

Village Board Meeting Minutes

July 9, 2012

- 1) Call to Order and Roll Call – *Board President Weyenberg called the meeting to order at 6:31 p.m. with roll call:*

Present	Absent
<i>Joe Hennlich</i>	<i>Bob Benz, excused</i>
<i>Joyce Laux</i>	<i>Roger Kaas, excused</i>
<i>David Miller</i>	Others Present
<i>Jim Rath</i>	<i>Jennifer Schaff, Engineer</i>
<i>Jeff Weyenberg</i>	<i>Steve Summers, Plan Commission Chair</i>
	<i>Randy Friday, Administrator</i>
	<i>Kathy Mader, Finance/Utility Clerk</i>

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – *Hennlich moved to forward agenda item 12) a) to follow agenda item 6) and approved the agenda as amended. Laux seconded. Motion carried.*
- 4) Approval of Minutes – June 25 (Regular Meeting) – *Laux moved to approve the June 25, 2012 minutes as presented. Miller seconded. Motion carried.*
- 5) Registered Citizen Comments on Agenda Items.
- *Bob Wittmann, W5146 Natures Way Dr, Sherwood – re item 6*
 - *Dave Van Elzen, W5223 Schaefer Rd, Menasha – re item 12) a*
- 6) Public Hearing: *Subdivision Roadway Improvement Policy*: Consider amending Village policy per recommendation of Plan Commission.

After three (3) calls for the public hearing, Weyenberg opened the public hearing at 6:33 p.m. to consider amendment to the Subdivision Roadway Improvement Policy.

Wittmann inquired whether or not the existing subdivisions will be affected by proposed policy amendment. In response, Weyenberg stated existing subdivisions will not be affected by this proposed policy amendment but amendments to existing subdivision policies may be on future agendas.

Hearing no opposition, Weyenberg closed the public hearing at 6:35 p.m.

Weyenberg moved to approve the policy with the Plan Commission recommended changes. Laux seconded.

Discussion:

Friday suggested the board review 1) b of the policy in regard to the thickness requirement and 2) c of the policy in regard to who shall bear the cost of the chip seal process i.e. the Village through a Deferred Billing process or the Developer.

After discussion, Hennlich and Rath requested the policy be redirected to the Plan Commission for consideration of suggested changes.

Schaff stated, prior to the next meeting, she could be contacted via email if any board members have specific questions regarding road paving policies.

Weyenberg moved to amend the original motion and to postpone consideration of the proposed Subdivision Roadway Improvement Policy until the July 23, 2012 meeting. Laux seconded. Motion carried.

- 7) Report of the Plan Commission: July 2, 2012.
- a) Plan Commission Work Items
 - b) Lighting on Knight Drive (possibly into *Upper Wanick Park*)
 - c) Request to move signage (Head Insurance)
 - d) Request for 'Off-premise signage' (Pet Cemetery)

Summers presented the report. No questions or comments.

- 8) Report of Village Officers.
- a) Village President – *Weyenberg stated he had nothing to report.*
 - b) Clerk/Treasurer
 - i) Review/Approve financial reports – ***Rath moved to approve the financial reports with the addition of the \$500 check to Postage Reserve. Miller seconded. Motion carried.***
 - ii) Operator's Licenses
 - Christopher M. Schlies
 - Nicole R. Lecker
 - Julie A. Randerson

Hennlich moved to approve all the operator's licenses presented. Rath seconded. Motion carried.

- iii) *Sherwood Cliffs Apartments: Update. – Nothing to report.*

- 9) Village Engineer: Project Update(s) – *Regarding the Knight Drive project, Schaff reported they are still waiting for the condemnation process to be completed. Schaff, also, reported Badger Highways had been awarded the 2012 paving project.*

- 10) Village Administrator: Project Update(s) – *Wanick Park: Friday stated the next PRUT meeting is scheduled for Wednesday, July 18, 2012 for further discussion of the project options. "Old Bank" building: Friday explained the raising of the building is budgeted for this year. Board members were in agreement with Friday to sign the \$19,000 contract (barring asbestos costs) with Statewide Raising to complete the project after August 1.*

11) Old Business: *None.*

12) New Business:

- a) Annual request to support Sherwood Lions football program (NTE \$300) – *Miller moved to approve the annual request as stated. Laux seconded. Motion carried.*

13) Complaints and Compliments: *None.*

14) Correspondences:

- a) WRS Employer & Employee Retirement Contribution(s) Increase (League of Wisconsin Municipalities; June 23)

- b) Fire Dept. Monthly Activity Report (May/June)

Reviewed. No discussion.

15) Adjournment – *Hearing no further discussion or objection, Weyenberg adjourned the meeting at 7:26 p.m.*

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

Village Board Meeting Minutes

July 23, 2012

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

Present

Bob Benz
Roger Kaas
Joyce Laux
David Miller
Jim Rath
Jeff Weyenberg

Absent

Joe Hennlich, excused

Others Present

Jennifer Schaff, Engineer
Steve Summers, Plan Commission Chair
Randy Friday, Administrator

- 2) Pledge of Allegiance – *recited*

- 3) Approval of the Agenda –

Weyenberg inquired of the Board to advance agenda item 16) a) to follow 5) and switch items 6) and 7).

Miller moved to approve the agenda as amended and the remaining as presented. Laux 2nd. Motion carried unanimously.

- 4) Approval of Minutes – July 9 (Regular Meeting) – *Rath moved to approve the regular meeting July 9, 2012 minutes as presented. Miller 2nd. Motion carried unanimously.*

- 5) Registered Citizen Comments on Agenda Items.

Bonnie & Dave Erickson, W4720 Nature Ct., Sherwood – regarding agenda item 16) a)

- 6) Public Hearing: (Continuation from July 9) Village of Sherwood *Roadway Improvement Policy* for new subdivision development.

Kaas questioned if the policy being amended was referring to existing developments.

Friday replied the Plan Commission review of the policy was addressing future developments, the paving policy references section 6) e) of Ordinance 38.

Kaas stated that the majority of the communities around Wisconsin hold the developer for paving and that is the approach Sherwood should adopt.

Kaas proposed revising the policy presented to remove the wording or sooner in 1) b) and replace it with when 65% developed.

Weyenberg replied that if the wording or sooner remained that a developer could skip the chip seal and install final pavement.

Kaas countered that Ordinance 38 6) e) would not allow that.

Weyenberg suggested to withdraw the second, motion and create a sub-committee.

Kaas submitted his name for the committee.

Engineer Schaff requested participation in the committee.

Rath submitted his name for the committee.

Laux withdrew the second in the action in item 6) of Village Board meeting July 9, 2012.

Weyenberg withdrew the motion in item 6) of Village Board meeting July 9, 2012.

Weyenberg moved to create a two person road paving policy sub-committee, with the task of analyzing fiscal alternatives to the existing road paving policy, referencing Ordinance 38 6) e), and offer comprehensive policy and ordinance changes using the recommendations provided from the Plan Commission to the Board.

Kaas suggested the committee have representation from the Plan Commission.

Weyenberg amended the motion to include a comprehensive policy for existing developments.

Weyenberg amended the motion to state two Village Board members, one Plan Commission member and the Village Engineer. Kaas 2nd. Motion carried unanimously.

Weyenberg stated the committee will consist of Kaas, Rath, Summers and Village Engineer Schaff.

- 7) Presentation: *Downtown Market Analysis and Strategy: Interim Report (S.E.H.) – Consultant to review of key findings from Market Analysis and discuss Opportunity Matrix.*

Andrew Dane (SHE Inc., Appleton, Wisconsin) and David Milder (DANTH Inc., Kew Gardens, New York) presented the Sherwood Downtown Market Analysis and Strategy Interim Report and responded to Trustee questions; with the final report to be presented at the regular Village Board meeting August 13, 2012.

- 8) Report of the Utility Commission: July 16
- a) 'FOG' policy (Fats, Oils & Grease): Create ordinance (Eateries) – reviewed
 - b) 'FOG' policy (Fats, Oils & Grease): Create ordinance (Vehicles) – reviewed

Benz moved to set the Public Hearing for the FOG Policy Ordinances. Laux 2nd. Motion carried unanimously.

- c) Consider water main replacement project (Meehl, Stumpf, et. al) – reviewed
- d) Annual request for water support (Sherwood Lions Football – reviewed

- 9) Report of the Parks, Rec. & Urban Tree Board (PRUT): July 18

- a) *Upper Wanick Park – Plan Recommendation* NOTE: Presentation to V. Board for acceptance in August. *Option 'B' (\$3,075,095) – reviewed*
- b) *Resolution #05-2012: Comprehensive Outdoor Recreation Plan – reviewed*

Rath suggested the PRUT Board set a schedule to regularly review and update the CORP as part of their duties.

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

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

- ii. Operator's Licenses
 - Amy Redeker
 - Elizabeth M. Foth

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

- iii. *Sherwood Cliffs Apartments*: Update.

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

Schaff reported the Knight Drive extension project continues to be on hold due to the completion of the condemnation process, a pre-construction meeting took place July 19, 2012 for the 2012 water main reconstruction and paving, construction schedule will be provided, contractor will begin water main reconstruction in August with paving to follow, the exception is State Park Road which will occur after Labor Day, and residents along the construction route were informed of the project through a direct mailing.

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

Friday continued with the Knight Drive extension project update; Village Attorney continues to work in the condemnation process and the most recent communication is that the parties accept the jurisdictional offer of \$27,500 or they provide an appraisal dependent upon filing of court paperwork, in either case the Village should anticipate the project to continue September 3, 2012 with the Village Engineer informing the contractor of this fact. Friday informed Summers the Village received a request for placement of driveways.

Friday reported that he attended meetings with attorneys, bank CFO and principle members in the High Cliff Golf Course foreclosure; during that meeting documents were shared that the Trustees will want to convene a special meeting to review.

Weyenberg set the meeting on August 8, 2012 at 6 pm for a closed session meeting to discuss this matter.

13) Old Business: None.

14) New Business:

a) *Resolution #05-2012: Comprehensive Outdoor Recreation Plan*

Weyenberg moved to approve Resolution #05-2012: Comprehensive Outdoor Recreation Plan as presented. Miller 2nd. Motion carried unanimously.

15) Complaints and Compliments: None.

16) Correspondences:

a) *Request by Nature Court residents to enclose grass stormwater swale (Erickson; July 13)*

Miller moved to postpone action until Upper Wanick Park development plan is finalized and address Nature Court's status at that time.

Weyenberg stated no action would be needed.

Kaas inquired if McMahon should be directed to do elevation testing.

Miller withdrew the motion.

Board directed Village Engineer to perform elevation testing on both sides of Nature Court.

b) *Request for US 41 panelists (WisDOT – Tammy Rabe; July 18) – reviewed*

c) *Monthly Report (Harrison Fire Dept; July 19) – reviewed*

17) Adjournment – ***By unanimous consent the meeting was adjourned at 9:20 p.m.***

Respectfully submitted for review and approval by Susan Williams, Village Clerk

Village Board Meeting Minutes
August 13, 2012

- 1) Call to Order and Roll Call – *President Weyenberg called the meeting to order at 6:31 p.m. with roll call:*

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

Jim Rath

Jeff Weyenberg

Absent

David Miller, excused

Others Present

Jennifer Schaff, Engineer

Randy Friday, Administrator

Kathy Mader, Finance/Utility Clerk

Steve Summers, Plan Commission Chair

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda. Laux seconded. Motion carried.***
- 4) Approval of Minutes – July 23 (Regular Meeting) – ***Rath moved to approve the July 23, 2012 minutes as presented. Benz seconded. Motion carried.***
- 5) Registered Citizen Comments on Agenda Items –
- *Ron Wenzel N7751 Windswept Ln, Sherwood, WI Item 7*
- Wenzel voiced his opposition of the Village Board approval to use TID funds to further enhance the Wanick Choute Park.*
- 6) Presentation: Sherwood Market Analysis & Strategy – Final Report (S.E.H.) – *Trevor Frank and Andrew Dane, SEH representatives, presented a pre-draft of the final market analysis report which will be made available after one more meeting with the park committee. The key findings indicated by Frank and Dane are that Sherwood has a lot of traffic flow through the village from Calumet County residents, however, there is, currently, a lack of commercial area available. Their findings, also, indicate that Sherwood is a desirable location to live for families. Their final recommendations will include the village attempting to have open dialogue with the WiDOT regarding future STH 114/55 planning as well as improving the historic downtown area.*
- A short break was taken.
- 7) Presentation: *Upper Wanick Park Design – Green Valley Concept (S.A.A.) – Dave Schreiber and Blake Theisen of SAA presented the concept of the final master plan and announced that the village could receive a \$143,000 DNR grant for the project.*
Weyenberg moved to accept the concept as presented. Hennlich seconded. Motion carried.

Discussion: Kaas expressed concern regarding water costs and man-hour costs for the proposed splash pad. Benz added concern about the maintenance and replacement costs.

- 8) Report of the Plan Commission: Aug. 6, 2012.
 - a) Extra-territorial CSM (Sprangers): Request to divide parent parcel (ID #5927; 15 acres) and re-create as two lots; Lot #1 (2.324 acres) and Lot #2 (12.519 acres) – ***Hennlich moved not to object to the Extra-territorial CSM (Sprangers) request to divide the parent parcel into the two described lots. Kaas seconded. Motion carried.***
 - b) Plan Commission Work Items
 - c) Lighting on Knight Drive (possibly into *Upper Wanick Park*).
 - d) Site Plan Review: Request to (re-)locate driveway entrance(s).
 - e) Proposed Road Paving Policy changes: Ad hoc committee (Kaas; Rath; Summers) discussed revised *Subdivision Ordinance* and implications for current and future subdivisions. Commission supports recommendations, with the exception of final paving timing, to be determined (by Village Board).

Summers reviewed items b through e. No action taken.

- 9) Report of Village Officers.
 - a) Village President – *None*
 - b) Clerk/Treasurer
 - i) Review/Approve financial reports – ***Rath moved to approve the financial reports as presented. Laux seconded. Motion carried.***
 - ii) Operator’s Licenses
 - ***Samantha Hawkinson – Benz moved to approve the operator’s license for Samantha Hawkinson. Rath seconded. Motion carried.***
 - iii) Sherwood Cliffs Apartments: Update – *reviewed.*
 - iv) Election Inspector candidates for 2012-13 Election cycle for review and approval – ***Benz moved to approve the Election Inspector candidate for 2012-13 Election cycle as presented. Rath seconded. Motion carried.***
- 10) Village Engineer: Project Update(s) – *Schaff distributed updated construction reports for the 2012 water main reconstruction and paving program. Schaff, also, reported that she has not received any further information regarding the condemnation process for the Knight Drive extension project.*
- 11) Village Administrator: Project Update(s) – *Friday reported that the trail path has been asphalted and looks pristine. Friday, also, stated several applications have been received for the administrative assistant/receptionist position and inquired whether any of the village board members would consider being part of the hiring panel. Kaas will assist Friday and the Clerk/Treasurer with the interview/hiring process.*

- 12) Old Business: *None*

13) New Business:

- a) Consider/Accept (S.E.H.) *Sherwood Market Analysis & Strategy* report – ***Benz moved to accept the (S.E.H.) Sherwood Market Analysis & Strategy report. Laux seconded. Motion carried.***

Discussion: Kaas expressed concern as to how to implement the report which he felt was excellently presented. Kaas suggested strategy prioritization and making the CDA more useful in the decision process through the guidance and consent of the Village Board.

- b) Consider contract for services regarding traffic study on Clifton Road (S.E.H.) – ***Rath moved to approve \$3,000 contracted services by S.E.H. regarding traffic study on Clifton Road. Laux seconded. Benz voted nay. Motion carried.***

Discussion: Kaas and Benz questioned timing of study for and believe should be done after the Hwy 114/55 detour is complete to ensure accuracy. Board agreed Friday will have discretion in determining when S.E.H. will conduct the study.

- c) Consider/Approve (S.A.A.) *Upper Wanick Park Design (Green Valley – Option ‘B’)* contract extension for design and engineering services – ***Kaas moved to approve request proposal for S.A.A. contract extension for design and engineering services of the Upper Wanick Choute Park Design (Green Valley – Option ‘B’). Rath seconded. Motion carried.***

Discussion: Board requested S.A.A. to submit proposal by the next meeting.

14) Complaints and Compliments: *None*

15) Correspondences:

- a) Sheriff’s Dept. Monthly Activity Report (June) – *reviewed.*
- b) *Draft Master Plan* (High Cliff State Park): Meeting Sept 20; 7pm (Carolyn Morgen; July 30) – *reviewed.*
- c) Economic Development Event (Chilton): August 23, 2012 3:30 p.m. (Julie Schmelzer; Aug. 8) – *reviewed.*
- d) Resident road paving policy concerns (Kuritz; July 21) – *reviewed, no further discussion.*

16) Adjournment – ***By unanimous consent the meeting was adjourned at 9:45 p.m.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

Village Board Meeting Minutes
August 27, 2012

- 1) Call to Order and Roll Call– *President Weyenberg called the meeting to order at 6:31 p.m. with roll call:*

Present

*Bob Benz
Joe Hennlich
Roger Kaas
Joyce Laux
David Miller
Jim Rath
Jeff Weyenberg*

Absent

*none
Others Present
Jennifer Schaff, Engineer
Randy Friday, Administrator
Sue Williams, Clerk
Steve Summers, Chair. Plan Comm.*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Rath 2nd. Motion carried unanimously.*
- 4) Approval of Minutes
a) Aug. 8 – *Special Meeting*

Rath moved to approve the minutes of the special meeting of the Village Board on August 8, 2012. Laux 2nd. Motion carried unanimously.

- b) Aug. 13 – *Regular Meeting*

Rath moved to approve the minutes of the regular meeting of the Village Board on August 13, 2012 as presented. Laux 2nd. Kaas stated that item 13) c) motion should be amended to request proposal. Motion carried unanimously as amended.

- 5) Registered Citizen Comments on Agenda Items.

Paul Rusch, Christ the King Church, Sherwood – regarding agenda item 6)

Larry Trucco, High Cliff Restaurant, Sherwood – regarding agenda item 6)

- 6) (Public Hearing) *Fats, Oils and Grease Ordinance – Restaurants: Consider Ordinance #2012-110, establishing regulations regarding food facility discharges into the public sewerage system and wastewater treatment facility.*

After 3 calls for the public hearing, President Weyenberg opened the hearing at 6:34 p.m.

Friday stated MCO (village treatment plant operator) has reported foaming which indicates excessive grease in the system and in order for the Village to have the ability to hold users responsible this type of policy must be in place.

Miller inquired if it would be beneficial to request the health department reports prior to adoption of the proposed ordinance.

Rath inquired of Trucco if the health department regulating them was the State.

Weyenberg hearing no objection closed the public hearing at 6:40 p.m.

Kaas moved to table until review of the health department requirements. Miller 2nd.

Rath suggested requesting reports of the appropriate health department.

Hennlich stated some businesses are seasonal in nature and twice a year report maybe excessive.

Kaas responded that the Utility Commission discussed this and under section 3 of the policy the control plan of the individual establishment would be appropriate for its facility.

Miller withdrew his 2nd.

Kaas withdrew his motion.

- 7) (Public Hearing) *Fats, Oils and Grease Ordinance – Vehicle Maintenance Facilities: Consider Ordinance #2012-111, establishing regulations regarding vehicle service station discharges into the public sewerage system and wastewater treatment facility.*

After 3 calls for the public hearing, President Weyenberg opened the hearing at 6:54 p.m.

Weyenberg hearing no objection closed the public hearing at 6:55 p.m.

Rath stated it would be in the best interests of the Village to keep both ordinance actions together and to take no action at this time.

- 8) Report of the Utility Commission: Aug. 20
a) Consider water main replacement project (Meehl Street area) – reviewed.
- 9) Report of Village Officers.
a) Village President – *Weyenberg reported attending the League of Wisconsin Municipalities conference August 22 – 24.*
b) Clerk/Treasurer.
i. Review/Approve financial reports.

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

- ii. Operator's Licenses
- Diana C. Hernandez
 - Christopher C. Kaye

Rath moved to approve the operator license applications presented. Hennlich 2nd. Motion carried unanimously.

- iii. *Sherwood Cliffs Apartments: Update.*

Williams updated the Trustees of receipt of the \$500 payment towards their outstanding balance.

10) Village Engineer: Project Update(s).

Schaff reported on the 2012 watermain reconstruction and paving program; crews installed the water main on Queens Ct., culvert replacement and installation on Kings Way and Royal Ct., Badger Highways began pulverizing and grading work, River Valley Testing is witnessing the proof roll and will advise the Village of which areas need excavation of soil, Bowers excavated at Sunset Lake Ct. and found the pipe at the point of connection is in poor condition requiring additional excavation, the Royal Ct/Kings Way/ Queens Ct area paving work to begin late this week or beginning of next, Knight Drive condemnation process is coming to an end with work to begin in September and survey work for that area and the park is finishing up.

11) Village Administrator: Project Update(s).

Friday informed the Trustees that new tenants are in the Harrison Street property, the bank building was inspected by Eagle Environmental and asbestos was found, soliciting quotes from firms for the removal with razing to follow, mustang pond required some clean up from cottonwood trees, cell tower is in the 90% completion stage.

12) Old Business: None.

13) New Business:

- a) *Consider Contract Extension for Upper Wanick Park development – SAA to provide final design development, engineering & construction management services (\$297,529).*

Blake Theisen, SAA presented project schedule and scope of services of the contract extension for Upper Wanick Park development.

Weyenberg moved to approve awarding contract extension to SAA for Upper Wanick Park development final design development, engineering & construction management services NTE \$297,529 using TIF funds. Miller 2nd. Motion carried unanimously.

14) Complaints and Compliments: None.

15) Correspondences:

- a) *Population Estimate – Jan. 1, 2012 (Wis. Dept. of Administration; Aug. 13) – reviewed*
- b) *Equalized Valuation FY2012 (Wis. Dept. of Revenue; Aug. 15) – reviewed*
- c) *State Park Master Plan Meeting Cancellation (WisDNR; Aug. 22) – reviewed*
- d) *Monthly Police Report (Calumet County Sheriff's Dept; Aug. 23) – reviewed*
- e) *Asbestos Demolition Inspection (Eagle Environmental Testing; Aug. 23) – reviewed*

16) Adjournment – ***By unanimous consent the meeting was adjourned at 7:40 p.m.***

Respectfully submitted for review and approval by Susan Williams, Clerk.

Village Board Meeting Minutes September 10, 2012

- 1) Call to Order and Roll Call – *President Weyenberg called the meeting to order at 6:31 p.m. with roll call:*

Present

*Bob Benz
Roger Kaas
Joyce Laux
Jim Rath
Jeff Weyenberg*

Absent

*Joe Hennlich, excused
David Miller, excused*

Others Present

*Randy Friday, Administrator
Sue Williams, Clerk*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Kaas moved to approve the agenda as presented. Benz 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Aug. 27 (Regular Meeting) – *Rath moved to approve the minutes of the regular Village Board meeting on August 27, 2012 as presented. Laux 2nd. Kaas moved to amend the minutes to include the following language at item 10):*

Schaff indicated that a culvert will be placed under State Park Road during the paving repair.

Kaas questioned the type of back fill to be used during the culvert replacement.

Schaff assured the Trustees that a special back fill will be used to prevent settling over the culvert.

Weyenberg inquired of the Board of any opposition to the amendment. Hearing none, the motion carried unanimously.

- 5) Registered Citizen Comments on Agenda Items.

Jon Van Deraa, W230 Kings Way, Sherwood – regarding agenda item 7) d).

Chris Sacotte, W275 Kings Way, Sherwood – regarding agenda item 7) d).

Stacey Bower, W275 Kings Way, Sherwood – regarding agenda item 7) d).

Elise Hallock, 264 Fort Dr., Neenah – regarding agenda item 7) d).

Amanda VandenWyngaard, N312 Military Rd., Sherwood – regarding agenda item 7) d).

Dale DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 7) d).

Dale Albers, N245 Kings Ct., Sherwood – regarding agenda item 9)

Joe Giese, W205 Kings Way, Sherwood – regarding agenda item 9)

Eric Olson, W190 Kings Way, Sherwood – regarding agenda item 9)

Rick Warrens, N530 Royal Ct., Sherwood – regarding agenda item 9)

Dan Leffler, N515 Royal Ct., Sherwood – regarding agenda item 9)

Dean Vander Heiden, W195 Kings Way, Sherwood – regarding agenda item 9)

Brian Sticka, N242 Forest, Sherwood – regarding agenda item 9)

John Hauser, W210 Kings Way, Sherwood – regarding agenda item 9)

- 6) Report of the Water & Sewer Utility Commission: Aug. 29
 - a) Request to relocate fire hydrant on Queens Ct. as part of Queens Ct. watermain replacement project – *reviewed*
- 7) Report of the Plan Commission: Sept. 4
 - a) *CSM Request #2012-01 (Wesener): Request to combine lots #66 & #67 (Lake Shore Estates – East) into new Lot #1 totaling 30,040 sq. ft.*

Benz moved to approve CSM Request #2012-01 (Wesener): Request to combine lots #66 & #67 (Lake Shore Estates – East) into new Lot #1 totaling 30,040 sq. ft. Kaas 2nd. Motion carried unanimously.

- b) Plan Commission Work Items – *reviewed*
- c) Site Plan Review: Request to (re-)locate driveway entrance(s) – *reviewed*
- d) Discussion: Regulation of animals in *Residential Districts*.

Kaas moved to refer the question of chickens and all domesticated animals (not pets) to the Plan Commission for consideration and review other ordinances within the metropolitan area to be consistent. Benz 2nd.

Rath suggested the Village research other communities for the licensing of these types of animals and review the potential of increase of fees as the number of animals in households increase.

Motion carried unanimously.

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

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

- ii. Operator's Licenses
 - Sasha Swetkovich

Rath moved to approve the operator's license as presented. Benz 2nd. Motion carried unanimously.

- iii. *Sherwood Cliffs Apartments*: Update.

Williams updated the Trustees of receipt of \$300 payment towards their outstanding balance.

Williams stated the Village Trick or Treat hours are set for October 27, 2012 from noon to 2 p.m.

9) Village Engineer: Project Update(s).

Engineer Schaff was not present at the meeting.

Administrator Friday informed the Board the FY2012 paving project required additional excavation and filter fabric placement which results in additional funds being expended within the contingency category.

Friday reported he received numerous phone calls from residents of Sherwood Forest subdivision on September 7, 2012 in regards to the paving project on-going in the area. Friday stated he visited the project and measured 24 feet road width at one point in the subdivision. Friday indicated the construction documents included a 22 foot wide roadway with a 1 foot shoulder. Friday requested financial information from Village Engineer to pave the 24 foot width (in kind), but due to her unavailability prior to and as of the time of the meeting, the information was not present.

Rath moved to authorize revision to FY2012 paving program of Sherwood Forest subdivision to extend roadway width pavement to 24 foot (pavement in kind) for an amount NTE \$20,000. Benz 2nd. Motion carried unanimously.

Kaas stated that the process must be reviewed to eliminate design oversight issues in the future.

Clerk Williams stated the list of all residents of the subdivision was provided to the Village Engineer for the project mailing.

Rath suggested all future projects have resident meetings.

1:20:50

10) Village Administrator: Project Update(s).

11) Old Business:

- a) *Paving Policy*: Review info and move to *Public Hearing*

12) New Business:

- a) *Pay Request #4 (Knight Drive Extension)*: Approve pay request (\$10,220; David Tenor Corp.) as partial payment for work completed thru Aug. 29.

Benz moved to approve Pay Request #4 (Knight Drive Extension) \$10,220; David Tenor Corp. as partial payment for work completed thru Aug. 29, 2012. Rath 2nd. Motion carried unanimously.

- b) *Pay Request #1 (FY2012 Water Main replacement and Paving)*: Approve pay request (\$58,320.23; Badger Highways) as partial payment for work completed thru Aug. 28.

Kaas moved to approve pay request #1 (FY2012 Water Main replacement and Paving) \$58,320.23 to Badger Highways as partial payment for work completed through August 28, 2012. Benz 2nd. Motion carried unanimously.

- c) *Request to amend Municipal Code* allowing bow-hunting for deer (Mielke) – *no action taken.*

- d) *Request for funds to replace Community Center refrigerator* (Calumet County ADRC Supervisor, Joann Dewhurst)
- e) *FY2013 Recycling Consolidation Grant – Cooperative Agreement:* Authorize East Shore Recycling Commission Rep. (Friday) to apply for grant-funding on Village's behalf.

Benz moved to authorize Administrator Friday as the Village representative in the FY2012 Recycling Consolidation Grant – Cooperative Agreement. Kaas 2nd. Motion carried unanimously.

13) Complaints and Compliments: None.

14) Correspondences:

- a) Fire Dept. Monthly Activity Report – August (Harrison Fire Dept.) – *reviewed*
- b) *Draft Master Plan* (High Cliff State Park): Meeting Oct. 23; 4 – 7pm (Carolyn Morgen) – *reviewed*
- c) Explore possibility of creating a countywide *First Responder* service (City of Chilton; Sept. 4) – *reviewed*

15) Adjournment – ***By unanimous consent the meeting was adjourned at 8:21 p.m.***

Respectfully submitted for review and approval by Susan Williams, Clerk.

Village Board Meeting Minutes
September 24, 2012

- 1) Call to Order and Roll Call – *President Weyenberg called the meeting to order at 6:31 p.m. with roll call:*

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Jeff Weyenberg

Absent

none

Others Present

Randy Friday, Administrator

Sue Williams, Clerk

Jennifer Schaff, Engineer

- 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 – Sept. 10 (Regular Meeting) – ***Benz moved to approve the minutes of the regular meeting of September 10, 2012 as presented. Rath 2nd.***

Kaas moved to amend item 11) a) in the paragraph that began with; Kaas went on to say

remove 's paving; the proposal

*add **was to revise ordinance #38 to require the developers to assume all costs of paving, install***

remove -after Village acceptance

*add **of construction***

Hearing no opposition to the language changes, minutes were approved as amended ~~with Kaas abstaining.~~

- 5) Registered Citizen Comments on Agenda Items – none
- 6) Report of the Utility Commission: Sept. 17
- a) *Fats, Oils & Grease Ordinance – reviewed and Board directs public hearing set for October 8, 2012.*
- b) *Water System usage versus loss report – reviewed.*
- c) *Pay Request #1 – FY2012 Water Main Replacement Project (\$21,230; Badger Highways) – reviewed.*
- d) *Influent sample purchase: Approved – reviewed*
- 7) Report of Village Officers.

- a) Village President – none
- b) Clerk/Treasurer.
 - i. Review/Approve financial reports.

Rath moved to approve the financial reports as presented along with a \$274.67 check to Postmaster for mailing of the village newsletter. Benz 2nd. Motion carried unanimously.

- ii. *Sherwood Cliffs Apartments: Update – no new update.*

Williams requested the Board to review their calendars to set the annual appreciation dinner.

8) Village Engineer: Project Update(s)

Schaff reported the FY2012 Paving and Water Main replacement project with pipe installation at 90%, Sherwood Forest subdivision paving is complete with shouldering work to finish within the week, trail paving is 100% complete, Sunset Lake Ct water main work is complete and crews will begin pulverizing those streets, Roger Bowers & Sons will begin culvert replacement on State Park Rd., the replacement work will be done in two steps to minimize roadway delays.

Laux inquired of Schaff if the paving installed in the Sherwood Forest subdivision was in kind.

Schaff reported measurements and topographic surveys were performed and it was found the roadways were variable in width; the width chosen allowed a gravel shoulder on either side of the roadway, the shoulder over time had deposition of materials.

Friday reported the additional cost to the project for the paving work (22ft to 24ft) was \$5,680.

Rath reported receiving many calls prior to the September 10, 2012 Village Board meeting, and had not received any since the Board addressed the resident concerns.

Schaff distributed a revised schedule for the Knight Drive extension project indicating David Tenor will return to the site October 10th; to complete 200 ft water main, storm sewer and culvert replacement work.

Schaff stated that R. C. Excavating will be prepping the roads for the Knight Drive extension project from where the work left off through to the intersection with Castle Drive, gravel will be installed and the project will cease until spring.

Schaff finished up with the Knight Drive extension project reporting a communication being sent to PAT Investments in regards to a light pole requiring relocation.

9) Village Administrator: Project Update(s).

Friday reported the 4th quarter newsletter will be out the end of the week, the office is working one person short for a period of 2 weeks, the Village Attorney sent a letter in regards to the Board's question of paving village roads (existing subdivisions without final paving) and inquired if the

Board would direct the Village Engineer to develop cost estimates to paving those roads. The Board concurred.

Friday went on to present a resolution drafted by the Friends of High Cliff Park requesting the Board to consider action in regards to allowing year round hunting, trapping and fishing on public lands. Friday stated he will draft a document for consideration of Village properties for the next meeting.

10) Old Business: None.

11) New Business:

- a) *Resolution #06-2012: Recycling Consolidation Grant* in conjunction with East Shore Recycling Commission.

Rath moved to approve Resolution #06-2012: Recycling Consolidation Grant in conjunction with East Shore Recycling Commission. Miller 2nd. Motion carried unanimously.

- b) *Discuss/Consider adopting Village 'Project Management Process' procedure(s).*

Friday presented a draft document to develop a process to address resident concerns.

Kaas stated the document was drafted in order to have a good model for project communication with the community and residents. Kass presented the form in a detailed manner in order for the Board to understand the process proposed.

Board requested Schaff to provide information on fees for Village project updates online (McMahon website) and project management process procedures.

12) Complaints and Compliments: None.

13) Correspondences:

- a) *Act 10 (portions) overturned* (Buelow Vetter; Sept. 17; Capital Buzz – Sept. 18) – reviewed
- b) *State Park Master Plan Meeting*: Tuesday, Oct. 23; 5-7pm (WisDNR; Sept. 19) – reviewed
- c) *Monthly Activity Report* (Harrison Fire Dept.; Sept. 19) – reviewed

14) Adjournment – ***By unanimous consent the meeting was adjourned at 7:34 p.m.***

Respectfully submitted for review and approval by Susan Williams, Clerk.

Village Board Meeting Minutes

October 8, 2012

- 1) Call to Order and Roll Call – *President Weyenberg called the meeting to order at 6:33 p.m. with roll call:*

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Jeff Weyenberg

Absent

none

Others Present

Randy Friday, Administrator

Sue Williams, Clerk

Jennifer Schaff, Engineer

Bruce Genskow, MCO

- 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 – Sept. 24 (Regular Meeting) – ***Benz moved to approve the minutes of the regular Village Board meeting of September 24, 2012. Miller 2nd. Kaas stated he did not abstain in agenda item 4). Motion carried unanimously as amended.***
- 5) Registered Citizen Comments on Agenda Items:

Mara Snedeker, N7955 Pigeon Rd., Sherwood – regarding agenda item 9) a)

Lee Fredericks, N8079 Stommel Rd., Sherwood – regarding agenda item 9) a)

Marilyn Nettekoven, N696 Knight Dr., Sherwood – regarding agenda item 7)

- 6) Harrison Fire Department presentation – Chief Kevin Kloehn
- 7) (Public Hearing) *Fats, Oils and Grease Ordinance – Restaurants: Consider Ordinance #2012-110*, establishing regulations regarding food facility discharges into the public sewerage system and wastewater treatment facility.

After 3 calls for the public hearing for Fats, Oils and Grease Ordinance – Restaurants: Consider Ordinance #2012-110 Weyenberg opened the hearing at 6:56 p.m.

Hennlich inquired if the ordinance copy in the packet reflected the revisions previously discussed.

Weyenberg closed the hearing at 7:06 p.m.

Hennlich moved to approve the Fats, Oils and Grease Ordinance – Restaurants: Ordinance #2012-110, establishing regulations regarding food facility discharges into the public sewerage system and wastewater treatment facility. Benz 2nd.

Kaas stated the ordinance wording had been revised and the packet information does not reflect those revisions.

Weyenberg moved to amend motion to include revisions discussed (according to the control plan wording) and remove the wording and after its passage and posting as provided by law and replace it to say January 1, 2013.

Kaas suggested the control plans should be in place by the first of the year.

Weyenberg moved to amend the amendment to read this ordinance shall take effect with control plans in place and be enforced January 1, 2013. Kaas 2nd.

Amendment to the motion carried unanimously.

The motion to approve the ordinance as amended carried unanimously.

- 8) (Public Hearing) *Fats, Oils and Grease Ordinance – Vehicle Maintenance Facilities: Consider Ordinance #2012-111, establishing regulations regarding vehicle service station discharges into the public sewerage system and wastewater treatment facility.*

After 3 calls for the public hearing for Fats, Oils and Grease Ordinance – Vehicle Maintenance Facilities: Consider Ordinance #2012-111 Weyenberg opened the hearing at 7:13 p.m.

Weyenberg closed the hearing at 7:14 p.m.

Benz moved to approve the Fats, Oils and Grease Ordinance – Vehicle Maintenance Facilities: Ordinance #2012-111, establishing regulations regarding vehicle service station discharges into the public sewerage system and wastewater treatment facility. Miller 2nd.

Kaas questioned what was published.

Williams replied the publication was the notice of the public hearing.

Kaas stated the ordinance wording had been revised and the packet information does not reflect those revisions.

Weyenberg moved to amend the motion to include revisions discussed (according to the control plan wording), to read this ordinance shall take effect with control plans in place and be enforced January 1, 2013. Kaas 2nd. Motion carried as amended unanimously.

- 9) Report of the Plan Commission: Oct 1
- a) *CSM (Fredricks): Request to divide parent parcel (N8079 Stommel Road; 3.32 acres) as two parcels (Lot 1 = Home; 1.7533 ac.; Lot 2 = vacant land; 1.571 ac.). Note: Parent parcel has outstanding, deferred special assessment from Stommel Road urbanization project.*

Williams presented legal options to the Trustees from conversation with village counsel - 1) deferred assessment is due, 2) amend the final resolution or 3) continue deferral.

Miller inquired if the property owners would agree to pay the concrete curb and gutter portion of the deferred assessment at the time of the transfer of the property and continue to defer the storm sewer and water laterals portion.

Rath stated with the additional 38 feet which would calculate to \$2,738.71.

Kaas stated the owners are benefiting from the storm sewer but not from the water or sanitary lateral, and suggested including the storm sewer portion in the amounts due at the time of the transfer of the property and defer the sewer and water laterals.

Weyenberg questioned the timing of the deferred status.

Kaas replied the deferred status was until annexation.

Miller moved to approve without objection extra-territorial CSM (Fredricks): Request to divide parent parcel (N8079 Stommel Road; 3.32 acres) as two parcels (Lot 1 = Home; 1.7533 ac.; Lot 2 = vacant land; 1.571 ac.), contingent upon the footage recalculation of the assessment, payment of the curb & gutter and storm sewer assessments within 30 days of closing of the property and the water and sanitary sewer assessments continue to be deferred until the ~~property is sold, subdivided, or request for services is received~~ (annexation). Rath 2nd.

Fredericks and Snedeker agreed to the terms of the motion.

Kaas moved to amend the motion to add upon written approval of the Village Attorney. Rath 2nd.

Motion as amended carried unanimously.

- b) Plan Commission Work Items – reviewed
- c) Discussion: Regulation of animals in *Residential Districts* – reviewed
- 10) Report of Village Officers.
 - a) Village President
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports.

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

- ii. Operator's Licenses
 - Kelsie Thiel
 - Josephine Spierings

Rath moved to approve the operator license applications as presented. Laux 2nd. Motion carried unanimously.

- iii. *Sherwood Cliffs Apartments*: Update – reviewed

- iv. 2012 Appreciation Dinner scheduling.

Miller suggested Wednesdays and Thursdays, Weyenberg suggested December 5, 2012 and the Board agreed.

- v. Quarterly investment memo – reviewed

11) Village Engineer: Project Update(s).

Schaff reported the Knight Drive extension project has achieved 80% pipe installation, 90% pond construction, 60% roadway construction, water main complete west of the Outpost and Best Advantage Credit Union, RC Excavating completed cutting in roadway and placing gravel to west of the Outpost, RC Excavating completed the pond excavation, condemnation process is complete and contractor returns October 10, 2012 to complete utility installation and install the road gravel base, paving of the streets will be postponed until 2013.

Schaff stated she met with Martenson & Eisle, and found the Outpost has not directed them to design the entrance. Schaff requested direction from the Board in order to continue process with the project.

Friday reminded the Board the special assessment discussion with the Outpost; 50%/75%/100%, storm sewer (50%/75%)/asphalting (100%), Outpost reports within the last 10 days having a contract with Badger Highway to do the asphalting, and so would appear to have the assessment forgiveness in place.

Schaff stated the Outpost plan does not address drainage or curbing/wheel stop of the parking stalls.

Kaas directed Schaff to send Outpost correspondence addressing the property access design, grading and the timing of the project with a copy to Martenson & Eisle.

Weyenberg questioned Schaff if Legacy Communication approval had been given on their driveway plans.

Friday replied that they failed to appear at the meetings where the plans were presented.

Weyenberg inquired as to the default position for Legacy access.

Schaff replied that in spring she will need to address this issue with the Board.

Schaff went on to report on the FY2012 Water Main Reconstruction, Paving and Trail project has achieved 90% pipe installation, 50% roadway paving, 100% trail paving, Badger Highway completed shouldering on Royal Ct./Queens Ct./Kings Way/Kings Ct., completed pulverizing and proof rolling of State Park Rd., and Sunset Lake Ct., Roger Bowers and Sons completed water main installation and began culvert replacement on State Park Rd., Badger Highway will return to complete paving work on State Park Road and Sunset Lake Ct. following week weather permitting.

Kaas questioned if Schaff had done work on the project management process procedures.

- 12) Village Administrator: Project Update(s).
- i. Budget update; annual capital improvements plan

Friday reports working on the budget, the 5 year capital plan will include the road paving for the remaining subdivisions and funding for downtown if the Board requests, schedule of fees will be reviewed for changes (culvert permit increase from increase in Village expenses) and information on the law enforcement contract was included in the packet.

- 13) Old Business:

Rath presented information on a street light at the intersection of Castle Drive and Knight Drive behind Head Insurance which appears to be on all the time and power poles leaning on Trevino Ct and requested staff to contact WE Energies to investigate.

- 14) New Business:

- a) *Resolution #07-2012: Supporting Restricting Year-Round Hunting & Fishing in High Cliff State Park land within the Village of Sherwood.*

Benz moved to approve Resolution #07-2012: Supporting Restricting Year-Round Hunting & Fishing in High Cliff State Park land within the Village of Sherwood amending resolution to substitute trapping for the fishing. Weyenberg 2nd. Benz – aye Weyenberg – aye, Hennlich – nay, Laux – nay, Miller – nay, Rath – nay Kaas – nay. Motion failed.

- b) *Pay Request #2 (2012 Water Main Reconstruction & Paving Program): Approve pay request (\$130,825.95; Badger Highways.) as partial payment for work completed thru Sept. 24.*

Kaas moved to approve Pay Request #2 (2012 Water Main Reconstruction & Paving Program): Approve pay request (\$95,813.10 (General Fund portion); Badger Highways.) as partial payment for work completed thru Sept. 24. Benz 2nd. Motion carried unanimously.

- c) *Change Order #1 (FY2012 Water Main replacement and Paving): Approve change order request (\$7,080.28; Badger Highways) increase in contract per attached.*

Miller moved to approve Change Order #1 (FY2012 Water Main replacement and Paving \$7,080.28; Badger Highways) increase in contract per attached. Laux 2nd. Motion carried unanimously.

- d) *Facility Rental Question (Dustin Winnekens – Oct. 4): request to use Village facilities.*

- 15) Complaints and Compliments: None.

- 16) Correspondences:

- a) *Monthly Activity Report – (August 2012 Sheriff Dept.) – reviewed*
- b) *Dale Albers (Sept. 26) – Roads at Kings Ct. – reviewed*
- c) *Joann Dewhurst (Sept. 21) – Calumet County sharing cost of CC refrigerator – reviewed*

- 17) *Closed Session: Personnel & Compensation Review (Village Administrator; Village Clerk).*
Note: Per Wis. Stats. 19.85(1)(c) the Board may move to a closed session when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

Kaas moved at 8:48 p.m. to go into closed session Personnel & Compensation Review (Village Administrator; Village Clerk). Note: Per Wis. Stats. 19.85(1) (c). Rath 2nd. Motion carried unanimously.

- 18) *Open Session: Personnel & Compensation Review (Village Administrator; Village Clerk).*
Consider compensation for Administrator and Clerk in FY2013.

Kaas moved to return to open session at 12:00 a.m. Rath 2nd. Motion carried unanimously.

- 19) Adjournment – ***Miller moved to adjourn at 12:10 a.m. Rath 2nd. Motion carried unanimously.***

Respectfully submitted for review and approval by Susan Williams, Clerk.

Village Board Meeting Minutes

October 22, 2012

- 1) Call to Order and Roll Call – *President Weyenberg called the meeting to order at 6:31 p.m. with roll call:*

Present

Bob Benz

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Jeff Weyenberg

Absent

Joe Hennlich, excused

Others Present

Jennifer Schaff, Engineer

Randy Friday, Administrator

Sue Williams, Clerk

Steve Summers, Plan Comm. Chair.

- 2) Pledge of Allegiance – *recited*

- 3) Approval of the Agenda – *Weyenberg moved to advance agenda item 14) a) to follow item 6) and to advance item 12) b) to follow immediately after and approve the rest of the agenda as presented. Kaas 2nd. Motion carried unanimously.*

- 4) Approval of Minutes – Oct. 8 (Regular Meeting) – *Rath moved to approve the minutes of the regular Village Board meeting as presented on October 8, 2012. Benz 2nd.*

Kaas stated agenda item 9) a) language was inconsistent with resolution #09-2012 and suggested removing property is sold, subdivided, or.

Rath amended the motion to remove the stated language. Benz 2nd.

Motion as amended carried unanimously.

- 5) Registered Citizen Comments on Agenda Items.

Joe Brantmeier, N7592 Hwy 55 & 114, Town of Harrison, WI – regarding agenda item 10) i).

- 6) Presentation: *Calumet County Sheriff's Dept – FY2013 Contract for Services Proposal*

Lt. Matuszak presented information on the Calumet County Sheriff's Department activity and FY2013 contract of services.

Miller moved to approve the Calumet County Sheriff's Dept. FY2013 Contract for Services Proposal. Rath 2nd. Motion carried unanimously.

Weyenberg suggested advancing agenda item 10) i) to follow immediately, no objection was voiced.

- 7) Report of the PRUT Board: Oct 17

a) *Upper Wanick Park: Design concepts discussion (elements) – reviewed.*

b) *New Park request: Resident request to site neighborhood park along Golf Course road on former-Dragotta property – reviewed.*

c) *Mustang Pond*: Discuss cottonwood tree growth/eradication – *reviewed*.

8) Report of Village Officers.

a) Village President – *no report*.

b) Clerk/Treasurer

i. Review/Approve financial reports.

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

ii. Operator's Licenses

- Jedediah J. Tuyls

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

iii. *Sherwood Cliffs Apartments*: Update – no update.

9) Village Engineer: Project Update(s).

Schaff presented and explained engineering reports; Knight Drive project, David Tenor Corporation is completing water main and most of the storm sewer, cross culvert will be replaced at the intersection of Castle and Knight Drives, handout included driveway/entrance details for Outpost provided by Martenson and Eisle, FY2012 water main replacement and road paving project, culvert installation and paving is complete on State Park Rd., paving is complete on Sunset Lake Ct., and have dealt with some shoulder paving complaints on Sunset Lake Ct., Badger Highway will be directed to shoulder according to the project specifications.

10) Village Administrator: Project Update(s).

i. Potential annexation due to septic system failure.

Brantmeier addressed the Board with an annexation proposal for a portion of his Town of Harrison property.

The Board encouraged Brantmeier to proceed with the annexation process.

ii. Budget updates & discussion (Materials presented at meeting)

Friday presented draft of FY2013 budget.

Board would like to schedule a special meeting early 2013 to discuss special reserve funds and date for special meeting will be set at a future meeting.

11) Old Business: None.

12) New Business:

a) *Resolution #08-2012: Supporting International Migratory Bird Day*

Benz moved to approve Resolution #08-2012: Supporting International Migratory Bird Day. Miller 2nd. Motion carried unanimously.

- b) *Resolution #09-2012: Change Special Assessments regarding Stommel Road reconstruction project for certain Town of Harrison properties (N8079; Fredericks)*

Kaas moved to approve Resolution #09-2012: Change Special Assessments regarding Stommel Road reconstruction project for certain Town of Harrison properties (N8079; Fredericks). Benz 2nd. Motion carried unanimously.

13) **Complaints and Compliments:**

Rath informed the Board that he received a complaint of individuals tying their dogs to playground equipment at Wanick Park.

14) **Correspondences:**

- a) *Monthly Activity Report (Sheriff's Dept; Sept, 2012) – reviewed.*
- b) *Holiday Lighting Refund (We Energies – Doc Musekamp; Oct. 8) – reviewed.*

Rath suggested a communication be directed to WE Energies to solicit from their foundation for funds for the Wanick Park project, Rath further suggested to add Veolia to the list to solicit project funds from.

- 15) ***Closed Session: Personnel & Compensation Review (Village Administrator; Village Clerk).***
Note: Per Wis. Stats. 19.85(1)(c) the Board may move to a closed session when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Benz moved at 8:09 pm to move into closed session for personnel & compensation review (Village Administrator; Village Clerk). Note: Per Wis. Stats. 19.85(1) (c). Rath 2nd. Motion carried unanimously.

Friday and Williams were dismissed from the Board Room at 8:10 p.m.

- 16) ***Open Session: Personnel & Compensation Review (Village Administrator; Village Clerk).***
Consider compensation for Administrator and Clerk in FY2013.

Miller moved to return to open session at 9:20 pm. Rath 2nd. Motion carried unanimously.

Weyenberg moved to set the FY2013 compensation for the Village Administrator to be 2% increase and performance bonus for yearly salary of \$95,600 and the Village Clerk to be 2% increase and performance bonus for yearly salary of \$46,600. Kaas 2nd. Motion carried unanimously.

- 17) **Adjournment – *By unanimous consent the meeting was adjourned at 9:23 p.m.***

Respectfully submitted for review and approval by Susan Williams, Clerk.

Village Board Meeting Minutes

November 12, 2012

- 1) Call to Order and Roll Call – *Vice-President Laux called the meeting to order at 6:31 p.m. with roll call:*

Present

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

Absent

Jeff Weyenberg, excused

Others Present

*Jennifer Schaff, Engineer
Randy Friday, Administrator
Sue Williams, Clerk
Steve Summers, Plan Comm. Chair.
John Sharer, PC Commissioner*

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Rath 2nd. Motion carried unanimously.***
- 4) Approval of Minutes – Oct. 22 (Regular Meeting) – ***Kaas moved to approve the minutes of the regular Village Board meeting on October 22, 2012 as presented. Rath 2nd. Hennlich abstained, motion carried.***
- 5) Registered Citizen Comments on Agenda Items:

Robert Wittman, W5146 Natures Way Dr., Sherwood – regarding agenda item 7).

- 6) (Presentation) *5-Year Capital Improvements Budget (FY2013-2017) – Administrator Friday presented the budget and responded to questions.*
- 7) (Public Hearing) *FY2013 Village Budget: Consider/Approve Resolution #10-2012 Adopting the FY2013 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2013.*

After 3 calls, Laux opened the public hearing at 7:16 p.m.

Laux moved to close the public hearing at 7:49 p.m. Kaas 2nd. Motion carried unanimously.

Miller moved to approve FY2013 Village Budget: Resolution #10-2012 Adopting the FY2013 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2013 as presented. Hennlich 2nd. Motion carried unanimously.

- 8) Report of the Plan Commission: Nov. 5
 - a) (Sub-committee) *Review Plan Commission Training Procedures – reviewed.*
 - b) (Sub-committee) *Review of Comprehensive Plan – Chs. 1 & 2. – reviewed.*

c) *(Sub-committee) Review of Nuisances and Regulation of Animals – reviewed.*

9) Report of Village Officers.

a) Village President – no report.

b) Clerk/Treasurer

i. Review/Approve financial reports.

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

ii. Operator's License: Emma Harris.

Hennlich moved to approve the operator's license application as presented. Miller 2nd. Motion carried unanimously.

iii. *Sherwood Cliffs Apartments: Update – reviewed.*

10) Village Engineer: Project Update(s).

Engineer Schaff distributed reports on the Village projects.

Schaff stated the FY2012 Water Main Reconstruction & Paving Program is 100% complete and project walk-through is scheduled for November 20th.

Schaff continued with the Knight Drive Extension update; pipe installation is at 98% completion, pond construction is at 90%, and roadway construction is at 60% completion. Schaff stated that RC Excavating plans to be on site the week of November 12th to complete cutting in the roadway, placing gravel, culvert replacement will take place at that time, and street paving will be postponed until 2013.

11) Village Administrator: Project Update(s).

Friday reports a grocery chain communication as of this afternoon stated they will be providing a reply to the offer submitted by the Subcommittee on behalf of the Village.

Friday went on to say that no communication has been received from Appleton in regards to a change in water rates and the absence of this information indicates there will not be a Utility Commission meeting on Monday.

12) Old Business: None.

13) New Business:

a) *Pay Request #3 – FY2012 Water Main Reconstruction and Paving: Consider request for payment (\$188,639.21; Badger Highways, Co.) as partial payment for work done thru Oct. 31, 2012.*

Rath moved to approve the Pay Request #3 – FY2012 Water Main Reconstruction and Paving: Consider request for payment (\$188,639.21; Badger Highways, Co.) as partial payment for work done thru Oct. 31, 2012, as presented. Benz 2nd. Motion carried unanimously.

- b) *Pay Request #5 – Knight Drive Extension: Consider request for payment (\$28,766.40; David Tenor Corp) as partial payment for work done thru Oct. 31, 2012.*

Rath moved to approve Pay Request #5 – Knight Drive Extension: Consider request for payment (\$28,766.40; David Tenor Corp) as partial payment for work done thru Oct. 31, 2012 as presented. Kaas 2nd. Motion carried unanimously.

- c) *High Cliff Cemetery: Consider ‘Sale of Plot’ and ‘Agreement for Perpetual Care’ (Henrickson)*

Benz moved to approve sale of plot and agreement for perpetual care for David Henrikson as presented. Rath 2nd. Motion carried unanimously.

- d) *Schedule of Fees: Consider annual update to Fee Schedule.*

Kaas moved to approve the Village Schedule of Fees as presented for FY2013. Rath 2nd. Motion carried unanimously.

- e) *Emergency warning siren: Request to amend cell tower agreement allowing current siren placement in exchange for compensation to Village, due to hardship mounting siren to tower.*

Board agreed to the terms of the amendment and directed Friday to obtain proposed amendment to cell tower agreement allowing current siren placement in exchange for compensation to Village due to hardship in mounting siren to tower prior to approval.

14) Complaints and Compliments: None.

15) Correspondences:

- a) Monthly Activity Report (Fire Dept; Sept, 2012) – reviewed

Rath reported that Hennlich, Miller and himself attended a meeting at FVTC the previous Thursday of ACT 168, the law is in effect, citizens have the opportunity to express opinions and stated that the Village has in place an ordinance prohibiting hunting within the Village limits.

16) Adjournment – ***Laux hearing no objection moved to adjourn at 8:16 p.m. Miller 2nd. Motion carried unanimously.***

Respectfully submitted for review and approval by Susan Williams, Clerk.

Village Board Meeting Minutes

Monday, Nov. 26, 2012

- 1) Call to Order and Roll Call – *President Weyenberg called the meeting to order at 6:31 p.m. with roll call:*

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Jeff Weyenberg

Absent

none

Others Present

Jennifer Schaff, Engineer

Randy Friday, Administrator

Sue Williams, Clerk

Steve Summers, Plan Comm. Chair.

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Benz 2nd. Motion carried unanimously.***
- 4) Approval of Minutes – Nov. 12 (Regular Meeting) – ***Benz moved to approve the minutes of the regular Village Board meeting on November 12, 2012 as presented. Kaas 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items:

Robert Wittmann, W5156 Natures Way, Sherwood – regarding agenda item 10) a)

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

Kaas moved to approve the financial reports as distributed (Drew Hicks \$200 and Veolia \$10,016.99). Rath 2nd. Motion carried unanimously.

ii) *Sherwood Cliffs Apartments:* Update.

Clerk Williams informed the Board that a communication was received from Wisconsin Management Company late and that will be in the December 10, 2012 Village Board packet.

Williams reminded the Board that it has been the practice that the 2nd December Village Board meeting has not been held due to the holidays and lack of business.

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

Engineer Schaff stated the walk through for the FY2012 Paving and Water Main Reconstruction project occurred the week of November 19, 2012 with punch list from remaining items being issued November 27, 2012 (most due to restoration – completion to occur in spring 2013).

Schaff continued with the Knight Drive extension project; David Tenor crews are on site and have begun the cross culvert installation at the intersection of Knight Drive and Castle Drive, driveway entrance discussions have taken place with Outpost owner, a meeting for further Outpost discussion will be planned for week of November 26, 2012, and that the transition area between the Knight Drive road work and the Outpost parking lot will be facilitated by McMahan. Schaff predicts that the work on the eastern access to Knight Drive to be complete by November 30, 2012 (provided no unforeseen items). Schaff reported the signage for detouring of Legacy/Outpost traffic is in place.

8) Village Administrator: Project Update(s).

Administrator Friday stated the Ad Hoc Grocery Store Committee will meet Tuesday November 27, 2012 at 1 pm in Board room.

9) Old Business:

- a) *Cell Tower Agreement Amendment:* Request to amend agreement allowing current siren placement in exchange for compensation to Village, due to hardship mounting siren to tower.

Kaas moved to authorize completion of the Cell Tower Agreement Amendment, contingent upon Village Attorney approval and any additional clauses relative to two way indemnification. Miller 2nd. Motion carried unanimously.

10) New Business:

- a) *Lake Shore Estates – East (subdivision) roadway urbanization in FY2013:* Consider developer request to extend financing terms beyond historical 5-year period.

Miller moved to approve 10-year repayment period for special assessments billed to Wittmann. Laux 2nd. Kaas moved to amend to extend the 10-year option to all property owners in Lakes Shore Estates East subdivision. Weyenberg 2nd. Hearing no objection to the amendment of the motion, the amendment carried unanimously. Motion carried unanimously.

- b) *Crossing Guard position funding:* Consider fiscal worthiness to continue funding position.

Weyenberg distributed ordinance #56.

Board directs Williams to begin the process to rescind Ordinance #56.

11) Complaints and Compliments: None.

12) Correspondences:

- a) *Notice of Sheriff's Sale – High Cliff Golf Course (Calumet County Circuit Court; Oct. 19) – reviewed.*

Rath requested that Friday attend the proceedings and report back to the Board.

b) *Monthly Activity Report (Calumet County Sheriff's Dept.; Nov. 20) – reviewed.*

13) Adjournment – ***Weyenberg hearing no objections adjourned the meeting at 7:15 p.m.***

Respectfully submitted for review and approval by Susan Williams, Clerk.

SPECIAL Village Board Meeting Minutes

Thursday November 29, 2012

- 1) Call to Order and Roll Call – *President Weyenberg called the meeting to order at 12:00 p.m. with roll call:*

Present

Bob Benz

Joe Hennlich

Roger Kaas

David Miller

Jim Rath

Jeff Weyenberg

Absent

Joyce Laux, excused

Others Present

Randy Friday, Administrator

Sue Williams, Clerk

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Benz 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: None.
- 5) Registered citizen comments on agenda items: None.
- 6) New Business:
 - a) *Commercial Development within Knight Drive Extension area – Discuss/consider negotiations for development incentives.*

Administrator Friday presented and discussed 2 documents; the approved minutes of the Village Board from August 8, 2012 and an offer sheet from the interested grocer company.

Kaas questioned where the outlot was for sign purposes. Friday replied that McMahon staff (Dough Wells) stated the outlot will be created through another property process (certified planning instrument).

Weyenberg inquired if the market analysis costs were included in the \$425,000. Friday responded the Village has agreed to share that cost up to \$1,750 and that amount is included in the \$425,000.

Miller moved to proceed with the offer sheet presented by Dick's Family Foods as quickly as possible. Rath 2nd. Motion carried unanimously.

- 7) Old Business: None.
- 8) Complaints and Compliments: None.
- 9) Correspondences: None.
- 10) Adjournment – ***Weyenberg hearing no objection adjourned the meeting at 12: 13 p.m.***

Village Board Meeting Minutes

Dec. 10, 2012

- 1) Call to Order and Roll Call – *President Weyenberg called the meeting to order at 6:31 p.m. with roll call:*

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jeff Weyenberg

Absent

Jim Rath, excused

Others Present

Jennifer Schaff, Engineer

Randy Friday, Administrator

Sue Williams, Clerk

Steve Summers, Plan Comm. Chair.

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Benz 2nd. Motion carried unanimously.***
- 4) Approval of Minutes
- a) Nov. 26 (Regular Meeting)

Benz moved to approve the minutes of the regular meeting of the Village Board on November 26, 2012 as presented. Hennlich 2nd. Motion carried unanimously.

- b) Nov. 29 (Special Meeting)

Benz moved to approve the minutes of the special meeting of the Village Board on November 29, 2012 as presented. Miller 2nd. Motion carried unanimously.

- 5) Registered Citizen Comments on Agenda Items:

Dale DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 7) a)

Schila DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 7) a)

Chris Sacotte, W275 Kings Way, Sherwood – regarding agenda item 7) a)

Stacey Bower, W275 Kings Way, Sherwood – regarding agenda item 7) a)

Dale Albers, N245 Kings Ct., Sherwood – regarding agenda item 7) a)

Amanda VandenWyngaard, N312 Military Rd., Sherwood – regarding agenda item 7) a)

- 6) Report of the Parks, Rec. & Urban Tree Board: Nov. 28
- a) *Upper Wanick Park Development Plan Review: Discuss and consider Village Board-approved ‘Green Valley’ design concept features (e.g. structures, lighting fixtures, seating, etc.) – reviewed.*
- 7) Report of the Plan Commission: Dec. 3
- a) *Ordinance Revision Recommendation: Nuisances and Regulation of Animals*

Summers, Plan Commission Chairman presented the proposed ordinance, the sub-committee work and the commission discussion.

After discussion the Board requested the topic be on the next Village Board meeting agenda (January 14, 2013).

The Board directed the Clerk to provide the ordinances proposed to be repealed to the Trustees prior to the next meeting packet.

- b) *CSM #2012-01 (Village of Sherwood): Request to approve Certified Survey Map re-creating Lower Wanick Park (23 acres) into four lots to be used as park land, commercial development, and stormwater retention pond.*

Benz moved to approve CSM #2012-01 (Village of Sherwood): Request to approve Certified Survey Map re-creating Lower Wanick Park (23 acres) into four lots to be used as park land, commercial development, and stormwater retention pond. Miller 2nd. Motion carried unanimously.

- c) *(Sub-committee) Review Plan Commission Training Procedures – reviewed.*
- d) *(Sub-committee) Review of Comprehensive Plan – Chap. 1 – reviewed.*
- e) *Lighting along Knight Drive complementary to Park project approved – reviewed.*

8) Report of Village Officers.

- a) Village President
- b) Clerk/Treasurer
 - i. Review/Approve financial reports.

Laux moved to approve the financial reports as presented. Hennlich 2nd. Weyenberg amended the motion to include the SAA invoice in the amount of \$48,149.02. Hennlich 2nd. Amendment carried unanimously. Main motion carried unanimously.

- ii. Operator's License:
 - Katie Gehl
 - Heidi Schaefer

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

- iii. *Sherwood Cliffs Apartments: Update (see New Business item a.) – reviewed.*

The Board set January 9, 2013 at 6:30 p.m. for special meeting of the Village Board for downtown prioritization.

Williams reminded the Trustees that there will not be a 2nd Village Board meeting in December.

9) Village Engineer: Project Update(s).

Engineer Schaff reported that trucks will continue to bring in dirt for the sledding hills, continues to have meetings with the owners of Outpost and their engineer in regards to driveway entrances, grading options and loss of parking stalls, curb and gutter will be added to capture the runoff from the parking lot, and inlets will be installed to collect where the curb and gutter drop the water.

Friday reported speaking with an individual from the snowmobile group in regards to changes occurring with the Knight Drive project Friday informed him that the following year after construction is complete the group will need to work with the Village and the grocer.

Schaff continued that the agent working for the grocery store has requested information such as site layout and set back discussions working towards a site plan.

Schaff stated she is communicating with SAA for park development purposes.

10) Village Administrator: Project Update(s).

Friday reports working on the Water and Sewer budgets for Utility Commission meeting.

Kaas stated the Village is trending towards higher billing rate (90%) excluding unbilled usage that the utility operator may have for flushing, etc.

Friday stated he was at Calumet County Emergency Government meeting earlier in the day.

11) Old Business: None.

12) New Business:

a) *Request to waive all penalties & delinquent PILOT payments (Sherwood Cliff Apartments) – no action take.*

b) *Consider rescinding Ordinance #95-56 – Appointment of Crossing Guard.*

Kaas moved to suspend the rules of the Village Board in order to take action on the Ordinance #2012-113. Benz 2nd. Motion carried unanimously.

Kaas moved to approve the Ordinance #2012-113 Repeal Ordinance 95-56 Appointment of Crossing Guard. Benz 2nd. Motion carried unanimously.

c) *Pay Request #4 – FY2012 Water Main Reconstruction and Paving: Consider request for payment (\$26,149.94; Badger Highways, Co.) as partial payment for work done thru Nov. 30, 2012.*

Benz moved to approve Pay Request #4 – FY2012 Water Main Reconstruction and Paving \$26,149.94; Badger Highways, Co. as partial payment for work done thru Nov. 30, 2012. Hennlich 2nd. Motion carried unanimously.

- d) *Change Order #2 – FY2012 Water Main Reconstruction and Paving: Decrease contract amount (-\$50,126.74) with Badger Highways, Co. from \$477,499.67 to \$427,372.93.*

Benz moved to approve Change Order #2 – FY2012 Water Main Reconstruction and Paving: Decrease contract amount (-\$50,126.74) with Badger Highways, Co. from \$477,499.67 to \$427,372.93. Kaas 2nd. Motion carried unanimously.

13) Complaints and Compliments: None.

14) Correspondences:

- a) Monthly Activity Report (Cal. County Sheriff's Dept.; Nov., 2012) – *reviewed.*
- b) Monthly Activity Report (Fire Dept; Oct., 2012) – *reviewed.*
- c) Cancellation of stormwater project at Sherwood Forest Golf Course (Pfile; Dec. 4) – *reviewed.*

Hennlich stated he understands that High Cliff State Park will be going to an archery only season and that he can't attend the DNR meeting on December 11, 2012.

Weyenberg stated he will attend the meeting and speak for himself (as a private citizen).

15) Adjournment – ***Weyenberg hearing no objections to adjournment adjourned the meeting at 8:03 p.m.***

Respectfully submitted for review and approval by Susan Williams, Clerk.

Village Board Meeting Notice and Agenda

Monday, December 24, 2012 – MEETING CANCELLED

Welcome to the Village Board Meeting! Please observe the following rules of conduct during the meeting:

1. Register to speak on the sign-in sheet on the table in the back of the room as you enter.
2. Speak only to issues on the Agenda.
3. Limit your presentation to three (3) minutes.
4. Do not address Trustees during their deliberations unless requested to do so.
5. Any item listed on the Agenda may be acted upon by the Board.
6. A Quorum of any other Board or Commission is incidental to the V. Board meeting and no action shall be taken on their behalf.
7. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).