake Area Upon the Water of the Fox River with the addition of a sunset clause of December 31, 2016 or upon completion of the demolition of the old bridge. Motion carried.

Ordinance No. 11192013B to Amend the Municipal Code of the Village of Wrightstown

Relative to Parking of Recreational Vehicles – Motion by P Brewer, second by S Reignier to approve Ordinance No. 11192013B to amend the Municipal Code of the Village of Wrightstown to Chapter 206-53 Zoning – Article VIII Off-Street Parking and Loading – Parking of Recreational Vehicles. Nay – K Curry. Motion carried.

Fox Shores Estates Potential Subdivision Replat with New / Revised Developer’s Agreement, Installation of New Laterals and Road Warranty – No action required.

Certified Survey Map (CSM) for Applicant Brewer Group, Property Owner KBB Development – Fox Shores Estates Subdivision – 2 lots (VW-734 & VW-735) Creating 3 Lots – Motion by M Leonard, second by S Reignier to approve the CSM for applicant Brewer Group, property owner KBB Development – Fox Shores Estates Subdivision – 2 lots (VW-734 & VW-735) creating 3 lots contingent upon the successful completion of a new subdivider’s agreement by Wednesday, November 27th. Recused/abstained – P Brewer. Motion carried.

Request from KBB Development to Allow Payments on Current Outstanding Balance to Village to Occur from Future Lot Sale Proceeds – Motion by M Leonard, second by S Reignier for the developers to come to an agreeable repayment plan with the Village regarding the outstanding debt on the subdivision; upon that agreement, it does not require any money to be received by the Village, the Clerk may release any liens on the property (future Lot 1 of recorded CSM). Recused/abstained – P Brewer. Motion carried.

Motion by L Bousley, second by K Curry to adjourn. Motion carried. (Adjourned 8:01pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN
UTILITY COMMISSION MINUTES

The regular monthly meeting of the Utility Commission was held at the Village Hall, 352 High St, on Tuesday **12/03/13** and was called to order at 6:18 pm by Village President Dean Erickson.

Roll Call:

Present – Village of Wrightstown: Dean Erickson, Larry Bousley, Paul Brewer, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson, Village Clerk Jean Brandt
Town of Kaukauna: John Alferi, Mike Van Asten, Debbie Vander Heiden, Town Clerk Barb Meulemans

Absent – Village of Wrightstown: Karen Curry
Town of Kaukauna: None

Also present: Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen; Arnie Tucker (Wrightstown Area Spirit); Ed Byrne (Brillion News); Attorney Jim Kalny; James Kassner; Lee Novak & Dale Marsh (Robert E Lee & Associates); Nancy Quirk & Brian Powell (Green Bay Water Authority); Doug Martin (Village of Ashwaubenon Public Works).

Motion by A Lundt, second by S Reignier to open the monthly Utility Commission meeting.
Motion carried.

The November 2013 Utility Report as submitted by Public Works Superintendent Travis Coenen is as follows:

Water Utility:

1. Gallons pumped as of November 25th – 4,627 million gallons, daily average 185,080.
Well 4 static level – 120’ Pumping level – 288’
Well 2 static level – 108’ Pumping level – 188’

Sewer Utility:

1. Gallons treated as of November 25th – 5.631 million gallons, daily average of 225,240.
2. We received 37,900 gallons of septage from Fox Valley Septic in the month of November so far. The revenue for the month of November is \$423.34, bringing the total revenue for 2013 to \$3,926.26.

Motion by A Lundt, second by S Reignier to close the monthly Utility Commission meeting.
Motion carried. (Adjourned 6:19pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **12/03/13** and was called to order at 6:19 pm by Village President Dean Erickson.

Roll Call:

Present – Village of Wrightstown: Dean Erickson, Larry Bousley, Paul Brewer, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson, Village Clerk Jean Brandt
Town of Kaukauna: John Alferi, Mike Van Asten, Debbie Vander Heiden, Town Clerk Barb Meulemans

Absent – Village of Wrightstown: Karen Curry
Town of Kaukauna: None

Also present: Fire Chief Mike Schampers; Police Chief Perry Kingsbury; Public Works Superintendent Travis Coenen; Arnie Tucker (Wrightstown Area Spirit); Ed Byrne (Brillion News); Attorney Jim Kalny; James Kassner; Lee Novak & Dale Marsh (Robert E Lee & Associates); Nancy Quirk & Brian Powell (Green Bay Water Authority); Doug Martin (Village of Ashwaubenon Public Works).

MINUTES - - Motion by S Reignier, second by M Leonard to approve the minutes of 11/19/13 as presented. Motion carried.

VOUCHERS - - Motion by A Lundt, second by S Reignier to approve the vouchers a submitted. Motion carried.

WALK-INS - -

Jim Kassner – Fox Shores Estates Subdivision – Provided information on the status of the Fox Shores Estates Subdivision and the potential buyer for one of the three-lot-CSM up for approval this evening. Further explained how the bank is working with them and is agreeable to any one of the three options available to the board this evening shown on a separate handout.

Motion by S Reignier, second by A Lundt to move Regional Planning to first under the Committee Reports. Motion carried. Abstained – P Brewer.

CORRESPONDENCE - -

Thank you – A letter was received from the Wrightstown Historical Society for the \$225 for the Preserve Our Heritage campaign that purchases a brick in the walkway.

With Sincere Sympathy – Kathy Kingsbury expressed her condolences to the board and staff with some humor due to the Packer’s loss to the Lions and putting up with her husband, Police Chief P Kingsbury, during the week leading up to the game and after.

VILLAGE ADMINISTRATOR - - S Johnson provided the following report:

- Water and Sewer Budgets for 2014 will be presented for adoption on December 17th. (copies in your Agenda packet)

- Attended an “in-house” meeting with staff and representatives of KBB Development in regards to a Developer’s Agreement for Fox Shores Estate Subdivision on 11/27/13.
- Roll-out meetings for the new EAP program were conducted on 12/2/13.
- Revised “Addendum” to the Developer’s Agreement was sent to the KBB principle’s and is distributed to the Village Board this evening for your review and input.

REGIONAL PLANNING - -

Fox Shores Estates Subdivision’s Addendum to Developer’s Agreement – Motion by M Leonard, second by A Lundt to set the debt against the Fox Shores Estates Subdivision at \$35,000 with no interest to be worked into the Addendum to the Subdivider’s Agreement. Motion carried. Abstain – P Brewer.

FINANCE - -

Retail License Transfer – Premises to Premises – Todd & Lois Luedtke LLC – Motion by A Lundt, second by M Leonard to approve the Retail License Transfer – Premises to Premises for Todd & Lois Luedtke LLC from 312 Broadway St (AJ’s Pub) to 2565 Cty Rd U (new name Lucky’s Pub & Grill) due to their relocation from the new bridge construction. Motion carried.

Combination Class B Beer & Liquor License Application 2013-2014 License Year – Motion by A Lundt, second by L Bousley to approve the combination Class B beer and liquor license application for the 2013-2014 license year for Rebecca Kafka, LEMONAIDE Design & Art Co at 104 High St. Motion carried.

Operator’s Licenses 2013-2015 License Years – Motion by A Lundt, second by M Leonard to approve the operator’s licenses for the 2013-2015 license years for Dana Bloedorn and Christopher Kafka. Motion carried.

2013 Christmas Gift Certificate List – Motion by A Lundt, second by S Reignier to approve the 2013 Christmas gift certificate list as presented. Motion carried. (Note: After this meeting, the Fire Dept changed from Out-O-Town Club to catering from D & G Restaurant.)

PERSONNEL - -

2014 Holiday Schedule – Motion by S Reignier, second by M Leonard to approve the 2014 Holiday schedule as presented. Motion carried.

2014 Village Board Meeting Schedule – Motion by S Reignier, second by A Lundt to approve the 2014 Village Board meeting schedule as presented. Motion carried.

2014 Planning Commission Schedule – Motion by S Reignier, second by L Bousley to approve the 2014 Planning Commission schedule as presented. Motion carried.

PUBLIC SAFETY - -

Fire Dept Comments – None at this time.

Police Dept Comments – None at this time.

Update on Wrightstown School District and WPD Relations – Nothing at this time.

Hunting Within the Village Limits – Village Code 139-2 – Motion by S Reignier, second by L Bousley to table the hunting within the Village limits. Motion carried.

PARKS & RECREATION - - Nothing at this time.

PUBLIC WORKS & UTILITIES - -

Public Works Superintendent Report – T Coenen presented the following report for November:

1. Staff overtime hours for the month of October totaled 21 scheduled hours and no call in hours.
2. Solid waste curbside tonnage for the month of October totaled 69.63 tons and recycle tonnage collected was 25.41 tons. (Items 1 & 2 will always list the prior month totals.)

Motion by S Reignier, second by A Lundt to approve the Public Works Superintendent report as submitted. Motion carried.

Motion by A Lundt, second by S Reignier to recess until 7:02 pm. Motion carried. (6:57 pm)
(Actual recess until 7:13 pm waiting for Attorney Jim Kalny to arrive.)

Motion by A Lundt, second by S Reignier to reconvene to the Special Intergovernmental Joint Session. Motion carried. (7:13 pm)

Special Intergovernmental Joint Session – See attached minutes of the Village of Wrightstown and Town of Kaukauna Special Intergovernmental Joint Session.

Motion by S Reignier, second by L Bousley to recess for 5 minutes. Motion carried. (7:40 pm)

Motion by A Lundt, second by S Reignier to reconvene the regular Village Board meeting. Motion carried. (7:48pm)

SCHEDULED APPEARANCES - -

Green Bay Water Utility – Nancy Quirk & Brian Powell; Village of Ashwaubenon – Public Works Doug Martin – N Quirk explained her experience and provided background information on the Green Bay Water Utility. Various slides were shown of the flow guides and filter treatment schematics and reviewed the utilities accomplishments. The Green Bay Water Authority is governed by the Public Service Commission (PSC) with all the components for rate settings. N Quirk went on to explain how the “wheeling” charge was established by the Village of Ashwaubenon with the assistance of the PSC. T Coenen discussed why this option was in the best interest of the Village of Wrightstown and most cost effective way to go. The connection and route of the pipeline to Ashwaubenon was shown with the possibility of other township connections and their impact on the Village of Wrightstown revenues. N Quirk stated the Green Bay Water Authority is committed to public health and safety.

Motion by A Lundt, second by S Reignier to return to the Committee Reports - Finance. Motion carried. (8:15pm)

FINANCE - -

Discuss feasibility of the Village being served by the Green Bay Water Utility via the Ashwaubenon pipe line; to include capacity to additionally serve outlying Townships adjacent to the Village of Wrightstown – T Coenen discussed the current situation for the completion of well #5. \$5.1 million to get operational and then future operations and

maintenance (O&M) cost. Construction-ability is about the same as the other two options – pipelines from the Green Bay Water Utility or Central Brown County Water Authority. T Coenen and M Leonard then further explained the differences between Green Bay Water and Central Brown County. Trying not to raise the current Village rates. The “wheeling” fee was further explained with the potential for the Town of Freedom and Greenleaf to connect with their plans for new wells within the next three years. Dave Wagner, Ehlers & Associates, is currently working on numbers for revenues and debt payments; 20-year loan with 2% interest rate. T Coenen stated there would be some savings with Village O & M costs. The long term options for each of well#5, Green Bay Water and Central Brown County Water were again discussed. Robert E Lee & Associates will be submitting the “intent to apply for funding” application to the DNR on the Village’s behalf and must have numbers prior to December 31st final submittal date. N Quirk applauded Travis, Mark and the board for looking into alternative water supply sources.

Motion by M Leonard, second by S Reignier to adjourn. Motion carried. (Adjourned 8:53 pm)

Jean A Brandt

Clerk/Treasurer

VILLAGE OF WRIGHTSTOWN VILLAGE BOARD MINUTES

The second regular monthly meeting of the Village Board of the Village of Wrightstown was held at the Village Hall, 352 High St, on Tuesday **12/17/13** and was called to order by Village President Dean Erickson at 6:19 pm.

Roll Call: Present – Dean Erickson, Larry Bousley, Paul Brewer, Karen Curry, Mark Leonard, Andy Lundt, Scott Reignier, Village Administrator Steve Johnson

Absent – None

Also present: Ed Byrne (Brillion News), Arnie Tucker (Wrightstown Area Spirit), Fire Chief Mike Schampers, Police Chief Perry Kingsbury, Public Works Superintendent Travis Coenen, Dan Fritsch.

MINUTES - - Motion by S Reignier, second by A Lundt to approve the minutes of 12/03/13 as presented. Motion carried.

VOUCHERS - - Motion by A Lundt, second by S Reignier to approve the vouchers as submitted. Motion carried.

FINANCIAL STATEMENTS - - Acknowledge receipt and review.

SCHEDULED APPEARANCE - - **Ed Byrne – Festival on the Fox Future** – A handout was distributed that summarized his comments of the problems and solutions for the Festival on the Fox event. Two pages detailed his comments for saving the summer festival that included a location change to the School District’s North Campus, a new name, and among other items, form a separate not-for-profit corporation to operate the festival using the model of the Brown County Fair Association.

CORRESPONDENCE - - **Thank You Notes** – Two notes of thanks were received from Tami Aerts and Tom & Sue Schreurs for the Christmas gift certificates mailed to them for their extra services to the Village.

ADMINISTRATOR’S REPORT - - S Johnson provided the following report:

- Collaborated with principals involved on an Addendum to the Fox Shores Estates Developer’s Agreement to facilitate Village Board support for future lot sales.
- Met with Central Brown County Water Authority and the Town of Lawrence to further comprehend the various elements of their water source proposal. We will have a formal proposal in hand on Thursday, Dec. 19th.
- Meeting with Dave Wagner of Ehlers Wed. am to review financing scenario on the proposed water sourcing project.
- Visited by John Grones, Editor of the Wrightstown Spirit on Dec. 11th, inquiring how best the newspaper may serve the Village’s needs.

COMMITTEE REPORTS

FINANCE - -

Adopt 2014 Water and Sewer Budgets - -

Motion by A Lundt, second by S Reignier to adopt the 2014 Water budget. Motion carried.

Motion by A Lundt, second by S Reignier to adopt the 2014 Sewer budget. Motion carried.

Resolution No. 12172013 Amending the Fees for the Bond Schedule for the Village –

Motion by A Lundt, second by S Reignier to adopt Resolution No. 12172013 amending the fees for the bond schedule for the Village. Motion carried.

Robert E Lee & Associates Apply for DNR Funding for Water Utility –

Motion by A Lundt, second by S Reignier to approve Robert E Lee & Associates to apply for DNR funding for the water utility / pipeline (IT & PERF). Motion carried.

State Municipal Agreements (SMA's) for Projects –

Motion by A Lundt, second by M Leonard to approve the State Municipal Agreements (SMA's) for projects 4075-28-00/71 (bridge) and 4095-10-72 (High Street Jurisdictional Transfer). Motion carried.

Operator's License – Motion by A Lundt, second by P Brewer to approve the operator's license for 2013-2015 license years for Esther Paters. Motion carried.

PERSONNEL - -

Discuss and/or Action on Amending Ceiling on Vacation Banking – Discussion followed on the pros and cons from a management standpoint of increasing the amount of vacation for employees to carry over to the next year. Various scenarios were further discussed as they relate from other outside agencies. It was determined special circumstances would merit the increase with each employee on a case by case basis.

Election Poll Worker's List – Motion by K Curry, second by A Lundt to approve the Election Poll Worker's list for the 2014-2015 coverage years.

PARKS & RECREATION - - Nothing to report at this time.

PUBLIC SAFETY - -

Fire Dept Report – The November 2013 Fire Dept report submitted with best regards from Fire Chief M Schampers is as follows:

During November the fire department responded to 5 calls, structure fire mutual aid with Lawrence Fire, passerby called in an unattended burn of leaves along the river on Washington St, power lines blow at fuse jumpers arcing, CO2 call and for a vehicle accident in the village.

The department held its usual monthly equipment checks and inventories as well as business meetings. Nominations were forwarded and accepted for a Captains position that was opened, votes will be tallied in December.

The department also held its 1st Annual Booyah Bash on the Saturday before Gun Deer Season and it was an absolute success, all booyah sold out in 28 minutes.

M Schampers also commented still have an issue with needing a thermal imaging camera.

Police Dept Report – The November 2013 Police Dept report respectfully submitted by Police Chief Perry Kingsbury is as follows:

Regular monthly meetings continue with Superintendent Buboltz. Officers are making regular checks of the schools.

Assisted with the Library fun run, fund raiser.

Officers continued to attend Emergency Vehicle mandated training; Officer Martin attended training to enhance her work in investigations. Had department wide training on new software and RMS. Spare laptops have been setup for training use for RMS and new TraCS software.

Work continued on the Wisconsin Law Enforcement Accreditation Group Small Agency Accreditation Program. Policies were completed, working on submission paperwork.

There were 3 accidents in the Village during November, 1 was handled by BRSO and 1 handled by WI State Patrol. We assisted Brown County with a call in Greenleaf. There were 17 traffic contacts made for various violations. BRSO initiated 2 traffic stops in the Village.

There were 50 non traffic calls for service in the Village, 40% handled by WPD officers. WI State Patrol handled one incident and BRSO handled 2 calls at the WHS. BRSO also self-initiated 5 non traffic calls in the Village during the early morning hours. There were 12 calls associated with a residence on Nicole Lane. Resident was taken to the County Crisis Center by WPD officer but was released.

Discussion and/or action on Wrightstown School District and Wrightstown Police Dept Relations – P Kingsbury noted the school district has a new SRO, Jessica Smith, who was the DARE officer.

Action on Request to Hunt Within Village – Motion by S Reignier, second by P Brewer to deny the request to hunt within the Village. Motion carried.

PUBLIC WORKS & UTILITIES - -

Discuss Water Sourcing Progress and Action as Deemed Appropriate – After Thursday will have more answers from the Town of Lawrence on the water sourcing.

Tornado Update – T Coenen stated the Village will recoup 100% of its costs thanks to Lois Gremore and her efforts in obtaining all the information required by Brown County for the August tornado.

REGIONAL PLANNING - -

Discuss and/or action on Expansion of Sewer Service Area (SSA) – Motion by P Brewer, second by S Reignier to accept the offer from the Brown County Planning Commission to expand the Sewer Service Area by more than 200 acres (with no review fees or amendment process). Motion carried.

Discuss and/or action on Fox Shores Estates Subdivision's Addendum to Developer's Agreement – No action necessary. Still obtaining signatures.

Motion by S Reignier, second by L Bousley to adjourn. Motion carried. (Adjourned 6:58 pm)

Jean A Brandt

Clerk/Treasurer