

Village Board Meeting
Special Meeting: Projects' Prioritization – Work Session

January 9, 2013

- 1) Call to Order and Roll Call – *Board President Weyenberg called the meeting to order at 6:32 p.m. with roll call:*

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Jeff Weyenberg

Absent

None

Others Present

Randy Friday, Administrator

Kathy Mader, Finance/Utility Clerk

Steve Summers, Plan Commission Chair

Bob Gillespie, Plan Commission Member

Kathy Salo, Plan Commission Member

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Weyenberg made a motion to move item 13) a discussion to be conducted after item 3). Kaas seconded. Motion carried.***
- 4) Approval of Minutes – *None*
- 5) Registered citizen comments on agenda items
- *Rick Vanden Wymelenberg, Dick's Family Food, Wrightstown, WI re item 13)a*
 - *John Vanden Wyemelenberg, Dick's Family Food, Wrightstown, WI re item 13)a*
 - *Steve Mehmert, Mehmert Food Services, Sussex, WI re item 13)a*
- 6) Report of Village Officers
- a) Village President – *None*
- b) Clerk/Treasurer – *None*
- 7) Village Engineer: Project Update(s) – *Not present*
- 8) Village Administrator: Project Update(s)
- 9) Old Business – *None*
- 10) New Business:
- a) *'Project Prioritization'*
- i) Establish long-term *'Special Reserve Funds'* using current cash-on-hand (e.g. Roadways; Capital Equipment; Land Acquisition, etc.) - *Friday explained a large amount of the \$340,000 budgeted in the Streets portion of the Special Reserve Funds- Capital Support is for Spring Hill Dr, Sundown Court, Timberline Dr, Stumpf Avenue and Meehl Street projects. Friday will present the street policy and exact numbers at a future meeting.*

*Board directed Friday to speak to Condon Oil representatives in regard to property at W415 Veterans Ave. **Kaas moved to proceed with subsurface test analysis at the former Winkmart property to minimize possible risk. Miller seconded. Motion carried.***

- ii) Downtown (Re-)Development (e.g. Define ‘downtown’ area; CDA role; possible TID creation; possible Revolving Loan Fund creation; *S.E.H. Study* implementation, etc.) – *Discussion: Kaas advocated CDA primary involvement in development and defining of the Downtown area with consideration to Charter the CDA. Weyenberg agreed with the CDA role but does not agree with their proposed responsibility and power. Kaas further suggested the possibility of adding or changing members of the CDA. Funding for the CDA will be discussed at a future meeting. Rath suggested the possible future creation of a Sherwood Business Association. Weyenberg would like discussion to explore alternative village roadways that do not rely on Hwy 114.*

Miller moved to activate the CDA and schedule their meetings on a monthly basis.

Rath seconded.

Discussion: Weyenberg opined the board should provide parameters for the CDA.

Friday proposed the CDA begin by reviewing the SEH study results. Weyenberg added that it may be helpful if the CDA meet with SEH to review the study results. Laux offered the board also be included in the meeting with SEH and the CDA.

Miller moved to amend the motion to include the CDA review and evaluate the SEH study, with SEH present, if deemed necessary. Rath seconded. Motion carried.

- iii) FY2013 *General Fund* and other projects (e.g. Store development; Park completion; Municipal Code update; Subdivision ordinance update, High Cliff Golf Course status, etc.) – *Kaas suggested consideration for information system upgrades.*

11) Complaints and Compliments – *None*

12) Correspondences – *None*

13) Closed Session:

- a) *Commercial Development within Knight Drive Extension area – Request for development incentives.*

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 6:35 p.m. for the discussion of commercial development within Knight Drive Extension area – request for development incentives. Miller seconded. Motion carried unanimously.***

14) Open Session:

- a) *Development within Knight Drive Extension area – Consider development incentives. **Benz moved to go back into open session at 7:23 p.m. Miller seconded. Motion carried unanimously.***

15) Adjournment – *Hearing no objection, Weyenberg adjourned the meeting at 9:28 p.m.*

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

Village Board Meeting Minutes

Jan. 14, 2013

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

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Jeff Weyenberg

Absent

none

Others Present

Jennifer Schaff, Engineer

Randy Friday, Administrator

Sue Williams, Clerk

John Sharer, PC Commissioner

Kathy Salo, PC Commissioner

Scott Sheppard, PC Commissioner

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Hennlich 2nd. Motion carried unanimously.***
- 4) Approval of Minutes
- a) Dec. 10, 2012 (Regular Meeting)

Benz moved to approve the minutes of regular meeting of December 10, 2012 as presented. Miller 2nd. Motion carried unanimously.

- b) Jan. 9, 2013 (Special Meeting)

Hennlich moved to approve the minutes of special meeting of January 9, 2013 as presented. Rath 2nd. Motion carried unanimously.

- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Utility Commission: Dec. 17, 2012
- a) *Change Order #2 – FY2012 Water Main Reconstruction and Paving. Note: Village Board approved its concomitant expenses in Dec. – reviewed.*
- b) *Water consumption: Continuing discussion of pumped vs. billed gallonages (currently at 90%) – reviewed.*
- c) *High Cliff State Park sewer system study: On-going Park flow review – reviewed.*
- d) *Abendschein water heater claim: Request of liability denied – reviewed.*
- e) *FY2013 Water Utility Budget: Presented for review – reviewed.*
- f) *FY2013 Sewer Utility Budget: Presented for review – reviewed.*

g) *5-Year Capital Improvement Projects – FY2013–FY17 – reviewed.*

7) Report of the Plan Commission: Jan. 7, 2013

Administrator Friday informed the Board a proposal from an individual for the property at N8144 State Park Rd (Strandwitz) to transform it into a non-profit organization hosting horse rehabilitation and helping at risk youth was presented to the Plan Commission January 7, 2012.

a) *Extra-territorial Review: Stumpf CSM (W5550 STH114): Request to combine parcels (#5966–12.5 acres; #597 –12.84 ac; #5980–15 ac; #6373–3.4 ac; #6372–1.5 ac) re-creating as Lot #1 (44.84 ac).*

Kaas moved to approve without objection the Extra-territorial (Stumpf) CSM (W5550 STH114): Request to combine parcels (#5966–12.5 acres; #597 –12.84 ac; #5980–15 ac; #6373–3.4 ac; #6372–1.5 ac) re-creating as Lot #1 (44.84 ac). Miller 2nd. Motion carried unanimously.

b) *CPA #2013.01 (Comprehensive Plan Amendment) as Ordinance #2013-114): Village request to amend its Village of Sherwood – Year 2030 Comprehensive Plan to reflect development of Upper Wanick Park, Lower Wanick Park and establishment of commercial property in same area(s) – reviewed and public hearing to follow in item #12.*

c) *RP #2013.01 (Village of Sherwood): Village request to rezone lands in the Wanick Park area (see above CPA #2013.01) accurately depicting parcels to be used as parkland and commercial property – reviewed and public hearing to follow in item #12.*

8) Report of Village Officers.

a) Village President

Weyenberg recognized the passing of Paul Bethke and stated his pride in the people like Paul who work for the Village.

“Paul will be missed.”

b) Clerk/Treasurer

i. Review/Approve financial reports.

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

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

9) Village Engineer: Project Update(s).

Engineer Schaff reported working on Knight Drive items with the Outpost, the pond was filled and the stormsewer was extended back to Hwy 114, continuing with improvements to entrance along

Knight Drive; more dirt is arriving for the park project, with more needed; working on stormwater management for the park and working on FY2013 paving needs.

Friday stated need for coordination/communication of all parties in the construction of the park and grocery store.

10) Village Administrator: Project Update(s).

Friday reports Public Works employees painting community center and rec center, will be attending TIF conference next month and Facebook work completed by Val Seidel in the Village office.

11) Old Business: None.

12) New Business:

a) *Ordinance #2013-01: Amending the Comprehensive Plan Year 2030 for the Village of Sherwood (see Plan Commission Report above.)*

After 3 calls Weyenberg opened the public hearing at 6:59 pm, no one commented or posed questions, Weyenberg closed the hearing at 7:00 pm.

Laux moved to approve Ordinance #2013-114: Amending the Comprehensive Plan Year 2030 for the Village of Sherwood. Benz 2nd. Roll call vote: Benz – aye, Hennlich – aye, Kaas – aye, Laux – aye, Miller – aye, Rath – aye, Weyenberg – aye. Motion carried unanimously.

RP #2013.01 (Village of Sherwood): Village request to rezone lands in the Wanick Park area (see above CPA #2013.01) accurately depicting parcels to be used as parkland and commercial property.

After 3 calls Weyenberg opened the public hearing for RP #2013.01 at 7:01 pm, no one commented or posed questions, Weyenberg closed the hearing at 7:02 pm.

Hennlich moved to approve RP #2013.01 (Village of Sherwood): Village request to rezone lands in the Wanick Park area (see above CPA #2013.01) accurately depicting parcels to be used as parkland and commercial property. Miller 2nd. Motion carried unanimously.

b) *Ordinance Revision Recommendation – Nuisances and Regulation of Animals: Discuss Plan Commission recommendation and finalize Public Hearing date – Salo answered questions and presented background on the proposed ordinance.*

Board directed Williams to remove fee amounts from the ordinance, develop separate fee schedule, work with Village Attorney for enforceable ordinance and schedule public hearing as soon as scheduling permits.

c) *Sherwood Cemetery: Request (Jack Bradford) to remove cremains from cemetery, sell back plot to Village, and for reimbursement of associated expenses.*

Weyenberg moved to allow the removal of the cremated remains of Edna Bradford, the headstone by Jack Bradford and restore the plot. Hennlich 2nd. Motion carried unanimously.

- d) *Pay Request # 7 – Knight Drive Extension Project:* Request for payment (\$3,165.24; David Tenor Corp.) as partial payment for work completed thru Dec., 2012.

Rath moved to approve Pay Request # 7 – Knight Drive Extension Project: Request for payment (\$3,165.24; David Tenor Corp.) as partial payment for work completed thru Dec., 2012. Benz 2nd. Motion carried unanimously.

- e) *Change Order #2 – Knight Drive Extension Project:* Request for payment (\$3,246.40; David Tenor Corp.) increasing contract amount to \$666,645.95 for grass seeding.

Rath moved to approve Change Order #2 – Knight Drive Extension Project: Request for payment (\$3,246.40; David Tenor Corp.) increasing contract amount to \$666,645.95 for grass seeding. Benz 2nd. Motion carried unanimously.

- 13) Complaints and Compliments: ‘Thank You’ to *Plan Commission* from Heidi Gossen regarding potential conversion of Strandwitz property to non-profit entity – *reviewed*.

14) Correspondences:

- a) *Proposed incorporation of portion of Town of Harrison* (Wis. Dept. of Admin; 12/11/12) – *reviewed*.

- b) *Veolia purchased by ‘Advanced Disposal’* (Charlie Appleby – CEO & Chair; 12/13/12) – *reviewed*.

- c) *High Cliff Resort Suites – No Quarterly Transient Receipts* (Norm Coenen; 12/31/12) – *reviewed*.

- 15) Adjournment – ***Weyenberg hearing no objection to adjournment adjourned the meeting at 7:59 p.m.***

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

Village Board Meeting Minutes

Jan. 28, 2013

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

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Jeff Weyenberg

Absent

none

Others Present

Jennifer Schaff, Engineer

Randy Friday, Administrator

Sue Williams, Clerk

Larry Miller, PRUT Board Member

Rich Storey, PRUT Board Member

Jean DeKeyser, PRUT Board Member

John Sharer, PC Commissioner

- 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: Jan. 14 (Regular Meeting) – ***Rath moved to approve the minutes of the regular Village Board meeting of January 14, 2013 as presented. Kaas 2nd. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items:

Larry Miller, N8128 Wild Wings Ct., Sherwood – regarding agenda item 12) c).

Jean DeKeyser, N7760 Palisades Trl., Sherwood – regarding agenda item 12) c).

- 6) Report of the Parks, Rec. & Urban Tree Board (PRUT): Jan. 16
- a) SAA Design Group presentation of *Wanick Park Pre-Final Development Plan* discussing recommendations to Village Board for final approval. *Special Meeting* set for Friday, Jan. 25th – 5pm – *reviewed.*
- 7) Report of the Utility Commission: Dec. 17, 2012
- a) *FY2013 Water Utility Budget: Approved – reviewed.*
- b) *FY2013 Sewer Utility Budget: Approved. – reviewed.*
- c) *5-Year Capital Improvement Projects: FY2013–FY17. Reviewed – reviewed.*
- d) *High Cliff State Park sewer system study: On-going Park flow review – reviewed.*
- 8) Report of Village Officers.
- a) Village President

Weyenberg stated working with Staff in order to start scheduling Community Development Authority meetings.

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

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

- ii. Investment information: Quarterly Update – *reviewed.*
- iii. *Operator's Licenses*
 - Elizabeth M. Olson

Board directed Clerk to invite applicant in for the February 11, 2013 meeting and obtain a copy of the applicant's current Town of Harrison license.

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

9) Village Engineer: Project Update(s).

Engineer Schaff reported working on scheduling of years projects and researching State reimbursement for roadway providing accessing the State Park.

10) Village Administrator: Project Update(s).

Administrator reported working on park process and facebook is progressing.

11) Old Business:

- a) *Resolution #01-2013: Consider authorization to remove cremated remains and headstone (Bradford) from High Cliff Cemetery at spouse's request.*

Benz moved to approve Resolution #01-2013: Consider authorization to remove cremated remains and headstone (Bradford) from High Cliff Cemetery at spouse's request. Kaas 2nd. Motion carried unanimously.

12) New Business:

- a) *FY2012 Budget Amendment: Consider annual Budget amendment finalizing revenues and expenditures in FY12.*

Laux moved to approve FY2012 Budget Amendment as presented. Rath 2nd. Motion carried unanimously.

- b) *High Cliff Cemetery: Consider 'Sale of Plots' and 'Agreement for Perpetual Care' (Davis).*

Benz moved to approve the sale of 4 plots and agreements for perpetual care as presented. Rath 2nd. Motion carried unanimously,

- c) *Wanick Park – Final Development Plan:* Finalize Park element recommendations and budget from PRUT Board to be included in construction drawings.

Blake Theisen, SAA Design Group presented the final park design animation, design features/ information and responded to Trustee's questions.

Benz moved to approve the Wanick Park final development plan recommended by the PRUT Board (January 25, 2013 Special Meeting) with final project costs of \$4,022,868 (SAA project costs as of January 16, 2013 of \$3,610,827, remaining SAA fees \$231,500 and 5% contingency \$180,541), with the application of all TIF #1 funds, \$100,000 Village Parkland funds and the following project items listed as bid alternates:

<i>Trellis</i>	<i>\$21,000</i>
<i>Volleyball courts (2)</i>	<i>10,000</i>
<i>Picnic shelters</i>	<i>82,000</i>

and the remaining PRUT recommended cuts considered to be absorbed in work performed by Village PW Staff, modification of the project specifications and actual bid project cost. Rath 2nd. Motion carried unanimously.

13) Complaints and Compliments: None.

14) Correspondences:

- a) *Monthly / Annual Report – Dec./FY2012* (Calumet County Sheriff's Dept.; Jan. 1) – reviewed.
- b) *Mini-Conference: Keeping Wisconsin Moving* (WisDOT; Jan. 17) – reviewed.
- c) *Monthly / Annual Report – Dec./FY2012* (Harrison Fire Dept.; Jan. 23) – reviewed.

15) *Closed Session: Wanick Park bid requirements, and possible future donations with potential match requirements.* 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 8:37 p.m. to go into closed session per Wis. Stats. 19.85(1)(e). Rath 2nd. Motion carried unanimously.

Hennlich moved at 9:30 p.m. to return to open session. Rath 2nd. Motion carried unanimously.

16) *Open Session: Consider/Approve any action relative to #15 above – no action taken.*

17) *Adjournment – Weyenberg hearing no objection to adjournment adjourned the meeting at 9:30 p.m.*

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

Village Board Meeting Minutes

Feb. 11, 2013

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

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Jeff Weyenberg

Absent

none

Others Present

Jennifer Schaff, Engineer

Randy Friday, Administrator

Sue Williams, Clerk

John Sharer, Plan Commissioner

Scott Sheppard, Plan Commissioner

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – *Kaas moved to approve the agenda as presented. Rath 2nd. Weyenberg moved to amend the motion to advance agenda item 7) b) ii) to follow immediately after agenda item 4). Hennlich 2nd. Motion as amended carried unanimously.*
- 4) Approval of Minutes: Jan. 28 (Regular Meeting) – *Rath moved to approve the minutes of the regular Village Board meeting of January 28, 2013 as presented. Miller 2nd. Motion carried unanimously.*

- 5) Registered Citizen Comments on Agenda Items:

Chris Sacotte, W275 Kings Way, Sherwood – regarding agenda item 11) b)
Stacey Bower, W275 Kings Way, Sherwood – regarding agenda item 11) b)
Dale DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 11) b)
John Hauser, W210 Kings Way, Sherwood – regarding agenda item 11) b)
Schila DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 11) b)
Amanda VandenWyngaard, N312 Military Rd., Sherwood – regarding agenda item 11) b)
Amy Leffler, N515 Royal Ct., Sherwood – regarding agenda item 11) b)
Brook Kemp, N273 Forest Ave., Sherwood – regarding agenda item 11) b)
Penny Gorniak, W4839 Cliff view Dr., Sherwood – regarding agenda item 11) b)
Elizabeth Olson, N7800 Cliffwood Dr., Sherwood – regarding agenda item 7) ii)
Jon Van Deraa, W230 Kings Way, Sherwood – regarding agenda item 11) b)
Doug Zastrow, N223 Forest Ave., Sherwood – regarding agenda item 11) b)

- 6) *Public Hearing* on the Regulation of Animals within the Village of Sherwood.

After 3 calls Weyenberg opened the public hearing at 6:38 p.m.

Hearing no objection Weyenberg closed the public hearing at 7:17 pm.

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

Weyenberg stated that the schedule for meetings of the CDA will be set within the week for future dates.

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

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

- ii. *Operator's Licenses*
 - Jacqueline M. Bloedorn

Rath moved to approve the operator license of Jacqueline M. Bloedorn as presented. Hennlich 2nd. Motion carried unanimously.

- Elizabeth M. Olson

Kaas moved to approve the operator license of Elizabeth M. Olson as presented. Miller 2nd. Motion carried unanimously.

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

8) Village Engineer: Project Update(s).

Engineer Schaff stated that the Board had previously requested her to inquire as to the reimbursement of road project costs for those roadways with access to state properties.

Hennlich stated that when Pigeon Road was designated as access to the High Cliff State Park, the Village received some state grant funds.

Schaff reported she will continue to research.

Kaas inquired if the paving done in 2012 would be reimbursable.

Schaff stated the funding was based on the passer rating.

Benz inquired of the road striping of those roads paved in 2012 Friday responded that it was not the responsibility of the contractor and was not in the FY2013 budget.

9) Village Administrator: Project Update(s).

Friday stated the stormwater conference he was to attend last week was postponed to March due to weather and he will be attending a TIF conference Wednesday through Friday of this week.

Friday further reported the grocery store is on track, in discussion with the Village Attorney of the land where the store will be located with the terms of ownership change for purposes of wetlands delineation and conditional upon the project coming to completion.

10) Old Business:

Laux inquired as to the status of the cell tower.

Williams reported receiving the \$10,000 check for payment in lieu of the emergency siren location on the tower.

Friday responded that he has signed off on the occupancy/completion/compliance documents, but there are post construction clean up and survivability of the landscaping to address/finish.

11) New Business:

- a) *High Cliff Cemetery: Consider ‘Sale of Plots’ and ‘Agreement for Perpetual Care’ (Davis).*

Benz moved to approve the sale of 1 plot and agreement for perpetual care as presented. Miller 2nd. Motion carried unanimously,

- b) *Consider Adoption: Ordinance No. 2013-112: The Regulation of Animals within the Village of Sherwood.*

Miller moved to adopt the Ordinance No. 2013-112: The Regulation of Animals within the Village of Sherwood as presented. Rath 2nd.

Kaas moved to amend the ordinance 2013-112 section 2) c) and animal should be an animal.

Weyenberg hearing no objection to the amendment inquired of Kaas his next amendment.

Kaas moved to amend the ordinance 2013-112, Section 8) add language: Wildlife rehabilitators and game farms shall not be permissible in residential districts . Miller 2nd. Amendment motion carried unanimously.

Kaas moved to amend the ordinance 2013-112, Section 12) a) remove language: (without permit), and also unless upon property constituting a farm of at least ten (10) contiguous acres. Miller 2nd. Amendment motion carried unanimously.

Rath moved to amend ordinance 2013-112, Section 12) a) add the language adjacent to agricultural zoned property.

Friday commented that this should be done through conditional use process, granting conditionally with approval of abutting properties/neighbors.

Hennlich requested Friday project the Village map so to identify the agriculturally zoned areas. Friday projected the Village map.

Weyenberg requested Friday present the areas that could be considered for Rath’s amendment of language adjacent to agricultural zoned property.

Friday directed the Board’s attention to areas around the Village.

Weyenberg inquired as to the conditional use process, Friday responded that the applicant would apply having agricultural zoning adjacent to applicant property, having approval of the abutting properties, conditional use hearing and final sign off by the Administrator.

Rath stated after Section 12) a) the only exception would be a residentially zoned area adjacent to an agriculturally zoned area provided letters of support are on file from neighbors on both sides of applicant property and the conditional use process is followed.

Weyenberg hearing no objection to returning to Rath's amendment (without a 2nd) after consideration, the Board inquired Kaas' next amendment.

Kaas moved to amend the ordinance 2013-112, Section 12) b) remove language: (the second reference) animals, Section 12) e) remove all reference in that section except sub section 11) which then should become 12) e). Benz 2nd. Motion carried, Laux abstaining until reconsideration of Rath's amendment.

Benz inquired as to Section 11), Williams responded that the Village has not conducted Administrative hearings and requested of the Village Attorney how to handle that section, their opinion was to remove the proposed language and by reference included would place the responsibility in the County Court arena.

Hennlich moved to amend ordinance 2013-112, Section 7) a) 7) remove or under electronic control. Miller 2nd. Amendment motion carried unanimously.

Hennlich moved to amend ordinance 2013-112, Section 7) a) 8) section deleted in its entirety. Benz 2nd. Amendment motion carried unanimously.

Rath moved to amend ordinance 2013-112, Add at the end of Section 12) a) the only exception would be a residentially zoned area adjacent to an agriculturally zoned area provided letters of support are on file from neighbors on both sides of applicant property and the conditional use process is followed and if such time the agricultural zoning is changed the conditional used would expire one year from the date of that change. Laux 2nd. Motion carried, Hennlich- nay, Kaas- nay.

Friday stated the amendment just approved states that one of the two households which presently have chickens will continue to be permitted, (with conditions) but the number of chickens allowed is not identified as the ordinance has been amended so far.

Weyenberg suggested that the amendment could be reconsidered.

Weyenberg moved to reconsider the amendment at the end of Section 12) a) the only exception would be a residentially zoned area adjacent to an agriculturally zoned area provided letters of support are on file from neighbors on both sides of applicant property and the conditional use process is followed and add if such time the agricultural zoning is changed the

conditional used would expire one year from the date of that change, (motion removes the amending language). Kaas 2nd. Reconsideration of the amendment motion carried, Laux – nay, Rath – nay.

Weyenberg hearing no further amendments called for the final vote on the adoption, motion carried, Laux – nay.

c) *Consider Approve:* Village of Sherwood Appendix A Fee Schedule.

Weyenberg hearing no objection to the removal of the language referring the chickens inquired if there was a motion.

Kaas moved to approve Appendix A Fee Schedule with the removal of reference to the chickens and the rest as presented. Weyenberg 2nd. Motion moved.

d) *Consider Adoption:* ORDINANCE #2013-115, An Ordinance to Repeal Village Ordinance # 2 An Ordinance Forbidding the Running at Large of Dogs.

Benz moved to adopt ORDINANCE #2013-115, An Ordinance to Repeal Village Ordinance # 2 An Ordinance Forbidding the Running at Large of Dogs. Weyenberg 2nd. Motion carried unanimously.

e) *Consider Adoption:* ORDINANCE #2013-116, An Ordinance to Repeal Village Ordinance 94-50 An Ordinance Regulating the Licensing, Keeping, Transporting and Treatment of Dogs.

Benz moved to adopt ORDINANCE #2013-116, An Ordinance to Repeal Village Ordinance 94-50 An Ordinance Regulating the Licensing, Keeping, Transporting and Treatment of Dogs. Rath 2nd. Motion carried unanimously.

12) Complaints and Compliments:

a) *Flag complaint as a nuisance (Samida; Jan, 18) – reviewed.*

13) Correspondences:

a) *Animal Ordinance input (Albers; Feb. 04) – reviewed.*

14) Adjournment – *Weyenberg hearing no objection to adjournment adjourned the meeting at 8:40 p.m.*

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

Village Board Meeting Minutes

Feb. 25, 2013

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

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Jeff Weyenberg

Absent

none

Others Present

Jennifer Schaff, Engineer

Randy Friday, Administrator

Sue Williams, Clerk

- 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: Feb. 11 (Regular Meeting) – ***Benz moved to approve the minutes of the regular Village Board meeting of February 11, 2013 as presented. Miller 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items – none.
- 6) Report of Village Officers.
a) Village President –

Weyenberg set the Community Development Authority meeting for the 4th Wednesday in March (March 27, 2013) at 5:45 p.m. and requested Administrator Friday to invite SEH to present their market analysis.

b) Clerk/Treasurer

- i. Review financial reports.

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

ii. *Operator's Licenses*

- Tenisha M. Bertram

Rath moved to table the operator license application of Tenisha M. Bertram and requested their attendance at the next Village Board meeting March 11, 2013. Miller 2nd. Motion carried unanimously.

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

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

Engineer Schaff stated that she contacted the State in regards to funding available for roadway projects on municipal roads which provide access to State lands and found the Village is not eligible for that funding per State Statute. Schaff further stated she will contact the State again for clarification.

Rath suggested this and future correspondence on this subject from Schaff includes copies to village representatives State Representative Al Ott and State Senator Frank Lasee.

Schaff reported working with Friday and Mehmert Services on the grocery store layout since wetland pockets were located at the site which requires relocation of stormwater pipe closer to property line per the map presented.

Schaff stated the grocery store is responsible for obtaining the permits which allow the stormwater pipe through the wetland areas.

Benz inquired and Friday confirmed after the pipe is relocated 30 feet will remain between the pipe and Legacy property line.

Miller questioned and Friday confirmed the pipe will be relocated on to Village property.

Laux inquired if there will adequate space for the grocery to expand after the relocation.

Friday replied affirmatively.

Miller moved to approve relocation of stormwater pipe per presented map. Benz 2nd. Motion carried unanimously.

Laux inquired as to the timing of the grocery store, Friday replied construction to begin summer of 2013, completion early 2014.

8) Village Administrator: Project Update(s).

Friday reported cost savings efforts for the Wanick Park project to date are approximately \$100,000 on landscaping budget and \$20,000 on the playscape equipment budget.

Friday stated the Anderson property is now vacant, and to determine its use could be a work item for the CDA

Friday reports that Bill Diedrick, Village Public Works Supervisor has submitted his retirement with his final day April 24, 2013.

9) Old Business:

a) *FaceBook: Consider 'soft launch' of FaceBook on Village webpage.*

Weyenberg inquired if the Board would consider launching the Village webpage.

Friday reports that Val Seidel, Administrative Assistant/Receptionist is technically competent and is ready to launch.

Weyenberg stated other municipalities have a page and Sherwood's would be a one way communication option.

Kaas inquired as to who would be responsible for the content. Friday responded similar to the newsletter, information would be run past himself prior to posting.

Weyenberg moved to have a soft launch of the Sherwood facebook site with the condition that if there is a serious issue of facebook not reacting as it was expected during this soft launch that Friday would shut the site down. Benz 2nd. Motion carried unanimously.

10) New Business:

- a) *High Cliff Cemetery*: Consider 'Sale of Plots' and 'Agreement for Perpetual Care' (Brandenburg).

Kaas moved to approve the sale to the Brandenburg family for 4 plots and agreements for perpetual care as presented. Rath 2nd. Motion carried unanimously,

b) *Election Inspector Appointments*:

- Valerie Seidel N294 Military Rd. Ward 2
- Sandy Miller W4925 Carrington Ct. Ward 3

Kaas moved to approve the appointments of Valerie Seidel and Sandy Miller as Election Inspectors for 2013. Hennlich 2nd. Miller abstained, motion carried.

- c) *Wanick Park Project – Pay Request #1 (direct purchase)*: Consider payment (\$3,385; David Tenor Corp) for stocking of 5,000 cu. yards fill material.

Laux moved to approve Pay Request #1 (direct purchase): Payment (\$3,385; David Tenor Corp) for stocking of 5,000 cu. yards fill material. Miller 2nd. Motion carried unanimously.

- d) *Lakeshore Estates – East*: Consider *Contract for Services* award (\$41,500) to McMahon Engineers for services regarding subdivision roadway urbanization (curb & gutter placement) as a portion of FY2013 Paving Projects.

Schaff stated she spoke with SAA Design Group and Mehmert Services to assess if coordination of construction can be achieved. Schaff went on to state that there potential cost savings with the timing of the park project and the grocery store. Schaff stated the projects are different in nature; which restricts cost savings.

Friday questioned Schaff if there is a problem with bidding out all together.

Schaff replied that the bidding schedules can occur at the same time and the contractors will be aware of both projects. Schaff stated the street project is set to go, the park project requires significant grading and the coordination will take place at different times.

Kaas inquired of Schaff of the ability of a single contractor to perform this efficiently.

Schaff voiced concerns with extracting the paving of the park project and combining it with the street project without a schedule for the contractor.

Miller stated the projects require different equipment.

Schaff stated a general contractor will be used for the park project and to add the street project would cause a mark-up normally not incurred when bid out separately.

Board directs separate bidding for the Wanick Park project and Lakeshore Estates – East.

Kaas moved to approve contract for services to McMahon Engineers for services regarding subdivision roadway urbanization (curb & gutter placement) as a portion of FY2013 Paving Projects NTE \$44,100 pre agreement presented. Benz 2nd. Motion carried unanimously.

11) Complaints and Compliments:

Rath complimented Friday in the handling of 2 business inquiries and a citizen incident in the Village.

12) Correspondences:

a) *Bird City Wisconsin – Annual Renewal (Carl Schwartz – Director; Feb. 11) – reviewed.*

13) Adjournment – ***Weyenberg hearing no objection adjourned the meeting at 7: 22 p.m.***

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

Village Board Meeting Minutes

March 11, 2013

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

Present

Joe Hennlich

Roger Kaas

Joyce Laux

Jim Rath

Jeff Weyenberg

Absent

Bob Benz (Excused)

David Miller (Excused)

Others Present

Randy Friday, Administrator

Jennifer Schaff, Engineer

John Sharer, Plan Commission

Tenisha Bertram

- 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: Feb. 25 (Regular Meeting) – *Rath moved to approve the minutes of the regular Village Board meeting of February 25, 2013 as presented. Laux 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Plan Commission: March 4, 2013
 - a) *Review of Village Year 2030 Comprehensive Plan, Ch. 2 – Reviewed (Sharer presenting).*
- 7) Report of Village Officers.
 - a) Village President
 - b) Clerk/Treasurer
 - i. Review financial reports.

Kaas moved to approve the financial reports as presented, including two additional ‘postage’ cost items (meter re-fill; Newsletter) totaling \$1,210.83. Laux 2nd. Motion carried unanimously.

ii. *Operator’s Licenses*

- Tenisha M. Bertram

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

iii. *Sherwood Cliffs Apartments:* No new information to present.

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

Schaff handed out the 2013 Paving Schedule.

9) Village Administrator: Project Update(s).

Friday noted that Knight Drive roadway has had to be in-filled with material to stabilize the base from ruts developing due to snow and ice melt. This will be an on-going situation for the next few weeks.

The Administrator noted Wanick Park landscaping costs continue to be reviewed for savings relative to Village 'direct purchase' of items and Staff helping transport and plant a portion of the project. A 20% reduction of the proposed *Landscaping* budget is the goal.

10) Old Business: FaceBook

FaceBook is up on the Village webpage. However, there are two 'Sherwood' entities now existing, instead of only one. Additionally, people can post to the page, unlike the discussion held at the Village Board level in which the goal was to allow only 'one way' posting. Staff will continue to look into this matter as part of the 'soft launch' of FaceBook for the Village.

11) New Business: None.

12) Complaints and Compliments: Reviewed

13) Correspondences: Reviewed.

14) Adjournment. ***Weyenberg hearing no objection adjourned the meeting at 6:56 p.m.***

Respectfully submitted for review and approval by Randy Friday, Acting Clerk.

Village Board Meeting Minutes

March 25, 2013

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

Present

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

Absent

None

Others Present

*Randy Friday, Administrator
Jennifer Schaff, Engineer
Stuart Boerst, McMahon
Susan Williams, Clerk
Valerie Seidel, Adm.Asst./Recep.*

- 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: Mar. 11 (Regular Meeting) – ***Rath moved to approve the minutes of the regular Village Board meeting of March 11, 2013 as presented. Laux 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of Village Officers.
 - a) Village President
 - b) Clerk/Treasurer
 - i. Review financial reports.

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

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

Clerk Williams reported that the Village received a \$5,000 donation from the Lions Club for the Wanick Park project.

Rath stated that the Lions Club donation will include an additional \$1,000 each year for the next 5 years. Rath went on to state that the Sherwood Optimists, the Lioness Club and a private individual have made financial commitments bringing the total of donations for Wanick Park project to over \$20,000.

Rath also proposed that a charter member (\$300) and lifetime charter member (\$500) of Friends of Wanick Park be established and he pledges to be part of the lifetime charter member.

7) Village Engineer: Project Update(s).

Engineer Schaff presented documents on the FY2013 paving, including a revised project schedule, project executive summary and a copy of the resident letter sent out.

8) Village Administrator: Project Update(s).

Administrator Friday reported the Community Development Authority (CDA) meeting is March 27, 2013 at 5:45 pm, the downtown market analysis was delivered in electronic and hard copy forms to CDA members and SEH firm representatives will be presenting the analysis at the meeting.

Friday stated the park bid opening will take place April 3, 2013 at 11 am (SAA Design Group). Friday expressed appreciation of Val Seidel's work to save Village funds on the direct purchase of trees (700+), shrubs/bushes (583) and perennials (7,920), along with Village Public Works employees assisting in the planting; all together creating a savings of approximately \$80,000 for Wanick Park.

Friday reported working with the Village Attorney on the process to establish the subdivision ordinance, after that is in place to then move on with that same approach to work on all the remaining Village ordinances.

Friday finished up with distributing a handout from Calumet County in regards to the upcoming Clean Sweep.

9) Old Business: None.

10) New Business:

- a) *Resolution #02-2013 – A Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers under Section 66.07603(1)(b) Police Powers, Wis. Statutes: Consider placement of curb, gutter and asphalt treatment (urbanization) in Lake Shore Estates –East subdivision.*

Hennlich moved to approve Resolution #02-2013 – A Preliminary Resolution Declaring Intent to Exercise Special Assessment Powers under Section 66.07603(1)(b) Police Powers, Wis. Statutes: Consider placement of curb, gutter and asphalt treatment (urbanization) in Lake Shore Estates – East subdivision. Miller 2nd. Motion carried unanimously.

- b) *Resolution #03-2013 – Arbor Day Proclamation: Annual Proclamation.*

Miller moved to approve Resolution #03-2013 – Arbor Day Proclamation: Annual Proclamation. Benz 2nd. Motion carried unanimously.

- c) *Elector Inspector Appointment:*

- Janice Jenkins W4759 Trevino Ct. Ward 3

Kaas moved to approve Election Inspector Appointment of Janice Jenkins. Laux 2nd. Motion

carried unanimously.

- d) *Per Diem Rate Review:* Review and consider setting per diem rates for various Board & Commission post-April, 2013.

Weyenberg presented a handout stating “I move to combine the per meeting Per Diem rate for the Village President and Village Trustee into a single per meeting Per Diem for all Village Board Members and that rate shall be set at \$90 per Village Board member per meeting per day.”

Miller stated prior to the last change in per Diem, it had been a long time since it had been reviewed or changed.

Kaas moved to table this issue until budget discussion for the next fiscal cycle. Miller 2nd and then concurred.

The motion failed for lack of a 2nd.

11) Complaints and Compliments: None.

12) Correspondences:

- a) *Monthly Activity Report* (Calumet County Sheriff’s Dept.; Mar. 19) – *Reviewed.*
b) *Review ‘Draft Master Plan’ for High Cliff State Park on May 7th:* Meeting at Sherwood Community Center (Park Superintendent Carolyn Morgen – Mar. 20) – *Reviewed.*

Weyenberg stated that there was a handout from the YMCA thanking Val Seidel and Village Staff for the efforts in regards to the dance program.

Friday introduced Boerst from McMahon and indicated that if the Board wished Boerst could address the Board in regards to the Village ponds.

Boerst presented the status of the ponds, the process by which the improvements occurred and responded to Trustee questions.

13) Adjournment – *Weyenberg hearing no objection adjourned the meeting at 7:00 p.m.*

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

Village Board Meeting Minutes

April 8, 2013

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

Present

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Jeff Weyenberg

Absent

Bob Benz, excused

Others Present

Randy Friday, Administrator

Jennifer Schaff, Engineer

Susan Williams, Clerk

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Kaas 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: March 25 (Regular Meeting) – ***Rath moved to approve the minutes of the regular Village Board meeting of March 25, 2013 as presented. Laux 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items – none.
- 6) Report of the Community Development Authority: March 27
- a) *Consider Rental of W432 Clifton Road property (former Anderson residence – blue house) – Reviewed.*
- b) *Consider establishing ‘Top 10’ priority list of future development priorities – Reviewed.*
- c) *Consider establishment of Revolving Loan Fund – Reviewed.*
- d) *Establishment of Regular Meeting schedule (4th Weds) – Reviewed.*
- 7) Report of Village Officers.
- a) Village President – no report.
- b) Clerk/Treasurer
- i. Review financial reports.

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

- ii. *Operator’s Licenses*
- *Kerry Herriot*

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

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

Clerk Williams presented the certification of the April 2, 2013 Election.

Williams informed the Trustees the 2013 Board of Review date (Monday May 20, 2013 from 5 pm to 7 pm).

8) Village Engineer: Project Update(s).

Engineer Schaff reported the first resident meeting was held for the Lakeshores Estates East paving and bid opening occurred for the project with 3 bidders and the results will be reported at the April 22nd meeting

9) Village Administrator: Project Update(s).

Administrator Friday requested that Schaff report about the meeting between Vande Hey (McMahon), Friday and herself regarding stormwater issues from residents on Nature Court.

Schaff stated she will present an overall picture of the urbanization of all the streets that are affected (Nature Court).

Friday reported meeting with Boerst (McMahon) following the Board's direction about the Wink Mart.

Friday went on to say he is meeting with the grocery store group, anticipating that the group will present their basic plan to the Plan Commission in May with a possible special meeting later in May to receive approvals planning on construction to start in July.

Friday stated he is continuing with Board's approval of the direct purchase of items for the park, such as benches, adventure land equipment, trees, landscaping and shrubs, realizing the predicted cost savings.

Bill Diedrick's retirement luncheon is April 24, 2013 at noon.

10) Old Business: None.

11) New Business:

a) *High Cliff Cemetery: Consider 'Sale of Plots' and 'Agreement for Perpetual Care' (Ciske).*

Hennlich moved to approve the sale of High Cliff Cemetery plots and agreements for perpetual care to the Ciske family as presented. Miller 2nd. Motion carried unanimously.

b) *East Shore Recycling Commission – Contract for Processing and Marketing Services proposal (6 years): Consider contract extension with Advanced Disposal Systems (formerly Veolia).*

Friday presented information on the commission's recent meetings and the proposal in front of the Board.

Kaas moved to support the 6 year proposal (2014 – 0% current rate \$55.08, 2015 – 3% new rate \$56.73, 2016 – 0%, 2017 – 3% new rate \$58.43, 2018 – 0% and 2019 – 3% new rate \$60.18) with the provision of no surcharges of any kind. Miller 2nd. Motion carried unanimously.

- c) *Wanick Park development 'Bid Award': Consider bid award (Janke General Contractors; Base bid \$2,741M. Alternate bid items & cost to be finalized by Village Board).*

Hennlich moved to approve the Wanick Park development bid award to Janke General Contractors for a base bid of \$2,741,878 with the bid alternates of 2 picnic shelters (\$40,086), south plaza pavers (\$17,088) and staff alternatives of landscaping (\$222,000), playground equipment (\$85,000) and building painting (\$1,500). Kaas 2nd. Motion carried unanimously.

12) Complaints and Compliments: None.

13) Correspondences:

- a) *Monthly Report (Harrison Fire Dept; March). – Reviewed.*
- b) *Recycling Grant Award – \$7,695 (WisDNR; March 28). – Reviewed.*
- c) *Wanick Park – Splashpad permit (WisDNR; April 4). – Reviewed.*

14) Adjournment – ***Weyenberg hearing no objection adjourned the meeting at 7:57 p.m.***

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

Village Board Organizational Meeting Minutes
April 22, 2013

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

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

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Hennlich 2nd. Motion carried unanimously.***
- 4) Presentation of Approved Minutes – April 23, 2012 Organizational Meeting – *reviewed.*
- 5) Registered citizen comments on agenda items – none.
- 6) Review/Approval of Rules of the Village Board – ***Miller moved to approve the Rules of the Village Board as presented. Benz 2nd. Motion carried unanimously.***
- 7) Election of Vice-President – ***Miller moved to nominate Laux Vice President. Benz 2nd. Laux abstained. Motion carried.***
- 8) Bi-Annual Village Board Appointments
- a) Code Administrator – ***Kaas moved to appoint Administrator Randy Friday Code Administrator. Miller 2nd. Motion carried unanimously.***
- b) Clerk/Treasurer – ***Hennlich moved to appoint Susan Williams Clerk-Treasurer. Laux 2nd. Motion carried unanimously.***
- c) Assessor – ***Benz moved to appoint Associated Appraisal Consultants, Inc. Village Assessor. Kaas 2nd. Motion carried unanimously.***
- 9) Annual Appointments of Village Professionals
- a) Accountant – ***Laux moved to appoint Schenck SC Village Accountant. Hennlich 2nd. Motion carried unanimously.***
- b) Attorney – ***Benz moved to appoint Sifton, Seifert, Carlson, Gamble SC Village Attorney. Miller 2nd. Motion carried unanimously.***

- c) Engineer – ***Benz moved to appoint McMahon Village Engineer. Miller 2nd. Motion carried unanimously.***

10) Election by Village Board

- a) Community Development Authority/Trustee Member – 1 year term ending April 2014 – Currently seated, Joe Hennlich, nominates David Miller.

Rath nominates Miller to the Community Development Authority/ Trustee Member – 1 year term ending April 2014. Kaas 2nd. Miller abstained. Motion carried.

- b) Community Development Authority Chairman/ Trustee Member – 1 year term ending April 2014 – replacing Jeff Weyenberg, nominates Roger Kaas.

Rath nominates Kaas to the Community Development Authority Chairman/ Trustee Member – 1 year term ending April 2014. Benz 2nd. Kaas abstained. Motion carried.

- c) Plan Commission/Trustee Member – 1 year term ending April 2014 – Currently seated, Joyce Laux, nominates Joe Hennlich.

Rath nominates Hennlich to the Plan Commission/Trustee – 1 year term ending April 2014. Miller 2nd. Hennlich abstained. Motion carried.

- d) PRUT Board/Trustee Member – 1 year term ending April 2014 – Currently seated, Joe Hennlich, nominates Stacy Gedman.

Rath nominates Gedman to the PRUT Board/Trustee Member – 1 year term ending April 2014. Hennlich 2nd. Gedman abstained. Motion carried.

- e) Utility Commission/Trustee Member – 1 year term ending April 2014 – Currently seated, Roger Kaas, nominates Joyce Laux.

Rath nominates Laux to the Utility Commission/Trustee Member – 1 year term ending April 2014. Benz 2nd. Laux abstained. Motion carried.

11) Appointed by Village President/Confirmed by Village Board

- a) Community Development Authority/Citizen Member – 4 year term ending April 2017 – Currently seated, Tom Boll.

Rath nominates Tom Boll to the Community Development Authority/Citizen Member – 4 year term ending April 2017. Kaas 2nd. Motion carried unanimously.

- b) Plan Commission/Citizen Member – 3 year term ending April 2016 – Currently seated, Bob Gillespie.

Rath nominates Bob Gillespie to the Plan Commission/Citizen Member – 3 year term ending April 2016. Benz 2nd. Motion carried unanimously.

- c) Plan Commission Chairman/Citizen Member – 3 year term ending April 2016 – Currently seated, Steve Summers.

Rath nominates Steve Summers to the Plan Commission Chairman/Citizen Member – 3 year term ending April 2016. Miller 2nd. Motion carried unanimously.

- d) PRUT Board/Citizen Member – 3 year term ending April 2016 – Currently seated, Richard Storey.

Rath nominates Richard Storey to the PRUT Board/Citizen Member – 3 year term ending April 2016. Hennlich 2nd. Motion carried unanimously.

- e) PRUT Board/Citizen Member – 3 year term ending April 2016 – Currently seated, Matt Gehl.

Rath nominates Matt Gehl to the PRUT Board/Citizen Member – 3 year term ending April 2016. Hennlich 2nd. Motion carried unanimously.

- f) PRUT Board/Citizen Member – 3 year term ending April 2016 – Currently seated, Larry Miller.

Rath nominates Larry Miller to the PRUT Board/Citizen – 3 year term ending April 2016. Benz 2nd. Motion carried unanimously.

- g) Board of Appeals/Citizen Member – 3 year term ending April 2016 – Currently seated, Tom Jack.

Rath nominates Tom Jack to the Board of Appeals/Citizen Member – 3 year term ending April 2016. Kaas 2nd. Motion carried unanimously.

- h) Board of Appeals/Citizen Member – 3 year term ending April 2016 – Currently seated, Pat Shuster.

Rath nominates Pat Shuster to the Board of Appeals/Citizen Member – 3 year term ending April 2016. Miller 2nd. Motion carried unanimously.

- i) Board of Appeals/Citizen Member – 3 year term ending April 2016 – Currently seated, Larry Miller.

Rath nominates Larry Miller to the Board of Appeals/Citizen Member – 3 year term ending April 2016. Benz 2nd. Motion carried unanimously.

- j) Board of Appeals Alternate #1/Citizen Member – 3 year term ending April 2016 – Currently seated, Richard Storey.

Rath nominates Richard Storey to the Board of Appeals Alternate #1/Citizen Member – 3 year term ending April 2016. Hennlich 2nd. Motion carried unanimously.

- k) Utility Commission/Citizen Member – remaining term of Jim Rath which ends April 2017, Village President appoints Brian Muehl.

Rath nominates Brian Muehl to Utility Commission/Citizen to fulfill remaining term of Jim Rath which ends April 2017. Miller 2nd. Motion carried unanimously.

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

13) Adjournment – *Miller moved to adjourn at 6:41 pm. Kaas 2nd. Motion carried unanimously.*

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

Village Board Meeting Minutes

April 22, 2013 – 6:30 pm

- 1) Call to Order and Roll Call – *President Rath called the meeting to order with roll call at 6:42 p.m.:*

Present

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

Absent

none

Others Present

Randy Friday, Administrator
Susan Williams, Clerk
Steve Summers, PC Chairman
John Sharer, PC Commissioner
Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Hennlich 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: April 8 (Regular Meeting) – ***Kaas moved to approve the minutes of the regular Village Board April 8, 2013 meeting as presented. Miller 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items:

Dan Zitzelberger, W5034 Cherrywood Dr., Sherwood – regarding agenda item 6).

Sam Useini, N417 Harrison St., Sherwood – regarding agenda item 7) b) iii.

Jeremy Wesener, W5053 Cherrywood Dr., Sherwood – regarding agenda item 6).

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

Todd Shaw, W5087 Cherrywood Ct., Sherwood – regarding agenda item 6).

Tim Reuning, W5071 Cherrywood Ct., Sherwood – regarding agenda item 6).

- 6) Public Hearing: *FY2013 Paving Program (Lake Shore Estates – East subdivision).*
Consider/Approve levying Special Assessments per Wis. Stats. §66.0703(1)(b) for the purpose of concrete curb and gutter, asphalt and chip-seal construction along portions of Nature’s Way Drive, Cypress Court, Oakwood Drive, Birchwood Drive, Cherrywood Drive and Cherrywood Court.

After 3 calls Rath opened the public hearing at 6:45 p.m.

Hearing no objection ~~Weyenberg~~ Rath closed the public hearing at 7:20 pm.

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

 - b) Clerk/Treasurer

- i. Review financial reports.

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

- ii. *Sherwood Cliffs Apartments: Update. – no new information.*
- iii. Consent Agenda
 - Application: Class ‘B’ (malt beverage) & Class ‘C’ (wine)
High Cliff, Inc.; dba Bleoni’s Restaurant, W571 Castle Dr., Sherwood, WI.
54169, Spresim Useini–Agent.

Miller moved to approve the Class ‘B’ (malt beverage) & Class ‘C’ (wine) application for High Cliff, Inc.; dba Bleoni’s Restaurant, W571 Castle Dr., Sherwood, WI. 54169, Spresim Useini–Agent, as presented. Gedman 2nd. Motion carried unanimously.

8) Village Engineer: Project Update(s).

Engineer Schaff stated the assessment roll was included in the packet, bids were opened for the FY2013 Paving Program and later on the agenda is the firm which is recommended, and the contract books for that will be done within 30 days.

Schaff also stated that the pay request on the agenda is for work done in December 2012 and is presented at this late date due to the failure of the contractor to provide proper documentation.

Hennlich inquired as to paving on Nuthatch Pond.

Schaff replied that erosion along the trail must be addressed before paving can be considered.

Kaas questioned if the paving of the trail could be done in conjunction with other paving to be done in 2013.

Friday stated the water shedding along the trail and the question of the trail placement given the height of the water in the pond need to be addressed first.

9) Village Administrator: Project Update(s).

Friday reported that the Upper Wanick Park preconstruction meeting will take place tomorrow on site, the CDA meeting is Wednesday April 24, 2013 at 5:45 pm, meeting with Stuart Boerst of McMahon for the controlled burn at Miller Pond will be Friday April 26, 2013, Dick’s Grocery intends to appear in front of the Plan Commission in May with a possible special meeting request for later in the month of May and finally that Wink Mart discussions will take place with Boerst.

10) Old Business: None.

11) New Business:

- a) *Village of Sherwood FY2013 Paving Program – Bid Consideration & Award: Consider bid award (MCC, Inc.; \$425,750.64 – Base Bid and Alternate [2-year warranty]) for Lake*

Shore Estates – East construction project (See also *Public Hearing & Special Assessment* item above).

Kaas moved to approve the Village of Sherwood FY2013 Paving Program and award contract to MCC, Inc.; \$425,750.64 – Base Bid and Alternate [2-year warranty] for Lake Shore Estates – East construction project. Benz 2nd.

Benz inquired as to the driveway width question and Friday replied that information would be located.

Motion carried unanimously.

- b) *Pay Request #8 – Knight Drive construction project: Consider pay request (Tenor Corp.; \$38,522.67) as partial payment for work completed thru Dec., 2012.*

Benz moved to approve the Pay Request #8 – Knight Drive construction project to David Tenor Corp. as partial payment for work completed thru Dec., 2012, as presented. Hennlich 2nd. Motion carried unanimously.

12) Complaints and Compliments: None.

13) Correspondences:

- a) *High Cliff State Park – Draft Master Plan comments (Superintendent Carolyn Morgen; April 15) – reviewed.*
- b) *Grocery Store wetland permitting – Application Receipt (WisDNR; April 16) – reviewed.*

12) Adjournment – ***Miller moved to adjourn at 8:00 pm. Kaas 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

May 13, 2013

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

Present

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

Absent

none

Others Present

Randy Friday, Administrator
Susan Williams, Clerk
Jennifer Schaff, Engineer
Steve Summers, PC Chairman

- 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. April 22 (Organizational Meeting).

Benz moved to approve the minutes of the Village Board Organizational Meeting of April 22, 2013 as presented. Kaas 2nd. Motion carried unanimously.

- b. April 22 (Regular Meeting).

Miller moved to approve the minutes of the regular Village Board meeting of April 22, 2013 as presented. Hennlich 2nd Kaas moved to amend the minutes under item 6) to remove Weyenberg and insert Rath, the rest of the minutes as presented. Hennlich 2nd. Motion carried unanimously.

- 5) Registered Citizen Comments on Agenda Items:

Don Petersen, N7751 State Park Rd., Sherwood, WI – regarding agenda item 14) a).

- 6) Presentation: Annual Audit Report – FY2012 (Mike Konecny; Schenck).

Konecny presented the management letter and annual report, discussed highlights and responded to questions.

- 7) Report of the Community Development Authority: April 24
a. *Consider establishment of CDA ‘Top 10’ Priority List for future development opportunities – reviewed.*
b. *Consider establishment of Revolving Loan Fund or other business development mechanisms (e.g. BID, TID, etc.) – reviewed.*

- c. *Consider downtown property acquisitions – reviewed.*

Rath suggested to advance agenda item 9) a), Kaas moved to advance agenda item 9) a). Miller 2nd. Motion carried unanimously.

Joe Hoffman, East Central Wisconsin Regional Planning Commission, distributed 2030 Sherwood Sewer Area Plan Update to the Trustees, discussed the plan and responded to questions.

- 8) Report of the Plan Commission: May 6
 - a. *Review of Village Year 2030 Comprehensive Plan: Revised Reporting format – reviewed.*
 - b. *Preliminary Site Plan Review – Dick’s Family Foods (Approved) –*

Benz moved to approve the preliminary site plan of Dick’s Family Foods as presented and approved by the Plan Commission contingent upon the addition of a trail connection from grocery store to Wanick Park, signage on truck entrance and no major change to the site plan. Miller 2nd.

- c. *Preliminary request to replace outdoor signage – Best Advantage Credit Union –*

Summers reported to the Board that the Plan Commission did not act upon this request and suggested that the Village have a unified approach to these requests.

Kaas stated that the Community Development Authority is not ready to begin a signage discussion and it should be built into the master plan.

- 9) Report of Village Officers.
 - a. Village President – no report.
 - b. Clerk/Treasurer
 - i. Review financial reports.

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

- ii. *Operator’s Licenses*
 - Katlyn Sheldon
 - Vicki Kaye
 - Nicole Neal
 - Amanda Anderson
 - Skylea Ott

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

- iii. *Sherwood Cliffs Apartments: Request to waive past ‘late fees’ – no action taken.*

Clerk Williams reminded the Trustees of the Board of Review Monday May 20, 2013, reported receiving information that the village property insurance will increase by 20% and will be researching new options.

10) Village Engineer: Project Update(s).

Village Engineer Schaff reported repair of the settling on the 2012 water main project on Sunset Lake Court by Badger Highway is complete, 2013 paving contract books are circulating, the project website will be up and running shortly, is dealing with project issues as they arise and Wednesday will meet with Outpost to discuss the property alignment along the Knight Drive project.

11) Village Administrator: Project Update(s).

Village Administrator reported attending the East Shore Recycling Commission meeting last week with the group approving a 6 year renewal (2014 – 0% current rate \$55.08, 2015 – 3% new rate \$56.73, 2016 – 0%, 2017 – 3% new rate \$58.43, 2018 – 0% and 2019 – 3% new rate \$60.18).

Friday went on to state there are five nearby municipalities renewing garbage contracts and inquired if the Board would allow him to begin garbage provider discussions outside of the current company.

Friday also stated he would be conducting interviews for summer help during the week and park project will be in full force by the end of the week.

12) Old Business: Stormwater drainage planning – McMahon study of Nature Court area.

Schaff distributed and discussed handout of map and power-point presentation for Nature Court, drainage considerations and information for discussing drainage in the Nature Court area and the entire Village.

Board directed Schaff to conduct a neighborhood resident meeting to present the drainage map, state drainage requirements, the drain tile options, and the offer of the Village to help coordinate between contractor and residents in which residents bear the cost of the work.

13) New Business:

- a. *Fund Balance Policy in accordance with GASB-#54: Consider adoption.*

Miller moved to adopt the Fund Balance Policy in accordance with GASB #54 as presented. Laux 2nd. Motion carried unanimously.

- b. *Consider adding \$2,500 to Wanick Park Project budget to include additional playground equipment, increasing price to \$114,635.*

Hennlich moved to add \$2,500 to Wanick Park Project budget for additional playground equipment, to increase that portion of the project to \$114,635. Miller 2nd. Motion carried unanimously.

14) Complaints and Compliments:

- a. *Brush burning* (Petersen; April 26) – *reviewed*.
- 15) Correspondences:
- a. *Monthly Activity Report* (Fire Dept; April) – *reviewed*.
 - b. *Monthly Activity Report* (Sheriff's Dept; March) – *reviewed*.
 - c. *Wanick-Choute Park Expansion – Water Main Extension* (WisDNR; April 22) – *reviewed*.
 - d. *Incomplete Wetland Permit Application – Dick's Family Foods* (WisDNR; May 2) – *reviewed*
 - e. *Memorandum of Understanding – Dick's Family Foods TID funding* (Dick's Family Foods; May 5); (See also: 'Pre-Construction Design-Bid Schedule') – *reviewed*.
- 16) *Closed Session: Request to convert cellular tower site agreement from 'lease' to 'easement' agreement.* 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 per Wis. Stats. 19.85(1) (e) to discuss request to convert cellular tower site agreement from 'lease' to 'easement' agreement at 9:21 p.m. Miller 2nd. Motion carried unanimously.

Hennlich moved to return to open session at 9:40 p.m. Benz 2nd. Motion carried unanimously.

17) *Open Session: Consider/Approve any action relative to #16 above. – No action taken.*

18) *Adjournment – Kaas moved to adjourn at 9:42 pm. Gedman 2nd. Motion carried unanimously.*

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

Village Board Meeting Minutes

June 10, 2013

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

Present

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

Absent

Jennifer Schaff, Engineer, excused

Others Present

Susan Williams, Clerk
Randy Friday, Administrator

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Rath requested advancement of agenda item 13) b) to following the approval of the minutes and to table of agenda item 13) d) to the June 24, 2013 meeting. Benz moved to amend the agenda as proposed and to approve the rest of the agenda as presented. Miller 2nd. Motion carried unanimously.*
- 4) Approval of Minutes: May 28 (Regular Meeting). – *Benz moved to approve the minutes of the regular Village Board meeting on May 28, 2013 as presented. Kaas 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.

Rath hearing no objection to hearing a non-agenda registered citizen comment allow the following:

Denise Umlauft, N417 Military Rd., Sherwood – regarding condition of Kessler Rd. potholes.

- 6) Public Hearing: *Consider Ordinance #2013-117 – Create (new) Subdivision Ordinance.*

After 3 calls, Rath opened the public hearing at 7:05 p.m.

Benz moved to close the public hearing at 7:06 p.m. Kaas 2nd. Motion carried unanimously.

Benz proposed clarifying the language of section 2.0 (5); Building Setback Line.

Friday replied language could include as determined by Wisconsin State Department of Natural Resources.

Benz questioned section 3.0 (2) c; Land Suitability, slope steeper than 16% language.

Hennlich moved to approve Ordinance #2013-117 – Subdivision Ordinance, with the language “as determined by Wisconsin State Department of Natural Resources” added to section 2.0 (5) Building Setback Line and alternative wording replace underlined wording in section 11.0 (3) c

Construction Scheduling and the rest of the ordinance as presented. Miller 2nd. Motion carried unanimously.

- 7) Public Hearing: *Consider Ordinance #2013-118 – Repeal (old) Ordinance #38 governing subdivision development.*

After 3 calls, Rath opened the public hearing at 7:20 p.m.

Hennlich moved to close the public hearing at 7:21 p.m. Kaas 2nd. Motion carried unanimously.

Kaas moved to approve Ordinance #2013-118 – Repeal (old) Ordinance #38 governing subdivision development, as presented. Laux 2nd. Motion carried unanimously.

- 8) Report of the Plan Commission: June 3
- a. *Ordinance #2013-117: Subdivision Ordinance creation – Plan Commission reviewed Attorney input and prior Sub-committee work, making modifications as their recommendation to Village Board for Public Hearing.) – reviewed.*
 - b. *Review of Village Year 2030 Comprehensive Plan: Chapt. 3 Transportation.) – reviewed.*
 - c. *Site Plan Review – Dick’s Family Foods (Final Approval pending) – reviewed.*
- 9) Report of Village Officers.
- a. Village President– *Rath informed the Board that Community Foundation representative Kim Petersen will attend the June 24th meeting to provide funding source for the Friends of Wanick Park and Kaukauna Superintendent will attend the July 8th meeting.*
 - b. Clerk/Treasurer
 1. Review financial reports.

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

2. Operator’s Licenses

- Danielle Mae Sprangers
- Shawn O. Cleveland

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

3. Consent Agenda

- *Cigarette & Tobacco licenses.*
- *Alcohol beverage license renewals.*
- *Application for Renewal Class B Malt Beverage & Class C Wine.*
- *Schedule for Appointment of Agent by Corporation (High Cliff Golf Course).*
- *Application for Original Class B Malt Beverage (High Cliff Golf Course).*

Hennlich moved to remove the renewal alcohol beverage application of The Cliffs of Sherwood from the consent agenda and to approve all remaining items on the Consent Agenda as presented. Kaas 2nd. Motion carried unanimously.

4. *Sherwood Cliffs Apartments.* – no report.

10) Village Engineer: Project Update(s) – See attachment.

Friday lead the Board through the engineer report included in the packet.

11) Village Administrator: Project Update(s).

Friday reports the office is very busy with the park project, the grocery store and housing starts.

12) Old Business: None.

13) New Business:

a. *Placement of bench in cemetery:* Consider request (Enola Miller).

Board directed Williams to gather more information on the type of bench proposed, the exact language to be engraved upon the bench and the location requested and report back at the next meeting.

b. *Creation of new Tax Increment District(s):* Consider Contract for Services agreement hiring consultants to establish District(s), per approved FY2013 Budget.
i. 'Feasibility Study' (Ehler's; \$13,500)
ii. 'Background Planning' (S.E.H.; \$19,970).

Dave Wagner (Ehlers & Associates) presented the creation of new tax increment district proposals and responded to Trustee questions.

Benz moved to approve contract with Ehlers & Associates in the amount of \$13,500 to conduct Feasibility Study of new tax increment creation, in joint project with S.E.H. Miller 2nd. Motion carried unanimously.

Kaas moved to approve joint agreement with S.E.H. to conduct Background Planning of new tax increment creation in the amount of \$19,970. Hennlich 2nd. Motion carried unanimously.

c. *Dept. of Public Works employee hire:* Consider process and committee, as needed.

Friday inquired of the Board the direction to take with the hiring. The Board directed Friday to work with current Public Works staff to fill the vacancy.

d. *Appointment to Community Development Authority (CDA):* Consider appointment of Jim Rath to CDA (replacing position formerly held by Gary Rosenbeck). – *tabled.*

14) Complaints and Compliments: None.

15) Correspondences:

- a. *Proposed High Cliff Fest at HCGC (Dan Rippl – HCGC; June 3).) – reviewed.*

Board directed Friday to request Rippl to attend the June 24, 2013 meeting to discuss the event.

- b. *Notice of Public Hearing on Proposed Intergovernmental Cooperation Agreement (Town of Harrison; June 5).) – reviewed.*

- 16) *Closed Session: Request to disburse TID construction funds in advance of project. 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.*

Laux moved to go into Closed Session at 7:57 p.m. for Request to disburse TID construction funds in advance of project. Note: Per Wis. Stats. 19.85(1)(e). Benz 2nd. Motion carried unanimously.

- 17) *Open Session: Consider/Approve any action relative to ‘Closed Session’ item(s).*

Miller moved to return to open session at 8:14p.m. Kaas 2nd. Motion carried unanimously.

- 18) *Adjournment. – Rath hearing no objection adjourned the meeting at 8:15 pm.*

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

Village Board Meeting Minutes

June 24, 2013

Prior to the start of the meeting President Rath requested a moment of silence to honor the wife of village reporter Tom Collins who recently passed away.

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

Present

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

Absent

none

Others Present

Susan Williams, Clerk
Randy Friday, Administrator
Jennifer Schaff, Engineer
Steve Summers, Plan Comm. Chair.

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: June 10 (Regular Meeting). – ***Benz moved to approve the minutes of the regular Village Board meeting on June 10, 2013 as presented. Kaas 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Ellen Peterson, W4723 Nature Ct., Sherwood – regarding agenda item 10)

- 6) Presentation: Proposed *High Cliff Fest* (July 27) to benefit Harrison Fire Dept. and *Friends of High Cliff* (Dan Rippl; President – High Cliff Golf Course).
- 7) Presentation: *Community Foundation for the Fox Valley, Inc.* representative discussing potential *Wanick Park funding sources* (Kim Petersen).
- 8) Report of the Utility Commission: June 17
- a. *Resolution #2013-04: Compliance Annual Maintenance Report*

VILLAGE BOARD: Kaas moved to approve Resolution #2013-04: Compliance Annual Maintenance Report, as presented. Benz 2nd. Motion carried unanimously.

b. *Request to reduce sewer charge due to basement flooding (Van Hoof – reviewed.*

c. *New home construction: Request to tap water main and sewer Manhole #4 (Intersection of Cliff View Dr. & Stommel Rd.) – reviewed.*

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

Rath requested the board consider ownership of the lighting at Wanick Park and along Knight Drive.

- b. Clerk/Treasurer
1. Review financial reports.

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

2. Alcohol Beverage Licenses
- Class 'B' Beer; Class 'B' Liquor (High Cliff Restaurant, Banquets & Catering).
 - Class 'B' Beer; Class 'B' Liquor (Almost Johnny's).

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

3. Temporary Class 'B' license to sell fermented malt beverages (Annual St. John/Sacred Heart parish picnic).

Miller moved to approve the Temporary Class 'B' license to sell fermented malt beverages (Annual St. John/Sacred Heart parish picnic), as presented. Benz 2nd. Motion carried unanimously.

Sherwood Cliffs Apartments: Update. – reviewed.

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

Village Engineer Schaff reported that discussions continue with the Outpost in regards to solving drainage issues.

Schaff stated after surveying the situation, the ditches along Nature Ct. have adequate slope and there is proper conveyance of runoff. Schaff reported the options are ditches, curb and gutter with storm sewers, and hi-bred options of ditch with drain tile or ditches with larger storm sewers. Schaff reported ultimately as the village grows there will be the DNR stormwater permit requirement and that should be kept in mind as situations are presented for consideration. Schaff responded to trustee questions another option would be to install a pipe in the backyards and allow property owners sump pumps to hook up to the pipe.

Friday presented copies of resident ditch enclosure petitions.

Board agreed to first action plan of village staff mowing and clean out obstructions in area, and if that does not solve the problem to look at other options.

11) Village Administrator: Project Update(s).

Friday presented field meeting notes of Lakeshore Estates East paving, newsletter has caution about construction at Wanick Park, all access to park will be closed off after July 4th, grocery store is identifying source of gas feed and coordinating paving with other village projects, 30 days to tree placement, staff will be very busy soon, construction will move to central Wanick, baseball diamond will come down, lighting will be finalized with the board approval later in meeting and next CDA meeting will be a full agenda.

12) Old Business:

- a. *Placement of bench in cemetery: Consider request (Enola Miller).*

Miller moved to approve placement of granite bench with inscription of 'The Robert G. Miller Family', at location presented and financed by Enola Miller. Benz 2nd. Motion carried unanimously.

- b. *Appointment to Community Development Authority (CDA): Consider appointment of Bob Gillespie to CDA (replacing position formerly held by Gary Rosenbeck).*

Rath nominated Bob Gillespie for resident term of the Community Development Authority, office vacated by Gary Rosenbeck. Kaas moved to approve the appointment of Bob Gillespie to the Community Development Authority for remaining resident term which expires April 2015. Miller 2nd. Motion carried unanimously.

13) New Business:

- a. *Pay Request #2 – Wanick Park construction (\$109,363.05; Janke Constr.) for work completed through June 7th.*

Benz moved to approve Pay Request #2 – Wanick Park construction (\$109,363.05; Janke Constr.) for work completed through June 7th, as presented. Miller 2nd. Motion carried unanimously.

- b. *Pay Request #3(2a. per e-mail) – Wanick Park construction (\$104,224.50; Janke Constr.) for 50% pre-payment of Splash Pad equipment.*

Hennlich moved to approve Pay Request #3(2a. per e-mail) – Wanick Park construction (\$104,224.50; Janke Constr.) for 50% pre-payment of Splash Pad equipment, as presented. Miller 2nd. Motion carried unanimously.

- c. *Wanick Park-related lighting: Consider purchase/placement of lighting (fixtures; wiring).*
- Knight Drive roadway lighting.
 - Tennis Court/Basketball Court lighting.

Benz moved to approve Tax Increment Funds for purchase of lighting for Knight Drive and Wanick Park Tennis/Basketball courts in the amount not to exceed \$160,000 including conduit and LED fixtures for street lighting. Miller 2nd. Motion carried unanimously.

14) Complaints and Compliments: None.

15) Correspondences: None.

16) Adjournment. – *Kaas moved to adjourn the meeting at 9:02 pm. Benz 2nd. Motion carried unanimously.*

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

Village Board Meeting Minutes

July 8, 2013

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

Present

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

Absent

Bob Benz, excused

Others Present

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

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Hennlich moved to approve the agenda as presented. Kaas 2nd. Motion carried unanimously.*
- 4) Approval of Minutes: June 24 (Regular Meeting). – *Miller moved to approve the minutes of the regular meeting of the Village Board of June 24, 2013, as presented. Laux 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items:

Vern Bastjan, W4879 Cliffview Drive, Sherwood – regarding agenda item (s) 8) b & c and 13) a
Corey & Kristy Stumpf, W612 Clifton Rd., Sherwood – regarding agenda item 9) c & d

- 6) Presentation: Kaukauna School District (Superintendent Mark Duerwaechter).
- 7) *(Public Hearing) RP#2013-02 (W612 Clifton Road; Stumpf):* Request to rezone newly created Lot #2 (2.588 acres) of three-lot CSM (see CSM#2013-01 below) from Agricultural (Ag.) to Residential (R-1; Single-family) zoning.

After 3 calls Rath opened the public hearing at 6:55 p.m.

Miller moved to close the public hearing at 6:57 p.m. Laux 2nd. Motion carried unanimously.

- 8) Report of the Community Development Authority: June 26
- Wink-Mart property:* Administrator Friday updated the status of property acquisition discussions. – *reviewed.*
 - 'Feasibility Study' for potential TID(s):* Dave Wagner (Ehlers) presentation. – *reviewed.*
 - 'Project Plan Development' for potential TID(s):* Dave Wagner and Andrew Dane (S.E.H.) discussed TID #1 closure and possible creation of TIDs #2 and #3. – *reviewed.*
 - Clifton Road Traffic Study:* Final report ready in one week. – *reviewed.*

- e. *Business development assistance:* Julie Schmelzer (Cal. County Resource Management and Larry Burkhardt, Fox Cities Regional Partnership discussed their organizational resources. – reviewed.
- f. *Potential business development:* Janel Abel discussed a possible business opportunity at Village’s W432 Clifton Road property. – reviewed.*ICMA University Web-conference: ‘Economic Development – Branding Your Community.’* Materials discussed.– reviewed.

9) Report of the Plan Commission: July 1

- a. *Extra-Territorial CSM (Sprangers Brothers; N8220 CTH ‘M’)* Request to divide parcel (#6777) from 25.991 parent parcel into two parcels of 3.792 ac. (home) and 22.04 ac. (ag. field) and 0.161 ac. (Outlot #1).

Hennlich moved to approve without objection Extra-Territorial CSM (Sprangers Brothers; N8220 CTH ‘M’) Request to divide parcel (#6777) from 25.991 parent parcel into two parcels of 3.792 ac. (home) and 22.04 ac. (ag. field) and 0.161 ac. (Outlot #1). Kaas 2nd. Motion carried unanimously.

- b. *Final Site Plan Review – Dick’s Family Foods (TID project).*

Miller moved to approve the final site plan review as presented. Hennlich 2nd. Motion carried unanimously.

- c. *CSM #2013-01 (W612 Clifton Road; Stumpf):* Request to re-create current eight (8) acre Agricultural parcel into three (3) parcels (Lot #1 – 2.07 ac.; Lot #2 – 2.588 ac.; Lot #3 – 1.998 ac.

Miller moved to approve the CSM #2013-01 (W612 Clifton Road; Stumpf): Request to re-create current Agricultural parcel into three (3) parcels (Lot #1 – 2.07 ac.; Lot #2 – 2.588 ac.; Lot #3 – 1.998 ac., as presented. Laux 2nd. Motion carried unanimously.

- d. *RP #2013-02 (W612 Clifton Road; Stumpf):* Request to rezone newly-created Lot #2 – 2.588 ac. from Agricultural (Ag.) to Residential (R-1; Single-family) zoning.

Kaas moved to approve the RP #2013-02 (W612 Clifton Road; Stumpf): Request to rezone newly-created Lot #2 –2.588 ac. from Agricultural (Ag.) to Residential (R-1; Single-family) zoning, as presented. Miller 2nd. Motion carried unanimously.

- e. *Direct Annexation Petition (Brantmeier; N7592 STH 55/114):* Consider petition creating an R-1 (single family) lot (.708 acres) from lands located in the Town of Harrison on the easterly side of STH 55/114 south of CTH ‘B’, not including agricultural land subordinate to the residence (portion of Tax ID #6842). – reviewed.
- f. *Plan Commission Work items – Village of Sherwood Year 2030 Comprehensive Plan Review: Ch. 4–Utilities & Communication Facilities.* – reviewed.
- g. *Consider request to add dish antenna structure on cell tower structure (Miller Pond site).* – reviewed.

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

Rath reported that he along with two other Trustees will not be in attendance for the July 22nd Village Board meeting and requested the Clerk to find out if Benz will be in attendance or if rescheduling is needed.

Rath stated that he met with the Town of Harrison Administrator and Chairmen to discuss the condition of Kesler Road and suggested future meetings on other topics could be beneficial.

Rath finished by informing the board that he met with Kaas and Summers to discuss the Community Development Authority role with the creation of new TIFs.

- b. Clerk/Treasurer
1. Review financial reports.

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

2. Operator's Licenses
- Jeremiah J. Torrez
 - Adrea Duerwaechter
 - Julie A. Schmitz

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

3. *Sherwood Cliffs Apartments.* –

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

Schaff reported crews were out staking for curb and gutter for the Lakeshore Estates East paving, pulverizing will take place this week, with communications going out to the resident.

Schaff will meet with Outpost owners this week.

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

Friday explained the proposed TID #2 & #3.

- 13) Old Business:

- i. TID Creation and Amendment Scheduling – *reviewed.*

- 14) New Business:

- a. *Resolution #2013-05: Consider Petition for Direct Annexation (Brantmeier; N7592 STH 55/114).*

Laux moved to approve Resolution #2013-05: Petition for Direct Annexation (Brantmeier; N7592 STH 55/114). Miller 2nd. Motion carried unanimously.

- b. *Pay Request #4 –Wanick Park construction (\$206,998.25; Janke Constr.) for work completed through June 28th.*

Miller moved to approve Pay Request #4 –Wanick Park construction (\$206,998.25; Janke Constr.) for work completed through June 28th. Kaas 2nd. Motion carried unanimously.

- c. *Sherwood Lion’s Football: Annual request to support football program (NTE \$300).*

Kaas moved to approve annual request to support Sherwood Lion’s football program NTE \$300. Laux 2nd. Motion carried unanimously.

15) Complaints and Compliments: None.

16) Correspondences:

- a. *Monthly Activity Report – May (Calumet County Sheriff’s Dept.). – reviewed.*
- b. *Monthly Activity Report – June (Harrison Fire Dept.). – reviewed.*
- c. *Request (Head Insurance) to act as Village ‘Broker of Record’ (Head Insur.; June 25).*
- d. *Request to continue as Village ‘Broker of Record’ (Maritime Insur.; June 27).*

Clerk Williams presented item 16) c & d and information on insurance research.

Board directed Williams continue to shop and to contact Trustee Benz for further information.

Rath reported communication with Dan Rippl from High Cliff Public Golf Course in regards to High Cliff fest fireworks.

Miller inquired if village has a fireworks ordinance.

Rath responded that the company which provides fireworks for the Timber Rattlers will handle the High Cliff Fest fireworks.

- 17) *Closed Session: Consider ‘Developer’s Agreement’ terms in support of Dick’s Family Foods grocery store. 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 8:04 p.m. to go into closed session Consider ‘Developer’s Agreement’ terms in support of Dick’s Family Foods grocery store. Note: Per Wis. Stats. 19.85(1)(e). Laux 2nd. Motion carried unanimously.

- 18) *Open Session: Consider/Approve any action relative to ‘Closed Session’ item(s).*

Hennlich moved at 9:30 p.m. to return to open session. Miller 2nd. Motion carried unanimously.

Miller moved to approve developers agreement with Fourth Generation LLP for Dick's Family Foods grocery store construction, with the following conditions:

-section 5: payment of the \$400,000 of TIF funds structured so that an initial \$170,000 payment is made upon full execution of agreement, the remaining funds after receipt of payment requests and the Village Administrator named as agent for remaining dispersion of TIF funds.

-section 7 language approve as presented.

-section 8 removed entirety.

And the rest of the agreement as presented.

Gedman 2nd. Motion carried unanimously.

19) Adjournment. – *Rath hearing no objection adjourned the meeting at 9:36 p.m.*

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

Village Board Meeting Minutes

July 22, 2013

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

Present

Bob Benz
Joe Hennlich
Stacy Gedman
Joyce Laux

Absent

Roger Kaas, excused
David Miller, excused
Jim Rath, excused
Jennifer Schaff, Village Engineer excused

Others Present

Susan Williams, Clerk
Randy Friday, Administrator
Steve Summers, Plan Comm. Chair.

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Benz moved to approve the agenda as presented. Gedman 2nd. Motion carried unanimously.*
- 4) Approval of Minutes: July 8 (Regular Meeting). – *Hennlich moved to approve the minutes of the regular meeting of the Village Board of July 8, 2013, as presented. Laux 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items:

Betty Goerl, W4688 Parkway Ct., Sherwood – regarding unagendized item of drainage at Wanick Park.

Jon Van Deraa, W230 Kings Way Dr., Sherwood – regarding unagendized item of drainage at Wanick Park.

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

Benz moved to approve the financial reports as presented along with a check for Calumet County Register of Deeds in the amount of \$30. Laux 2nd. Motion carried unanimously.

- ii. *Operator's Licenses*
 - Jayme Roberts
 - Jan Keuer
 - Taylor Richter
 - Kaila M. Sawlsville
 - Amanda Kersten

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

iii. *Sherwood Cliffs Apartments.*

7) Village Engineer: Project Update(s).

In the Village Engineer's absence Administrator Friday presented sections of the report; Nature Court work will be done by Public Works staff; on Sundown Court fiberglass manholes are being reworked; the Lakeshore Estates East paving project curb is in place with landscaping to be done this week, due to some areas in subdivision having additional aggregate road base, the road profile was raised to .4 feet, the financial implication of this will be presented as soon as possible, asphaltting within the next few weeks and Knight Drive paving is scheduled for October

8) Village Administrator: Project Update(s).

Friday reported Lakeshore Estates East paving is underway, Wanick Park expansion project is on-going and on schedule, grocery store land transfer paperwork has been filed at the County, stormwater pipe will be moved and mounds are on the old bank building will be raised and seeded.

9) Old Business: None.

10) New Business:

a) *Ordinance #2013-119: Consider An Order Annexing Territory to the Village of Sherwood (Brantmeier; N7592 STH 55/114).*

Benz moved to approve Ordinance #2013-119: An Order Annexing Territory to the Village of Sherwood (Brantmeier; N7592 STH 55/114). Gedman 2nd. Motion carried unanimously.

b) *Pay Request #5 –Wanick Park construction (\$143,457.29; Janke Constr.) for work completed through July 12th.*

Benz moved to approve Pay Request #5 –Wanick Park construction (\$143,457.29; Janke Constr.) for work completed through July 12th. Gedman 2nd. Motion carried unanimously.

c) *Change Order #1 – Wanick Park construction (\$98,878; Janke Constr.) for supply and installation of lighting fixtures, conduit and wiring for Knight Drive.*

Hennlich moved to approve Change Order #1 – Wanick Park construction (\$98,878; Janke Constr.) for supply and installation of lighting fixtures, conduit and wiring for Knight Drive. Benz 2nd Motion carried unanimously.

d) *Pay Request #5 and Final – FY2012 Watermain Reconstruction & Paving Program (\$10,357.32; Badger Highways Co., Inc.) for work completed thru June, 2013.*

Benz moved to approve Pay Request #5 and Final – FY2012 Watermain Reconstruction & Paving Program (\$10,357.32; Badger Highways Co., Inc.) for work completed thru June, 2013. Gedman 2nd. Motion carried unanimously.

- 11) Complaints and Compliments: None.
- 12) Correspondences:
 - a. *Monthly Activity Report – June* (Calumet County Sheriff's Dept.). – *reviewed*.
- 13) Adjournment. – *Benz moved to adjourn at 7:02 p.m. Hennlich 2nd. Motion carried unanimously.*

Village Board Meeting Minutes

August 12, 2013

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

Present:

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

Absent:

none

Others Present:

Susan Williams, Clerk
Randy Friday, Administrator
Jennifer Schaff, Engineer
Rich Carlson, Village Attorney

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Rath proposed advancing agenda item 15) to follow agenda item 4), Benz moved to amend the agenda as proposed and approve the rest of the agenda as presented. Kaas 2nd. Motion carried unanimously.*
- 4) Approval of Minutes: July 22 (Regular Meeting). – *Benz moved to approve the minutes of the regular Village Board meeting of July 22, 2013 as presented. Laux 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items. – None.
- 6) Report of the Community Development Authority: July 24
- Wink-Mart property:* Administrator Friday updated the status of property acquisition discussions. – *reviewed.*
 - Clifton Road Traffic Study:* Final update. – *reviewed.*
 - 'Project Plan Development' for potential TID(s):* Dave Carlson and Andrew Dane (S.E.H.) discussed TID #1 closure and possible creation of TIDs #2 and #3. – *reviewed.*
 - 'Project Plan Development' for potential TIDs 2 & 3:* Members discussed potential project elements. – *reviewed.*
 - Request For Proposal (RFP) info:* Membership will review other municipalities' TID RFPs and consider elements for Sherwood RFP. – *reviewed.*
 - Joint Meeting Date(s):* Schedule joint meeting date. – *reviewed.*
- 7) Report of the Plan Commission: Aug. 5
- 'Outpost parking lot alignment:* Allow not less than 5' between multi-modal path and parking space curbing & bumpers

Miller moved to approve 'Outpost parking lot alignment of not less than 5' between multi-modal path and parking space curbing & bumpers. Hennlich 2nd. Motion carried unanimously.

- b. *'Legacy Communications' driveway(s):* Allow entrances/exits on their property at appropriate distances from intersecting driveways and roadways. They are to provide acceptable input based on prior Plan Commission discussions. – *reviewed.*
- c. *Potential Tax Increment (Finance) District(s):* Discussion. – *reviewed.*
- d. *Plan Commission Work items – Village of Sherwood Year 2030 Comprehensive Plan Review:* Ongoing. – *reviewed.*

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

Rath reported receiving many communications in regards to Town of Harrison governmental operations and participated in High Cliff Fest, feeling it was successful and hopes it will go on next year.

- b. Clerk/Treasurer
 1. Review financial reports.

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

2. *Operator's Licenses*
 - Michael P. Ennis

Miller moved to deny the operator license of Michael P. Ennis. Benz 2nd. Motion carried unanimously.

3. *Sherwood Cliffs Apartments.*

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

Engineer Schaff reports Badger Highway began manhole work on Timberline Drive/Sundown Court; 2013 paving curb and gutter, restoration and final paving complete and found 5 manhole castings in need of replacement.

Kaas moved to charge the Lakeshore Estates East manhole expenses of \$1,700 for sanitary manhole castings to the sewer utility and \$680 for storm manhole castings cost to the village. Gedman 2nd. Motion carried unanimously.

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

Administrator Friday reported the stormwater pipe at the grocery store relocation cost is \$26,964.75 which is higher than originally predicted and informed Rath and proposed the village pay the entire amount with a repayment plan from the grocer through annual stormwater billing at 8 cents per square foot until repaid and after that time the annual billing will go down to 5 cents.

Benz requested the Wanick Park/sledding hill drainage concerns of the citizens on Parkway Court be addressed after construction. Friday replied that he communicated with Mrs. Goerl that the drain basin will be installed at the base of the sled hill.

Friday also reported presenting the minutes of the Wanick construction meetings in the packet.

Friday stated that Dave Van Elzen requests using some of the stock piled gravel to go around the Legion Park pavilion.

- 11) Old Business:
 - a. Property insurance coverage for Village assets.

Benz moved to supply agent of record letter for Head Insurance Agency indicating they are the designated agent of record for the Glatfelter Insurance Group. Kaas 2nd. Motion carried unanimously.

- 12) New Business:
 - a. *High Cliff Cemetery*: Approve boundary survey (\$1,000; Mayer Land Surveying) with intent to plat, identify, designate and allow increased plot usage.

Miller moved to approve Mayer Land Surveying to survey the outer boundaries of the village cemetery in the amount of \$1,000. Laux 2nd. Motion carried unanimously.

- b. *Pay Request #6 – Wanick Park construction* (\$80,779.99; Janke Constr.) for work completed through July 26.

Benz moved to approve pay request #6 – Wanick Park construction in the amount of \$80,779.99 to Janke Construction for work completed through July 26, 2013 as presented. Kaas 2nd. Motion carried unanimously.

- c. *Pay Request #7 – Wanick Park construction* (\$22,759.88; Janke Constr.) for work completed through Aug. 2.

Hennlich moved to approve pay request #7 – Wanick Park construction in the amount of \$22,759.88 to Janke Construction for work completed through August 2, 2013 as presented. Benz 2nd. Motion carried unanimously.

- d. *Change Order #2 – Wanick Park construction*: Request to approve addition (\$38,739; Janke Constr.) for tennis and basketball court lighting fixtures and electric service (Note: Village will direct purchase fixtures from Musco Sports Lighting, LLC).

Miller moved to approve Change Order #2 – Wanick Park construction: Request to approve addition (\$38,739; Janke Constr.) for tennis and basketball court lighting fixtures and electric service with Village purchase fixtures directly from Musco Sports Lighting, LLC, as presented. Kaas 2nd. Motion carried unanimously.

- e. *Contract for Services – Clifton Road Bypass Route*: Consider agreement with S.E.H. to facilitate roadway placement including meetings with WisDOT and Village entities, developing roadway plans and cost estimates, *Cost Sharing Analysis Report* and *Special Assessment Roll*.

Kaas moved to approve Contract for Services – Clifton Road Bypass Route: agreement with S.E.H. to facilitate roadway placement including meetings with WisDOT and Village entities, developing roadway plans and cost estimates, Cost Sharing Analysis Report and Special Assessment Roll. Laux 2nd. Motion carried unanimously.

13) Complaints and Compliments: None.

14) Correspondences:

a. *Monthly Activity Report – June* (Harrison Fire Dept.). – reviewed.

b. *Tax Increment District Planning* (Bastjan; July 31). – reviewed.

c. *STH 55/114 road improvements* (WisDOT; Aug. 1). – reviewed.

15) *Closed Session: Town and Village of Harrison Consolidation, RE: Wis. Stats. 66.0229 and 66.0330, et. al.* – Consider legal veracity of consolidation proceedings and potential legal action. Note: Per Wis. Stats. 19.85(1)(g), the Board may move to closed session when conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Kaas moved to go into Closed Session per Wis. Stats. 19.85(1) (g) at 6:34 p.m. Laux 2nd. Motion carried unanimously.

Miller moved to return to open session at 7:20 p.m. Benz 2nd. Motion carried unanimously.

16) *Open Session: Consider/Approve any action relative to ‘Closed Session’ item(s).*

Benz moved to sign the joint litigation cooperation and confidentiality agreement which will contest the intergovernmental cooperative agreement between the Village of Harrison and the Town of Harrison; the village will join the City of Appleton, City of Kaukauna, City of Menasha and others in this joint litigation; contingent upon final review of the village attorney. Miller 2nd. Motion carried unanimously.

17) Adjournment. – ***Kaas moved to adjourn at 8:36 p.m. Benz 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

August 26, 2013

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

Present:

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

Absent:

Stacy Gedman, excused

Others Present:

Susan Williams, Clerk
Randy Friday, Administrator
Jennifer Schaff, Engineer
Steve Summers, Plan Comm. Chair.

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Hennlich moved to approve the agenda as presented. Benz 2nd. Motion carried unanimously.*
- 4) Approval of Minutes: Aug. 12 (Regular Meeting). – *Benz moved to approve the minutes of the regular meeting of the Village Board of August 12, 2013 with an amendment to item 8) a) change the word felling to feeling and the rest as presented. Miller 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.

Bob Wittman, W5146 Natures Way Dr., Sherwood – regarding agenda 15)

- 6) Joint Plan Commission & Community Development Authority Report Meeting July 24.
- a. *Contract for Services – Clifton Road By-Pass Route. – reviewed.*
 - b. *TIFD formulation – Sequence of Events Calendar – reviewed.*
 - c. *‘Project Plan Development’ for potential TIDs 2 & 3 – reviewed.*
 - d. *‘Finance Plan Development’ for potential TIDs 2 & 3– reviewed.*
- 7) Utility Commission Report Aug. 19.
- a. *Petition for ‘grandfathering’ water testing requirement under Village Ordinance #42 (Milheiser; N7470 STH 55). – reviewed.*
 - b. *5-Year Capital Improvement Plan – FY2014-18: Review projects. – reviewed.*
- 8) Report of Village Officers.
- a. Village President

Rath reported attending a Calumet County Committee meeting where the litigation of the Town of Harrison – Village of Harrison intergovernmental agreement was discussed and also reported on positive feedback and experience with the Calumet County Deputies' actions.

b. Clerk/Treasurer

1. Review financial reports.

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

Clerk Williams presented annual DOR Equalization reports for Trustees consideration.

2. Operator's Licenses

- Laura Olson
- Taylor W. Collar
- Christopher R. Froze

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

3. Application for Alcohol Beverage Retail License (TrucCo Hospitality, LLC).

Miller moved to approve the TrucCo Hospitality LLC Class "B" Malt Beer and Alcohol Beverage Liquor License application as presented. Kaas 2nd. Motion carried unanimously.

4. Appointment of Agent by LLC (Larry Trucco for TrucCo Hospitality, LLC).

Miller moved to approve the Agent Appointment by LLC of Larry Trucco for TrucCo Hospitality as presented. Laux 2nd. Motion carried unanimously.

5. Sherwood Cliffs Apartments. – no report.

Rath suggested a report in January and Kaas requested reporting of issues/updates if occur in the interim.

9) Village Engineer: Project Update(s).

Village Engineer Schaff presented the project updates, Badger Highway completed excavation activities at Sundown Court with some manhole grouting to be completed in January 2014, Lakeshore Estates East paving is complete with finalization of contracts and walk through after Labor Day and Dave Schmalz has achieved a compromise with the Outpost in regards to the green area between trail and parking.

Benz inquired of Schaff the financial implication of the additional gravel in the Lakeshore Estates East paving and Schaff replied that she did not know the figure yet.

10) Village Administrator: Project Update(s).

Village Administrator Friday reported having additional conversations with the Village Attorney regarding the Town/Village of Harrison lawsuit and also presented a letter from the Town/Village of Harrison which was personally delivered by the Village President on August 23, 2013.

Friday stated the park project is on schedule with change orders expected related to the trail paving occurring next spring.

Benz reported safety concerns of bicyclists using the Pigeon Rd. trail not stopping and with the natural growth motorists not having a good view of them; Friday replied he would look into it.

Benz also inquired as to Friday's park projects notes of MCO handling the spring start up and fall close down of the splashpad . Friday replied per state regulations the village is required to flush/monitor chemicals/etc. and potentially use village professionals.

11) Old Business:

- a. Property insurance coverage for Village assets. – *reviewed.*

The board directed Williams to send an agent of record letter to Maritime Insurance for Chubb Insurance and to contact the Horton Group to encourage them to provide a property proposal.

12) New Business:

- a. *Pay Request #1 – Lake Shore Estates (East) Roadway Paving Program: Approve payment (\$337,710.04; MCC, Inc.) as partial payment for work thru August, 2013.*

Benz moved to approve the Pay Request #1 – Lake Shore Estates (East) Roadway Paving Program: Approve payment (\$337,710.04; MCC, Inc.) as partial payment for work thru August, 2013 as presented. Miller 2nd. Motion carried unanimously.

- b. *Pay Request #8 – Wanick Park construction (\$295,595.72; Janke Constr.) for work completed through Aug. 20.*

Hennlich moved to approve the Pay Request #8 – Wanick Park construction (\$295,595.72; Janke Constr.) for work completed through Aug. 20 as presented. Kaas 2nd. Motion carried unanimously.

13) Complaints and Compliments:

- a. *Grass mowing – Bill complaint (Aug. 9; Otto-Huss). – reviewed.*

14) Correspondences:

- a. *Preliminary Estimate of Jan. 1, 2013 population (Aug. 12; Wis. Dept. of Adm). – reviewed.*
b. *Monthly Activity Report – July (Calumet County Sheriff's Dept.). – reviewed.*

c. Informational letter to Harrison Property Owners (Aug. 16; City of Kaukauna). – reviewed.

- 15) *Closed Session: Consider offer to sell privately-held development land(s) to Village.*
Note: Per Wis. Stats. 19.85(1) (e), the Board may move to closed session when deliberating or negotiating the purchasing 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 per Wis. Stats. 19.85(1) (e) at 7:20 p.m. Miller 2nd. Motion carried unanimously.

16) *Open Session: Consider/Approve any action relative to ‘Closed Session’ item(s).*

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

Kaas moved to refer proposal to the PRUT Board to consider the potential purchase for park use of wooded area west of Pigeon Road. Laux 2nd.

Rath suggested the PRUT Board inquire into the DNR Stewardship Grants program for passive parks.

Motion carried unanimously.

- 17) Adjournment. – ***Benz moved to adjourn at 8:01 p.m. Laux 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

September 9, 2013

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

Present:

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

Absent:

David Miller, excused

Others Present:

Susan Williams, Clerk
Randy Friday, Administrator

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Kaas 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: August 26 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board of August 26, 2013, as presented. Hennlich 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items. None.
- 6) Report of the Joint Community Development Authority and Plan Commission Special Meeting: Aug. 28
- a. *Wink-Mart property:* Administrator Friday reported a discussion with current owners has been set for Sept. 4th. – *reviewed.*
- b. *Updated Calendar of Business:* S.E.H. will meet w/ WisDOT Sept. 23rd to discuss STH 55/114 issues. – *reviewed.*
- c. *Joint Review Board Meeting – Sept. 5th:* JRB membership has been established in advance of this meeting to enable creation of TIDs #2 & #3. – *reviewed.*
- d. *Public Hearing and Resolutions – Sept. 9:* Plan Commission to consider and approve establishment of *TID #2* and *TID #3 Project Plans and Boundary Maps.* – *reviewed.*
- e. *Plan Modifications:* Commission and Authority membership made modifications and approved forwarding modified Plans to Plan Commission Public Hearing (Sept. 9). – *reviewed.*
- 7) Report of Village Officers.
- a. Village President

Rath reported attending government leader workshop at Fox Cities Chamber, will host a listening session at the Village Hall October 30th, 5 – 7 p.m., received word from Brantmeier that the Town of Harrison reported their annexation is complete, meeting with Bob Gillespie and Mary Kohrell to facilitate a local business group and intends on having a discussion with administrator about street lighting along Hwy 114/55 through village.

b. Clerk/Treasurer

1. Review financial reports.

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

8) Village Engineer: Project Update(s).

In the absence Village Engineer, Village Administrator stated that issue of the Outpost driveway along Knight Drive is being resolved through a temporary easement to perform work required, the village should be done there by the end of October, work for the grocery store will be through the back side of Knight Drive, and work will move inside the grocery store during the cold months.

Kaas inquired as to the timing of paving of Knight Drive Friday responded the engineer has it scheduled for this fall.

9) Village Administrator: Project Update(s).

Friday stated the Wanick Park project has all trades on site, capturing weekly progress in pictures, reporting half of the trees are planted, Public Works employees doing a great job on planting and they need to work on weekends for watering of new plantings.

10) Old Business:

Benz reports receiving many comments/questions from residents in regards to the Town of Harrison/Village of Harrison actions and the correspondences those residents have received from other municipalities and inquired if the board wishes to address the situation, how the trustees are responding to these comments/questions and the village position on this.

Rath stated it could be placed in future newsletter/agendas, but cautioned the board that this will be a long process.

Kaas stated that the village does not know all the answers yet and formulating a response at this time maybe premature.

Rath suggested the discussion cease and Benz to be in contact with Friday and reminds the board of the pending litigation.

Friday stated that the website can be posted with information if the board requests.

11) New Business:

- a. *Pay Request #9 – Wanick Park construction (\$120,483.75; Janke Constr.) for work completed through Sept. 3.*

Benz moved to approve Pay Request #9 – Wanick Park construction (\$120,483.75; Janke Constr.) for work completed through Sept. 3 as presented. Kaas 2nd. Motion carried unanimously.

- b. *Contract for Services – Auditing: Consider request to approve continued auditing services with Schenck for a 3-year period (FY2014 thru FY2016).*

Kaas moved to approve Contract for Services – Auditing: Continued auditing services with Schenck for a 3-year period (FY2014 thru FY2016) as presented. Laux 2nd. Motion carried unanimously.

- c. *Resolution #08-2013 – A Resolution in support of the Consolidation Recycling Efficiency Grant: Annual resolution enabling Village to receive recycling funding support.*

Kaas moved to approve Resolution #08-2013 – A Resolution in support of the Consolidation Recycling Efficiency Grant: Annual resolution enabling Village to receive recycling funding support. Benz 2nd. Motion carried unanimously.

12) Complaints and Compliments: None.

13) Correspondences:

Laux inquired who will be responsible for the programming/funding at Wanick Park, and Friday responded the village will be working through a new hire and their responsibilities; recreation, public works, trees, downtown revitalization, etc.

Rath suggested using local universities for internship options, that along with others topics to be considered by the Park, Recreation and Urban Tree Board (PRUT).

Friday reports the park will be complete this fall to a certain extent for sledding (etc.) this winter and full completion in spring.

14) Adjournment. – ***Rath hearing no objection adjourned the meeting at 7:17 p.m.***

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

Village Board Meeting Minutes
September 23, 2013

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

Present:

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

Absent:

none

Others Present:

Randy Friday, Administrator
Susan Williams, Clerk
Steve Summers, Plan Commission Chair,

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Kaas 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: Sept. 9 (Regular Meeting). – ***Hennlich moved to approve the regular meeting of the Village Board of September 9, 2013 as presented. Kaas 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items. – *none.*
- 6) Report of the Plan Commission – Special Meeting: Sept. 9
- a. *Public Hearing:* Hearing held on proposed Project Plan and proposed Boundaries creating TID #2. – *reviewed.*
- b. *Resolution #06-2013:* Adopted Resolution approving creation of TID #2. – *reviewed.*
- c. *Public Hearing:* Hearing held on proposed Project Plan and proposed Boundaries creating TID #3. – *reviewed.*
- d. *Resolution #07-2013:* Adopted Resolution approving creation of TID #3. – *reviewed.*
- 7) Report of Village Officers.
- a. Village President
- b. Clerk/Treasurer
1. Review financial reports.

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

2. *Operator's Licenses*

- Richard J. Van Driel

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

8) Village Engineer: Project Update(s).

Village Engineer Schaff distributed a handout and discussed the contents, no new work on the Nature Court drainage project, Timberline Drive/Sundown Court manhole work will continue in January per contractor schedules, Lakeshore Estates East paving project is still open with restoration contractor resolution, Knight Drive will see paving to begin after mobilization at Wanick Park, grocery paving to be coordinated as schedule allows, and the Outpost temporary easement will be signed dependent on an updated construction paving schedule.

9) Village Administrator: Project Update(s).

Administrator Friday reported Wanick Park is on target/time/schedule and within the budget and contingency. Miller inquired as to the status of the soccer fields and Friday replied that will be straw only with completion midsummer 2014. Friday stated Wanick Park is just past 50% of trees planted. Friday informed the board that the Public Works hire is on-going with interviews on Friday and one summer help is done for the year. Friday went on to say that he is working on a light fixture for the administrative office parking lot.

10) Old Business: None.

11) New Business:

- a. *Review the public record, planning documents, and Plan Commission Resolution adopting the Project Plan and Boundary of Tax Increment District No. 2*

Benz inquired of Dave Wagner from Ehlers & Associates if the districts are not implemented what value would be realized. Wagner replied "not much".

Rath asked Wagner the advantages of the timing of the village's next borrowing. Wagner replied that interest rates will continue to rise and the rate at which you can invest is not near the borrowing rate.

Gedman inquired on the financial schedules the interest rates projected for district #2 and #3. Wagner responded that a range was used for each issue, planning on different timing of the borrowings and increases in the rates.

Laux asked Wagener about the language of proceeds of sales of property purchased within each district being transferred to the other district. Wagner replied that was an error in the language that the benefit remains within the district where the purchase took place and the plans will be modified.

Benz inquired if the donations/increments of district #1 and #2 could be used somewhere other than #3. Wagner responded the funds could not be used somewhere else and if funds remained the village would be required to be distribute to the taxing jurisdictions.

Kaas asked where in #3 the project item of place making and imaginability improvements was identified. Wagner replied it was there as long as it fell within the main categories listed and the plan will be modified.

Gedman inquired of the housing starts within both districts totaling \$50,000,000. Wagner responded the market analysis identified that as the lower of the range of potential and should not be considered a guarantee. Gedman stated his question was if that figure was reasonable based on current available of lots within the districts. Friday replied there are 130 - 135 current existing lots and a lot of vacant land.

- b. *Resolution #09-2013: Consider Resolution approving Tax Increment District No. 2 Project Plan and Boundary Creation.*

Kaas moved to approve Resolution #09-2013: Resolution approving Tax Increment District No. 2 Project Plan and Boundary Creation. Benz 2nd. Motion carried unanimously.

- c. *Review the public record, planning documents, and Plan Commission Resolution adopting the Project Plan and Boundary of Tax Increment District No. 3.*
- d. *Resolution #10-2014: Consider Resolution approving Tax Increment District No. 3 Project Plan and Boundary Creation.*

Kaas moved to approve Resolution #10-2013: Resolution approving Tax Increment District No. 3 Project Plan and Boundary Creation. Miller 2nd. Motion carried unanimously.

- e. *Bond Re-funding (\$1.37M): Consider BABs bond re-funding for issued debt savings.*

Wagner presented the packet information and proposed postponing re-funding at the present time.

- f. *Pay Request #10 – Wanick Park construction: Consider pay request (\$224,655.75; Janke Constr.) for work completed through Sept. 17.*

Miller moved to approve Pay Request #10 – Wanick Park construction: Pay request (\$224,655.75; Janke Constr.) for work completed through Sept. 17. Hennlich 2nd. Motion carried unanimously.

- g. *Change Order #3 – Knight Drive extension: Consider change order #3 (\$12,600) for drain tile installation along roadway increasing contract to \$679,245.95.*

Benz moved to approve Change Order #3 – Knight Drive extension: Change order #3 (\$12,600) for drain tile installation along roadway increasing contract to \$679,245.95. Miller 2nd. Motion carried unanimously.

- h. *Property Insurance carrier: Consider/Award annual property insurance coverage.*

Miller moved to withdraw from the Local Government Insurance Fund effective October 15, 2013. Laux 2nd. Motion carried unanimously.

Kaas moved to award annual property insurance coverage to Chubb Group of Insurance Companies effective October 15, 2013. Miller 2nd. Motion carried unanimously.

- i. *Agreement for Special Law Enforcement Services between Village and Calumet County – FY2014: Consider extension of annual service contract (\$17,373.72 [3% increase]).*

Hennlich moved to approve Agreement for Special Law Enforcement Services between Village and Calumet County – FY2014. Benz 2nd. Laux opposed. Motion carried.

12) Complaints and Compliments: None.

13) Correspondences:

a. Sewer Service Area planning (East Central Regional Planning; Sept. 10). – *reviewed.*

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

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

14) Adjournment. – ***Kaas moved to adjourn at 7:39 p.m. Laux 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

Monday, October 14, 2013

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

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

- 2) Pledge of Allegiance – *recited*

- 3) Approval of the Agenda – ***Benz moved to approve the agenda. Hennlich seconded. Motion carried.***

- 4) Approval of Minutes: Sept. 23 (Regular Meeting) – ***Kaas moved to approve the September 23, 2013 meeting minutes, as presented. Benz seconded. Motion carried.***

- 5) Registered Citizen Comments on Agenda Items – *None*

- 6) Report of the Plan Commission (Oct. 7)
 - a) *CSM #2013-02: Consider Brantmeier certified survey map (N7592 STH 55/114) creating a new, single-family lot (Note: Previously approved Direct Petition for annexation. Balance of farm land remains in Town of Harrison.). – Benz moved to approve CSM #2013-02. Miller seconded. Motion carried.*

 - b) *Village of Sherwood Year 2030 Comprehensive Plan Review: Ch. 5 – Agricultural, Natural and Cultural Resources. – No action taken.*

Discussion: Benz recommends rewording of ‘Goals’ from “promote small town atmosphere” to “promote rural, small town atmosphere”. Benz also recommends that the ‘Goals’ observation indicate the village wants to encourage lake associations.
After further discussion regarding the rewording, Friday stated the recommendation will be redirected to the Plan Commission to decipher the definition of “rural” as it may relate to the Goal meaning.

 - c) *STH 55/114 roadway improvements: In FY2014, WisDOT will mill & overlay entire length if funding permits. - Informational only*

 - d) *Wink-Mart purchase: Per adopted 5-Year Capital Improvement Plan, purchase is in final stages – Informational only.*

 - e) *ZOA #2013-01 – Regulation of public nuisances (specifically noxious weeds & grass; #94-52) - Information reviewed for future zoning ordinance amendment. – Informational only.*

Discussion: Summers stated he would like to introduce developed and undeveloped “grass” lengths to the wording.

- f) *'Downtown Master Plan 'RFP: Discussed possible plan elements and roles of Village Plan Commission & CDA, if funded. – Informational only*
- 7) Report of Village Officers.
- a) Village President
- i) Downtown Business Association: Consider formation, staffing, cost, etc. – *Friday reported the initial meeting is scheduled for November 18, 2013. Kaas stated one of the agenda items to be discussed will be the SEH Downtown Market Analysis concept to organize a business association which will be self-directing.*
- b) Clerk/Treasurer
- i) Review financial reports – ***Benz moved to approve the financial reports, as presented. Hennich seconded. Motion carried.***
- ii) Operator's Licenses
- Nicole C. Verhagen
 - Lisa M. Zarling
- Miller moved to approve both of the Operator Licenses. Kaas seconded. Motion carried.***
- 8) Village Engineer: Project Update(s) – *Not present*
- 9) Village Administrator: Project Update(s) - *Reviewed minutes of 10/3/13 Wanick Park Expansion meeting from SAA. Friday announced Wes Hietpas is the new public works employee. Wes' start date is October 21, 2013. New, improved lighting is being installed for village office parking lot. Reviewed the Five Year FY 2014-2018 Capital Improvement Plan.*
- 10) Old Business: *None.*
- 11) New Business:
- a) *Pay Request #11 – Wanick Park construction: Pay request (\$220,150.25; Janke Constr.) for work completed through Oct. 8 – Hennlich moved to approve pay request #11 from Janke Construction in the amount \$220,150.25 for work completed through October 8, 2013. Kaas seconded. Motion carried.*
- b) *Change Order #3 – Wanick Park construction: Request to increase contract amount (\$13,200.72) to \$2,918,279.30 due to Spring trail asphaltting (\$8,360) and above-ground enclosure for splash pad equipment (\$4,840.72). – Miller moved to approve Change Order #3 from SAA Design Group, Inc, on behalf of Janke Construction, in the amount \$13,200.72 for asphaltting (\$8,360) and an above ground enclosure (\$4,840.72) for the Wanick Park Expansion project. Hennlich seconded. Motion carried.*
- c) *Change Order #4 – Knight Drive Extension: Request to increase contract amount (\$16,036.90) to \$695,282.85 due to late season asphaltting (\$13,922.50) and concrete work (\$2,114.40) – Kaas moved to approve Change Order #4 from David Tenor Corporation in the amount \$16,036.90 for late season asphaltting (\$13,922.50) and concrete work (\$2,114.40) for the Knight Drive Extension project. Hennlich seconded. Motion carried.*

- d) *Resolution #13-2013 – International Migratory Bird Day: Consider annual proclamation in support of Sherwood as a Wisconsin Bird City. – Benz moved to approve Resolution #13-2013 – International Migratory Bird Day. Miller seconded. Motion carried unanimously.*
- e) *Resolution #14-2013 – Purchase of Wink-Mart property at W415 Veterans Avenue (\$75,000; Condon Oil): Consider purchase in ‘as is’ condition per approved 5-Year Capital Improvement Plan FY2013-2017, Community Development Authority, and Plan Commission input. – Laux moved to approve Resolution #14-2013 – Purchase of Wink Mart property at W415 Veterans Avenue from Condon Oil in the amount \$75,000. Kaas seconded. Motion carried unanimously.*

12) Complaints and Compliments: *None.*

13) Correspondences:

- a) Meeting with ‘Site Selectors’ (Fox Cities Chamber of Commerce; Sept. 23) – *reviewed*
- b) *Monthly Activity Report* (Harrison Fire Dept; Oct. 10) – *reviewed*

14) Adjournment – *Kaas moved to adjourn at 7:39 p.m. Benz seconded. Motion carried.*

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

Village Board Meeting Minutes

October 28, 2013

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

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Joyce Laux

David Miller

Jim Rath

Absent

Roger Kaas, excused

Others Present

Randy Friday, Administrator

Susan Williams, Clerk

John Sharer, Plan Commissioner

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

- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Gedman 2nd. Motion carried unanimously.***

- 4) Approval of Minutes: Oct. 14 (Regular Meeting). – ***Miller moved to approve the minutes of the regular meeting of the Village Board on October 14, 2013 as presented. Benz 2nd. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items. – *none.*

- 6) Report of the Community Development Authority (Oct. 23)

a) *Downtown Master Plan – Request for Proposal:* Considered draft RFP information to be considered for funding by Village Board in FY2014 Budget.

Miller moved to approve the request for proposal for Downtown Master Plan as recommended by the Community Development Authority as presented. Gedman 2nd. Laux – nay. Motion carried.

b) *Economic Development Workshop (Green Bay):* Update – reviewed.

c) *Wink-Mart property purchase (Condon Oil):* Update – reviewed.

- 7) Report of Village Officers.

a) Village President – *Rath reminded the Board that he is hosting a village listening session on October 30, 2014, 5 pm to 7 pm at the Village Hall. Rath reports satisfaction with the work accomplished by the Community Development Authority and Plan Commission. Rath reminded the Board the first meeting of the Sherwood business group is set for November 18, 2013 at Bleoni's Restaurant at 5:30 p.m. to 7 pm, Calumet County Mary Kohrell will be assisting. Rath stated he has been receiving positives comments from visitors to the Wanick Park and is grateful to the PRUT board for their efforts. Rath finished his comments with information about reaching out to UW-Oshkosh university studies program which provides community opportunities for their students and hopefully they will assist document the history within the village.*

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

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

Williams informed the board that there have been written correspondences with High Cliff Public Golf Course in regards to the outstanding payable without any payments received in 2013. Board directed Administrator Friday to contact owners to inform them that the Board will discuss this topic at the 2nd village board meeting in November.

8) Village Engineer: Project Update(s).

Village Engineer Schaff reported working to close out the 2013 paving and Knight Drive two course paving will be done beginning this week (weather dependent).

9) Village Administrator: Project Update(s).

Friday reports Wanick Park notes in the packet show a production schedule without highlighting, so he distributed a new copy for the board, JRB meeting Tuesday October 29, 2013 at 5 pm at the village hall for the TIF #2 and #3 donor status, and completed his comments with the suggestion of the addition to Wanick Park of electrical service to the ice rink for the planting of a village holiday tree with which the board concurred.

Hennlich inquired if village yard waste site can remain open on Saturdays through November 23, 2013 and the board concurred.

10) Old Business: None.

11) New Business:

- a) *Pay Request #12 – Wanick Park construction: Pay request (\$239,019.87; Janke Constr.) for work completed through Oct. 21.*

Benz moved to approve Pay Request #12 – Wanick Park construction: Pay request (\$239,019.87; Janke Constr.) for work completed through Oct. 21. Hennlich 2nd. Motion carried unanimously.

- b) *Municipal Codification: Select provider for on-line publication.*

Benz moved to approve General Code to codify village ordinances for \$9,587.00. Miller 2nd. Motion carried unanimously.

- c) *Annual Appreciation Dinner: Select date.*

Board requested the annual appreciation dinner date set for November 19, 2013 at Shenanigan's.

- d) *Draft FY2014 Annual Budget*: Presentation before public hearing & adoption (Nov. 11th). – *budget documents were not included in the board packet, Friday copied and distributed to Trustees prior to end of the meeting.*
- e) *5-Year Capital Improvement Budget – FY2014-18*: Consider adoption. –

Miller moved to approve the 5-Year Capital Improvement Budget – FY2014-18, as presented. Benz 2nd. Motion carried unanimously.

12) Complaints and Compliments: None.

13) Correspondences:

- a) *Monthly Activity Report – September* (Calumet County Sheriff's Dept). – *reviewed.*
- b) *Population Estimate – Annual* (Wis. Dept. of Administration; Oct. 15). – *reviewed.*

14) *Closed Session: Personnel & Compensation Review (Administrator; Clerk).*

Note: Per Wis. Stats. 19.85(1) (c) the Board may move to a closed session when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Benz moved to go into closed session per Wis Stats. 19.85 (1) (c) at 8:29 p.m. Miller 2nd. Motion carried unanimously.

15) *Open Session: Personnel & Compensation Review (Administrator; Clerk).* Consider compensation for Administrator and Clerk in FY2014.

Benz moved to return to open session at 10:45 p.m. Hennlich 2nd. Motion carried unanimously.

Hennlich moved to set Clerk-Treasurer FY2014 salary as \$46,600 base plus 2% increase (\$932) and in recognition of graduating from the Clerk's Institute 3 year program performance bonus of \$720. Miller 2nd. Motion carried unanimously.

Miller moved to set Administrator FY2014 salary as \$95,600 base plus 2% increase (\$1,912) plus performance bonus of \$2,388 and FY2015 salary as \$99,900 base plus 2% increase (\$1,998) plus performance bonus of \$2,102. Gedman 2nd. Motion carried unanimously.

16) Adjournment. - ***Rath by unanimous consent adjourned the meeting at 10:51p.m.***

Respectfully submitted for review and approval by Susan Williams and Randy Friday.

Village Board Meeting Minutes

November 11, 2013

- 1) Call to Order and Roll Call. – *President Rath requested any veterans in the Board Room to stand and thanked Bob Benz and Randy Friday for their service and called the meeting to order at 6:31 with roll call:*

Present

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

Absent

*none
Others Present
Randy Friday, Administrator
Susan Williams, Clerk
Jennifer Schaff, Village Engineer
Steve Summers, Plan Commission Chair.*

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Kaas 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: Oct. 28 (Regular Meeting). – ***Hennlich moved to approve the minutes of the regular meeting of the Village Board on October 28, 2013 as presented. Miller 2nd. Kaas abstained. Motion carried.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Plan Commission (Nov. 4)
 - a) CSM #2013-03: Certified Survey Map delineating boundaries of Village-owned High Cliff Cemetery (State Park Road).

Benz moved to approve CSM #2013-03: Certified Survey Map delineating boundaries of Village-owned High Cliff Cemetery (State Park Road), as presented. Kaas 2nd. Motion carried unanimously.

- b) *Village of Sherwood Year 2030 Comprehensive Plan Review: Ch. 6 – Economic Development.*

Miller moved to approve Village of Sherwood Year 2030 Comprehensive Plan Review: Ch. 6 – Economic Development, as presented. Kaas 2nd. Motion carried unanimously.

- c) *Resolution #15-2013: TID #1 Project Plan Amendment (allowing donation of excess funds to TID #3). (Approved) – reviewed.*
- d) *Resolution #16-2013: TID #2 Project Plan Amendment (allowing donation of excess funds to TID #3). (Approved) – reviewed.*

- e) *Resolution #17-2013: TID #3 Project Plan Amendment (allowing receipt of funds from TID #1 & TID #2. (Approved)) – reviewed.*
 - f) *ZOA #2013-01: Consider Zoning Ordinance Amendment of #94-52 (public nuisances) regulating grass and noxious weed growth.) – reviewed.*
- 7) (Public Hearing) *FY2014 Village Budget: Consider/Approve Resolution #18-2013 Adopting the FY2014 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2014.*

After 3 calls for the public hearing Rath opened the public hearing at 6:52 p.m.

Friday presented the budget and responded to Trustee questions.

Benz moved to approve Resolution #18-2013 Adopting the FY2014 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2014. Hennlich 2nd. Motion carried unanimously.

Rath closed the public hearing at 7:30 p.m.

Benz requested quarterly reporting on Wanick Park expenses.

- 8) (Presentation – S.E.H.) *Transportation Master Planning (Downtown; Condon Haul Road).*

Andrew Dane and Matt Stephan from S.E.H. presented the Transportation report update, Transportation Master Plan document and Condon Road options to the Trustees and responded to questions.

Kaas moved to go forward with 28 foot urban width option E Condon Road extension project. Miller 2nd. Motion carried unanimously.

- 9) Report of Village Officers.
a) Village President – Listening Session (Oct. 30).

Rath distributed handout detailing comments received via e-mail and at the listening session October 30, 2013. Rath reminded trustees that November 18th a local business owners group will meet 5:30 – 7 p.m. at Bleoni's restaurant. Rath complimented the work of the village Park Recreation and Urban Tree board, Plan Commission, Joint Review Board, Community Development Authority and Utility Commission. Rath suggested entertainment events to be planned in the future at new venue. Rath complimented Bob Gillespie and Steve McGrath who were responsible for the invitation for the business owners group, the cost of the invitation was donated by them. Rath suggested a trout boil event for next year. Rath finished up his comments stating he is looking into including Sherwood in the Explore the Shore brochure that businesses on the eastern coast of Lake Winnebago have developed.

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

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

ii. Operator's Licenses: Donald E. Diercks III

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

Williams reported auditors will be in the office for interim work on the 2013 audit, appreciation dinner/codification updates, and reminder that there will only be one December 2013 village board meeting.

10) Village Engineer: Project Update(s).

Village Engineer Schaff reported that she will meet with the contractor of Lakeshore Estates East paving in order to wrap up the project, informed the board due to weather only one layer of asphalt was set down in the Knight Drive project, and will meet with that contractor in order to have the area set for winter.

11) Village Administrator: Project Update(s).

Village Administrator Friday directed Trustees to park meeting notes in the packet, meetings are weekly, the island tree will be placed if possible dependent on weather, can be finished next year if need be.

12) Old Business: None.

13) New Business:

- a) *Pay Request #13 – Wanick Park construction: Pay request (\$308,224.60; Janke Constr.) for work completed through Nov. 5.*

Benz moved to approve Pay Request #13 – Wanick Park construction: Pay request (\$308,224.60; Janke Constr.) for work completed through Nov. 5. as presented. Kaas 2nd. Motion carried unanimously.

14) Complaints and Compliments: None.

15) Correspondences:

- a) *Monthly Activity Report – October (Calumet County Sheriff's Dept). – reviewed.*

Friday directed Trustee's attention to the rapid transit authority legislation in the packet and inquired if the board had interest in supporting the legislation – no action taken.

16) Adjournment. – ***Benz moved to adjourn the meeting at 9:19 p.m. Laux 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

November 25, 2013

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

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath

Absent

none

Others Present

Randy Friday, Administrator

Susan Williams, Clerk

Jennifer Schaff, Village Engineer

Steve Summers, Plan Commission Chair.

- 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: Nov. 11 (Regular Meeting). – ***Benz moved to amend the regular meeting of November 11, 2013 minutes to include under item 7) his request to receive quarterly reporting on Wanick Park expenses and to approve the remaining minutes as presented. Miller 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Dan Rippl, W5055 Golf Course Rd., Sherwood – regarding agenda items 10) a)

Jeff Luniak, W5055 Golf Course Rd., Sherwood – regarding agenda items 10) a)

- 6) Report of Village Officers.
a) Village President – Listening Session (Nov. 25).

Rath distributed notes from Sherwood Business Owners listening session November 18, 2013 and inquired of the board if there were any questions.

Administrator Friday distributed S.E.H. Priorities handout, Kaas presented information behind the document and Rath stated the group will next meet again in January, 2014.

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

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

- ii. Operator's Licenses:
• Kyle Thibaudeau
• Holly Koehler

- Susan Schiesl

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

7) Village Engineer: Project Update(s).

8) Village Administrator: Project Update(s).

Friday presented field work notes of Wanick Park, water line will be opened to the ice rink, and other work in anticipation of the first village winter solstice event December 21, 2013 at 4 p.m.

9) Old Business: None.

10) New Business:

- a) *High Cliff Golf Course – Note repayment:* Consider re-payment terms of outstanding note from previous ownership (Rippl; Luniak).

Benz moved to contact the village attorney about this situation. Miller 2nd. Motion carried unanimously.

- b) *High Cliff Cemetery:* Consider ‘Sale of Plots’ & ‘Agreement for Perpetual Care’ (Grube).

Laux moved to approve the sale of plot and agreement for perpetual care for Elizabeth and Paul Grube, as presented. Miller 2nd. Motion carried unanimously.

- c) *Pay Request #10 – Knight Drive extension:* Pay Request (\$110,382.561; David Tenor Corp.) for work completed through Nov, 2013.

Benz moved to approve Pay Request #10 – Knight Drive extension: Pay Request (\$110,382.61; David Tenor Corp.) for work completed through Nov, 2013, as presented. Kaas 2nd. Motion carried unanimously.

- d) *Change Order #5 – Knight Drive extension:* Request to increase contract amount (\$28,803) to \$724,085.85).

Benz moved to approve Change Order #5 – Knight Drive extension: Request to increase contract amount \$28,803 to \$724,085.85, as presented. Kaas 2nd. Motion carried unanimously.

- e) *Pay Request #2 – Lake Shore Estates (East):* Pay Request (\$9,006.27; MCC, Inc.) for work completed through Nov, 2013.

Kaas moved to approve Pay Request #2 – Lake Shore Estates (East): Pay Request (\$9,006.27; MCC, Inc.) for work completed through Nov, 2013, as presented. Laux 2nd. Motion carried unanimously.

- f) *Change Order #1 – Lake Shore Estates (East):* Request to decrease contract amount (\$74,034.33) from \$425,750.64 to \$351,716.31.

Miller moved to approve Change Order #1 – Lake Shore Estates (East): Request to decrease contract amount (\$74,034.33) from \$425,750.64 to \$351,716.31, as presented. Hennlich 2nd. Motion carried unanimously.

- g) *Pay Request #14 – Wanick Park construction: Pay request (\$182,204.34; Janke Constr.) for work completed through Nov. 19.*

Kaas moved to approve Pay Request #14 – Wanick Park construction: Pay request (\$182,204.34; Janke Constr.) for work completed through Nov. 19, as presented. Miller 2nd. Motion carried unanimously.

- h) *Resolution #19-2013: Resolution Amending, Describing and Making Certain Findings and Approving Project Plan Amendments for TID #1 ('Donor District').*

Hennlich moved to approve Resolution #19-2013: Resolution Amending, Describing and Making Certain Findings and Approving Project Plan Amendments for TID #1 ('Donor District'), as presented. Kaas 2nd. Motion carried unanimously.

- i) *Resolution #20-2013: Resolution Amending, Describing and Making Certain Findings and Approving Project Plan Amendments for TID #2 ('Donor District').*

Miller moved to approve Resolution #20-2013: Resolution Amending, Describing and Making Certain Findings and Approving Project Plan Amendments for TID #2 ('Donor District'), as presented. Benz 2nd. Motion carried unanimously.

- j) *Resolution #21-2013: Resolution Amending, Describing and Making Certain Findings and Approving Project Plan Amendments for TID #3 ('Recipient District').*

Benz moved to approve Resolution #21-2013: Resolution Amending, Describing and Making Certain Findings and Approving Project Plan Amendments for TID #3 ('Recipient District'), as presented. Laux 2nd. Motion carried unanimously.

- k) *Garbage Recycling Contract: Consider contract 6 – yr extension w/ Advanced Disposal Systems.*

Kaas moved to approve Garbage Recycling Contract: Consider contract 6 – yr extension w/ Advanced Disposal Systems, with language changes in the first paragraph Sherwood in place of Hilbert, in section 4 every other week in place of first Friday, in section 7 year in place of anniversary and in section 12 \$1,000,000 in place of sufficient, and the rest of the contract as presented. Laux 2nd. Motion carried unanimously.

11) Complaints and Compliments: None.

12) Correspondences:

- a) *Monthly Activity Report – October (Harrison Fire Dept.). – reviewed.*
- b) *Transportation Planning – (S.E.H.). – reviewed.*

Andrew Dane (S.E.H.) presented contract for vehicle and pedestrian safety strategies and responded to questions.

Benz moved to approve S.E.H. contract for vehicle and pedestrian safety strategies services using general funds on hand for an amount not to exceed \$4,750. Kaas 2nd. Motion carried unanimously.

13) Adjournment. – ***Hennlich moved to adjourn the meeting at 8:13 p.m. Kaas 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

December 9, 2013

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

Present

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

Absent

Randy Friday, Administrator

Others Present

*Susan Williams, Clerk
Steve Summers, Plan Commission Chair.
John Sharer, Plan Commissioner*

- 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: Nov. 25 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board November 25, 2013 as presented. Laux 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Tim Stevenson, N7916 Pigeon Rd., Sherwood – regarding 6) a).

- 6) Report of the Plan Commission (Dec. 2)

- a) *CSM #2013-04: Consider Certified Survey Map request (Tim & Shelley Stevenson; N7916 Pigeon Road) to split 1.702 acre parcel with one, single-family dwelling into two equal parcels of 0.851 acres. Properties conform to current IR-2 (single-family) zoning requirements.*

Benz moved to approve CSM #2013-04: Consider Certified Survey Map request (Tim & Shelley Stevenson; N7916 Pigeon Road) to split 1.702 acre parcel with one, single-family dwelling into two equal parcels of 0.851 acres, as presented. Kaas 2nd. Motion carried unanimously.

- b) Village of Sherwood Year 2030 Comprehensive Plan Review: *Ch. 7 – Intergovernmental Cooperation.*

Kaas moved to approve Chapter 7 Village of Sherwood Year 2030 Comprehensive Plan Review, as presented. Gedman 2nd. Motion carried unanimously.

- c) *ZOA #2013-01: Consider Zoning Ordinance Amendment of #94-52 (public nuisances) regulating grass and noxious weed growth.*

Laux moved to proceed to public hearing ZOA #2013-01: Consider Zoning Ordinance Amendment of #94-52 (public nuisances) regulating grass and noxious weed growth. Miller 2nd. Motion carried unanimously.

Andrew Dane and Glen Van Wormer (S.E.H.) presented summary of draft of traffic study and information discussed at the afternoon workshop conducted December 9, 2013.

- d) Consider preliminary request to locate Raase Lift assembly and retail store in C-1Business District on Knight Drive (Richard Raab). – *reviewed.*

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

Rath reminded the board that the 1st inaugural winter solstice event will be at Wanick Park at 4 p.m. December 21, 2013; hot beverages will be served, choir will entertain, with a bonfire and ice skating.

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

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

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

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

- 10) Old Business: None.

Laux requested Administrator Friday update the board on the status of the High Cliff Public Golf Course repayment.

- 11) New Business:
 - a) *Pay Request #15 – Wanick Park construction: Pay request (\$59349.26; Janke Constr.) for work completed through Dec. 3.*

Hennlich moved to approve Pay Request #15 – Wanick Park construction: Pay request (\$59349.26; Janke Constr.) for work completed through Dec. 3, as presented. Kaas 2nd. Motion carried unanimously.

- b) Insurance proposal recommendation for January 1st renewals.

Miller moved to approve change in insurance companies from Community Insurance to Continental Western insurance for liability and other related insurance policies renewing January 1, 2014. Kaas 2nd. Motion carried unanimously.

- c) Election Inspector and Special Election Deputy Appointments 2014 – 2015.

Benz moved to approved Election Inspector and Special Election Deputy Appointments 2014 – 2015 as presented. Miller 2nd. Motion carried unanimously.

d) Schedule of Fees: Annual review of Village ‘Fee Schedule’

Kaas moved to approve schedule of fees as presented. Benz 2nd. Motion carried unanimously.

12) Complaints and Compliments: None.

Rath requested Administrator Friday to contact Outpost in regards to snowmobiles having issues getting through with recent construction in the area.

13) Correspondences:

a) *Cell Tower – Change in ownership (Tower Point Capital; Nov. 25). – reviewed.*

Board directs Administrator Friday to research the effect of this change on the village; maintenance, agreement, etc. and concerns if nest removal violates DNR/federal protection.

14) Adjournment. – ***Benz moved to adjourn at 8:07p.m. Laux 2nd. Motion carried unanimously.***

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

Village Board Meeting Notice and Agenda

Monday, December 23, 2013 – 6:30 pm
Sherwood Village Hall – W482 Clifton Rd., Sherwood, WI.

NOTICE OF CANCELLATION

The Village of Sherwood's Village Board meeting is cancelled due to lack of business.

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

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