

**Water and Sewer Utility Commission Meeting Minutes
Feb. 16, 2015**

- 1) Call Meeting to Order/Roll Call – *Acting Clerk Friday called the meeting to order at 7:02 p.m. with roll call:*

Present

*Bob Benz
Milan Deprez
Joyce Laux
Brian Muehl
Dick Stewart; Excused*

Absent

Kathy Mader, Excused

Others Present

*Bruce Genskow, MCO
Randy Friday
Gurmit Kaleka – Visitor*

- 2) Nomination of Joyce Laux as Acting Chairperson. **Motion made by Deprez, seconded by Benz. Motion carried unanimously.**
- 3) Pledge of Allegiance – *Recited.*
- 4) Approval of the Agenda – **Benz moved to approve the agenda as presented. Muehl seconded. Motion carried unanimously.**
- 5) Approval of Minutes – Jan. 19 (Regular Meeting) – **Deprez moved to approve. Benz seconded. Motion carried unanimously.**
- 6) Citizen Comments on Agenda Items – *None.*
- 7) Finance Clerk
- a) Review/Approve Financial Reports – **Benz moved to approve the Financial Reports as presented. Muehl seconded. Motion carried unanimously.**
- 8) Village Engineer: Project Update(s) – **Excused.**
- 9) Old Business:

Water and Sewer Utility infrastructure extension(s): Consider request (Gurmit Kaleka) to not mandate water & sewer hook-up to system at N8144 State Park Road ('For Sale' – Strandwitz property; 37.5 acres). – *Kaleka presented a request to not have a mandatory hook-up to Village infrastructure if he purchases the property. Friday outlined packet information showing Village Ordinance #12 (1998), Paragraph 4.a. – Mandatory Hook-up for properties within the corporate limits, and the Utility Special Assessment Policy (2003) for utility infrastructure project costs.*

Muehl directed questions to Staff regarding the distances between existing services and the parcel, and cost accessibility of property between the Strandwitz parcel and existing Sherwood development. Staff stated non-Village parcels would have 'deferred special assessments', until such time as the landowner requests services.

Muehl asked about the location and placement of a water & sewer main within the Strandwitz parcel and whether or not they would need to be replaced in the future. Staff replied planning is part of the normal development process. To ensure proper placement of infrastructure within an individual parcel, a person typically engages a professional engineering firm to work through these issues. This process is the prerogative of the owner, in conjunction with Village input and approval only if the infrastructure is to become Village property. The Village's only concern is properly placing water & sewer main in the road right-of-way, to serve individual property.

Muehl asked if the Village would be liable for any well or septic/holding tank issues if the existing on-site infrastructure would fail. Staff noted this is private property and therefore the Village is not liable.

Friday stated the basic question is whether or not the Utility Commission wishes to recommend not mandating Village utility services as called for in the Ordinance, therefore not pushing forward with land previously identified as a developable that has now sat vacant for over five years, while allowing the property to be sold and left undeveloped. Not mandating development negates the original premise of annexing and developing the property into an 'equestrian subdivision' discussed with and approved by the Plan Commission and Village Board several years ago. Additionally, the ability for adjoining parcels to attain services by hooking into the new infrastructure, in Sherwood or Harrison, will also be negated.

Muehl motioned recommending the property not be mandated to hook-up to Village infrastructure if sold to Gurmit Kaleka within six (6) months, with the property owner being responsible for their own private water and sewer needs if such sale occurs. At a later date, if the property is subdivided, or if the on-site water and/or sewer systems fail, then the property hook-up to Village services shall be mandatory. Seconded by Deprez. Motion approved 3-1 (Nay: Laux).

10) New Business:

- a) FY2015 Water Utility Budget: Friday reviewed the proposed Budget, noting no increase in the local water rate.

Motion to approve the FY2015 Water Utility Budget as presented made by Benz, seconded by Deprez. Motion carried unanimously.

- b) FY2015 Sewer Utility Budget: Friday reviewed the proposed Budget, noting no increase in the local sewer rate.

Motion to approve the FY2015 Sewer Utility Budget as presented made by Benz, seconded by Deprez. Motion carried unanimously.

- c) FY2015-19 5-Year Capital Improvement Projects: Friday reviewed the proposed Budget, noting no changes to the approved items (Utility truck replacement = \$27,000; Reed beds (2) clean-out = est. \$80,000).

Motion to approve the FY2015-19 Capital Improvement Plan as presented made by Benz, seconded by Muehl. Motion carried unanimously.

- 11) Utility Operator – *Genskow reported conducting pressure tests on the High Cliff Road water main with no new leakage found. He will continue to closely monitor temperatures at the WWTF for impact on operations.*
- 12) Complaints & Compliments – *None*
- 13) Correspondences – *None*
- 14) Adjournment – ***Muehl moved to adjourn at 8:05 p.m. Benz seconded. Motion carried.***

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

Water and Sewer Utility Commission Meeting Notice and Agenda

Monday, March 16, 2015 – 7:00 p.m.

Village Hall; W482 Clifton Road, Sherwood, WI

Due to lack of business to discuss, the monthly Utility Commission meeting has been cancelled.

Welcome to the Utility Commission Meeting!

To assist the Board in conducting its business, we ask that you observe the following:

1. Please register to speak on the sign-in sheet on the table in the back of the room as you enter.
2. Please speak only to issues on agenda
3. Please limit your presentation to three (3) minutes
4. Please do not address the Commissioners during their deliberations unless requested to do so.
5. Any item on this Agenda may be acted upon by the Commission.
6. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).

Water and Sewer Utility Commission Meeting Notice and Agenda

Monday, January 19, 2015 – 7:00 p.m.

Village Hall; W482 Clifton Road, Sherwood, WI

- 1) Call Meeting to Order/Roll Call:
Bob Benz _____ Brian Muehl _____
Milan Deprez _____ Dick Stewart _____
Joyce Laux _____
- 2) Pledge of Allegiance.
- 3) Approval of the Agenda.
- 4) Approval of Minutes – Dec. 15, 2014 (Regular Meeting).
- 5) Citizen Comments on Agenda Items.
- 6) Finance Clerk
 - a) Review/Approve Financial Reports.
- 7) Village Engineer: Project Update(s).
- 8) Old Business:
 - a) *Water service to multi-tenant structures – Number of meters and laterals in relationship to the number of taxable parcels.*
- 9) New Business:
 - a) Water & Sewer Utility infrastructure extension(s): Consider request (Gurmit Kaleka) to not mandate water & sewer hook-up to system at N8144 State Park Road ('For sale'– Strandwitz; 37.5 acres).
 - b) *FY2015 Water Utility Budget: Review proposed Budget.*
 - c) *FY2015 Sewer Utility Budget: Review proposed Budget.*
 - d) *FY2015-19 5-Year Capital Improvement Projects – Consider 'Plan' items.*
- 10) Utility Operator.
- 11) Complaints & Compliments: None.
- 12) Correspondences: None.
- 13) Adjournment.

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**Water and Sewer Utility Commission Meeting Minutes
April 20, 2015**

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 7:00 p.m. with roll call:*
- | | |
|----------------|-----------------------------|
| Present | Absent |
| Bob Benz | Brian Muehl |
| Milan Deprez | Others Present |
| Joyce Laux | Bruce Genskow, MCO |
| Dick Stewart | Randy Friday, Administrator |
| | Kathy Mader, Clerk |

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – **Deprez moved to approve the agenda. Benz seconded. Motion carried.**
- 4) Approval of Minutes – Feb. 16 (Regular Meeting) – **Deprez moved to approve the February 16, 2015 minutes. Benz seconded. Motion carried.**
- 5) Citizen Comments on Agenda Items –
- *Patrick Brick, 1607 Roosevelt St, Little Chute, WI re) Item 9a*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – **Benz moved to approve the Financial Reports as presented. Deprez seconded. Motion carried.**
- 7) Village Engineer: Project Update(s).
- a) Knight Drive Roadway Project – Punch List: Consider assignment of costs associated with Knight Drive and *Dick's Family Foods* –

Per 10/6/2014 email correspondence from Jennifer Schaff, Engineer, McMahon Group, Benz moved the Commission recommend the Village Board officially notify the grocery store contractor of 'Punch List' items not completed on the grocery store property, and if non-responsive, the Village should add the items to the 2015 maintenance plan and bill costs to the property owners (grocery store). Deprez second. Motion carried.

The following items are on the grocery store punch list yet to be completed:

- *Raise and straighten all valves on the grocery store property & clean after.*
- *Raise sanitary manhole #2, #3 & #5, move casting into proper position and install chimney seal.*
- *Install chimney seal on sanitary manhole #4.*
- *Raise hydrant, if nothing done with landscaping; currently too low.*

The following items are on the September 30, 2014 punch list from McMahon which are for the Knight Drive Extension project:

- *Straighten valve in the pavement at the northeast intersection with Knight Drive/Castle Drive. (Utility Operator states this is extremely necessary)*

- Raise manhole (not numbered, previously existing) between the current Legacy (business) building and the grocery store property.
- Sanitary manhole #1, install chimney seal.
- Straighten top section of the auxiliary valve of the hydrant at the northeast intersection with Knight Drive/Castle Drive.
- Straighten valve and fix top section for auxiliary hydrant across from the park entrance.

The Utility operator requested direction as to whether the Village will officially notify the Knight Drive Extension project contractor of the unfinished items on the punch list or have the utility operator hire a contractor to complete the punch list items? In relation, is the village or utility responsible for Knight Drive Extension project maintenance costs if contractor is unresponsive and a contractor is hired to complete the punch list items?

Commission questioned whether or not items would be considered “warranty work”. Commission made no recommendation regarding the Knight Drive Extension project punch list items to be completed.

- b) *Water Meter upgrades: Consider necessary upgrades to current meters system from manual read to Automatic Meter Reader system (AMR; Badger Meters) - No action taken. Administrator explained financing for the AMRs will begin FY2016 Budget, installation to begin in 2017 and complete in 2019, “Cash on Hand” is a viable option. Commission requested utility operator to find out warranty information for the units.*

8) Old Business:

- a) Water & Sewer Utility infrastructure extension(s) and municipal services – e.g. Pigeon Road service via usage of water transmission main – ***Laux moved to approve a pressure study, not to exceed \$2,000, be done to determine service feasibility if the utility were to tap into the Sherwood-Appleton transmission main. Deprez seconded. Motion carried.***

9) New Business:

- a) Water & Sewer Utility infrastructure service(s): Consider request (Tax ID# 42354 – Pigeon Road; Patrick & Danielle Brick) to hook into water & sewer utilities on Pigeon Road –

The Sherwood Water & Sewer Utility recognizes that the 2 acre lot, Tax ID #13378, on Pigeon Road was not planned for development when the existing residence (Stevenson) was built. It is understood the 2 acre lot was sub-divided in June 2014, creating Tax ID #42354. The property owner of Tax ID #42354 (Brick) is requesting services to the property.

Benz moved and Laux seconded to approve that if the Sherwood Utilities and the current property owner (Brick) decide to connect utilities for the new dwelling, running south along Pigeon Road to available water and sewer behind Cherrywood Ct, abutting Pigeon Road, those basic services to the proposed single-family dwelling shall be the responsibility of the requesting property owner (Brick). Proposed services to the dwelling (Brick) shall extend across the entire frontage of this newly created parcel to the contiguous lot (Stevenson). Any costs for single-family dwelling above and beyond shall be the responsibility of the Sherwood Utilities, not to exceed \$20,000. Hydrant and

Manhole costs will be determined by staff. Staff will ask property owner of Tax ID #13378 (Stevenson) if they desire services extended to their property for any future new dwelling, as adequate land is available to subdivide the current Stevenson (Tax ID #13378) parcel. Motion carried.

Brick and the Commissioners agree that customary costs to pay for services to the new Brick single-family dwelling are Brick's responsibility. Any costs above and beyond minimum costs needed to service that dwelling shall be paid for by the utilities, with deferred special assessments applied to Tax ID #42354 (Brick) and Tax ID #13378 (Stevenson) properties, as follows: If the existing property is sold, subdivided, or a request for services is received by the Village, then, any deferred special assessments are due in full to the utilities within thirty (30) days of that point for that particular parcel. Currently, both (Brick) Tax ID #42354 property and (Stevenson) Tax ID #13378 property can be subdivided to accommodate one more home per lot.

Friday explained a second option is to have the proposed single-family dwelling (Brick) bore westerly under Pigeon Road for water and sewer services for only the currently proposed new dwelling; thereby, not placing appurtenances for future development at this time, and alleviating the need for the Utilities to pay for said costs that would become deferred special assessments.

- 10) Utility Operator – Genskow provided update regarding recent hydrant flushing and ongoing meter change-outs.
Stewart requested Genskow to provide update of water main lines to be fixed at future meeting.
- 11) Complaints & Compliments – *None*
- 12) Correspondences – *None*
- 13) Adjournment – **Deprez moved to adjourn at 8:32 p.m. Laux seconded. Motion carried.**

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

Water and Sewer Utility Commission Meeting Notice and Agenda

Monday, May 18, 2015 – 7:00 p.m.

Village Hall; W482 Clifton Road, Sherwood, WI

Due to lack of business to discuss, the monthly Utility Commission meeting has been cancelled.

Welcome to the Utility Commission Meeting!

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6. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).

**Water and Sewer Utility Commission Meeting Minutes
June 15, 2015**

- 1) Call Meeting to Order/Roll Call: - **Laux moved to appoint Benz as temporary Chairman for this meeting. Deprez seconded. Motion carried.** Temporary Chairman Benz called the meeting to order at 7:00 p.m. with roll call:

Present	Absent
Bob Benz	Dick Stewart, excused
Milan Deprez	Others Present
Joyce Laux	Bruce Genskow, MCO
Brian Muehl	Randy Friday, Administrator
	Kathy Mader, Clerk

- 2) Pledge of Allegiance – *Recited*

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

- 4) Approval of Minutes – April 20 (Regular Meeting) – **Laux moved to approve the April 20, 2015 minutes. Muehl seconded. Motion carried.**

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

- 6) Finance Clerk
 - a) Review/Approve Financial Reports – **Benz moved to approve the Financial Reports as presented. Laux seconded. Motion carried.**

- 7) Village Engineer: Project Update(s).
 - a) Condon Road Project – Punch List: Consider settlement for improper final position of water valve in roadway, in lieu of digging roadway - *Commission instructed utility operator to request bid from Don Hietpas & Sons Inc to dig and repair the water valve and to re-asphalt the roadway. Benz conditionally approved accepting a reimbursement from Sommers Construction in the amount of the bid received from Don Hietpas & Sons Inc and leave the funds in reserve until such time as needed. Laux seconded. Motion carried.*

 - b) *Memo – Water Service to Parcel #31252 (Strandwitz property) on Pigeon Road - Commission reviewed the Engineering opinions. No action taken. Administrator stated the engineer would be able to attend a meeting to answer any questions.*

- 8) Utility Operator
 - a) Reed Bed clean-out. – *Genskow reported the start date is tentatively scheduled for June 22, 2015, however, will request a later start date due to current wet conditions.*

 - b) Knight Drive punch list items – *Genskow stated David Tenor Corporation, Knight Drive extension contractor, straightened the valve boxes but are waiting on Dick's Family Food's contractor, Bayland, to locate and expose the manholes. When Bayland completes their required portions of the punch list, David Tenor Corporation*

will return to set the remainder of their punch list items to grade, according to project specifications.

9) Old Business:

- a) Water & Sewer Utility infrastructure service(s) – Request (Tax ID# 42354 – Pigeon Road; Patrick & Danielle Brick) to hook into water & sewer utilities on Pigeon Road: Direct Staff to set public hearing to assign special assessments – ***Benz moved to direct staff to set a public hearing to assign special assessments for water and sewer utility infrastructure services to Tax ID #42354 (Brick) and Tax ID #13378 (Stevenson). Muehl seconded. Motion carried.***

10) New Business:

- a) Resolution #2015-10: A Resolution Reviewing and Approving the Village of Sherwood 2014 Compliance Maintenance Annual Report – ***Benz moved to recommend approval of Resolution #2015-10 – A Resolution Reviewing and Approving the Village of Sherwood 2014 Compliance Maintenance Annual Report. Muehl seconded. Motion carried.***

11) Complaints & Compliments: *None*

12) Correspondences: *None.*

13) Adjournment – ***Benz moved to adjourn at 8:02 p.m. Muehl seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility 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 2nd. 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 2nd. 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 2nd. 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 2nd.

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 1st Annual Picnic.

b) Clerk/Treasurer

i. Review/Approve financial reports.

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

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

Water and Sewer Utility Commission Meeting Notice and Agenda

Monday, July 20, 2015 – 7:00 p.m.

Village Hall; W482 Clifton Road, Sherwood, WI

Meeting Cancellation

Due to a lack of business, the July Utility Commission meeting has been cancelled.

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Water and Sewer Utility Commission Meeting Minutes
Aug. 17, 2015

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 7:02 p.m. with roll call* –

Present Bob Benz Milan Deprez Joyce Laux Brian Muehl Dick Stewart	Absent None Others Present Chad Olsen, McMahan Nick Vande Hey, McMahan Thad Majkowski, Cedar Corp Randy Friday, Administrator Kathy Mader, Finance/Utility Clerk Jim Rath, Village President
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- 2) Pledge of Allegiance – *Recited*

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

- 4) Approval of Minutes – June 15 (Regular Meeting) – ***Deprez moved to approve the June 15, 2015 meeting minutes. Laux seconded. Motion carried.***

- 5) Citizen Comments on Agenda Items
 - Tom Head, W579 Castle Drive, re item 9)a
 - Denny Lauer, W4888 Nature Lane, re item 12)a

- 6) Finance Clerk
 - a) Review/Approve Financial Reports - ***Deprez moved to approve the Financial Reports as presented. Laux seconded. Motion carried.***

- 7) Village Engineer: Project Update(s).
 - a) Sewer service extension – Pigeon Road (Tax ID# 42354 – Patrick & Danielle Brick) - *Majkowski reported the project costs are within budget, the work has been completed, the area restored, and a pay request will be forthcoming.*

 - b) Water Service Study – Pigeon Road (Tax ID# 31252; Strandwitz property) - *Majkowski summarized the two options and related costs for possible water service to Tax Parcel #31252. Engineer suggests further water modeling because the estimated cost difference between the two options is approximately ten (10) percent. Majkowski noted his recommendation to further study Option 1, Extend and loop the existing water main, which is included with the Feasibility Study.*

- 8) Utility Operator
 - a) Reed Bed clean-out - *Olsen stated the contractor planned to start hauling from beds #4 & 5 on Tuesday, August 18, 2015 with estimated completion date Thursday, August 20, 2015. **Laux moved to approve Change Order #1 to increase the project days by 377, from October 3, 2014 to September 15, 2015. No change in contract price. Deprez seconded. Motion carried.***

- 9) Old Business:
- a) Water lateral connections & compliance' – Castle Drive (Tomko–W571, W573, W585; Head–W577, W579) - *Mader will verify with Calumet County Register of Deeds that each of the tax parcels has the property agreement (distributed by Head) and it stipulates all the PSC requirements to be in compliance.*
 - b) Water lateral connections & compliance' – Golf Course Road Condos (Portmann = 2 units; Tracy & Condo Assoc., LLC = 18 units) – *Mader explained that an email correspondence from PSC indicates the Condo Association agreement with the individual tax parcel owners is acceptable as being in compliance. A copy of the email correspondence will be placed in file of each tax parcel.*
- 10) New Business:
- a) Water Quality Trading Program – Consider Lower Fox River Basin water quality trading program implications on Sherwood WWTF (WisDNR) – *Keith Marquardt, DNR, Oshkosh office, and David Gerdman, DNR, Green Bay office, provided hand-outs and explained the program .with the intention that the commission will have a better understanding of the proposed program which Sherwood will be required to follow as of the 2017 permit renewal. Olsen and Vande Hey added further explanation as to how this program may/will affect Sherwood.*
 - b) Request to remove tree in road R-O-W (Mincheff; W4960 Sunset Lake Court) – ***Laux moved to approve to pay one-third of cost of this one time share to remove the tree in the R.O.W., due to the closeness to utility infrastructure, with the understanding the Village Board has approved to remove the tree in road R.O.W. and agrees to pay one-third of the cost of this one time share and the property owner (Mincheff) agrees to pay the remaining one-third of the cost of this one time share to remove the tree in road R.O.W. Deprez seconded. Motion carried.***
 - c) Sherwood Lion's Football Program – Annual Request for water support (≤\$300) - *Commission was in agreement with continued support.*
- 11) Complaints & Compliments – *None*
- 12) Correspondences:
- a) Request for sewer cost rebate due to grass watering (July 22; Lauer) – *Mader explained historically the utility has denied such requests. No action taken at this time.*
- 13) Adjournment – ***Deprez moved to adjourn at 8:51 p.m. Laux seconded. Motion carried.***

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

Water and Sewer Utility Commission Meeting Minutes Sept. 21, 2015

- 1) Call Meeting to Order/Roll Call – *Chairman Stewart called the meeting to order at 7:02 p.m. with roll call:*

Present Bob Benz Milan Deprez Joyce Laux Dick Stewart	Absent Brian Muehl Others Present Randy Friday, Administrator Kathy Mader, Finance/Utility Clerk
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- 2) Pledge of Allegiance – *Recited*

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

- 4) Approval of Minutes – Aug. 17 (Regular Meeting) – ***Deprez moved to approve the August 17, 2015 minutes. Laux seconded. Motion carried.***

- 5) Citizen Comments on Agenda Items –
 - *Thomas G Sanderfoot, N8045 State Park Rd, Sherwood, re item 10)b*
 - *Dave Schmalz, McMahon, W5884 Sweet William Dr, Appleton, re item 10)b*

- 6) Finance Clerk
 - a) Review/Approve Financial Reports – ***Benz moved to approve the financial reports. Laux seconded. Motion carried.***

- 7) Village Engineer: Project Update(s) – *Administrator stated it will be discussed in item 10) a.*

- 8) Utility Operator
 - a) Reed Bed clean-out – *Friday reported the clean-out is complete and the payment request is included with the financials.*

On a side note, Mader reported that Bruce Genskow, MCO, Sherwood utility operator-in-charge, was in an accident with his paddle bike on the Friday before Labor Day and remains 'out of commission'. Other MCO employees have continued with the day to day operations in his absence.

- 9) Old Business:
 - a) 'Water lateral connections & compliance' – Castle Drive (Tomko–W571, W573, W585; Head–W577, W579) - *Mader stated that a copy of the Declaration of Condominium for Castle Square, which includes 'Article V, Operation of the Property, Section 1 – Repairs and Maintenance' has been requested from the Calumet County Register of Deeds. When received, a copy of the Declaration (12 pages) will be filed in each taxed parcel property file. A copy of the PSC explanation of Condos serviced by one lateral will also be filed in each.*

 - b) Water lateral connections & compliance' – Golf Course Road Condos (Portmann = 2 units; Tracy & Condo Assoc., LLC = 18 units) - *Mader reported, Per PSC, single*

buildings with multiple taxed parcels, owned by others, is acceptable as Condo parcels and are allowed to be serviced with one lateral as such. Copies of the PSC explanation will be included in each taxed parcel file of the Golf Course Road condos.

10) 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 (\$1,476.47) per final, as-built cost to \$40,163.53 (Advance Constr., Inc.) (Affected parcels: Brick; Stevenson; Village of Sherwood). Note: Payment by Sewer Utility; Village Board levies Spec. Assmt's - **Benz moved to approve Pay Request #1 and Final in the amount \$40,163.53 to Advance Construction Inc for Sanitary Sewer Extension on Pigeon Road project. Deprez seconded. Motion Carried.** Friday stated the special assessment billing will be sent; Stevenson and Village of Sherwood assessments will be deferred, Brick's assessment will be active.

b) Request for water & sewer service (N8045 State Park Road; Parcel #31250; Sanderfoot) – Friday prefaced the discussion with some history of this parcel with the Village of Sherwood. Friday explained that the prior owner, Mielke, had requested annexation into the village from the Town of Harrison with the intention of developing the parcel. In 2009, the Plan Commission recommended approval and the Village Board approved the annexation. Then the parcel was sold to Sanderfoot in March 2014. In June 2014, Sanderfoot received a permit to build a twelve thousand square foot shed on the property without plumbing. Sanderfoot is now requesting water and sewer service to the shed. Friday has suggested that Sanderfoot extend the services all the way to Mielke road in the event the parcel is developed.

Sanderfoot explained that he purchased four parcels, including #31250, so he could 'preserve the rural area' around his home. He stated he has no intention of developing parcel #31250 during his lifetime. He furthered that he is not interested in extending the services to Mielke road, considering the potential related costs.

Benz moved to approve request for water and sewer service with a single lateral to the shed located on the property, N8045 State Park Road, Parcel #31250, with no cost to the village. Stewart seconded. Benz - Aye, Deprez – Nay, Laux – Nay, Stewart – Aye, Motion Failed (tie vote).

Chairman Stewart requested a special meeting be scheduled prior to October 16, 2015 in which all five Utility Commissioners can be present for further discussion of this item and possible action.

11) Complaints & Compliments - None

12) Correspondences – None

13) Adjournment – **Benz moved to adjourn at 8:16 p.m. Deprez seconded. Motion carried.**

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

Water and Sewer Utility Commission Meeting Minutes Oct. 19, 2015

- 1) Call Meeting to Order/Roll Call – *Mader called the meeting to order at 7:00 p.m. with request of a motion to name a Chairperson due to recent resignation of Chairman Dick Stewart. **Laux moved to approve Benz as Chairperson. Muehl seconded. Motion carried.***

Benz called for roll call:

Present

*Bob Benz
Milan Deprez
Joyce Laux
Brian Muehl*

Absent

Dick Stewart, Resigned

Others Present

*Bruce Genskow, MCO
Thad Majkowski, Cedar Corp
Jim Rath, Village Board President
Randy Friday, Administrator
Kathy Mader, Finance/Utility Clerk*

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – **Deprez moved to approve the agenda. Muehl seconded. Motion carried.**
- 4) Approval of Minutes – Sept. 21 (Regular Meeting) – *Laux stated the minutes should reflect in item 10)b that “Friday has suggested that Sanderfoot extend the services all the way to Mielke Road in the event the parcel is developed” is per the Utility Assessment Policy. **Deprez moved to approve with the inclusion. Muehl seconded. Motion carried.***
- 5) Citizen Comments on Agenda Items
- *Thomas G Sanderfoot, N8045 State Park Rd, Sherwood, re item 9) a*
 - *Dave Schmalz, McMahan, W5884 Sweet William Dr, Appleton re item 9) a*
- 6) Finance Clerk
- a) Review/Approve Financial Reports – **Benz moved to approve the Financial Reports. Laux seconded. Motion carried.**
- 7) Village Engineer: Project Update(s) – *Friday reported per his conversation with Chad Olsen, McMahan, the reed beds (4 & 5) have reestablished very well and Olsen was directed to reapply with the landfill for 2016 reed bed clean-out.*
- 8) Utility Operator
- a) Reed Bed clean-out – *Genskow reiterated what Friday reported regarding the 2015 reed bed clean-out. Genskow reported:*
- *a water main break near N7646 Hwy 114 occurred on October 11*
 - *the inside of the water tower is scheduled to be painted on October 26 along with some inside maintenance and installation of system to prevent freezing*
 - *a restoration concrete patch will be installed near N412 Military Road (main break)*
 - *will be cleaning air valves*

- an up-to-date PDF of water main breaks (location/date) will be created per administrator request.

9) Old Business:

- a) Request for water & sewer service (N8045 State Park Road; Parcel #31250; Sanderfoot) – ***Muehl moved to approve sewer and water from Waterview Drive directly to the Sanderfoot shed on parcel #31250 with the understanding, in the event the ‘Standwitz’ property owner(s) of N8144 State Park Rd (#31252) request water and sewer to the property or if Sanderfoot decides to subdivide parcel #31250, Sanderfoot would be assessed for the entire frontage of the parcel. Benz seconded. Benz – Aye, Muehl – Aye, Deprez – Nay, Laux – Nay. Motion failed on tie vote.***

Discussion: Sanderfoot reiterated his desire to have water and sewer extended to his shed from the Waterview Dr accessibility and that he has no intention of subdividing the parcel, therefore, he does not see the need to extend the services to the edge of the parcel (Mielke Rd).

Deprez stressed his opinion that the village needs to stick to the Utility Assessment Policy as written to prevent more undeveloped area within the village.

Muehl stated he understands the Utility Assessment Policy, as written; however, he doesn’t understand why the commission would deny the Sanderfoot request to install services at this time, at his own expense, from Waterview Dr since Sanderfoot understands he will be assessed for the entire frontage of his parcel in the event the ‘Strandwitz’ property requests water and sewer or if he decides to subdivide this parcel.

10) New Business:

- a) Pay Request #1 – Reed Bed Clean-Out: Consider partial payment (\$26,665; United Liquid Waste Recycling, Inc.) for work completed through Aug. 19 – ***Laux moved to approve Pay Request #1 to United Liquid Waste Recycling, Inc in the amount \$26,665. Benz seconded. Motion carried.***
- b) Consider dissolution of Utility Commission as a separate entity – *Rath said that since receiving the resignation letter from Utility Commission Chairman, Dick Stewart, last month, he has been considering the option to dissolve the commission and to put the responsibility on the Village Board. The item will be on the October 26 Village Board agenda. Rath requested input from each of the commissioners. Muehl stated that he has no strong preference either way, Laux and Deprez declared support for the village board to handle the responsibility, Benz believes strongly that the Utility Commission should continue as is. No action was taken.*

11) Complaints & Compliments – *None*

12) Correspondences – *None*

13) Adjournment – ***Deprez moved to adjourn at 9:00 p.m. Benz seconded. Motion carried.***

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

Water and Sewer Utility Commission Meeting Notice and Agenda

Monday, Nov. 16, 2015 – 7:00 p.m.

Village Hall; W482 Clifton Road, Sherwood, WI

- 1) Call Meeting to Order/Roll Call:
Bob Benz _____ Brian Muehl _____
Milan Deprez _____ Joyce Laux _____
- 2) Pledge of Allegiance.
- 3) Approval of the Agenda.
- 4) Approval of Minutes – Oct. 19 (Regular Meeting).
- 5) Citizen Comments on Agenda Items.
- 6) Finance Clerk
 - a) Review/Approve Financial Reports.
- 7) Village Engineer: NTR.
- 8) Utility Operator.
- 9) Old Business: None.
- 10) New Business:
 - a) *FY2016 Water Utility Budget: Presentation and Review.*
 - b) *FY2016 Sewer Utility Budget: Presentation and Review.*
 - c) *FY2016-2020 5-Year Capital Improvements Plan: Presentation & Review.*
- 11) Complaints & Compliments: None.
- 12) Correspondences: None.
- 13) Adjournment.

Welcome to the Utility Commission Meeting!

To assist the Board in conducting its business, we ask that you observe the following:

1. Please register to speak on the sign-in sheet on the table in the back of the room as you enter.
2. Please speak only to issues on agenda
3. Please limit your presentation to three (3) minutes
4. Please do not address the Commissioners during their deliberations unless requested to do so.
5. Any item on this Agenda may be acted upon by the Commission.
6. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).

Water and Sewer Utility Commission Meeting Notice and Agenda

Monday, Dec. 21, 2015 – 7:00 p.m.

Village Hall; W482 Clifton Road, Sherwood, WI

Please note that due to a lack of business, the regularly scheduled meeting of the Utility Commission for this date has been cancelled.

Welcome to the Utility Commission Meeting!

To assist the Board in conducting its business, we ask that you observe the following:

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