

Village Board Meeting Minutes

April 25, 2016

- 1) Call to Order and Roll Call. – *President Rath called the meeting to order at 6:59 p.m. with roll call:*

Present

*Bob Benz
Stacy Gedman
Joe Hennlich
Joyce Laux
David Miller
Roger Kaas
Jim Rath*

Absent

none

Others Present

*Randy Friday, Administrator
Susan Williams, Clerk-Treasurer
Brenda Stumpf, Rec. Prog. Coor.*

- 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:
- a) April 11 (Regular Meeting)

Benz moved to approve the Regular Meeting of the Village Board on April 11, 2016 as presented. Laux 2nd. Motion carried unanimously.

- b) April 20 (Special Joint Plan Commission & Village Board Meeting)

Benz moved to approve the Special Joint Plan Commission and Village Board Meeting on April 20, 2016 as presented. Kaas 2nd. Motion carried unanimously.

- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Park, Recreation and Urban Tree Board (April 18)
- a) Pickle Ball Survey: Consider placement of temporary court in northernmost section of Village Hall parking lot.

Stumpf reported receiving few responses to the survey, 8 in favor, 5 against and 3 indifferent, and comments about not using the tennis courts. Stumpf stated the PRUT suggested using the Village Office back parking lot for a pickle ball court.

Rath stated another option would be a parking lot further into Wanick Park.

Miller inquired as to the time of day pickle ball is played. Stumpf replied that tennis lessons are conducted during the day.

Kaas questioned if there will be a fence surrounding and Stumpf responded no.

Rath stated the Board is very happy with the use of the tennis courts.

Hennlich moved to approve use (NTE) \$600 from the PRUT budget for a pickle ball court to be located on the back portion of the Village Hall Offices. Gedman 2nd. Motion carried unanimously.

b) PT (LTE) Job Description: Conduct hiring process.

Kaas moved to approve proceeding with the hiring process of the part-time employee. Hennlich 2nd. Motion carried unanimously.

c) Trail Reconstruction: Approve project(s), including change and increase to Nuthatch Pond trail section repairs.

Stumpf informed the Board of the areas to be paved/repaved this summer.

Thad Majkowski, Cedar Corp., identified the 2 sections of Nuthatch Trail work, voicing concerns of bringing in large heavy equipment and will work with a neighbor to avoid other trail damage. Majkowski estimates \$65,000 is needed to place blacktop on the existing stone base trail into Wanick Park and reconstruct 600' of the Nuthatch Trail.

Friday reported the approved budget is \$44,000 and the additional funds needed can be taken from the Special Revenue Fund earmarked for trails.

Benz moved to approve FY2016 trail repaving from Wanick Park to Lake Breeze Drive and reconstruction of both 300 foot sections of Nuthatch Trail, subject to correction of the drainage problem prior to asphaltting the trail. Miller 2nd. Motion carried unanimously.

d) Easter Egg Hunt: Update.

e) Signage noting *Tree Reforestation* Project at Miller Pond placed.

Stumpf reported placing a sign about the tree planting program. Friday stated some dead ash trees were removed.

f) Recreation Program Supervisor Job Description: No updates needed.

g) *Adopt a Flower Bed Program*: Proceed.

Stumpf informed the Board of a new program that is being developed. Hennlich suggested investing in perennials to save on annual planting expenses.

7) Report of Village Officers.

a) Village President

Rath suggested the Board of Appeals Members could assist in the 50 year celebration of the Village.

b) Clerk/Treasurer

i. Review/Approve financial reports.

Benz moved to approve the financial reports as presented. Laux 2nd. Motion carried unanimously.

- ii. Operator's License.
 - Jack W. Hill
 - Amy J. Samarzia
 - Karli J. Van Camp
 - Sheila A Foley
 - Lyssa M. King
 - Halie L. Dederling

Benz moved to approve the operator license applications as presented. Kaas 2nd. Motion carried unanimously.

c) Fox Cities Area Room Tax Commissioner: April 18, 2016 meeting.

Benz directed the Board to the minutes in the packet including a pie chart of the allocation of the room tax, number of hotel rooms in the tourism zone and an exhibition update.

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

Majkowski presented the Engineer contract in the packet and informed the Board he is working on moving up the Summer construction to June from July if possible with the contractor. Majkowski explained two options to deal with the Post Office parking lot, one incorporating closing the Clifton Road access which is in alignment with the Master Plan. It also doubles the available parking spaces. The other option keeps the intersection open and keeps the current parking alignment and number of spaces.

Kaas questioned the Board if there is a concern of residents with closing Clifton Road. Hennlich responded that the residents he has spoken with are already using Harrison Street as an option to the dangerous Clifton Road intersection. Gedman stated another option for residents is the newly completed Condon Road.

Kaas moved to proceed to create more detailed design and costs related to option #1 (closing Clifton Road). Benz 2nd. Motion carried unanimously.

9) Village Administrator: Project Update(s).

Friday reported MCO Operator Genskow is researching the system water loss and working with Rural Water to identify problem areas in the system. He informed the Board the Village is a Class C Utility where the PSC-allowable water loss is noted as a concern at 15%.

Rath inquired and Hennlich responded to the infiltration & inflow (I & I) issue that the State Park will be conducting a complete study on it and reporting back in August.

Friday reported annual paving costs are slightly less than anticipated due to less pavement planned on Park Drive (two instead of three inches) and patching of Golf Course Road. He requested future project cost estimates from Cedar Corp. in anticipation of next year's

borrowing needs, stating if the Board has no issue with doing this, planning and preliminary engineering costs could come from the Special Revenue Funds for Roads. He stated there was nearly \$500,000 in the fund at the end of last FY2015. He asked if the Board concurred with moving the 5-Year Capital Budget Plan forward. The Board concurred.

- 10) Old Business:
a) 'Palisades Pond Lake District'

Williams informed the Board 30 days are needed to plan the annual meeting. Williams stated the last 2 weeks of May will not work due to vacation plans of Friday and Rath and she will send out an e-mail to get Board availability.

Kaas stated the Board could meet prior to the annual meeting to discuss how the District Board will be organized and other pressing matters.

Kaas asked if there had been any discussions with the golf course yet and Friday replied yes, but he is focusing on the monopole document and once that is complete will address the Memorandum of Understanding.

- b) *Agricultural equipment on Village streets.*

- 11) New Business:
a) *Professional Contract for Services – Engineering: Consider 2-Year contract, excluding wastewater-related issues.*

Kaas moved to approve the Professional 2 year Contract for Services – Engineering for Cedar Corp. Miller 2nd.

Benz questioned Friday if he compared their rates to others in the area and Friday replied yes.

Laux inquired if there is a life expectancy of completed work.

Majkowski replied there should be a life expectancy, the field engineer/inspector should assure the client is getting what they are paying for. Majkowski reported finding examples of trail that were not even close to what it should have been.

Friday stated that the last few years the Village has been demanding 2 year warranty, for which the Village pays, but has piece of mind.

Gedman suggested that Laux was referring to the contract specifics in the project and questioned if it fails could that amount to gross negligence/criminality.

Miller questioned if the project engineer was on site that the Village would get what was paid for.

Benz inquired of Majkowski if Cedar Corp. will come to the Village at the end of a project and report that it was completed as ordered and Majkowski responded yes.

Majkowski stated the Village determines how much on site engineering is desired, but will pay for whatever amount they want, underground work he suggested 100%, and paving/above ground work less.

Motion carried unanimously.

b) Yard Waste Site closure: Memorial Day weekend (Sat., May 28).

Friday reported having issues with manning the site on Memorial Day weekend and requested Board input. Rath volunteered his wife for the shift. Benz questioned leaving the site opened unmanned. Friday replied that is why the fencing was installed. Benz suggested leaving it unmanned. Rath offered the Village Administrator to handle the situation.

12) Complaints and Compliments: None.

13) Correspondences:

a) *Monthly Activity Report – March* (Harrison Fire & Rescue).

b) *Monthly Activity Report – March* (Calumet County Sheriff's Dept.).

c) *Bird City Wisconsin – 5 years* (Bird City Wisconsin; Milw. Audubon Society; Apr. 20).

Rath questioned if the Town/Village of Harrison responded to the Village of Sherwood suggestion of cooperative meeting attendees and Friday replied no.

14) Adjournment. – ***Rath hearing no objection adjourned the meeting at 8:31 p.m.***

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