

# Village Board Meeting Minutes

Aug. 8, 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***

*Joe Hennlich  
Stacy Gedman  
Joyce Laux  
Roger Kaas*

***Absent***

*Bob Benz, excused  
David Miller, excused  
Jim Rath, excused*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk  
Steve Summers, Plan Comm. Chair.  
Thad Majkowski, Cedar Corp.  
Chief Deputy Bowe, Cal. Co. Sheriff*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – July 25 (Regular Meeting) – ***Kaas moved to approve the minutes of the Regular Meeting of the Village Board on July 25, 2016, as presented. Gedman 2<sup>nd</sup>. Hennlich suggested the Department of Revenue reference in item 10) c) should be Department of Natural Resources. Board concurred and approved the Minutes as amended unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Community Development Authority (July 27)
- a) *'Historic Downtown' business re-development presentation and discussion.*

*Kaas reported that the discussion took place in Closed Session and it is premature to disclose the material, but the recommendation after returning to Open Session of the razing of N409 Military Rd. in order to provide parking for downtown businesses was recommended.*

- b) *50/50 Business Matching Grant Program – Sherwood Elevator: Pre-approved; Information submitted satisfying Grant Award.*

*Kaas reported the Authority approved the release of funds.*

- c) *'Cash Call' for prior Quarter expenses: (\$3537.81; Wisc. Management Company)*

*Kaas reported the Authority approved the funds needed for expenses in excess of revenues, one tenant remains and is in the process of moving.*

d) *Remove street light and bury power to 2<sup>nd</sup> street light per 'Historic Downtown Master Plan: Approved, not to exceed \$20k.*

*Kaas reported along with the project of the Post Office parking lot rehabilitation, the CDA approved the removal of one street light and the burying of the power to a second as part of the Historic Downtown Master Plan not to exceed \$20,000 using CDA funds.*

- 7) Report of the Planning Commission (Aug. 2)
- a) *CSM #2016-02: Request (Jedar Development) to combine Lots #4 & #5 (W4920; W4924 Carrington Ct.) re-creating Lot #1 (0.60ac)*

***Hennlich moved to approve CSM #2016-02: Request (Jedar Development) to combine Lots #4 & #5 (W4920; W4924 Carrington Ct.) re-creating Lot #1 (0.60ac). Gedman 2<sup>nd</sup>. Motion carried unanimously.***

b) *(Village Board review request) Municipal Code Ch. 7-14: Loud & Unnecessary noise (as related to morning grass cutting at HCGC)*

*Summers reported the Commission approved updating the language in the Municipal Code to be in alignment with today's standards and the language to be drafted by Friday.*

c) *(Village Board review request) Municipal Code Ch. 22-18: Off-Street Storage of Vehicles (construction trailers)*

*Summers stated the Commission approved updating the Municipal Code with trailers and the language to be drafted by Friday.*

d) *Future Comp. Plan & Zoning Code update(s).*

e) *Calendar: On-going Review of Comprehensive Plan obligations.*

*Summers informed the Board that Friday and himself will be meeting with East Central Wisconsin Regional Planning Commission representative in order to identify resources to assist the Comprehensive Plan Review.*

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

*Friday informed the Board that the packet included quotes on the historic video project presented by Rath. Kaas stated his concern that there will be a duplication of the video created in 2007 and voiced concern the plan was not clear. Kaas presented his personal copy of the video and encouraged the Board to review prior to engaging any other professional.*

b) Fox Cities Area Room Tax Commissioner

*Friday directed the Board to the packet information on the make-up of the Commission by Municipal 'seats'.*

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

***Hennlich moved to approve the financial reports as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- ii. Election Inspector Appointment
  - Susan Warmbier (Ward 4)

***Kaas moved to approve the Election Inspector Appointment of Susan Warmbier as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- iii. Operator's License(s).
  - Angelica L. Pheifer

***Hennlich moved to approve the Operator's License Application of Angelica L. Pheifer as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

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

Majkowski stated he has been working with Friday in order to provide estimates for street work for the Capital Budget of FY2017 and FY2018. Majkowski stated that information will be ready in September. Majkowski reported estimates for Clifton Road rework from Palisades to the concrete apron entrance of the Quarry will be included. Laux inquired if the work be for the way the road is currently. Majkowski replied that he would present estimates for the road as it is now. Kaas questioned if the work should be done from Timberline to the Quarry. *Friday suggested estimates on both lengths should be provided. Hennlich stated that the road is high pedestrian/bicycle use.* Majkowski stated the option for paved shoulders is 3 feet or 5 feet and he will review. Majkowski stated that 5 foot shoulder would take away the gravel shoulder or may require expanding the roadway which would result in a higher cost.

Majkowski reported Lake Breeze drainage study will be discussed at a 60% review meeting August 24, 2016 at 10 am. Majkowski stated the problems will be presented and addressed. Majkowski reported the options of the Condon Road extension will be discussed at that time. Majkowski stated the Wisconsin Department of Transportation has provided initial approval of connecting to Hwy B.

*Friday reported a recent water main break, which has been repaired and he will provide the report when available.*

10) Village Administrator: Project Update(s).

- 11) Old Business:
  - a) *Palisades Pond Lake District.*

*Kaas reported that Friday met with the golf course owners about the Memorandum of Understanding and Kaas will be working with the golf course to work through the final language of the hold harmless clause. Kaas reminded the Board that the Annual Meeting of the*

*District must be scheduled by September 8<sup>th</sup> per State Statutes. Kaas suggested the dam transfer should take place prior to the transfer of governance to the resident board.*

12) New Business:

- a) *Contract A-16 – Roadway Paving Change Order #1 & Final Payment: Consider Change Order #1 (-11,422.31) & Final Payment (\$15,080.44; NorthEast Asphalt, Inc.) for contract close-out.*

*Majkowski presented the close out documents and suggested the Village approve but hold the final payment until the contractor signed forms are received. Majkowski stated the change order is due to it being a unit price contract and the actual quantities varied slightly from the estimates.*

***Kaas moved to approve the Change Order #1 deduction of 11,422.31. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

***Kaas moved to approve the Final Payment to NorthEast Asphalt Inc, in the amount of \$15,080.44 pending completion of all outstanding paperwork. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Contract B-16 – Bid Award: Consider aware of Post Office/Clifton Road & Nuthatch Trail reconstruction project (\$138,680.09; MCC, Inc.).*

*Majkowski reported receiving 2 bids between a high of \$203, 991.99 and \$138,680.09 and recommended approval to MCC in the amount of \$138,680.09.*

***Kaas moved to approve the Contract B-16 – Bid Award of the Post Office/Clifton Road and Nuthatch Trail reconstruction. Gedman 2<sup>nd</sup>.***

*Kaas questioned the allocation of the costs of the Post Office parking lot rehabilitation to the Community Development Authority. Majkowski stated he would break the bid down as requested.*

***Motion carried unanimously.***

- c) *N409 Military Road: Consider demolition of building (per CDA recommendation) and notification to tenant of pending action.*

*Friday presented the topic, reminding the Board of the CDA's role of the ability to take action on the properties purchased for development. Friday stated the approval of the Village Board is required to start the process with N409 Military Road since it was purchased with General Funds.*

***Hennlich moved to authorize the Community Development Authority to proceed with demolition of N409 Military Road. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- d) *(FY2017) Law Enforcement Services Contract: Consider continuation of additional Sheriff's Dept. services (3% increase).*

Chief Deputy Bowe addressed the Board, requesting direction and clarification in the enforcement of the Village Code. *Friday suggested that he meet with the Chief Deputy.*

***Hennlich moved to approve the FY2017 Law Enforcement Services Contract: continuation of additional Sheriff's Dept. services, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- e) *Promotional Video – Historical Sherwood:* Consider contract for services in advance of community's 50<sup>th</sup> Anniversary Celebration.

***Kaas moved to table the topic until review of the existing video and a comparison is made to the current plan.***

*Gedman suggested Rath review and present to the Board his plan. Hennlich questioned what the new video would be used for.*

***Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- 13) Complaints and Compliments: None.

- 14) Correspondences:

- a) *Compliance Dates for WPDES MS-4 Communities* (Aug. 3; Wis. DNR).

*Friday suggested that he e-mail Vande Hey (McMahon) for an update and will report back.*

- 15) *Closed Session:* Disposition of Village parcels posted for sale and (re-)development. 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: Disposition of Village parcels posted for sale and (re-)development. Per Wis. Stats. §19.85(1) (e) at 7:30 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- 16) *Open Session:* The Board may act on any item discussed in Closed Session.

***Kaas moved to return to Open Session at 8:11 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

*The Board took no action.*

- 17) Adjournment. – ***Kaas moved to adjourn the meeting at 8:11p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

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