

Village Board Meeting Minutes

March 14, 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*

Absent

*David Miller, excused,
Jim Rath, excused
Randy Friday, excused
Others Present
Susan Williams, Clerk-Treasurer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: Feb. 22 (Regular Meeting). – ***Benz moved to approve the minutes of the Regular Meeting of the Village Board of February 22, 2016 as presented. Kaas 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Alice Connors, Calumet County Board Chairman, regarding unagendized items, spoke about current events at the County level.

Bruce Laughrin, N7774 Sundown Ct., Sherwood – regarding agenda item 7) a) commented on status of project and request to delay paving of drive through.

- 6) Report of the Community Development Authority (Feb. 24)
- a) *50/50 Business Matching Grant Program*: Two applications anticipated for upcoming (March) round

Kaas informed the Board that 2 Sherwood Businesses will be presenting their grant proposals at the Special Meeting March 16th; Froggs Ice Cream for roof mounted solar panels and Almost Johnny's Coffee and Café for coffee equipment and drive through window. Kaas stated action will be taken on the applications at the Regular Meeting March 23rd.

- b) *Historic Downtown redevelopment*: Developer pre-Proposal Meeting and tour set for Tuesday, March 15.

Kaas reported the Development Request for Proposal Pre-Proposal Conference and Question and Answer Meeting will be taking place March 15th, with a tour of the area around the Village Hall, the Sherwood Cliff Apartments and land along Hwy 114/55.

- c) *Sherwood Cliffs Apts.*: ‘Cash call’ by Wis. Management Co.

Kaas stated the operations of the apartments has met a shortfall and funds were requested. Kaas reported as the year progresses the tenants will continue to vacate and the expenses will lower.

Laux asked Kaas the areas included in the development area. Kaas identified the areas and Williams projected the map included in the RFP document on the Board Room wall.

Kaas stated that the CDA has proposed a cost sharing of a preliminary market study.

Gedman complimented Kaas and the CDA on their efforts.

7) Report of the Plan Commission (Mar. 7)

- a) *Site plan amendment (Castle Square Condos Assoc.): Request to place drive-thru as restaurant operation amenity.*

Hennlich informed the Board the project is for the restaurant in the Castle Square Condo building and the Commission approved it contingent upon the CDA approving the 50/50 matching grant funds and paving the drive through prior to opening of the window.

Kaas suggested the paving issue could be resolved by chip sealing the driveway.

- b) *Draft Chapt. 7; Article IV – Property Maintenance Standards: Commission reviewing property maintenance standards document at Village Board request for incorporation into Code of Ordinances.*

Hennlich stated upon request of the Board Village Administrator Friday developed a document that the Commission tabled for time to adequately review.

- c) *Solar antenna panel array at residential property (ground-mounted): Resident (Dhein) request does not meet current Code parameters*

Hennlich informed the Board the application does not fall within current Code and the Commission tabled for the applicant to provide updated information and time to determine if the Code should be amended

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. Gedman 2nd. Motion carried unanimously.

9) Village Engineer and/or Utility Operator: Project Update(s).

Hennlich reported meeting with the High Cliff State Park Superintendent (Linda Guelig) and she will meet with her maintenance staff to inspect and determine if there are funds in the

budget to remedy. Hennlich stated they will be conducting a study this summer by inserting weirs in the sewer system to determine the location of the infiltration to progress and fix the sections.

10) Village Administrator: Project Update(s).

11) Old Business:

a) *Palisades Pond / Lake District formation:*

- i. Consider prospective Commissioners attendance at annual conference in Stevens Point.
- ii. Consider request to engage surveyor to attain a legal description of District.

Kaas stepped down to the audience from the Board table.

Williams presented the topic, informed the Board their responsibilities to the District and requested consideration of engaging a professional to handle the legal description.

Hennlich inquired of Kaas when the golf course intends to transfer the parcels.

Kaas responded that once the legal description is done, the DOR, DNR and Calumet County are notified, the District entity is established, the memorandum of understanding is completed, then the land transfer can occur. Kaas stated the DNR has extended the dam transfer deadline to July 1, 2016.

Hennlich moved to approve the filing of all paperwork related to the District to the DOR, DNR, Calumet County and completion of the Memorandum of Understanding.

Williams suggested including the cost of the legal description.

Hennlich stated he would make that motion. Laux 2nd.

Gedman inquired of Kaas if the District is separate from the Village.

Kaas replied yes.

Gedman stated the Village would do the legal description on behalf of the District as an accounts payable. Gedman reported the District would impose collection of monies to support it, which is outside of the Village.

Williams informed the Board there are 3 ways to fund the expenses of the District and if submitted at the correct time to the municipality would be a separate line item on the District parcels tax bills for charging and collection of those funds.

Benz questioned if the motion included the legal description. Williams replied the legal description is the document to file with the DOR, DNR and Calumet County.

Benz stated he would feel more comfortable if the motion included the expenses the Village incurs on behalf of the District would be reimbursed to the Village.

Hennlich and Laux agreed to the addition of the reimbursement language.

Motion as amended carried unanimously.

Kaas returned to the Board table.

12) New Business:

- a) *Contract for Professional Services – Reed Bed Cleanout (Year 2 of 3):* Consider contract for design, bidding and construction site services (\$13,000; McMahon)

Chad Olsen from McMahon gave the Board a brief summary of the 2015 cleanout, anticipates more sludge to be removed in 2016, beginning in late summer/early fall and the final bed will be cleaned out in 2017.

Hennlich moved approve the Contract for Professional Services – Reed Bed Cleanout for \$13,000. Benz 2nd.

Kaas asked Olsen how this contract compares to 2015 and Olsen responded it is less.

13) Complaints and Compliments: None.

Benz reported the Town/Village of Harrison Boat Landing has been cleaned up, the dead tree was removed from the water and the trees 100 feet along the area were trimmed. Benz stated he did not know who did it, but appreciated the work and was impressed. Hennlich stated it was work done over a week's time and it must have been Harrison.

14) Correspondences:

- a) *Monthly Activity Report(s) – Jan. & Feb.* (Calumet County Sheriff's Dept.).
b) *Monthly Activity Report – Feb.* (Harrison Fire & Rescue).

Benz informed the Board he missed the ARA EC Advisory Committee meeting but from the minutes he received, the Board will serve as instrumental in giving advice on construction and currently there is a Request for Proposal for an Owner Agent and completion is planned for 2017.

15) Adjournment. – ***Kaas moved to adjourn the meeting at 7:32 p.m. Benz 2nd. Motion carried unanimously.***

Minutes presented for review and approval by Susan Williams, Village Clerk-Treasurer.