

# Village Board Meeting Minutes

January 12, 2015

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

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk*

*Jennifer Schaff, Village Engineer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Rath proposed amending the agenda to advance agenda item 6) to follow immediately followed by agenda item 5). Benz moved to amend the agenda as stated. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: Dec. 8, 2014 (Regular Meeting). – ***Benz moved to approve the minutes as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Bridget Buss, 132 Lamplighter Dr., Apt. 2, Kaukauna – regarding unagendized item (operator license tabled 12/8/14 Village Board meeting)

- 6) Presentation: Annual Report of the Harrison Fire & EMS (Chief Kevin Kloehn).
- 7) Report of the Community Development Authority (Dec. 10).
  - a) *Survey – ‘Local Business Spending and Shopping Habits’.* (Kohrell; UW-River Falls): Survey to occur in early-2015.

*Kaas reported meeting with Kohrell and reviewed model surveys making modifications to make it more appropriate for Sherwood. Kaas stated the proposal is in UW-River Falls possession and will complete by the end of the Spring Semester.*

- b) *Matching Grant Program:* Discussed finalization of business incentive program rating needs, funding criterion, funding cycles, proof of financial ability, etc. prior to implementation.

*Kaas stated the policy and application forms have been revised and those documents are going out to the Sherwood Business Owners this week.*

- c) *Downtown Development:* Discussed marketing initiative; Contact local property owners; Developer RFP. Village Leadership Meeting to occur at CDA meeting, Weds, Jan. 28<sup>th</sup>.

*Kaas stated with the Historic Downtown Map Plan completion the CDA will begin to prioritize the plan points, determine items to delegate and process implementation with the assistance of the Plan Commission and Village Board in a joint meeting during the January 28, 2015 regular CDA meeting.*

*Rath complimented Kaas on his work with the Community Development Authority.*

- 8) Report of the Water & Sewer Utility Commission (Dec. 15).
- a) *Strategic Planning: Reviewed 'Capital Improvement Plan' projects e.g. water tower painting; new meter purchase; new vehicle purchase.*

*Friday reported no tower painting for five years, minor repairs on the tower are needed, reviewed meter purchases/automated reader systems options and new vehicle purchase.*

*Rath complimented Bruce Genskow and the Village Operators on the utility operations.*

~~*Benz questioned the capacity of the Waste Water Treatment Plant, voiced concerns with potential growth and development in the Village and suggested prudent planning.*~~

Benz following up on Rath's compliment of the Genskow and MCO of the operation of the wastewater treatment plant, the rated capacity of the plant is 3,900 homes and along with successful development from the efforts of Kaas the Village may experience considerable amount of commercial development which could hasten running out of capacity of the plant and the plant is running at greater efficiency than what it was built for and at the Commission level that it be kept on the agenda so to start looking at the issue before it becomes evident that something has to be done that it is a large expenditure and it is important to safeguard our environment. (added 1/26/15 Village Board meeting minutes approval)

*Friday replied that recent improvements have resulted in higher efficiencies. Friday stated that current population is approaching 2,850 and the plant is rated for 3,900.*

- b) *Water service to individual tax parcel, multi-tenant structures.*

*Friday stated on-going situation dictated by PSC requirements and working with property owners for those properties to become compliant.*

- c) *FY2015 Water Utility Budget presented: No rate increase proposed.*
- d) *FY2015 Sewer Utility Budget presented: No rate increase proposed.*

*Laux questioned Friday about a water main break along County M. Friday stated it was at the Granary and the responsibility of the Utility. Friday reported he is waiting for the incident report.*

- 9) Report of the Plan Commission (Jan. 5)
- a) *CSM #01-2015: Request for a 2-lot subdivision of N521 Knight Drive (Sherwood Animal Hospital; Canino) recreating parcel as Lot #1 (1.47 acres) hosting the animal hospital and vacant Lot #2 (1.32 acres).*

***Kaas moved to contingently approve CSM #01-2015: Request for a 2-lot subdivision of N521 Knight Drive (Sherwood Animal Hospital; Canino) recreating parcel as Lot #1(1.47 acres) hosting the animal hospital and vacant Lot #2 (1.32 acres), with stipulation that if separate instrument identifying ingress-egress to Lot #2 does exist the CSM will be approved as presented, conditionally if it does not exist be designated from Knight Drive to Lot #2 via proper documentation (on CSM or separate instrument). Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

b) **Signage Regulations:** S.E.H. asked to provide a cost estimate and *Scope of Services* to propose changes in anticipation of work being completed for presentation by not-later-than end-August.

c) *Signage Subcommittee:* New Members – Jeff Luniak; Char Barribeau.

d) *On-street parking – On-going.*

*Hennlich reported that the Village will begin changes to on-street parking in 2015; proposed changes include 1)discontinue any parking on both sides of the street along Spring Hill Drive from Palisades to the State Park Road, 2) discontinue any parking on both sides of the street along State Park Road from the Park to Pigeon Road, and 3) allow parking on only one side of the road on Spring Hill Drive/Clifton Road up the hill from Palisades to the Village Center.*

*Friday and Hennlich stated changes of this kind requires ordinance approval.*

e) *Planning Calendar – Review of items per Comp. Plan – Village is currently compliant.*

f) *Dick’s Family Foods signage:* Signage request received for off-premises, 13’ high by 10’ wide ground sign using color automation. – Engineer and owners are aware this application is not complete or legal to current ordinances.

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

*Rath thanked the PRUT Board, those who worked at the Winter Solstice and those who attended it.*

*Rath stated he reached out to all the Trustees in order to keep them updated with the status of the fire protection services contract.*

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

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

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

Village Engineer Schaff informed the Board the paving project for FY2015 will be presented at the next Village Board meeting. Schaff stated per their direction spoke with Jim Heideman

from MCC in regards to converting the gravel shoulder to asphalt along Spring Hill Drive. Schaff reported Heideman's opinion was that it would not hold up very well, it would look nice for a year or two and then begin to degrade and crack. Schaff proposed to have an alternate bid to FY2015 paving contract for that work.

*Rath inquired of Schaff when the bidding would take place and Schaff responded March.*

*Benz questioned if there would be a warranty on that work. Schaff replied that can be done, but there will be a cost and voiced concerns about the measurement of the condition/status.*

*Benz further questioned what the normal warranty on a road project is and Schaff responded one year, but the recent experience of the Village has involved two years.*

12) Village Administrator: Project Update(s).

13) Old Business:

- a) Cemetery Plot (Englehardt): Consider assignment of cemetery plot deed and agreement for perpetual care (at no cost) based on submitted documentation.

***Miller moved to approve the assignment of remaining plots and perpetual care agreement of Englehardt family to David and Nancy Englehardt, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

14) New Business:

- a) *Resolution #01-2015 – Final Resolution Authorizing Public Improvements and Levying of Special Assessments against Benefited Property in the Village of Sherwood, Wisconsin, under Wis. Stats. Sect. 66.0703(1) (b), as amended. (Note: Properties include at least portions of Big Lake Court, Pond Court, Lakeshore Lane, Mustang Drive and Paddock Court).*

***Kaas moved to approve Resolution #01-2015 – Final Resolution Authorizing Public Improvements and Levying of Special Assessments against Benefited Property in the Village of Sherwood, Wisconsin, under Wis. Stats. Sect. 66.0703(1) (b), as amended. (Note: Properties include at least portions of Big Lake Court, Pond Court, Lakeshore Lane, Mustang Drive and Paddock Court) and 10 year repayment installment plan. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Authorize purchase of Ford F-Series pickup truck, per approved FY2015 Annual Budget and 5-Year Capital Improvements Plan FY2015-19.*

*Friday presented 5 pickup truck quotes for FY2015 Annual Budget item identifying the lowest responsible bidder as Les Stumpf Ford for \$27,205.*

*Hennlich questioned Friday if that purchase included 100,000 mile seven year warranty versus other dealership offerings.*

*Friday upon review, replied it was not a spec item.*

***Benz moved to approve purchase of Ford F-Series pickup truck from Les Stumpf Appleton, per approved FY2015 Annual Budget and 5-Year Capital Improvements Plan FY2015-19 for \$27,205. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

15) Complaints and Compliments: None.

16) Correspondences:

- a) *Monthly Activity Report – November* (Calumet County Sheriff's Dept.).
- b) *Monthly Activity Report – November* (Harrison Fire & Rescue).

17) *Closed Session.*

- a) *FY2015 Contract for Services – Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.*

***Benz moved to go into closed session per Wis. Stats §19.85(1) (e) at 8:30 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

18) *Open Session:* The Village Board may act on the aforementioned topic.

***Benz moved to return to open session at 9:34 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

19) Adjournment. – ***Rath hearing no objection adjourned the meeting at 9:42 p.m.***

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

# Village Board Meeting Minutes

January 26, 2015

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

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk*

*Brenda Stumpf, Recreation Programming*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Rath suggested advancing agenda item 7) to follow after 6). Benz moved to approve the agenda as amended. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- 4) Approval of Minutes: Jan. 12 (Regular Meeting). –

*Benz reported item 8) Report of the Water and Sewer Utility Commission did not state what he indicated; he was following up on Rath's compliment to MCO operation of the Village Wasterwater Treatment facility and the current rated capacity of the plant is approximately 3,900 residents and future development could reduce that number, his concern is to keep this topic as an item for the Village to be considering.*

***Kaas moved to approve the minutes of the regular meeting on January 12, 2015, with the above noted amendment and the rest as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items:

Lori Hiland, N8025 Lake Breeze, Sherwood – regarding agenda 7) a), voiced concerns of being notified in order to be able to attend Village meetings when financial responsibility for trail damage is being discussed and desire to be able to provide input prior to the final decision.

- 6) Report of the Water & Sewer Utility Commission (Jan. 19).

a) *Water service to individual tax parcel, multi-tenant structures.*

*Friday reported Utility and staff working through on-going issue, PSC correspondence has caused the Utility Commission to find alternatives to be in alignment with the Village rate file.*

b) *Possible water & sewer service extensions to Strandwitz property (N8144 State Park Road; 37.5 acres) – Potential buyer inquiry.*

*Friday shared with the Trustees the potential buyer's communications/requests and posed the question of when development would be required by the Village. The Utility will continue discussion at the next regular meeting.*

c) *FY2015 Water Utility Budget presented: No rate increase proposed.*

*Friday reported the MCO contract and vehicle purchase were approved and the rest of the budget will be considered for approval at the next regular meeting.*

d) *FY2015 Sewer Utility Budget presented: No rate increase proposed.*

*Friday stated the computer purchase for running the waste water treatment plant was approved and the rest of the budget will be considered for approval at the next regular meeting.*

e) *FY2015-19 5-Year Capital Improvement Projects Budget.*

*The Friday informed the Trustees that the budget will be considered for approval at the next regular meeting.*

f) *Utility Operator: Water system loss (normal).*

*Friday reported 2014 water loss is 11% and noted all systems experience loss, hydrant breaks, water main breaks and park watering are some of the reasons the Village realized that loss.*

7) *Report of the Park, Recreation, and Urban Tree Board (Jan. 21).*

a) *Recreation trail disturbance (N8025 Lake Breeze Dr; Hiland). Stumpf reported the PRUT Board recommended to come up with a pro-rata figure be fair to the parties involved.*

*Friday reminded the Board the issue involves the Plan Commission, PRUT and the Village Board and the final resolution will be presented to the Village Board.*

*Hennlich reminded Hiland that this issue will be presented on the February 2, 2015 Plan Commission agenda.*

b) *Winter Solstice Event Wrap-up.*

*Stumpf reported event went well and stated PRUT Board will consider changes to next year.*

c) *Wanick Park – Warming shelter 'open' and 'closed' times*

*Stumpf reported complaints from residents that warming shelter was not open and as a result of those reports Stumpf opened the shelter the previous 2 weekends. PRUT Board recommended opening shelter on weekends as conditions permit.*

d) *Recreation property purchase (W240 King's Way)*

*Stumpf reported property is available at a reduced price from previous offer and PRUT Board requests more information on the second phase of Condon Road extension, likelihood of obtaining easement access and suggested other land options to consider.*

*Friday informed the Trustees that the property originally was offered to the Village for a price of mid \$20,000's, the subdivision currently is limited in access; roadway/trails, so it is an opportunity to consider for the Village.*

e) *Future programming:* Easter Egg Hunt; Movie Night; fund-raising

*Stumpf stated future plans for programming includes Easter Egg Hunt, movie nights, brat fries and had requested PRUT Board commitment for assistance with programming.*

*Kaas inquired if Farmers Market topic had been discussed. Stumpf reported raising the topic without much discussion.*

f) *Event Staffing:* Board & Volunteer staffing.

*Rath stated the role of the PRUT Board is evolving. Stumpf reported PRUT Board and herself will focus to involve community members as possible.*

g) *Future Meetings – Frequency of PRUT Board meetings*

*Stumpf reported PRUT Board will meet more often, with the next meeting scheduled for March 11, 2015 at 6:30 pm.*

*Stumpf informed the Trustees that she had received the Triathlon special events permit application for this year and it includes parking in proposed changes along Village streets.*

*Hennlich stated there is adequate room for parking in High Cliff State park.*

*The Trustees directed Stumpf to notify the Triathlon officials of the proposed changes. (No parking along either side of the street on State Park Road from Pigeon Road to Spring Hill Drive and no parking on either side of the street on Spring Hill Drive from State Park Road to Palisades Trail).*

8) Report of Village Officers.

a) Village President

*Rath reports the Sherwood Business Owners group meeting, with Mary Kohrell, Bob Gillespie and Steve McGrath in attendance..*

*Rath shared with the Trustees some dates of local events; March 21<sup>st</sup> SJSH Bid for Kids, April 11<sup>th</sup> Friends of High Cliff Giving Back to Nature Night and June 20th Triathlon.*

b) Clerk/Treasurer

i. Review/Approve financial reports.

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

- ii. Operator's License
  - Brittany Loose
  - Bridget Buss

***Hennlich moved to approve the operator's application as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

*Williams presented an e-mail request from Legacy Communications Business Manager requesting extended options for payment of their taxes. The Board took no action and did not request topic to be place on a future agenda.*

- 9) Village Engineer: Project Update(s).
- 10) Village Administrator: Project Update(s).
- 11) Old Business: None.
- 12) New Business:
  - a) *FY2014 Budget Amendment – Consider/Approve.*

***Kaas moved to approve the FY2014 Budget Amendment as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 13) Complaints and Compliments: None.
- 14) Correspondences:
  - a) *Monthly Activity Report – Dec., 2014 (Calumet County Sheriff's Dept.).*
  - b) *Monthly Activity Report – Dec., 2014 (Harrison Fire & Rescue).*

*Friday presented final page of packet to the Board regarding Garners Creek Storm Water Utility recent publication in relation to the Village becoming an MS4 community.*

- 15) Adjournment. – ***Benz moved to adjourn the meeting at 7:45 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

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

# Village Board Special Meeting Minutes

January 26, 2015

- 1) Call to Order and Roll Call. – *President Rath called the meeting to order at 5:00 p.m. with roll call -*

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux (arr. 5:12 pm)*

*David Miller*

*Jim Rath*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Kaas moved to approve the agenda as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Report of Village Officers.  
a) Village President  
b) Clerk/Treasurer
- 5) Village Engineer: None.
- 6) Village Administrator: Project Update(s).
- 7) Old Business: None.
- 8) New Business: None.
- 9) Complaints and Compliments: None.
- 10) Correspondences: None.
- 11) *Closed Session.*  
a) *FY2015 Contracts for Services* – Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

***Benz moved to go into closed session per Wis. Stats 19.85(1) (e), at 5:03 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 12) *Open Session:* The Village Board may act on the aforementioned topics from *Closed Session.*

***Kaas moved to return to open session at 6:28 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- 13) Adjournment. . – *Kaas moved to adjourn the meeting at 6:28 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.*

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

# Village Board Meeting Minutes

February 9, 2015

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

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

***Absent***

*Jim Rath, excused*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk*

*John Sharer, Plan Commissioner*

*Bob Gillespie, Plan Commissioner*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes:
  - a) Jan. 26, 2014 (Special Meeting).

***Miller moved to approve the minutes of the Special Meeting of the Village Board on January 26, 2015, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) Jan. 26, 2014 (Regular Meeting).

***Kaas moved to approve the minutes of the Regular Meeting of the Village Board on January 26, 2015, as presented. Miller 2<sup>nd</sup>.***

*Benz requested under agenda item 4) adding language related to the Wastewater Treatment Facility discussion, due the large capital expense that the Village keep it on the radar.*

***Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Lori Hiland, N8025 Lake Breeze, Sherwood – regarding agenda item 7) b) voiced concerns that the decisions of the Village are contrary to the resolutions attempted to solve water shedding issues.

Bob Gillespie, 7886 Lakeshore Ln., Sherwood – regarding agenda item 7) a) presented information on the contract services and efforts of the Plan Commission in order to facilitate review of the sign ordinance.

- 6) Report of the Community Development Authority (Jan. 28).
  - a) *Wink-Mart site testing:* Request to exceed FY2015 Budget amount (Line #56300-290) NTE \$15,000 for on-site testing and easterly edge of neighboring property (blue house).

*Kaas presented information on the S.E.H. contract and services related to the Wink Mart site testing. Kaas voiced concerns of the extent of contamination of the adjacent property.*

***Hennlich moved to authorize S.E.H. to do testing on the Wink-Mart property (100-00-56300-290-\$12,000) NTE \$15,000 for on-site and adjacent property W432 Clifton Road. Miller 2<sup>nd</sup>. Motion carried unanimously.***

b) *Potential Phase I Senior Housing Development:* The Chairman and Administrator will begin composing a Developer's RFP.

*Kaas presented basic information on the prioritizing of the components of the Historic Downtown Master Plan beginning with Phase I of small scale market value senior housing (40 units).*

c) *STH 55/114 highway configuration – Village & WisDOT discussion:* S.E.H. will author a letter outlining the Village's position via discussion w/ the Plan Commission, CDA, and Village Board.

*Kaas informed the Board of the on-going communication with S.E.H. and WisDOT in relation to the STH 55/114 corridor. Kaas stated the intent of the CDA is to maintain dialogue with the WisDOT, to avoid a four lane highway and to continue with the plan set in the Historic Downtown Master Plan.*

d) *Downtown Development – Property acquisition in the Downtown area:* Administrator is to reach out to owners.

*Kaas stated the Village will focus on obtaining the remaining targeted properties.*

e) *Marketing Plan:* Possible creation of 'Business Directory' by Sherwood Business Group using CDA 50/50 Matching Grant.

*Kaas reported Gillespie and Friends of High Cliff are working with the Sherwood Business Owners Group to develop a Sherwood Business Directory and the Sherwood Business Owners Group will apply to the CDA for a 50/50 Matching Grant .*

7) Report of the Plan Commission (Feb. 2)

a) *Agreement for Services – Signage Regulations:* Consider proposal (\$13,128; S.E.H.) to update existing Code language.

***Laux moved to approve the Agreement for Services – Signage Regulations with S.E.H. to review/update existing Code language NTE \$13,128. Miller 2<sup>nd</sup>.***

*Kaas asked for clarification on the deliverable. Friday confirmed that the public will work with S.E.H. and the signage sub-committee to develop new sign ordinance.*

***Motion carried unanimously.***

b) *Trail Disturbance (N8025 Lake Breeze Drive; Hiland):* Permit status and non-conformance to local Zoning Code identified and items relative to P.C. are ready to ‘offer’ to the homeowner.

*Friday presented information on the situation. Friday stated the Plan Commission and Park Recreation and Urban Tree Board are working through the different items.*

*Friday requested Hiland to provide a response to the Plan Commission decision to date.*

*Friday stated after PC and PRUT final decisions are made, the Village Board will see the situation again.*

c) *STH 55/114 high configuration – Village & WisDOT discussion:* S.E.H. will author a letter outlining the Village’s position via discussion w/ the Plan Commission, CDA, and Village Board.

*Friday stated this will be discussed later in the agenda.*

d) *Consider future use of N8144 State Park Road* (currently ‘For Sale’ as single-family residence – Strandwitz; 37.5 acres; Agri. zoning) as requested (Gurmit Kaleka) w/ no mandate for water & sewer services. Note: Property annexed to create ‘*Equestrian Subdivision*’.

*Friday informed the Board of recent communications from a potential buyer and their requests.*

*Benz inquired as to the discussion at the Plan Commission level.*

*Hennlich replied that there was support on the PC to run services to force development.*

*Kaas inquired if the main would be on Pigeon Road or State Park Road. Friday replied that was a good question.*

*Benz stated and Laux agreed when there was water and sewer in the Village everyone had to hook up. Benz voiced a proactive position to requests of this type.*

e) *On-street parking – On-going.*

*Benz inquired as to proposed parking changes will make the congestion on Village streets worse and suggested adding more parking restrictions.*

*Hennlich suggested working that concern through the PRUT Board. Hennlich stated that the intent is to limit parking to one side of the street in the entire Village. Hennlich suggested that the PRUT Board to have Triathlon personnel at entrance streets to inform the public of no parking.*

f) *Planning Calendar – Annual review of items per Comp. Plan.*

*Sharer stated the calendar updates will start in March with more items in April. Sharer informed the Board that the PC task will be to review the Comprehensive Plan against the new Historic Downtown Master Plan.*

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

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

- 9) Village Engineer: Project Update(s).
- 10) Village Administrator: Project Update(s): MS-4 Permit Status; WisDNR Grant.

*Friday stated the next 2 Village Board meetings will have this topic as an agenda item; the first (2/23) will be a workshop conducted by Nick Vande Hey from McMahon to present the options for the Village and then the following meeting (3/9) will be a resolution.*

*Friday reported the Village can handle the stormwater issues using capital dollars set aside, can form a stormwater utility or not do anything at all.*

- 11) Old Business: None.
- 12) New Business:
  - a) *Cemetery Plot (Arndt): Consider assignment of cemetery plot deed and agreement for perpetual care (at no cost) based on submitted documentation.*

*Williams presented the correspondence and request. Board directs Williams to inform Arndt of local excavators who are familiar with the cemetery, to allow the cleaning and work needed at their own risk and caution Arndt against cause of any harm to the cemetery.*

- b) *STH 55/114 highway configuration – Village input to WisDOT: Review S.E.H. revised document information for presentation to WisDOT on Village’s behalf.*

*Benz is very concerned and reminded the Board when the WisDOT constructed the roundabout at Hwy 114 and Hwy N it was constructed over the Village water main.*

*Benz suggested adding #6 to the WisDOT letter which would state the Village is opposed to the four lane highway option and to further add a needed change to the HWY 114 and Pigeon Road intersection because of the dangerous situation there.*

*Laux questioned the WisDOT communication of placing the four lane option being on the back burner and Kaas pointed out in the packet documents considered that a viable option.*

*Friday reported that conversation 4 years ago was that WisDOT stated the difficulty coming through the Village was dealing with the sweeps, lanes and curvature on the top of the hill that*

*they will have to remove buildings, making the project too expensive. Friday stated the way to work with this is to build on the land the Village has.*

*Kaas reported the S.E.H. documents were not clear and there needs to be clarification as to the Village position and led the Board through a document he developed in order to more clearly format the communication.*

*Friday inquired if the WisDOT will not drop the four lane option what will the Board do, Kaas responded to fight until the end, Benz agreed.*

*Kaas questioned and Friday replied that he will take formatting suggestion and additions by Benz to S.E.H.*

13) Complaints and Compliments: None.

14) Correspondences:

a) *Capitol Buzz: Governor's Budget Proposal* (Feb. 3; League of Municipalities).

15) *Closed Session.*

a) *Contract for Services: FY2015 Roadway Urbanization* – Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

***Benz moved to go into closed session per Wis. Stats §19.85(1) (e) to discuss contract services for FY2015 Roadway Urbanization at 8:28 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

***Benz moved to return to open session at 9:03 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

16) *Open Session:* The Village Board may act on the aforementioned topic.

***Miller moved to accept the Cedar Corporation contract for services for FY2015 Roadway Urbanization. Benz 2<sup>nd</sup>. Motion carried unanimously.***

17) Adjournment. – ***Kaas moved to adjourn the meeting at 9:04 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

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

## Village Board Meeting Minutes

February 23, 2015

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

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk*

*Jennifer Schaff, Village Engineer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: Feb. 9 (Regular Meeting). – ***Kaas moved to approve the minutes of the regular meeting of the Village Board February 9, 2015, as presented. Laux 2<sup>nd</sup>. Benz noted typo of agenda item 6) e) change 505 to 50. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Presentation: Village of Sherwood identified as a State of Wisconsin Dept. of Natural Resources as a MS-4 (Municipal Separate Storm Sewer System) community (Nick Vande Hey; McMahan)

Vande Hey reported that the State required the Village apply for the Wisconsin Pollutant Discharge Elimination System Permit. Vande Hey stated this general permit requires a Municipal Separate Storm Sewer System (MS4) permittee to develop, implement and maintain storm water management programs to reduce the discharge of pollutants from the MS4 to waters of the state.

Vande Hey explained with the most recent census map change, the Village of Sherwood population density was added to the Fox Valley area which had previously been permitted by the state.

Vande Hey informed the Board the permit requirements of the Village are 1) educate the public, 2) involve the public, 3) detect and eliminate illicit discharge, 4) control construction site pollution, 5) manage post-construction site storm water and 6) prevent municipal pollution.

*Rath questioned forces outside of the Village affecting the Village storm water program and the Village fertilizing Wanick Park.*

Vande Hey stated that through public education the Village can fulfil their responsibility and the fertilization requirement is based on soil testing.

Vande Hey stated the Wisconsin Department of Natural Resources has a grant program which would reimburse the Village up to 70% of the costs related to this program (grant maximum \$85,000).

*Benz questioned the Village of Harrison boat landing regularly has a lot of sediment, and if the Village does it part, who holds those responsible.*

Vande Hey responded that an option is to report those responsible to the proper regulatory agency.

*Benz stated concern with the Village being at a low water point. Benz questioned the percentage reduction requirements.*

Vande Hey stated the Village is held to the 20% minimum.

*Kaas stated the Village could work with the agricultural properties in and around the Village to encourage them to use better practices to control what comes off their fields.*

*Hennlich inquired about the quarries.*

Vande Hey responded quarries are permitted properties.

*Rath questioned the number of municipalities with storm water utilities.*

Vande Hey responded that of the 35 – 40 local municipalities, 5 do not currently have a utility.

Vande Hey stated any changes to existing regulations must be legislative in nature.

*Benz questioned examples of other municipalities with or without utilities.*

Vande Hey responded Combined Locks, Town of Lawrence and Town of Neenah.

*Friday stated FY2015 Budget includes funds for the expenses related to this program.*

***Kaas moved to proceed with a resolution to address the planning grant, including the feasibility study. Benz 2<sup>nd</sup>. Friday stated the FY2015 budget line item for these expenses is 100-00-56300-212. Motion carried unanimously.***

- 7) Report of the Water & Sewer Utility Commission (Feb. 16).
  - a) Possible water & sewer service extensions to Strandwitz property (N8144 State Park Road; 37.5 acres) – Potential buyer.

*Friday presented the topic, information on the property annexation, history of past utility hook ups in the Village and current Village Ordinances to the Board. Friday posed the question of development.*

*Laux questioned fire protection. Friday responded that a tanker truck would be needed.*

*Benz reported discussion from the Utility Commission. Benz informed the Board of actually reviewing the property in person. Benz stated wanting to balance the requirements of the ordinances, respect the residents who were forced to hook up in the past and not burden current utility users.*

*Rath stated that there should be a set date for hook up in the future.*

*Laux voiced concerned about setting a precedent and the Village fire rating.*

*Benz stated that only that property's fire rating would be affected.*

*Friday stated the main could be run up State Park Road, but where the main lies on the parcel is at the discretion of the owner/developer. Friday questioned and Miller concurred that the current owner petitioned the Village to annex with an equestrian subdivision idea with homes set on 1 to 2 acre lots.*

*Gedman stated now hook up is a moot point without existing services within 100 feet.*

*Friday voiced concern that the prospective buyer is looking for a guarantee.*

*Benz read the Utility Commission motion.*

*Kaas stated that what the Utility Commission recommendation includes future development or subdividing. Kaas questioned if there are ordinances to prevent using well and septic systems for new development. If so, then future development will require connection.*

*Gedman questioned the cost of running services.*

*Schaff suggested \$90/foot in the right of way, for water main.*

***Benz moved to approve the request.***

*Kaas suggested adding a provision that if the buyer either develops or subdivides the property he would need to have a connection.*

***Benz stated that he would then accept the recommendation of the Utility Commission, to not mandate hook-up so long as Kaleka closes on the property within six months, if at a later date, the current, on-site water and/or sewer services fail, or, the property is subdivided, then hook-up shall be mandatory.***

***Kaas 2<sup>nd</sup>.***

*Benz rescinded original motion.*

*Gedman questioned and Friday concurred if the well/holding tank fails, the Village will run services all the way down the right away so the property owner can hook up and pay for those services.*

*Kaas stated the properties within the Village would be assessed, those outside the Village would have a deferred assessment.*

***Hennlich – nay, Laux – nay, motion carried.***

- b) *FY2015 Water Utility Budget – Approved: No rate increase.*
- c) *FY2015 Sewer Utility Budget – Approved: No rate increase.*
- d) *FY2015-19 Capital Improvement Projects Budget – Approved.*

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

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

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

*Kaas stated having initial discussions implementing the Historic Downtown Master Plan and will continue those discussions at the Community Development Authority meeting this week.*

*Kaas reported in connection with the plan implementation is the attendance of Rath, Friday and himself at Indevlopment conference March 12, 2015 in Green Bay, where they will speak with potential developers.*

*Friday reported beginning the FY2015 paving process of Farmington Meadows with an initial meeting with the engineers.*

*Friday informed the Board the signage ordinance review project will continue at the Plan Commission regular meeting Monday March 2, 2015 after the Hiland property remaining compliance items.*

- 11) Old Business: None.
- 12) New Business:

- a) *High Cliff Cemetery – Consider/Approve Plot sale and Agreement for Perpetual Care* (Hossain; Lot 36; Block ‘B’; One lot).

***Benz moved to approve the sale of cemetery plot and agreement for perpetual care to Dorothy and Shafi Hossain. Miller 2<sup>nd</sup>. Motion carried unanimously.***

13) Complaints and Compliments: None.

14) Correspondences:

- a) *Monthly Activity Report – Jan., 2015* (Calumet County Sheriff’s Dept.).
- b) *Monthly Activity Report – Jan., 2015* (Harrison Fire & Rescue).

15) Adjournment. – ***Rath hearing no objection adjourned the meeting at 8:45 p.m.***

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

# Village Board Meeting Minutes

Monday, March 23, 2015

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

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk*

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

- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Gedman 2<sup>nd</sup>. Miller moved to advance agenda items 9) and 12) d). Benz and Gedman approved the amendment. Motion carried unanimously.***

- 4) Approval of Minutes: March 9 (Regular Meeting). – ***Benz moved to approve the regular meeting minutes of the Village Board March 9, 2015, as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Lori Hiland, N8025 Lake Breeze, Sherwood – regarding agenda 6) a), stated meeting with Village Administrator and presented handout to the Trustees to document their response to the Village outstanding items.

- 6) Report of the Parks, Recreation and Urban Tree Board (Mar. 11)  
a) Trail Disturbance (*N8025 Lake Breeze Drive; Hiland*): Consider trail repair cost allocation to responsible property owner.

*Copies of Hiland proposal will be presented to the Plan Commission and Park recreation and Urban Tree Board.*

- b) Consider purchase of park/recreation property (W240 Kings Way).

*PRUT Board has not taken any action, the Village Board will discuss in closed session.*

- c) Mid-block pedestrian crossings along Lake Breeze Drive.

*PRUT Board recommended striping the crosswalk intersection, incorporating signage such as speed limit signs, and other signage where trails cross, should be placed to help ensure pedestrians and motorists.*

- d) High Cliff Golf Course request to remove 30 feet of Village trees on Village lands at Hole #14.

*PRUT Board recommended approval of request and not take any action on the tee box relocation.*

*Friday with the assistance of Calumet County mapping displayed the location of the request. Friday presented information at that location of no boundary parcel identified.*

***Miller moved to table topic until the Clerk researches the ownership of the parcel in question. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- e) Survey: PRUT Board prioritization of Park & Rec. programming.

*Stumpf presented top choices a farmers market, music at the amphitheater, family fun days using park spaces from results of survey of PRUT Board members.*

- f) Recreation Coordinator – Job Description; Goals.

*Stumpf presented job description and annual goals and PRUT Board will continue to review.*

*Benz suggested the job description include 22) any other tasks not listed as directed by the Village Administrator.*

- g) Wanick Park – Concession sales.

*Stumpf and PRUT Board agreed the concession sales at Saturday soccer scheduled games will assist with offsetting the cost of the park.*

- h) Easter Egg Hunt.

*Stumpf reported getting ready for the event and in need of volunteers.*

- 7) Report of the Community Development Authority (Mar. 18)
  - a) Closed Session: Consider grant applications for the 50/50 Business Grant Match Program.

*Kaas shared information on the Sherwood Business Owners Association.*

*Kaas reported the CDA reviewed the matching grant applications; one application was rejected due to incompleteness, one was withdrawn due to change in ownership.*

*The following were presented that night:*

- i) *Friends of High Cliff State Park – Village brochure development and distribution.*
- ii) *Schabow's Granary, LLC (d.b.a. The Granary Supper Club) – Interior improvements including updating floor plan to accommodate banquet seating; various cosmetic updates request.*
- iii) *Head Insurance Agency, LLC – Pylon sign request.*

iv) *Sherwood Animal Hospital* – Dental suite upgrade request.

*Kaas reported the results of this cycle will be revealed at the next CDA regular meeting and when the timing of the next cycle is.*

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

*Rath reported:*

- 1) *DOT is working in the Village on the 50,000 foot view,*
- 2) *Steve Pfile (and friends) has offered to donate funds for defibrillators for the Village Administrator Offices*
- 3) *Suggested additional funds could be solicited for additional units at the and Community Center and parks,*
- 4) *Spoke in front of the Joint Finance Committee on the Proposed State Budget,*
- 5) *Lions Blood Drive is March 25, 2015,*
- 6) *Lions have donated funds for the music at the Village summer picnic (8/23/15),*
- 7) *Attended the InDevelopment Conference in Green Bay with Kaas and Friday on March 12, 2015,*
- 8) *Optimists are donating funds for Tom Peese music.*
- 9) *High Cliff Public Golf Course has pledged to donate \$800 for the splash pad water expense,*
- 10) *High Cliff Restaurant has pledged, if they have volunteers to contribute the parking fees collected during the Triathlon.*

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

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

- ii. Consider annual license application change, per prior discussion and Attorney input.

*Williams presented information on the Village Attorney's opinion in regards to the premises on which establishments in the Village apply for alcohol licensing.*

*The Board directed Williams to share the opinion with the licensed establishment during the renewal process and instruct applications to exclude parking lots from future applications.*

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

Thad Majkowski (Cedar Corp) handed out FY2015 paving meeting notes of Village Staff and himself March 23, 2015 and presented project information including trail to be constructed along Nature Lane identified on the Farmington Meadows plat. Majkowski stated that the area east of the subdivision is not complete with curb and gutter and will be included in the project. Majkowski reminded the Trustees that property owners will be notified of their responsibility of the driveway aprons. Majkowski presented the schedule of the project.

Majkowski informed the Board of some design issues:

-Stommel and Nature Lane intersection curb and gutter needs adjusting.

Village Board Meeting Minutes

March 23, 2015

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-Nature Lane and Big Lake Lane intersection, roadway measures 28 feet, and the subdivision plat shows 32 feet, requiring a transition, provided options (27 ft., 28 ft. or 32 ft.), 2 out of the 3 options will incur additional costs and requested direction.

*Benz questioned which option Majkowski recommends; Majkowski replied the 32 foot.*

*Friday stated the trail will be at the cost of the Village.*

*Benz suggested and the Board agreed that the issue should be resolved as recommended.*

Majkowski reported another design issue on Deere Drive where the asphalt ends 25 to 30 feet from the edge of the plat and a hydrant is located in the middle of the road; options are to move the hydrant 20 feet install a bend to place it behind the curb for a cost of \$5,000, pave up to where the asphalt ends, or extend services and pave to the end of the plat.

*Kaas suggested and the Board concurred moving the hydrant as recommended and extending the services and road to the end of the plat is consistent with policy.*

*Rath inquired and Friday agreed to contact the property owner along the edge of the plat, to determine the house and driveway layout.*

Majkowski recommended with the approved changes to installing posts at the end with reflectors to identify the end of the road.

Majkowski informed the Board of 2 properties along the area where trail will be constructed having elevation issues. Majkowski stated all property owners are receiving notices about the project; those located along the trail will have trail information and those with elevation issues will be informed.

Majkowski stated the trail will have concrete ramps which are ADA compliant.

10) Village Administrator: Project Update(s).

*Friday stated weight limits are on in the Village, Condon Hall Road construction on schedule to be paved by Memorial Day weekend and the Wink Mart soil borings are being done with results to arrive shortly.*

11) Old Business: None.

12) New Business:

- a) *Schedule for Appointment of Agent – Sherwood Forest Golf Course [Hackers Pub]: Consider/Approve (Jason Lemanski).*

***Benz moved to approve appointment of Jason Lemanski as Agent at Sherwood Forest Golf Club, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Original Alcohol/Malted Beverage Retail License Application (Sherwood Forest Golf Course [Hackers Pub]: Consider/Approve (Jason Lemanski – Agent).*

***Benz move to approve Original Alcohol/Malted Beverage Retail License Application of Prospective Golf Group, at Sherwood Forest Golf Club, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

*Rath requested and Kaas agreed to share the basics of the 50/50 matching grant program.*

- c) *Resolution #05-2015: Opposing County versus Local Assessment Proposal in State Budget Bill.*

***Benz move to approve Resolution #05-2015: Opposing County versus Local Assessment Proposal in State Budget Bill. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- d) *Farmington Meadows Subdivision Curb & Gutter Paving Project – Trail Additional Work: Consider/Approve.*

*Friday presented information of payment in lieu of park fund from Farmington Meadows developers, so the cost of the trail will not be assessed to the property owners.*

***Benz moved to approve the Engineering Services of Cedar Project #0980-0004 Addendum 1-1 NTE \$6,100. Miller 2<sup>nd</sup>. Motion carried unanimously.***

13) Complaints and Compliments: None.

14) Correspondences:

- a) *Monthly Activity Report – Feb., 2015 (Harrison Fire & Rescue).*
- b) *Transportation Summit on April 9 (March 12; Rep. Ribble).*

15) *Closed Session:*

***Benz moved to go into closed session per Wis. Stats. 19.85(1) (e) at 8:25 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

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

***Kaas moved to return to open session at 9:03 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

16) *Open Session:* The Board may act on the aforementioned item(s). – *no action taken.*

17) *Adjournment.* – ***Rath hearing no objection, adjourned the meeting at 9:03 p.m.***

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



# Village Board Meeting Minutes

April 13, 2015

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

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*Jim Rath*

***Absent***

*David Miller, excused*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk*

*Steve Summers, Plan Comm. Chair.*

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

- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- 4) Approval of Minutes: March 23 (Regular Meeting). – ***Kaas moved to approve the minutes of the regular meeting of the Village Board meeting March 23, 2015, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Lori Hiland, N8025 Lake Breeze, Sherwood – regarding agenda 8) a).

- 6) Presentation of FY2014 Audit Report (Brian Grunewald; Schenck SC)

- 7) Report of the Community Development Authority (Mar. 25)

a) *50/50 Business Grant Program Awards – 3 grants approved. (Friends of High Cliff; the Granary Supper Club; Sherwood Animal Hospital).*

*Kaas reported the Community Development Authority (CDA) reviewed the applications; approving 3 submissions, a fourth was tabled due to being a sign request outside of current Village ordinances and a fifth being withdrawn due to a change in ownership.*

*Kaas stated the Friends of High Cliff grant award is for a Sherwood Business Directory in the amount of \$2,500 for distribution throughout the Fox Valley, the Granary grant award is for banquet room expansion costs in the amount of \$10,000 in order to attract larger groups and the final is Sherwood Animal Hospital grant award is for a dental suite in the amount of \$10,000 so to be able to offer these services when in the past had to refer patients to other professionals in the area.*

*Kaas reminded the Trustees there remains \$27,500 of funding available for the next cycle, due to the Village June 1<sup>st</sup>, with a review to be done by the CDA June 17, 2015, and award at the regular CDA meeting June 24, 2015.*

*Kaas stated restrictions on the awarding of funds so that uses of Village funds on equipment remain within the Village 5 years, or limiting the business directory to Sherwood Businesses.*

*Kaas stated as the program goes forward, the CDA would like to see on future applications the financial impact from the grant funds; businesses potential of increasing revenues, return on investment or increase of employment base.*

*Kaas and Friday reported the program has been successful and hope to continue into the future.*

b) *Potential Phase I Senior Housing Development behind Village Hall.*

*Kaas reported the CDA heard a presentation from Randy Stadtmueller (Stadtmueller & Associates) for developing senior housing on the site behind the Village offices.*

*Kaas stated Stadtmueller will do a feasibility study for the need and potential for senior housing in the Village which was identified as a need in the Historic Downtown Master Plan. Kaas reported this will be conducted at the expense of Stadtmueller & Associates with the understanding that the Village will not pursue other developers at this time.*

8) Report of the Plan Commission (April 6)

a) *Trail Disturbance (N8025 Lake Breeze Drive; Hiland):* Permit status and non-conformance to local Zoning Code identified. Staff is to review sub-surface asphalt and base conditions, and speak with neighbor (Ruffing) to discuss and conflicts regarding moving trail.

*Summers reported continuing to research all aspects of the situation in order to come to a conclusion.*

*Friday stated with the warming of the weather more comprehensive testing can be done.*

b) *On-street parking – On-going.*

c) *Planning Calendar – Annual review of items per Comp. Plan.*

*Summers reported Commissioner Sharer setting up the template in order to keep the Village in compliance with State Statutes and that the Plan Commission will bring the Historic Downtown Master Plan in alignment with the Comprehensive Plan.*

*Summers stated the sign sub-committee did not meet earlier in the month, but will be meeting Tuesday April 14, 2015 following the Sherwood Business focus group meeting.*

9) Report of Village Officers.

a) Village President

*Rath stated he intends with Friday to meet with the Village of Harrison to work on the Fire Protection Services Contract.*

*Rath expressed gratitude to all those who assisted and participated in the Village Easter Egg Hunt and requesting feedback to enhance next year's event.*

*Rath reported the shopping habits survey preliminary results are pending and stated the Village experienced 60% response rate.*

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

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

- ii. Operator's License
  - Karyn Plitt
  - Jenna M. Herman

***Kaas moved to approve the operator license applications as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

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

*Friday reported the price is holding as offered on the parcel the Board had discussed.*

*Friday stated having conversations with the Recreation Programming Coordinator and Friday's niece will serve as volunteer (no compensation) working with the Coordinator for 3 months (20 hours per week) beginning mid-May.*

- 12) Old Business:
  - a) *High Cliff Golf Course: Request to remove trees from Village property; Tee box placement on Village property to create Par 5 (Hole #14).*

*Friday directed the Board to the documents in the meeting packet, which identifies ownership, location of tee box placement and location of tree removal.*

*Friday stated the trees and brush to be removed may not be considered desirable due to the type, but informed the Board that they are on public property.*

Dan Rippl and Jeff Luniak (High Cliff Public Golf Course) distributed a map of the area in discussion with notations of storm sewer line, cart path and tee box placement.

*Friday informed the Board that the original developer intended a road to go through the area to the south with development on either side.*

Rippl stated moving the tee box makes that a par 5 hole and fits into future plans for the golf course that would affect the Village "very nicely".

*Kaas replied that was part of a dedicated roadway to the Village and is still Village property and suggested an option of a certified survey map (CSM) to separate that portion out from*

*the rest of the Village property and if the golf course is willing to pay for the CSM that the land could be transferred to the golf course.*

*Friday posed the situation of someone golfing with other people in the area where the trees are proposed to be removed and is hit by a golf ball, who would be liable.*

Rippl stated the difference between the original tee box and the new location is 45 to 50 yards.

*Gedman questioned if people are in the urban forest area how far from the fairway is a safe distance.*

Rippl presented on the projected map and described potential safe areas, stating it is very dense.

*Friday stated his concern is that the area will not remain static and people will be using it more with time.*

*Friday suggested if Kaas' suggestion (CSM) is approved to add in the additional area where the trees are proposed to be removed.*

*Hennlich suggested if buckthorn is in that area where the trees are to be removed, that the buckthorn should be removed also.*

*Laux questioned if the roadway right of way would become something different.*

*Kaas replied with the natural forest development of the area and Lakeshore Estates East developed in the north, that a roadway is not needed.*

*Friday stated that is an access point.*

*Laux voiced concern that was ok one property owner built on Village of right of way and someone else built a deck with a trail that is not acceptable.*

Rippl stated the plans he reviewed did not show it was Village right of way and if he knew it was, it would not have been placed there.

*Benz stated Laux has a good point, the Village must take a uniform approach. Benz stated he relies heavily on the Park Recreation and Urban Tree Board (PRUT) and they have given good recommendations. Benz suggested taking the information presented and refer it back to the PRUT.*

*Rath inquired of the Board if the topic should be referred back to the PRUT.*

*Benz moved to refer topic back to the PRUT with the comments, suggestions and warnings from the Village Board discussion and request for them to reevaluate it and provide a recommendation. Laux 2<sup>nd</sup>.*

*Gedman stated understanding the PRUT making a decision on the tree removal, but questioned the swapping out of the right of way if it would be within their responsibility unless it was all declared park land.*

*Friday questioned and Gedman concurred concern of the removal of trees on Village land.*

Rippl commented if this does not go through; the golf course goes to a par 70, that is unacceptable, in the golf world the par 70 would not be sanctioned for tournaments, and that is an environmental impact.

*Gedman suggested a cooperative approach.*

Jeremy Wesener, W5053 Cherrywood Drive, Sherwood requested to make a comment and the Board agreed, stating that his family uses the trails and voiced concern that his family would not have adequate protection from golf balls.

*Friday responded that the Village has planted trees and shrubs to create a natural barrier.*

*Rath questioned Benz after Gedman's comments if the topic should still be referred to the PRUT. Benz replied that the area where the tree removal is proposed should still go back to the PRUT. Benz stated the area of the road right of way should be referred to the Plan Commission (PC).*

***Benz proposed a friendly amendment to the motion that the PRUT should review and recommend on the trees on Village property and the PC should review and recommend on the road right of way.***

***Laux accepted the amendment.***

*Laux stated that she is not against what any businesses wants to do, believed that they did not know they were not on their own property, but if we have every resident in here doing something that was not on their property, we would have a problem. Laux commented we have two different parcels; a residential and business and both have done something on Village property and requests both to be handled to help both properties.*

***Motion as amended carried unanimously.***

*Friday suggested going on site to mark so that the proposed tree removal can plainly be seen.*

13) New Business:

- a) *Resolution #06-2015 – Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers per Wis. Stats. §66.0703.*

*Benz reported the handout at each Board members places was from a resident that contacted him. Benz stated having discussions with this resident in regards to the trail to be constructed in the subdivision and that fact was not disclosed to the resident prior to his purchase.*

***Hennlich moved to approve Resolution #06-2015 – Preliminary Resolution Declaring Intent to Exercise Special Assessment Police Powers per Wis. Stats. §66.0703, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

b) *Resolution #07-2015 – Resolution Opposing Elimination of Personal Property Tax.*

*Williams presented subject and informed the Board that this topic is a line item in the current proposed state budget.*

***Benz moved to approve Resolution #07-2015 – Resolution Opposing Elimination of Personal Property Tax, as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

14) Complaints and Compliments: None.

15) Correspondences:

a) *Monthly Activity Report – March, 2015* (Calumet County Sheriff's Dept.).

16) Adjournment. – ***Kaas moved to adjourn the meeting at 8:10 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

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

# Village Board Organizational Meeting Minutes

April 27, 2015

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

<b>Present</b>	<b>Absent</b>
<i>Bob Benz</i>	<i>none</i>
<i>Stacy Gedman</i>	
<i>Joe Hennlich</i>	<b>Others Present</b>
<i>Roger Kaas</i>	<i>Randy Friday, Administrator</i>
<i>Joyce Laux</i>	<i>Susan Williams, Clerk</i>
<i>David Miller</i>	<i>Steve Summers, Plan Comm. Chairmn.</i>
<i>Jim Rath</i>	

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

- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- 4) Presentation of Approved Minutes – April 28, 2014 Organizational Meeting.

- 5) Registered citizen comments on agenda items.

- 6) Review/Approval of Rules of the Village Board.

***Benz moved to approve the Rules of the Village Board as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 7) Election of Vice-President.

***Benz nominated Laux Vice President. Kaas 2<sup>nd</sup>. Miller moved to close the nominations. Hennlich 2<sup>nd</sup>. Laux abstained. Motion carried.***

- 8) Bi-Annual Village Board Appointments

- a) Code Administrator

***Miller moved to appoint Randy Friday Code Administrator. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) Clerk/Treasurer

***Miller moved to appoint Susan Williams Clerk-Treasurer. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- c) Assessor

***Kaas moved to appoint Associated Appraisal Consultants Village Assessor. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 9) Annual Appointment of Village Professionals

- a) Accountant

***Laux moved to appoint Schenck, SC Village Accountant. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- b) Attorney

***Gedman moved to appoint Silton, Seifert, Carlson, SC Village Attorney. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

10) Election by Village Board

- a) Community Development Authority/Trustee Member – 1 year term ending April 2016 – Currently seated, David Miller.

***Benz moved to approve appointment of David Miller Trustee Member of the Community Development Authority 1 year term ending April 2016. Hennlich 2<sup>nd</sup>. Miller abstained. Motion carried.***

- b) Community Development Authority Chairman/Trustee – 1 year term ending April 2016 – Currently seated, Roger Kaas.

***Hennlich moved to approve appointment of Roger Kaas Chairman Trustee Member of the Community Development Authority 1 year term ending April 2016. Miller 2<sup>nd</sup>. Kaas abstained. Motion carried.***

- c) Plan Commission/Trustee – 1 year term ending April 2016 – Currently seated, Joe Hennlich.  
d) Plan Commission/Trustee – 1 year term ending April 2016 – Currently seated, Jim Rath.

***Kaas moved to approve appointments of Joe Hennlich and Jim Rath Trustee Members of the Plan Commission 1 year terms ending April 2016. Gedman 2<sup>nd</sup>. Hennlich and Rath abstained. Motion carried.***

- e) PRUT Board/Trustee – 1 year term ending April 2016 – Currently seated, Stacy Gedman.

***Miller moved to approve appointment of Stacy Gedman Trustee Member of the PRUT Board 1 year term ending April 2016. Gedman abstained. Motion carried.***

- f) Utility Commission/Trustee – 1 year term ending April 2016 – Currently seated, Joyce Laux.

***Benz moved to approve appointment of Laux Trustee Member of the Utility Commission 1 year term ending April 2016. Miller 2<sup>nd</sup>. Laux abstained. Motion carried.***

11) Appointed by Village President/Confirmed by Village Board

- a) Plan Commission/Citizen Member – 3 year term ending April 2018 – Currently seated, Kathy Salo.

***Miller moved to approve appointment of Kathy Salo Citizen Member of the Plan Commission 3 year term ending April 2018. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) PRUT Board/Citizen Member – 3 year term ending April 2018 – Currently seated, Julie Brinkman.

***Benz moved to approve appointment of Julie Brinkman Citizen Member of the PRUT 3 year term ending April 2018. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- c) Utility Commission/Citizen – 5 year term ending April 2020– Currently seated, Milan Deprez.

***Benz moved to approve appointment of Milan Deprez Citizen Member to the Utility Commission 5 year term ending April 2020. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 11) Meeting Time of Community Development Authority – Change meeting time from 5:45 p.m. to 6:30 p.m.

***Miller moved to change the meeting time of the Community Development Authority to 6:30 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- 12) Presentation of correspondence, resolutions, and related matters – None.

- 13) Adjournment. – ***Benz moved to adjourn the meeting at 6:41 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

Respectfully presented for review and approval, Susan M. Williams, Village Clerk-Treasurer.

## Village Board Meeting Minutes

April 27, 2015

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

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk*

*Steve Summers, Plan Comm. Chairmn.*

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

- 3) Approval of the Agenda. – ***Kaas moved to approve the agenda as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 4) Approval of Minutes: April 13 (Regular Meeting). – ***Hennlich moved to approve the minutes of the regular Village Board meeting of April 13, 2015, as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items. –

Denny Lauer, W4888 Nature Ln., Sherwood, regarding agenda 6) and 12) – concerned about undeveloped lots and having heavy construction equipment on new roads, who would be responsible for repairs and believed it is premature and will have unneeded wear and tear on the roads.

Ruth and Ron Schewe, W4887 Nature Ln., Sherwood, regarding agenda 6) and 12) – concerns similar to Lauer, and trail was not disclosed when purchased, offered suggestions for changes to layout of the trail.

David Meyers, W4840 Guernsey Dr., Sherwood, regarding agenda 6) and 12) – concerned about undeveloped lots, suggested waiting a year or so, requested consideration of the California curb and questioned if contractor will asphalt the aprons.

Pat and Warren Hacker, W4841 Guernsey Dr., Sherwood, regarding agenda 6) and 12) – stated no need for curb and gutter, questioned why some areas have different road applications, the project is premature and is supportive of the developer who still has lots to sell, questioned why curb and gutter when other streets are busier and do not have curb and gutter, believed can wait for the road.

Jon Ollmann, W4865 Nature Ln., Sherwood, regarding agenda 6) and 12) – concerns are the same as previously stated, curb and gutter is not needed, there are other options that more cost effective and is not a fan of the trail.

Bob Nissen, W4854 Nature Ln., Sherwood, regarding agenda 6) and 12) – stated agreement that the project is premature, concerned with the cost of repairs and who will be responsible, questioned the planting of the trees in fall of 2015, road in front of his house is always torn up and believes it will happen with the new road, and questioned if the Village has discussed a wheel tax for road repair costs.

Ralph Hopfensperger, N9277 Hwy 55, Kaukauna, regarding agenda 6) and 12) – agreed with the previous comments, building will continue and the new road will be ripped up, questioned corner credit on lot 28 and 38, has e-mails from McMahon that they are indeed corner lots. Nicole Smith, N8122 Deere Dr., Sherwood, regarding agenda 6) and 12) – questioned the definition of corner lots and stated the Village forced Hopfensperger to create the curved lots. Kathy Hossain, W4880 Nature Ln., Sherwood, regarding agenda 6) and 12) – questioned locations of drains, if houses on Nature Lane are sighted to allow for trail, the hydrants and other obstructions for the trail and could there be a bike lane in the road instead of a trail. Lila Miller, W4872 Nature Ln., Sherwood, regarding agenda 6) and 12) – questioned who is responsible for notifying property owner of trail in subdivision plans, stated the property values are affected and would have made a difference in the purchase of a parcel.

- 6) *Public Hearing: FY2015 Paving Program – Farmington Meadows Subdivision, et. al.*  
Consider levying Special Assessments per Wis. Stats. §66.0703 regarding installation of concrete curb and gutter, asphalt roadway and trail, and all other related street improvements along portions of Natures Lane, Grassy Ct., Deere Dr., and Guernsey Drive.  
Note: This is the final year of a Village Board-approved 3-year roadway urbanization plan. Interested parties may sign in and speak for up to 3 minutes regarding planned assessments related to placement of concrete curb and gutter, asphalt roadway and trail, etc. in this construction area.

*After 3 calls Rath opened the Public Hearing at 7:17 p.m.*

Kathy Hossain, W4880 Nature Ln., Sherwood, questioned letter received in relationship to the locations of drains, requested adjusting the road where regularly there is standing water. Bob Nissen, W4854 Nature Ln., Sherwood, questioned the bidding process, thinks the cost is pricey.

Thad Majkowski, Cedar Corp responded it was a competitive bid process, the roll went out prior with engineer estimates, three bids were received, the lowest if approved could realize a 8 % decrease in comparison to the estimate, but will not know that until the construction is done and final numbers are calculated.

Denny Lauer, W4888 Nature Ln., Sherwood, questioned why the current property owners are being charged for the chip seal road construction which was prior to his ownership. Nicole Smith, N8122 Deere Dr., Sherwood, questioned the calculation of the price per linear foot based on the actual bid.

Majkowski reported the figures from the bid.

Pat Hacker, W4841 Guernsey Dr., Sherwood, questioned who gets curb and gutter construction, who does not, and how that decision is made.

*Administrator Friday responded that previously to current staff the Village set the road policy with the recommendation of the Village Engineer which at the time was McMahon; and if you look through the Village you will find areas where the curb and gutter works well such as Forest Lane, Timberline Drive has a good slope which Farmington Meadows does not have, and areas along Golf Course have experienced manholes heaving because of water siting in the ditches. Friday reported there is a difference in the grading of the California curb and may not work in all areas. Friday stated the developer and current Village staff and Officials were not*

*aware of the trail in the subdivision documents until the engineer began the preconstruction work.*

Ruth and Ron Schewe, W4887 Nature Ln., Sherwood, questioned why construct the trail if no one knew about it and what the resolution is for them, and what will the Village do for them.

*Friday projected the trail map from 2005 on the Board Room wall, identified the Friendship Trail, the plan in the subdivision was to connect trails within the Village. Friday informed the audience the Village did not sell the properties since they were not the owner.*

*Miller questioned if on the approved plans the trail was identified. Friday replied it was on the original plans submitted and approved 10 years ago. Friday presented subdivision documents on the wall so the audience saw the date of submission.*

*Rath informed the audience that the Board is taking comments and will deliberate; working with the engineer, administrator and clerk.*

*Benz reported on discussions with Ron Schewe over the past few weeks and complimented him on his behavior, efforts and suggestions. Benz expressed appreciation for the attitudes displayed during the meeting. Benz stated after hearing comments from the audience he supports the position of the attendees of no trail and no roadway at this time.*

Nicole Smith, N8122 Deere Dr., Sherwood shared the fact that the only map she worked with as realtor for the developer was the record plat.

*Clerk Williams stated the subdivision documents include not only the record plat but many additional forms which identify the utilities, drainage, trail and all aspects of creating the subdivision.*

Ralph Hopfensperger, N9277 Hwy 55, Kaukauna stated the funds identified as trail funds were in reality parkland assessment since there was not a park included in the subdivision plan.

*Friday responded that parkland fee in lieu of dedication are the funds referred to that would be used to fund the trail construction.*

Warren Hacker, W4841 Guernsey Dr., Sherwood requested the Village to reconsider the curb construction.

David Meyers, W4840 Guernsey Dr., Sherwood stated not having experienced the standing water issue and to reconsider no full curb.

*Miller and Rath state appreciation for the conduct of the audience.*

*Gedman shared his experience on the Village Board, reporting when he first came on to the Board he asked the same thing about the registered citizen comments and public hearing comments and asking questions. Gedman stated the public speaks, opinions are expressed, the Trustees absorb what is being said, and sometimes discussion happens immediately during a later part of that same meeting, sometimes the Board needs more information and the item to be discussed will be placed on a future agenda, when the public can return.*

*Miller moved to close the public hearing at 7:57. Hennlich 2<sup>nd</sup>. Motion carried unanimously.*

- 7) Report of the Utility Commission (April 20)
- a) Knight Drive Roadway – Punch List items. Assign repair costs to property owner.

*Friday reported remaining items disclosed in October are being addressed to the property owner; valves are mangled and buried and some manholes need work.*

- b) Water & Sewer infrastructure extensions (new home; Brick)

*Friday stated a new home construction is requesting services and he is presenting options to property owners, extension of services will result in special assessments for the cost of those services.*

- c) Water Meter Upgrades – Consider system-wide meter upgrade

*Friday reported that technology and the industry requires the Utility to upgrade the entire Village beginning in 2017, with one-third each year through 2019.*

- d) Water infrastructure extension(s) along Pigeon Road using transmission main as part of the distribution system.

*Friday stated Cedar Corp will perform a study for potential of extension of services using transmission mains.*

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

*Rath requested the Clerk provide an update on the tenants at the Military Road and the Administrator an update of the Hawkinson property.*

*Williams stated the tenant had left a voice mail that a dumpster would be delivered this week for cleanup of items on the 2<sup>nd</sup> floor porch, waste and odds and ends. Williams further reported the tenant stated the leaves which are a nuisance did not get to the yard waste site last weekend and will as soon as they can.*

*Friday responded that he will provide an update after he is able to get current information for the Board.*

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

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

*Williams reported the codification process is at the point where the code books are in the office, with the approval process to begin with the Plan Commission review of the summary of changes, a resolution to be presented at the next Village Board meeting announcing the ordinance of adoption to follow, so the process is potentially a month away from completion.*

*Benz inquired and Williams confirmed the code book is available for public viewing in the Village Office conference room.*

*Rath questioned and Williams responded that the ordinances have never been updated, just amended over time.*

*Kaas stated the Community Development Authority meeting April 29, 2015 at 6:30 p.m. will have a presentation of the results of the consumer survey. Rath reported the Village experienced a 60% return rate on the survey, which are not normally found. Kaas stated there will be a meeting in the future for public presentation of the survey results.*

9) Village Engineer: Project Update(s).

Majkowski responded to the questions presented during the meeting:

-his firm came on 2 months ago.

-the roads will be pulverized before paving, will do tire rolling to identify weak areas in order to deal with them prior to paving.

-curb and gutter verses ditches question; the subdivision was designed to have curb and gutter to comply with Village policies. Subdivisions which do not have curb and gutter were either by Village Board decision or constructed before the existing policy was approved. In his professional opinion if curb and gutter was not planned, then he would advise road side ditches where the grade from the road down and up into the front yard would be such that the property owner could mow the yard. Road side ditches lower the front yard. The standard is 2 feet below the edge of the road. Road failures occur when the water is not flowing away from the asphalt.

-the width of the road for bike lane question, the subdivision was designed with the trail. The standard is multi-modal trails. If the road was widen all the catch basins must be moved. He would suggest if no trail is decided to construct sidewalks to keep people out of the road.

-the California curb verses the barrier curb question, the standard is barrier curb and keeps cars in the roadway.

-moving the trail question, existing streetlights and hydrants must be moved.

-delaying asphalt question, curb and gutter and binder course can be installed with the surface course in a few years, if that choice is made there will be another assessment hearing with a different asphalt cost with potential additional costs for doing it in 2 steps.

-narrowing the trail, his suggestion is to do concrete sidewalks.

-bid process question, the process was done according to state statutes.

*Gedman questioned and Friday confirmed if the road is constructed as planned and there is damage from the heavy equipment traffic the Village (property taxes) is responsible for the cost of those repairs.*

*Friday responded to the question of planting of trees in 2015, as prescribed in the design of the subdivision, the plantings will be coordinated with the installation of the driveways.*

Chris Becklin W4862 Nature Ln., Sherwood questioned Majkowski about specific questions of the storm water flow, heavy soils, concrete aprons, trail is asphalt, construction, driveways, ditches and trail.

*Miller inquired and Thad responded to the question of switching from asphalt trail to concrete sidewalk could change the project.*

*Friday reported there are limited sidewalks in the Village, the trails are asphalt, and sidewalk responsibility are the property owner.*

*Friday responded to question of sighting of homes on parcels with the trail that all properties must comply with setbacks per Village Ordinances.*

Nicole Smith, N8122 Deere Dr., Sherwood questioned Majkowski about the width of the trail and sidewalks and accessibility of sidewalks.

*Gedman questioned the 5 foot and 8 foot, sidewalks to trail and if there was something in-between.*

Majkowski stated it is minimum standard for multi-modal trails.

*Friday stated the connecting trails are both 8 feet.*

Majkowski stated finishing of the driveways and aprons are the responsibility of the property owner.

10) Village Administrator: Project Update(s).

*Friday reported the yard waste site is open and the Public Works Staff are planting 800 seedlings and 200 shrubs at Miller Pond.*

*Hennlich questioned if there will be fencing around the recently planted cedar and Friday replied they will be after the professional departs.*

*Friday stated there is a signage sub-committee meeting Tuesday May 12, 2015.*

11) Old Business: None.

12) New Business:

- a) *Bid Award – Farmington Meadows Subdivision, et. al. Roadway Urbanization Project – Year 3 and Final of roadway urbanization project schedule: Consider/Approve Contract for Services (\$332,286.50; Sam Sommers Construction).*

***Benz moved to postpone the Farmington Meadows Subdivision paving project until the area is more developed, the trail is deleted from the project and the curb and gutter be reconsidered.***

***Motion failed due to lack of second.***

***Hennlich moved to proceed with the project as proposed.***

***Motion failed due to lack of second.***

***Miller moved to postpone decision of award until there is more information gathered and time for the Board to discuss. Gedman 2<sup>nd</sup>.***

*Friday inquired and Majkowski replied the Village has 60 days from the opening of the bids to decide on the contract.*

*Kaas inquired how the proposed trail connects to the Village trail system.*

*Friday projected the 2005 trail map on the Board Room wall and identified where the proposed trail will connect Stommel Road trail to State Park Estates Pond trail.*

Ralph Hopfensperger, N9277 Hwy 55, Kaukauna suggested running the trail north of the subdivision in the Village of Harrison.

*Hennlich stated he was part of the trail committee 15 years ago challenged to develop a trail system and shared information on the vision of the connection of the Friendship Trail between Manitowoc and Stevens Point.*

*Rath inquired of the Board if there was any other information the Trustees needed in order to make a decision.*

*Kaas reported the Village is in the third and final year of a paving plan to complete all the remaining subdivisions that began with Lakeshore East Subdivision when residents voiced concerns of chip seal paved 10 years before and requested final road construction. Kaas stated at that time the policy was paving after 70% constructed. Kaas reported the Village Board agreed to change the paving policy so that future developments all infrastructure including roadway would be installed by the developer, at their cost, at the time they develop the subdivision, the first year chip seal, allow freeze thaw cycle in order to properly compact and stabilize and the second year the roadway would be completed. Kaas stated the developer would be responsible for all those costs and the Village would no longer assess for new roadway construction.*

*Kaas reported the pooling of water occurs because of the breakdown of the original chip seal.*

*Kaas stated the paving plan was original Lakeshore Estates East, the following year Mustang Acres II/State Park Estates IV/Lakeshore Estates South and the final year Farmington Meadows.*

*Kaas commented on the question of curb and gutter verses ditches verses rolled curb; the decision was made when the subdivision was approved, in earlier years there was an option of ditches or rolled curb, older subdivisions have the rolled curb which was the policy at the time of approval, and about 10 years ago the policy was changed from rolled curb to barrier curb due to damage from snowplowing.*

*Kaas stated to begin changing design standards for individual developments is not consistent policy.*

*Kaas reported adoption of the paving policy 4 years ago prior to the 3 year paving plan and that was done to have more presentable developments to encourage growth.*

*Kaas stated the paving policy and design should not be changed based on opinions, but should be based on experience.*

*Rath commented the Village had been known as developer friendly, developers take chances to create a better Village, the Village took it upon itself to do what is best in the long term interests for all residents.*

Nicole Smith, N8122 Deere Dr., Sherwood questioned the length of the project.

Majkowski replied once the contractor begins they have 30 calendar days, weather permitting to complete.

*Friday reminded the Board that the paving plan was approved after sub-committee work with developer involvement, 2 of 3 years roadway construction complete, funds have been borrowed for the construction, the repayment has been extended to 10 years and he needed to know if they want more information from Staff.*

*Kaas requested an updated trail map, current with future plans that are contemplated.*

*Gedman commented it seems reasonable to install the road after 10 years even if the development is not high, which promotes development, the repayment of 10 years is easier on the property owners, is in agreement with continuing with the road construction but concerned about the trail but believing it will not be as ominous, but since the trail was rediscovered after 10 years, needs more time to consider.*

*Friday stated he will work on updating the trail map for the Board consideration.*

***Motion amended to postpone until May 26, 2015, approved by Miller and Gedman.***

***Benz – nay. Motion carried.***

b) *Harrison Fire & Rescue – Strategic Plan:* Request for Plan Committee Board Members.

*Friday presented e-mail from Fire Department Chief Kloehn requesting Village of Sherwood Board member participation at May 14, 2015 Plan Committee meeting.*

*Rath requested volunteers; Gedman offered, Rath requested back-up; Laux offered.*

*Rath asked Board members to submit issues or concerns that should be presented at this meeting and reported that Mary Kohrell from Calumet County Extension will be facilitating the meeting.*

13) Complaints and Compliments: None.

Denny Lauer, W4888 Nature Ln., Sherwood complained about the speed posted changing from 45 mph to 25 mph on Stommel Road and motorist not being able to transition.

- 14) Correspondences:
  - a) *Monthly Activity Report – Feb., 2015* (Harrison Fire & Rescue). – reviewed.
  - b) *Bird City Wisconsin – Renewal* (April 17; Bird City Wisconsin). – reviewed.
  - c) *2015 Roadway Urbanization Project – Stormwater Permit* (April 22, WisDNR). – reviewed.
  
- 15) Adjournment. – **Rath hearing no objection adjourned the meeting at 9:16 p.m.**

Respectfully presented for review and approval, Susan Williams, Village Clerk.

## Village Board Meeting Minutes May 11, 2015

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

***Present***

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

***Absent***

*Stacy Gedman, excused*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk  
Steve Summers, Plan Comm. Chairmn.  
Brenda Stumpf, Rec. Program Coordinator*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda, as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes:  
a) April 27 (Organizational Meeting).

***Miller moved to approve the Organizational Meeting of April 27, 2015, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- b) April 27 (Regular Meeting).

***Kaas moved to approve the Regular Meeting of April 27, 2015, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Lori Hiland, N8025 Lake Breeze, Sherwood – regarding agenda 7) a) read a prepared statement including comments about their contractor damage to Village trail, offer to fix damage, zoning section confusion and attendance of Village meetings.

Carolyn McNowen, N8008 Mustang Dr., Sherwood – regarding agenda 13) voiced compliments to the Village Board and Staff on their efforts and concerns about the treatment of the Hilands, believes an apology is in order and the emphasis on the businesses.

- 6) Report of the Community Development Authority (April 29)  
a) *Survey: Sherwood Local Business Spending and Shopping Habits.* Presentation by Mary Kohrell (UW-Extension).

*Kaas presented summarized information on the survey, detailing that the response results were robust at 62%. Kaas shared the resident's sentiments of supporting local businesses, with interest in hardware, coffee shop, fast food restaurant and drugstore. Kaas stated the residents responded with high usage of the trails, parks and interest in farmers market.*

b) *Wink-Mart Site Investigation Report for Residual Contaminants.* Presentation by Andrew Dane (S.E.H.).

*Kaas reported the test bores conducted revealed sub surface contamination at 2 ~~sights~~ sites (shallow level), without further migration. Kaas stated the deed is currently restricted to a impervious cap and S.E.H. indicated the cost of remediation is \$40,000. Kaas informed the Board the Community Development Authority (CDA) recommended to wait until developer interest.*

*Benz stated the comments on the survey were compelling and as significant as the quantitative results. Benz reported being pleased at the results of the boring report. Benz questioned where the \$40,000 funds would come from and if the Village has it available.*

*Kaas responded that the CDA would like to wait for the type of development to be proposed in order to know what would need to be done.*

*Benz reported other comments from the survey relate to the downtown area deteriorating and wondered what could be done short term, quick fix.*

*Kaas stated it is up to the property owner if they want to apply for any grant funds available.*

7) Report of the Plan Commission (May 4)

a) *Trail Disturbance (N8025 Lake Breeze Drive; Hiland):* Permit status and non-conformance to local Zoning Code.

*Summers reported Hennlich and himself will be meeting to work through the resolution matrix developed by Friday for presentation at the June 1, 2015 Plan Commission meeting.*

b) *High Cliff Golf Course: Request to place new tee box on Village Property (Hole 14; Re-directed back to P.C. from V.B.).*

*Summers stated the golf course was directed to survey the land in question at their cost and provide options for resolution. Summers reported the golf course has offered to install netting along the trails. Summers informed the Board that the Village Attorney may need consultation in regards to the liability of stray golf balls and safety of trail users.*

*Benz inquired if the golf course is looking at options other than the new location of the tee box on the 14<sup>th</sup> hole.*

*Summers responded that question needs to be directed to the golf course.*

c) *Municipal Code Update(s).*

*Summers reported a meeting to discuss the zoning and subdivision supplement sections of the new code is scheduled on May 28, 2015 at 5:30 p.m.*

d) *On-street parking – On-going.*

e) *Planning Calendar – Annual review of items per Comp. Plan.*

8) Report of Village Officers.

a) Village President

b) Clerk/Treasurer

i. Review/Approve financial reports.

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

*Williams discussed the code supplement included in the meeting packet and inquired of the Board for availability for a separate meeting to discuss. Board consensus was to meet May 21, 2015 at 6:30 p.m.*

9) Village Engineer: Project Update(s).

*Friday reported the Condon Road project will be paved this week, weather permitting.*

10) Village Administrator: Project Update(s).

*Friday reminded the Trustees about the FY2015 topic will be on the May 26, 2015 agenda, Farmington Meadows; trail and roadway work.*

*Friday reported spending the afternoon at the NEWSWSC meeting for the MS4 communities.*

11) Old Business: None.

12) New Business:

a) Condon Road placement – Change Order #3: Approve placement of berm base material, private driveway relocation, and stormwater fixture (\$5,948; NEA/Sommers).

***Kaas moved to approve the Condon Road Project placement – Change Order #3 as presented in the total increase in amount of \$5,948. Benz 2<sup>nd</sup>. Motion carried unanimously.***

b) *Resolution #09-2015 – Purchase of Real Estate (W240 King’s Way – Unger; \$12,000): Per approved Trail Map and Village Comprehensive Outdoor Recreation Plan.*

***Benz moved to approve Resolution #09-2015 – Purchase of Real Estate (W240 King’s Way – Unger; \$12,000): Per approved Trail Map and Village Comprehensive Outdoor Recreation Plan, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

13) Complaints and Compliments: None.

14) Correspondences:

a) *Monthly Activity Report – April, 2015 (Calumet County Sheriff’s Dept.).*

b) *Monthly Activity Report – April, 2015 (Harrison Fire & Rescue).*

c) *Village of Harrison Comprehensive Plan Amendment (May 4).*

- 15) Adjournment. – *Kaas moved to adjourn the meeting at 7:47 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.*

Respectfully presented for review and approval, Susan Williams, Village Clerk.

# Village Board Special Meeting Minutes

May 21, 2015

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

***Present***

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

***Absent***

*Stacy Gedman, excused  
**Others Present**  
Randy Friday, Administrator  
Susan Williams, Clerk*

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Registered Citizen Comments on Agenda Items. None.
- 5) Report of Village Officers.  
a) Village President - None.  
b) Clerk/Treasurer - None.
- 6) Village Engineer: Project Update(s). None.
- 7) Village Administrator: Project Update(s). None.
- 8) Old Business:  
a) *Consider/Finalize Village of Sherwood response to WDOT Hwy 55/114 FY2022 Roadway Improvement Project. (S.E.H. Andrew Dane – 30 minutes)*

Dane distributed handouts on the proposed Village response drafted by S.E.H. personnel, update traffic information and introduced Jeff Saxby, S.E.H. Transportation Specialist.

Saxby guided the Trustees through the proposed response and reviewed the transportation information stating the WDOT projections made in 2007 were found to be high in comparison to actual and as the process continues S.E.H. recommends the Village request for updated projections.

Saxby reported based on the results of recent traffic counts conducted by the State, more traffic is using Hwy 10 to Hilbert instead of Hwy 114/55 through the Village to Stockbridge.

Saxby stated the Village should continue to implement elements of the Master Plan in order to compel the State to use their limited funds in other areas (Condon Road project as an example).

*Benz commented on the proposed Village response; the letter states emotional and reactionary opposition to the four lane highway plan without solid reasons not to bring the four lane highway through the Village, Benz stated the four lane plan would kill the rural small town atmosphere; citing emotion and attitude can win battles, sometimes logic cannot.*

*Benz voiced concern of the section in the letter of opening the box of the four lane highway option, Benz understands the reasons, but much energy, emotion and time has been spent keeping it off the board, and it will be twice as hard to close that box. Benz stated the Village will find alternate routes to identify for the WDOT. Benz finished his comments that a four lane highway will stop it from being the Village wanted in the future.*

*Miller stated the traffic information presented shows that the four lane highway proposal is not the best answer to the question, Hwy 10 to 32/57 to Hilbert would be a better alternative and cheaper.*

*Rath stated the 2007 counts were the highest counts of recent times.*

Saxby responded changing some of the language of the response to reflect the discussion, beginning with statement of the adamant opposition to the four lane with reasons. Saxby stated eliminating the need for the four lane highway through managing well the road you have. Saxby suggested working with the WDOT in the next project using operation of the roadway to maximize the capacity, help traffic flow, not impede traffic flow, to maintain capacity. Saxby reported the WDOT 2007 traffic projection was 15,000 for 2035 and that is on the low end required for four lane. Saxby stated new numbers would indicate even lower, predicting the 2022 improvement project implies that the State would not return until 2032 or 2037, a 10 or 15 year fix on the road.

*Kaas requested clarification of the 2022 project, asking if there would be no consideration of the four lane highway merely a reconstruction of the two lane system and Saxby stated the WDOT has not clearly defined the project.*

*Kaas concurred with Benz and suggested implementing the Master Plan, traffic calming, pedestrian safety, features to enhance the roadway through the Village, and the Village should be proactive and involved with the WDOT to influence them.*

*Benz voiced concerns of trust from the WDOT constructing the roundabout at Hwy N and 114 when the initial plans changed from one lane to two lane with construction over the Village water main.*

Saxby questioned Benz's issue with the WDOT; implementing Village Plans or the four lane highway and Benz responded both. Saxby stated the WDOT is at the planning process, S.E.H. has no knowledge of a final report being done on the four lane alternative, analysis was done and proclamation was done. Saxby informed the Board that in order for them to build a four lane through the Village the WDOT must do an environmental document which is very rigorous federal regulation for approval where they are required to do alternative analysis and revisit all the technical analysis done in 2007 to bring up to current knowledge and conditions, which would result in a different recommendation.

*Rath stated the Condon Road and the closing of Clifton Road would be selling points for the Village.*

*Miller stated concerns with proceeding with the downtown development and have the State coming in a few years later with the four lane proposal.*

Saxby responded the WDOT within it's right of way can do what it wants to do (condemn properties, etc.), but would not want to come in where they do not need to and if the Village proactively puts together the plan and works with the WDOT potentially can take advantage of opportunities to implement some of the Master Plan elements.

*Kaas inquired of managing the interaction with the WDOT, Saxby responded that a Village Official would be needed. Kaas questioned S.E.H.'s involvement, Saxby stated it would be up to the Village, S.E.H. could assist in prioritizing master plan elements and costs, provide technical support beginning immediately with sending out the response.*

***Kaas moved to revise the WDOT Village response letter putting forward the desire to implement concepts of the Master Plan to engage in a proactive discussion with the WDOT to influence and adopt the Village plan. Hennlich 2<sup>nd</sup>.***

Dane requesting clarification from the Board; the Village response letter to be revised and distributed to the Village Board through Village Administrator for June 8, 2015 Village Board meeting presentation.

***Benz – nay, motion carried.***

9) New Business:

a) *Consider/Finalize Sherwood Village Municipal Code supplement of changes.*

*Board reviewed and discussed the supplement of changes (Schedule A), proposed changes were noted and the reviewed halted to continue at the May 26, 2015 Village Board meeting.*

10) Complaints and Compliments: None.

11) Correspondences: None.

12) Adjournment. - ***Kaas moved to adjourn at 8:33 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

Respectfully presented for review and approval, Susan Williams, Village Clerk.

# Village Board Special Meeting Minutes

May 26, 2015

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

**Present**

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

**Absent**

*none*

**Others Present**

*Randy Friday, Administrator*

*Susan Williams, Clerk*

*Steve Summers, Plan Comm. Chairmn.*

2) Pledge of Allegiance. – *Recited.*

3) Approval of the Agenda. – *Hennlich moved to advance agenda items 8) & 10) a) after agenda item 5). Gedman 2<sup>nd</sup>. Motion carried unanimously.*

4) Approval of Minutes: May 11 – *Benz moved to approve the minutes of the regular meeting of the Village Board on May 11, 2015 with the change of the spelling of sights to sites and pervious to impervious under agenda item 6) and the rest as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.*

5) Registered Citizen Comments on Agenda Items.

Ron Schewe, W4887 Nature Ln., Sherwood – regarding agenda item 10) a) voiced concerns of trail and roadway construction and requested update.

Lori Hiland, N8025 Lake Breeze, Sherwood – regarding agenda item 6) a) voiced concerns of measurement of trail size and confusion of proposed resolution.

Les Stumpf, N465 Lorraine St., Sherwood – regarding agenda item 12) voiced concerns of demands of complying with weed ordinance in order to avoid bills from Village contractor cutting.

Tom Head, W579 Castle Dr., Sherwood – regarding agenda item 12) voiced concerns of demands of complying with weed ordinance in order to avoid bills from Village contractor cutting.

John Petrie, Cty BB, Chilton – regarding agenda item 12) voiced concerns of demands of complying with weed ordinance in order to avoid bills from Village contractor cutting.

6) Report of the Park, Recreation and Urban Tree Board

a) *Trail Disturbance (N8025 Lake Breeze Drive; Hiland) – Resolution Matrix items: Permit status; (Non-) Conformance to local Zoning Code; Trail reconstruction costs, etc.*

*Rath read the Rec Coordinator report.*

*Rath requested of the Board a consensus of agreement to offer the Hilands a 10% Hiland responsibility/90% Village responsibility and the Board agreed.*

*Friday stated the Plan Commission will complete the resolution matrix and after that the Village Board will have the entire proposal for approval*

*Kaas requested updated quote for trail construction to Village standards.*

*Rath requested Friday to contact Majkowski for information on the trail quote. Friday directed the Board to the meeting packet for the Farmington Meadows trail.*

*Gedman reported the borings done at the pond in State Park Estates ranged from under 3 to 4 inches.*

- b) *Request to remove 30' of Village tree line due to new tee box placement (Hole #14, High Cliff Golf Course).*

*Miller suggested the Board request the current ownership to sign an agreement which stipulates not building condos on the 18<sup>th</sup> fairway for the next 20 years.*

*Hennlich stated the Village Board may be preempting the Plan Commission.*

*Kaas reported from his attendance at the PRUT meeting, the Commissioners were unaware of the Plan Commission's discussion relative to splitting the property, designated right of way, proposed new tee box.*

*Rath suggested referring this topic to the Plan Commission*

*Summers responded that it will be on the agenda, but that until the golf course provides documents and options to resolve the situation.*

***Benz moved to table topic. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- c) *Mid-block crosswalk markings and/or signage on Lake Breeze Drive (Bret Galligan; N7992 Lake Breeze Drive). – reviewed.*
- d) *Recreation Coordinator-Job Description; Annual goals. – reviewed.*

*Kaas stated sharing the results of the shopping survey, encouraging PRUT to develop farmers market.*

- e) *Special Event: 5K Beer Run/Walk (Moore). – reviewed.*
- f) *Park usage requests (yoga; tennis lessons; movie &/or bon fire). – reviewed.*
- g) *Grand Re-opening-August 23, 2015. Sub-committee formation. – reviewed.*

*Friday reported the PRUT Board is looking for volunteers for the event, contact Brenda Stumpf.*

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

*Rath reported appreciation for the Memorial Day Services, receipt of communication from Fire Chief Kloehn reporting the Town/Village of Harrison decides not to opt out of the current contract*

*and receipt of communication from the Village of DeForest in regards to incorporation proceedings legislation.*

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

***Benz moved to approve the financial reports with the addition of \$1,000 to Bananas Entertainment for the summer picnic entertainment and the rest as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- ii. Operator License Application
  - Jennifer A. Sticka

***Kaas moved to approve the operator license application presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

*Williams reminded the Trustees of the Board of Review scheduled for Monday June 1, 2015 at 4 p.m. The meeting packet was delivered last week.*

8) Village Engineer: Project Update(s).

Thad Majkowski (Cedar Corp.) reported survey crew working out at Pigeon Road property (Brick) for the service extension for new home building.

9) Village Administrator: Project Update(s).

*Friday presented the Condon Road extension project report from the engineer (S.E.H.) and those punch list items will be addressed, there is one valve which will require some financial consideration to be banked for future repairs.*

*Friday stated the road will have to be dedicated in name. Benz suggested naming the road David Miller Drive. Friday suggested considering options for future meeting.*

*Friday inquired and the Board agreed the official truck route designation would occur Thanksgiving time.*

10) Old Business:

- a) *Bid Award: Farmington Meadows Subdivision, et. al. Roadway Urbanization Project – Year 3 and Final of roadway urbanization project schedule: Consider/Approve Contract for Services (\$332,286.50; Sommers Construction).*

***Benz moved to not continue with asphaltting of Farmington Meadows roads, nor the concrete curb and gutter and do not install the trails.***

*Benz stated the explanation for his motion was the previous paving policy set the final roadway construction as a percentage of completion, much more than Farmington Meadows. Benz admitted that he voted in favor of the change so to pave sooner, however the arguments at that time not make the ordinance change due to the damage to the new road with construction and those costs bearing*

*the responsibility of the entire Village. Benz stated it is cost effective to not do the paving at this time. Benz reminded the Board that the residents who wanted their subdivision paved were heard and that the residents opposed to the construction should be heard. Benz respects everyone in favor of trails, but does not like a trail in front of his house. Benz stated the residents in attendance at the April 27, 2015 Public Hearing reported not wanting the trail and had no knowledge of it when they purchased.*

*Rath asked Williams to read the motion.*

***Miller 2<sup>nd</sup>.***

*Gedman questioned when the change in the ordinance took place.*

*Friday responded that research was done and it was found that communities did not do it like Sherwood and ultimately if the final course is not done the integrity of the roadway will be in jeopardy. Friday reminded the Board the developers were notified of this change and this is the third and final year of the paving program.*

*Gedman inquired of the responsibility of the cost of damage to the new road.*

*Friday responded the Village is responsible. Friday stated Majkowski informed the Board the final roadway can be done in a two-step process; one course now and then the final to follow.*

*Kaas questioned Friday the status of the road in Lakeshore Estates East, paved in 2013 and with much construction since and Friday replied he has not found issues with the condition of the new road.*

*Gedman questioned the curb style if there are the California style curb installed in the Village and Friday responded that there are pockets in the Village with that style and his experience has been that style is replaced at a three to one factor more often than the barrier style.*

*Kaas stated the roll curb once was the Village standard and because of the durability issue the standard was changed.*

*Gedman inquired about the trail; the road and trail are two separate issues and questioned how long homes have been in the subdivision and Friday responded the first home was built back in 2006 with most of the homes being built in the last 24 months.*

*Friday discussed the trail map presented in the meeting packet, informing the Board of proposals discussed since the 2005 official map.*

*Kaas questioned the options if the Farmington Meadows trail is not constructed.*

*Miller questioned the ability to separate motion into 2 motions.*

*Rath voiced concerns with price of gas potentially causing future higher costs.*

*Hennlich is in favor of trails; believes they serve the entire Village and based his campaign on doing what is best for the whole Village. Hennlich stated that if there are people on the trail who*

*do not want it, there may be people a block off the trail who want it. Hennlich reported the trail map was adopted in 2005-06 and it served the purpose back then and serves the purpose now. Hennlich stated the developer or real estate agent is responsible to inform the potential buyers and empathizes with those who purchased without full knowledge of the property.*

Majkowski informed the Board if the contract is approved only for the roadway, the contractor will need to approve change order removing the trail from the project, since it was bid together, and otherwise the bid is rejected.

*Benz stepped down from the Board table and stood and spoke at the podium because of his sentiments of empathy for the residents of Farmington Meadows. Benz addressed the question of Gedman and the cost to the residents, Benz stated there will be a cost of repairing roads to all residents. Benz stated in regards to the trail the one in Farmington Meadows is less than 1% of the entire trail system in the Village and this small area should not have an effect. Benz believes taking this position will not cause any harm or imminent danger to the residents by this position. Benz stepped back up to his seat at the Board table.*

*Gedman inquired as to parcels and trails; if there are properties with trails in front of their homes or in the back and if those buyers were informed of the trail when the purchase was discussed.*

*Friday replied yes, there are homes with trails in the front, back and side and reminded the Board that in surveys in the Village the number one request is improve parks/trails and this is part of an integrated system.*

*Laux stated if it was lost for so long, on the edge of Village boundaries, less than 1% of trail system it is not necessary.*

Bob Anderson, N7829 S. Niagara Ct., Sherwood, commented that the walkers previously using Village streets are safer now having the trail system.

*Laux requested Benz to separate motion. Benz stated a majority of the residents in attendance at the April 27, 2015 Village Board meeting were in opposition to the trail and road paving and asked Schewe if he could speak on behalf of those residents.*

*Rath voiced concerns of future higher costs, if the project is not done now.*

*Benz stated due to the comments of the residents in opposition to the roadway and requested the vote to on the motion as it stands*

*Rath asked Williams to read the motion.*

***Benz – aye, Miller – aye, motion fails on a 5 to 2 vote.***

***Kaas moved to proceed with paving as originally designed and excluding the trail contingent upon an acceptable change order by the contractor. Laux 2<sup>nd</sup>.***

*Kaas stated it was unfortunate that it was not communicated properly by the developer or the village and need to be accountable for that, and while that leaves a gap in the trail system if people want to make the loop, they will use the street.*

*Hennlich responded that the developer will not be held accountable, they are the ones who sold the lots.*

*Gedman questioned if the trail is not done at this time, if it will be reconsidered in 6 months.*

*Majkowski stated if the contractor does not sign the change order deleting the trail the bid will be rejected.*

*Rath asked Williams to read the motion.*

*Friday questioned Majkowski if contractor would simply deduct the trail amount and Majkowski responded that is the way the bid was made up.*

*Friday inquired of the Board and they concurred the developer funds stays with the Village since it was designated as parkland.*

***Rath – nay, Hennlich – nay, motion carried on a 5 to 2 vote.***

*Rath requested information from Majkowski on the widening of Spring Hill Drive.*

- b) *Consider/Finalize Sherwood Village Municipal Code supplement of changes. (continue review of supplement of changes begun at Special Meeting May 21, 2015).*

*Rath suggested continuing this topic at a special meeting.*

*Williams set the special meeting for June 4, 2015 at 5:30 p.m.*

11) New Business:

- a) *Request for Village to pay for tire disposal – Tire not belonging to property owners deposited on their lawn (W513 Clifton Road – Krueger).*

*Friday reported receiving a phone call requesting the Village to handle the disposal since the tires were left at their property.*

12) Complaints and Compliments: New Village ordinance regarding grass-cutting.

*Friday stated this is a complaint on procedure, if the Board wants to change the ordinance there is a process. Friday reported the procedure has changed with the ordinance change, where the Village now has engaged a contractor to cut parcels which are in violation with the ordinance and then bill the Village. Friday stated the property owner is billed for that amount plus an ordinance violation fee.*

*Summers stated the Village Board tasked the Plan Commission with review of the ordinance, research was conducted and presented for changes.*

**Jenna Canino, W521 Knight Dr., Sherwood** –voiced concerns of Village contractor measurement to determine which parcels must be cut.

*Rath stated the resident who e-mailed him requested the consideration of 8” developed and 12” undeveloped.*

*Miller questioned if the property owners were notified and Friday concurred the ordinance requires a publication and an annual mailing.*

*Kaas suggested the property owners notify the Village of their contract and the Village contractor would not cut those lots.*

*Rath inquired of Summers if the Plan Commission should reconsider and Summers responded that this is an implementation issue. Summers stated the ordinance can be changed but the Village Board is responsible for Staff implementation.*

*Kaas stated procedural things can be addressed quickly.*

*Laux inquired and Friday concurred the contractor goes out and cuts.*

*Kaas stated it seems inconsistent that property owner’s contractors are out to cut after the Village contractor has cut. Friday reported this is the first notice he received.*

*Summers questioned and Friday confirmed that the 8” developed and 12” undeveloped was considered during the ordinance change process.*

13) Correspondences:

- a) *Petition for Incorporation – Town of Menasha (Herrling Clark Law Firm; May 18).*
- b) *Strategic Planning Committee – Harrison Fire Rescue (Chief Kloehn; May 18).*

14) Adjournment. – ***Miller moved to adjourn the meeting at 9:30 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

Respectfully presented for review and approval, Susan Williams, Village Clerk.

## Village Board Special Meeting Minutes

June 4, 2015

- 1) Call to Order and Roll Call. – *President Rath called the meeting to order at 5:30 with roll call:*

<b><i>Present</i></b>	<b><i>Absent</i></b>
<i>Bob Benz</i>	<i>none</i>
<i>Stacy Gedman</i>	
<i>Joe Hennlich</i>	<b><i>Others Present</i></b>
<i>Roger Kaas</i>	<i>Susan Williams, Clerk</i>
<i>Joyce Laux</i>	
<i>David Miller (arr. 6:30)</i>	
<i>Jim Rath</i>	

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Registered Citizen Comments on Agenda Items. None.
- 5) Report of Village Officers.
- a) Village President - None.
  - b) Clerk/Treasurer - None.
- 6) Village Engineer: Project Update(s). None.
- 7) Village Administrator: Project Update(s). None.
- 8) Old Business:
- a) *Consider/Finalize Sherwood Village Municipal Code supplement of changes. (continue review of supplement of changes begun at Special Meeting May 21, 2015).*

***Kaas moved to approve the Plan Commission review and proposed changes, as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

*Board directed Williams to research specific items and submit changes to General Code for a revised Schedule A that will be presented at a public hearing when available.*

- 9) New Business: None.
- 10) Complaints and Compliments: None.
- 11) Correspondences: None.
- 12) Adjournment. – ***Benz moved to adjourn the meeting at 6:40 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

# Village Board Meeting Minutes

June 8, 2015

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

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk*

*Steve Summers, Plan Comm. Chairmn.*

*John Sharer, Plan Commission*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes:  
a) May 21 (Special Meeting). –

***Benz moved to approve the minutes of the Special Meeting of May 21, 2015, as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- b) May 26 (Special Meeting). –

***Laux moved to approve the minutes of the Special Meeting of May 26, 2015, as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Kevin Hietpas, N5940 Sweet Clover Dr., Village of Harrison – regarding agenda item 11) commented and offered to assist in the improvement of municipal relations, answered some questions that the Trustees posed.

Lori Hiland, N8025 Lake Breeze, Sherwood – regarding agenda item 12) a) no comment made.

- 6) Report of the Community Development Authority (May 27)  
a) *Potential Phase I Senior Housing Development behind Village Hall.*

*Kaas reported an agreement with Stadtmueller & Associates had been presented to the firm. Kaas met with Stadtmueller on May 28, 2015 and Stadtmueller requested additional 6 weeks in order to address the agreement. Kaas stated that he informed Stadtmueller that Village will hold on that residential development until July and maybe proceeding with other development projects.*

- b) *50/50 Matching Grant Fund – Pay-out terms.*

*Kaas stated one grant awardee was notified to provide final invoice and final report prior to Staff issuing funds.*

*Kaas reported a closed session took place which discussed property acquisition, with assignments for Staff investigation without any formal action.*

- 7) Plan Commission – Special Meeting (May 28)
  - a) *Municipal Code – Plan Update.*

*Summers stated the Plan Commission reviewed the Zoning, Subdivision and Platting and the Building Codes of the new code Supplement A, proposing changes to the Village Board.*

*Williams stated after research the new code will have the parking space sections modified to 200 square feet.*

- 8) Report of the Plan Commission (June 1)

*Summers stated the signage sub-committee will be meeting June 15, 2015 and will be proceeding with work. Summers distributed the current sign ordinance to the Trustees and encouraged them to review.*

- a) *Trail Disturbance (N8025 Lake Breeze Drive; Hiland): Non-conformance to local Code; Usage of public property w/out permission.*

*Summers reported the Commission first rescinded the action taken in February 2015, followed by the proposed recommendation identified in the packet materials.*

*Friday projected on the Board Room wall and recapped the details of the resolution matrix developed by the Plan Commission and Park Recreation and Urban Tree Board.*

- b) *High Cliff Golf Course: Request to place new tee box on Village Property (Hole #14; Re-directed back to P.C. from V.B.)*

*Friday stated the golf course has not presented documents to the Village for consideration as of this meeting date.*

- c) *On-street parking – On-going.*

*Friday reported the staking has begun where signs (posts) will be placed along Spring Hill Drive and State Park Road to be complete by the Triathlon.*

- d) *Planning Calendar – On-going.*

*Summers reported the Village is on schedule, Sharer has kept the Village on schedule and the next important item is the alignment of the Master Plan into the Comprehensive Plan.*

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

*Rath reported having an update from the Recreation Programming Coordinator and the splashpad is a work in progress.*

*Miller questioned the problems being experienced.*

*Friday replied that the Coordinator is working to have a complete troubleshooting list of equipment to check and just was informed of a filter trap previously not aware of being clogged of cottonwood seeds.*

*Rath stated he gave his space on the next newsletter to the Fire Department for recruitment of new firefighters.*

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

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

- ii. Clerk's Consent Agenda.
  - *Class 'A' Malt Beverage/Liquor License Renewal*
  - *Reserve Class 'B' Malt Beverage/Liquor License Renewal*
  - *Class 'B' Malt Beverage/Liquor License Renewal.*
  - *Tobacco Licenses*

***Benz moved to approve the Clerk's Consent Agenda for alcohol and tobacco licenses, with the exception of the premises of High Cliff Restaurant including the parking lot, approval contingent upon the petitioner revising the application to remove the parking lot language, and the rest as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

*Williams inquired of the Board their opinion of how the Board of Review (June 1, 2015) went and the Board agreed it went well.*

*Williams directed the Board to information in the meeting packet related to the OutPost alcohol license renewal documents which will be presented for consideration and approval June 22, 2015 and informed the Board the petitioner's identification of premises to include their parking lot.*

*Williams informed the Board of a late arriving alcohol license renewal document which requires a special meeting on or after June 23, 2015. Williams inquired and Board agreed to meet 8 am June 23, 2015 to convene for that matter.*

*Williams presented the Board with an e-mail from Kaas in regards to the new code sections (construction scheduling, chicken ordinance wording and parking of recreational trailers on driveways).*

10) Village Engineer: Project Update(s).

*Friday reported service extension on State Park Rd. is being researched by Cedar Corporation. Friday stated water main extension project for property at N7946 Pigeon Rd. is being bid out with a bid opening June 25, 2015. Kaas questioned who will be responsible for the costs and Friday replied that both the property owner and the Village will share, through special assessments current and deferred.*

*Rath questioned Friday about limited curb cuts on Pigeon Rd. Friday stated he was not aware of that.*

*Rath inquired if Cedar Corporation was developing cost estimates for returning Spring Hill Drive to the width previously paved and Friday replied he will request that information.*

11) Village Administrator: Project Update(s).

12) Old Business:

- a) *Trail disturbance (N8025 Lake Breeze Drive; Hiland): Consider/Approve final disposition regarding trail reconstruction, et. al.*

***Benz moved to approve the Plan Commission resolution and disposition regarding the trail disturbance at N8025 Lake Breeze Drive. Hennlich 2<sup>nd</sup>.***

***Hennlich moved to amend the motion in addition to the Plan Commission recommendation to include the Park Recreation and Urban Tree Board resolution. Benz agreed to the amendment.***

*Friday questioned and the Board concurred the motion approves the resolution matrix presented.*

*Gedman inquired if there will be additional costs that will be assessed other than the 10% responsibility and fees and Friday replied the cost of the tree removal/replacement and mulch could be the only other costs in addition to what was presented.*

***Motion carried unanimously.***

- b) *High Cliff Golf Course – Hole #14: Request to remove trees from Village property; Tee box placement on Village property to create Par 5. (Tabled from May 26).*

*Friday reported that until the golf course presents documents, no action would be taken.*

- c) *Consider/Finalize Sherwood Village Municipal Code supplement of changes. (update of review of supplement of changes begun at Special Meeting May 21, 2015).*

*Williams stated that the changes by the Plan Commission and Village Board will be presented to the code company to incorporate into the new code.*

13) New Business:

- a) *Pay Request #3 – Condon Road Extension: Consider/Approve payment for services (\$169,911.04; Sommers Construction Co, Inc.) for work as pre-final payment (less retainage for landscaping and 2-year pavement warranty).*

***Miller moved to approve Pay Request #3 – Condon Road Extension in the amount of \$169,911.04 for work as pre-final payment as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

b) *Resolution #08-2015 – Providing for the Publication, Filing, Inspection & Adoption of a Code of General Ordinances. – no action taken, resolution will be presented once again the revised documents are available for adoption.*

14) Complaints and Compliments: None.

15) Correspondences:

a) *Asphalt pulverizing on CTH 'BB' (Cal. County Highway Dept.; May 26).*

*Friday discussed the Office Coordinator memo on weed ordinance change and staff implementation. Friday reported conversing with residents and contractors and will work through the season, review at the end of year and adjust as need be.*

16) Adjournment. – ***Rath hearing no objection adjourned the meeting at 8:12 p.m.***

Respectfully presented for review and approval, Susan Williams, Village Clerk.

# Village Board Meeting Minutes

June 22, 2015

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

***Present***

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

***Absent***

*Randy Friday, Administrator, excused*

***Others Present***

*Susan Williams, Clerk  
Steve Summers, Plan Comm. Chairmn.*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes:  
a) June 4 (Special Meeting).

***Benz moved to approve the minutes of the Special Meeting of the Village Board of June 4, 2015, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) June 8 (Regular Meeting).

***Benz moved to approve the minutes of the Regular Meeting of the Village Board of June 8, 2015, as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Rosemary & Donald Born, W190 Robinhood Ct., Sherwood – regarding agenda item 13) a) – voiced concerns of backyard drainage issues with adjacent neighbor impeding natural flow of stormwater.

Dan Stein, W5142 Park Drive., Sherwood – regarding weed cutting billing – voiced concerns of lack of documentation for reversal of billing and suggested larger issues to deal with than weeds length.

Karen Healey, N7874 Edgewater Ct., Sherwood – regarding weed cutting process and billing – voiced concerns of being billed for cutting that did not occur, issues with incorrect spelling of name and identification of lot.

Maggie Rieder, N7875 Edgewater Ct., Sherwood – reported witnessing mowing/cutting in the neighborhood on the day in question of the Healey cutting stating the Healey property was not cut and she was outdoors 10 hours that day.

Kym Schmidt, W4786 Trevino Ct., Sherwood – regarding weed cutting process and billing – voiced concerns of being long term resident and always taking care of their property, their friend Dan Stein has kept it within the ordinance requirement.

- 6) Report of the Utility Commission (June 15)  
a) *Resolution #2015-10: 2014 Compliance Maintenance Annual Report (CMAR)*

***Benz moved to approve Resolution #2015-10: 2014 Compliance Maintenance Annual Report (CMAR). Miller 2<sup>nd</sup>.***

*Kaas inquired what action is needed in order to mediate the concerns. Laux responded that would require rerating the system. Rath stated that would an investment in time, resource and treasure. Benz stated when the aerators were installed the DNR allowed the Village not to rerate the plant and the report rating would be as such, but not failing. Benz reported the effluent quality grade of D was related to the cold winter and if the normal grade was applied the rating would have been a 3 which was acceptable.*

*Kaas inquired and Benz and Rath replied that the DNR does not expect the Village to do anything in the near future. Benz stated the plant is operating at an efficiency above what the Village expected and due to the on-going maintenance provided by MCO will continue.*

***Motion carried unanimously.***

- b) *Water & Sewer Extension Services Request (Tax ID #42354; Brick) Preliminary Engineering completed; Project bid out; Set Public Hearing for assignment of ‘Special Assessments’.*

*Williams informed the Board that the power to assess the special assessments will come through the Village Board.*

- c) *Condon Road – Punch List item: Consider settlement for improper final placement of valve in roadway, in lieu of digging roadway. - information only.*

- d) *Water service to Strandwitz property (Parcel #31252) - information only.*

- 7) Report of the Community Development Authority (June 17)  
a) *Review 50/50 Matching Business Grant proposals.*

*Kaas reported the special meeting was for the review of the second round of the matching grant applications. Kaas stated 3 were received, with 2 of those coming from the High Cliff Public Golf Course. Kaas informed the Board that HCPGC was requested to prioritize the two and the application related to the Hole #14 tee box and netting was proposed. Kaas stated due to the unresolved situation of the Hole #14 the application will be held for future consideration. Kaas reported Castle Square submitted an application for painting and sealcoating which the later will be considered at the next regular meeting June 24, 2015.*

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

Rath reported the State Joint Finance Committee added a new law that prevents a local government from prohibiting a bow or cross bow hunter within the municipality. Rath stated the Triathlon went well and complimented that organization and High Cliff State Park on their efforts. Rath reported the High Cliff Public Golf Course donated \$800 to the Village for Wanick Park splashpad water, the High Cliff Restaurant will donated money to sponsor the entertainment at the park June 28, 2015 and Sherwood Optimists are sponsoring the entertainment for the August 23, 2015 Village 1<sup>st</sup> Annual Picnic.

b) Clerk/Treasurer

i. Review/Approve financial reports.

***Benz moved to approve the financial reports as presented. Laux 2<sup>nd</sup>. Kaas suggested amending the motion to hold the check for Lakeshore Cleaners if it included the properties discussed at the meeting. Benz and Laux agreed.***

Benz inquired as to the splashpad repair, questioned if it would be under warranty. Board requested update.

Rath reported company staff were in the Village to work with Staff.

***Motion carried unanimously.***

ii. Operator's Licenses.

- Gregory S. Riemer
- Chelsea D. Daun

***Hennlich moved to approve the operator license applications as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

iii. Establishment and Temporary licenses.

- *Reserve Class 'B' Malt Beverage/Liquor License Renewal* (Blue Ribbon Enterprises, LLC, Outpost Pub & Provisions, Andrew Stumpf – Agent).

Chris Fielder, N606 Knight Dr., Sherwood – spoke about the Board incorporating the Village Attorney direction of not allowing the definition of premises for licensed establishments.

***Laux moved to approve the Reserve Class 'B' Malt Beverage/Liquor License Renewal (Blue Ribbon Enterprises, LLC, Outpost Pub & Provisions, Andrew Stumpf – Agent), as presented, with the stipulation that sales will done inside the building. Miller 2<sup>nd</sup>. Hennlich – nay, Gedman – nay, motion carried.***

- *Provisional Malted Beverage Retail License Appl.* (Ricos Tacos, LLC, Raquel Rogo – Agent).

***Benz moved to approve the Provisional Malted Beverage Retail License Appl. (Ricos Tacos, LLC, Raquel Rogo – Agent), as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- *Temporary Class ‘B’ Retailer’s License to sell fermented malt beverages – Annual Picnic (St. John–Sacred Heart Parish; Fr. Michael Betley).*

***Kaas moved to approve Temporary Class ‘B’ Retailer’s License to sell fermented malt beverages – Annual Picnic (St. John–Sacred Heart Parish; Fr. Michael Betley). Benz 2<sup>nd</sup>. Motion carried unanimously.***

9) Village Engineer: Project Update(s).

*Rath directed the Board to review the memo in the meeting packet which identifies the options proposed by Cedar Corporation for resolving the Spring Hill Drive pedestrian/bicycle accommodation.*

*Kaas suggested if the Board will consider on a future agenda that the engineer provide estimates.*

*Benz stated the remedies are not quick or inexpensive.*

Barb Jack, N7759 Palisades Trl., Sherwood – voiced safety concerns of vehicle traffic with pedestrians and cyclists, suggested modifying the road because so many people use it.

*Rath stated the topic will be on the July 13, 2015 Regular Village Board agenda. Rath requested minutes from meetings where the project was discussed to be part of the meeting packet.*

10) Village Administrator: Project Update(s). None.

11) Old Business:

- High Cliff Golf Course – Hole #14: Request to create Par 5 hole on Village property and remove trees from Village lands (Tabled from May 26; awaiting CSM.). – no action.*
- Village Municipal Code supplement of changes (Update & review of supplement of changes). – Board updated with communications with code company.*

12) New Business:

- Spring Hill Drive – Memo updating possibility of placing walking path along or adjacent to roadway (Cedar Corp.; Thad Majkowski). – discussed under Engineer section.*

13) Complaints and Compliments:

- Backyard stormwater issue between Lots 33 & 39 – Sherwood Forest Golf Village (Born; June 16).*

*Board requests topic to be on the July 13, 2015 Village Board agenda for discussion.*

*Kaas suggested including in the meeting packets the original drainage plans from when the subdivision was approved.*

- 14) Correspondences:
- a) *Monthly Activity Report (May; Calumet County Sheriff's Dept.).*
  - b) *Monthly Activity Report (May; Harrison Fire & Rescue).*
  - c) *Grass-cutting, Billing request, and Posting ideas (Schmidt – N7618 Lower Cliff Road; June 17).*

*Rath stated this topic is not on the agenda as an item to act upon so requests Staff to administratively resolve the properties commented on tonight. Gedman agreed with Rath and requested placing topic on the agenda to review the policy. Kaas stated the policy and the implementation must be researched and reviewed. Kaas suggested developing the methods to administer fairly.*

- 15) Adjournment. – ***Hennlich moved to adjourn the meeting at 8:18 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

Respectfully presented for review and approval, Susan Williams, Village Clerk.

# Village Board Special Meeting Minutes

June 23, 2015

- 1) Call to Order and Roll Call. – *President Rath called the meeting to order at 8: a.m. with roll call:*

***Present***

*Bob Benz*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

***Absent***

*Stacy Gedman, excused*

*Randy Friday, Administrator, excused*

***Others Present***

*Susan Williams, Clerk*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unianimously.***
- 4) Registered Citizen Comments on Agenda Items. None.
- 5) Report of Village Officers.  
a) Village President - None.  
b) Clerk/Treasurer - None.
- 6) Village Engineer: Project Update(s). None.
- 7) Village Administrator: Project Update(s). None.
- 8) Old Business: None.
- 9) New Business:  
CLASS “B” MALT BEVERAGE/LIQUOR LICENSE RENEWAL - Duncliffe Inc, dba Shenanigans, Rick Dunnum, Agent. Consider/Approve.  
  
***Benz moved to approve the Class “B” Malt Beverage/Liquour License renewal for Duncliffe Inc., dba Shenanigans, Rickl Dunnum, Agent, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimately.***
- 10) Complaints and Compliments: None.
- 11) Correspondences: None.
- 12) Adjournment. – ***Miller moved to adjourn the meeting at 8:26 a.m. Hennlich 2<sup>nd</sup>. Motion carried unanimately.***

Respectfully presented for review and approval, Susan Williams, Village Clerk.

## Village Board Meeting Minutes

July 13, 2015

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

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

***Absent***  
*none*

***Others Present***  
*Susan Williams, Clerk*  
*Randy Friday, Administrator*  
*John Sharer, Plan Commissioner*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 4) Approval of Minutes:  
a) June 22 (Regular Meeting).

***Benz moved to approve the regular meeting of the Village Board on June 22, 2015, as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- b) June 23 (Special Meeting).

***Kaas moved to approve the special meeting of the Village Board on June 23, 2015, as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Presentation: Harrison Fire and Rescue (Deputy Chief Gackenheimer).
- 6) Registered Citizen Comments on Agenda Items.

Rosemary & Donald Born, W190 Robinhood Ct., Sherwood – regarding agenda item 13) b) voicing concerns that the adjacent property owner’s actions causing drainage issues on their property.

- 7) Report of the Community Development Authority (June 24)  
a) *50/50 Business Grant Program Awards – 3 grants received Castle Square Condo Association – Approved.*

*Kaas reported CDA awarded a grant to the Castle Square Condo Association for sealcoating and stripping of the parking lot.*

- b) *W404 Veteran’s Ave (Old Bank Building) – Recommend Staff to receives bids to construct a berm and place large pines during downtown rejuvenation period.*

*Kaas stated the CDA is interested in beautifying the corner and will consider the costs of trees and a berm at the next regular meeting if information is available.*

- 8) Report of the Plan Commission (July 6)  
a) *Recommended change to Zoning Code ( Ch. 4-12 B.4 (a) – Front Setbacks – Structures and Uses permitted in setback.*

*Friday reported inconsistent language was discovered during recent trail disturbance discussions and the Plan Commission is recommending removal of language and requested a public hearing be scheduled.*

***Kaas moved to set public hearing for consideration and approval of language change to the Zoning Ordinance 65. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Signage sub-committee: Work is in pre-final stage.*

*Friday stated the sub-committee intends to present their final work to the Plan Commission shortly with a public hearing request to follow.*

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

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

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

- ii. Application for Original Class ‘B’ Malt Beverage, Liquor & Wine (Rico Tacos LLC, d/b/a *Rico Tacos*, N378 Military Road, Sherwood).

***Benz moved to approve the original application for Class ‘B’ Malt Beverage license for Rico Tacos LLC, Raquel Rojo, Agent, N378 Military Rd., Sherwood, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- iii. Operator’s Licenses.  
• Darin Strohmenger  
• Nora Giesbers  
• Robert Conlon, Jr.  
• Janet S. Reimer

***Benz moved to approve the operator licenses applications as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- 10) Village Engineer: Project Update – *Pre-construction Meeting – Farmington Meadows.*

*Friday reported project will be commenced as soon as the contractor can finalize details.*

11) Village Administrator: Project Update(s).

*Friday stated he just signed off on the 15<sup>th</sup> home permit for the year.*

12) Old Business:

- a) *High Cliff Golf Course – Hole #14:* Request to create Par 5 hole on Village property and remove trees from Village lands (Tabled from May 26; awaiting CSM). – *No CSM received so no action taken.*

13) New Business:

- a) *Grass-Cutting/Lawn Cutting Maintenance Ordinance* – Program implementation and explanation from vendor (Lakeshore Cleaners; Karri Wolf).

*Wolf spoke with the Board about this year’s program, responded to Trustee questions and shared information on work with other municipalities.*

- b) Rear-yard stormwater issue between Lots 33 & 39 – Sherwood Forest Golf Village (Born).

*Hennlich reported visiting site.*

*Benz stated the type of easement between the two lots must be identified.*

***Kaas moved to authorize Friday to identify the easement. Benz 2<sup>nd</sup>.***

*Rath questioned the Board about authorizing Friday to do more.*

***Kaas amended the motion to add that Friday will provide recommendation based on the easement. Benz 2<sup>nd</sup>.***

***The main motion as amended passed unanimously.***

- c) *Spring Hill Drive – Options and cost estimates regarding updating walking path along roadway (Cedar Corp.; Thad Majkowski).* – *No action taken.*
- d) *High Cliff Cemetery plot sale:* Consider ‘Sale of Plots’ and ‘Agreement for Perpetual Care’ (Miller).

***Kaas moved to approve the High Cliff Cemetery plot sale and agreement for Perpetual Care to Gary and Gail Miller as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- e) *Annual Request for Water and Facility Usage (Sherwood Lions Football):* Request for support up to \$300 by Village to water fields.

***Benz moved to approve up to \$300 for water and facility usage for the Sherwood Lions Football to water fields. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- f) *Sanitary Sewer Extension Services – Pigeon Road (Tax ID #42354; Brick, et. al.)*  
i. *Set Public Hearing per correspondence with Schenk SC.*

***Kaas moved to set public hearing for Sanitary Sewer Extension Services – Pigeon Road (Tx. ID #42354). Benz 2<sup>nd</sup>. Motion carried unanimously.***

- ii. *Bid Award: 2015 Sanitary Sewer Extension Bid Tabulation and Bid Analysis for Project B-15 – Award project (\$41,640; Advance Construction, Inc.).*

***Kaas moved to approve Bid Award for 2015 Sanitary Sewer Extension for Project B-15 to Advance Construction Inc. in the amount of \$41,640. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

14) Complaints and Compliments: None.

15) Correspondences:

- a) *Request to remove tree in R.O.W. (Dennis Mincheff – W4960 Sunset Lake Court).*

***Benz moved to agendize the topic for the next regular meeting and directed Staff to determine legal liability and precedent setting. Kaas 2<sup>nd</sup>.***

*Miller suggested determining what utilities are underground.*

*Rath questioned the length of digger's hotline markings and whether to pose the question to the local Administrator group.*

*Friday stated the Village Attorney should be consulted.*

*The Board agreed to all.*

***Motion carried unanimously.***

16) *Closed Session:*

- a) *Employee evaluation. 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.*

***Hennlich moved to go into closed session per Wis. Stats. 19.85(1) (c) at 8:50 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

17) *Open Session:* The Board may act on the aforementioned item(s).

***Miller moved to return to open session at 9:49 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

*No action taken.*

18) *Adjournment. – Benz moved to adjourn the meeting at 9:50 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.*

Respectfully presented for review and approval, Susan Williams, Village Clerk.



# Village Board Meeting Minutes

July 27, 2015

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

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

***Absent***

*none*

***Others Present***

*Susan Williams, Clerk*

*Randy Friday, Administrator*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Laux moved to advance agenda item 13) d) to follow 5) and approve the rest of the agenda as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: July 13 (Regular Meeting). – ***Benz moved to approve the regular meeting of the Village Board on July 13, 2015, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Dennis Mincheff, W4960 Sunset Lake Ct., Sherwood – regarding agenda item 13) c) voiced concerns of tree located in Village right of way and requested the Village to remove at Village cost.

Tom Werth, 4836 N Sourapple Dr., Appleton – regarding agenda item 13) a) voiced concerns of a deferred assessment to be levied against the Tx ID 29516.

Hugo Wittman, N7886 Edgewater Ct., Sherwood – regarding agenda item 13) a) voiced concerns same as Werth (above).

Amy McGowan, N7721 State Park Rd., Sherwood – regarding non-agenda item, concerned about culvert permit fee for existing culvert repairs.

- 6) ***Public Hearing: Sewer Extension Services – Pigeon Road (Tax ID #42354; Brick, et. al.):*** Placement of approximately 405 ft. of sanitary sewer services to recently CSM'd (split) 2acre Stevenson parcel(s) to service up to three (3) single-family residences, in accordance with Wis. Stats §66.0703(1) (b).

*After 3 calls, Rath opened the public hearing at 7:08 p.m.*

***Hennlich moved to close the public hearing at 7:09 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- 7) Report of the Parks, Recreation and Urban Tree Board (July 15)
  - a) Water Usage at Splash Pad.

*Friday in lieu of the Recreation Programming Coordinator Stumpf reported high usage and performance has improved with the actual experience. Friday stated the initial financial projection \$3,000 and \$4,000 appears to be on budget.*

b) Splash Pad inspection and Report of remedies.

*Friday stated the State came in for annual inspection July 3<sup>rd</sup> and the 2 issues found were minor and are resolved.*

c) Farmers Market: Analysis of viability at Wanick Park.

*Friday reported research by the summer Recreation Programming Intern and Coordinator provided a packet to solicit vendors. Friday cautioned the Board that the City of Kaukauna took 7 years to break-even and requires a lot of planning.*

*Gedman stated he had inquired about the financial model to determine feasibility.*

*Rath encouraged the activities of the Park Recreation Urban Tree Board and suggested they meet monthly.*

*Kaas stated that the administrative process should not be complicated and suggested the financial analysis be done.*

d) Intercept Survey - High Cliff State Park Update.

*Friday stated 350 – 400 individuals participated and waiting for results from Mary Kohrell.*

e) 5K Beer Walk/Run – Possible outreach/combine with greater pancreatic cancer groups.

*Friday reported the family reaching out to the Village to assist with the event and the PRUT Board will discuss at the next meeting.*

*Gedman inquired if the Village would be owner or facilitator and Friday stated the Village could sponsor. Gedman stated residents have raised funds for other charities, what will happen if multiple groups approach the Village. Friday replied that this is the only one who has approached the Village.*

f) Review on-going Wanick Choute Park Offerings.

i. YMCA Youth Sports Programs (Baseball and Soccer).

*Friday reported the program is very successful and the YMCA representative wants to meet to discuss future items.*

ii. Beginner Tennis Lessons.

*Friday stated the lessons are going well, but not enough membership for adult lessons.*

iii. Ice Cream Social (Tues., June 16; 6-8pm).

*Friday reported first social was sponsored by the Chubby Seagull and went well with over 100 in attendance. Friday stated the second event is sponsored by the Village and was going on during the meeting and expected the same success.*

- iv. Wednesday Walking Group (started Weds., June 3; 7-8am).

*Friday stated the Recreation Programming Intern began weekly walks with light and sometimes varying attendance, the Coordinator will continue in the Intern's place.*

- v. Family Fun Walk (Weds., July 8; 6-7pm).

*Friday reported no attendance at this event.*

- vi. Family Yoga (Thurs., June 25 and Fri., July 10).

*Gedman stated the instructor had variation in the dates which may have contributed to low attendance.*

- vii. Movie Night – *Alexander and the Terrible, Horrible, No Good, Very Bad Day* (Fri., June 26; 8:30-10:30pm)

*Friday reported well attended event and expected the same success at the next one.*

- viii. Performance Series – Wanick Choute Park Amphitheater
  - Jim Counter – Singer/Songwriter (Sun., June 28 from 3-6pm)
  - Rondini – Magician, face painting & balloon animals (Sun., July 12; 3-4:30pm).

*Friday stated both events were well attended and those attending enjoyed the entertainers.*

g) Upcoming Wanick Choute Park Offerings.

- i. Family Yoga (July 18, Aug. 15, & Aug. 21).
- ii. Adults Only Activity – Coaster Set Making Party (Fri., July 17 – 7pm).

*Friday reported heat may have contributed to low attendance and supplies are available for next year.*

- iii. Open Mic Night (Sun., July 26; 3-6pm).

*Friday stated the heat may have limited the entertainers to 3 young talented people for a small audience.*

- iv. David Stokes – Naturalist & Entertainer (Sun., Aug. 9; 1-3pm).

*Friday reported that this event would be well attended since Stokes is well known in the area.*

- v. Movie Night – *Big Hero 6* (Fri., Aug. 14 – begins at Sunset).

- vi. Sherwood Summerfest (Sun., Aug. 23; 1-7pm).
  - (children) Tom Pease & Stuart Stotts (1-2pm).
  - (adults) Big Mouth & the Power Tool Horns.

*Friday reported the complaint at the end of the agenda resulted in some changes at the park, (in reversing some of the State Park model aspects previously adopted by the PRUT Board) one garbage container is set at the pavilion and the bathrooms each have one, with all checked daily.*

8) Report of the Community Development Authority (July 22–No Quorum)

*Kaas stated quorum was not present at the regular meeting July 22, 2015 and a special meeting took place earlier July 27, 2015 for the exact same agenda.*

- a) *50/50 Matching Grant fund award: Castle Square grant award.*

*Kaas reported the award was accepted and no further action is needed. Kaas stated the award is for the sealcoating of the parking lot only.*

- b) *50/50 Matching Grant fund request: The Granary Supper Club.*

*Kaas stated the Authority approved the payment of the Grant funds to the Granary Supper Club. Kaas complimented the Granary on the work that was done and informed the Board that the Granary was able to book one event which prior to the improvements would not have been possible.*

- c) *Potential residential development of Village Hall property (Randy Stadtmueller).*

*Kaas reported e-mailing Stadtmueller 10 days prior to find out status of interest in development. Kaas stated he has not received an answer as of the meeting and that the CDA will proceed pursuing other developers at the next regular meeting.*

- d) *W404 Veterans Ave. (Old Bank Building Lot) – Recommended options to beautify Village property during downtown transition phase.*

*Kaas stated local contractors and Village Public Works were contacted about the project and if the CDA is able to wait until the fall that Village Staff can handle it, sooner can be accomplished with higher costs. Kaas informed the Board the Authority concurred that the fall would be fine.*

- e) *Consider/Recommend approval of slate of Officers to act as Board of Directors of Sherwood Cliff Apartments, Inc. (Kaas; McGrath; Miller; Vande Hey).*

*Kaas reported the Authority recommending the appointment of Kaas, McGrath, Miller and Vande Hey to the Board of Directors of Sherwood Cliff Apartments, Inc., contingent upon the Rural Development approval.*

- f) *Closed Session: Consider property sale and/or acquisition Note: Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or*

negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

*Kaas reported no action taken.*

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

*Rath encouraged all Board and Commission Members to communicate with the Clerk when they are unable to attend meetings to avoid non-quorum situations.*

*Rath thanked Friday in advance for handling of the culvert situation (unagendized topic).*

*Rath stated appreciation of the CDA in their efforts with the Sherwood Cliff Apartments property.*

*Rath reported he will forward an e-mail communication from a property owner in regards to the weed/grass policy to the Plan Commission and believes there is room for enhancements to the policy at the year-end review of it.*

*Rath requests a closed session on the next regular Village Board meeting for acquisition of property.*

*Rath thanked all the volunteers and participants of the High Cliff State Park survey.*

*Rath reported his family going to the park and seeing inconsistent signs in regards to dogs at the park (one that stated no dogs allowed, another stating allowed on leashes on the trails).*

*Rath encouraged all to attend the summer celebration and thanked the Sherwood service organizations (Optimists and Lions) for their contributions.*

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

***Benz moved to approve the financial reports as presented. Laux 2<sup>nd</sup>.***

*Benz and Miller questioned the purchase of rubber chips for the park, if that is the proper product and believed there is another which is better. Rath responded if that is the case, that either should provide information for future needs.*

***Motion carried unanimously.***

- ii. Operator's Licenses.  
• Alyssa Mandoli  
• Elyse Tallier

***Benz moved to approve the operator license applications as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

10) Village Engineer: Project Update (Pigeon Road – Pre-construction Meeting).

*Friday reported the pre-construction meeting took place earlier in the day for the sanitary sewer extension and project could be completed by the end of next week.*

*Friday informed the Board trail work has begun just off Lake Breeze, old trail has been removed, and new trail will be shifted within the right of way. Friday stated a pedestrian crossing has been designed just down the road which will connect to the trail which will go into Wanick Park which will be replaced this summer.*

*Hennlich inquired if Nuthatch Pond will be fixed, Friday at first stated “no”, but Hennlich asked about the short section and Friday replied that will be repaired.*

*Rath questioned if Ruffing’s tree will be replaced and Friday responded the Village will replace with the size requested by Ruffing.*

*Friday stated the crosswalk on Pigeon Road will match that on Lake Breeze.*

11) Village Administrator: Project Update(s).

*Friday reported the Village has issued 16 home permits to date, with a lot of activity.*

*Kaas inquired if Castle and Knight Drives could be striped before the August 23<sup>rd</sup> Village celebration and Friday replied that he will try to have Staff fit into their work schedule.*

12) Old Business:

- a) *High Cliff Golf Course – Hole #14: Request to create Par 5 hole on Village property and remove trees from Village lands (Tabled from May 26; awaiting CSM). – No action.*
- b) *Rear-yard stormwater issue between Lots 33 & 39 – Sherwood Forest Golf Village (Born & Kaye).*

*Friday reported engineer reports from previous visits to the property in the meeting packet, recently visited the properties, met with the property owners and directed them to work with the engineer to fix the situation. Friday stated last resort in the situation, if encumbered is the Village coming in and make the easement clear.*

13) New Business:

- a) *Resolution #11-2015: Sanitary Sewer Extension Services – Pigeon Road (Tax ID #42354; Brick, et. al.) Preliminary Resolution declaring intent to exercise Special Assessment Powers under §66.0703 Wis. Stats. for placement of approximately 405 lineal feet of sanitary sewer along Pigeon Road for currently unserved private properties.*

***Benz moved to approve Resolution #11-2015: Sanitary Sewer Extension Services – Pigeon Road (Tax ID #42354; Brick, et. al.) as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Resolution #08-2015: A Resolution providing for the Publication, Filing, Inspection and Adoption of a Code of General Ordinances (Public Hearing – Aug. 10).*

***Kaas moved to approve Resolution #08-2015: A Resolution providing for the Publication, Filing, Inspection and Adoption of a Code of General Ordinances as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- c) *Request to remove tree in R.O.W. (Dennis Mincheff – W4960 Sunset Lake Court).*

*Rath inquired if the residents would be willing to contribute to the cost of the removal.*

*Friday reported speaking with an attorney at the Village Attorney's office (not regular counsel), and his statement is that it could be construed as Village's responsibility because of it being in the right of way. Friday stated he has not found this in his municipal experience. Friday then questioned if that is the case, why the Village is not required to cut grass in the right of way. Friday stated the Village did not plant the tree and why would it be their responsibility. Friday commented that the attorney said if it is legally dedicated it could be construed that way. Friday suggested if it's about liability then he should look and go into every right of way and clean them all out to lessen the Village's liability.*

*Miller stated that this situation is about public safety, damage to private property and ripping up public utilities from the tree going down.*

*Rath questioned why the other utilities are not being posed this same question (WE Energies, Time Warner, etc.).*

*Laux stated we look at the liability of sidewalks, curb cuts, streets; when they needed, are assessed back to the property owner. Laux stated the tree can be cut down and share the cost with the property owners.*

*Rath inquired of the Board if Friday should consult a second opinion and place on the agenda of August 10, 2015, next regular meeting.*

***Kaas moved to seek second opinion on the issue. Hennlich 2<sup>nd</sup>.***

*Gedman suggested surveying other municipalities.*

*Gedman asked about developers taking down trees in the right of way.*

*Laux inquired if the tree is in the right of way, the property owner would need a permit to take down a tree and Friday replied there would be the need of a conversation.*

***Laux – nay, Miller – nay, motion passed.***

- d) *Resolution #12-2015 – Final Resolution Authorizing Public Improvements and Levying of Special Assessments against Benefited Property in the Village of Sherwood, Wisconsin, under Wis. Stats. Sect. 66.0703(1) (b) (Condon Rd.).*

***Benz moved to approve Resolution #12-2015 – Final Resolution Authorizing Public Improvements and Levying of Special Assessments against Benefited Property in the***

***Village of Sherwood, Wisconsin, under Wis. Stats. Sect. 66.0703(1)(b) (Condon Rd.) with the following revisions, under item #6 it should be revised to 5 annual installments and the Village to classify the assessments of #13685 and #13688 reflective of the June 22, 2009 Village Board decision to reassign their assessments and the rest as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- 14) Complaints and Compliments: Pavilion rental – Wanick Park (Koch; July 23).

*Kaas stated the reservation form should be modified to include language stating refunds are returned after Village Board review.*

*Hennlich stated form should have areas for initializing so that individuals understand their responsibilities.*

*Friday stated the PRUT Board will make adjustments as need be.*

*Hennlich suggested asking the High Cliff State Park for a copy of their form.*

*No action taken.*

- 15) Correspondences:

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

a) *Monthly Activity Report (June; Harrison Fire & Rescue). – reviewed.*

- 16) Adjournment. – ***Miller moved to adjourn the meeting at 8:39 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

Respectfully presented for review and approval, Susan Williams, Village Clerk.

# Village Board Meeting Minutes

August 10, 2015

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

***Present***

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

***Absent***

*Bob Benz, excused*

***Others Present***

*Susan Williams, Clerk*

*Randy Friday, Administrator*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: July 27 (Regular Meeting). – ***Kaas moved to approve the minutes of the regular meeting of July 27, 2015 as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Dennis Mincheff, W4960 Sunset Lake Ct., Sherwood – regarding agenda item 13) c) handed an estimate and photos to the Trustees, voiced concerns of tree located in Village right of way, contacted WE Energies and Time Warner and requested the Village to remove.

- 6) *Public Hearing: Consider Adoption (re-creation) of a new Municipal Code of Ordinances.*

*After three calls Rath opened the public hearing at 6:39 p.m.*

***Miller moved to close the public at 6:40 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- 7) *Public Hearing: An Amendment to the Municipal Code, Chapt. 4, Sect. 12 – Locational Regulations (B) (4) Front Setbacks; Structures and Uses permitted in setback [in new Municipal Code 22-93 D (1)].*

*After three calls Rath opened the public hearing at 6:41 p.m.*

***Kaas moved to close the public hearing at 6:42 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 8) Report of the Community Development Authority (July 27)
- a) *50/50 Matching Grant – Funding award: Castle Square (pavement).*
  - b) *50/50 Matching Grant – Payment Request: The Granary (renovations).*
  - c) *Village Hall property: Possible age-restricted housing.*
  - d) *Old Bank building lot: Village Staff will place berm & trees in fall.*

e) *Sherwood Cliff Apartments, Inc.:* Appoint new Board of Directors. Friday reported that a quorum was not present at the regular meeting July 22, 2015, so a special meeting was scheduled and took place and Kaas presented the materials at the last regular Village Board.

9) Report of the Plan Commission (Aug. 3)

a) *Signage Regulations – Consider Zoning Code amendment.*

*Friday stated that the sub-committee presented a draft at the meeting, a special meeting is scheduled for August 17, 2015 to be able to approve and submit the draft to the Plan Commission.*

b) *Calendar – Monthly review of P.C. obligations.*

c) *High Cliff Golf Course – Request to place 14<sup>th</sup> tee box on Village property.*

10) Report of Village Officers.

a) Village President

*Rath reported Park Recreation and Urban Tree Board Member Jean DeKeyser resigned effective August 10, 2015 and will be looking for her replacement. Rath stated the Wisconsin League of Municipalities has distributed information on health benefits options for consideration. Rath reported the Village Accounting firm will host a workshop on fundraising for non-profit groups on September 24, 2015 for the Friends of Wanick Park group.*

b) Clerk/Treasurer

i. Review/Approve financial reports.

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

ii. Operator's Licenses.

- Thomas Gehrman
- Deborah Schulz-Peterson

***Hennlich moved to approve the operator license applications as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

11) Village Engineer: Project Update (Pigeon Road – Pre-construction Meeting).

*Friday reported on behalf of Cedar Corporation that Farmington Meadows work is on-going, curb and gutter is down and if weather permits the asphalt will be completed within the week. Friday requested Cedar Corporation to provide an estimate for the resurfacing of the trails, stated Cedar has determined that the base of some of the trails are not adequate and informed the Board that monies have been set aside for the trail work. Friday reported the sanitary sewer extension work is on-going. Friday informed the Board that he approved an agreement with Cedar Corporation to assist with the State PASER annual reporting.*

12) Village Administrator: Project Update(s).

*Friday reported that budget will begin as soon as possible.*

13) Old Business:

- a) *High Cliff Golf Course – Hole #14: Request to create Par 5 hole on Village property and remove trees from Village lands (Tabled from May 26; awaiting CSM). – Friday reports no new information available.*
- b) *Rear-yard stormwater issue between Lots 33 & 39 – Sherwood Forest Golf Village (Born & Kaye). – Friday reports last communication was with the property owners to work with Dave Schmalz of McMahon to resolve the situation.*
- c) *Request to remove tree in R.O.W. (Dennis Mincheff – W4960 Sunset Lake Court). –*

*Friday stated the second opinion confirmed the first, that the Village could have broader reaching ramifications. Friday voiced concerns of individuals planting in the right of way and the Village ultimately being responsible.*

*Rath stated that an option discussed in the past was a sharing of the Village, Utility and the property owner of the cost of removal.*

*Rath suggested Friday to contact Doc Muscamp at WE Energies.*

*Kaas inquired if there has been precedent of the utilities paying/handling tree removal. Rath responded only above ground.*

*Gedman requested clarification on the situation and if similar to the backyard stormwater issue.*

*Friday identified on the map displayed on the Board Room wall the road right of way, the location of the tree, building setbacks, location of utilities and the difference between the two situations.*

*Kaas suggested input from the WE Energies and cable before an answer is determined.*

*Rath requested Friday to place this topic on the Utility Commission meeting agenda.*

14) New Business:

- a) *Ordinance #2015-123: Adoption of a Code of General Ordinances – Recreating outdated, historical Code of Ordinances (per Public Hearing).*

***Hennlich moved to approve Ordinance #2015-123: Adoption of a Code of General Ordinances – Recreating outdated, historical Code of Ordinances. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Zoning Ordinance Amendment #2015-01: Amending (historical) Ch. 4-12 ‘Locational Setbacks’ of Zoning Ordinance (per Public Hearing).*

***Hennlich moved to approve the Zoning Ordinance Amendment #2015-01: Amending (historical) Ch. 4-12 'Locational Setbacks' of Zoning Ordinance. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- c) *Pay Request #1 – Farmington Meadows: Consider/Approve payment (\$95,080.75; Sommers Construction, Inc.) for work thru July 31.*

***Kaas moved to approve Pay Request #1 – Farmington Meadows: Consider/Approve payment (\$95,080.75; Sommers Construction, Inc.) for work thru July 31. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- d) *Request to expend Board discretionary funds for video production (Rath).*

*Rath introduced the topic and explained the request to video the Sherwood Summerfest and the osprey nest in order to place the videos on the Village website.*

*Kaas inquired if Rath had solicited donations and Rath responded he would if need be.*

*Miller stated it sounds like a good marketing tool.*

*Kaas questioned if the State Park will be included.*

*Rath stated the photographer would use his creativity.*

***Laux moved to approve the video request, using discretionary funds. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 15) Complaints and Compliments: None.

*Rath reported receiving compliments on the naturalist at Wanick Park over the weekend. Rath also complimented and thanked the Park Recreation and Urban Tree Board Members who resigned this year, Chad Ruscynski and Jean DeKeyser.*

- 16) Correspondences:

a) *Invitation(s) Calumet County Board of Supervisors from Calumet County Taxpayer Alliance for information and input regarding upgrades or reconstruction of Highway Facility Shop in Chilton (Aug 6; Calumet County Clerk).*

- 17) *Closed Session:*

***Kaas moved to go into closed session per Per Wis. Stats §19.85(1) (e) at 7:28 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

a) *FY2016 Contract for Services – Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.*

b) *Consider land purchase – Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing*

public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

***Miller moved to return to open session at 8:43 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

18) *Open Session:* The Village Board may act on the aforementioned topic(s).

*No action taken.*

19) Adjournment. – ***Hennlich moved to adjourn the meeting at 8:43 pm. Miller 2<sup>nd</sup>. Motion carried unanimously.***

Presented for review and approval by Susan Williams, Village Clerk.

# Village Board Meeting Minutes

Aug. 24, 2015

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

<b>Present</b>	<b>Absent</b>
<i>Bob Benz</i>	<i>David Miller, excused</i>
<i>Stacy Gedman</i>	<b>Others Present</b>
<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</i>
<i>Jim Rath</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: Aug. 10 (Regular Meeting) – ***Kaas moved to approve the August 10, 2015 minutes. Laux seconded. Motion carried.***
- 5) Registered Citizen Comments on Agenda Items – *None*
- 6) Report of the Plan Commission – Special Meeting (Aug. 17)
  - a) Proposed ‘Signage Regulation’ revision(s) – *Reviewed. Friday reported that work continues on the signage language. No action taken.*
- 7) Report of the Utility Commission (Aug. 17) – *Friday summarized. No action taken.*
  - a) Water & Sewer Extension Services Request (Tax ID #42354; Brick)  
*On-site work: Complete.*
  - b) Water service to Strandwitz property (Parcel #31252).
  - c) Water lateral connections & compliance – Castle Drive Condos (Tomko–W571, W573, W585; Head–W577, W579).
  - d) Water lateral connections & compliance – Golf Course Condos
  - e) Water Quality Trading Program – Lower Fox River Basin water quality trading program implications on Sherwood WWTF (WisDNR).
  - f) Request to remove tree in R-O-W (Mincheff; W4960 Sunset Lake Ct.).
  - g) Sherwood Lion’s Football Program – Annual request for support.
- 8) Report of Village Officers.
  - a) Village President – *Rath expressed his gratitude to the Recreation Program Director, Brenda Stumpf, the volunteers, the local Clubs, Dick’s Family Foods, and the fine entertainment for making the Summerfest a success despite the lack of cooperation from Mother Nature this year. He suggested there should be a promotion committee for future events. Rath, also, commented on the current yard-waste site hours. He suggests advertising the closing times as a half hour earlier than present, therefore, allowing the additional half hour scheduled for staff to be used for clean-up and potential late-comers. Rath does not feel there is a need to expand the current hours scheduled for the staff.*

- b) Clerk/Treasurer
- i) Review/Approve financial reports – ***Benz moved to approve the financial reports. Laux seconded. Motion carried.***
  - ii) Operator’s Licenses.
    - Angelica Lynn Pfeifer – ***Kaas moved to approve Pfeifer Operator’s License. Benz seconded. Motion carried.***
- 9) Village Engineer: Project Update(s) – *Friday discussed gravel needed for the trail project. \*
- 10) Village Administrator: Project Update(s) – *Friday stated that he will be attending PASER training. Kaas requested Friday to inspect two culvert crossings (***Palisades Trail at Palisades Ct. and Stommel Rd. at Miller Pond***) for possible repair.*
- 11) Old Business:
- a) High Cliff Golf Course – Hole #14: Request to create Par 5 hole on Village property and remove trees from Village lands (Tabled from May 26; awaiting CSM.) – *Friday shared there is a possible ‘land swap’ plan agreed upon along with a CSM process. He will put together a map and explain cost-sharing possibility with the CSM process. Discussion is scheduled for the September 8, 2015 Plan Commission meeting.*
  - b) Rear yard stormwater issue between Lots 33 & 39 – Sherwood Forest Golf Village (Born & Kaye) – *Friday stated David Schmalz, McMahan, is still in process of coming to a resolution with the property owners.*
  - c) Request to remove tree in R.O.W. (Dennis Mincheff – W4960 Sunset Lake Court) – ***Benz moved to approve the Village to pay one-third cost-share to remove the tree in R.O.W. at W4960 Sunset Lake Court with equal shares to the Utility Commission and Mincheff/abutting property owners. A signed agreement from Mincheff and abutting property owners is required. Also, the Administrator is to develop a specific ordinance regarding R.O.W plantings (nuisance) and abutting properties. Laux second. Motion carried.***  
*Discussion: Mincheff said he would need to speak to the other property owners regarding 1/3 cost-share.*  
*Kaas requested the minutes reflect that the Village and the Utilities have agreed to the cost-share out of concern of the buried utilities and the potential liability and safety concerns not due to aesthetics.*
- 12) New Business:
- a) Consider Appointment of Board Member – Parks, Recreation and Urban Tree (PRUT) Board (Ruth Sprangers) – ***Hennlich moved to approve appointment of Ruth Sprangers as PRUT board member. Gedman seconded. Motion carried.***
  - b) Consider Appointment of Board Member – Board of Review (Terri Hastie) – *No action taken, awaiting application.*
  - c) East Shore Recycling Commission single stream, containerized recycling contract amendment with Advanced Disposal Systems: Approve Sherwood participation in new contract which includes recycling carts for each household. – ***Kaas moved to approve Sherwood participation in new contract, which includes recycling carts for each***

*household, contingent upon full explanation of fuel surcharge formula. Benz seconded. Motion carried.*

- d) Consider Resolution of Support for Fox Cities Exhibition Center – ***Kaas moved to approve Resolution of Support for Fox Cities Exhibition Center. Gedman seconded. Motion carried. Laux voted Nay.***
- 13) Complaints and Compliments: - *Reviewed letter from Dane Casanova. No action taken. Benz stated that he had received a call from resident, Ron Schewe, regarding concerns about the Farmington Meadows street improvement project restoration.*
- 14) Correspondences:
- a) Monthly Activity Report (July; Calumet County Sheriff's Dept.) – *Reviewed.*
- b) Preliminary Estimate of Jan. 1, 2015 Population (Wis. Dept. of Admin.) – *Friday reports Wis.DOA estimate of 2,879 residents.*
- 15) Closed Session: Per Wis. Stats. §19.85(1)(e), a governmental body may move to Closed Session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

Village Board moved into closed session at 8:02pm on motion by Benz, seconded, by Kaas, with all in approval.

- 16) Open Session: The Village Board may act on the aforementioned topic(s).

Board returned to open session at 9:13pm on motion by Benz, seconded by Hennlich, with all in approval.

- 17) Adjournment.

Motion to adjourn made at 9:13pm by Laux, seconded by Kaas, with all in approval.

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

## Village Board Meeting Minutes

Sept. 14, 2015

- 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  
Joe Hennlich  
Roger Kaas  
Joyce Laux  
David Miller  
Jim Rath*

***Absent***

*Stacy Gedman, excused*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Village Clerk  
Steve Summers, Plan Commission*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: Aug. 24 (Regular Meeting). – ***Miller moved to approve the minutes of the regular meeting of the Village Board of August 24, 2015, as presented. Benz 2<sup>nd</sup>. Kaas proposed adding language to agenda item 10 of (Palisades Trail at Palisades Ct. and Stommel Rd. at Miller Pond). Miller ad Benz agreed to the addition. The motion unanimously carried as modified.***
- 5) Registered Citizen Comments on Agenda Items.

Ron Schewe, W4887 Nature Ln., Sherwood, regarding non-agenda item – voiced concerns of Farmington Meadows paving construction, heavy equipment on newly paved roads, issues with the terrace landscaping and lawn growth.

- 6) Report of the Community Development Authority (Aug. 26)
  - a) *Village Hall property*: RFP regarding possible age-restricted housing development behind Village Hall.

*Kaas reported Stadtmueller and Associates will not participate in the request for proposal process. Kaas stated the Authority will go forth with pursuing developers for the project.*

- b) *Closed Session*: Consider possible property sale and/or acquisition.

*Kaas reported no action coming out of closed session at this time.*

- 7) Report of the Plan Commission (Sept. 8)
  - a) *RP2015-01: Rezoning Petition (R1-A to R-1 District) at N7618 Lower Cliff Drive; Joe & Rosann Fochs*

*Summers reported the rezoning application presented to the Village is to zone that parcel consistent with the neighboring properties, which will allow setbacks for new home build.*

**Hennlich moved to set a public hearing September 28, 2015 for the rezoning application. Kaas 2<sup>nd</sup>. Motion carried unanimously.**

- b) *High Cliff Golf Course – Request to swap land(s) and place 14<sup>th</sup> tee box further back creating Par 5 hole.*

*Summer reported the Commission met on site to gain further knowledge about the topic and reported the owners of the Golf Course are requesting an easement.*

**Miller moved to table the topic until such time as information is available to move forward. Laux 2<sup>nd</sup>. Motion carried unanimously.**

- c) *Signage Regulations – Consider Code amendment.*

*Summers presented the entire amendment process beginning 14 months prior, shared the organization and formation of the sub-committee, explained some of the work with S.E.H., reported on the review of the comparable municipalities consulted, reported on the meetings held and summarized the document in the packet.*

*Rath stated the Village is waiting for S.E.H. paperwork in order to set the public hearing, potentially in October.*

- d) *Calendar – Monthly review of P.C. obligations.*

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

*Rath complimented the Village Public Works Staff, Scott Nadler, Wes Hietpas and Bob Dakins on their efforts to maintain the Village properties, “Village has never looked better”!*

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

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

- ii. Operator’s Licenses.
  - Aleigha Arft

**Miller moved to approve the operator license application presented. Benz 2<sup>nd</sup>. Motion carried unanimously.**

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

*Friday reported working with Josh from Cedar Corp in order to complete the State WISLRPASER documents for electronic filing.*

*Friday stated the trail section on Lake Breeze should be completed and the trail entrances to Wanick Park will be worked on through the fall and asphalted in spring.*

10) Village Administrator: Project Update(s).

*Benz questioned Friday if he had visited the Schewe property for terrace review and Friday had. Benz stated he visited Schewe property. Both Benz and Friday voiced agreement that the terrace is fine.*

*Friday reported housing permits are passing the last 2 years final numbers.*

*Friday reminded the Board he will be intensely working on the budget along with contacting Ehlers for financing needs in 2016.*

11) Old Business:

- a) *High Cliff Golf Course – Hole #14: Request to create Par 5 hole and remove trees from Village lands (Tabled from May 26; awaiting CSM).*
- b) *Rear-yard stormwater issue between Lots 33 & 39 – Sherwood Forest Golf Village (Born & Kaye).*

*Friday reported McMahon representative Schmalz stated the two parties have complied with the agreed upon work to be done.*

*Benz inquired of Friday when the ordinance work on obstructions and plantings in Village right of way would be complete. Friday replied that would be done prior to the end of the year.*

12) New Business:

- a) *Pay Request #1 and Final (Lien Waivers, Change Order #1, et. al.) – Pigeon Road Sanitary Sewer Extension: Contract price (\$41,640) decreased per final, as-built cost to \$40,163.53 (Advance Constr., Inc.) (Affected parcels: Brick; Stevenson; Village Sherwood). Note: Payments due from Sewer Utility; Village Board levied Spec. Assmt's.*

***Benz moved to approve the Pay Request #1 and Final (Lien Waivers, Change Order #1, et. al.) – Pigeon Road Sanitary Sewer Extension: Contract price (\$41,640) decreased per final, as-built cost to \$40,163.53 (Advance Constr., Inc.). Miller 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Resolution #14-2015: Final Resolution Authorizing Public Improvements and Levying of Special Assessments Against Benefiting Property in the Village of Sherwood, Wisconsin Under Section St. Stats. 66.0703(1) (b), Police Powers (Farmington Meadows Subdiv., et. al.). – Installation of concrete curb and gutter, asphalt roadway and trail, and all other related street improvements along portions of Natures Lane, Grassy Ct., Deere Dr., and Guernsey Drive).*

***Benz moved to approve Resolution #14-2015: Final Resolution Authorizing Public Improvements and Levying of Special Assessments Against Benefiting Property in the Village of Sherwood. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- c) *Pay Request #2 and Final, including Change Order #2 – Farmington Meadows roadway urbanization (Lien Waivers, Change Order #1, et. al.): Consider Payment #2 and Final (\$211,030.52; Sommers Constr., Inc.) including Change Order #2, decreasing original project cost (\$332,286.50) by \$26,175.23 for work thru Aug. 28.*

***Kaas moved to approve the Pay Request #2 and Final, including Change Order #2 – Farmington Meadows roadway urbanization in the amount of \$211,030.52 as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- d) *FY2016 Law Enforcement Services Contract: Consider approval of continued engagement with Calumet County Sheriff's Dept. for limited supplemental police coverage (3% increase).*

***Miller moved to approve FY2016 Law Enforcement Services Contract as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- e) *Pond Removal: Consider Escarpment Trail/Spring Hill Drive pond removal and possible formation of Lake District in area bounded by Spring Hill Drive and Escarpment Terrace.*

*Kaas began the discussion with a brief recent history of the pond. Kaas stated that concerns have been voiced for the last few years. Kaas reported the DNR was informed of the situation and they (DNR) ordered removal of the boards and a drawdown of the water to the cement abutment. Kaas stated the owners (High Cliff Public Golf Course) were required to have an inspection which was done and sent to the DNR with a plan due by October 1, 2015. Kaas reported the Golf Course informed the adjacent property owners their intention to remove the dam unless the residents take responsibility for it.*

*Kaas stated the concerns of the property owners around the pond he met with is if the Golf Course removes the dam that the remediation of the area could end up leaving a swamp/sinkhole.*

*Kaas informed the Board that in order for the property owners around the pond to take responsibility, the formation of a Lake District is required.*

*Kaas briefly presented the information in the meeting packet relative to the powers of the district.*

*Kaas reported the DNR stated, even though it would not be required, a petition of the land owners surrounding the pond could be circulated to show support.*

*Kaas informed the Board the DNR has extended the deadline for the filing of the plan of future action from October 1, 2015 to April 1, 2016.*

*Kaas stated the cost estimates must be obtained for repair/replacement. Kaas reported the Golf Course has been asked to share the information they have. Kaas stated he has also approached Cedar Corp to obtain cost estimates.*

*Many residents from the pond area were in attendance; unidentified individuals asked questions such as cost of repairs and replacement, stated enjoyment of living on the pond, voiced concerns of loss in property value if the dam is removed, stated the pond was the reason for purchasing their home, and voiced concerns of bearing the costs.*

- 13) Complaints and Compliments: None.
- 14) Correspondences:
  - a) *Monthly Activity Report* (August; Calumet County Sheriff's Dept.).
  - b) *Urban Non-Point Source & Stormwater Management Grant Application Scoring* (Wis. Land & Water Conservation Board).
  - c) *Tax Increment District – Equalized Value Notice(s)* (Wis. Dept. of Revenue).
- 15) Adjournment. - ***Benz moved to adjourn made at 8:30 pm. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

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

# Village Board Meeting Minutes

Oct. 12, 2015

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

<b>Present</b>	<b>Absent</b>
<i>Bob Benz</i>	<i>None</i>
<i>Stacy Gedman</i>	<b>Others Present</b>
<i>Joe Hennlich</i>	<i>Randy Friday, Administrator</i>
<i>Roger Kaas</i>	<i>Kathy Mader, Acting Clerk</i>
<i>Joyce Laux</i>	<i>Andrew Dane, SEH</i>
<i>David Miller</i>	<i>Steve Summers, Plan Commission Chair</i>
<i>Jim Rath</i>	<i>John Sharer, Plan Commission</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. 28 (Special Meeting) – *Hennlich requested correction to item #4; Hennlich made the motion but did not second the motion. Kaas requested correction to start time of the meeting; meeting was a ‘Special’ meeting which started at 6:00 p.m. rather than the usual scheduled 6:30 p.m. start. Benz requested additional wording be added to the minutes for item #14) d; provide facility renters with updated rental instructions. Staff was directed to make the technical corrections. Benz moved to approve the minutes as corrected. Hennlich seconded. Motion carried.*
  
- 5) Registered Citizen Comments on Agenda Items –
  - *Roland Stephenson, N7797 Lakeshore Lane, re item 12) b*
  - *Roger Woelfel, Lower Cliff Fishing Club, re item 12) b*
  
- 6) Report of the Plan Commission (Oct. 5)
  - a) *CSM #2015-02: Certified Survey Map request (Barb & Tom Jack) to convey a twelve foot wide strip of land to neighboring southerly parcel. from N7759 Palisades Trail (Jack – Lot #1; currently .977acres recreating as 0.91ac.) to N7749 Palisades Trail (Jack – Lot #2; currently 0.862 recreating as 0.928ac.). Benz moved to conditionally approve the request pending proof of bank approval. Kaas seconded. Motion carried.*
  
  - b) *High Cliff Golf Course – Request to swap land(s) placing 14<sup>th</sup> tee box further back creating Par 5 hole – Summers commented that, as of the last meeting with the High Cliff Golf Course representatives, the CSM and the land swap options are off the table. Rath requested the item be taken off the agenda until discussion is expected to resume in spring 2016.*
  
  - c) *Calendar – Monthly review of P.C. obligations – Informational Only.*
  
- 7) Public Hearing: Discuss possible revision of Village Code, Ch. 22, Article VIII – Signage, regulating the design, placement, enlargement, expansion, alteration, operation, maintenance,

relocation, function, types & operational characteristics of all signs in the Village – **At 6:40 p.m., Rath recited the purpose and description of the Public Hearing three times. Rath called for public input. Hearing no request for public input, Miller moved to close the Public Hearing at 6:41 p.m. Benz seconded. Motion carried.**

8) Report of Village Officers.

a) Village President – *Rath commented on the recent media coverage regarding the possibility of other communities installing splash pads, noting the popularity this summer of the Wanick Choute Park splash pad. Rath reported that the Park Recreation Director will be attending a conference this month and will request a follow-up report from her to share with the village board.*

b) Clerk/Treasurer

i) Review/Approve financial reports – ***Laux moved to approve the financial reports. Miller seconded. Motion carried.***

ii) Select date and site for Annual Appreciation Dinner – *Kaas stated the suggested site, Sherwood Forest Golf Course, Hacker’s Pub, would be acceptable if they are able to accommodate the number of guests expected. All the trustees agreed with Kaas. Rath requested all to contact the Administrator with preferred date, November 11 or November 18.*

9) Village Engineer: Project Update(s) – *Friday commented that there is nothing new to report.*

10) Village Administrator: Project Update(s) – *Nothing to report.*

11) Old Business:

a) High Cliff Golf Course – Hole #14: Request to create Par 5 Hole and remove trees from Village lands (Tabled from May 26; awaiting CSM) – *Refer to report of the Plan Commission (above).*

***Rath, hearing no objection, moved discussion of 12) b and 12) c prior to 12) a.***

12) New Business:

a) Signage Ordinance: Consider revising Village Code, Ch. 22, Article VIII – Signage regulations.

*Discussion:*

***Table 3.2 Signs Permitted by District – Awning Sign – Hennlich recommended discussion of amendment to change C2,C3 from Prohibit (P) to Allow (A). Kaas seconded. Recommendation carried unanimously to amend.***

*Table 3.2 Signs Permitted by District – Electronic Message Sign – Hennlich recommended discussion of amendment to change D1, D2, C2,C3, and Industrial to Prohibit (P) from Allow (A). Hennlich – Aye, Benz – Nay, Gedman – Nay, Kaas – Nay, Laux – Nay, Miller – Nay, Rath – Nay. Recommendation to amend failed.*

*Table 3.3 Sign Parameters for Signs Allowed in All Districts, Not Requiring a Permit or Fee – Real Estate Sales Signs – Questions –*

- *What about arrows pointing toward home or business for sale? Summers: answer is they are not allowed.*

- *What about sign in back of house, as well as front (allowed), so signs can be visible from highway or vacant back lots. Summers: answer is they are not allowed.*

*Table 3.3 Sign Parameters for Signs Allowed in All Districts, Not Requiring a Permit or Fee – Political Campaign Sign – Benz requests clarification regarding businesses which own contiguous parcels i.e. golf course and placement of political signs. Benz stated that, currently, the golf course places political signs throughout the course. Summers stated the intention of the “new” ordinance is to stipulate only one political sign per business at the front entry way to the business.*

*Table 3.4 Sign Type Parameters – Multi-tenant sign – Hennlich recommended discussion to strike the entire section from the Table. Rath seconded. Recommendation carried unanimously to amend.*

*Table 3.4 Sign Type Parameters – Monument Signs – Hennlich recommended discussion of amendment to reduce monument sign height from 20’ tall to 12’ tall. Kaas seconded. Gedman – Aye, Hennlich – Aye, Kaas – Aye, Benz – Nay, Laux – Nay, Miller – Nay, Rath – Nay. Recommendation to amend failed.*

*Table 3.4 Sign Type Parameters – Electronic Message Sign – Benz recommended discussion of amendment to limit electronic message sign to maximum one sign per business. Hennlich seconded. Benz – Aye, Gedman – Aye, Hennlich – Aye, Laux – Aye, Miller – Aye, Rath – Aye, Kaas – Nay. Recommendation carried to amend.*

*2.3 Illumination – Kaas recommended discussion of amendment to strike under #2 ~~“Externally lit signs shall be lit with fully shielded fixtures #8 Internally illuminated signs displaying illuminated copy shall be designated in such a way so that when illuminated the sign appears to have light-colored copy on a dark or non-illuminated background.”~~ Benz seconded. Recommendation unanimously carried to amend.*

*2.3.2 Electronic Messaging Signs – b. – Gedman recommended discussion of amendment to change ‘display for a minimum of six (6) seconds’ to a minimum of five (5) minutes. Hennlich seconded. Gedman – Aye, Hennlich – Aye, Benz – Nay, Kaas – Nay, Laux – Nay, Miller – Nay, Rath – Nay. Recommendation to amend failed.*

*2.3.2 Electronic Messaging Signs – b. – Hennlich recommended discussion of amendment to change ‘display for a minimum of six (6) seconds’ to a minimum of twenty (20) seconds. Miller seconded. Gedman – Aye, Hennlich – Aye, Miller – Aye, Rath – Aye, Benz – Nay, Kaas – Nay, Laux – Nay. Recommendation carried to amend.*

*Friday stated the ordinance will be reviewed by the village attorney prior to consideration of approval.*

- b) *Lake Winnebago access ramp (Windswept Lane; Tax ID #13414): Request to widen Harrison boat ramp 21-feet (Lower Cliff Fishing Club – Van Elsen) – Benz moved to support the Lower Cliff Fish Club in their endeavor to widen the Harrison boat ramp 21 feet, 10 feet on west side, 11 feet on east side, with the caveat that the Village of Sherwood approach the Village of Harrison about the Lower Cliff Road resident’s concerns. Hennlich seconded. Motion carried.*

*Discussion: Roland Stephenson, owner of parcels on either side of the boat ramp, was present and spoke on behalf of the ~~Lower Cliff Road residents~~ neighboring property owners who are in opposition to the proposed widening. Benz stated that he is a resident of Lower Cliff Road and has spoken to other Lower Cliff Road residents. ~~who are not in opposition to the widening request but would request stipulations to the request:~~ Stephenson commented/suggested the following:*

- *Village of Harrison clear the area of brush and debris; keep it cleaner than has been in past.*
- *Village of Harrison regularly check and empty refuse receptacle at the boat ramp which is usually overflowing.*
- *Village of Harrison makes the boat ramp useable during the summer months for kayakers, windsurfers, and other summer sports enthusiasts.*
- *Preferred a different option to the lake access pad expansion and the different option would be using High Cliff State Park.*

*Benz agreed with items #1, #2 and #4 of Stephenson's comments/suggestions.*

- c) *Contract for Services – Design Phase Services for FY2016 roadway improvement projects: Consider contract services (\$12,800–\$14,900; Cedar Corp.) – **Benz moved to approve contract services in the amount \$12,800 - \$14,900 with Cedar Corp for the Design Phase Services for FY2016 roadway improvement projects. Laux seconded. Motion carried.***

13) *Complaints and Compliments: None.*

14) *Correspondences:*

- a) *Monthly Activity Report (Sept.; Calumet County Sheriff's Dept.) – Reviewed.*

15) *Adjournment – Miller moved to adjourn at 10:06 p.m. Kaas seconded. Motion carried.*

Respectfully submitted for review and approval by Kathy Mader, Acting Clerk

# Village Board Meeting Minutes

Oct. 26, 2015

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

***Present***

*Bob Benz*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

***Absent***

*Stacy Gedman, excused*

*Joe Hennlich, excused*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk-Treasurer*

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

- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 4) Approval of Minutes: Oct. 12 (Special Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board on October 12, 2015 as presented. Miller 2<sup>nd</sup>. Kaas moved to amend the motion to remove/insert language of agenda item 12) a) 2.3 as:***

*remove #2 “Externally lit signs shall be lit with fully shielded fixtures  
insert #8 Internally illuminated signs displaying illuminated copy shall be designated in such a way so that when illuminated the sign appears to have light-colored copy on a dark or non-illuminated background.*

***Benz and Miller agreed to the amendment.***

***Benz moved to amend the motion to remove/insert language of agenda item 12) b) as:***

*remove Lower Cliff Road residents*

*who are not in opposition to the widening request but would request stipulations to the request:*

*insert neighboring property owners, Stephenson commented/suggested the following:*

- ***Preferred a different option to the lake access pad expansion and the different option would be using High Cliff State Park.***

***Benz agreed with items #1, #2 and #4 of Stephenson’s comments/suggestions.***

***Miller agreed to the amendment.***

***The Main Motion as amended carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Ron Wenzel, N7751 Windswept Ln., Sherwood – regarding agenda item 9) expressed concerns of FY2016 Budget line items of TIF revenues/expenses, park expenses, stormwater expenses, matching grant expenses, requesting the Board to reduce the Village tax rate.

- 6) Report of the Utility Commission (Oct. 19)
- a) *Pay Request #1 - Reed Bed clean-out: Partial payment for services rendered through Aug. 19 (\$26,665; United Liquid Waste Recycling).*

*Friday presented information of the Reed Bed Clean-Out project, reporting of the 5 beds #4 and #5 have been cleaned out, #2 and #3 will be done in 2016, and #1 in 2017. The Commission directed McMahon staff to apply to Winnebago County for 2016 permit.*

- b) *Request for water & sewer service to garage structure, only (Sanderfoot; State Park Rd).*

*Friday stated a request has been presented to the Commission and will be discussed under new business later in the meeting.*

- c) *Consider possible dissolution of Utility Commission.*

*Friday reported a request of the Village President from the last the Commission meeting and will be discussed under new business later in the meeting.*

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

*Rath reported reaching out to a Village of Harrison Trustee in regards to the boat landing topic since it would be reported in the newspaper and the Rath's comments were shared at their meeting and with the fishing club; Rath's discussion gave him the impression the Village of Sherwood concerns would be addressed/resolved.*

*Rath stated he appreciated Mr. Wenzel's comments in regards to the budget; the Village is entering 20<sup>th</sup> year of lowering the Village tax rate but items such as the storm sewer/commission expenses, the Village is being pushed by MS4, an example of outside forces/bigger units of government forcing smaller units of government to do things that were not required in the past.*

*Miller stated that if people of the Village are upset the Board is not hearing about it.*

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

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

- ii. Operator's Licenses.
  - Dena Hoewisch
  - Paige Waters

***Benz moved to approve the operator applications of Dena Hoewisch and Paige Waters as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

*Williams thanked the Board for their support during her absence.*

8) Village Engineer: Project Update(s).

9) Village Administrator: Presentation of *Proposed FY2016 Annual Budget*.

*Friday distributed a summary sheet to the Board and proceeded to go through the proposed budget.*

*Kaas stated the Community Development Authority (CDA) is requesting funds for a market study for the senior housing slated for the land behind the Village Administrative Offices.*

*Friday reported the Post Office parking/drive asphaltting is an issue the CDA must address.*

*Benz questioned Kaas if the Business Grant Incentive program was working.*

*Rath inquired of Friday if the funding of that program would come from a different source.*

*Friday stated it could come the CDA, using available cash-on-hand.*

*Kaas agreed that the CDA should fund that program in place of the General Fund.*

*Kaas replied to Benz's inquiry that good projects were funded through the program; the Granary renovation, Sherwood Vet dental suite, Castle Square parking lot asphalt, and the Friends of High Cliff Sherwood Business Brochure. Kaas stated that more applications would have been submitted if the sign ordinance revision was complete.*

*Benz stated the park expenses have gone up and he realizes the Village is doing a lot with the Recreation Programming Director and the Board must review the numbers.*

*Benz asked about the \$20,000 for the study requested by the Plan Commission Chairman. Friday replied that the Chairman's response focused on updating the entire zoning code, but otherwise was not specific as to the scope of the update.*

*Benz inquired about the Stormwater funds and requested clarification. Friday stated that McMahon will conduct a study required by the State and McMahon has secured grant funds to reduce the Village financial portion down to the line item in the budget.*

*Benz asked for further clarification on the fund transfers and Friday replied he would provide it.*

*Benz requested an explanation of the transfer of increments from TIF #1 and #2 to #3. Friday directed the Board to the specific line items of the budget.*

*Kaas stated TIF funds not expended in the individual TIF districts must be repaid to the other taxing jurisdictions (Kaukauna School District, FVTC and Calumet County).*

*Rath requested Williams to present information on before and after the TIF #1 amendment.*

*Rath suggested that all in attendance view the floor work of the Village Public Works Staff in the Village Gym before the closed session.*

10) Old Business: None.

11) New Business:

- a) *Consider allowance to drill private well & place sewer services on site (N8045 State Park Road; Tom Sanderfoot).*

*Benz stated this issue was very divisive at the Utility Commission meetings.*

*Friday noted the Utility Commission dead-locked on two occasions over the issue of allowing direct access to Village water and sewer infrastructure to the Sanderfoot 12,000 sq. ft. garage located on his Sherwood parcel of land.*

*Friday also noted that allowing direct access, as requested by Sanderfoot, is in direct opposition to the adopted Village policy approved by both the Utility Commission and Village Board in 2003, which states infrastructure improvements must also then run to the end of the street-fronting property. Friday stated the basic intent is to encourage further development at the abutting parcels while not simply servicing only one more customer, which does not support development of neighboring parcels.*

*Friday and Rath stated this is a common practice in other utility development. Friday noted other similar municipal practice, which Rath noted similar electrical utility practice*

***Laux moved to deny the request, to deny drilling a private well and placing septic services at N8045 State Park Rd. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

***Laux moved to allow Sanderfoot to connect to municipal water and sewer services, provided the services run to the edge of his property at Mielke Road.***

*Kaas questioned the ability of the Village Board to override the Utility Commission. Friday replied no majority was voted at the Utility Commission due to a 2 – 2 vote which is a tie. Friday stated the motion failed due to lack of a majority, so nothing the Village Board is doing is overriding the Utility Commission action.*

***Kaas 2<sup>nd</sup>. Benz - nay. Motion carried.***

- b) *Consider possible dissolution of Utility Commission.*

*Rath introduced this topic and stated after receiving the resignation of the Dick Stewart from the Commission that it appeared to be a time to discuss its future.*

*Rath stated with the connection to Appleton water, wondered if this responsibility should be under the Village Board.*

*Kaas inquired if the MS4 study results in the need of a Stormwater Utility, if the two could be combined. Friday replied that the engineer stated it would not be the case and the Stormwater Utility could be under the Village Board as well.*

*Benz stated the majority of the Commission members believe it should be dissolved and that he would not oppose that.*

*Miller stated if the Board looks back as to why the Commission was originally created, they would find that is not the case now.*

*Kaas questioned if the decision is made what is the timetable.*

*Rath suggested the Administrator consult Village legal counsel.*

***Kaas moved to seek the legal opinion on dissolving the Utility Commission. Miller 2<sup>nd</sup>. Motion carried unanimously.***

12) Complaints and Compliments: None.

13) Correspondences:

a) *Monthly Activity Reports* (July, Aug, Sept.; Harrison Fire & Rescue).

b) *Final Estimate of Jan. 1, 2015 Population* – 2,879 residents (Oct. 10; Wis. Dept. of Administration).

14) *Closed Session: Personnel & Compensation Review (Administrator; Clerk)* – 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 8:12 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

*The Board dismissed Williams from the meeting at 8:45 p.m.*

15) *Open Session: Consider compensation in FY2016. The Board may take action on the item(s) presented above.*

***Miller moved to return to open session at 9:32 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

***Kaas moved to set the Clerk-Treasurer pay for FY2016 at \$51,816 (2% increase and \$816 Performance Bonus). Miller 2<sup>nd</sup>. Motion carried unanimously.***

***Kaas moved to approve a three year contract extension for the Village Administrator, with the following:***

***-2016 a 2% increase, setting base pay at \$106,080,***

***-2017 a 2 % increase, setting base pay at \$108,202,***

***-2018 a 2% increase, setting base pay at \$110,366,***

*-option for a fourth contract year, based on the 2% annual increase and other terms that exist f FY2019,*

*-an option for Cost of Living Adjustment based on Performance Bonus basis,*

*-stipulation beginning with this contract the Administrator cannot be removed without a minimum vote of 5 (five) of 7 (seven) of Village Board Members. Miller 2<sup>nd</sup>. Motion carried unanimously.*

16) Adjournment. – *Kaas moved to adjourn at 9:36 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.*

The minutes respectfully submitted for review and approval by Sue Williams and Randy Friday.

## Village Board Meeting Minutes

Nov. 9, 2015

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

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

***Absent***

*None*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk-Treasurer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Miller moved to advance agenda item 12) a) to follow 5) and the rest of the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes: Oct. 26 (Regular Meeting). – *Benz moved to approve the minutes of the regular meeting of the Village Board on October 26, 2015. Laux 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.
- 6) (Public Hearing) *FY2016 Village Budget: Consider/Approve Resolution #17-2015 adopting the FY2016 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2016.*

*After 3 calls, Rath opened the public hearing at 7:15 p.m.*

***Miller moved to close the public hearing at 7:16 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

***Miller moved to approve Resolution #17-2015 adopting the FY2016 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2016, as presented. Hennlich 2<sup>nd</sup>.***

*Laux questioned the increase of property tax, transportation aids, operational charges and downtown property leases. Friday responded that the figures are based on State calculations and information, the ramping up of TIF #3 and existing leases with new rents from the apartment building.*

*Laux voiced concerns of the \$300,000 fund balance transfer into the budget funding expenses such as full time park staff and part time park concession staff. Laux questioned the early conversations about a Friends of Wanick similar to the Friends of High Cliff assisting the park to become self-sustaining.*

*Friday responded to the concerns voiced that fund balance must be maintained at state mandated appropriate percentage.*

*Friday stated that Board's Chairmen requested items; the Community Development Authority \$15,000 for senior housing study, Park Recreation Urban Tree Board park staff, Plan Commission \$20,000 for zoning code rework.*

*Benz voiced agreement with Laux in regards to the park expenses.*

*Kaas suggested delaying the full time staff until June of 2016 and use that time to develop a friends group. Rath agreed with Kaas.*

*Hennlich stated from experience with Friends of High Cliff, it can solve/cause problems, it takes time and requires hand holding.*

*Friday stated the contracted individual and the Village must work within the state regulations of hours (1,200).*

*Friday informed the Board the PRUT requested summer assistance as was done this year with an unpaid intern.*

*Hennlich suggested supporting the PRUT requests to get it up and running.*

*Gedman suggested defining the needs at the park and find out if there are available resources that can be switched to the park as needed and away when not.*

*Friday presented the Brillion staffing levels of their park and recreation program on the Board Room wall.*

*Hennlich stated the PRUT Board needs to step up and help with the friends group.*

*Benz requested Friday to include main replacement in the capital budget.*

*Benz asked the repurpose of the Sherwood Cliff Apartment building and Kaas stated the CDA has yet to decide.*

***Hennlich moved to remove \$20,000 from Plan Commission 56300-290 expense (zoning code revamp). Laux 2<sup>nd</sup>. Motion carried unanimously.***

***Kaas moved to delay park full time position one third of the year, keep contract individual at 2015 rate for one third of the year, the benefits would reflect that change. Hennlich 2<sup>nd</sup>.***

*Miller inquired if there is a pool of qualified individuals available, Friday replied due to the certification required, no.*

*Kaas questioned if the splashpad individual and the recreation programming individual must be the same person.*

*Laux suggested multiple contract individuals to fulfill the needs.*

*Rath called the question.*

*Williams read the motion.*

*Rath stated a vote for the motion would not guarantee a full time employee, but would be a consideration, a placeholder.*

*Friday suggested the Board have the PRUT make the case for the position.*

*Kaas stated until such time as the PRUT is self-sufficient the Village Board holds the purse strings.*

*Gedman informed the Board that he was a member of the park planning committee and back during that time revenue generation was not a concern, the park was considered an attraction or benefit.*

***Gedman, Hennlich, and Kaas – aye, Benz, Laux, Miller and Rath – nay. Motion failed.***

*Gedman stated the proposed is the placeholder.*

***Laux moved to put the recreation coordinator back to the contract amount, retain the part time park person, retain the FICA for the part time person, retain community sign/xmas, and retain operational supplies. Benz 2<sup>nd</sup>.***

*Hennlich asked if the summer Public Works help that return have an increase in pay rate and Friday confirmed, yes.*

***Laux agreed to set the contract amount at \$20,500 (55300-290). Benz agreed.***

*Friday stated the total of the Recreation Programming & Events group (55300) is \$58,390, and with the changes the Fund Balance is nearing 40%.*

***Miller – nay, motion carried.***

***Benz moved to approve the budget as amended. Laux 2<sup>nd</sup>. Motion carried unanimously.***

*The Board agreed to a five minute break.*

***Main motion as amended carried unanimously.***

- 7) Report of the Community Development Authority (Oct. 28)
  - a) *Development of Village Hall property – Request for \$10-\$15k to conduct ‘Senior Housing Study’*

*Kaas stated that when Stadtmueller and Associates were interested in the project a study of this kind was going to be conducted by them, at their cost, and due to the fact that they are no*

*longer able to participate in the project it would be a good investment to attract other developers.*

b) *50/50 Matching Grant payment (Friends of High Cliff; Brochure).*

*Kaas reported the brochure is complete with a total cost of \$4,679.98 and so the 50-50 matching funds were released to the group.*

c) *Sherwood Cliff Apts. – Tenant Meeting set (Oct. 30).*

*Kaas stated Rural Development personnel conducted a tenant meeting October 26, 2015 and misstated the Village's intent of use of the building which required a second meeting October 30<sup>th</sup>. Kaas reported the tenants have all been properly notified of the Village plan to manage down the property; honoring leases through the current lease end date or April 1, 2016 whichever is later.*

d) *Special Meeting Dates (Dec. & Nov.) – Set as Nov. 18 and Dec. 16.*

8) *Report of Village Officers.*

a) *Village President*

*Rath directed the Board to an e-mail in the meeting packet which stated an offer of donation of an AED by the Sherwood Optimists and asked Friday how many AEDs are needed in the Village.*

*Friday replied that three are needed, one at each of the Village Office, Community Center and Wanick Park.*

*Friday asked the Board to discuss the topic of use of the newsletter by service groups at a future meeting.*

*Rath inquired of the Board the ownership of the Village welcome signs, Friday replied the Lions gifted the signs to the Village.*

*Rath stated the request of the Optimists should be directed to the Lions.*

*Rath reported the quarry on the Escarpment digging and Friday and Rath will follow up on the situation.*

*Rath stated recently having a discussion with a Village of Harrison official in regards to the culvert at the Marina, per this individual the culvert belongs to Sherwood and Rath is asking Friday to follow up on it.*

*Rath directed the Board to the memo in the packet written by Williams, which was about the tax rates before and after the TIF #1 amendment. Williams stated Rath requested actual dollar amounts paid to the Kaukauna School District and distributed a short report on the amounts paid between 2009 and 2015.*

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

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

*Williams directed the Board to the screen print of the Village website showing the link to the Municipal Code.*

*Kaas requested an additional link for the Master Plan, Comprehensive Plan, Market Study and Community Survey results under a tab of Reports and Plan.*

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

*Friday reported that the FY2016 Budget includes \$185,000 of road repairs and in addition during 2016 Cedar Corp with Friday will review the condition of the Village roads.*

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

*Friday informed the Board he attended a North East Wisconsin Stormwater meeting earlier in the day (11/9/15) and the MS4 Grant will be launched as early as January or February. Friday inquired of the Board if Nick Vande Hey of McMahan should be invited in for a future Village Board meeting. The Board agreed to his attendance.*

*Friday reported trail work along Lake Breeze has been done and left to settle over the winter with drain tile and french drain to be installed in spring or sooner if weather holds.*

*Rath asked and Friday confirmed no response by Village Attorney in regards to the dissolution of the Utility Commission due to the attorney being out of the office.*

- 11) Old Business: None.

- 12) New Business:

- a) *Exhibition Center (Note: City of Appleton representative will be present).*
  - i. *Cooperation Agreement.*
  - ii. *Room Tax Commission & Tourism Zone Agreement (amended & restated).*
  - iii. *Ordinance imposing a Hotel/Motel Tax (to be amended).*

*Appleton Mayor Hanna addressed the Board about the Exhibition Center, how it will assist the Fox Valley market and responded to Trustee questions.*

*Kaas questioned Hanna if there were additional approval huddles and Hanna responded that each of the municipalities involved are having meetings as Sherwood to discuss and approve.*

*Laux inquired as to the length of the contract and Hanna responded that will be based on the term of the bonds which is not set.*

Hanna shared with the Trustees the success of the Fox Cities Performing Arts Center, the repayment of funds and the changes to the room tax in 2000.

*Friday informed Hanna that the original room tax ordinance was approved through a public hearing process and the proposed change to that ordinance will be presented on November 23, 2015 with a public hearing.*

*Gedman questioned the bond rate, Hanna stated it is a revenue bond supported by room tax and have used a 3.5 rate in their modeling.*

*Gedman inquired about the model used to predict on-going occupancy basis required and Hanna replied it is within the management agreement.*

*Kaas inquired about the financial instability of the hotel ownership group and Hanna stated the group went through a receivership because of the way hotels are financed and market volatility.*

b) 5-Year Capital Improvements Plan (FY2016-2020): Consider/Approve 5-Year CIP.

*Friday led the Board through the budget and responded to questions.*

***Kaas moved to approve the 5-Year Capital Improvement Plans FY2016-2020, as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

*Rath asked Friday to follow up with SAA personnel if Wanick improvements were awarded or not.*

*Rath asked Williams what are the heating costs of the Community Center.*

c) Request for space in *Village Newsletter* by local non-profit group(s).

*Topic discussed under the Village President above.*

13) Complaints and Compliments: None.

14) Correspondences:

- a) *State Review Required for Annexations occurring in Calumet County* (Oct. 22; Dept. of Administration).
- b) *Contact Information Request* (Nov. 2; Fox Cities Regional Partnership).

*Rath inquired and the Board voiced no opposition to sharing their Trustee e-mails with the Fox Cities Regional Partnership.*

*Kaas suggested upgrade to IT system to include Village e-mail addresses for the Trustees in lieu of using personal e-mail addresses for Village Business.*

*Miller stated he and Benz requested a reconsideration of the Sanderfoot issue from the October 26, 2015 Village Board meeting (agenda item 11) a)), to place on the next agenda.*

15) Adjournment. - *Rath hearing no objection adjourned the meeting at 10:14 p.m.*

The minutes respectfully submitted for review and approval by Susan Williams, Clerk.

## Village Board Meeting Minutes

Nov. 23, 2015

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

***Present***

*Bob Benz*

*Stacy Gedman*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller(arr. 7:55)Steve Summers, Plan Comm Chairmn*

*Jim Rath*

***Absent***

*None*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk-Treasurer*

*Thad Majkowski, Cedar Corp Eng*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Kaas moved to approve the agenda with the advancement of item 13) a), the rest as presented. Gedman 2<sup>nd</sup>. Benz – nay, motion carried.***
- 4) Approval of Minutes: Nov. 9 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board on November 9, 2015, as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Tyler Claringbole, 800 N. Lynndale Dr., Appleton – regarding agenda 13) a), appeared representing Tom Sanderfoot, in respect of his request to connect to Village services, stated he reviewed the documents from the public records request and reviewed the Village Special Assessment policy. Claringbole stated the request is to connect directly from Lakeshore Estates West II or Sanderfoot would submit a Certified Survey Map (CSM) creating the minimum 75 foot frontage for connection. Claringbole distributed a McMahon rendering which identifies the CSM to be proposed if need be.

Dave Schmalz, W5884 Sweetwater Dr., Appleton – regarding agenda 13) a).

- 6) (Public Hearing) *Amendment to Hotel and Room Tax Ordinance supporting Appleton Exhibition Center.* (Note: All items considered for approval under ‘New Business’.)
- i. *Exhibition Center Cooperation Agreement.*
  - ii. *Room Tax Commission & Tourism Zone Agreement (amended & restated).*
  - iii. *Ordinance imposing a Hotel/Motel Tax (amending Code Chapter 3, Article III).*

*After 3 calls, Rath opened the public hearing at 6:42 p.m.*

***Hennlich moved to close the public hearing at 6:43 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 7) Report of the Utility Commission (Nov. 16)
- a) *FY2016 Water Utility Operating Budget: Approved.*

- b) *FY2016 Sewer Utility Operating Budget: Approved.*
- c) *FY2016-2020 Capital Improvements Plan (Utility items): Approved.*

*Rath complimented the Utility Commission for budget approval in November and Friday replied that Benz had expeditiously lead the group without any increase in rates.*

*Benz stated the water loss reported was at 14% and the Utility Commission or Village Board must address due to the cost.*

- 8) Report of the Parks, Rec. and Urban Tree Board (Nov. 18)
  - a) *PRUT Meeting frequency: Increase to monthly meetings in FY16.*
  - b) *Wanick Park Facility Rental Fees: Increase in FY2016*
  - c) *Full-time Employee status, per Budget: Updated.*
  - d) *Part-time Employee status, per Budget: Updated.*
  - e) *Capital equipment purchases in FY2016: Begin review process.*
  - f) *Request for Pickleball court space (M. Cook): Review in Jan.*
  - g) *Review/Update 'Rental' and 'Signage' forms at Wanick Park.*
  - h) *Aerator for Wanick Pond: Review in Jan.*
  - i) *Automatic External Defibrillator located in Park: Begin review.*

*Friday briefly presented the items with the notation of the rental fees being presented as part of Village schedule of fees at the Village Board regular meeting December 14, 2015.*

*Benz questioned the cost of the aerator and Friday replied a few thousand.*

*Kaas inquired of the splashpad costs and Friday replied he will provide them.*

- 9) Report of the Community Development Authority (Nov. 18)

*Kaas reported attending a S.E.H. conference on Riverfront Development with Oshkosh, Appleton and Green Bay in attendance with redevelopment of old industrial sites along the river. Kaas stated Stadtmueller and Associates gave an update on their Kaukauna and Kimberly projects.*

- a) *Preliminary Request for Proposals (RFP) – Sherwood Cliffs Apts.*

*Kaas reported the consensus of the Authority was demolition, considering the building layout, condition of the building and repairs needed. Kaas stated since this property was not in the Village plans for the downtown development that S.E.H. could revise the Downtown Master Plan.*

*Benz questioned if there had been discussion of the loss of subsidized housing and Kaas replied that Sherwood Cliffs did not demonstrate the need.*

- b) *Preliminary Request for Proposals (RFP) – Village Hall property for development of market-rate, Senior housing.*

*Kaas reported both RFPs were considered connected with the Commercial development in the downtown area.*

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

*Rath voiced approval of the PRUT meeting frequency change.*

*Rath complimented Kaas and the Community Development Authority and its revitalization.*

*Rath distributed a magazine which could be developed in early 2016 for the Village of Sherwood.*

*Rath thanked Chief Kloehn and the Harrison Village/Town Board for the 2016 Fire Services Contract.*

*Rath congratulated the Sherwood Business Owners Group on their ~~first~~ second anniversary, complimenting Nathan Vanden Wymelenberg and Jason De'Amato.*

*Rath requested Friday to reach out to Don Mielke and Doc Muskamp in regards to a busted power pole for replacement.*

*Rath suggested to Friday to use East Central Planning group for Village projects. Friday responded which projects and Rath did not have any specifics in mind.*

*Rath informed the Board that the Village Newsletter deadline is December 2<sup>nd</sup>.*

*Rath requested Benz speak about Dr. Schultz departing the Village, the employees and the change of the dental practice.*

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

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

*Williams directed the Board to a memo regarding the Village Attorney reviewing the documents under agenda item 14) a).*

*Williams informed the Board that State Law changed in regards to postings and ads in the local newspaper. Laux and Rath suggested posting at Dick's Family Foods. Williams reported the official posting places are the Post Office, the Community Center and the inside and outside at the Village Hall.*

11) Village Engineer: Project Update(s).

Majkowski reported completing the survey work for the 2016 roadwork.

*Benz questioned the boat landing sediment responsibility. Friday replied that from Rath's conversation with Harrison officials the Village will look at the situation, consider possible remedy of the situation and if the Village is responsible for it.*

12) Village Administrator: Project Update(s).

*Friday reported the Village Attorney reviewed the signage revision and submitted changes for Village review. Friday stated the Village Attorney will address the Right of Way (ROW) topic.*

13) Old Business:

- a) (Reconsideration; Miller) Request for municipal water & sewer services, or allowance to place private services to service garage (N8045 State Park Road; Sanderfoot).

*Rath requested a motion and second.*

*Friday stated staff and engineer input can be presented.*

Majkowski stated in his experience municipalities are to follow their assessment policies, which in Sherwood's case is to extend to the full length of the frontage and the minimum frontage CSM is also in policy. Majkowski identified the adjacent parcels across State Park Road are outside the Village limits and when applicable would have a deferred assessment assessed.

*Laux restated the Village policy, but questioned if the CSM is presented and the Village extends to the full length, the frontage beyond would be a deferred special assessment and Majkowski confirmed.*

*Rath inquired of Friday, if he had any input, and Friday replied that the CSM is a new piece of information that neither the Utility Commission nor the Village Board has seen. Friday stated that the proposed CSM is for a flag lot, which is a lengthy narrow strip from the street to a larger portion. Friday questioned if the lot would stay agricultural zoning. Friday stated that during his tenure with the Village he has not seen a flag lot presented for approval and questioned if the Village allows.*

*Laux questioned the size of garages allowed on that parcel and Friday stated Agriculturally zoned parcels have fewer restrictions as to size with a nominal setback.*

*Benz reported to the Trustees the discussion and actions during Utility Commission September and October meetings, noting the Commissioners (Citizen Members) in favor of the proposal. Benz referred to a practicality clause of the ordinance and the ability to make decisions upon that clause.*

*Hennlich questioned if the property owner could continue to construct pole buildings on the parcel and Friday responded if the property remains Agricultural zoning, it is possible.*

*Rath stated the reconsideration was of a single parcel, not a 5 acre parcel; so the options are to 1) approve the original request, 2) deny the original request or 3) with the potential of the CSM to table.*

*Friday stated his final comment is to seek legal counsel, since the application was for several weeks ago a request for services, if the request comes in as a CSM, what type of legal footing is there given the original reason for the annexation of the property; to be developed.*

*Gedman questioned the particulars about the original request, basics of the parcel, purpose of the annexation, the timing of request for services and if the new owner was required to follow through with the original purpose.*

*Friday stated the CSM request would be presented to the Plan Commission and Village Board.*

*Rath suggested that from a change in request that a motion to table would be appropriate.*

*Gedman questioned the legal opinion would be for the Village's options to deny the CSM.*

*Friday stated yes, in addition to that also would be the legal options for approval of flag lots.*

*Benz requested a suspension of the rules in order to table the item until Miller is in attendance.*

*Rath requested if the Board was in agreement with Benz.*

***Hennlich moved to table the item until the December 14, 2015 Village Board meeting. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

14) New Business:

- a) *Appleton Exhibition Center.*
  - i. *Exhibition Center Cooperation Agreement.*

***Benz moved to approve the Exhibition Center Cooperation Agreement, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- ii. *Room Tax Commission & Tourism Zone Agreement (amended & restated).*

***Benz moved to approve the Room Tax Commission & Tourism Zone Agreement (amended & restated), as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- iii. *Ordinance imposing a Hotel/Motel Tax (amending Code Chapter 3, Article III).*

***Benz moved approve the Ordinance imposing a Hotel/Motel Tax (amending Code Chapter 3, Article III), as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- b) Election Inspector & Election Deputy Appointments (2016-17).

***Kaas moved to approve the Election Inspector & Election Deputy Appointments for the 2016-17, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- c) Request to decorate trees on Village property (St. John – Sacred Heart Catholic School).

***Benz moved to allow the students of St. John-Sacred Heart Catholic School to decorate and place LED lights on the evergreen trees at the Village property at the intersection of County M and Hwy 114, with the electricity coming from the neighboring garage paid by the Village, and allow a sign stating the trees decorated by students at St. John-Sacred Heart Catholic School. Hennlich 2<sup>nd</sup>.***

*Kaas inquired if there are specifics as to what the school wants to do and Friday replied the letter in the packet was the response to a request of a plan.*

***Motion passed unanimously.***

- 15) Complaints and Compliments: None.

- 16) Correspondences:

- a) *Monthly Activity Report – October* (Nov. 4; Calumet County Sheriff's Dept.).
- b) *Monthly Activity Report – October* (Nov. 6; Harrison Fire & Rescue).
- c) *Request to attach two group sign insignia to 'Welcome to Sherwood' signposts* (Nov. 9; Sherwood Area Optimists).

*Friday stated the Optimists must request the placement of the sign insignia of the Lions who gifted the sign to the Village.*

- d) *Open Records Request in support of request for municipal water & sewer services* (Nov. 10; Sanderfoot).
- e) *Lake District creation between Spring Hill Drive and Escarpment Terrace* (Nov. 13; Lindauer).
- f) *Lake District creation between Spring Hill Drive and Escarpment Terrace* (Nov. 13; Thomson).

*Kaas stated if the Village does not take ownership and responsibility for the property and for repairing the dam, the only option is to form a Lake District, since the High Cliff Public Golf Course has stated its intent to take the dam out and let the impoundment return to its nature state which would consist of buckthorn, cottonwood and sees pools of standing water.*

*Kaas would like the Village to take this on. Kaas suggested it is an important role in the Village stormwater management.*

*Kaas stated he met with the DNR and they would approve a plan by the golf course to abandon the dam and allow it to return to its natural state.*

*Benz stated concern with the pond and the liability of the dam.*

*Stacy questioned the cost of repair of the dam; Kaas replied between \$50,000 and \$100,000. Kaas stated it could be \$500 to \$600 per home per year.*

*Friday commented that the same argument could be posed for other ponds in the Village, Village owned and privately owned.*

*Laux questioned the timeframe if it could work with the MS4 process. Kaas responded the golf course has an April 4, 2016 deadline to file the permit to remove the dam. Kaas stated the residents have to take action before that date.*

*Benz stated the same students that will be decorating the trees will be singing at the Winter Solstice event, so everyone is aware that religious songs will be sung.*

17) Adjournment. - ***Rath hearing no objection adjourned the meeting at 8:12 p.m.***

The minutes respectfully submitted for review and approval by Susan Williams, Clerk.

## Village Board Meeting Minutes December 14, 2015

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

***Present***

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

***Absent***

*Randy Friday, Administrator, excused*

***Others Present***

*Susan Williams, Clerk-Treasurer  
Brenda Stumpf, Recreation Programming  
Tom Jack, PRUT Chairman*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: Nov. 23 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board on November 23, 2015, as presented. Laux 2<sup>nd</sup>. Kaas proposed amending agenda item 16) c) add per year, Rath proposed changing agenda item 10) a) from first to second and changing Demato to D’Amato. Benz and Laux agreed to the changes. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Steve White, N7756 State Park Rd., Sherwood regarding agenda 12) voiced concerns of materials on Clifton Road and requested Board to respond.

John Massonet, N8059 Lake Breeze Dr., Sherwood regarding unagendized item, requested the Village to stock fish in the ponds so to encourage youth fishing.

- 6) Report of the Plan Commission (Dec. 7)
- a) *Code of Ordinances – Signage (Article VIII)*
  - b) *Ordinance Review – Lawn (grass) cutting*
- Hennlich reported implementation changes will be put in place to improve the program.*
- c) *Comprehensive Plan – Annual Review of Plan Commission items.*
  - d) *Concept Review – Possible CSM (Sanderfoot; N8045 State Park Rd.)*

*Hennlich reported the topic is tabled until January meeting.*

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

*Rath stated he requested the Clerk to review the Village Ordinances address sex offender residing within the Village.*

*Rath reported 2 situations of home additions where the footprint was changed and questioned if proper inspections are being conducted.*

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

***Benz moved to approve the financial reports and additional ICMA reimbursement of \$832 as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

*Williams directed the Board to a letter written to the St. John Sacred Heart School approving the decorations requested at the last Village Board meeting.*

*Williams explained the memo in the packet reminding the Village Board of the annual cancellation of the 2<sup>nd</sup> Village Board meeting in December due to the holidays.*

*Rath requested Williams to follow up with the wattage of the lighting for proper reimbursement.*

- 8) Village Engineer: Project Update
- 9) Village Administrator: Project Update(s).
- 10) Old Business: None.
- 11) New Business:
  - a) *FY2016 Schedule of Fees*: Annual review of Village 'Fee Schedule'.

***Miller moved to approved FY2016 Schedule of Fees as adjusted (which included increases to Wanick Park rental fees, Building Inspector fees and additional inspection tier for homes larger than 2,500 Sq. Ft.). Benz 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Resolution #18-2015*: Transfer of funds (\$25,889.01; CDA) from FY2015 to FY2016.

*Benz voiced concerns when the funds are granted, that the Village is receiving something in return to support the award.*

*Kaas replied that the businesses are requested to provide a return on investment, business impact or some qualification as to what the award means to their business.*

*Kaas stated the vet clinic was a good example of that, where they were able to document significantly increased business due to providing veterinarian dental work not previously equipped to.*

*Miller reported the Granary shared that the award funds increased their business and allowed them to book larger events.*

*Gedman inquired about the request for asphalt for a parking lot, how that fit into a return on investment. Kaas replied it is an efficiency of operations, providing a cleaner appearance and approving the image.*

*Benz questioned if the program could be used to bring businesses into the Village.*

*Kaas stated it was intended to encourage business improvement.*

***Miller moved to approve Resolution #18-2015: Transfer of funds (\$25,889.01; CDA) from FY2015 to FY2016. Benz 2<sup>nd</sup>. Motion carried unanimously.***

c) *Resolution #19-2015: Halt usurpation of Local issues and control by State government.*

*Rath introduced the topic.*

***Hennlich moved to approve Resolution #19-2015: Halt usurpation of Local issues and control by State government. Benz 2<sup>nd</sup>.***

*Kaas voiced concern of the language being open-ended and question if there are programs that the State has tried to pass.*

*Rath replied that he did not have those specifics.*

*Kaas stated if those specifics could be listed it would be a more powerful statement.*

*Rath questioned if the Administrator could cite examples in a cover letter and Kaas agreed.*

***Motion carried unanimously.***

d) *Village Code of Ordinances; Chapt. 22; Article VIII: Consider adoption and replacement of Article VIII – ‘Signage Regulations’ as a portion of the Zoning Code.*

*Kaas questioned if the Village Attorney reviewed the document presented. Rath and Williams responded that the Attorney reviewed and suggested approval as presented.*

***Miller moved to approve the adoption of Chapter 22 Article VIII replacement of the Signage Regulations, as presented. Kaas 2<sup>nd</sup>. Hennlich – nay. Motion carried.***

e) *Village Code of Ordinances; Chapt. 1; Article VI, §1-33: Dissolution and termination of Water & Sewer Utility Commission.*

*Williams introduced the topic and reported the conversation that took place with the Village Attorney.*

*Laux questioned and Williams responded the Utility Operator would report to the Village Board.*

*Kaas inquired if the powers stated in the Code currently need to be rolled into the Village Board in another section.*

***Kaas moved to table the topic until a complete review of the requirements and identify any revisions of other articles required. Laux 2<sup>nd</sup>.***

*Miller questioned if the Sewer and Water Commission was created by action of the Village Board, can't the Village Board also take action to dissolve. Kaas replied that the requirements of running the Commission should be identified in the Code.*

***Motion carried unanimously.***

- f) *Board Member meeting input via telephone (or other means): Consider participation and/or voting 'in absentia'.*

*Rath introduced the topic and asked the Board to consider. Rath questioned the right to participate.*

*Benz stated attendance was higher than average and if someone cannot attend a meeting they have options to communicate their opinions and did not see the need. Benz suggested in an infrequent manner if quorum was an issue it could be used.*

*Miller complimented the Board stating their attendance was better than the U.S. Congress.*

*Benz suggested future discussion on minutes from the other Village Boards and Commissions being available.*

*Hennlich stated the other members would make a sound decision in his absence.*

- g) *(Sherwood) Hotel Room Tax Commissioner: Appoint Commissioner.*

*Rath introduced the topic and informed the Board that Williams and he had attended the meeting earlier in the day and the Village is to appoint a representative.*

*Benz volunteered to be appointed.*

*Rath hearing no objection appointed Benz to represent the Village of Sherwood on the Hotel Room Tax Commission.*

- 12) Complaints and Compliments:
  - a) Quarry trucks' materials on Clifton Road (White; Dec. 10).
- 13) Correspondences:
  - a) *Monthly Activity Report* (Nov.; Calumet County Sheriff's Dept.).
  - b) *Donation (\$1,763) for purchase of Automatic Electronic Defibrillator* (Nov. 7; Sherwood Forest Golf Course golfers, employees and neighbors [Pfile]).

***Benz moved to accept the donation of \$1,763 for the purchase of an Automatic Electronic Defibrillator. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

*Stumpf stated she is working with Gold Cross and Harrison Fire Department to obtain pricing on Automatic Electronic Defibrillators compatible with their equipment.*

*Stumpf reported to the Board due to weather conditions the Winter Solstice would need to be postponed. Stumpf stated the park area is saturated with the recent rains and would look to reschedule in 2016. Stumpf and Benz will pick up signs. Stumpf contacted the newspaper and will have Village Staff update the Village Website and Village Facebook page.*

- 14) Adjournment. - ***Kaas moved to adjourn at 7:53 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

The minutes respectfully submitted for review and approval by Susan Williams, Clerk.

## **Village Board Meeting Notice and Agenda**

Monday, December 28, 2015 – 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).