

## Village Board Meeting Minutes

Jan. 11, 2016

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

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

***Absent***

*Jim Rath, excused*

***Others Present***

*Susan Williams, Clerk-Treasurer*

*Randy Friday, Administrator*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: Dec. 14 (Regular Meeting). – ***Kaas moved to approve the minutes of the regular meeting of December 14, 2015 as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Kevin Hietpas, N5940 Sweet Clover Dr., Village of Harrison – regarding an unagendized item, voiced support of working with Sherwood in order to provide water for Harrison residents.

- 6) Report of the Community Development Authority (Dec. 16)
- a) *Sherwood Cliffs Apartments – Draft RFP for redevelopment*
- b) *Village Hall– Draft RFP for redevelopment*

*Kaas reported to the Board that the CDA finalized the management agreement for Sherwood Cliff Apartments and he along with President Rath signed off on it with Wisconsin Management Company. Kaas presented the basic information on both Request For Proposals and informed the Board that the plan is for a final revision of the combined RFP at the January CDA meeting and distribution beginning of February.*

*Benz questioned Kaas in regards to the repurposing option presented at the time of purchase of the Sherwood Cliff Apartments. Kaas stated that there was not any commitment of the final use of the property. Benz questioned if the CDA was aware of the condition of the property and how the assessment was made. Kaas stated the condition was determined through an inspection by a building professional. Kaas replied that the ultimate use of the property will be determined by the developers that come forward and the Village's future decisions.*

- 7) Report of the Plan Commission (Jan. 4)
- a) *Ordinance Review – Lawn maintenance.*

*Friday presented the recommendations and local municipalities' regulations and stated the Commission found the modifications of the program was within the implementation of the program and did not require amendment to the Village Code.*

*Hennlich concurred that information was accurate and stated it is not a change to the Code, it is an implementation modification.*

- b) *CSM #2016-01: Request (Sanderfoot; W5409 Mielke Rd.) to divide out 7.19 ac. from current 15.09ac. parcel on State Park Rd.*

*Friday identified the property and the existing Village services on a Village map projected on the Village Board Room wall and explained to the Board since the Plan Commission meeting conversations have taken place with the applicant and himself. Friday stated the new proposal is to rezone the entire property to residential, the lot configuration change will be made to follow the length to width Village regulation (under 2.5), and Sanderfoot will enter into a developers agreement which will stipulate that when the Village extends services they accept their cost of that construction.*

*Hennlich inquired if this will go back to the Plan Commission and Friday agreed stating that the presented document will need revision and the Board should table this.*

*Gedman questioned what happens with the existing building and Friday replied that becomes a non-confirming existing use.*

*Kaas stated he was concerned with the construction equipment parked outside behind the garage.*

*The Board agreed to table.*

- c) *State Park Estates IV – Requested drainage easement removal.*

*Friday stated that the property owner was directed to discuss with Cedar Corp engineers.*

- 8) Report of Village Officers.
  - a) Village President
  - b) Clerk/Treasurer
    - i. Review/Approve financial reports.

***Benz moved to approve the financial reports as presented with conditional approval on Wolfrath check \$2,874.03 for outstanding Wanick Park TIF #1 expenses contingent upon Park Recreation and Urban Tree Board approval on January 20, 2016, the rest as presented. Miller 2<sup>nd</sup>.***

*Friday stated Wolfrath's representative met with Public Works Staff, Williams and himself to work through the outstanding invoice and Wolfrath's donated \$2,500 of the invoice.*

***Motion carried unanimously.***

- ii. Investment policy and rate update(s).

*Williams directed the Board to the packet item describing changes to Calumet County Bank and informed the Trustees she will gather information on local financial institutions for future consideration.*

*Williams also directed the Trustees to a memo in the packet about public postings, the related Code section, informed the Board the grocery store is agreeable to a dedicated Village Matters section of their public bulletin board and asked the Board if they wish for this item to be on the next agenda. The Board concurred.*

- 9) Village Engineer: Project Update(s).

*Friday stated that within 2 months the documents will be presented for the FY2016 street construction.*

- 10) Village Administrator: Project Update(s).

*Friday reported the Public Works Staff are working on space in the Village Administrative Offices to create more space for the recreation programming.*

- 11) Old Business:

- a) *Code of Ordinances; Chapt. 1; Art. VI, §1-33: Dissolution and Termination of Water & Sewer Utility Commission.*

*Friday presented the expanded language in the ordinance.*

*Kaas inquired as to where the language will be in the Code and Friday responded that it will be in Chapter I.*

***Miller moved to approve the Amendment of the Municipal Code Chapt. 1; Art. VI, §1-33: Dissolution and Termination of Water & Sewer Utility Commission, as presented. Hennlich 2<sup>nd</sup>.***

*Benz stated he will still vote nay, believes it is an entirely different discipline than the Village Board, the issues are very technical and were given more time.*

*Friday responded that there will be questions in the future*

***Benz – nay. Motion carried unanimously.***

*Miller stated Benz's comments were important, but since the Village water comes from Appleton and working with MCO for operations provides expertise which allowed him to cast his vote on the motion.*

*Kaas added that resources are available such as the engineer that can address the technical issues.*

- 12) New Business:

- a) *Appleton Exhibition Center Advisory Committee establishment – Consider/Appoint Sherwood stakeholder representative.*

*Benz volunteered to be the Village representative.*

***Miller moved to appoint Benz the Village representative for the Appleton Exhibition Center Advisory Committee. Hennlich 2<sup>nd</sup>. Benz abstained. Motion carried.***

- 13) Complaints and Compliments: None.

*Benz complimented the Village Staff; Val, Randy and Public Works Staff for assistance during the recent snow storm; 2 cars were stuck in the snow in his cul de sac and he called into the office and within a short time the cars were freed and the street cleared.*

*Kaas also complimented the Public Works Staff for the plowing of the streets, doing a superb job.*

- 14) Correspondences:

- a) *Quarry truck debris on Clifton Road (Dec. 14; White).*  
b) *Geese population (Dec. 19; Kruse).*  
c) *Activity Report – Dec., 2015 and Year-end (Calumet County Sheriff's Dept.).*

- 15) (7:00pm) Closed Session: Per Wis. Stats. §19.85(1)(e), a governmental body may move to Closed Session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a Closed Session.

***Kaas moved to go into Closed Session: Per Wis. Stats. §19.85(1) (e) at 7:33 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- 16) Open Session: The Village Board may act on the aforementioned topic(s).

***Hennlich moved to return to Open Session at 7:56 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

No action taken after returning to Open Session.

- 17) Adjournment.

***Miller moved to adjourn the meeting at 7:56 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

The minutes respectfully submitted for review and approval by Susan Williams, Clerk.

# Village Board Meeting Minutes

Jan. 11, 2016

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

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

***Absent***

*Jim Rath, excused*

***Others Present***

*Susan Williams, Clerk-Treasurer*

*Randy Friday, Administrator*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: Dec. 14 (Regular Meeting). – ***Kaas moved to approve the minutes of the regular meeting of December 14, 2015 as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Kevin Hietpas, N5940 Sweet Clover Dr., Village of Harrison – regarding an unagendized item, voiced support of working with Sherwood in order to provide water for Harrison residents.

- 6) Report of the Community Development Authority (Dec. 16)
- a) *Sherwood Cliffs Apartments – Draft RFP for redevelopment*
- b) *Village Hall– Draft RFP for redevelopment*

*Kaas reported to the Board that the CDA finalized the management agreement for Sherwood Cliff Apartments and he along with President Rath signed off on it with Wisconsin Management Company. Kaas presented the basic information on both Request For Proposals and informed the Board that the plan is for a final revision of the combined RFP at the January CDA meeting and distribution beginning of February.*

*Benz questioned Kaas in regards to the repurposing option presented at the time of purchase of the Sherwood Cliff Apartments. Kaas stated that there was not any commitment of the final use of the property. Benz questioned if the CDA was aware of the condition of the property and how the assessment was made. Kaas stated the condition was determined through an inspection by a building professional. Kaas replied that the ultimate use of the property will be determined by the developers that come forward and the Village's future decisions.*

- 7) Report of the Plan Commission (Jan. 4)
- a) *Ordinance Review – Lawn maintenance.*

*Friday presented the recommendations and local municipalities' regulations and stated the Commission found the modifications of the program was within the implementation of the program and did not require amendment to the Village Code.*

*Hennlich concurred that information was accurate and stated it is not a change to the Code, it is an implementation modification.*

- b) *CSM #2016-01: Request (Sanderfoot; W5409 Mielke Rd.) to divide out 7.19 ac. from current 15.09ac. parcel on State Park Rd.*

*Friday identified the property and the existing Village services on a Village map projected on the Village Board Room wall and explained to the Board since the Plan Commission meeting conversations have taken place with the applicant and himself. Friday stated the new proposal is to rezone the entire property to residential, the lot configuration change will be made to follow the length to width Village regulation (under 2.5), and Sanderfoot will enter into a developers agreement which will stipulate that when the Village extends services they accept their cost of that construction.*

*Hennlich inquired if this will go back to the Plan Commission and Friday agreed stating that the presented document will need revision and the Board should table this.*

*Gedman questioned what happens with the existing building and Friday replied that becomes a non-confirming existing use.*

*Kaas stated he was concerned with the construction equipment parked outside behind the garage.*

*The Board agreed to table.*

- c) *State Park Estates IV – Requested drainage easement removal.*

*Friday stated that the property owner was directed to discuss with Cedar Corp engineers.*

- 8) Report of Village Officers.
  - a) Village President
  - b) Clerk/Treasurer
    - i. Review/Approve financial reports.

***Benz moved to approve the financial reports as presented with conditional approval on Wolfrath check \$2,874.03 for outstanding Wanick Park TIF #1 expenses contingent upon Park Recreation and Urban Tree Board approval on January 20, 2016, the rest as presented. Miller 2<sup>nd</sup>.***

*Friday stated Wolfrath's representative met with Public Works Staff, Williams and himself to work through the outstanding invoice and Wolfrath's donated \$2,500 of the invoice.*

***Motion carried unanimously.***

- ii. Investment policy and rate update(s).

*Williams directed the Board to the packet item describing changes to Calumet County Bank and informed the Trustees she will gather information on local financial institutions for future consideration.*

*Williams also directed the Trustees to a memo in the packet about public postings, the related Code section, informed the Board the grocery store is agreeable to a dedicated Village Matters section of their public bulletin board and asked the Board if they wish for this item to be on the next agenda. The Board concurred.*

- 9) Village Engineer: Project Update(s).

*Friday stated that within 2 months the documents will be presented for the FY2016 street construction.*

- 10) Village Administrator: Project Update(s).

*Friday reported the Public Works Staff are working on space in the Village Administrative Offices to create more space for the recreation programming.*

- 11) Old Business:

- a) *Code of Ordinances; Chapt. 1; Art. VI, §1-33: Dissolution and Termination of Water & Sewer Utility Commission.*

*Friday presented the expanded language in the ordinance.*

*Kaas inquired as to where the language will be in the Code and Friday responded that it will be in Chapter I.*

***Miller moved to approve the Amendment of the Municipal Code Chapt. 1; Art. VI, §1-33: Dissolution and Termination of Water & Sewer Utility Commission, as presented. Hennlich 2<sup>nd</sup>.***

*Benz stated he will still vote nay, believes it is an entirely different discipline than the Village Board, the issues are very technical and were given more time.*

*Friday responded that there will be questions in the future*

***Benz – nay. Motion carried unanimously.***

*Miller stated Benz's comments were important, but since the Village water comes from Appleton and working with MCO for operations provides expertise which allowed him to cast his vote on the motion.*

*Kaas added that resources are available such as the engineer that can address the technical issues.*

- 12) New Business:

- a) *Appleton Exhibition Center Advisory Committee establishment – Consider/Appoint Sherwood stakeholder representative.*

*Benz volunteered to be the Village representative.*

***Miller moved to appoint Benz the Village representative for the Appleton Exhibition Center Advisory Committee. Hennlich 2<sup>nd</sup>. Benz abstained. Motion carried.***

- 13) Complaints and Compliments: None.

*Benz complimented the Village Staff; Val, Randy and Public Works Staff for assistance during the recent snow storm; 2 cars were stuck in the snow in his cul de sac and he called into the office and within a short time the cars were freed and the street cleared.*

*Kaas also complimented the Public Works Staff for the plowing of the streets, doing a superb job.*

- 14) Correspondences:

- a) *Quarry truck debris on Clifton Road (Dec. 14; White).*  
b) *Geese population (Dec. 19; Kruse).*  
c) *Activity Report – Dec., 2015 and Year-end (Calumet County Sheriff's Dept.).*

- 15) (7:00pm) Closed Session: Per Wis. Stats. §19.85(1)(e), a governmental body may move to Closed Session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a Closed Session.

***Kaas moved to go into Closed Session: Per Wis. Stats. §19.85(1) (e) at 7:33 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- 16) Open Session: The Village Board may act on the aforementioned topic(s).

***Hennlich moved to return to Open Session at 7:56 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

No action taken after returning to Open Session.

- 17) Adjournment.

***Miller moved to adjourn the meeting at 7:56 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

The minutes respectfully submitted for review and approval by Susan Williams, Clerk.