

Village Board Meeting Minutes

June 27, 2016

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

Present

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

Absent

Roger Kaas, excused

Others Present

*Randy Friday, Administrator
Susan Williams, Clerk-Treasurer
Brenda Stumpf, Rec.Prog. Coordinator
Emily Uitenbroeck, Rec. Summer Assist.
Bruce Genskow, MCO Utility Operator*

- 2) Pledge of Allegiance. – *Recited.*

- 3) Approval of the Agenda. – ***Benz moved advance agenda item 9) to follow agenda item 5) and to approve the rest of the agenda as presented. Gedman 2nd. Motion carried unanimously.***

- 4) Approval of Minutes – June 13 (Regular Meeting). – ***Benz moved to approve the minutes of the Regular Meeting of the Village Board on June 13, 2016, as presented. Miller 2nd. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Jeff Luniak and Dan Rippel of High Cliff Public Golf Course, W5055 Golf Course Rd., Sherwood - presented a \$800 check to the Village of Sherwood to help pay for the water at the Wanick Park Splashpad. The Board was very appreciative of the donation.

- 6) Report of the Parks, Recreation and Urban Tree Board (June 20)

a) *NEWPRO Mtg.* – May 19 (Fox Crossing).

b) *Miller Pond 'burn'.*

c) Ice Cream Social – 215 sundaes served.

d) Upcoming Events (Movie Nights; Entertainment acts; Baseball).

e) Trail paving: Update.

f) Pickle Ball: Gym lines now striped.

g) Security systems: No interested bidder at this time.

Stumpf presented the informational items from the June 20, 2016 Regular PRUT meeting and answered Trustee questions.

- 7) Report of the Community Development Authority (June 22)
a) Disposition of parcels scheduled for (re-)development.

Friday presented the timeline of the 2 Request For Proposals currently out for consideration; the development one is due August 1st and the residential one is due July 28th.

- b) 50/50 Business Grant Matching Program – Reimbursement (Frogg’s Ice Cream).

Friday shared with the Trustees the presentation made by the owner of Froggs and upon the completion of the grant reported the funds are being released.

- c) Sherwood Cliff Apartments – Insurance premium and policy.

Friday stated the CDA decided in lieu of property insurance to offer incentives to the remaining 2 tenants to move out prior to their lease end date.

- d) 50/50 Business Grant Matching Program – Request.(Hilltop Investors/High Cliff Studio)

Friday shared with the Trustees the presentation made by the owner of Hilltop Investors/High Cliff Studio, the discussion of the Village’s first right of refusal and after the completion of the grant documents reported the funds will be released.

- 8) Report of Village Officers.
a) Village President

Rath reported that a Board Member requested an update to the Code in regards to moral and acceptable businesses. Rath stated he inquired of Friday if he could locate a sample ordinance from the League of Wisconsin Municipalities. Rath complimented the High Cliff State Park (HCSP) handling the recent triathlon and along with recently enacted Village parking restrictions allowed the event to go without problems. Rath asked Benz if he would be interested in reaching out to HCSP if he and his neighbors are open to restricted parking signs being posted by HCSP. Benz responded he would be interested in doing that. Rath stated he asked Friday to work on a letter with him to the resident on Spring Court with the growth in the ditch and Friday replied that he had taken care of it already.

- b) Fox Cities Area Room Tax Commission(er) (FCARTC).

Benz reported attending the meeting of the FCARTC of June 20, 2016. Benz directed the Trustees to his minutes of the meeting, the report of 1st Quarter Room Tax Receipts, the Performing Arts Center Refunding Report with proposed early repayment, and proposed By-Law changes (all included in the meeting packet). Benz stated the Request For Proposal for Construction Management Services and Engineering and Architectural Services resulted in 3 firms in contention with the award to take place July 7, 2016. Benz reported the Request For Proposal for the Sports Facility resulted in 7 proposals. Benz reminded the Board that a Special Task Force was appointed in order to address revising the By-Laws. Benz directed

the Trustees to the change under membership, which defined tax collection members as municipalities who collect some room tax. Benz stated his opposition to that change. Benz reported the Commission suggested with his opposition to the membership section change that section 6.05 could be changed from .1% to \$300 for all members. Benz expressed his opposition again. Benz informed the Board there will be a special meeting July 18, 2016 on the By-Law vote with each of the municipalities then to individually vote upon. Benz stated the municipalities are to collect room tax on those properties which offer their homes online for rent (such as Air BnB). Benz requested all Board Members review the By-Laws and bring their concerns/questions to the next Village Board Meeting.

Rath reported receiving a phone call about the Village drone video and he stated he has a copy of it on his phone and would show it to all interested after the meeting.

- c) Clerk/Treasurer
i. Review/Approve financial reports.

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

- ii. Renewal Alcohol Beverage Retail License Application – Class ‘B’ Beer; Class ‘B’ Liquor (‘Duncliffe, Inc.’ d/b/a Shenanigans; N385 Military Road).

Hennlich moved to approve Renewal Alcohol Beverage Retail License Application – Class ‘B’ Beer; Class ‘B’ Liquor (‘Duncliffe, Inc.’ d/b/a Shenanigans; N385 Military Road). Miller 2nd. Motion carried unanimously.

- iii. Appointment of Agent (‘Duncliffe, Inc.’ d/b/a Shenanigans, LLC – Brenda Stumpf; Agent).

Benz moved to approve the Appointment of Agent (‘Duncliffe, Inc.’ d/b/a Shenanigans, LLC – Brenda Stumpf; Agent). Hennlich 2nd. Motion carried unanimously.

- iv. Clerks Consent Agenda.

Operator’s License Renewals:

- Janet Reimer
- Thomas Gehrman, Jr.
- David Breckheimer
- Amy Kuhn
- Stacy Bartel

License Renewals 2016-17:

- Reserve Class ‘B’ Malt Beverage/Liquor License (Blue Ribbon Enterprises; d/b/a the Outpost Pub & Provisions; Andrew Stumpf – Agent.

Benz moved to approve the Clerks Consent Agenda as presented. Miller 2nd. Motion carried unanimously.

- 9) Village Engineer and/or Utility Operator: Project Update(s).
a) *Reed Bed clean-out* (Beds #2 & #3; Year 2 of 3).

Genskow reported the 2nd year of the 3 year project is progressing with a pre-bid meeting the week of 6/20 where 5 potential bidders were in attendance. Genskow stated the bid opening will be August 26, 2016 with anticipated project start in September.

b) *Water Loss Report (May).*

Genskow reported flushing hydrants in May and informed the Board of the year to date water loss of 17.9%. Genskow stated the ductile iron pipe areas have been checked where 2 leaks were identified and repaired. Genskow reminded the Board that the PSC maximum loss is 15% for 3 years. Genskow stated listening at hydrants, inside homes during meter changes, at curb boxes, at valves and pressure testing the system are all steps to identify the source of the loss. Genskow informed the Board that through the automatic meter read (amr) equipment addition to the system, the Village will have another tool in the loss research.

c) *FY2017 Budget info: AMR (Automatic Meter Reads) – Midwest Meter, Inc. Badger Meter.*

Genskow distributed the new components of the AMR and reported on the 3 year project with options to consider and related costs. After discussion of the options, the Board agreed to stay with the Badger Meter system.

Genskow reported the permit for the Waste Water Treatment Plant is in due in January and he will work on it with McMahon for required analysis. Rath questioned if there is any concerns and Genskow replied not yet.

Genskow stated the meter for the Sanderfoot property has been received, dropped off and is ready for their plumber to install. Genskow reported the water is off, after connection he will perform required tests and the cost of the meter will be billed to Sanderfoot.

Genskow reported the Sherwood Forest lift station will be revamped. Rath inquired if Genskow was communicating with the Sherwood Forest Golf Course owner and suggested a communication should happen

10) Village Administrator: Project Update(s).

Friday reported attending a meeting with the Wisconsin Department of Transportation (WDOT) in Green Bay earlier in the day along with Cedar Corp. Engineer Majkowski. Friday stated the discussion went well; surprisingly so and very congenial. Friday reported they reviewed Condon Road and downtown planning. Friday stated curbing is required at the closing of Clifton Road and was hoping the sidewalk at the closing of Clifton Road will not be required. Friday reported other topics discussed were the continuation of Condon Road/intersection with Hwy 55/114 and the WDOT stated that would be no problem (preliminarily) with a potential ICE Analysis, a roundabout at the Castle Drive/Hwy 55/114 intersection, and the request of slowing down traffic within the limits of the Village by use of bump outs, etc. were all well received.

Friday reported the 34th home permit has been received. Friday directed the Board to packet documents for solar powered speed limit signs and stated this can be included in the FY2017 budget generation.

11) Old Business:

a) *Palisades Pond Lake District – Info. and Update.*

Friday stated document in the packet is the rework of the Memorandum of Understanding approved by the Village Attorney. Williams directed the Board to packet documents of the dam transfer form, the related fees and checklist of required items for the transfer application. Williams stated Kaas had inquired about insurance, which the District is currently covered and when it transfers will be the responsibility of the new board.

12) New Business:

a) *Annual Parish Picnic (Aug. 6 & 7) – Temporary Class ‘B’ Retailer’s License (St. John Sacred Heart).*

Benz moved to approve the Annual Parish Picnic (Aug. 6 & 7) – Temporary Class ‘B’ Retailer’s License (St. John Sacred Heart), as presented. Gedman 2nd. Motion carried unanimously.

b) *Consider placement of 24 asphalt patch lifts due to trench settlement on Robinhood Drive (\$31,800; NorthEast Asphalt, Inc.).*

Friday reported the situation has worsened over time and suggested the Board consider with the use of Fund Balance as a bid alternate to the Post Office parking lot and Nuthatch Trail work.

Hennlich moved to allocate \$31,800 of General Fund Balance for 24 patch asphalt patch lifts for a non-budgeted project to be done in FY2016. Gedman 2nd. Motion carried unanimously.

Friday asked and the Board concurred this project would be bid separately with the Post Office parking lot and Nuthatch Trail work.

13) Complaints and Compliments:

Friday reported receiving a compliment from Dale Albers in regard to the Splashpad and Wanick Park, Albers wrote the Village Board ‘hit a homerun’ with all the work done there.

Hennlich complimented the Public Works Staff that Wanick Park looks ‘super’.

14) Correspondences:

a) *Monthly Activity Report (May; Calumet County Sheriff’s Dept.).*

b) *Thank You letter (June 10; St. Paul Elder Services).*

c) *Request to distribute brochures (June 16; REACH Coordinator–Calumet County).*

- 15) Adjournment. – ***Benz moved to adjourn the meeting at 8:52 p.m. Gedman 2nd. Motion carried unanimously.***

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