

Village Board Meeting Minutes

January 11, 2010

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

- 1) Call to Order and Roll Call – President Miller called the meeting to order at 6:31 p.m.

Present

Joe Hennlich
Roger Kaas
Joyce Laux
David Miller
Jim Rath
Carl Thomson

Absent

Bill Barribeau, excused

Others Present

Randy Friday, Administrator
Susan Williams, Clerk/Treasurer
Jennifer Schaff, Village Engineer

- 2) Pledge of Allegiance
- 3) Approval of the Agenda – *Kaas moved to approve the agenda. Thomson 2nd. Motion carried.*
- 4) Approval of Minutes – *Hennlich moved to approve the minutes of December 14, 2009. Laux 2nd. Motion carried.*
- 5) Registered Citizen Comments on Agenda Items

Jeff Weyenberg, W4878 Forest Lane, Sherwood – regarding unpublished agenda item for #12 Mr. Weyenberg verbalized his displeasure in the continued vacancies occurring on the PRUT and Board of Appeals.

Robert Wittman, W5146 Nature's Way, Sherwood – regarding agenda item 6 c.

Joseph Schwalbach, N7845 Lakeshore Lane, Sherwood – regarding agenda items 6 a & b.

David Wagner, Ehlers & Associates, 375 Bishop's Way, Brookfield, WI – regarding agenda item 11 b.

- 6) Report of the Plan Commission: Jan. 4, 2010
 - a) CSM2010.1: Certified Survey Map request (Schwalbach) to recreate Lots 28 & 29 on Lakeshore Lane (Lakeshore Estates II subdivision) and recreate as one new lot, in conjunction w/CSM2010.2.

Village Board Action: *Hennlich moved to approve certified survey map CSM2010.1 recreating lots 28 & 29 on Lakeshore Lane as one new lot in conjunction with CSM2010.2. Kaas 2nd. Motion carried.*

- b) CSM2010.2: Certified Survey Map request (Vande Hey) to recreate Lots 30 & 31 on Bluffside Court (Lakeshore Estates II subdivision) and recreate as one new lot, in conjunction w/CSM2010.1.

Village Board Action: *Laux moved to approve certified survey map CSM2010.2 recreating lots 30 & 31 on Bluffside Court as one new lot in conjunction with CSM2010.1. Hennlich 2nd. Motion carried.*

- c) CSM2010.3: Certified Survey Map request (Lakeshore Estates, Ltd.) to create 1.0 acre lot from pre-existing 39-acre parcel (former Enola Miller farm) on easterly side of Pigeon Road using current residence and detached garage for the 1-acre lot.

Village Board Action: *Hennlich moved to approve certified survey map CSM2010.3 creating 1- acre lot from pre-existing 39-acre parcel on easterly side of Pigeon Road using current residence and detached garage for the 1-acre lot. Kaas 2nd. Motion carried.*

- 7) Report of Village Officers
 - a) Village President – No report
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports

Kaas moved to approve payment of invoices and claims as presented. Rath 2nd. Motion carried.

Laux moved to accept the governmental fund balance sheet reports as presented. Thomson 2nd. Motion carried.

Clerk Williams briefly updated the Board that the rental property at N409 Military was rented the week before Christmas.

8) Village Engineer:

Project update: Engineer Schaff reported to the Board on the construction of the Appleton – Sherwood transmission main. Pipe installation - 69% complete. The Bore and jack casing pipe - 70% complete. The air relief manholes - 50% complete.

Other construction milestones are:

Precision Drilling completed the direction boring work north of the railroad tracks on Pigeon Road on December 24, 2009. Precision Drilling began the directional bore on the south side of tracks on December 28th. They plan to begin pulling pipe on Tuesday, January 5, 2010. Completion of this bore is expected by Thursday January 7, 2010. Hietpas is continuing to install 16” water main on the Appleton portion of the project. This crew is almost to Midway Road with pipe installation. A third crew is making connections between borings and the open cut pipe. Hietpas plans to add another crew week of January 11, 2010, starting on Midway Road heading east.

9) Village Administrator

- a) Project update: Windmill placement on Mustang Pond to control algae growth

Administrator Friday presented the letter and resident responses regarding the placement of the windmill at Mustang Pond. Friday sent 20 letters and received 7 responses. All responses were in favor.

- b) Consider/Approve *Collective Bargaining Agreement* (3-years) with Bargaining Unit (AFSCME; Local 1362)

Laux moved to approve the Collective Bargaining Agreement (3-years) with Bargaining Unit (AFSCME; Local 1362) as presented. Miller 2nd. Motion carried.

10) Old Business: None

11) New Business:

- a) Transmission Main Project: Consider/Approve *Pay Request #3* as partial payment for work completed (\$424,316.83; Don Hietpas & Sons, Inc.)

Kaas moved to consider/approve pay request #3 as partial payment for work completed (\$424,316.83; Don Hietpas & Sons, Inc.). Thomson 2nd. Motion carried.

- b) *Resolution #01-2010: Consider/Approve An Initial Resolution Authorizing the Sale and Issuance of not to Exceed \$1,760,000 General Obligation Promissory Notes, and Certain Related Details*

David Wagner presented the report of proposed 2010 financing and related documents to the Board.

Laux moved to approve Resolution #01-2010 an Initial Resolution Authorizing the Sale and Issuance of not to Exceed \$1,760,000 General Obligation Promissory Notes, and Certain Related Details. Rath 2nd. Roll Call Vote; Barribeau – absent, Hennlich- aye, Laux- aye, Kaas – aye, Miller – aye, Rath- aye and Thomson – aye. Motion carried.

12) Complaints and Compliments: Distribution of snow on lots from street (Horn; Dec. 28)

13) Correspondences: Approval to place culvert on Lower Cliff Drive (WisDNR; Dec. 16)

14) Adjournment - Thomson ***moved to adjourn at 7:58 p.m. Rath 2nd. Motion carried.***

Respectfully presented for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Minutes

January 25, 2010

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

- 1) Call to Order and Roll Call – President Miller called the meeting to order at 6:31p.m.

Present

Bill Barribeau
Joe Hennlich
Roger Kaas
Joyce Laux
David Miller
Jim Rath
Carl Thomson

Absent

None

Others Present

Cheryl Dewing, CDA
Steve McGrath, CDA
Randy Friday, Administrator
Susan Williams, Clerk/Treasurer
Jennifer Schaff, Village Engineer

- 2) Pledge of Allegiance

- 3) Approval of the Agenda - *Miller moved to amend the agenda to move item 11 c, up in the order of the meeting. Thomson 2nd. Motion carried.*

- 4) Approval of Minutes – January 11, 2010 - *Barribeau moved to approve the minutes of the January 11, 2010 Village Board meeting. Thomson 2nd. Motion carried.*

- 5) Registered Citizen Comments on Agenda Items

Phil Cossons, Ehlers & Associates, 375 Bishop's Way, Brookfield, WI – regarding agenda item 11 c.

Jeff Weyenberg, W4878 Forest Lane, Sherwood – regarding agenda item #14. Mr. Weyenberg verbalized his displeasure in the Village Board's interest in acquiring properties in the Downtown area.

Lieutenant Brett Bowe, Calumet County Sheriff Department – regarding agenda item 9.

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|---|----------------------------|
| 6) Report of the Utility Commission – Jan. 18 | <u>Recommended Action:</u> |
| a) Water pipeline project: Update | Info. only |
| b) Aerator reconfiguration: Discuss funding mechanism | Tabled |
| c) Cover for aeration basin: Discuss alternative designs | Tabled |
| d) Consider purchase of approved GIS information & equipment in FY2010
cost split between FY2010 Water & Sewer Utility Budgets | Tabled |
| e) Replace water line serving High Cliff Marina and concession area | Tabled |
| f) Consider update to 'On-Site System Condition Assessment' for
properties along lakeshore on Fire Lanes 12 & 13 | Tabled |

Barribeau moved to approve the Utility Commission report from the January 18, 2010 meeting. Thomson 2nd. Motion carried.

7) Report of Village Officers

- a) Village President – President Miller requests to agenda nomination for PRUT Board and Board of Appeals vacancy for the February 8, 2009 Village Board meeting
- b) Clerk/Treasurer
 - i. Review/Approve financial reports

Barribeau moved to approve the checks in progress list as presented. Rath 2nd. Motion carried.

Kaas moved to approve the governmental funds balance sheet as presented. Thomson 2nd. Motion carried.

Clerk Williams requested Board input to clarify the Village's responsibility for a Single Audit in 2009 due to the ARRA funding for the Water Transmission Main project. Board directed Williams to draft letter to Mr. Brinson, Capital Finance Officer.

8) Village Engineer: Project updates (Water pipeline)

Village Engineer Schaff reported the following major construction categories completion percentages; pipe installation 80%, bore and jack casing pipe 75% and air relief manholes 75%.

Monthly construction progress: Precision Drilling completed the direction boring work on Pigeon Road. Hietpas has two crews continuing to install 16" water main on the Appleton portion of the project, one crew is on the west end of Midway Road installing water main to the east and the other crew is on the east end installing water main to the west.

Construction look-ahead: Miron Construction submitted exterior finishing samples and colors for the metering station. Selections will need to be made by the Village. The selections will be forwarded to the Town of Harrison for review.

No current project concerns to report at this time.

9) Village Administrator

10) Old Business: None

11) New Business:

- a) Letter of Engagement for services relating to GO Promissory Notes, Series 2010A: Consider/Approve contract with Foley & Lardner (est. \$5,000) to act as bond counsel related to approved 5-Year Capital Improvement Plan borrowing (\$1.76M)

Rath moved to approve the contract of engagement for services relating to the GO Promissory Notes, Series 2010A with Foley & Lardner (est. \$5,000) to act as bond counsel related to approved 5-year Capital Improvement Plan borrowing (\$1.76M). Laux 2nd. Motion carried.

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- b) Lease of Village-owned lands for farm purposes: Consider/Approve lease (land contract) in FY2010 to allow agricultural usage of 14.47 acres (previously RBH land)

Barribeau moved to approve one year contract with Tindale Cropping for the lease of Village owned lands for farm purposes (agricultural usage) of 14.47 acres (previously RBH land-Parcel ID #s 13605 and 13609). The contract is for 2010. Tindale Cropping will pay the Village \$75 per acre for a total of \$1,085.25. Kaas 2nd. Motion carried.

- c) Tax Increment Finance District(s): Consider possible TIFD closure and opening of second TIFD in downtown area relative to future project(s) and tax rate(s)

Kaas moved to instruct Village Administrator to determine the requirements (property and land values) for closing all but 5% of the TIFD. Thomson 2nd. Motion carried.

12) Complaints and Compliments: None

13) Correspondences: None

14) *Closed Session:* Discuss property purchases in downtown area per approved 5-Year Capital Improvements Plan (including, but not limited to W415 & W432 Veteran's Ave; N407 & N417 Harrison St.) – Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

Miller moved to go into closed session Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session at 8:25 p.m. Kaas 2nd. Motion carried.

15) *Return to Open Session:* Consider property purchase(s) per approved 5-Year Capital Improvements Plan (including, but not limited to W415 & W432 Veteran's Ave; N407 & N417 Harrison St.)

Barribeau moved to return to open session at 9:14 p.m. Hennlich 2nd. Motion carried.

16) Adjournment - *Barribeau moved to adjourn at 9:15 p.m. Thomson 2nd. Motion carried.*

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Minutes

February 8, 2010

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

- 1) Call to Order and Roll Call – Vice President Laux called the meeting to order at 6:31 p.m.

Present

Bill Barribeau
Joe Hennlich
Roger Kaas
Joyce Laux
Jim Rath
Carl Thomson

Absent

David Miller, excused

Others Present

Randy Friday, Administrator
Susan Williams, Clerk-Treasurer
Jennifer Schaff, Village Engineer

- 2) Pledge of Allegiance
- 3) Approval of the Agenda – *Barribeau moved to approve the agenda. Thomson 2nd. Motion carried.*
- 4) Approval of Minutes – Regular Meeting (Jan. 25, 2010) - *Barribeau moved to approve the minutes of the January 25, 2010 Village Board Meeting. Hennlich 2nd. Motion carried.*
- 5) Registered Citizen Comments on Agenda Items

Jeff Weyenberg, W4878 Forest Lane, Sherwood – regarding agenda item 11 b and 14.

Dennis Marks, 1106 Sterling Heights Drive, Menasha – regarding agenda item 11 a.

David Wagner, Ehlers & Associates, 375 Bishop's Way, Brookfield, WI – regarding agenda item 10.

Kaas moved to advance agenda item 10 in the order of the meeting. Rath 2nd. Motion carried.

- 6) Report of the Plan Commission: No meeting held in February
- 7) Report of Village Officers
- a) Village President
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports - *Kaas moved to approve the list of checks in progress as presented. Thomson 2nd. Motion carried.*

Laux moved to approve the governmental fund balance sheet as presented. Hennlich 2nd. Motion carried.

- 8) Village Engineer
- a) Project update: Water transmission main

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Village Engineer Schaff reported the pipe installation has 700 feet to completion, the bore and jack casing pipe has 100 feet to completion and air relief manholes are 95% complete.

Monthly construction progress-Schaff stated Hietpas has two crews continuing to install 16" water main on the Appleton portion of the project. One crew is in the process of installing the last bore and jack. The pipe line crew is making connections to the bore and jack installations. 1,500 feet of main has been fill from the connection point to the Appleton system. The section of the main was successfully pressure tested the week of Feb. 1, 2010. Pressure testing is ongoing on Midway Road.

Construction Look Ahead

Miron Company submitted exterior samples for finishing of the metering station to the Village and selections have been forwarded to the Town of Harrison for review.

- b) Plat of Survey: Approve at homesite (STH 114 & CTH 'N') to place transmission main

Schaff reports that the property purchased by the Wisconsin Department of Transportation (WDOT) at STH 114 and CTH N has an issue with the depth of the property corresponding to the location of the water main route. Schaff stated that if we hold the water main 10 feet west of the property line, this will put the construction within the trees/brush and possibly within or near the building ruins. WDOT will provide clarification on the building/foundation locations as well as permission to move the water main alignment to a constructible location within the parcel.

Laux moved to engage McMahon to perform Plat of Survey at homesite (STH 114 & CTH 'N') not to exceed \$1,200 to be included in contingency portion of contract. Rath 2nd. Motion carried.

Schaff stated that they are moving ahead with 2010 paving program, advertisement for bids will be published February 10th and 17th.

- 9) Village Administrator

- 10) Old Business

- a) Tax Increment District: Consider/Approve TID 'subtraction' reducing valuation from 45% to approximately 5% of Village Equalized Value, including impact on future project(s), financing, and the process to guide 'subtraction' (Ehler's; Dave Wagner)

Mr. Wagner presented options, costs and benefits to the Board in consideration of the closing of the Tax Increment District. Option 1 – Close the district by May 15, 2010. Option 2 – close the district by May 15, 2011. Option 3 – Amend (reduce) the district area down to 5% of the Village valuation in 2010 and close the district after 4 years.

Friday presented a proposed map of TIF properties after amendment.

Kaas stated it is almost impossible to accomplish option 1 by the May deadline. Rath acknowledged the recent purchase of future park land moves the Board towards option 2A. Hennlich added that option 2A provides time to complete projects in a responsible manner.

11) New Business

- a) Building permit fee: Request for reimbursement of \$1744 from building permit issued to Dennis Marks Builders in Feb., 2005 (Dennis Marks; Shelley Uttecht)
- b) Consider/Approve 3-year appointments to *Boards*:
 - i. Richard Storey (PRUT – Member; BOA – Alternate)

Kaas moved to approve 3-year appointment of Richard Storey to the PRUT Board as citizen member and to the Board of Appeals as Alternate #1. Hennlich 2nd. Motion carried.

- ii. Larry Miller (BOA – Member)

Kaas moved to approve 3-year appointment of Larry Miller to the Board of Appeals as citizen member. Hennlich 2nd. Motion carried.

- c) Consider/Approve *Agreement for Stormwater Pond Management*, per FY2010 Budget (\$22,050; McMahon)

Hennlich suggested investigation of alternatives for service of ponds. Board directs Administrator Friday to contact FVTC and DNR for options to McMahon services.

12) Complaints and Compliments: None

13) Correspondences:

- a) Calumet County proposal regarding FOXCOMM 700MHz communication system (Village of Hilbert President Kenneth Stenklyft; Jan. 15)
- b) Open House invitation regarding proposed new Highway Garage facility (County Administrator Shambeau; Jan. 27)

- 14) *Closed Session*: Discuss property purchases in downtown area per approved 5-Year *Capital Improvements Plan* (including, but not limited to W415 & W432 Veteran's Ave; N407 & N417 Harrison St.) – Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

Barribeau moved Per Wis. Stats. 19.85(1)(e) at 8:07 p.m. to go into closed session to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Rath 2nd. Motion carried.

- 15) *Return to Open Session: Consider/Approve property purchase(s) per approved 5-Year Capital Improvements Plan (including, but not limited to W415 & W432 Veteran's Ave; N407 & N417 Harrison St.)*

Barribeau moved to return to open session at 8:40 p.m. Rath 2nd. Motion carried.

- 16) *Adjournment – Hennlich moved to adjourn at 8:50 p.m. Barribeau 2nd. Motion carried.*

Respectfully submitted for review and approval by Susan Williams, Clerk.

Village Board Meeting Notice and Agenda

February 22, 2010

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

- 1) Call to Order and Roll Call – President Miller called the meeting to order at 6:31p.m.

Present

Bill Barribeau
Joe Hennlich
Roger Kaas
Joyce Laux
David Miller
Jim Rath
Carl Thomson

Absent

None

Others Present

Randy Friday, Administrator
Susan Williams, Clerk-Treasurer
Jennifer Schaff, Village Engineer

- 2) Pledge of Allegiance
- 3) Approval of the Agenda – *Barribeau moved to approve the agenda. Thomson 2nd. Motion carried.*
- 4) Approval of Minutes – February 8, 2010 - *Barribeau moved to approve the regular meeting of the Village Board February 8, 2010. Kaas 2nd. Motion carried.*

Rath moved to advance agenda item 12 c in the order of the meeting. Barribeau 2nd. Motion carried.

- 5) Registered Citizen Comments on Agenda Items

Robert Wittman, 5146 Natures Way Drive, Sherwood, WI – regarding agenda item 6

Jeff Weyenberg, W4878 Forest Lane, Sherwood, WI – regarding agenda item 15

Phil Cosson, Ehlers & Associates, 375 Bishop's Way, Brookfield, WI – regarding agenda 12 c

- 6) Public Hearing: Consider change(s) to the Village of Sherwood *Trails Map* –

After three readings for public hearing Miller announced the hearing open at 6:52 p.m.

Mr. Wittman presented to the Board his request to amend the Official Village of Sherwood Trails Map by removing the future park designation on the properties bordering the west and east sides of Pigeon Road, and to reduce all proposed trails through those two properties except for one east west trail through the eastern parcel.

Administrator Friday presented additional proposed trails along recently acquired Village land adjacent to the High Cliff Golf Course 13th fairway and 14th t-box with connections to the north to trails and south to Golf Course Road.

*Miller moved to approve the Official Sherwood Village Trails Map amended as follows:
- remove future park and trail designations from undeveloped parcels owned by Lakeshore Estates LTD, on east & west side of Pigeon Road, north of Blue Heron Court; except a future*

Village Board Meeting
February 22, 2010

trail transecting the center of the parcel on the east side of Pigeon Road and north of the Lakeshore Estates East Subdivision.

and

-add trail links from Miller Pond to Golf Course Road and Pigeon Road through east west trail adjacent to High Cliff Golf Course 13th fairway and 14th t-box. Hennlich 2nd. Motion carried.

Miller announced the public hearing closed at 7:33 p.m.

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| 7) | Report of the Utility Commission – Feb. 15 | <u>Action:</u> |
| | a) Consider new chlorine contact points at WWTF | Tabled |
| | b) Increased compensation to MCO for performing new DNR-mandated cross-connection checks in all buildings provided public water by local municipalities | Tabled |
| | c) GIS equipment & data upgrades to water & sewer system (\$24,700) | Approved |
| | d) Funding options for aerator at WWTF | Tabled |
| | e) Cover for aerator basin (oxidation ditch) | Tabled |
| | f) Update to 'On-Site System Condition Assessment' for properties along lakeshore on Fire Lanes 12 & 13 (nfe \$2400) | Approved |
| | g) Water main replacement project(s): <i>Land Surveying & Engineering Services Contract</i> (2 sections; \$21,700) | Approved |
| | h) High Cliff Marina: Request for temporary water service | Approved |
| | i) Collective Bargaining Agreement (3-year union contract) | Approved |

Administrator Friday briefly presented the informational Utility Commission report.

Rath moved to approve the February 15, 2010 Utility Commission report as presented. Kaas 2nd. Motion carried.

- 8) Report of Village Officers
- a) Village President
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports - *Rath moved to approve the checks in progress list as presented, subject to the approval of agenda item 12 d. Hennlich 2nd. Motion carried.*

Laux moved to approve the general government fund balance sheet as presented. Thomson 2nd. Motion carried.

- ii. Consider/Approve request for Class 'B' Retailer's License (Beer & Wine): St. John/Sacred Heart Parish Fish Fry on March 12 – *Rath moved to approve the application for Class "B" and "Class B" Retailer's License (Beer & Wine) for St. John/Sacred Heart Parish Fish Fry on March 12, 2010. Hennlich 2nd. Motion carried.*

- 9) Village Engineer: Project updates (Water pipeline) – Village Engineer Jennifer Schaff reported of the major construction categories of the Transmission Water Line Project; the pipe installation of main line is 400 from completion, the bore and jack casing pipe is complete and the air relief manholes is 95% complete.

Schaff further reported installation of the main complete on Midway Road, main has been successfully pressure tested on Midway Road, pressure testing will continue on CTH N, McMahon completed the plat of survey required by the Wisconsin Department of Transportation (WDOT) for installation of the water main on their parcel at the corner of CTH N and STH 114, and a Hietpas crew began installing the water main on the WDOT parcel on February 15, 2010 with an anticipated complete this last 400 feet of the mainline by February 17, 2010.

Schaff stated the exterior finishing recommendations the Village made have been submitted to the Town of Harrison (TOH) for review, the TOH Planning Commission will review March 2, 2010 with the TOH Board reviewing March 30, 2010. Schaff reported that the road review by the TOH was not stipulated as to how that would occur.

The pipe work is 100% complete between Sherwood and Appleton, with some miscellaneous work to be done, the metering station installation, and modifications at well #5 and #6. Water line is within 10 feet of the building at well #5 and #6.

The 2-inch water line as an alternate bid to the project has not started yet. The property owners were notified. Speedy Clean must clean the line prior to Heitpas installation and testing. The connection to the main line will occur after that. A Speedy Clean crew was not available as anticipated, so the start has been delayed.

- 10) Village Administrator

Friday stated there is a problem with adequate heating of the office space and the lounge room of the new municipal garage. The heating equipment (PTAC) is not performing as expected. Insulation is being installed by Village Public Works employees and they will study the performance of the current equipment.

Miller asked if we received what we paid for with the equipment.

Rath stated the plans were State approved and does not understand how the plans were approved with the office/lounge areas not adequately being heated with this equipment.

Schaff will have Tom Olson will look at the garage situation and report back to staff and the Board.

- 11) Old Business:

a) *Agreement for Storm Water Pond Management, per FY2010 Budget (awaiting 2nd quote)*

- 12) New Business:

- a) *Resolution #02-2010: Consider/Approve Preliminary Resolution #02-2010 Declaring Intent to Exercise Special Assessment Powers relative to FY2010 Asphalt Paving Program: Lakeshore Estates West II and Farmington Meadows*

Administrator Friday and Clerk Williams presented this resolution and project work. Friday stated that the Board may want to reconsider the Village's position on road construction and related assessment process.

Barribeau moved to approve Resolution #02-2010: Consider/Approve Preliminary Resolution #02-2010 Declaring Intent to Exercise Special Assessment Powers relative to FY 2010 Asphalt paving Program: Lakeshore Estates West II. Hennlich 2nd. Motion carried.

- b) Consider/Approve *Contract for Services* for FY2010 Asphalt Paving Program: Lakeshore Estates West II and Farmington Meadows (McMahon; \$37,220)

Administrator Friday inquired of Engineer Schaff about the on-site project representation portion of the agreement for \$20,000. Schaff stated this is the first time a subdivision has been done this way and depending on the on-site needs of the project will dictate how much time will be required.

Rath suggested to Schaff to organize a project pre-construction meeting with residents to discuss concerns, questions.

Miller moved to approve McMahon Contract for Services for FY 2010 Asphalt Paving Program: Lakeshore Estates West II and Farmington Meadows for \$37,220. Rath 2nd. Motion carried.

- c) *Resolution #03-2010: Consider/Approve a Resolution Authorizing and Providing for the Sale and Issuance of \$1,760,000 [Taxable] General Obligation Promissory Notes, Series 2010A, and All Related Details*

Mr. Cosson presented information related to the note issuance and rating process. Standard and Poor's rated the Village at AA-. Cosson stated that is very good for a first time rating.

Barribeau moved to approve Resolution #03-2010 Authorizing and Providing for the Sale and Issuance of \$1,745,000 (taxable) General Obligation Promissory Notes. Series 2010A. Thomson 2nd. Miller called for voice vote- Barribeau – aye, Hennlich – aye, Kaas – aye, Laux – aye, Miller – aye, Rath – aye and Thomson – aye. Motion passed.

- d) Water Main Project: Consider/Approve *Certificate of Payment # 4* (\$520,358.75; Hietpas & Sons, Inc.) for partial payment of work completed through Feb. 2010

Rath moved to approve Certificate of Payment #4 (\$520,358.75) to Hietpas & Sons, Inc., for partial payment of work completed through February 2010 on Transmission Water Main project McM No. S0011-990270.20-A. Thomson 2nd. Motion carried.

- e) Recycling services:

- i. Consider/Approve *5-Year Contract for Services Extension w/ Veolia Environmental Services (per East Shore Recycling Commission Sub-Committee recommendation)*

Rath moved to approve the 5-year contract for services extension w/Veolia Environmental Services (per East Shore Recycling Commission Sub-Committee recommendation). Hennlich 2nd. Motion carried.

- ii. Consider/Approve By-Law changes to *East Shore Recycling Commission Intergovernmental Cooperation Agreement* between Calumet County municipal members

Kaas moved to approve the By-Law changes to East Shore Recycling Commission Intergovernmental Cooperation Agreement between Calumet County municipal members. Thomson 2nd. Motion carried.

13) Complaints and Compliments: None

14) Correspondences:

- a) Sheriff's Dept – Monthly Report: January (Capt. Paul Rusch; Feb. 9, 2010)

Administrator Friday presented the Sheriff's Department first report. Kaas suggested staff to update the Village web page with Sheriff's Department services and eliminate outdated references.

- b) FoxComm communication system discussion on Feb. 24 (Calumet County Clerk; Feb. 18)

15) *Closed Session: Discuss property purchases in downtown area per approved 5-Year Capital Improvements Plan (including, but not limited to W415 & W432 Veteran's Ave; N407 & N417 Harrison St.) – Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session*

Kaas moved Per Wis. Stats. 19.85(1)(e) at 8:06 p.m. to go into closed session to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Hennlich 2nd. Motion carried.

16) *Return to Open Session: Consider/Approve property purchase(s) per approved 5-Year Capital Improvements Plan (including, but not limited to W415 & W432 Veteran's Ave; N407 & N417 Harrison St.)*

Rath moved to return to open session at 8:39 p.m. Kaas 2nd. Motion carried.

Laux moved to purchase property at N417 Harrison St, Tx ID #s 13766, 13765, 13767 in the amount of \$126,750, seller to incur closing costs. Kaas 2nd. Motion carried.

17) Adjournment – Miller moved to adjourn at 8: 42 p.m. Thomson 2nd. Motion carried.

Respectfully submitted for review and approval by Susan Williams, Clerk.

Village Board Minutes

March 8, 2010

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

- 1) Call to Order and Roll Call – President Miller called the meeting to order at 6:31 p.m.

Present	Absent
Bill Barribeau	None
Joe Hennlich	Others Present
Roger Kaas	Randy Friday, Administrator
Joyce Laux	Susan Williams, Clerk-Treasurer
David Miller	Jennifer Schaff, Village Engineer
Jim Rath	
Carl Thomson	

- 2) Pledge of Allegiance

- 3) Approval of the Agenda – *Barribeau moved to approve the agenda. Hennlich 2nd. Motion carried.*

- 4) Approval of Minutes – Regular Meeting (Feb. 22, 2010) – *Barribeau moved to approve the February 22, 2010 Village Board minutes as presented. Thomson 2nd. Motion carried.*

Miller moved to advance agenda item 11 a in the order of the meeting. Rath 2nd. Motion carried.

- 5) Registered Citizen Comments on Agenda Items

Stuart Boerst, McMahan Group, 1445 McMahan Drive, Neenah, WI – agenda item 10 a
Gary Rosenbeck, McMahan Group, 1445 McMahan Drive, Neenah, WI – agenda item 9 a
Gloria West, Midwest Sports Events, 2079 Lawrence Drive, DePere, WI – agenda item 11 a

- 6) Report of the Plan Commission: No meeting held in February

- 7) Report of Village Officers

a) Village President – no report

b) Clerk/Treasurer

i. Review/Approve financial reports

Rath moved to approve the checks in progress list as presented. Hennlich 2nd. Motion carried.

Kaas moved to approve the balance sheet of governmental funds as presented. Rath 2nd. Motion carried.

ii. Consider/Approve application for *Server's License* (Kerri Krueger)

Thomson moved to approve the Operator's License for Kerri Krueger as presented. Barribeau 2nd. Motion carried.

- 8) Village Engineer
a) Project update: Water transmission main

Engineer Schaff reports major construction categories as follows: pipe installation complete, bore and jack casing pipe complete and air relief manholes 95% complete. Schaff stated monthly construction progress water main has been successfully pressure tested. Tracer wire testing is occurring. A Hietpas crew began work to install the 2" water line on Clifton Road. It is anticipated that all underground work will be completed the week of March 8, 2010. Temporary asphalt patches will be installed with final restoration occurring in spring. Construction look ahead; Miron Construction submitted exterior finishing samples and colors for the metering station. The Village made selections that were forwarded to the Town of Harrison. The Town of Harrison Planning Commission approved the selected colors on March 2, 2010. The Town of Harrison Board will review the color selections on March 30, 2010. Hietpas anticipates completing the interconnection work once the frost is out of the ground, likely in two to three weeks. This work will occur at the intersection of Timberline Drive and Clifton Road and the intersection of Springhill Drive and Palisades Trail. Water main interconnections will be installed at these intersections to add redundancy into the system.

Schaff presented information on the installation of 2" PE Waterline on Clifton Road.

- 9) Village Administrator
a) Public Works Garage heating unit: Update

Administrator Friday presented information on actual temperatures occurring at the garage since installation of the insulation and discussions with McMahon.

Gary Rosenbeck reported to the Board the Public Works Garage facility assessment. Rosenbeck stated the original design was not appropriate for the current use. Rosenbeck presented to the Board an offer from McMahon Group to install a forced air gas system with ducting, work to be done by Baumgart Heating, at no cost to the Village.

Kaas moved to approve and accept the offer from McMahon Group for Baumgart Heating to install a forced air gas system with ducting at no cost to the Village. Miller 2nd. Motion carried.

- 10) Old Business
a) Stormwater Pond Management (aquatic plants): Consider/Approve *Contract for Services for Stormwater Pond Management*, per FY2010 Budget

Friday stated five companies were contacted to submit proposals for stormwater pond management services for FY2010. One did not respond and a second responded they do not provide this type of work. The proposals received were Lakeshore Cleaners for \$37,388, Martinsen & Eisle for \$28,377 and McMahon for 22,050.

Barribeau moved to approve the stormwater pond management services agreement with McMahon per FY2010 Budget for \$22,050. Thomson 2nd. Motion carried.

- b) High Cliff Golf Course: Pending Tax Increment District-funded improvements (irrigation system) and land conveyance(s) to the Village

Administrator Friday presented a letter and irrigation installation agreement submitted by Corey Feller. Laux inquired if this project is open ended; wondering what happens if the price goes above the presented \$349,000. Kaas stated that the scope of the project should be clearly defined. The Board further discussed the project and it was suggested President Miller be involved in the bidding process.

Kaas moved the Village facilitate a competitive sealed bid process where the bids are returned to the Village Office. Miller 2nd. Six votes in favor, Laux oppose. Motion carried.

The Board directed staff to invite Mr. Feller and Mr. Vemuri to attend the next regular Village Board meeting March 22, 2010.

11) New Business

- a) 7th Annual High Cliff Triathlon: Consider/Approve *Special Event Permit* request to conduct High Cliff Triathlon (Midwest Sports Events, Inc.)

Gloria West, representing Midwest Sports Events presented the 7th Annual High Cliff Triathlon special event permit application and plan.

Rath moved to approve 7th Annual High Cliff Triathlon Special Event Permit as presented. Miller 2nd. Motion carried.

b) FY2010 Asphalt Paving Program

- i. Lakeshore Estates West II: Consider/Approve re-bidding roadway urbanization contract (curb & gutter; McMahon Contract #S0017-900190-A) due to higher than anticipated costs

Friday presented memo in regards to the FY2010 paving contracts. The low bidder of the Lakeshore Estates West II paving project came in \$112,000 over budgeted figures. Friday's suggestions are to re-bid with bid alternates, approve the project as is and be over budget or to designate the over budget to contingencies portion of the 2010 borrowing.

Miller moved to re-bid roadway urbanization contract (curb & gutter; McMahon Contract #S0017-900190-A) Lakeshore Estates West II. Rath 2nd. Motion carried.

- ii. Farmington Meadows: Consider/Award chip-seal contract (McMahon Contract #S0017-900190-B) to Scott Construction, Inc. (\$41,176)

Barribeau moved to award chip seal contract (McMahon Contract #S0017-900190-B) to Scott Construction, Inc. for \$41,176. Rath 2nd. Motion carried.

- c) Consider/Approve *Municipal Code Ordinance #10-104: An Ordinance regulating the employment of elected officials and their immediate family members as part of the Village workforce*

Rath moved to approve Municipal Code Ordinance #10-104: An Ordinance regulating the employment of elected officials and their immediate family members as part of the Village workforce. Miller 2nd.

Kaas moved to amend motion to change language of ordinance presented in Section 2 (B) as follows:

(B). Family Members of Public Officials – To preclude the occasion of a conflict of interest that would arise in the event a family member (father; mother; son; daughter; including any “-in law” or “step-“ relationship thereto) wishes to become a member of the Village workforce, excluding independently contracted services, employment with the Village of an elected official’s family member shall be prohibited until such time as at least two (2) years have elapsed from the last date said elected official is no longer an elected representative of the Village. Barribeau 2nd. Amendment motion carried.

Main motion: Rath moved to approve Municipal Code Ordinance #10-104: An Ordinance regulating the employment of elected officials and their immediate family members as part of the Village workforce as amended. Miller 2nd. Main motion carried.

- d) Consider/Approve re-appointment of Village Administrator as Sherwood Representative to Calumet County *Local Emergency Planning Commission*

Barribeau moved to appoint Village Administrator as Sherwood Representative to Calumet County Local Emergency Planning Commission. Hennlich 2nd. Motion carried.

- e) FY2009 Budget Amendment: Consider/Approve budget amendment to FY2009 budget figures per discussions with auditors (Note: Information to be presented at meeting)

Barribeau moved to approve FY Budget Amendment as presented (2nd amendment for FY2009). Laux 2nd. Motion carried.

12) Complaints and Compliments: None

13) Correspondences: *Proposed irrigation system* project (High Cliff Golf Course; March 2)

14) Adjournment - **Rath moved to adjourn at 7:38 p.m. Kaas 2nd. Motion carried.**

Respectfully submitted for review and approval by Susan Williams, Clerk.

Village Board Minutes

March 22, 2010

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

- 1) Call to Order and Roll Call – President Miller called the meeting to order at 6:33 p.m.

Present	Absent
Bill Barribeau	Roger Kaas, absent excused
Joe Hennlich	Others Present
Joyce Laux	Randy Friday, Administrator
David Miller	Susan Williams, Clerk-Treasurer
Jim Rath	Jennifer Schaff, Village Engineer
Carl Thomson	

- 2) Pledge of Allegiance

- 3) Approval of the Agenda – *Barribeau moved to approve the agenda. Laux 2nd. Motion carried.*

- 4) Approval of Minutes – Regular Meeting (March 8, 2010) - *Barribeau moved to approve the regular meeting of the Village Board on March 8, 2010. Rath 2nd. Motion carried.*

- 5) Registered Citizen Comments on Agenda Items - None

- 6) Report of the Utility Commission – March 15, 2010

Recommended Action:

- | | |
|---|-------------------|
| a) Well #5/Pumphouse: Consider system changes, to include amending current <i>Water Transmission Main</i> project plans | Approve as needed |
| b) Approved <i>Contract for Services (\$2,400)</i> regarding update to <i>Fire Lane 12 & 13 on-site sewer system report from FY2001</i> | Info. only |
| c) Approved <i>Contract for Services</i> (at no cost) to replace fire hydrant rods | Info. only |
| d) WWTF aerator replacement: Approved using <i>cash-on-hand</i> | Info. only |
| e) WWTF oxidation ditch cover: Discussion | Info. only |
| f) Cross-connections in water system: Discussion | Info. Only |

Administrator Friday stated the Utility Commission report from March 15, 2010 is primarily informational, but the Commission just held a special meeting earlier today and Gary Rosenbeck is present to discuss 6 a.

Gary Rosenbeck addressed the Board and stated the original Well #5 Pumphouse and water main project included re-use of existing booster pump. He went on to say, 2 weeks prior to this meeting that pump failed. The Utility Commission recommends purchasing a new pump. Rosenbeck recommended servicing and checking out the 20 year old motor prior to use with the new pump.

Barribeau moved to amend the current Water Transmission Main project plans with changes to Well #5 Pumphouse system to purchase new pump not to exceed \$12,028. Miller 2nd. Motion carried.

Board refers the action on the motor; re-use existing 20 year old motor or purchase of new motor, back to the Utility Commissions.

Friday briefly presented the rest of the Utility Commission report from March 15, 2010.

7) Report of Village Officers

a) Village President – *President Miller received positive comments from participants of the Calumet County Strong Women program. The participants appreciated the Village providing space in the gym for this program.*

b) Clerk/Treasurer

i. Review/Approve financial reports – *Laux moved to approve the checks in progress list as presented. Thomson 2nd. Motion carried.*

Laux moved to approve the general fund balance sheet as presented. Rath 2nd. Motion carried.

Thomson moved to review the general fund balance sheets quarterly. Miller 2nd. Motion carried.

ii. Resolution #04-2010: Review/Approve update to *Organization Borrowing Resolution*

Barribeau moved to approve Resolution #04-2010; update to Organization Borrowing Resolution. Hennlich 2nd. Motion carried

iii. Village Board Rules: Review (only)

Clerk Williams presented the current rules of the Village Board to request review and input from the Board in advance of the organizational meeting in April, 2010.

Williams updated the Board with rental status of the Harrison Street property, it is rented and the tenants have moved in.

8) Village Engineer

a) Project update: Water transmission main

No official engineer report was provided to the Board. Engineer Schaff reports the Town of Harrison meeting to approve the colors at the Metering Station is scheduled for March 30, 2010. Following that approval the building permit will be filed. Schaff stated construction is at a standstill with the road weight limits imposed until the frost comes out of the ground.

9) Village Administrator

a) *American Red Cross Emergency Shelter Agreement: Consider/Allow Administrator to enter into agreement allowing Village buildings (Village Hall; Community Center) to be used as emergency shelter(s)*

Board directed Administrator Friday to enter into the American Red Cross Emergency Shelter Agreement as presented allowing Village buildings (Village Hall and Community Center) to be used as emergency shelters.

10) Old Business

- a) High Cliff Golf Course: Pending Tax Increment District-funded improvements and land conveyance to the Village

Khris Vermeri and Corey Feller addressed the Board and stated the land given in consideration to the Village are currently held as collateral on existing loans and discussed that land could be offered in the form of an easement to be assumed as Village property upon satisfaction of the loan. Vermeri and Feller stated that time is of the essence with the pending golf season opening the beginning of June.

Administrator Friday stated that the Board has directed staff to proceed with a sealed bid process that includes a clearly stated scope of the project.

Rath encouraged the High Cliff Golf Course to work cooperatively with Sherwood Forest Golf Course.

Friday requested direction from the Board as to proceed with project oversight due to the specialized nature of the irrigation construction.

Hennlich voiced concerned about the increasing cost of the project.

Barribeau moved to proceed with the High Cliff Golf Course irrigation project and direct Administrator Friday to research professionals to oversee the project. Hennlich 2nd. Laux opposed. Motion carried.

- b) Consider/Approve Municipal Code Ordinance #10-104 (2nd Reading): An Ordinance regulating the employment of elected officials and their immediate family members as part of the Village workforce

Hennlich suggested adding the word spouse in Section 2 B as follows:

(B). Family Members of Public Officials – To preclude the occasion of a conflict of interest that would arise in the event a family member (spouse; father; mother; son; daughter; including any “-in law” or “step-“ relationship thereto) wishes to become a member of the Village workforce, excluding independently contracted services, employment with the Village of an elected official’s family member shall be prohibited until such time as at least two (2) years have elapsed from the last date said elected official is no longer an elected representative of the Village.

After the second reading of the Ordinance #10-104: An Ordinance regulating the employment of elected officials and their immediate family members as part of the Village workforce, Rath

moved to amend presented ordinance to include the word spouse to the presented ordinance. Hennlich 2nd. Motion carried.

11) New Business

- a) *Pay Request #5 (Water transmission main project): Consider/Approve partial payment for services (\$92,776.17; Hietpas & Sons, Inc.) regarding water main placement*

Rath moved to approved pay request #5 (Water transmission main project) partial payment for services (\$92,776.17; Hietpas & Sons, Inc.) regarding water main placement. Laux 2nd. Motion carried.

- b) *Resolution #05-2010: Consider/Approve annual Arbor Day Proclamation*

Barribeau moved to approve resolution #05-2010 2010 Arbor Day Proclamation. Thomson 2nd. Motion carried.

12) Complaints and Compliments: None

13) Correspondences:

- a) *February Activity Summary (Calumet County Sheriff's Department; March 8)*
b) *Request to form Recreation Center (Ian McCurdie; March 10)*
c) *Request to form Recreation Center (Savanah Riemer; March 10)*
d) *Request to form Recreation Center (Halie Dederling; March 10)*

Rath commended the students for their requests. Miller suggested handing the requests over to the YMCA for possible implementation.

14) Adjournment – *Rath moved to adjourn at 7:45 p.m. Barribeau 2nd. Motion carried.*

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Minutes

April 12, 2010

- 1) Call to Order and Roll Call – *President Miller called the meeting to order at 6:45 pm.*

Present

Bill Barribeau

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Carl Thomson

Absent

None

Others Present

Randy Friday, Administrator

Jennifer Schaff, Village Engineer

Terri Welisek

Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance

- 3) Approval of the Agenda – *Barribeau moved to approve the agenda. Thomson 2nd. Motion carried.*

- 4) Approval of Minutes

a) Special Joint Meeting – Village Board & Community Development Authority (March 22)

b) Regular Meeting (March 22) –

Barribeau moved to approved the Special Joint Meeting – Village Board & Community Development Authority March 22, 2010 and the regular Village Board meeting March 22, 2010. Hennlich 2nd. Motion carried.

- 5) Registered Citizen Comments on Agenda Items

Art Wittman, W5144 Blue Heron Ct., Sherwood – regarding agenda item 6 –questioned assessment of lots bordering the pond.

Todd Mielke, N7981 Waterview Dr., Sherwood – regarding agenda item 6 – questioned public hearing process and present figures compared to estimates given by prior Coordinator.

Alex Kowalski, W5285 Waterview Dr., Sherwood – regarding agenda item 6 – questioned linear footage calculation and use of property taxes collected over last 5 years.

Darren Bornemann, N7924 Creekside Dr., Sherwood – regarding agenda item 6 – questioned the curb and gutter aspect of the project and actual charge if replacement does not take place.

Ryan Raatz W5174 Natures Way Dr., Sherwood - regarding agenda item 6 – questioned the frontage calculation, pond property assessment and assessment powers.

Camie Ferrier, W5279 Arbor Vitae Ct., Sherwood - regarding agenda item 6 – questioned assessment of future improvements and payment plans available and when it will be billed.

Rick Reinholz, N7941 Windsong Ct., Sherwood – regarding agenda item 6 – questioned curb and gutter being installed.

Scott Hackell, N7952 Creekside Dr., Sherwood – regarding agenda item 6 – questioned the calculation of the frontage.

Gregory Canner, N8001 Creekside Dr., Sherwood – regarding agenda item 6 – questioning the apron finishing of resident driveways.

Carl Schweiner, N7923 Creekside Drive, Sherwood – regarding restrooms at Wanick Park.

- 6) Public Hearing: Consider/Approve levying of special assessments related to Village Board-approved FY2010 paving projects (Lakeshore Estates West II subdivision)

After three readings for public hearing Miller announced the hearing open at 6:48 pm.

Rath moved to close the public hearing closed at 7:23. Kaas 2nd. Motion carried.

- 7) Report of the Plan Commission: No meeting held in April

- 8) Report of Village Officers

- a) Village President – President Miller presented a plaque to Bill Barribeau that stated:

“In appreciation of your committed leadership on behalf of the Village of Sherwood for service on the Village Board, Planning Commission and Board of Review 1998 – 2010.”

- b) Clerk/Treasurer

- i. Review/Approve financial reports – ***Rath moved to approve the checks in progress list and quarterly comparison reports as presented. Laux 2nd. Motion carried.***

- 9) Village Engineer

Project update: Water transmission main – Engineer Schaff distributed her engineering report to the Village Board. The report stated the pipe installation is complete, the bore and jack casing pipe are complete, and air relief manholes are 95% complete. Color samples were approved and the Town of Harrison issued the Conditional Use Permit. Miron will make application for the building permit. A coordination meeting is scheduled for Wednesday April 14th; representatives from the City of Appleton, McMahon and Miron will attend to work out the details of installation of the telemetry system. This system allows the City to remotely monitor the metering station. Hietpas anticipates completing the interconnection in two to three weeks. This work will occur at the intersection of Timberline Drive and Clifton Road and at the intersection of Springhill Drive and Palisades Trail. Water main interconnections will be installed at these intersections to add redundancy into the system.

- 10) Village Administrator

Administrator Friday presented a current map and pictures of the Village Cemetery. The Board discussed the current situation of the cemetery, the southern and western borders are severely overgrown and the proposed plot lies in the most south west corner.

- a) High Cliff Cemetery: Consider ‘Sale of plots’ (Milheiser) - no action taken
- b) High Cliff Cemetery: Consider ‘Agreement for Perpetual Care (ibid) – no action taken

- c) High Cliff Cemetery: Consider directing Staff to make certain improvements to cemetery in advance of future plot sales, to include expending 'cemetery-related' funds for professional services (e.g. surveying; plot marking; tree stump removal)

Board instructed Staff to encourage the purchasers to another part of the cemetery.

Gary Rosenbeck stated that McMahon had provided an estimate in the past for services at the cemetery and requested Schaff to research and bring back to the board.

Rath inquired as to pricing of the plots in comparison of other cemeteries.

Staff will present comparable pricing in the future.

Friday stated that he will bring to the Board at the next meeting reimbursement request from a health insurance cost passed on to two union employees that should not have been passed on.

11) Old Business

- a) *Resolution #2010-07: Consider/Approve resolution Authorizing The Making of a Grant To and the Executing of a Redevelopment Agreement with High Cliff Golf Course, Inc. in connection with the Implementation of the Project Plan for Tax Incremental District No.1*

Administrator Friday presented the preliminary TIF plan, summary of the CDA creation and development and information on work done and funds expended in the past.

Friday stated that the CDA earlier this evening approved Resolution #2010-06: Making Various Findings with respect to a Redevelopment Agreement relating to High Cliff Golf Course and Approving Redevelopment in Accordance with Said Agreement, which gives the Board the authority to act on this project.

David Farwell, Foley & Lardner, 777 East Wisconsin Ave, Milwaukee, WI, addressed the Board to explain the redevelopment agreement. Farwell stated this agreement is between the Village and High Cliff Golf Course, all terms and obligations are between these two parties, and basically states the Village will put \$318,000+ into the improvements of private property of the golf course irrigation system and the golf course in exchange will provide trail easements, 2 one acre parcels deeded outright to the Village, and golf course fee considerations for the Village. Farwell went on to briefly outline some issues and options for the Village to protect its interests.

Kaas inquired as to what protection the Village has in the event that in 5 years the golf course is sold.

Farwell stated that this agreement is binding on the current and all future golf course owners.

Laux asked in respect of the TIF reduction, the original project plan, the original budget, the value today, if the Village is within the dollar limits not to exceed the project category with this expenditure.

Farwell responded in his legal opinion that the plan has considerations for inflation and the actual amounts spent to date, the Village is well within the budget constraints for this category.

Friday interjected that Dave Wagner our financial advisors along with our auditors have stated in the past that we are well within the approved TIF expenditures and categories.

Farwell briefly presented what this redevelopment agreement means to the Village. Farwell stated that in his opinion, the Village in approving the agreement as presented is sufficiently protecting their interests in respect of receiving the benefit of the bargain for the public dollars being spent. Farwell went on to say that the particulars of the easement documents are not presented, the details are being worked out, the consent and non-disturbance from the lender will give the Board the assurance in the event of default of the loan.

Rath questioned Farwell, if the golf course sells, if the Village should receive any depreciated value back.

Farwell explained that part of the agreement (section 4 (b)) states that the golf course will operate no less than 25 years as such.

Miller requested clarification on the difference in the 2 quotes (\$318,000 to \$349,000).

Ryan Kerber, Commercial Irrigation & Turf, 109 Commercial Dr., East Peoria, IL, addressed the Board. Kerber stated that the original quote from fall of 2009 was lower due to a significant drop in material prices and they asked their manufacturers to hold to the lower figures. Kerber further stated that the prices last fall began to rise and by the time the 2010 quote was generated the prices were back up to where they were before the drop.

Kaas asked Kerber what is being done to protect ductile pipe from the corrosive soil in the Village.

Kerber responded that they have never had problems with their powder coated pipe.

Friday stated that local ordinance mandates that all pipe fittings be powder coated and poly wrapped. Friday stated there was a question as to the 2 inch SDR 21 and piping.

Kerber responded this is a standard they use and do not believe there will be any problems with the soil.

Kim Van Osdol, Community First Credit Union, 2626 S Oneida St., Appleton, WI stated that the bank does not have any concerns beyond what Farwell spoke of earlier. Van Osdol went on to say that the easements connecting the 2 lots on the north should not impact anything from the bank's position.

Friday inquired of Van Osdol if he was aware of the easement on hole #1 to the Village's storm water pond.

Van Osdol responded that he was not aware of it, is not concerned about it; that is just part of what needs to be done.

Friday inquired of the work around the roadways that the contractor is aware that all work will be boring and no clear cuts of roadways of any kind.

Kerber stated he is aware of roadway boring requirement and agrees there will be no clear cuts done.

Corey Fellner, High Cliff Golf Course, W5075 Golf Course Rd., Sherwood, WI stated the project will take 6 weeks.

Farwell stated the payment plan will be 2 steps, with Board approval, 1/3 up front, the rest of it to come with substantial completion. Farwell further stated the Village Engineer will be required to verify construction was correctly and completely done. Farwell also stated the funds are distributed to the golf course since the agreement is between the Village and golf course and that if funds were distributed to the developer, public bidding process and prevailing wage rates would be required.

Kris Vermuri, High Cliff Golf Course, W5075 Golf Course Rd., Sherwood, WI stated that a separate escrow account can be set up at the credit union specifically for this project. Farwell indicated this would be an additional control for the Village.

Rath totaled expenses of the project; \$349,000 for the irrigation materials and installation, \$25,000+ other costs related to the project to date. Friday suggested there will be more; legal, irrigation project contract professional (to oversee the project) and others related to the project.

Kaas stated that the fee concession section of the agreement should maintain fairness with local competitors.

Engineer Schaff brought up the subject of insurance. Farwell stated in the agreement Section 4 (d) indemnifies the Village from all claims from the redeveloper and contractor and if the contractor failed to provide proper bonding and certificate of insurance that would not be acceptable.

Friday suggested inserting \$2,000,000 for the insurance wording for the contractor required by the Village.

Barribeau moved to approve Resolution #2010-07: Authorizing The Making of a Grant To and the Executing of a Redevelopment Agreement with High Cliff Golf Course, Inc. in connection with the Implementation of the Project Plan for Tax Incremental District No., with the amount in section 1 (e) amended to not exceed \$349,000 and Exhibit E amended to state the fee concession of #2 Reduced fees for Village Residents (not to be less than the rates offered by local competitors (e.g. Sherwood Forest Golf Course) only. Kaas 2nd. Roll call vote: Barribeau – aye, Hennlich – aye, Kaas – aye, Laux – nay, Miller – aye, Rath – aye, Thomson – aye. Motion carried.

Van Osdol stated that the credit union will not have formal approval of the agreement until their meeting on Monday April 19, 2010.

- b) (Re-bid) FY2010 Asphalt Paving Program (Lakeshore Estates West II): Consider/Award roadway urbanization contract for (base bid) \$390,923.40 (MCC, Inc.).

Rath moved to approve FY2010 Asphalt Paving Program (Lakeshore Estates West II): Consider/Award roadway urbanization contract for (base bid) \$390,923.40 (MCC, Inc.) with 2nd year warranty of \$10,061.34. Kaas 2nd. Motion carried.

Rath requested Schaff to contact MCC, Inc. to request reduction in cost of the 2nd year warranty.

12) New Business

- a) Contract for Services: Consider/Approve contract to retain Ehler's for professional services related to Tax Increment District 'subtraction' in end-FY2010 (NTE \$13,500)

Rath moved to approve contract for services to retain Ehler's for professional services related to Tax Increment District 'subtraction' in end – FY2010 (NTE\$13,500). Miller 2nd. Motion carried.

- b) Facility Rental Policy: Consider/Approve changes to current rental policy (rates; usage)

Laux moved to approve changes to current rental policy as follows:

If a Resident agrees to sign off so a friend gets the cheaper rate, the rental agreement must be in the Resident's name, the payments must come from the Resident, and the Resident is responsible for picking up and returning the key. The Resident is thereby liable for any damages, non-sufficient fees (NSF), and expenses that could arise from the rental.

And

Raise deposit to \$150, if call-in is due to renter negligence, the deposit is forfeited.

And

Deduct \$10 per day (from the deposit) after 1st business day the key is not returned to the office.

And

All users charge \$10/hour (resident) \$20/hour (non-resident) before the event whether they use the facilities or not

Rath 2nd. Motion carried.

13) Complaints and Compliments: None

14) Correspondences:

- a) Village Credit Profile: Long-term rating of AA/Stable (Standard & Poor's; Feb. 19)
b) Plum Hill Run/Walk for Leukemia (April 1)
c) Tree City USA award (Arbor Day Foundation; April 1)
d) Monthly (March) Activity Summary (Calumet County Sheriff's Dept.; April 7)
e) US10 & WIS 114 Corridor Study (Wis. Dept. of Transportation; April 7)

15) Adjournment - ***Barribeau moved to adjourn at 9:55pm. Kaas 2nd. Motion carried.***

Respectfully submitted for review and approval by Susan M. Williams, Village Clerk.

Village Board Organizational Meeting Minutes
April 26, 2010

- 1) Call to Order and Roll Call – Vice President Laux called the meeting to order at 6:31 p.m.

Present	Absent
Joe Hennlich	David Miller, excused
Roger Kaas	Carl Thomson, excused
Joyce Laux	Others Present
Jim Rath	Randy Friday, Administrator
Terri Welisek	Jennifer Schaff, Village Engineer
	Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance
- 3) Approval of the Agenda – *Kaas moved to approve the agenda. Rath 2nd. Motion carried.*
- 4) Presentation of Approved Minutes – April 27, 2009 Organizational Meeting
- 5) Registered citizen comments on agenda items
- 6) Review/Approval of Rules of the Village Board – *After Board discussion of sections of the rules, Vice President Laux suggested reviewing in the future the Board/Commission appointment process to encourage more citizen participation.*

Rath moved to approve the Rules of the Village Board with the proposed changes presented in the Board packet. Hennlich 2nd. Welisek nay. Motion carried.

- 7) Election of Vice-President - *Rath moved to nominate Joyce Laux as Vice President. Kaas 2nd. Laux abstain. Motion carried.*
- 8) Annual Village Board Appointments
- a) Code Administrator - *Hennlich moved to appoint Randy Friday as Code Administrator. Kaas 2nd. Motion carried.*
 - b) Clerk/Treasurer - *Kaas moved to appoint Susan Williams Clerk-Treasurer. Rath 2nd. Motion carried.*
 - c) Assessor - *Rath moved to appoint Associated Appraisal Consultants, Inc. as Village Assessor. Laux 2nd. Welisek abstain. Motion carried.*
- 9) Annual Appointments of Village Professionals
- a) Accountant - *Rath moved to reappoint Baker Tilly Virchow Krause as Village Accountant. Hennlich 2nd. Welisek abstain. Motion carried.*
 - b) Attorney - *Rath moved to reappoint Silton, Seifert, Carlson, Gamble SC as Village Attorney. Hennlich 2nd. Motion carried.*

- c) Engineer - *Rath moved to reappoint McMahon Group as Village Engineer. Hennlich 2nd. Welisek abstain. Motion carried.*

10) Election by Village Board

- a) Community Development Authority/Trustee Member – concurrent with Trustee term of office replaces Trustee Barribeau - *Rath moved to appoint Hennlich to a two-year term as Trustee Member of the Community Development Authority ending April 2012. Kaas 2nd. Hennlich abstain. Motion carried.*
- b) Plan Commission/Trustee Member – 1 year term ending April 2011 – replacing Trustee Barribeau – *Rath moved to appoint Hennlich to a one-year term as Trustee Member of the Plan Commission ending April 2011. Kaas 2nd. Hennlich abstain. Welisek nay. Motion carried.*
- c) PRUT Board/Trustee Member – 1 year term ending April 2011 – Currently seated, Carl Thomson - *Kaas moved to reappoint Thomson to a one-year term as Trustee Member of the PRUT Board ending April 2011. Hennlich 2nd. Motion carried.*
- d) Utility Commission/Trustee Member – 1 year term ending April 2011 – Currently seated, Roger Kaas - *Rath moved to reappoint Kaas to a one-year term as Trustee Member of the Utility Commission ending April 2011. Hennlich 2nd. Kaas abstain. Motion carried.*

11) Appointed by Village President/Confirmed by Village Board

- a) Board of Appeals/Citizen Member – 3 year term ending April 2013 – Currently seated, Tom Jack – *Kaas moved to confirm appointment of Tom Jack to the Board of Appeals as Citizen Member for a 3 year term ending April 2013. Hennlich 2nd. Motion carried.*
- b) Community Development Authority/Citizen Member – 4 year term ending April 2014 – Currently seated, Cheryl Dewing – *Hennlich moved to confirm appointment of Cheryl Dewing to the Community Development Authority as Citizen Member for a 4 year term ending April 2014. Kaas 2nd. Welisek abstain. Motion carried.*
- c) Plan Commission/Citizen Member – 3 year term ending April 2013 – Currently seated, Kathy Salo – *Kaas moved to confirm appointment of Kathy Salo to the Plan Commission as Citizen Member to a 3 year term ending April 2013. Rath 2nd. Motion carried.*
- d) PRUT Board/Citizen Member – 3 year term ending April 2013 – Currently seated, Matt Gehl – *Hennlich moved to confirm appointment of Matt Gehl to the PRUT Board as Citizen Member to a 3 year term ending April 2013. Rath 2nd. Motion carried.*
- e) Utility Commission/Citizen Member – 5 year term ending April 2015 – Currently seated, Milan Deprez – *Kaas moved to confirm appointment of Milan Deprez to the Utility Commission as Citizen Member to a 5 year term ending April 2015. Rath 2nd. Motion carried.*

12) Presentation of correspondence, resolutions, and related matters – None

13) Adjournment - *Rath moved to adjourn at 7:27 p.m. Kaas 2nd. Motion carried.*

Respectfully submitted for review and approval by Susan M. Williams, Village Clerk.

Village Board Meeting Minutes
May 10, 2010

- 1) Call to Order and Roll Call – *President Miller called the meeting to order at 6:31 p.m.*

Present	Absent
Joe Hennlich	None
Roger Kaas	Others Present
David Miller	Randy Friday, Administrator
Joyce Laux	Jennifer Schaff, Village Engineer
Jim Rath (arr 8:14 pm)	Tom Boll
Carl Thomson	Steve McGrath
Terri Welisek	Gary Rosenbeck
	Kathy Salo
	Rich Storey
	Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance
- 3) Approval of the Agenda - Hennlich *moved to approve the agenda. Thomson 2nd. Motion carried.*
- 4) Approval of Minutes
- a) Organizational Meeting – April 26
 - b) Regular Meeting – April 26

Laux moved to approve the April 26, 2010 Organizational Meeting of the Village Board minutes and April 26, 2010 Regular Village Board minutes. Kaas 2nd. Motion carried.

- 5) Registered Citizen Comments on Agenda Items

Dick Austin, N7988 Mustang Dr., Sherwood – regarding agenda item 12 b)
Jeff Dercks, N7547 Lower Cliff Rd., Sherwood – regarding agenda item 12 a)
Carla Engelhardt, N7567 Lower Cliff Rd., Sherwood - regarding agenda item 12 a)
John Engelhardt, N7567 Lower Cliff Rd., Sherwood - regarding agenda item 12 a)
Dan Stein, W5142 Park Dr., Sherwood - regarding agenda item 12 a)
Rich Storey, W4773 Nature Ln., Sherwood – regarding agenda item 6
Carl Boucher, N7577 Lower Cliff Rd., Sherwood - regarding agenda item 12 a)
Dan Vanden Heuvel, N7585 Lower Cliff Rd., Sherwood - regarding agenda item 12 a)
Lisa Ott, N7987 Mustang Dr., Sherwood - regarding agenda items 10 b) and 12 b)
Frank Matejov, N7571 Lower Cliff Rd., Sherwood - regarding agenda item 12 a)
Jeff Weyenberg, W4878 Forest Ln., Sherwood – regarding agenda item 13

- 6) Presentation: WisDOT Project Leader Tammy Rabe will present and discuss potential alternative transportation routes in & around Sherwood as WisDOT studies future traffic growth and possible traffic patterns, including STH 114 – Ms. Rabe presented video on the growth on the Hwy 10 and Hwy 114 corridor and the study being conducted to plan for future demands. Ms. Rabe stated that that resident input is being solicited and encouraged interested

parties to complete a comment form and mail it in. A question and answer period followed her presentation.

- 7) Report of the Plan Commission: No meeting held in April
- 8) Report of Village Officers
 - a) Village President
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports - *Kaas moved to approve the checks in progress list as presented. Thomson 2nd. Motion carried.*
 - ii. High Cliff Cemetery: Consider 'Sale of plot' (Palm) – *Hennlich moved to approve the Palm plot sale. Laux 2nd. Motion carried.*
 - iii. High Cliff Cemetery: Consider 'Perpetual Care Agreement' (ibid) – *Laux moved to approve the agreement for perpetual care for Palm plot. Hennlich 2nd. Motion carried.*
 - iv. Operator's License
 - Elizabeth Mary Ditter (renewal)
 - Elizabeth Marie Hammen (renewal)
 - Elizabeth Ann Plath (renewal)
 - Amanda Marie Pyke (new)
 - Michelle A Sieckert (renewal)
 - Rachel Elizabeth Strelow (renewal)
 - Amanda R. Swedberg (renewal)
 - Kim Marie Van Rossum (renewal)
 - Allison Beth Verhagen (renewal)
 - Tami Dianne Verhagen (renewal)

Kaas moved to approve the list as a whole Operator License applications as presented. Thomson 2nd. Motion carried.

Clerk Williams informed the Board that the 2009 Audit was complete and the Financial Statements are being printed and will be available for presentation. Williams requested input from the Board whether to invite Baker Tilly Virchow Krause in for a 2010 Board meeting, the schedule has been every other year and they were in 2009. The Board wishes to stay on the schedule and will see them next year.

- 9) Village Engineer
 - a) Project update: Water transmission main – Engineer Schaff reported pipe installation complete, bore and jack casing pipe complete and air relief manholes are 95% complete, the City of Appleton consultant determined a Rohn 25 tower is needed for the antenna at the metering station, a poured concrete foundation base will be needed to support the antenna, the City is considering contracting directly with Miron for that base, Miron installed

stainless steel piping through the reservoir at well 5/6 on 4/22/10, the aeration system was down while the reservoir was out of service, the pipe supports were poured on 4-24-10, 2 safe samples, 24 hours apart were needed to bring the reservoir back on line, the system was back on line 4-28-10, Hietpas completed the inter connection last week, water main interconnections were installed to add redundancy into the system, the existing water main on Timberline Drive was much deeper than anticipated and was found on the south side of the sanitary sewer, additional bends were needed to provide proper clearance, an existing valve was also replaced, Miron anticipates completing the foundation concrete pours at the metering station the week of 5-3-10, and Miron will begin block work at the metering station.

10) Village Administrator

- a) Howitt property: PRUT Board recommendation to purchase land (appraisal ordered)

Administrator Friday stated that an appraisal of the property is in process and will be presented when complete.

- b) Trail placement: Local residents' input regarding asphaltting new trail segments
c) FY2010 Recycling Grant Award

Friday stated that the Village will receive \$10,771.66 grant for 2010 recycling program.

11) Old Business

- a) Facility Rental Policy: Consider rental charge for annual SJSH Church picnic

No motion was made to change policy for SJSH Church picnic.

12) New Business

- a) High Cliff State Park (Marina) discharge into Lake Winnebago: Village role regarding water circulation from State Park Marina affecting private properties along Lower Cliff Road residences, et. al.

Mr. Derck presented to the Board photos and information about a situation that he and his fellow neighbors have been experiencing for the last 4 years. Mr. Derck stated that the State Park replaced a pump (which had been in place since 1973) in 2006 which pumps from the Marina and discharges into Lake Winnebago. Mr. Derck further stated this pumping is causing a buildup of pollutants along the residential lakeshore.

Mr. Engelhardt presented a video of the lakeshore along his and neighboring properties, the State Park pump and Marina.

Mr. Vanden Heuvel stated that the pump is causing a stench and obnoxious noise.

Mr. Derck informed the Board that he and other residents have been trying to resolve this with the State Park unsuccessfully for 4 years and requested the Board's assistance in this issue.

Administrator Friday stated the Village Attorney's opinion is that this is a civil matter between the residents and State Park; due to the fact the Village does not have an ordinance in place prohibiting/ regulating this type of situation.

Miller moves to instruct Staff to draft letter on behalf of the Board to the State Park to inquire their current stand on the algae pollution of the Sherwood property owners. Kaas 2nd. Motion carried.

Welisek will contact the Harbor House Commission to find out who was responsible for the pump installation and report back to the Board.

- b) Fishing at Village Ponds: Request by local residents to restrict fishing on Village stormwater ponds

Mr. Austin requested the Board to restrict fishing on Village public ponds to Village residents and to eliminate night fishing.

Board directed Staff to draft ordinance that will set fishing hours on Village ponds from 8 am to dusk.

- c) *Resolution #09-2010: Resolution Authorizing a Grant to the Community Development Authority of the Village of Sherwood for the Purposes of Making a Loan to High Cliff Golf Course, Inc. in Connection with a Redevelopment Agreement Relating to Tax Incremental District No. 1*

Administrator Friday stated the Community Development Authority which met earlier this evening had approved Resolution #08-2010 Consider/Approve Resolution Authorizing the Acceptance of a Grant from the Village of Sherwood and the Making of a Loan to High Cliff Golf Course, Inc. in Connection with a Redevelopment Agreement Relating to Tax Incremental District No.1.

Friday informed the Board that the Village disbursed \$116,321.70 on May 7, 2010.

Kaas moved to approve Resolution #09-2010: Resolution Authorizing a Grant to the Community Development Authority of the Village of Sherwood for the Purposes of Making a loan to High Cliff Golf Course, Inc. in Connection with a Redevelopment Agreement Relating to Tax Incremental District No. 1. Rath 2nd. Motion carried.

- 13) Complaints and Compliments: Yoga class cancellation (Matthias; April 29)
- 14) Correspondences:
 - a) Roadway Urbanization for Lakeshore Estates West II – Residents' letter (MCC; May 6)
 - b) Letter of Appreciation (High Cliff Golf Course; May 7)
- 15) Adjournment – *Hennlich moved to adjourn at 9:15 p.m. Laux 2nd. Motion carried.*

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Minutes
Monday, May 24, 2010

- 1) Call to Order and Roll Call – *President Miller called the meeting to order at 6:30 p.m. with roll call:*

Present	Absent
Roger Kaas	Joe Hennlich, excused
David Miller	Others Present
Joyce Laux	Randy Friday, Administrator
Jim Rath	Tony Kappell, Engineer
Carl Thomson	Frank Kirshling, PRUT
Terri Welisek	Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – recited
- 3) Approval of the Agenda – *Rath moved to approve the agenda as presented and amended. Thomson 2nd. Motion carried.*
- 4) Approval of Minutes: Regular Meeting – May 10 - *Kaas moved to approve the regular meeting of May 10, 2010 as presented. Laux 2nd. Motion carried.*
- 5) Registered Citizen Comments on Agenda Items

Eugene Beauchaine, N7779 Spurline Ct., Sherwood – regarding agenda item 12 a)
Tom Herrmann, N7782 Spurline Ct., Sherwood – regarding agenda item 12 a)

- 6) Report of the Community Development Authority – May 10, 2010 - *Resolution #2010-08: Authorize the Acceptance of a Grant from the Village of Sherwood and make a Loan to High Cliff Golf Course, Inc. in Connection with a Redevelopment Agreement Relating to Tax Incremental District No. 1- information only*
- 7) Report of the Utility Commission – May 17, 2010
- a) Replace Well #5 pump (back-up water supply)

Laux moved to approve purchase of new pump; Replace Well #5 pump (backup-up water supply) for \$15,322 and new moisture sensor not to exceed \$2,500. Rath 2nd. Welisek – nay. Motion carried.

- b) Chlorine Scale Purchase – Change Order # 2, (\$2551.97; Hawkins Chemical, Inc.)

Miller moved to approve Change Order #2; Chlorine Scale Purchase for \$2,511.97 (Hawkins Chemical, Inc.). Thomson 2nd. Motion carried.

- c) Replace Well #5 Pump Motor – Change Order #1, (\$14,569.70; Miron Construction)

Kaas moved to approve Change Order #1; Replace Well #5 Pump Motor for \$14,569.70 (Miron Construction). Rath 2nd. Welisek – nay. Motion carried.

d) Red Flag Rules (Identity Theft Protection Policy) - Clerk Williams presented the policy.

Rath moved to approve Red Flag Rules as presented. Miller 2nd. Motion carried.

- e) Water Main Break (Sunset Lake Court)
- f) Water Main replacement (grant application)

8) Report of Village Officers

- a) Village President
- b) Clerk/Treasurer

i. Review/Approve financial reports - ***Laux moved to approve the checks in progress list as presented. Rath 2nd. Motion carried.***

ii. Operator's License

- Whitney J. Krueger
- Rebecca Mader (renewal)

Rath moved to approve the operators' licenses as presented. Welisek 2nd. Motion carried.

9) Village Engineer

a) Project update: Water transmission main – report from May 19, 2010 stated the final completion date of the water main line and substantial completion of metering station is 7/31/10, pipe installation and bore/jack casing pipe are 100% complete, the air relief manholes are 95% complete, Miron began block work at the metering station, 5/24 Miron will install the new booster pump and motor causing the treatment system and reservoir to be down for 3-4 days, residents will be notified, after disinfection, 2 safe samples 24 hours apart the system will be back on line, a poured concrete foundation base will be need to support the City's antenna tower, a change order for \$1,919.89 will be added to Miron's contract to construct the foundation base, the Village will bill back the cost of the base to the City of Appleton including an additional \$200 for analyzing the antenna bracing to the building, McMahon will invoice the Village for the \$200 fee, the City of Appleton has requested piping modifications at the metering station, a change order is in process for this work for \$1,035.00, the original piping plan was reviewed and approved by the City prior to bidding, Miron received an invoice for \$1,721.40 from WE Energies for the installation of the new electrical service to the metering station, a change order for \$721 will be forthcoming to adjust the \$1,000 allowance for the electrical service included in the contract, Miron anticipates completing the metering station building May 31, 2010, the mechanical contractor will install piping after the building is constructed.

Rath moved to direct the Administrator to contact the City of Appleton in regards to the change order (\$1,035.00) for the piping modifications at the metering station (original plan was reviewed and approved by the City prior to bidding). Thomson 2nd. Motion carried.

b) Golf Course Road: Review roadway concern (Welisek; Road specs. to follow)

Board directed Staff to research special assessments projects charged to Golf Course Road residents and report back.

Administrator Friday requested Engineer to provide information on the road standard.

10) Village Administrator

- a) Weekend break-ins: Reminder to public to lock homes, vehicles, and valuables
- b) Large item pick-up: Tires dumped on private property

11) Old Business: None

12) New Business

- a) Request to place memorial bench in Spurline Court greenspace (Beauchaine)

Miller moved to approve placement of memorial bench and beautification of Spurline Court green space (as presented) with work to be performed and green space continue to be maintained by residents without cost to Village. Thomson 2nd. Motion carried.

- b) Street Address: Developer request for Village to pay for address change at W4921 Carrington Court (Jedar Development)

Rath moved to deny reimbursement cost of address change at W4921 Carrington Court. Laux 2nd. 3 – aye, 3 – nay, tie vote. Motion fails.

Kaas moved to table. Miller 2nd. Motion carried.

Board directed Staff to research and report back.

- c) Ordinance #10-105: Consider limiting fishing on Village-owned stormwater ponds and vehicles on Village-owned trail facilities

Administrator Friday presented draft of Ordinance #10-105, Board will review and discuss along with the first reading of the ordinance at June 14, 2010 Village Board meeting with public hearing at the June 28, 2010 Village Board meeting.

- d) Appointments to Village Boards & Commissions-consider/approve appointments to Village Boards and/or Commission(s): Per Village Policies the Village President will present candidates for various openings on Boards and Commissions to be considered by full Board for approval.

The agenda was amended Saturday May 22, 2010 at 10 pm with item 12 d), with proper posting and notification of media.

President Miller presented the following candidates for consideration:

-Pat Schuster candidate for Citizen Member of Board of Appeals, 3 year term 2010 – 2013

Village Board Meeting

May 24, 2010

-Todd Thiel candidate for Citizen Member of Community Development Authority, 4 year term 2010 – 2014

-Bob Gillespie candidate for Citizen Member of Planning Commission, 3 year term 2010-2013

-Steve Summer candidate for Citizen Member of Planning Commission, 3 year term 2010-2013

-Larry Miller candidate for Citizen Member of Park Recreation and Urban Tree Board, 3 year term 2010-2013

Rath moved to confirm appointments presented by President Miller. Thomson 2nd. Motion carried.

- e) Consider/Approve Change Order #1 Consider/Approve Change Order #1 for 2010 Paving Program, S0017-900190.02 for curb and gutter removal, (MCC, Inc. \$2,578.00)

The agenda was amended Monday, May 24, 2010 at 3 pm with item 12 e), with proper posting and notification of media.

Friday presented the change order and background information provided to the Village on Monday, May 24, 2010 at 2 pm.

Rath moved to approve Change Order #1 for 2010 Paving Program, S0017-900190.02 for curb and gutter removal, \$583 (estimate) to be paid by the Village for work on Creekside and \$1,999 (estimate) to be part of Lakeshore Estates West II project for work on Nature's Way. Miller 2nd. Motion carried.

13) Complaints and Compliments:

- a) Request for Village to have 'Large Item Collection' done differently (McClone; May 17)
- b) Tires dropped off illegally during 'Large Item Collection' (Amrhein; May 17)

Rath complimented President Miller on his selection of candidates for the Village Commissions and Boards.

14) Correspondences:

- a) Sheriff's Department – April Report (C.C.S.D.; May 18)
- b) Notice of Hearings regarding *Wind Siting Rules* (State of Wis. Public Service Commission; May 19)

Friday presented to the Board a letter sent out to High Cliff State Park regarding the State Park (Marina) discharge into Lake Winnebago which was discussed at the May 10, 2010 Board meeting. Friday stated no response has been received yet.

Welisek stated that she has contacted the Harbor House Commission they are willing to come in to talk to the Village Board in regards to the Marina pump permits.

Village Board Meeting
May 24, 2010

15) *Closed Session: Review appraisal of Howitt property discussed for possible purchase or attainment of easement on property for placement of recreation trail connecting to Pigeon Road trail, relative to April recommendation by Parks, Recreation & Urban Tree (PRUT) Board. Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session*

Kaas moved to go into closed session at 8:09 p.m. Per Wis. Stats. 19.85(1)(e) Review appraisal of Howitt property discussed for possible purchase or attainment of easement on property for placement of recreation trail connecting to Pigeon Road trail, relative to April recommendation by Parks, Recreation & Urban Tree (PRUT) Board. Rath 2nd. Motion carried.

Kaas moved to return to open session at 8:44 p.m. Rath 2nd. Motion carried.

16) *Open Session: Consider/Approve action (Howitt property; 4.609 acres) relative to purchase or easement attainment to place recreation trail connecting to Pigeon Road trail.*

No action taken.

17) Adjournment – *Thomson moved to adjourn at 8:45 p.m. Kaas 2nd. Motion carried.*

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Minutes

June 14, 2010

- 1) Call to Order and Roll Call – *President Miller called the meeting to order at 6:30 p.m. with roll call:*

Present	Absent
Joe Hennlich	none
Roger Kaas	
David Miller	Others Present
Joyce Laux	Randy Friday, Administrator
Jim Rath	Jennifer Schaff, Engineer
Carl Thomson	Susan Williams, Clerk-Treasurer
Terri Welisek	

- 2) Pledge of Allegiance – recited
- 3) Approval of the Agenda - *Kaas moved to approve the agenda. Thomson 2nd. Motion carried.*
- 4) Workshop: Village Board training was conducted by UW-Extension Mary Kohrell
- 5) Approval of Minutes – Regular Meeting – May 24 - *Rath moved to approve the Village Board regular meeting of May 24, 2010 as presented. Kaas 2nd. Motion carried.*
- 6) Registered Citizen Comments on Agenda Items –

Jim Welisek, W4923 Golf Course Rd., Sherwood – regarding agenda items 10 b & 7 f
Jenna Canino, W4916 Golf Course Rd., Sherwood – regarding agenda item 14 a
Tony Reese, N585 Castle Dr., - unpublished agenda item
Marilyn Nettekoven, N606 Knight Dr., - unpublished agenda item

- 7) Report of the Plan Commission: June 7, 2010
- a) CSM2010.4: Certified Survey Map request (Kuritz) to combine Lots #1 & #2 of Lake Shore Estates – South and recreate as new Lot #1 (35,006 sq. ft.)

Village Board Action: *Kaas moved to approve CSM2010.4 Certified Survey Map request (Kuritz) to combine Lots #1 & #2 of Lakes Shore Estates – South and recreate as new Lot #1 (35,006 sq. ft.). Hennlich 2nd. Motion carried.*

- b) CSM 2010.5: Certified Survey Map request (Village of Sherwood) to create Outlot #1 (1.1 acres; 13th Hole) transferring ownership from High Cliff Golf Course to the Village of Sherwood

Village Board Action: *Hennlich moved to approve CSM 2010.5: Certified Survey Map request (Village of Sherwood) to create Outlot #1 (1.1 acres; 13th Hole) transferring ownership from High Cliff Golf Course to the Village of Sherwood. Rath 2nd. Motion carried.*

- c) *Tax Increment Financing District* revised ‘Project Plan’ options

Administrator Friday briefly presented the original Tax Increment Financing District #1 plan and the proposed revised plan to the Board.

Village Board Action: Hennlich moved to approve Tax Increment Financing District revised 'Project Plan' as presented. Laux 2nd. Motion carried.

- d) Set *Public Hearing* (Aug. 2nd) to review and approve 'Revised Project Plan' and 'TIFD Boundary' w/ Plan Commission

Village Board Action: Miller moved to set Public Hearing (Aug. 2, 2010) to review and approve 'Revised Project Plan' and 'TIFD Boundary' w/Plan Commission. Welisek 2nd. Motion carried.

- e) Membership of Joint Review Board (TIFD)

Village Board Action: Kaas moved to confirm the Citizen representative appointment of Scott Amrhein and Village representative appointment of Randy Friday, Village Administrator to the Tax Increment Finance District Joint Review Board. Rath 2nd. Motion carried.

- f) Local group seeks Sherwood Dog Park – informational

Administrator Friday briefly presented information on the resident group, the information they have presented to the Village and potential sites in the Village.

Kaas referred to door hangers that the resident group is distributing to the Village residences which states that the local group desires the Village to fund the project. Kaas inquired of Friday what kind of funding the Village has access to for this type of project. Friday responded that a legal opinion would be needed to know if TIF funds are an option. The Board directs Staff and resident group to provide more information.

- g) Request to place landscaping in/near established easement areas along Pigeon Road (Lake Shore Estates – East; Wittman) – Plan Commission tabled – informational

Welisek moved to advance agenda item 14 a. Hennlich 2nd. Motion carried.

8) Report of Village Officers

- a) Village President
- b) Clerk/Treasurer
 - i. Review/Approve financial reports - *Miller moved to approve the financial reports as presented. Rath 2nd. Motion carried.*

9) Consent Agenda

- a) Application for Cigarette & Tobacco Products License
 - Jeanne's Bar
 - Sherwood Mobil Mart

Miller moved to approve the Applications for Cigarette & Tobacco Products Licenses as presented. Hennlich 2nd. Motion carried.

- b) Application for Renewal of Alcohol beverage License
 - i. Class A Malt Beverage, Liquor & Wine
 - Condon Oil Co., Inc., dba Sherwood Mobil Mart, Kraig Bauman, Agent

Rath moved to approve the Application for Renewal of Class A Malt beverage, Liquor and Wine License as presented. Thomson 2nd. Motion carried.

- ii. Class B Malt Beverage, Liquor & Wine
 - Wanda Loise Schabow, dba The Granary Supper Club, Wanda Schabow, Agent
 - Jean M. Sprangers, dba Jeanne's Bar
 - Sherwood Forest Golf Club, Inc., dba Sherwood Forest Golf Club/Hacker's Pub, Steven A. Pfile, Agent
 - The Cliffs of Sherwood, Ltd., dba High Cliff Restaurant, Charles F. Schuster, Agent

Laux moved to approve the Applications for Renewal of Class B Malt Beverage, Liquor and Wine Licenses as presented. Rath 2nd. Motion carried.

- c) Application for Temporary 'Class B' Retailer's License: Annual Parish Picnic

Hennlich moved to approve the Temporary 'Class B' Retailer's License application as presented. Welisek 2nd. Motion carried.

- d) Application for Operator's License
 - Corey Alan Feller
 - Lauren Elyse Grube
 - Megan Rose Kiefer
 - Luann Mae Koch
 - Erik Jay Mayer
 - Kirk E Schneider
 - Brandon Lee Vender Heiden
 - Sasha Marie Vanden Heuvel
 - Christopher M Schleis
 - Lynn Ann Guerts
 - Joel Benjamin Pethan
 - Gregory J Underwood
 - Tom John Lammi

Rath moved to approve the Operator's Licenses as presented. Kaas 2nd. Motion carried.

10) Village Engineer

- a) Project update: Water transmission main – Engineer Schaff reported on June 9, 2010, pipe installation and bore and jack casing pipe complete, with air relief manholes being 95% complete, Hietpas continues to work on restoration, Miron has completed the block work at

the Metering Station and installed new booster pump/motor the week of May 24, 2010, the City of Appleton has agreed to reimburse the Village \$1,035 for additional piping needed at the Metering Station, the construction schedule is set the start date for water from Appleton is July 1st date, the ability to meet this date is dependent on the flowmeters arriving on June 22nd, and a meeting has been schedule for construction progress update and discussion of start-up steps on June 10, 2010 at the Village Offices.

- b) Golf Course Road: Roadway concerns, specifications, and *special assessments* (Welisek)

Administrator Friday presented information from Village files.

Engineer Schaff presented a letter outlining the Golf Course project, resident responses and elements of construction.

Kaas explained the differences in construction processes of new roads versus existing roads.

11) Village Administrator

- a) Howitt property: PRUT Board recommendation to purchase land

Administrator Friday informed the Board that their proposal was presented to the owners and he is waiting for a response.

- b) Local Emergency Planning Committee (LEPC): Emergency siren testing
- c) County/Municipal Intergovernmental Meeting: County capital projects overview (Highway Maintenance Facility; Radio System Upgrade; 5-Year Capital Plan)
- d) Request (City of Chilton) to have Village of Sherwood pass local *Resolution* stating position relative to construction of a new, single County Highway Dept. facility

Miller moved to deny the request to write a letter opposing resolution #1581 (City of Chilton Resolution) responding to the City of Chilton letter to the Village to address the question of construction of a single county highway facility in Calumet County. Laux 2nd. Motion carried.

12) Old Business

- a) Street Address: Developer request for Village to pay for address change at W4921 Carrington Court (Jedar Development)

Clerk Williams presented information researched from Village files and inquiries to Calumet County to the Board.

13) New Business

- a) Ordinance #10-105: Consider limiting fishing on Village-owned stormwater ponds and vehicles on Village-owned trail facilities (first reading)

Hennlich moved to prohibit swimming in any Village stormwater detention ponds. Miller 2nd. Motion carried.

The Ordinance #10-105 with the additional language prohibiting swimming was read for the first time.

- b) *Change Order #3 to Meter Station & Well House #5 projects: Consider/Approve increase for antennae tower base (\$1919.89; Miron Construction). Back-bill City of Appleton*
- c) *Change Order #4 to Meter Station & Well House #5 projects: Consider/Approve increase to allowance for electrical system (\$721.40; Miron Construction)*
- d) *Change Order #5 to Meter Station & Well House #5 projects: Consider/Approve increase to add piping at station (\$1,035; Miron Construction. Back-bill City of Appleton*

Kaas moved to approve Change Order #3 to Meter Station & Well House #5 projects: project increase for antennae tower base (\$1919.89; Miron Construction) and back billing to City of Appleton (\$1,919.89) plus Engineering fees (\$200), Change Order#4 to Meter Station & Well House #5 projects: project increase to allowance for electrical system (\$721.40; Miron Construction) and Change Order #5 to Meter Station & Well House #5 projects: project increase to add piping at station (\$1,035; Miron Construction and to Back-bill City of Appleton. Rath 2nd. Welisek – nay. Motion carried.

- e) *Dog Park: Request to use portion of \$1k donation to purchase support materials*

Kaas moved to approve purchase of “So You Want to Build a Dog Park?” (Dogparks USA/Susan Stecchi), using donation funds. Welisek 2nd. Motion carried.

14) **Complaints and Compliments:**

- a) *Snow-plowing route for veterinary hospital on Knight Drive (Canino; May 26)*

15) **Correspondences:**

- a) *Upgrade to electrical distribution system (WE Energies; May 28)*
- b) *Stakeholder’s Meeting for STH 55/114 & US10 Corridor Study (WisDOT; June 1)*
- c) *Fund-raising request (Appleton Jaycee’s; June 3)*
- d) *Fund-raising request (Kaukauna Girls Basketball Assoc.; June 8)*

Rath moved to deny fund-raising requests from Appleton Jaycee and Kaukauna Girls Basketball Assoc. Laux 2nd. Motion carried.

Rath encouraged fund-raising requesters to forward their requests along with the Village participant information to the Village Lions and the Sherwood/Darboy Optimists.

16) **Adjournment - Rath moved to adjourn at 10:24 p.m. Kaas 2nd. Motion carried.**

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting
June 14, 2010

Village Board Meeting Minutes
June 28, 2010

- 1) Call to Order and Roll Call – President Miller called the meeting to order at 6:32 p.m. with roll call:
- | <i>Present</i> | <i>Absent</i> |
|----------------------|--|
| <i>Joe Hennlich</i> | <i>Jim Rath, excused</i> |
| <i>Roger Kaas</i> | <i>Others Present</i> |
| <i>Joyce Laux</i> | <i>Jennifer Schaff, Engineer</i> |
| <i>David Miller</i> | <i>Brett Bowe, Calumet County Sheriff's Dept</i> |
| <i>Carl Thomson</i> | <i>Randy Friday, Administrator</i> |
| <i>Terri Welisek</i> | <i>Kathy Mader, Finance/Utility Clerk</i> |

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda. Thomson second. Motion carried.*
- 4) Approval of Minutes: Regular Meeting – June 14 – *Laux moved to approve the June 14, 2010 minutes as amended. Thomson second. Motion carried.*

Discussion: Regarding wording of the minutes for item 11) d, Laux commented the minutes should reflect that the board did not take a stance rather than "deny the request." All present were in agreement the minutes should reflect the change.

- 5) Registered Citizen Comments on Agenda Items
- *Wendy Tumey, W4919 Spring Hill Dr, re item 13)c*
 - *Brian Klapperich, W4863 Forest Ln, re item 13)b*

Kaas moved to discuss items 13) b and 13) c before item 6. Hennlich second. Motion carried.

- 6) (Public Hearing) Proposed Ordinance #10-105: *Regulating Usage of Village-owned Stormwater Pond areas and related Village-owned Recreation Paths- Having read the first and second reading, and hearing no comments, Miller declared the public hearing closed.*
- 7) Report of the Utility Commission – June 21
- a) Replace Well #5 pump (back-up water supply): Consider/Approve additional expense (est. \$10k increase, to \$26,600)
- Hennlich moved to approve additional expense to replace Well #5 pump. Thomson second. Motion carried. Welisek nay.*

- b) *Change Order #6: Consider/Approve Town of Harrison permit fee reimbursement (\$756.45; Miron Constr.)
Welisek moved to approve Change Order #6 for permit fee reimbursement to Miron Construction in the amount \$756.45. Miller second. Motion carried.*
 - c) *Change Order #7: Consider/Approve added wiring at well house (\$1091.25; Miron Constr.)
Kaas moved to approve Change Order #7 for added wiring at the well house to Miron Construction in the amount \$1,091.25. Thomson second. Motion carried. Welisek nay.*
 - d) *Change Order #8: Consider/Approve upsizing transformer & circuit panel capabilities (\$3,074.39; Miron Construction)
Hennlich moved to approve Change Order #8 for upsizing transformer and circuit panel capabilities to Miron Construction in the amount \$3,074.39. Laux second. Motion carried. Welisek nay.*
 - e) *Change Order #9: Consider/Approve replacing corroded stainless steel pipe drop at well house (\$549.34; Miron Constr.) – Miller moved to approve Change Order #9 replacing corroded stainless steel pipe drop at well house to Miron Construction in the amount \$549.34. Thomson second. Motion carried.*
 - f) *Public Fire Protection (fire hydrant rental): Consider/Approve annual rate paid by Water Utility versus tax levy (currently \$164,900 – 100% tax levy; Increase to \$204,000 – 100% levy) – Hennlich moved to approve eighty percent (80%) of the fire hydrant rental be paid by the Village tax levy and twenty percent (20%) be paid by the water utility. Laux second. Motion carried.*
 - g) *Annual Consumer Confidence Report: Consider/Approve – Miller moved to approve the 2009 Consumer Confidence Report. Welisek second. Motion carried.*
 - h) *Resolution #10-2010: Consider/Approve 2009 CMAR Report – Welisek moved to approve Resolution #10-2010 for the 2009 CMAR. Kaas second. Motion carried.*
- 8) Report of Village Officers
- a) Village President – *Nothing to report.*
 - b) Clerk/Treasurer
 - i) Review/Approve financial reports – *Kaas moved to approve financial reports as presented. Thomson second. Motion carried.*
 - ii) High Cliff Cemetery: Consider ‘Sale of plot’ (Schuster) – *Kaas moved to approve sale of plot to Schuster. Laux second. Motion carried.*
 - iii) High Cliff Cemetery: Consider ‘Agreement for Perpetual Care (ibid) – *Kaas moved to approve agreement for perpetual care for Schuster. Laux second. Motion carried.*

Discussion: Thomson suggested review of cemetery and perpetual costs.

9) Consent Agenda

a) Schedule for Appointment of Agent By Corporation

- i) The Outpost Pub & Provisions, LLC appoints Marilyn Nettekoven, Agent
Laux moved to approve Marilyn Nettekoven as Agent for the Outpost Pub & Provisions, LLC. Hennlich second. Motion carried.

b) Alcohol Beverage License Approval

i) Class B Malt Beverage

- High Cliff Golf Course, Inc., Corey A. Feller, Agent
Hennlich moved to approve Class B Alcohol Beverage License for High Cliff Golf Course, Inc, Corey A. Feller, Agent. Welisek second. Motion carried.

ii) Class B Malt Beverage, Liquor & Wine

- Crabby Julie's Bar & Grill, LLC., Julie Ann Roovers, Agent
- Duncliffe, Inc., dba Shenanigans, Rick Dunnum, Agent
- Outpost Pub & Provisions, LLC, Marilyn Nettekoven, Agent (Reserve License)
Laux moved to approve Class B Malt Beverage, Liquor & Wine License for Crabby Julie's Bar & Grill, LLC, Julie Ann Roover, Agent, Duncliffe, Inc, dba Shenanigans, Rick Dunnum, Agent, and Outpost Pub & Provisions, LLC, Marilyn Nettekoven, Agent. Hennlich second. Motion carried.

c) Operator's License

- Jacob Robert Kramer
- Ashley Lynn Schroeder
- Curtis Michael Mader
- Rachelle Lea Deprez
- Nicole Jean Van Haren
- Tara Ann Brooks
- Kaylyn Marie Kasper
- Nicole Rae Lecker
- Amy Beth Kuhn
- Dale John Albers
- Hayden Garrett Thiel
- Kelsey Kroll
- Jodi Jacobs Hammen
- Mollie Nackers
- Pam Fredericks
- Rick Dunnum
- Christian Robert Cole
- Erich James Duecker

Laux moved to approve the Operator's License as presented. Kaas second. Motion carried.

10) Village Engineer

- a) Project update: Water transmission main – *Reviewed the June 23, 2010 Construction Meeting Report. Schaff stated the next progress meeting is scheduled for June 29, 2010. Schaff handed-out an updated report of the water line project.*

Related Discussion: Miller directed Friday to include on the July Utility Commission agenda a discussion item regarding the possibility of surrounding the meter station located on County N with a chain-linked fence.

- b) Lakeshore Estates–South: Subdivision punch list status (update) – *Friday reported the Village has not received any further information from Lakeshore Estates–South representatives.*
- c) Culvert replacement on Lower Cliff Road: Consider/Approve approving contract (\$12,090) per Development Agreement (Resolution #2007-06) w/ landowner (Huss) to engage for services to place culvert between two parcels, replacing old culvert - *Kaas moved to increase budget amount of \$10,000 to \$12,090 for replacement of the culvert on Lower Cliff road, not to include additional cost to replace culvert under Lower Cliff Road. Thomson second. Motion carried.*

- 11) Village Administrator – *Friday reported fire contract discussions will be held after the new administrator is placed at the Town of Harrison.*

12) Old Business: *None*

13) New Business

- a) *Ordinance #10-105: Regulating Usage of Village-owned Stormwater Pond areas and related Village-owned Recreation Paths - Laux moved to approve Ordinance #10-105: Regulating Usage of Village –owned Stormwater Pond areas and related Village-owned Recreation Paths. Kaas Second. Motion carried unanimously.*
- b) Request to repair driveway & storm drain inlet at residence: Request that Village make repairs (Klapperich; W4863 Forest Lane) – *No action taken. Friday will contact Klapperich for further discussion.*
Discussion: Schaff distributed a hand-out which details the history regarding the Klapperich driveway and requests.
Klapperich suggests the drain stay but be extended up with a cover and out with a six inch (6") extension for drainage from neighbor.
- c) Citizen request to improve stormwater drainage along easterly side of Spring Hill Drive (Tumey; W4919 Spring Hill Drive) –*Tumey distributed a hand-out detailing their recollection of the project time-line, their concerns, and recommendations regarding ditch drainage in front of their house and presented a slide-show of the ditch area.*

Friday explained the Village contracted with Calumet County in 2008 for excavation in the Village right-of-way.

Tumey suggested possible legal action if matter not resolved to property owner satisfaction.

- d) Citizen request to place *No Outlet* sign on Sundown Court: Consider request (Emmons) to place sign at head of roadway intersection w/ Spring Hill Drive – *No action taken. Friday suggested a traffic sign map could aid in the decision of appropriate signage.*
- e) New Meter Station & Well #5 Pumphouse Modifications: Consider/Approve *Certificate for Payment #1* (\$43,983.10; Miron Constr.) for work completed thru April 30 – *Kaas moved to approve Certificate for Payment #1 to Miron Construction in the amount \$43,983.10 for work completed through April 30. Hennlich second. Motion carried. Welisek nay.*
- f) Watermain Project: Consider/Approve *Certificate for Payment #6* request for partial payment (\$26,054.95; Hietpas & Sons, Inc.) for work thru June 2 – *Hennlich moved to approve Certificate for Payment #6 to Hietpas & Sons, Inc in the amount \$26,054.95 for work through June 2. Thomson second. Motion carried.*
- g) Watermain Project: Consider/Approve *Change Order #2* request (\$3,906.25; Hietpas & Sons, Inc.) relative to locating & repairing watermain in April – *Kaas moved to approve Change Order #2 in the \$3,906.25 for Hietpas & Sons, Inc relative to locating and repairing water main in April. Welisek second. Motion carried.*
- h) Lakeshore Estates West II urbanization: Consider/Approve *Certificate for Payment #1* (220,008.94; MCC) for work thru June 18 – *Laux moved to approve Certificate for Payment #1 to MCC in the amount \$220,008.94 for work through June 18. Hennlich second. Motion carried.*
- i) Lakeshore Estates West II: Consider/Approve MCC request for *time extension* (weather conditions) moving completion date to July 16 – *Welisek moved to approve MCC request for time extension, moving completion date to July 16. Laux second. Motion carried.*
- j) Request to attend training: Economic Visioning(Welisek) – *Consensus to discuss at the next Village Board meeting whether or not a representative from the Plan Commission or CDA would be interested in attending.*
- k) Emergency messaging system (Nixle): Discuss/Consider possible inclusion in emergency messaging system for Village and residents – *Discussed. Bowe stated further understanding of the capabilities is required.*
- l) Sheriff's Dept. Monthly report: Representative may be present to discuss (May, 2010) – *Bowe discussed incidents of burglaries and break-ins and thefts in the area. Bowe requests instruction from the Village Board regarding stray dogs, previously taken care of by the constable.*

14) Complaints and Compliments: *None*

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15) Correspondences:

- a) Sponsorship request: Fox Cities Convoy of hope – *Denied.*
 - b) Irrigation well pump replacement assistance request: Sherwood Forest Golf Course – *No action taken. Friday will consult with attorney.*
- 16) *Closed Session: Review appraisal of Howitt property discussed for possible purchase or attainment of easement on property for placement of recreation trail connecting to Pigeon Road trail, relative to April recommendation by Parks, Recreation & Urban Tree (PRUT) Board. Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Friday stated there is nothing to report or discuss.*
- 17) *Open Session: Consider/Approve action (Howitt property; 4.609 acres) relative to purchase or easement attainment to place recreation trail connecting to Pigeon Road trail. – No Discussion or action taken.*
- 18) *Adjournment – Kaas moved to adjourn at 10:15 p.m. Thomson second. Motion carried.*

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk