

Village Board Meeting Minutes

January 9, 2012

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

Present	Absent
Bob Benz	none
Joe Hennlich	
Joyce Laux	Others Present
Roger Kaas	Jennifer Schaff, Engineer
Jim Rath	Randy Friday, Administrator
Terri Welisek	Susan Williams, Clerk
Jeff Weyenberg	

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented and to advance agenda item #15 to follow agenda item #4. Rath 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – December 12 (Regular Meeting) – *Benz moved to approve the regular meeting of the Village Board on December 12, 2011 as presented. Kaas 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.

Bob Giesen, W4871 Cliffview Drive, Sherwood – regarding agenda item #6 and #15
Joan Petrie, 425 W Kennedy Ave. apt 219, Kimberly – regarding agenda item #6

- 6) Public Hearings:
a) Request by Jedar Development regarding *Sherwood Estates (Carrington Court) Final Plat* changing previously-approved development standards (2007).

After three readings for public hearing President Weyenberg announced the hearing open at 6:48 p.m.

Friday stated that the cul de sac is short and that mail boxes placed in a central location would help with snowplowing (due to narrow lots).

Julie Jebwabny, 3119 N. Division, Appleton addressed questions from the Board and public.

David Miller, W4887 Spring Hill Dr., Sherwood stated that the developer has addressed all issues.

With hearing no objection, President Weyenberg closed the public hearing at 7:05 p.m.

- b) RP#2011-01: Request by the Village to rezone commercial & public lots referenced in approved CSM #2011-01 for placement of new public roadway in conjunction with

changes in lot ownership and development of *Upper Wanick Park* ['C-1' – Commercial; 'Con' – Conservancy].

After one reading for public hearing at 7:04 p.m., Administrator Friday presented information on one of the principles of the project. Friday stated that at this time one of the banks in the situation will not proceed and the Village will not proceed as originally intended.

Weyenberg moved to table the public hearing until February 13, 2012. Benz 2nd. Motion carried unanimously.

- 7) Report of the Plan Commission: Jan. 3, 2011.
 - a) Final Plat Review – *Sherwood Estates* PUD subdivision:
 - Removes *Condo-ownership* model of ownership in development.
 - Creates 11, single-family lots (eliminates duplex lots).
 - Changes side-yard setbacks on certain lots.
 - Placed 'Sherwood Estates' signage at entrance to development.

Benz moved to approve the final plat of the Sherwood Estates PUD subdivision, removing condo-ownership, creating 11 single family lots, eliminating duplex lots, changing setbacks as presented and placement of Sherwood Estates signage on lot 11 with signage maintenance the responsibility of the homeowner association. Kaas 2nd. Motion carried unanimously.

- b) Wayfinding Signage Program –

Weyenberg stated that the program is currently tabled due to WDOT requirements to deal with. Weyenberg went on to say that he has contacted the Town of Harrison for interest in participating in the program.

- c) Discuss Plan Commission *Work Projects* list – reviewed

- 8) Report of the Utility Commission: Dec. 19, 2011.
 - a) FY2012 – *Annual Budget* (Approved) – reviewed
 - b) FY12–16 *5-Year Capital Improvements Plan* (Utility-related) – reviewed.
 - c) Metered water pumpage & sales– reviewed

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

Weyenberg stated that he attended a Fox Cities Chamber meeting on Governmental Issues featuring the Secretary of Wisconsin Department of Revenue who addressed items from Act 10 and changes to Wisconsin Economic Development Corporation.

Weyenberg went on to say that in future meetings he will propose changes, looking at the organizational ordinances concerning the makeup and of structure Village Board and Commissions. Weyenberg stated he believes there is area to clarify and to make sure they follow legislative intent and regular practices and procedures.

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

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

- 10) Village Engineer: Project Update(s) – will be discussed under agenda item #13
- 11) Village Administrator: Project Update(s).

Friday stated that approximately 12 contractors bid on the Knight Drive extension project and anticipates over 15 firms to submit proposals for the Upper Wanick Park project later this week.

Friday went on to say that the Bird City USA application was approved. Welisek thanked the committee for their efforts.

- 12) Old Business: None.

- 13) New Business:

- a) *Knight Drive Extension (Upper Wanick Road):* Approve initial TID fund expenditures to secure roadway construction rights and property transfer(s).

Friday updated the Board on the project stating one financial institution has not signed off on the CSMs.

Friday stated he had met with the Village Attorney and his opinion is to initiate a relocation order and easement to allow the Village to proceed with the alignment of the Knight Drive intersection for the project.

Friday further stated that the rezoning petition was not acted upon at this time since the property exchanges will not take place until the process is worked out.

Engineer Schaff stated she will discuss delay with the contractor and report back to the Board. Schaff reminded the Board that the contract was awarded with contingencies which included DNR permitting, of which the application is in process.

- 14) Complaints and Compliments: Against Upper Wanick Park development (Kress; Dec. 30) – reviewed
- 15) Correspondences: Monthly Report – November (Calumet County Sheriff's Dept.)

Lt. Matuszak presented the monthly report, responded to questions from public and the Board and stated that the on-going property situation has shown improvements.

- 16) Adjournment – ***By unanimous consent, the meeting adjourned at 7:59 p.m.***

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

Village Board Meeting Minutes

January 23, 2012

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

Present	Absent
Bob Benz	none
Joe Hennlich	
Joyce Laux	Others Present
Roger Kaas	Jennifer Schaff, Engineer
Jim Rath	Randy Friday, Administrator
Terri Welisek	Susan Williams, Clerk
Jeff Weyenberg	

- 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 – January 9 (Regular Meeting) – *Benz moved to approve the regular meeting of the Village Board on January 9, 2012 as presented. Kaas 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items – none
- 6) Report of the Utility Commission: Jan. 16th
FY12–16 5-Year Capital Improvements Plan (Utility-related) – *reviewed*
- 7) Report of Village Officers.
- a) Village President.
 - b) Clerk/Treasurer.
 - i. Review/Approve financial reports.

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

Williams stated that the law governing beer sales changed in December 2011 (sale hours 6 am – midnight) and inquired of the Board if they wish to keep with State law or enact an ordinance to declare hours different than stipulated in State law. The Board did not direct an ordinance to be drafted.

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

Engineer Schaff reported that the Knight Drive extension project is pending the roadway land acquisition, David Tenor Corporation holding the bid amount awarded and DNR completion of the permitting process.

9) Village Administrator: Project Update(s).

Administrator Friday reported that the PRUT Board reviewed 15 proposals for the professional firm selection of Upper Wanick Park development and selected 4 firms to interview on February 1, 2012 (SAA, SEH, Schaefer Land Design and OMNNI). Friday stated that the proposal fees ranged from \$15,840 to \$60,000.

Friday went on to say that he is in contact with an individual from the grocery industry. Friday stated that the industry contact reviewed the market analysis and indicated that the Village could support up to a 20,000 sq. ft. store. Friday submitted in the packet a term sheet example from Village of Johnson Creek for review by the Board and consideration for future grocer development proposals.

Friday reported attending human resource conference in Madison last Thursday and Friday for work that is required from the State law changes last year (union elimination).

Friday suggested that the Village needs to look at naming and maps of the trails and the items in the Board room (sign, garbage can and bench) are for the PRUT to start considering options.

10) Old Business: None.

11) New Business:

- a) *FY2011 Budget Amendment: Approve FY2011 Budget reconciliation.*

Clerk Williams presented for consideration and approval the amendment to FY2011 Budget.

RathKaas moved to approve the FY2011 Budget Amendment as presented with the increase of \$918 for the account 100-00-53440-210 Storm sewer Engineering. Rath 2nd. Motion carried unanimously.

- b) *Plow Truck purchase: Award bid to Peterbilt (\$116,007) for replacement of International 4900 truck per approved FY2012-16, 5-Year Capital Improvement Plan.*

Kaas moved to award International 4900 truck replacement bid to Peterbilt for (not to exceed) \$116,007 per approved FY2012-16 5 - year Capital Improvement Plan. Rath 2nd. Motion carried unanimously.

12) Complaints and Compliments:

- a) *Lost dog (Dushenski; Jan. 13) – reviewed*
b) *Snow plowing on Lower Cliff Road (Dercks; Jan. 13) – reviewed*

Benz commented that Friday should instruct Public Works employees about the Dercks complaint.

- c) *Consider plowing trail section along Pigeon Road (Evenson; Jan. 17) – reviewed*

13) Correspondences: None.

- 14) *Closed Session: Consider purchase of property to facilitate location of Knight Drive Extension (Upper Wanick Park roadway). Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.*

Benz moved at 7:21p.m. to go into Closed Session per Wis. Stats. 19.85(1) (e) for the consideration of property purchase to facilitate location of Knight Drive Extension (Upper Wanick Park roadway). Hennlich 2nd. Motion carried unanimously.

Kaas moved at 7:59 p.m. to return to open session. Hennlich 2nd. Motion carried unanimously.

- 15) *Open Session: Purchase of property to facilitate location of Knight Drive Extension (Upper Wanick Park roadway).*

Rath moved to pay BMO/M & I Bank to acquire property through certified survey map necessary for Knight Drive Extension roadway alignment in the amount of \$24,570.87 (plus any additional interest accrued), along with a written agreement with the property owner to repay \$500 per month for 24 months, and subject to the property being clear of any other outstanding issues. Weyenberg 2nd. Welisek – nay. Motion carried.

Hennlich moved to recommend approval of Resolution #01-2012 Relocation Order to facilitate Roadway Relocation and provide for Stormwater Management regarding Knight Drive road extension and provide Stormwater Management regarding Knight Drive road extension, with the acknowledgement that if no public taking is necessary, this resolution will serve as an exhibit for future proceedings (certified survey map). Rath 2nd. Motion carried unanimously.

- 16) Adjournment – *By unanimous consent, the meeting adjourned at 8:04 p.m.*

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

Village Board Meeting Minutes

February 13, 2012

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

Present

Bob Benz

Joe Hennlich

Joyce Laux

Roger Kaas

Jim Rath

Terri Welisek

Jeff Weyenberg

Absent

none

Others Present

Jennifer Schaff, Engineer

Randy Friday, Administrator

Susan Williams, Clerk

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Laux 2nd. Motion carried unanimously.*

Approval of Minutes – Jan. 23 (Regular Meeting) – *Benz moved to approve the regular meeting of the Village Board on January 23, 2012 with the addition of language under item 12) b) Benz commented that Friday should instruct Public Works employees about the Derck's complaint and change motion under item 11) a) to read Kaas moved, the remaining minutes as presented. Kaas 2nd. The motion to approve the minutes as modified carried unanimously.*

- 4) Registered Citizen Comments on Agenda Items – none
- 5) Presentation: Recognition of historic photo donations to Village Hall (Joe Diederich and Dick Zahringer)

Clerk Williams introduced Mr. Diederich and Mr. Zahringer and informed the Board of their work with the Village photos on display in the Board room. Williams invited both men to speak about the photos.

Weyenberg presented a plaque to Mr. Diederich thanking him for his work and dedication to the preservation of Village history.

- 6) Public Hearing: (Note: Likely following *Open & Closed Sessions*)
 - a) Continuation of RP#2011-01: Village Request to rezone lots for placement of new public roadway in conjunction with developing *Upper Wanick Park*.

After the first reading for public hearing Administrator Friday updated the Board on the status of the process. Friday stated the rezoning petition was dependent on the negotiations in 2011 but not completed due to outstanding issues discussed at the January 23, 2012 Board meeting and will be discussed in closed session tonight.

Weyenberg moved to suspend the public hearing until after item 16). Kaas 2nd. Motion carried unanimously.

- 7) Report of the Parks, Rec. & Urban Tree Board: Jan. 18
 - a) Purchase 3 dog waste stations at parks/trails (TID expense)

Kaas stated he recalled the reaction by residents to the placements of waste containers a few years ago, but is in favor of the locations presented.

Welisek moved to approve purchase of 3 dog waste stations (Schneider Park, Wanick Park and Miller Pond) (TID expense). Kaas 2nd. Motion carried unanimously.

- b) Wanick Park usage for two additional sports camps – *reviewed*
 - c) Upper Wanick Park: Citizen Committee – Appoint to PRUT members – *reviewed*
 - d) Upper Wanick Park: Citizen Committee – Appoint 9 resident members – *reviewed*
 - e) Upper Wanick Park: Consultants reviewed – 4 finalists selected – *reviewed*
- 8) Report of the PRUT Board: Feb. 1 (*Special Meeting*)
 - a) Upper Wanick Park: Four consultants interviewed & firm selected. PRUT Board recommends entering contract services agreement (SAA Design Group; \$28,780 base) with option to purchase:
 - (i). DNR grant application services.
 - (ii). Aerial view design lay-out.

Friday provided the interview presentation and American Institute of Architects (AIA) agreement of SAA Design Group and identified a few additional items to consider in regards to services and grant opportunities.

Benz moved to approve SAA Design Group for professional services contract of the Master Plan development of TIF funded Upper Wanick Park in the amount of \$28,780, optional preparation of a grant application of WI DNR stewardship fund for a lump sum fee of \$1,800 and optional separate mailing of community survey for lump sum of \$950 and advise SAA Design Group at a later date the Village may reconsider the aerial view design for an additional \$2,400. Weyenberg 2nd.

Welisek questioned and voiced concerns of certain sections of the AIA agreement. (reimbursable expenses, 10% add on, payment terms, etc.)

Rath inquired of Engineer Schaff of industry practices as to the AIA agreement presented by SAA Design Group.

Schaff stated that each firm generates their respective schedules and it varies from 10 to 15%, as a standard.

Laux – nay. Motion carried.

- 9) Report of Village Officers
 - a) Village President
 - i. Re-align Sherwood Planning Commission pursuant to Wis. Stats 62.23(1)(a)

Weyenberg presented additional documents for Board consideration of changes to Plan Commission Ordinance 16-2004. Weyenberg stated he would like more community involvement, citizen members, flexibility in the makeup of Boards/Commissions, clarification and alignment with State Statutes.

Friday voiced communication concerns between the Plan Commission and Village Board without that Trustee member component(s).

Benz directed the Board to the rules of the Village Board and noted the sections on Committee and Commission reports and if those sections were observed the communication concerns may be addressed.

Rath would like to know what other municipalities are doing and will do more research.

Kaas stated he would not feel comfortable without Village Board representation on the Plan Commission. Kaas agreed that the wording in the current ordinance should be modified to have at least one but no more than 2 representatives of the Village Board.

Friday went on to say that in zoning matters municipalities must be very careful. Friday informed the Board currently the Village Plan Commission is very youthful, inexperienced and due to this when significant topics are presented more time will be needed for the Commission to properly address issues.

Weyenberg concluded the topic stating that he will incorporate the input from the Board and present another draft at the next Board meeting.

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

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

- ii. Sherwood Cliffs Apartments: Update.

Clerk Williams presented recent communications concerning unpaid 2010 Payment In Lieu Of Taxes (PIOLT).

Friday suggested to the Board that the Clerk regularly communicate with the apartment association/owners/management company and inform them of the Board's requests/actions following meetings. The Board requested Williams obtain the current occupancy rate and what actions they are taking in order to make payment on the PILOT.

Rath inquired if the High Cliff Golf Course repayment status could be agendized for the next Village Board meeting.

- iii. Old Bank building (Benz).

Benz questioned the scheduling of the building's razing and inquired when the Downtown Marketing Study will be complete.

Friday reminded the Board that Weyenberg's motion to raze the Old Bank Building was made in order to show progress in the Downtown development plan.

- iv. Tax reduction initiative (Benz).

Benz suggested a tax reduction initiative should be considered a regular item.

- 10) Village Engineer: Knight Drive Extension – Contract issuance.

Engineer Schaff stated the contract issuance request of the Board is to direct her when to proceed with the construction contract process and suggested delaying the discussion until after the closed session agenda item 16.

Weyenberg by unanimous consent moved the engineer discussion until after agenda item 16.

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

Friday reported the Community Center updating continues with painting to compliment the new flooring, Public Work employees have laid wooden bridges at the trails, and since the Upper Wanick Park process has started, the Request For Proposal for the Downtown Marketing Study is being completed and will be out within 30 days.

- 12) Old Business: None.

- 13) New Business:

- a) *Clean Sweep Program:* Additional funds requested from Calumet County municipalities for recycling and electronics pick-up due to State funding cuts (NTE \$521.42).

Friday presented a memo from Calumet County requesting funds for the County Clean Sweep Program fiscal shortfall.

Hennlich moved to approve non-budgeted expense of \$521.42 for the Village portion of the County Clean Sweep Program charging it to the recycling account. Benz 2nd. Motion carried unanimously.

- 14) Complaints and Compliments: 'Thank You' regarding public hearing (Bastjan; Jan. 19) – reviewed

- 15) Correspondences:

- a) End-of-Year Activity Report (Calumet County Sheriff's Dept; FY2011) – reviewed

Rath suggested that the County include addresses and remove the names of individuals on the reports.

b) Monthly Activity Report (Harrison Fire Dept.; January.) – *reviewed*

16) *Closed Session: Consider land swap to facilitate location of Knight Drive Extension (Upper Wanick Park roadway). Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.*

Kaas moved at 8:38 p.m. to go into Closed Session per Wis. Stats. 19.85(1) (e) Consider land swap to facilitate location of Knight Drive Extension (Upper Wanick Park roadway) after a short break. Rath 2nd. Motion carried unanimously.

17) *Open Session: Decision on land swap to facilitate location of Knight Drive Extension (Upper Wanick Park roadway).*

Rath moved at 9:15 p.m. to return to open session. Kaas 2nd. Motion carried unanimously.

Rath stated after a year's effort by the Board and Staff trying to move forward on the Knight Drive Extension that the Board directs Staff to proceed with the resolution #01-2012 Purchase of Real Estate to Facilitate Roadway Relocation and Provide for Stormwater Management regarding Knight Drive in Sherwood, Wisconsin (approved January 23, 2012). Weyenberg 2nd. Motion carried unanimously.

Welisek moved to resume the rezoning public hearing at 9:16 p.m.. Benz 2nd. Motion carried unanimously.

Weyenberg hearing no comments from the public or Board the public hearing was closed at 9:17 p.m.

Kaas moved to deny the rezoning petition RP #2011-01 Request by the Village to rezone commercial & public lots referenced in CSM #2011-01 for placement of new public roadway to new, proper ownership. Rath 2nd. Motion carried unanimously.

Benz moved to direct McMahon to execute construction contracts for the Knight Drive Extension project. Welisek 2nd. Motion carried unanimously.

Board instructs Schaff and Friday to meet with Tenor Construction to discuss and begin roadway construction.

18) Adjournment – ***By unanimous consent, the meeting adjourned at 9:21 p.m.***

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

Village Board Meeting Minutes

February 27, 2012

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

Present	Absent
Bob Benz	none
Joe Hennlich	
Joyce Laux	Others Present
Roger Kaas	Jennifer Schaff, Engineer
Jim Rath	Randy Friday, Administrator
Terri Welisek	Susan Williams, Clerk
Jeff Weyenberg	

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Weyenberg moved to advance agenda item 7) b) iv) to follow agenda item 6) and the rest of the agenda as presented. Benz 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Feb. 13 (Regular Meeting) – *Benz moved to approve the minutes of the regular Village Board meeting February 13, 2012 as presented. Rath 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items:

Kris Vemuri, High Cliff Golf Course, W5055 Golf Course Road, Sherwood – regarding agenda item 15).

Chris Hand, Wisconsin Management Company, Madison – regarding agenda item 7) b) iv).

- 6) Presentation: Judge Jeffrey Froelich.
- 7) Report of Village Officers
- a) Village President: *Plan Commission composition* – Consider realignment of membership & appointment pursuant to Wis. Stats 62.23(1) (a) (Weyenberg).

Weyenberg presented a draft of the proposed ordinance amendment including changes previously suggested by Trustees.

Laux stated she researched the history of the Plan Commission ordinance and found it was amended 4 times since its adoption in 1982 and voiced concern over the proposed change.

Hennlich added that his concern of the Village Board being removed from representation on the commission and lack of Board approval of appointments.

Kaas stated that the Board approval of appointments language is not included in the ordinance.

Rath presented information on last year's appointment process and agreed with Hennlich on the proposed changes.

Kaas added that the changes to the ordinance that he would support would be the addition of language in regards to the approval of the appointments and clarification on the selection/approval of the chairperson. Kaas requested Board consensus prior to the first reading of the ordinance.

Weyenberg stated he will draft the suggested amendments for the next Board meeting.

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

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

- ii. Review investment information – *reviewed*
- iii. Operator's License request (Christopher James Kosmosky).

Benz moved to approve the operator license of Christopher James Kosmosky as presented. Rath 2nd. Motion carried unanimously.

- iv. Sherwood Cliffs Apartments: Update (Chris Hand; Guy Gossens).

Hand informed the Board that the property continues to remain financially challenged. Hand stated the 2011 plan did not achieve the desired results and another plan was presented to the USRDA this month which requests changing the demographics to family (ages 18 and over), debt forgiveness of \$150,000 and to re-amortize the loan. Hand further stated that if this plan is not successful the property will go into foreclosure. Hand also stated there are currently 6 properties similar to Sherwood Cliffs in Calumet County and 5 of them are in the same financial shape.

The Board requested Hand to update the Village on the status of the property.

The Board directed Friday to continue pursuing legal action with the property in the current financial situation (unpaid PILOT), if the plan is not successful and it goes into foreclosure and the Village rights in the change of tenant demographics.

The Board denied Hand's request to waive the interest charged on the outstanding 2010 PILOT.

- 8) Village Engineer: Knight Drive Extension – Update.

Engineer Schaff distributed a chart on the permits required for the project and the status that 3 permits remain pending. Schaff stated that she expects all permits to be received by March 12th and that there is a preconstruction meeting scheduled for March 1st.

- 9) Village Administrator
 - a) Local Emergency Planning Committee (Feb. 15) – *reviewed*
 - b) Calumet County – All Hazards Mitigation Committee Meeting (Feb. 28th) – *reviewed*

- c) Upper Wanick Park Development – Citizen Committee Kick-Off Meeting (Feb. 28th) – reviewed
- d) Placement of ‘flag drop box’ on Village Hall property

Board approved by unanimous consent placement of the flag drop box in the front of the Village Hall.

10) Old Business: None.

11) New Business:

- a) *Ordinance #2012-109 (Records Retention):* An ordinance regulating the Retention and Destruction of Village of Sherwood Public Records (Clerk).

Kaas moved to proceed with publication of the notice for the Ordinance #2012-109 and schedule the public hearing for March 26, 2012. Benz 2nd. Motion carried unanimously.

- b) *FY2012 Roadway Reconstruction:* A request to conduct additional borings to better determine the base material prior to asphaltting (\$835; River Valley Testing).

Kaas moved to approve additional borings for FY2012 Roadway Reconstruction so to better determine the base material prior to asphaltting in an amount not to exceed \$835, work to be performed by River Valley Testing. Hennlich 2nd. Motion carried unanimously.

12) Complaints and Compliments: None.

13) Correspondences:

- a) *Monthly Activity Report – January* (Calumet County Sheriff’s Dept.; Feb. 14) – reviewed

14) *Closed Session: High Cliff Golf Course – Financial status and Village-related property & financial interest(s)* Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Kaas moved at 8:25 p.m. to go into Closed Session per Wis. Stats. 19.85(1) (e) High Cliff Golf Course – Financial status and Village-related property & financial interest(s) after a 5 minute break. Benz 2nd. Motion carried unanimously.

15) *Open Session: High Cliff Golf Course – Consider financial plan provided by Owner, if any.*

Kaas moved at 10:09 p.m. to return to open session. Benz 2nd. Motion carried unanimously.

16) Adjournment – ***By unanimous consent, the meeting adjourned at 10:10 p.m.***

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

Village Board Meeting Minutes

March 12, 2012

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

Present	Absent
Bob Benz	none
Joe Hennlich	
Joyce Laux	Others Present
Roger Kaas	Jennifer Schaff, Engineer
Jim Rath	Randy Friday, Administrator
Terri Welisek	Susan Williams, Clerk
Jeff Weyenberg	

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Benz moved to approve the agenda as presented. Hennlich 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Feb. 27 – *Laux moved to approve the minutes of the regular Village Board meeting February 27, 2012 as presented. Hennlich 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items – none
- 6) Report of the Plan Commission: Jan. 3, 2011. (March 5, 2012)
- a) 2030 Sewer Service Area Plan Update

Administrator Friday presented the plan update and informed the Board the status of the plan and timeline for 2012 meetings/public hearings/plan approval.

Kaas inquired of the parcels that were excluded from the plan.

Friday stated he will be meeting with Joe Huffman of East Central Wisconsin Regional Plan Commission (ECWRPC) to work out issues and the plan is still process and will be brought back to the Village.

Benz questioned Friday in regards to discussing the Fire Line 12 and 13 study with ECWRPC, Friday reminded Benz that a meeting took place with himself, Engineer Schaff, Gary Rosenbeck, Joe Huffman and Eric Fowle (ECWRPC staff). Friday stated minor changes were made at the meeting with the understanding that the Waverly District ~~performs work on their side~~ conducts their own independent study.

- b) Plan Commission ‘Work Items’

After Friday presented the memo from PC Chairman Summers Weyenberg provided additional insight on the ‘Work Items’ and PC discussion.

Kaas questioned the PC reviewing the Village Comprehensive Plan and Village Ordinances.

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

Weyenberg provided drafts of the Plan Commission (PC) Ordinance language changes.

Rath inquired if Weyenberg would consider the Village President role on the PC be 'ex officio'.

Kaas stated that all appointments by Village President should be confirmed by the Village Board and citizen members may not be an employee of a firm which provides professional services to the Village. Kaas distributed copies of his proposal to the Trustees.

Friday questioned when the Board would like to have the final reading, public hearing and vote.

Weyenberg, Benz and Kaas stated agreement to vote on the amendment prior to the April 2012 election.

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

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

- ii. Operator's Licenses
 - Kaitlyn Jean Ortlieb
 - Brittany Wyn Fielder

Kaas moved to approve the operator license applications as presented. Laux 2nd.

Rath inquired if Kaas would separate the applications, Kaas declined.

Benz – nay, Rath – nay. Motion carried.

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

Rath would like the Wisconsin Management Company to treat the Sherwood property separate from the Brillion market. Rath encourages the management to utilize the Post Crescent and Times Villager for advertisement.

Welisek inquired as to action the Village Attorney is undertaking with the unpaid PILOT. Friday responded that the Attorney is researching a similar case in order to understand the Village's options.

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

Engineer Schaff reported Knight Drive preconstruction meeting took place March 1st, the contractor is processing contract drawings, signatures are being executed on the contract books, Army Corp

permit has been received, the DNR sanitary sewer permit is to be issued, and waiting on the response for the public hearing, WE Energies will be doing preliminary relocate work, the construction schedule will be available next meeting and no response from the RVT core samples.

9) Village Administrator: Project Update(s).

Friday reported that the roadway relocation for Knight Drive re-alignment work has begun, the draft RFP for the Downtown Market Analysis is being finalized to be distributed later in the week (completion date July 2012), selection committee for the professional firm will include members of the Village Board (Laux volunteered to be a member of the committee), Plan Commission and/or Community Development Authority, Sewer Service update plan timeline is in packet (discussed earlier) and finally the Upper Wanick Park DNR grant application requires for update the Comprehensive Outdoor Recreation Plan for the Village.

10) Old Business: None.

11) New Business:

- a) Sherwood appointment to *Calumet County Local Emergency Planning Committee*

Rath moved to appoint Village Administrator to the Calumet County Local Emergency Planning Committee as Village of Sherwood appointee. Laux 2nd. Motion carried unanimously.

- b) *Plan Commission composition* – Consider realignment of membership & appointments pursuant to Wis. Stats 62.23(1) (a) (Weyenberg).

Rath suggested using the document submitted by Kaas' and the Board could go through the document line by line. Consensus of the Board was to begin with that document.

Working with Kaas' proposal, Weyenberg questioned 1) a) if there was support on the Board of one Trustee on the Commission, 3 votes in favor, 4 votes opposed (2 Village Trustees language retained).

Weyenberg questioned 1) a) as submitted. 6 votes in favor, 1 vote opposed.

Kaas moved to retain 1) b) as submitted. Benz 2nd. Motion carried unanimously.

Benz moved to retain 3) a) as submitted. Hennlich 2nd. Motion carried unanimously.

Weyenberg by unanimous consent approved 3) b) as stated with nominated used in place of appointed.

Weyenberg by unanimous consent approved 3) c) as stated with nominated used in place of appointed, shall used in place of will with the notation of the replacement of appointees are respective of office vacated (Trustee/Citizen).

Kaas moved to state 4) with language of Meetings shall be conducted in accordance with Wis. Stat §62.23 by a chairperson appointed by the Village President and confirmed by the Village Board. Welisek 2nd. Motion carried unanimously.

Weyenberg will work with Kaas to finish the amendment and provide a copy for the next Board meeting.

12) Complaints and Compliments:

Rich Moore, W5142 Shorewood Ct., Sherwood appeared in front of the Board commenting on the Upper Wanick Park Master Plan survey.

13) Correspondences:

a) 2030 Sherwood Sewer Service Area Plan update(s) – Timeline of Events (East Central Regional Planning Commission; Feb. 28) – *reviewed*

b) \$3,000 donation to *Upper Wanick Park Development* (Sherwood Lioness'; Feb. 28) – *reviewed*

c) Monthly Activity Report (Harrison Fire Dept.; February) – *reviewed*

14) *Closed Session: High Cliff Golf Course – Financial status and Village-related property & financial interest(s)* Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Benz moved at 8:03 p.m. to go into Closed Session per Wis. Stats. 19.85(1) (e) High Cliff Golf Course – Financial status and Village-related property & financial interest(s) following a 5 minute break. Kaas 2nd.

Rath suggested that David Miller, potential future Board Trustee (April 3, 2012 Election) be invited to stay for the closed session since he will be in office during the time the topic will be on-going and due to his historical knowledge.

The Board concurred.

Motion carried unanimously.

15) *Open Session: High Cliff Golf Course – Consider financial plan provided by Owner, if any.*

Weyenberg moved at 8:50 p.m. to return to open session. Welisek 2nd. Motion carried unanimously.

16) Adjournment – ***Weyenberg moved to adjourn at 8:51 p.m. Laux 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

March 26, 2012

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

Present

Bob Benz
Joe Hennlich
Joyce Laux
Roger Kaas
Jim Rath
Terri Welisek
Jeff Weyenberg

Absent

Jennifer Schaff, Engineer

Others Present

Randy Friday, Administrator
Susan Williams, Clerk

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Weyenberg moved to amend the agenda to advance item #14 to follow #5. Hennlich 2nd. Amendment carried unanimously. Approval of the agenda as amended and remaining as presented approved by unanimous consent.*
- 4) Approval of Minutes – March 12 – *Benz moved to approve the minutes of the regular Village Board meeting March 12, 2012 with the following changes:*

#6 remove performs work on their side add in that place conducts their own independent study and

#14 add potential in between future and Board and add and due to his historical knowledge after on-going

Kaas 2nd.

Weyenberg inquired if there were any other changes to the minutes, hearing no other, the minutes were approved as amended.

- 5) Registered Citizen Comments on Agenda Items – none
- 6) Public Hearing: Consider *Ordinance #2012-109* regulating the retention and destruction of public documents (Clerk Williams)

After 3 calls for the public hearing, Weyenberg opened the public hearing opened at 6:47 p.m.

Weyenberg inquired if the public or Board had any questions or comments, hearing none, he closed the hearing at 6:48 p.m.

Benz moved to approve the Ordinance #2012-109 Ordinance Regulating the Retention and Destruction of Village of Sherwood Public Records. Welisek 2nd. Motion carried unanimously.

- 7) Report of the Utility Commission: March 19
a) Ordinance Amendment: Private Well operating permits – *reviewed*

- b) Amend 'FOG' policy (Fats, Oils & Grease) – *reviewed*
- c) Create 'Cross-Connection' ordinance – *reviewed*
- d) Water system loss report & leak detection – *reviewed*

8) Report of Village Officers.

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

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

- ii. *Alcohol Beverage License Holder* – Change to *entity organization* (re-file 'original application'; 'agent designation'; 'auxiliary questionnaire' – The Outpost, LLC).

Kaas moved to approve the alcohol beverage license application as presented. Hennlich 2nd. Motion carried unanimously.

- iii. Operator's Licenses
 - Joyce M. Huss
 - Georgina K. Deeley

Benz moved to approve the operator's licenses applications as presented. Laux 2nd. Motion carried unanimously.

- iv. *Sherwood Cliffs Apartments*: Update.

Clerk Williams informed the Board there is no update to report, but the Board requested this item as a regular agenda item.

- 9) Village Engineer: Project Update(s) – *Friday briefly presented the Engineer's report and timeline (submitted in the packet) which stated information as; preconstruction meeting on March 1st, staking is done and work has begun.*
- 10) Village Administrator: Project Update(s) – *Administrator Friday reminded the Board of the Wanick Park development workshop March 27th 4 to 8 p.m. in the Village Hall Gym, Friday shared some information on the workshop format, the RFP for the downtown market analysis has been distributed, and finally he is working on the comprehensive outdoor recreational plan for the DNR grant deadline.*
- 11) Old Business: None.
- 12) New Business:
 - a) *Election Inspector Appointments (2012 – 2013): Approve (5).*

Benz moved to approve the Election Inspector Appointments (2012 – 2013) applicants as presented. Rath 2nd. Motion carried unanimously.

- b) *Plan Commission composition – Consider Amendment to Ordinance #16-2004 regarding Plan Commission make-up and membership (Weyenberg).*

Clerk Williams presented information after consulting with Village Attorney Carlson and responded to Trustee questions.

Kaas requested Williams to research how the citizen appointments became aligned as they are presently and to propose final language addressing the citizen alignment of a term less than 3 years.

- 13) *Complaints and Compliments: None.*
- 14) *Correspondences: Monthly Activity Report (Sheriff's Dept; Feb, 2012)*
- 15) *Closed Session: High Cliff Golf Course – Financial status and Village-related property & financial interest(s) Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.*

Friday reminded the board that they requested this agenda item remain as a regular item and added that there is nothing to update the board with at this time.

Rath requested to keep it as a regular item.

Kaas stated he did not see the need for it unless there was new information for the board.

Weyenberg hearing no motion for the closed session continued to adjournment.

- 16) *Open Session: High Cliff Golf Course – Consider financial plan provided by Owner, if any.*
- 17) *Adjournment – By unanimous consent, the meeting adjourned at 7:21 p.m.*

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

Village Board Meeting Minutes

April 9, 2012

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

Present	Absent
Bob Benz	none
Joe Hennlich	
Joyce Laux	
Roger Kaas	Others Present
Jim Rath	Randy Friday, Administrator
Terri Welisek	Susan Williams, Clerk
Jeff Weyenberg	Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented Laux 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – March 26 – *Benz moved to approve the minutes of the regular Village Board meeting March 26, 2012 as presented Rath 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.

Brian Sanders, 439 Paul Ct., Combined Locks – regarding agenda item 11) d)

John Elrick, 501 Appletree Ln., Little Chute – regarding agenda item 11) d)

- 6) Public Hearing: Consider *Ordinance #16-2012* regulating Plan Commission membership & appointments pursuant to Wis. Stats 62.23(1) (a) (Weyenberg).

After 3 calls for the public hearing, Weyenberg opened the public hearing at 6:32 p.m.

Weyenberg inquired if the public or Board had any questions or comments, hearing none, he closed the hearing at 6:33p.m.

Weyenberg moved to approve the amendment to Ordinance #16-2004, now 16-2012 regulating Plan Commission membership & appointments pursuant to Wis. Stats 62.23(1) (a). Benz 2nd

Rath inquired as to the staggering of citizen appointments. Weyenberg stated that a current standing citizen member will be reappointed to properly stagger the terms.

Motion carried unanimously.

- 7) 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. Rath 2nd Motion carried unanimously.

- ii. *Sherwood Cliffs Apartments: Update — reviewed*

Clerk Williams presented the tabular statement of the municipal offices from the April 3, 2012 Election.

8) Village Engineer: Project Update(s).

Engineer Schaff stated that the Knight Drive project crews are moving along and have approximately 40% of the pipe material in the ground, survey crews staked water main and storm sewer, Tenor crews completed sanitary sewer installation/began water main installation/replaced a sanitary manhole, and WE Energies continues work to remove an existing concrete "splice box" within the new road right of way.

Schaff reported that looking ahead, crews will complete water main work west of Outpost and Best Advantage, the remain will occur after property acquisition is complete, storm sewer work within the right of way and Village property will commence and Martenson and Eisele is working with the Outpost to determine location of their driveway.

Schaff handed out a site plan from Martenson and Eisele for the Board to review.

Friday reminded Schaff to present to the Board the issue of stock piling of project materials.

Schaff stated that River Valley Testing has completed their second set of testing and she will review that information.

9) Village Administrator: Project Update(s)

Friday presented the timeline of the Upper Wanick Park project, information on the DNR stewardship grant, and timeframe on the update of the Comprehensive Outdoor Recreation Plan.

Administrator Friday requested additional discussion with Schaff to review the Outpost driveway placement on the site plan provided.

Friday encouraged the Board to use the SAA Design Group website to see the survey and resident comments.

10) Old Business: None.

11) New Business:

- a) *Knight Drive Extension: Pay Request #1 (\$58,733.98; David Tenor Corp.) as partial payment for work completed thru March, 30.*

Rath moved to approve pay request #1 as partial payment for work completed through March 30, 2012 to David Tenor Corporation in the amount of \$58, 733.98 as presented. Benz 2nd Motion carried unanimously.

- b) Harrison Street property rental (residential): Request by tenant to have a 3-month lease (as compared to standard 1-year lease obligation), thru June, 2012.*

Benz moved to approve a 3-month lease extension for the current tenants of the Harrison Street rental property (April 1, 2012 — June 30, 2012). Kaas 2nd. Motion carried unanimously.

- c) Arbor Day Proclamation: Annual request in support of Arbor Day.*

Hennlich moved to approve Resolution #02-2012 — Arbor Day Proclamation: Annual proclamation in support of grant of Tree City Award. Benz Yth. Motion carried unanimously.

- d) Land Acquisition from Village: Potential site/design of daycare (Kidzland Child Care Center)*

Brian Sanders addressed the Board presenting a daycare development for their consideration to be located adjacent to Legacy Communications.

The Board posed and Sanders responded to various questions in regards to the project.

Friday inquired of the Board if they wish to place this topic on the next agenda, hearing no opposition it will be on the April 23, 2012 Village Board meeting.

12) Complaints and Compliments: none

13) Correspondences:

- a) Monthly Activity Report (Harrison Fire Dept.; March, 2012) — reviewed*
- b) Request for property transfer by Village (Legacy Communications; March 28) — reviewed*

14) *Closed Session: High Cliff Golf Course — Financial status and Village-related property & financial interest(s) Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.*

15) *Open Session: High Cliff Golf Course — Consider financial plan provided by Owner, if any.*

Friday stated that if there is not any business that the closed session related to the High Cliff Golf Course will not be on future agendas. The Board concurred.

Weyenberg and Benz acknowledged and recognized Trustee Welisek's efforts on the Board.

16) Adjournment — ***By unanimous consent, the meeting adjourned at 7:56 p.m.***

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

Village Board Meeting Minutes
April 23, 2012

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

Present	Absent
Bob Benz	none
Joe Hennlich	
Joyce Laux	Others Present
Roger Kaas	Steve Summers, Plan Comm. Chair.
David Miller	Randy Friday, Administrator
Jim Rath	Susan Williams, Clerk
Jeff Weyenberg	Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Laux 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – April 9 – *Benz moved to approve the minutes of the regular Village Board meeting April 9, 2012 as presented. Kaas 2nd. Miller abstained, motion carried.*
- 5) Registered Citizen Comments on Agenda Items.

John Sharer, W5011 Cherrywood Dr., Sherwood – regarding agenda item 11) a)
Wesley Pompa, N9477 Harwood Rd., Kaukauna – regarding agenda item 7) b) ii
Carolyn Morgen, N7630 State Park Rd., Sherwood – regarding agenda item 6)
Aaron Olson, W5029 Nature’s Way Dr., Sherwood – regarding agenda item 11) a)
Gary Evenson, W5018 Birchwood Dr., Sherwood – regarding agenda item 11) a)

- 6) Presentation: High Cliff State Park Master Plan Update & dam re-construction project (Park Superintendent Carolyn Morgen) – Superintendent Morgen presented the Master Plan to the Board and responded to Trustee questions.
- 7) Report of Village Officers.
- a) Village President – *Weyenberg welcomed Miller back the Board and looks forward to working with the Board this year.*
- 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
- Wesley Pompa

Rath moved to approve the operator license application of Wesley Pompa. Miller 2nd. Motion carried unanimously.

iii. *Sherwood Cliffs Apartments: Update.*

Clerk Williams informed the Board that a \$1,161.44 utility payment had been received since the e-mail correspondence included in the packet.

- 8) Village Engineer: Project Update(s) – Knight Drive roadway (extension): Consider street lighting – Engineer Schaff stated that the Knight Drive project has completed 65% of pipe installation, Tenor crews installed all utilities possible up to this point, waiting for the condemnation process on the right away which should occur by mid May, RC Excavating will begin cutting in the roadways and pond construction in the next few weeks depending on the weather, Tenor will pressure test water main installed thus far, change order will be forthcoming due to the sanitary manhole replacement, WE energies is finished with their work, stockpiling of materials will be placed north of water main installation, sledding hill will remain, proposed entrance of Outpost will be reviewed at the next Plan Commission meeting, street lighting options from WE Energies for LED will not be ready for the Knight Drive project, and the Upper Wanick Park development committee must communicate the design for the lighting.

Schaff also stated that due to conditions found in the boring tests the contracts are being developed in order to have on site availability for possible over excavation if needed for the Kings Way utility and street construction this year.

Schaff reminded the Board the projects for 2012 are: water main replacement on Sunset Lake Court and Kings Court, street resurfacing on State ~~Par~~-Park Road from Pigeon Road to High Cliff Park entrance , Queens Court, Kings Way, Kings Court, Royal Court and Sunset Lake Court, Miller Pond trails extension and Nuthatch Trail, and storm water work on Kings Way and at Sherwood Forest Golf Course.

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

Administrator Friday reports the cell tower construction is proceeding, the downtown market RFPs are due April 25, 2012 at 4 p.m. with interviews to follow and selected consultant presented to the Board on May 14, 2012, and County Administrator stated that after meeting with WDOT the Hwy 114/55 expansion has been removed from the WDOT list of long range plans.

- 10) Old Business: None.

- 11) New Business:

- a) *Request to place permanent bituminous pavement roadway in Lakeshore Estates – East subdivision (Amendment to Village Roadway Paving Policy discussed as part of subdivision development – Sharer; W5011 Cherrywood Drive)*

Scharer requested Friday to read the petition submitted at the meeting. 22 residents out of 72 lots request amendment to Village Roadway Paving Policy.

Kaas moved to refer issue to Plan Commission to review current policy and return to the Village Board with a proposal which addresses the concerns of the residents and protects the Village

from undue damage to the roadway during construction processes, once a revised policy is in place than the Village may consider moving forward with paving plans for Lakeshore Estates East subdivision. Miller 2nd.

Rath requested Friday find out how other municipalities are handling this situation.

Motion carried unanimously.

- b) *Resolution #03-2012: Grant Resolution supporting Village pursuit of State of Wisconsin Stewardship Funds to off-set funding costs associated w/ Upper Wanick Park development (50-50 cost-share).*

Rath moved to approve Resolution #03-2012: Grant Resolution supporting Village pursuit of State of Wisconsin Stewardship Funds to off-set funding costs associated w/ Upper Wanick Park development (50-50 cost-share). Benz 2nd. Motion carried unanimously.

12) Complaints and Compliments: None.

13) Correspondences: *Monthly Activity Report (Sheriff's Dept; March, 2012) – reviewed*

14) *Closed Session: Request by Kidzland Child Care Center to acquire land from Village in lower Wanick Park area (grocery store site). Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.*

Benz moved to go into closed session at 9:01 p.m. to consider request by Kidzland Child Care Center to acquire land from Village in lower Wanick Park area (grocery store site). Note: Per Wis. Stats. 19.85(1) (e), with a 5 minute break in between. Kaas 2nd. Motion carried unanimously.

Rath requested Summers, Plan Commission Chairperson to attend the closed session, Weyenberg hearing no opposition invited Summers to join.

Benz moved to return to open session at 9:56 p.m. Kaas 2nd. Motion carried unanimously.

15) *Open Session: Consider by Kidzland Child Care land acquisition request.*

Weyenberg moved to direct Village Administrator Friday to develop survey for distribution in the lobby of the June 5, 2012 Election to gauge resident needs/wants of commercial property located adjacent to Wanick Park and to direct Friday to contact Kidzland Child Care Center developers with alternate Village property site lot east of Village Hall property. Motion carried unanimously.

16) *Adjournment– By unanimous consent, the meeting adjourned at 9:59 p.m.*

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

Village Board Organizational Meeting Minutes
April 23, 2012

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

Present	Absent
Bob Benz	none
Joe Hennlich	
Joyce Laux	
Roger Kaas	Others Present
David Miller	Randy Friday, Administrator
Jim Rath	Susan Williams, Clerk
Jeff Weyenberg	Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda –

Weyenberg requested the nominations of the Plan Commission Chairperson and Plan Commission Citizen member be on the next Village Board agenda.

Kaas moved to approve the agenda as presented. Rath 2nd. Motion carried unanimously.

- 4) Presentation of Approved Minutes – April 25, 2011 Organizational Meeting – *reviewed*
- 5) Registered citizen comments on agenda items – none
- 6) Review/Approval of Rules of the Village Board – Clerk Williams presented proposed changes.

Benz moved to approve the Rules of the Village Board with the proposed changes. Laux 2nd. Motion carried unanimously.

Weyenberg moved to change 4) k) from Old Business to Unfinished Business. Motion failed for lack of second.

- 7) Election of Vice-President

Miller moved to nominate Laux Vice President. Rath 2nd. Laux abstained. Motion carried.

- 8) Bi-Annual Village Board Appointments
- a) Code Administrator

Kaas moved to appoint Administrator Randy Friday Code Administrator. Rath 2nd. Motion carried unanimously.

- b) Clerk/Treasurer

Miller moved to appoint Susan Williams Clerk-Treasurer. Rath 2nd. Motion carried unanimously.

- c) Assessor

Kaas moved to appoint Associated Appraisal Consultants, Inc. Village Assessor. Benz 2nd. Motion carried unanimously.

- 9) Annual Appointments of Village Professionals
 - a) Accountant

Benz moved to appoint Schenck SC Village Accountant. Miller 2nd. Motion carried unanimously.

- b) Attorney

Rath moved to appoint Silton, Seifert, Carlson, Gamble SC Village Attorney. Miller 2nd. Motion carried unanimously.

- c) Engineer

Benz moved to re-appoint McMahon Village Engineer. Hennlich 2nd. Motion carried unanimously.

- 10) Election by Village Board

- a) Community Development Authority/Trustee Member – 1 year term ending April 2013 – Currently seated, Joe Hennlich.

Miller nominated Hennlich to the Community Development Authority/Trustee Member for 1 year term ending April 2013. Kaas 2nd. Hennlich abstained, motion carried.

- b) Plan Commission/Trustee Member – 1 year term ending April 2013 – Currently seated, Joyce Laux.

Hennlich nominated Miller to the Plan Commission/Trustee Member for 1 year term ending April 2013.

Weyenberg nominated Laux to the Plan Commission/Trustee Member for 1 year term ending April 2013.

Kaas stated the Plan Commission Ordinance stipulated the Trustee Member is nominated by the Village President.

Weyenberg restated his nomination of Laux to the Plan Commission/Trustee Member for 1 year term ending April 2013. Laux abstained, motion carried.

- c) PRUT Board/Trustee Member – 1 year term ending April 2013 – replacing Terri Welisek.

Rath nominated Hennlich to the PRUT Board/Trustee Member for 1 year term ending April 2013. Miller 2nd. Hennlich abstained, motion carried.

- d) Utility Commission/Trustee Member – 1 year term ending April 2013 – Currently seated, Roger Kaas

Rath nominated Kaas to the Utility Commission/Trustee Member for 1 year term ending April 2013. Benz 2nd. Kaas abstained, motion carried.

11) Appointed by Village President/Confirmed by Village Board

- a) Community Development Authority/Citizen Member – 4 year term ending April 2016 – Currently seated, Steve McGrath.

Weyenberg nominated Steve McGrath to the Community Development Authority/Citizen Member for a 4 year term ending April 2016. Nomination carried unanimously.

- b) Plan Commission/Citizen Member – 3 year term ending April 2015 – Currently seated, Kathy Salo.

Weyenberg nominated Kathy Salo to the Plan Commission/Citizen Member for a 3 year term ending April 2015. Nomination carried unanimously.

- c) PRUT Board/Citizen Member – 3 year term ending April 2015 – Currently seated, Chad Rucynski.

Weyenberg nominated Chad Rucynski to the PRUT Board/Citizen Member for a 3 year term ending April 2015. Nomination carried unanimously.

- d) Utility Commission/Citizen Member – 5 year term ending April 2017 – Currently seated, Jim Rath.

Weyenberg nominated Rath to the Utility Commission/Citizen Member for a 5 year term ending April 2017. Rath abstained. Nomination carried unanimously.

11) Presentation of correspondence, resolutions, and related matters – none

12) Adjournment – ***By unanimous consent, the meeting adjourned at 6:58 p.m.***

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

Village Board Meeting Minutes

May 14, 2012

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

Present	Absent
Bob Benz	none
Joe Hennlich	
Joyce Laux	Others Present
Roger Kaas	Steve Summers, Plan Comm. Chair.
David Miller	Randy Friday, Administrator
Jim Rath (arr. 7:25pm)	Susan Williams, Clerk
Jeff Weyenberg	Jennifer Schaff, Engineer

- 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) Organizational Meeting: April 23

Benz moved to approve the minutes of the organizational meeting of the Village Board April 23, 2012 with the addition of Rath abstained on page 3 item 11) d) and elimination of the word unanimously and the remaining as presented. Laux 2nd. Motion carried unanimously.

- b) Regular Meeting: April 23

Hennlich moved to approve the minutes of the regular meeting of the Village Board April 23, 2012 with the addition of Miller Pond extension to page 2 the 3rd paragraph of item 8 and the remaining as presented. Miller 2nd. Motion carried unanimously.

- 5) Registered Citizen Comments on Agenda Items – none.
- 6) Presentations:
- a) FY2011 Audit (Schenck – Mike Konecny) – Konecny presented the management communication to the Village Board and responded to the Trustee’s questions.
- b) Village-owned power line on CTH ‘M’ & STH 55/114 (We Energies – Doc Musekamp) – Musekamp presented an existing situation of an electric line and requested the Village address the situation. *The Village Board requested Administrator Friday to research information on the holiday decorations and bring back for discussion at the next Village Board meeting.*
- 7) Report of Parks, Rec. & Urban Tree (PRUT Board)
- a) *Resolution #03-2012: Support Village request to pursue Wis DNR Stewardship grant funding for Upper Wanick Park development – Village Board approved April 23, 2012 regular meeting.*

Trustees reviewed and discussed selected pages of the grant application.

- b) *Upper Wanick Park: Update of Citizen Committee work – reviewed.*

Next public information meeting Tuesday May 22, 2012 in the Village Hall Gym, 6:30 – 8:30 p.m.

- 8) Report of the Plan Commission: May 7, 2012.
 - a) 2030 Sewer Service Area Plan Update: Discuss *Final Draft* and upcoming Public Hearing (East Central Wis. Regional Plan Commission [ECWRPC]) – *reviewed*

An ECWRPC representative will appear before the Utility Commission at the next regular meeting, May 21, 2012.

- b) Future ‘work items’ determined by Plan Commission membership – *reviewed*.
- c) Sign request (currently *Sherwood Family Restaurant*) – *reviewed*.
- d) *Knight Drive Extension*: Consider *Outpost* entrance/exit and coordinated lighting (per V. Board directive) – *reviewed*.

Friday presented the site plan as modified by the Plan Commission.

- e) *Subdivision Roadway Improvement Policy*: Recommend update to current policy [65%] (per V. Board directive) – *reviewed*

Friday presented roadway policies from other Wisconsin municipalities.

- 9) 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
 - Joel Benjamin Pethan
 - Kerri Jo Krueger
 - Thomas John Lammi
 - Amy Beth Kuhn

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

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

Clerk Williams presented recent communications with the owner/management of the property and reported the outstanding water/sewer bill is being resolved with a deferred payment plan.

iv. *Investment Information: Update – reviewed*

Rath requested Williams to inquire of Calumet County Bank the possibility of additional earning opportunities on Village funds.

10) Village Engineer: Project Update(s)

Engineer Schaff provided an update on the Knight Drive extension project; RC Excavating has installed some roadway and started on the pond project, materials continue to be stockpiled, and utility work is on hold until the condemnation process is complete.

Friday questioned the timing of the existing sled hill relocation related to the roadwork and storm water pond development.

Miller moved to approve costs of relocating the sled hill, an unbudgeted item to be determined. Laux 2nd. Motion carried unanimously.

Schaff stated that a soft spot was found along the north edge of the roadway between the farmed area and the existing ski hill and excavation below sub-grade was required.

11) Village Administrator: Project Update(s)

Friday updated the Board in the Knight Drive extension land acquisition process; the appraisal for the land in question resulted in a valued of \$27,550, the cost of the appraisal is \$2,750, the legal fees to date \$3,106 and engineering fees \$3,360.

Friday went on to say that the Utility Commission will deal with at least one claim from the recent storm where Fox Lane properties experienced problems.

Public information meeting for the Upper Wanick Park development will take place in the Village Hall Gym, Tuesday May 22nd 6:30 – 8:30p.m..

12) Old Business: None.

13) New Business:

- a) *Holiday lighting: Consider unbudgeted expense to address deficient power feed along CTH 'M' (see presentation *We Energies* above).*

Friday stated he will research and bring back information for the Board to review.

- b) *Knight Drive Extension: Consider Change Order #1 (+\$400; David Tenor Corp.) increasing contract price to \$663,399.55.*

Benz moved to approve Knight Drive extension change order #1 - \$400 David Tenor Corp. increasing contract price to \$663,399.55. Rath 2nd. Motion carried unanimously.

- c) *Knight Drive Extension*: Consider *Payment #2* (\$170,811.62; David Tenor Corp.) as partial payment for work thru April 26, 2012.

Kaas moved to approve Knight Drive extension project payment #2 in the amount of \$170,811.62 to David Tenor Corp., as partial payment for work through April 26, 2012. Benz 2nd. Motion carried unanimously.

- d) *Knight Drive property development*: Establish ad hoc committee and working parameters regarding potential supermarket location development.

Weyenberg suggested the development of a search committee to research the grocery use of the commercial area along the Knight Drive property and invited the Trustees to comment.

Miller concurred and offered his name for the committee.

Kaas suggested this is the Community Development Authority's (CDA) role.

Weyenberg responded that some Trustees may have interest in being part of this process.

Rath offered his name for the committee and work with/on the CDA.

Hennlich stated that the committee would be better suited from the experience of Miller and Rath and that the CDA has been inactive.

Laux concurred with Hennlich.

Friday stated the committee should stay small and be active.

Weyenberg responded the concept is to set the search committee's task to pursue grocery opportunities at the Knight Drive commercial site, bring those opportunities back to the CDA, use 3 Village Board members, set a timeline to dissolve the committee (September 2013) so to have adequate time, use TIF funds and segregate expenses related to the search committee's work, and using administrative/staff resources.

Friday stated that approval must be obtained from the Joint Review Board for use of the TIF funds for this type of expenditure.

Benz offered his name for the committee.

Laux stated with her focus on the downtown study she is not interested in being considered for a committee position.

Weyenberg inquired of the Board if it would be best to create the committee at this meeting or the next meeting.

Weyenberg moved to create an ad hoc search committee to pursue the development opportunities to build a supermarket at the Village owned commercial property at the site known as Knight Drive extension and to refer such opportunities to the CDA, the committee will consist of 3

Village Board Trustees, the committee will dissolve when a developer agreement for a supermarket at the Village owned commercial property at the site known as Knight Drive extension is approved by the Village Board, committee expenses will be segregated and reviewed quarterly, the committee may utilize any resources available; administrative staff or expertise on the Village Board or committees as needed. Kaas 2nd. Motion carried unanimously.

Miller read the mission statement of the Downtown Redevelopment Group.

Weyenberg stated he would like to nominate the members at the next meeting.

Weyenberg inquired if Kaas had interest in the committee, Kaas replied he was interested but that his time commitment may change in the future.

Weyenberg stated that there are four interested parties for the committee and requested this topic be on the next agenda.

- e) *Downtown Market Analysis & Strategy: Award contract (\$ _____; firm name) recommended by ad hoc Steering Committee (Laux; Summers; McGrath).*

Summers stated that SEH was the only firm to utilize a transportation consultant, niche marketing firm and use empirical data supporting retail solutions of other Wisconsin municipalities. Laux concurred and stated that the SEH was very familiar with Sherwood and the nearby communities.

Rath moved to award contract for Downtown Market Analysis & Strategy study to SEH in the amount NTE of \$34,000. Hennlich 2nd. Motion carried unanimously.

- f) *Plan Commission Appointments (Recommendation – Weyenberg):*
 - i. *Chair appointment: Steve Summers.*

Weyenberg moved to appoint Steve Summers to be the Chairperson of the Plan Commission. Rath 2nd. Appointment carried unanimously.

- ii. *Member appointment: Jeff Weyenberg.*

Weyenberg moved to submit his name to be the member appointment to the Plan Commission.

Rath requested Miller be considered for the member appointment.

Weyenberg restated his motion to submit his name to be the member appointment to the Plan Commission. Weyenberg abstained, Miller – nay, Rath – nay. Appointment carried.

- g) *Professional Services Agreement – 2012 Asphalt Paving Program bidding & construction services (includes Water Utility water main replacement work projects on Queens Court & Sunset Lake Court; McMahon – NTE \$38,300).*

Kaas moved to approve professional services agreement for the 2012 Asphalt Paving Program bidding and construction services to McMahon Group NTE \$38,300. Benz 2nd. Motion carried unanimously.

14) Complaints and Compliments: None.

15) Correspondences:

a) League of Wisconsin Municipalities – Regional Meeting for elected leaders (Invitation).

Friday stated if any Trustees were interested in attending they should contact Williams.

Weyenberg inquired of Friday if additional information was received to go into closed session.

Friday stated that he had communicated the Board's direction of the alternate Village property to the owners of Kidzland and as of the meeting had not heard back from them.

Weyenberg stated the closed and open session agenda items were not needed.

16) *Closed Session: Request by Kidzland Child Care Center to acquire land from Village*

Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – *Board determined closed session was not needed.*

17) *Open Session: Consider by Kidzland Child Care land acquisition request – Board did not leave open session.*

Williams stated the Board of Review will take place May 21, 2012 from 5 p.m. to 7 p.m.

18) Adjournment – ***By unanimous consent, the meeting adjourned at 10:00 p.m.***

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

Village Board Meeting Minutes

May 29, 2012

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

Present	Absent
Bob Benz(arr. 6:59pm)	none
Joe Hennlich	
Joyce Laux	Others Present
Roger Kaas	Steve Summers, Plan Comm. Chair.
David Miller	Randy Friday, Administrator
Jim Rath (arr. 6:55pm)	Susan Williams, Clerk
Jeff Weyenberg	Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Weyenberg moved to advance agenda item 11) a) to follow agenda item 5) and approve the rest of the agenda as presented. Hennlich 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – May 14 – *Miller moved to approve the minutes of the regular meeting of the Village Board May 14, 2012 as presented. Kaas 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.

Les Stumpf, N465 Lorraine St., Sherwood – regarding agenda item 11) a)

Sally Leopold, W428 Margaret Ct., Sherwood – regarding agenda item 11) a)

- 6) Report of the Utility Commission: May 21
- a) 'Cross-Connections': Create ordinance request Village Board; Set *Public Hearing*.

Board discussed the amendment and set the public hearing for June 25, 2012.

- b) *Sewer Service Area: Update & amend current SSA map plan – reviewed*
- c) *Amend 'FOG' policy (Fats, Oils & Grease): Create ordinance – reviewed*
- d) *Contract for Engineering Services (Queen's Ct.; Sunset Lake Ct.): Water Main replacement (\$17,000; McMahan) – reviewed*
- e) *Meehl Street water main replacement: Consider future capital project – reviewed*
- f) *Water system loss: Leak detection report (MCO) – reviewed*
- g) *Sewer system back-ups: Two claims for reported losses (Fox Lane) – reviewed*

- 7) Report of Village Officers.
- a) Village President.
- b) Clerk/Treasurer.

- i. Review/Approve financial reports.

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

- ii. Operator's Licenses
 - Heidi Alicia Bourassa
 - Kira Alis Krueger
 - Elizabeth Mary Ditter
 - Amber Ramona van Grinsven
 - Mashel Lee Griem
 - Tami D Verhagen
 - Nicole Marie Specht
 - Cole Robert Garrow

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

- iii. *Application for Temporary Class 'B' Retailer's License* (St. John – Sacred Heart Parish Annual Picnic)

Hennlich moved to approve the application for temporary Class 'B' retailer's license for St. John – Sacred Heart Parish Annual Picnic as presented. Miller 2nd. Motion carried unanimously.

- iv. *Election Inspector Appointment:* Jack Kruse (W4873 Mustang Drive)

Kaas moved to approve the Election Inspector appointment of Jack Kruse W4873 Mustang Drive for the 2012 – 13 Election Cycle. Rath 2nd. Motion carried unanimously.

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

8) Village Engineer: Project Update(s)

Engineer Schaff presented a printed report to the Board and explained the Knight Drive extension project is at 80% pipe installation; Tenor Corporation has installed all main and sanitary sewer main that can be until the condemnation process is complete, pond construction is 90% complete, outlet structure must be installed, roadway construction is at 60%, everything is installed up to the west edge of the Outpost property line.

Miller inquired as to the length of the condemnation process.

Schaff replied that there is a 60 day window during which the property owner has to respond (May 15, 2012 is the beginning of the window timeframe); if they do not respond the Village pays the amount of the appraisal.

Schaff stated that Tenor is expected to return to the project in August.

Kaas questioned if the stockpiles of dirt should be fenced.

Friday stated that it will be fenced and seeded for grass.

9) Village Administrator: Project Update(s).

Friday reported the Downtown Steering Committee met earlier today and identified 2 focus groups, one business individuals and one government individuals.

Friday stated the public information meeting of the Upper Wanick Park development went well with resident attendance and reminded the Board that the SAA Design Group website has information on the process.

Friday suggested the Board considers the stormwater issues along the western edge of the Upper Wanick Park area in the near future due to the problems with major storms over the last few years.

Friday announced that Beth Lautenschlager, Office Coordinator is retiring and her last day in the office is Friday June 1, 2012, in the interim a resident college student will fill in, and the recruitment process will begin as soon as possible for Beth's replacement,

10) Old Business:

- a) *Holiday lighting:* Consider items related to unbudgeted expense to address deficient power feed along CTH 'M'/55-114, double-billing by We Energies, potential future lighting fixture costs.

Friday presented an e-mail from Doc Musekamp, in which Musekamp requests Board to table topic since additional research is on-going.

Weyenberg moved to table topic. Kaas 2nd. Motion carried unanimously.

- b) *Knight Drive property development:* Establish ad hoc committee regarding potential supermarket site development.

Weyenberg moved to nominate Miller as Chairman, Benz, and Rath to the ad hoc committee for the commercial development of the Knight Drive property. Miller abstain, Rath abstain, nominations carried.

11) New Business:

- a) *Ordinance Amendment – Private Wells:* Amend current ordinance making well-owner responsible for sampling costs.

Friday questioned the Board if they wish to inform the private well owners. The Board concurred and requested Williams to send out notices of the public hearing. The Board set June 25, 2012 as date for public hearing.

- b) *Request for Children at Play sign – Nicklaus Court (Richter; W4709 Nicklaus Ct.)*

Friday stated that the Board should look to him to annually review the Village's street map and signage.

Benz inquired if the Board allows individual residents to place signs.

Kaas and Rath stated that the Board must be cautious with residents placing their own signs.

12) Complaints and Compliments: None.

13) Correspondences:

- a) *Monthly Activity Report (Sheriff's Dept; April) – reviewed*
- b) *Monthly Activity Report (Fire Dept; May) – reviewed*
- c) *Investment Rate of Return (Brad Grant – Calumet County Bank; May 21) – reviewed*

Kaas moved at 7:46 p.m. to go into closed session per Per Wis. Stats. 19.85(1) (e). Laux 2nd. Motion carried unanimously.

14) *Closed Session: High Cliff Golf Course – Update financial status & consider potential Village action Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.*

Kaas moved at 7:55 p.m. to return to open session. Rath 2nd. Motion carried unanimously.

15) *Open Session: Consider financial information and/or any Village action related to possible foreclosure of High Cliff Golf Course.*

16) *Adjournment – Miller moved to adjourn at 7:56 p.m. Hennlich 2nd. Motion carried unanimously.*

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

Village Board Meeting Minutes
June 11, 2012

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

Present	Absent
Bob Benz	none
Joe Hennlich	
Joyce Laux	Others Present
Roger Kaas	Steve Summers, Plan Comm. Chair.
David Miller	Randy Friday, Administrator
Jim Rath	Susan Williams, Clerk
Jeff Weyenberg	Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Laux 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – May 29 (Regular Meeting) – *Rath moved to approve the minutes of the regular meeting of the Village Board May 29, 2012 as presented. Miller 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.

Robert Wittman, W5146 Natures Way Dr., Sherwood – regarding agenda item 6) a)

- 6) Report of the Plan Commission: June 4, 2012.
- a) *Subdivision Roadway Improvement Policy*: Update current policy [65%] (per V. Board directive)

Summers presented information on the proposed policy changes and additions (i.e. developer's agreement).

Friday explained the sample developer's agreement included in the meeting packet.

The Board set the public hearing for consideration of the Subdivision Roadway Improvement Policy changes for July 9, 2012 at 6:30 p.m.

- b) Plan Commission Work Items – *reviewed*
- 7) Report of Village Officers.
- a) Village President
- b) Clerk/Treasurer
- i. Review/Approve financial reports.

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

- ii. Operator's Licenses
 - Amanda R. Swedberg
 - Rebecca Mader
 - Lynn A. Guerts
 - Kaylyn M. Kasper
 - David J. Breckheimer
 - Amy J. Breckheimer
 - Adam Ashauer

The Board questioned Ashauer in regards to his application.

Rath moved to approve the operator license applications of Swedberg, Mader, Guerts, Kasper, Breckheimer and Breckheimer as presented. Benz 2nd. Motion carried unanimously.

Rath requested Ashauer application to be held until after the alcohol license renewals were addressed.

- iii. Consent Agenda
 - Cigarette & Tobacco licenses.
 - Alcohol beverage license renewals.

The Board questioned Laughrin in regards to Almost Johnny's renewal application.

Miller questioned the High Cliff Golf Course renewal application.

Weyenberg moved to approve the cigarette, tobacco and alcohol beverage renewal license applications as presented. Kaas 2nd. Motion carried unanimously.

- iv. Sherwood Cliffs Apartments: Update – reviewed

Williams reported that 1,503 votes were cast with an 84% turnout as calculated from the number of registered voters as of the printing of the poll book.

Rath moved to approve the operator license application of Ashauer as presented. Miller 2nd. Motion carried unanimously.

8) Village Engineer: Project Update(s).

Engineer Schaff reported that the Knight Drive extension project is on hold dependent on the condemnation process completion, the 2012 water main reconstruction and paving bid opening will take place June 20, 2012, and the bid results will be presented at the following Village Board meeting.

9) Village Administrator: Project Update(s).

Administrator Friday presented the results of the survey conducted during the June 5, 2012 Election for the commercial development along the Knight Drive extension (loop from Castle Drive). Friday stated the top five responses beginning with most desirable was grocery store, pharmacy, hardware store, café/restaurant and then fast food.

Friday went on to say that the downtown market analysis firm (SEH) is conducting meetings of focus groups; civic and business, SEH will then take that information and work through the process.

Friday stated the Harrison Street property tenant vacated over the weekend without notice and there will be work to do prior to renting.

Friday finished his section with information on the WDOT public meeting June 7, 2012 on the roundabout construction.

Rath stated he attended the roundabout construction meeting and that the Village as well as local businesses should contact the State for permits to place signs on the detour route directing public into the Village.

10) Old Business:

- a) *Holiday lighting: Consider unbudgeted expense to address deficient power feed along CTH 'M' and/or STH '55'/'114'*

Friday presented an e-mail from Doc Musekamp explaining his absence from the meeting and partial information on the project.

Benz moved to approve unbudgeted spending of \$393.53 to share the cost of the 8 village owned outlets. Miller 2nd.

Miller withdrew his 2nd.

Benz withdrew his motion.

Board directed Friday to reagendaize when Musekamp is available and provides complete cost information.

11) New Business:

- a) *Knight Drive Extension: Consider Payment #3 (\$105,739.18; David Tenor Corp.) as partial payment for work thru May 30, 2012.*

Rath moved to approve payment #3 \$105,739.18 to David Tenor Corp. as presented for partial payment of work through May 30, 2012. Kaas 2nd. Motion carried unanimously.

- b) *High Cliff Cemetery – Plot sale (Laux; Lot 14; Block 'C').*

Hennlich moved to approve the sale of deed and perpetual care of lot 14 block C to Joyce Laux. Rath 2nd. Laux abstain. Motion carried.

- c) *TID #1 Tax Audit*: Consider auditing services proposal for timeframe of inception to mid-2012 (Schenck; \$11,500).

Weyenberg moved to approve non-budgeted item of TID #1 audit to Schenck for \$11,500 as presented. Miller 2nd. Benz – nay. Motion carried.

12) Complaints and Compliments:

- i. *Illegal Activities in Wanick Park after dark* (Iwanski; June 5) – reviewed

13) Correspondences: None.

14) Adjournment – ***Miller moved to adjourn at 7:56 p.m. Rath 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes
June 25, 2012

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

Present	Absent
Bob Benz	none
Joe Hennlich	
Joyce Laux	Others Present
Roger Kaas	Steve Summers, Plan Comm. Chair.
David Miller	Randy Friday, Administrator
Jim Rath	Susan Williams, Clerk
Jeff Weyenberg	Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Rath moved to advance agenda item 10) b) iii) to follow agenda item 5) and approve the agenda as presented. Weyenberg 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – June 11– *Rath moved to approve the minutes of the regular meeting of the Village Board June 11, 2012 as presented. Kaas 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.

LES STUMPF, N465 LORRAINE ST., SHERWOOD – regarding agenda item 6)

JAMES ASCHENBRENER, W4890 BRIDLE RD., SHERWOOD – regarding agenda item 6)

STEVE PFILE, N580 ROBINHOOD DR., SHERWOOD – regarding agenda item 6)

DAVE MAIER, 520 S COVENANT, APPLETON– regarding agenda item 6)

- 6) Public Hearing: Consider *Ordinance Amendment #42A –Private Wells*: Amend current ordinance making well-owner responsible for annual sampling costs.

After 3 calls for the public hearing, Weyenberg opened the public hearing at 6:34 p.m. to consider Amendment to #42A-Private Wells.

Engineer Schaff stated DNR regulations have changed and are more stringent possibly due to some private wells experiencing issues (not within the Village at the current time).

Benz stated the Village has retained one well to provide a back up water source and the Village must protect that infrastructure from contamination of any private wells.

Kaas stated that the water from the village well required a more expensive treatment in order to be within the acceptable range of trihalomethans

Weyenberg hearing no opposition closed the public hearing at 7:13p.m.

Kaas moved to approve the amendment #42A-Private Wells as presented. Benz 2nd.

Weyenberg questioned the appropriateness of the amendment.

Kaas stated the testing is more frequent due to the possibility of cross connection (drinking water) and ground water contamination.

Hennlich and Miller questioned the frequency of the testing.

Hennlich questioned the arsenic testing. Genskow replied that was to be in line with Appleton.

Roll call vote: Benz – aye, Hennlich – aye, Kaas – aye, Laux – nay, Miller – nay, Rath – aye and Weyenberg – nay. Motion carried.

- 7) Public Hearing: Consider *Ordinance Amendment #18–Cross Connections*: Amend current ordinance mandating inspections, per revised State codes (NR 810; COMM 82).

After 3 calls for the public hearing, Weyenberg opened the public hearing at 7:25 p.m. to consider Amendment #18–Cross Connections.

Weyenberg hearing no opposition closed the public hearing at 7:26 p.m.

Benz moved to approve the amendment #18–Cross Connections as presented. Kaas 2nd. Laux – nay. Motion carried.

- 8) Report of the Utility Commission: June 18
- a) *FY2011 Compliance Maintenance Annual Report (CMAR) – reviewed*
 - b) *FY2011 Audit Report: Schenck presentation – reviewed*
 - c) *Amend 'FOG' policy (Fats, Oils & Grease): Create ordinance – reviewed*
 - d) *Meehl Street water main replacement: Consider future capital project – reviewed*
 - e) *Sewer system back-ups: Two claims 'denied' for reported losses – reviewed*
- 9) Report of the Parks, Rec. & Urban Tree Board (PRUT): June 20
- a) *Upper Wanick Park Citizen Committee: Review Committee's three (3) project plans – reviewed*
 - b) *Upper Wanick Park – Plan Recommendation – reviewed*
- 10) Report of Village Officers.
- a) Village President.
 - b) Clerk/Treasurer.
 - i. Review/Approve financial reports.

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

- ii. Renewal Alcohol Beverage License Application – Shenanigan’s.

Rath moved to approve the alcohol beverage license renewal application of Shenanigan’s as presented. Hennlich 2nd. Motion carried unanimously.

- iii. Operator’s Licenses

- Austin G. Krusen
- Amber L. Kiefer
- Kim M. Van Rossum
- Jodi Lynn Jacobs-Hammen
- Maria Huneycutt

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

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

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

Schaff reported the Knight Drive extension project remains on hold pending the conclusion of the condemnation process.

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

Friday reported the Grocery Store Ad Hoc Committee has started to meeting and the Board will be kept updated.

- 13) Old Business:

- a) *Holiday lighting*: Consider unbudgeted expense to address deficient power feed along CTH ‘M’ and/or STH ‘55’/’114’.

Friday presented in Doc Musekamp’s absence his (Musekamp’s) recent communication that WE’s replacement of 17 fixtures, where the Village pays under \$400 for 9 fixtures (cost sharing between WE, Time Warner and Village less the refund due) and WE will be responsible for the cost of the remaining 8 fixtures.

Benz moved to approve the WE project to replace the holiday lighting fixtures for unbudgeted FY2012 expenses as presented. Laux 2nd.

Rath stated as the Village accepts WE’s proposal that a challenge is extended to Doc Musekamp to consider a donation from the WE Foundation for the Upper Wanick Park development.

Motion carried unanimously.

- 14) New Business:

- a) *Bid Award* – FY2012 Asphalt projects (\$470,419.39; Badger Highways Co.).

Schaff stated that June 20, 2012, the bid opening took place and 3 companies provided bids.

Hennlich moved to award FY2012 Water Main Reconstruction and Asphalt Paving projects to Badger Highway Company NTE \$470,419.39. Rath 2nd. Motion carried unanimously.

b) *2011 Compliance Maintenance Annual Report (CMAR): Approve report.*

Benz moved to approve Resolution #2012-04: Review and Approval of the Village of Sherwood 2011 CMAR (Compliance Maintenance Annual Report). Miller 2nd. Motion carried unanimously.

15) Complaints and Compliments: None.

16) Correspondences:

a) *Monthly Activity Report (Sheriff's Dept; May) – reviewed*

b) *Request for Letter of Support – Fox Wisconsin Heritage Parkway National Heritage Area (Candice Mortara; June 19) – reviewed*

17) Adjournment – ***By unanimous consent the meeting was adjourned at 8:06 p.m.***

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