

## Village Board Meeting Minutes

Monday, July 11, 2011

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

<b>Present</b>	<b>Absent</b>
Joe Hennlich	Bob Benz, excused
Roger Kaas	<b>Others Present</b>
Joyce Laux	Jennifer Schaff, Engineer
Jim Rath	Randy Friday, Administrator
Terri Welisek	Kathy Mader, Finance/Utility Clerk
Jeff Weyenberg	
  
- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – *Laux move to approve the agenda as presented. Welisek seconded. Motion carried.*
  
- 4) Approval of Minutes – Regular Meeting (June 27) – *Rath moved to approve the June 27, 2011 minutes as presented. Hennlich seconded. Motion carried.*
  
- 5) Registered Citizen Comments on Agenda Items
  - *Brian & Deb Buss, W5035 Cherrywood Dr, re item 11)b*
  - *John & Sandy Sharer, W5011 Cherrywood Dr, re item 11)a*
  - *Terry Krueger, W5007 Cherrywood Dr, re item 11)a*
  - *Mike Bolton, N7868 Ridgeview Ct, re item 11)c*
  - *Jesse Troestler, W5031 Cherrywood Dr, re item 11)b*
  
- 6) Report of the Plan Commission: (June) No meeting held due to lack of business - *Noted*
  
- 7) Report of Village Officers
  - a) Village President
    - i) Facebook contact for Village – *Weyenberg moved to take the first developmental steps to create a Facebook account for the Village. Kaas second. Motion carried. Weyenberg emphasized Facebook is a free service which would provide timely contact with residents versus the quarterly newsletter, which is another great source of information for the Village residents. The Village Facebook is proposed to be informational not interactional. Rath questioned how much staff time would be required to maintain the site and the related costs. Kaas stressed the Village will not endorse specific businesses.*
  
  - b) Clerk/Treasurer
    - i) Review/Approve financial reports – *Laux moved to approve the Financial Reports. Kaas seconded. Motion carried.*

ii) Operator's Licenses:

- Angela M. Brandenburg – **Rath moved to approve Operator's License for Angela Brandenburg. Welisek seconded. Motion carried.**

- 8) Village Engineer: Update of Knight Drive Roadway Extension Project – *Schaff stated further information depends upon any progress resulting from the closed session discussion.*
- 9) Village Administrator - *Friday explained the summer help had a minor accident with the Village truck and the Casper repair order indicates the associated costs. Friday stated a water main break occurred on Cty M shortly after the utility crew started annual hydrant flushing. Referencing the 6/27/11 motion for a market analysis, with Village Board consent, Friday noted he will move forward with a mini-study at an approximate cost \$1,000, which will allow approximately \$6,500 available for further studies as needed.*

10) Old Business: *None*

11) New Business:

- a) *Stormwater: Resident request to review Board-approved pipe installation at W5011 Cherrywood Drive (Terry Krueger; 5007 Cherrywood Drive) – Krueger stated the developer's engineer and a person he refused to identify agree with him that there are issues with the installed pipe's length and 12-inch diameter. Krueger presented the board with a list of six questions. Schaff requested a formal request be submitted rather than a list of questions if Krueger would like a response. Sharer presented a climatological report for 3/1/11 to 5/31/11, indicating the unusual snowy spring conditions. Sharer did admit his eaves are connected to the pipe running into the storm sewer which is not allowed by the Village. Friday suggested the Village employees move some dirt to divert water flow on Village-owned land behind the properties and remove fabric from the drain storm water.*
- b) *Stormwater: Encroachment & unpermitted wall structures in stormwater easement area (W5031 Cherrywood Drive – Tressler; W5035 Cherrywood Drive – Buss) – Friday presented a slide show of the stone walls built on both of the properties. Friday explained the stone walls do encroach the storm water easement and neither project is properly permitted by the Village. Schaff does not believe there would be a problem digging in the easement. Welisek wants an article in the next newsletter clarifying the requirement of permitting landscape wall installations versus landscaping with plants and trees. Friday was instructed to draft a letter detailing the encroachment and enter into the respective property files.*
- c) *Stormwater: Request to attach rear-yard drainage piping to Village stormwater system (Bolton; N7868 Ridgeview Court) – Friday stated the drainage piping cannot go to the sewer main as indicated on the landscape plan. Friday suggested going across the neighbor's front lawn to the storm sewer on Lakeshore Lane but stay in the right-of-way.*
- d) *Second 'bulk item' pick scheduled in FY2011: Reconsider due to cost relative to Approved FY2011 General Fund Budget status – Rath moved to TABLE discussion until the next meeting. Weyenberg seconded. Hennlich, nay, Weliske, nay. Motion carried. Welisek would like resident input about whether or not to have a fall bulk item collection and wants*

*Friday to speak to other communities to discuss whether or not they are being charged the fuel surcharges. Welisek wants budget discussion as an agenda item for the July 25, 2011 meeting. Kaas explained there are contingencies in the budget. Kaas does want pressure put on Veolia to renegotiate the contract. Anticipating resident comments after reading coverage of the meeting, Rath proposed a two week assessment of the fall bulk item collection.*

12) Complaints and Compliments: *None*

13) Correspondences:

a) Consider local ordinance establishing penalties for *Fire Inspection Violations* and *Monthly Activity Report* (Harrison Fire Chief Kloehn; June 30) – *Friday was instructed to proceed with creating local ordinance with the clarification that the Village of Sherwood would be named where the Town of Harrison is named in the prototype.*

b) Wis 55/114 – Stakeholder Meeting for Corridor Study (WisDOT; July 5) – *Noted*

14) *Closed Session: Knight Drive Extension – Consider roadway layout & alignment, street improvement options, estimated project costs and special assessments per land purchase(s) and/or land swap(s). Note: Per Wis. Stats. 19.85 (1)(e), the Village Board may enter into closed session when “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session.” – Kaas recommended motion to MOVE INTO CLOSED SESSION at 8:59 p.m. per State Statute 19.85(1)(e). Rath seconded. Motion carried unanimously.*

*Welisek moved to RETURN TO OPEN SESSION at 9:36 p.m. Second by Rath. Motion carried unanimously.*

15) *Open Session: Knight Drive Extension – Consider/Approve roadway layout & alignment, Street improvement options, estimated project costs, land purchases and/or swaps, and estimated special assessments for parcels affected by future construction. – No further discussion or action*

16) *Adjournment – Hearing not other discussion and all are in agreement, Weyenberg move to adjourn at 9:37 p.m.*

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

## Village Board Meeting Minutes

July 25, 2011

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

***Present***

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

Jim Rath

Jeff Weyenberg

***Absent***

Terri Welisek, excused

***Others Present***

Jennifer Schaff, Engineer

Randy Friday, Administrator

Susan Williams, Clerk

- 2) Pledge of Allegiance – *Recited*

- 3) Approval of the Agenda –

*Weyenberg questioned the absence of item (July 11, 2011 agenda item 11 d) Veolia discussion of 2<sup>nd</sup> bulk pick up. Friday stated it was inadvertently omitted and will be on the next agenda.*

*Weyenberg inquired if there was opposition from the Board to advance agenda item 8 c) to follow item 4.*

*By unanimous consent, the agenda as presented and amended was approved.*

- 4) Approval of Minutes – July 11 – *Laux moved to approve the minutes of the regular Village Board meeting July 11, 2011 minutes as presented. Hennlich 2nd. Motion carried unanimously.*

*Weyenberg inquired if there was opposition from the Board to advance agenda item 13 a) to follow immediately, by unanimous consent the item was advanced.*

- 5) Registered Citizen Comments on Agenda Items

Brian & Deb Buss, W5035 Cherrywood Dr., Sherwood – regarding agenda item 8 c)

- 6) Presentation: FY2010 Financial Audit (Baker-Tilley; Heather Acker) – due to injury Acker was unable to attend the meeting, supplied the Board a written summary and inquired if the Board had questions or was interested in rescheduling.

- 7) Report of the Utility Commission – July 18

a) Private well Permit & Cross-connection inspections–*reviewed*

b) Annual request for Water Utility support (NTE \$300 Sherwood Lions) –*reviewed*

c) Request to allow ‘Back-up sump pumps’ powered by Water Utility–*reviewed*

d) Annual propane contract: Approve pre-buy rate by July 29 (Garrow Oil) –*reviewed*

e) Direct pay to City of Appleton for purchased water (quarterly billing) –*reviewed*

f) *Resolution #09-2011: Resolution opposing Assembly Bill (AB)182 disallowing unpaid water bills to be placed on property tax bills—reviewed*

8) Report of the Parks, Recreation & Tree Board (PRUT) – July 20

a) Consider donation of three (3) bleacher sets to Village using \$25,000 of football program funds (*Sherwood Lions Football*)

**Village Board:** *Hennlich moved to accept \$25,000 donation from Sherwood Lions Football program for purchase of three (3) bleacher sets, tow kit and shipping with any funds remaining to be returned to the program. Rath 2<sup>nd</sup>. Motion carried unanimously.*

b) Annual request for water usage support up to \$300 by Village (Parks) in support of football program (*Sherwood Lions Football*)

**Village Board:** *Rath moved to approve request for water usage support up to \$300 by Village and the program to provide information to the Village of the number of residents who are in the program and where participants reside. Kaas 2<sup>nd</sup>. Motion carried unanimously.*

c) *Miller Pond Trail: Update.* Request Village Board engage services for tree/shrub loss assessment and have two properties on Cherrywood Dr. pay for that service and replacement of recommended landscaping at a minimum of \$1,000 each

**Village Board:** *Weyenberg moved to accept proposal (presented at meeting) from Brian & Deb Buss, W5035 Cherrywood Dr to plant nursery shrubs which would satisfy restoration of property area abutting rear property line. Hennlich 2<sup>nd</sup>. Motion carried unanimously.*

*Board allowed William Troestler, 7853 Niagara Ct. to present a letter written by Jesse Troestler (his son) and speak in his absence.*

**Village Board:** *Hennlich moved to instruct property owners Jesse Troestler, W5031 Cherrywood Dr. Sherwood, to plant wildlife friendly shrubs (similar to Buss plantings) to screen trail and allow grass to grow on property area abutting the rear property line. Kaas 2<sup>nd</sup>. Motion carried unanimously.*

d) *Wanick Park play-sets:* In FY2012 Budget, request replacing wooden chips at play-sets with 'like' rubber chips used at newly purchased equipment. Cost estim. = \$4,595

**Village Board:** *Rath moved to approve request for FY2012 Budget replacing wooden chips at play-sets with 'like' rubber chips used at newly purchased equipment at Wanick Park cost estimated at \$4,595. Hennlich 2<sup>nd</sup>. Motion carried unanimously.*

e) *FY2012-2016 5-Year Capital Improvement Plan:* Reviewed and recommended projects from prior Plan – Only change is to increase annual trail maintenance (asphalting) to \$25,000

**Village Board:** *Laux moved to approve request for FY2012-2016 Parks and Recreation Budget for consideration as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.*

f) *'Bird City Wisconsin'*: Update application status – reviewed

9) Report of Village Officers

a) Village President

i. Facebook: Update – reviewed

*Weyenberg presented the status of the Village Facebook account with a proposed list of rules.*

*Kaas suggested adding to the list of rules no promotions allowed for profit businesses.*

*Weyenberg suggested adding to the list of rules that businesses considered as friends that are current in property taxes and licensing.*

*Friday stated that the subject and rules would be revisited at the next Village Board meeting.*

b) Clerk/Treasurer

i. Review/Approve financial reports

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

10) Village Engineer – nothing to report

11) Village Administrator

*Friday invited Lt. Ken Matuszak to address the Board.*

Matuszak distributed the June 2011 report for the Board's review and presented information about speed enforcement efforts within the Village.

*Rath inquired of the status of the Hawkinson property.*

Matuszak replied that a certified letter was sent, evidence team took pictures, citation was issued and August court date is set.

a) WisDOT STH 114 Planning Project Meetings on July 19 & July 28—reviewed

12) Old Business: None

13) New Business:

a) Request to place temporary signage for deer hide collection (W4698 Parkway Court) benefitting *Camp for Blind Children* (Oct. 15 thru Dec. 1; *Sherwood Lions* – *Jim Knecht*)

***Rath moved to approve placement of Sherwood Lions sign for deer hide collection adjacent to his backyard W4698 Parkway Court from October 15 through December 1, 2011. Benz 2<sup>nd</sup>. Motion carried unanimously.***

14) Complaints and Compliments: None

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- 15) Correspondences:
- a) *Consent Order* (Water supply) – Closeout Order (WisDNR; July 19) –*reviewed*
  - b) *Monthly Activity Report* – July (Harrison Fire & Rescue; July 19) –*reviewed*
  - c) *Room Tax* receipts reported (High Cliff Resort Suites; July 20) –*reviewed*
  - d) Reaction to WisDOT *STH 114 Planning Project Meeting* (Frogg’s Ice Cream; July 21) –*reviewed*
- 16) *Closed Session: Knight Drive Extension – Consider roadway layout & alignment, street improvement options, estimated project costs and special assessments per land purchase(s) and/or land swap(s). Note: Per Wis. Stats. 19.85 (1)(e), the Village Board may enter into closed session when “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session.”*

***Benz moved to go into closed session per Per Wis. Stats. 19.85 (1)(e) at 9:03 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- 17) *Open Session: Knight Drive Extension – Consider/Approve roadway layout & alignment, Street improvement options, estimated project costs, land purchases and/or swaps, and estimated special assessments for parcels affected by future construction.*

***Laux moved to go return to open session at 9:58 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

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

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

# Plan Commission, Community Development Authority and Village Board Special Meeting Minutes

August 8, 2011

1) Call to Order and Roll Call

a) *Plan Commission:*

**Present**

Bob Gillespie  
Joyce Laux  
Kathy Salo  
John Sharer  
Steve Summers  
Jeff Weyenberg

**Absent**

Scott Sheppard, excused

**Others Present**

Randy Friday, Village Administrator  
Susan Williams, Village Clerk

b) *Community Development Authority:*

**Present**

Cheryl Dewing  
Joe Hennlich  
Steve McGrath  
Jeff Weyenberg

**Absent**

Tom Boll, excused  
Gary Rosenbeck, excused  
Todd Thiel, excused

c) *Village Board:*

**Present**

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

**Absent**

none

2) Pledge of Allegiance – *recited*

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

4) Registered Citizen Comments on Agenda Items

John Slotten, W5785 Hwy 114, Menasha – regarding agenda item 5 a)

Dan Thiel, W2898 Cty. B, Hilbert – regarding agenda item 5 a)

5) New Business:

- a) *WisDOT-proposed STH 114 planning project* upgrading current roadway to 4-lane highway using existing roadway and Right-Of-Way, and planned expansion to include purchase and expansion of ROW impacting Village residences and businesses

*Plan Commission Chairman Summers addressed the Board and Authority members with information presented at the stakeholders meetings of the WisDOT STH 114 planning project, proceedings of the August Plan Commission meeting and recommendation of the Plan Commission to state the Village's position of the project.*

*Welisek and other village officials stated they had requested and continue to wait for the WisDOT staff to provide information and calculations performed by the State for this study.*

- i. Consider Resolution #10-2011 disapproving of WisDOT planned roadway expansion.

***Benz moved to approve Resolution #10-2011 disapproving of WisDOT planned roadway expansion. Welisek 2<sup>nd</sup>. Motion carried unanimously.***

- ii. Consider submittal of alternative roadway layout (bypass)

*Administrator Friday addressed the Board and presented an alternate plan proposal with 2 roadway options which addressed all of WisDOT's Village traffic concerns.*

Town of Woodville Chairman Thiel stated the alternate plan presented concerns him due to the loss of farm land and requested additional options to be considered.

Town of Harrison Chairman Slotten stated that the Town will work collaboratively with its neighbors, respects the farm land consideration, appreciates the alternate plan presented and looks forward to other options the Village may develop.

- iii. Consider next steps relative to Sherwood 'position' vis-à-vis WisDOT proposal

*Summer stated the Village officials should make every attempt to make clear and direct communication through becoming proactive.*

*Rath stated that the Plan Commission should consider stakeholders, residents, businesses, Sheriff department, past Board members and Calumet County Supervisor for input for alternatives to consider and a strong unified front.*

6) Correspondences—none

7) Adjournment (nlt 6:20pm) – By ***unanimous consent, the meeting adjourned at 6:24 p.m.***

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

## Village Board Meeting Minutes

August 8, 2011

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

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

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – Regular Meeting (July 25) – *Benz moved to approve the minutes of the regular Village Board meeting of July 25, 2011 as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items –

Anthony Mueller, W410 Veterans Ave., Sherwood – regarding agenda item #15

- 6) Presentations:
- a) Consider local ordinance establishing penalties for *Fire Inspection Violations* (Harrison Fire Chief Kevin Kloehn) – *Chief Kloehn reviewed the proposed ordinance with the Board.*

*Rath moved to direct Village Administrator to draft ordinance establishing penalties for Fire Inspection Violations working closely with Chief Kloehn. Kaas 2<sup>nd</sup>. Motion carried unanimously.*

- b) Consider private vendor alternative to current ‘bulk item pick-ups’ conducted by Veolia (‘Truck & Junk’; Bill Kizewski)

*Administrator Friday presented information on the purpose and background of the presentation by ‘Truck & Junk’; Bill Kizewski.*

Bill Kizewski, W6028 Blazing Star Dr., Appleton addressed the Board and answered questions.

- 7) Report of the Plan Commission: Aug. 1
- a) *WisDOT STH 114 Corridor Study*: Directed Staff to facilitate meeting with V. Board, CDA and neighboring community leaders – *reviewed*

- b) *Downtown Market Analysis*: Discussed scenarios involving Officials' and Staff input, cost, time, focus, etc. associated w/conducting a full downtown analysis (Mary Kohrell UW-Extension). – *reviewed*
  - c) Request for '*Dark Sky Ordinance*' lighting standard (Weyenberg): Advisory Committee submitted report & costs for review. Directed Advisory Committee to draft ordinance. – *reviewed*.
  - d) Signage: Request to re-consider *Regional Wayfinding Signage* placement in the Village (Weyenberg): Invite *Fox Cities Convention and Visitors Bureau* personnel for presentation. – *reviewed*
- 8) Report of Village Officers
- a) Village President
    - i. Facebook: Consider *Operating Procedures*

***Kaas moved to include statement in operating procedures avoiding content that would endorse individual for profit businesses. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

***Benz moved to approve the frame work for Village Facebook page as amended and move forward with next step. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) Clerk/Treasurer
  - i. Review/Approve financial reports – ***Welisek moved to approve the financial reports as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***
  - ii. Operator's Licenses:
    - Sage Cummings
    - Scheryl Van Haren

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

*Clerk Williams addressed the Board with a facilities rental request to hold a rummage/estate sale at the Village Community Center.*

*Friday stated in the past the Board allowed not for profit usage only.*

*Board directed Williams to inform the applicant their request was denied.*

- 9) Village Engineer – nothing to report
- 10) Village Administrator – nothing to report
- 11) Old Business:
  - a) Veolia refuse & recycling rates: Discuss current fiscal year expenses & programming

*Friday stated other municipalities experience the fuel surcharge with their contractors.*

*Rath requested that the Administrator research the fuel surcharge calculation methods of other municipalities.*

12) New Business:

- a) *Village Records and Retention Policy: Consider submittal to State Public Records Board for future inclusion as Village Ordinance – reviewed*
- b) *Village Hall exterior improvements: Award bid items per 5-Year Capital Improvements Plan (asphalt; stormwater; masonry)*

***Rath moved to approve awarding bids per 5 year capital improvements plan for Village Hall exterior improvements to Roger Bowers Construction for storm sewer work in the amount of \$18,139, Badger Highways for asphalt work in the amount of \$33,060 and Lyle Thiel Masonry for masonry work in the amount of \$10,084. Hennlich 2<sup>nd</sup>. Welisek - nay. Motion carried.***

- c) *Resolution #10-2011: Approve recommendation from Special Joint Meeting of Plan Commission, Community Development Authority and Village Board meeting stating disapproval of planned WisDOT-proposal for planned expansion of STH 114 into a 4-lane roadway through Sherwood due to negative impacts on the Village.*

***Benz moved to approve Resolution #10-2011: Recommendation from Special Joint Meeting of Plan Commission, Community Development Authority and Village Board stating disapproval of planned WisDOT-proposal for planned expansion of STH 114 into a 4-lane roadway through Sherwood due to negative impacts on the Village. Welisek 2<sup>nd</sup>. Motion carried unanimously.***

13) Complaints and Compliments: None

14) Correspondences:

- a) *Request to review charges at horse pavilion (Pat Bevers; High Cliff Ridge Riders – Treas.)*

*Friday stated Pat Bevers will appear at the next Village Board meeting to discuss subject.*

- 15) *Closed Session: Knight Drive Extension – Consider roadway layout & alignment, street improvement options, estimated project costs and special assessments per land purchase(s) and/or land swap(s). Note: Per Wis. Stats. 19.85 (1)(e), the Village Board may enter into closed session when “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified 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 Consider roadway layout & alignment, street improvement options, estimated project costs and special assessments per land purchase(s) and/or land swap(s) at 8:23 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- 16) *Open Session: Knight Drive Extension – Consider/Approve roadway layout & alignment, Street improvement options, estimated project costs, land purchases and/or swaps, and estimated special assessments for parcels affected by future construction.*

***Benz moved to return to open session at 9:38 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

***Kaas moved to approve Resolutions #11-2011 Resolution Authorizing the Levying of Special Assessments relative to construction of 'Knight Drive Extension' and #12-2011 Resolution Authorizing the Levying of Special Assessments relative to construction of 'Knight Drive Extension' contingent upon owners' respective acceptance. Rath 2<sup>nd</sup>. Motion carried unanimously.***

17) Adjournment –***By unanimous consent, the meeting adjourned at 9:39 p.m.***

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

## Village Board Meeting Minutes

August 22, 2011

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

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

- 2) Pledge of Allegiance – *recited*

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

- 4) Approval of Minutes

- a) Special Joint Meeting of Village Board, Plan Commission & Community Development SA Authority – Aug. 8<sup>th</sup> (5:30pm) – *Hennlich moved to approve the minutes of the Special Joint meeting of the Village Board, Plan Commission & Community Development Authority – Aug. 8, 2011 as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.*
- b) Regular Meeting – Aug. 8<sup>th</sup> (6:30pm) – *Laux moved to approve the minutes of the regular meeting of the Village Board, Aug. 8, 2011 as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.*

- 5) Registered Citizen Comments on Agenda Items

Anthony Mueller, W410 Veterans Ave., Sherwood – regarding agenda item 10 b)  
Deb Schroeder, N1230 Clone Rd., Kaukauna – regarding agenda item 11 a)

- 6) Report of the Utility Commission – Aug. 15

- a) Request to disallow sewer charge due to excess water runoff (Denied.) – *reviewed*  
b) Establish new meter, commercial installation fee (Approved @ \$50) – *reviewed*  
c) Air conditioning unit replacement (Non-budgeted item; Approved @ \$3,233) – *reviewed*  
d) Private well operating permits: Finalize testing requirements (Tabled.) – *reviewed*

- 7) Report of Village Officers

- a) Village President

- i. Face book: Update – *President Weyenberg provided updated document to Administrator to review for Staff implementation.*

- b) Clerk/Treasurer

- i. Review/Approve financial reports

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

- ii. Operator's Licenses:
  - Emily Nicole Kress
  - Antoinette Rose Van Oss
  - Samantha Jo Bratz

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

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

*Rath ~~Kaas~~ requested Clerk to obtain demographics of current residents at apartments.*

- iv. Statement of Equalized Value (Wis. Dept. of Revenue): Annual report – reviewed
- v. Investment Policy – Consider policy change diversifying Village financial assets

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

*Board requests Clerk to provide investment options for the Board's consideration at the next meeting.*

- 8) Village Engineer – nothing to report
- 9) Village Administrator
  - a) *Calumet County Local Emergency Planning Committee – Aug. 15 meeting – reviewed*
  - b) *East Shore Recycling Commission – Aug. 16 meeting – reviewed*

*Administrator Friday informed the Board that he will be meeting with other municipalities and Veolia representative Scott VanHaveren to discuss the fuel surcharges in light of other communities experiencing different application of the charge compared to the Villages.*

*Friday also requested direction from the Board relative to budgeted monies to hire professional planners to work on behalf of the Village for WisDOT Hwy 114 Corridor Study management.*

- 10) Old Business:
  - a) Bulk item pick-up: Finalize decision regarding scheduling 2<sup>nd</sup> pick-up

***Rath moves to cancel Village 2<sup>nd</sup> bulk pick up in calendar year 2011 contingent upon Administrator verifying that the cancellation will not cause any charge from Veolia. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- b) Knight Drive Extension: Direct engineer to prepare *Contract for Service* document depending on choice of final route

*President Weyenberg stated he will directly contact owners of Outpost and Legacy Communications for a response to the resolutions (#11-2011 and #12-2011) approved at the August 8, 2011 Village Board meeting.*

***Welisek moved to return to original dedicated roadway plan of Knight Drive Extension project unless Village President receives other information from owners of Outpost and Legacy Communication by August 29, 2011 (10 a.m.). Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

***Weyenberg moved that he will communicate with Administrator Friday on Monday August 29, 2011 after 10 am and following that communication Friday will call Village Engineer Schaff to begin engineering services contract. Motion carried unanimously.***

11) New Business:

- a) Horse pavilion usage cost: Pat Bevers – High Cliff Ridge Riders

Schroeder addressed the Board and presented basic information on the use of the pavilion in the past.

*Board requested Schroeder provide demographics of participants.*

Schroeder offered to the Board that participants of the program would provide community service hours in exchange for waiver of fees.

***Kaas moved to waive the per day rental fee for 4H and High Cliff Ridge Riders use of Legion Park pavilion contingent upon:***

***-payment of \$150 deposit***

***- 4H and High Cliff Ridge Riders will continue to maintain area***

***-Village will waive fees in the future with annual requests***

***-Village and 4H and High Cliff Ridge Riders will develop a memorandum of understanding***

***-4H and High Cliff Ridge Riders will provide community service hours for Village projects as needed in the future***

***Rath 2<sup>nd</sup>. Motion carried unanimously.***

- b) Law Enforcement contract: Consider FY2012 contract for services with *Calumet County Sheriff's Department*

Chief Deputy Bowe addresses Board with information on the FY2012 contract for services with Calumet County Sheriff's Department.

***Benz moved to renew Calumet County contract for FY2012 in the amount of \$16,536.52. Welisek 2<sup>nd</sup>. Motion carried unanimously.***

- c) *East Shore Recycling Commission – Cooperative Agreement*: Authorize Village Representative (Administrator) and/or Village President to renew cooperative project(s) agreement on Village's behalf for grant funding thru State of Wisconsin *Biennial Budget*

***Hennlich moves to authorize the Village Administrator to act on behalf of the Village for the East Shore Recycling Commission – Cooperative Agreement and renew cooperative project(s) agreement for grant funding thru State of Wisconsin Biennial Budget. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- d) 2010 Street & Trail Resurfacing: Authorize *Change Order # 1* decreasing contract from \$87,848.99 to \$72,231.90 (Badger Highways Co., Inc.; decrease = \$15,617.09)

***Benz moved to approve the 2010 Street & Trail Resurfacing: Authorize Change Order # 1 decreasing contract from \$87,848.99 to \$72,231.90 (Badger Highways Co., Inc.; decrease = \$15,617.09). Rath 2<sup>nd</sup>. Motion carried unanimously.***

- e) 2010 Street & Trail Resurfacing: Authorize *Payment # 2* and final (Badger Highways Co., Inc.; \$1,805.80)

***Kaas moved to approve 2010 Street & Trail Resurfacing: Authorize Payment # 2 and final (Badger Highways Co., Inc.; \$1,805.80). Benz 2<sup>nd</sup>. Motion carried unanimously.***

12) Complaints and Compliments: None

13) Correspondences:

- a) *Room Tax Receipt* (Fox Cities Convention & Visitors Bureau; Aug. 10) – reviewed
- b) *Preliminary Population Estimate* (Wis. Dept. of Administration; Aug. 11) – reviewed
- c) *Sherwood 2030 Sewer Service Area Plan* (East Central Regional Plan Comms'n; Aug. 11) – reviewed
- d) *Monthly Activity Report – July* (Calumet County Sheriff's Dept.; Aug. 16) – reviewed

*President Weyenberg presented to the Board that he attended the Reid Ribble luncheon, spoke with Ribble and stated that he will be organizing a meeting with Village Administrator, Ribble and himself at a future date.*

14) Adjournment – ***By unanimous consent, the meeting adjourned at 8:38 p.m.***

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

**Village Board Meeting Minutes**  
September 12, 2011

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

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

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Benz moved to approve the agenda as presented. Rath 2<sup>nd</sup>. Motion carried.*
- 4) Approval of Minutes – Regular Meeting (August 22) – *Rath moved to approve the minutes of the regular meeting of the Village Board on August 22, 2011, with change to page 2 item 7 b iii replacing Kaas with Rath and remainder of minutes as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items

Paul Tikalsky, N3119 Eckert Lakeland Dr., Chilton– regarding agenda item 14  
Marilyn Nettekoven, W3938 Schaefer Rd., Menasha – regarding agenda item 14

- 6) Report of the Plan Commission: Sept. 6
- a) *Downtown Market Analysis: Use budgeted funds to obtain independent Downtown Market Analysis.*

*Benz stated “if the firm which is engaged to perform the Downtown Market Analysis pays specific attention to the proposal by the WDOT in conjunction with the overall study, so that gives us some guidelines, I would be comfortable with that”*

*Rath moved to approve using FY2011 budgeted funds up to \$53,888 (general fund account 100-51434 in amount up to \$23,888 + general fund account 100-56003-290 in amount up to \$30,000) to obtain independent Downtown Market Analysis. Hennlich 2<sup>nd</sup>. Welisek – nay. Motion carried.*

- b) *2030 Sewer Service Area Plan Update: Adopt inclusion of ‘Analysis of Fire Lane 12 to State Park Road Service Area For Inclusion in Existing Sanitary Sewer Planning Areas (McMahon Study – Dec., 2010), per request of East Central Wisconsin Regional Planning Commission to complete study.*

***Benz moved to approve the 2030 Sewer Service Area Plan Update: Adopt inclusion of 'Analysis of Fire Lane 12 to State Park Road Service Area For Inclusion in Existing Sanitary Sewer Planning Areas (McMahon Study – Dec., 2010), per request of East Central Wisconsin Regional Planning Commission to complete study. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- c) *Regional Wayfinding Signage: Ad hoc committee established to study placement in conjunction with the Fox Cities Convention and Visitors Bureau. – reviewed*
  - d) *'Dark Sky Ordinance' lighting standard ordinance: Advisory Committee working on draft ordinance, per PC. directive. – reviewed*
  - e) *WisDOT STH 114 Corridor Study: Staff directed to try facilitating meeting w/ WisDOT personnel to discuss future initiatives that could be mutually-beneficial. – reviewed*
- 7) Report of Village Officers
- a) Village President
  - b) Clerk/Treasurer
    - i. Review/Approve financial reports – ***Benz moved to approve the financial reports as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
    - ii. Operator's Licenses:
      - ***Monica Potthoff – Kaas moved to approve the operator's license application of Monica Potthoff as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***
- 8) Village Engineer
- 9) Village Administrator
- 10) Old Business:
- a) Finance investment options: Authorization to allow designation of financial institutions for investing Village funds

***Benz moved to approve resolution creation by Village Attorney for Authorization to allow designation of financial institutions for investing Village funds. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- 11) New Business:
- a) *Resolution #13-2011: Authorize International Migratory Bird Day resolution in support of Village effort establishing Sherwood as a Wisconsin Bird City*

***Hennlich moved to approve Resolution #13-2011: Authorize International Migratory Bird Day resolution in support of Village effort establishing Sherwood as a Wisconsin Bird City. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- b) *FY2010 Paving Program (Rebid): Authorize Payment #3 and Final (MCC, Inc.; \$18,228.77) for work completed through July 14, 2010*

***Rath moved to approve FY2010 Paving Program (Rebid): Authorize Payment #3 and Final (MCC, Inc.; \$18,228.77) for work completed through July 14, 2010, as presented. Welisek 2<sup>nd</sup>. Motion carried unanimously.***

12) Complaints and Compliments:

13) Correspondences:

- a) Tornado strike in Sherwood (Calumet County Emergency Management; Aug. 25) – *reviewed*
- b) WisDOT drops STH 114 Corridor Study (Wis Dept. of Transportation; Aug. 25) – *reviewed*
- c) *Sherwood Cliff Apartment – Tenants* (Wisconsin Management Corp.; Aug. 26) – *reviewed*
- d) *Monthly Activity Report* (Harrison Fire & Rescue; Sept. 2) – *reviewed*
- e) *Tax Increment Finance District Valuation* (State of Wis. Dept. of Revenue; Sept. 2) – *reviewed*

14) *Closed Session: Knight Drive Extension – Consider roadway layout & alignment, street improvement options, estimated project costs and special assessments per land purchase(s) and/or land swap(s). Note: Per Wis. Stats. 19.85 (1) (e), the Village Board may enter into closed session when “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session.”*

***Benz moved at 7:44 p.m. to go into closed session per Per Wis. Stats. 19.85 (1)(e), Knight Drive Extension – Consider roadway layout & alignment, street improvement options, estimated project costs and special assessments per land purchase(s) and/or land swap(s). Rath 2<sup>nd</sup>. Motion carried unanimously.***

15) *Open Session: Knight Drive Extension – Consider/Approve roadway layout & alignment, Street improvement options, estimated project costs, land purchases and/or swaps, and estimated special assessments for parcels affected by future construction.*

***Kaas moved at 9:01 p.m. to return to open session. Benz 2<sup>nd</sup>. Motion carried unanimously.***

*Administrator Friday stated the negotiations with Legacy Communications owner Paul Tikalsky consisted:*

*-special assessments of \$43,785 for actual road cost*

*-½ stormwater, trees and lights assessments (originally \$18,000) reduced to \$9,000*

*-1 % interest with 10 year payback period*

*-curb cut will be allowed at northwest corner of property, built out to the edge of the road*

*right of way*

*-3,243 sq ft Village parcel in northwest corner will remain with Tikalsky*

*-50 x 300 sq ft Village parcel along the westerly boundary will be transferred to Tikalsky, if*

*business leaves the Village prior to end of payback period and parcel is undeveloped, that parcel reverts to Village*

*-intersection at Castle Drive will be aligned with existing Knight Drive*

*-Tikalsky will transfer 90 degree alignment and 6,000 sq ft south boundary to Village  
-Village will incur the cost of the transfer of the lands*

*President Weyenberg inquired of Tikalsky if he was in agreement with the terms presented. Tikalsky replied affirmatively.*

*Kaas moved to direct Village Attorney to draft the agreements with Legacy Communications and Outpost for the terms they have respectively agreed to for special assessments and land exchanges of the Knight Drive extension project. Benz 2<sup>nd</sup>. Welisek – nay. Motion carried.*

16) Adjournment – *By unanimous consent, the meeting adjourned at 9:09 p.m.*

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

## Village Board Meeting Minutes

September 26, 2011

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

***Present***

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

***Absent***

none

***Others Present***

Jennifer Schaff, Engineer  
Randy Friday, Administrator  
Susan Williams, Clerk

- 2) Pledge of Allegiance – *recited*

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

*Welisek moved to amend the main motion to advance agenda item 13 b) to follow agenda item 4). Kaas 2<sup>nd</sup>. Amendment carried unanimously.*

*Rath moved to amend the main motion to advance agenda item 11 a) following agenda item 4) and item 13 b). Weyenberg 2<sup>nd</sup>. Amendment carried unanimously.*

*Main motion as amended was approved unanimously.*

- 4) Approval of Minutes – Regular Meeting (Sept. 12) – *Benz moved to approve the minutes of the regular Village Board amended to include additional language under item 6): Benz stated*

*“if the firm which is engaged to perform the Downtown Market Analysis pays specific attention to the proposal by the WDOT in conjunction with the overall study, so that gives us some guidelines, I would be comfortable with that”*

*and the remainder of the minutes as presented. Rath 2<sup>nd</sup>. Motion carried unanimously.*

- 5) Registered Citizen Comments on Agenda Items

Terry Ball, W4900 Golf Course Rd., Sherwood, WI - regarding agenda item 11) a  
Steve Pfile, N519 Robinhood Dr. Sherwood, WI - regarding agenda item 11) a

- 6) Report of the Utility Commission – Aug. 15 (Note: No meeting held due to lack of activity)

- 7) Report of Village Officers

- a. Village President – *no report*
- b. Clerk/Treasurer

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

8) Village Engineer

9) Village Administrator

- a. Miller Pond Trail: Update – *reviewed*
- b. East Shore Recycling Commission – Sept. 14 meeting – *reviewed*

*Hennlich stated that he would like the Village Public Works employees to know the Board appreciates all their efforts.*

10) Old Business: None

11) New Business:

- a. *Stormwater control:* Request by Sherwood Forest Golf Course for assistance to remediate stormwater drainage

***Benz moved to authorize up to \$2,000 for McMahon to perform wetlands delineation engineering study and to reimburse Sherwood Forest Golf Course up to \$10,000 for stormwater remediation at #2 hole contingent upon Sherwood Forest Golf Course obtaining all proper and required permitting, payable upon completion. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- b. *Wisconsin Bird City application:* Consider Criteria 3 'Limiting or Removing Hazards to Birds – Cats Indoors' program allowing internet connection to Sherwood webpage

***Welisek moved to place the American Bird Conservancy website link on the Village website under helpful links and to include the link in the next Village newsletter. Weyenberg 2<sup>nd</sup>. Motion carried unanimously.***

- c. *Resolution #14-2011 – Funding an Independent Downtown Marketing Analysis:* Consider/Approve per Board action (Sept. 12)

***Hennlich moved to approve Resolution #14-2011 – Funding an Independent Downtown Marketing Analysis. Weyenberg 2<sup>nd</sup>. Motion carried unanimously.***

- d. *Resolution #15-2011 – Designating Public Depositories and Authorizing Withdrawal of Village of Sherwood Moneys –*

***Benz moved to approve Resolution #15-2011 – Designating Public Depositories and Authorizing Withdrawal of Village of Sherwood Moneys. Welisek 2<sup>nd</sup>.***

***Kaas moved to amend motion to include quarterly return reporting from the Village Treasurer. Motion carried unanimously. Weyenberg 2<sup>nd</sup>.***

**Main motion as amended carried unanimously.**

- e. *Resolution #16-2011 – Encouraging Local Restaurants and Bars to Restrict Concealed Weapons on their Premises (Benz)*

***Benz moved to approve Resolution #16-2011 – Encouraging Local Restaurants and Bars to Restrict Concealed Weapons on their Premises. Rath 2<sup>nd</sup>. Benz – aye, Rath – aye, Hennlich – nay, Kaas – nay, Laux – nay, Welisek – nay, Weyenberg – nay. Motion failed.***

- f. *Engineering Services Contract Proposal – Knight Drive Extension: Design, Bid & Construction services (McMahon Associates; \$60,600) –*

***Kaas moved to approve Engineering Services Contract Proposal – Knight Drive Extension: Design, Bid & Construction services (McMahon Associates; \$60,600) and to authorize the Village President and Village Clerk as signers on this contract. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- a. *5-Year Capital Improvement Plan (FY2012-2016): Presentation and review (only) – reviewed*

12) **Complaints and Compliments:**

*Benz stated he had a complaint in regards to the old bank building to repair windows, tiles and outside stone*

13) **Correspondences:**

- b. *Sherwood Sewer Service Area – Plan Update: Receipt of Study (Joe Huffman; East Central Regional Planning Commission; Sept. 19) – reviewed*  
c. *Monthly Activity Report – August (Calumet County Sheriff's Dept.) – reviewed*

*Rath requested and the Board observed a moment of silence for the passing of Jim Pinkham, former reporter for the Times Villager.*

14) **Adjournment – *By unanimous consent, the meeting adjourned at 9:00 p.m.***

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

## Village Board Meeting Minutes

October 10, 2011

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

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

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Benz moved to approve the agenda as amended with as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – Regular Meeting (Sept. 26) – *Hennlich moved to approve the minutes of the regular Village Board meeting of September 26, 2011 with the page 3 agenda item 12 with the following additional language:*

*“Benz stated he had a complaint in regards to the old bank building request to repair windows, tiles and outside stone”*

*and the rest of the minutes as presented. Welisek 2<sup>nd</sup>. Motion carried unanimously.*

- 5) Registered Citizen Comments on Agenda Items

Ron Wenzel, N7751 Windswept Ln., Sherwood – regarding agenda item 12 c) and d)

- 6) Presentation/Introduction: Calumet County District Attorney Jerilyn Dietz – *District Attorney Dietz was unable to attend the meeting.*
- 7) Report of the Plan Commission: Sept. 6
- a) *Regional Wayfinding Signage:* Ad hoc Committee studied placement in conjunction with the *Fox Cities Convention and Visitors Bureau* signs in Fox Valley area. Commission received report and majority (6-1) recommends sign placement, using grant funding, at Village cost of \$900 for 3 signs.

*Rath moved to table the issue and send it back to the Plan Commission to return back to the Board with unanimous vote, if vote fails to address the following points:*

- 1) Currently no downtown area*
- 2) Permission from WDOT for sign placement*
- 3) High Cliff State Park participation and exiting signs*

- 4) *Signs are confusing in directing to golf*
  - 5) *Wanick Park is not identified*
- Welisek 2<sup>nd</sup>. Weyenberg – nay. Motion carried.*

- b) *'Dark Sky Ordinance' lighting standard ordinance: Ad hoc Committee studied Village ordinances and two dozen comparative ordinances. Commission received report, with recommendation (no ordinance) to include a Newsletter article and/or website posting that notes benefits relative to Sherwood. Village Board may replace Village-owned light fixtures (\$35,000) as funds are available.*

*Hennlich moved to accept the Plan Commission's recommendation on Dark Sky report without any financial commitment. Rath 2<sup>nd</sup>. Motion carried unanimously.*

- c) *Carrington Court development: Discussion about changing current Condo-ownership development model to Homeowner Association model, reducing the number of duplexes from four units to two, and placement of neighborhood sign (marquis) – reviewed*
- 8) Report of Village Officers
- a) Village President – none
  - b) Clerk/Treasurer
    - i. Review/Approve financial reports – *Welisek moved to approve the financial reports as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.*
    - ii. Village financial investment rates: *Informational – reviewed*

*Rath requested information on longer term investment options and the property taxes of Calumet County Bank.*

- 9) Village Engineer – Engineer Schaff stated that McMahon is working on the design of the Knight Drive extension project and is in communication with the Outpost's engineer, engineers will be out performing the wetlands delineation and a draft of the certified survey map is being prepared.
- 10) Village Administrator –
- 11) Old Business:
- a) *Fuel Surcharge (Veolia): Discuss fuel surcharge in contracted refuse & recycling contract (Scott Van Haveren)*

Van Haveren addressed the Board and presented a letter which states that the manner in which fuel surcharge will be assessed is changing as of the September billing and requested Board approval.

The attachment to the letter states that the fuel surcharge will be applied as follows:

<u>Fuel price</u>	0 to \$3.49	<u>Fuel surcharge</u>	0%
	\$3.50 to \$3.99		5%

\$4.00 to \$4.49	10%
\$4.50 to \$4.99	15%
\$5.00 to \$5.50	20%

Van Haveren stated that the fuel surcharge that was on the recycling portion of the monthly invoices in 2011 were refunded (\$920.90)

***Kaas moved to approve the revised fuel surcharge schedule for the remainder of the current contract, presented by Van Haveren, authorizing Administrator Friday to approve an addendum to the contract based on the revised schedule. Rath 2<sup>nd</sup>. Welisek – nay. Motion carried.***

12) New Business:

- a) *Appreciation Dinner*: Set date & format for civic Board & Commission Members' Annual Appreciation Dinner

*Clerk Williams presented information for the Board to set the dinner. Board directed Williams to contact the Granary for additional availability and report back.*

- b) *Tax Increment District loan re-payment status (High Cliff Golf Course)*: Update

*Williams stated that the October payment has not been received. The Board requested Administrator Friday to contact the golf course to assess the status of the repayment.*

- c) *5-Year Capital Improvements Budget (FY2012-16)*: Discussion and consider adoption

*Administrator Friday presented for the 2<sup>nd</sup> time the 5-year capital improvement plans, the Board suggested changes and it will be brought back to the Board at the next regular meeting October 24, 2011.*

- d) *Annual Budget (FY2012)*: Presentation (only)

*Friday presented for the first time the proposed FY2012 Budget, the Board discussed and it will be brought back to the Board at the next regular meeting October 24, 2011.*

*Due to several Trustees having a conflict with setting the public hearing for the FY2012 Budget on November 14, 2011, Williams will check availability of the Trustees to determine a special meeting the week of November 7, 2011.*

13) Complaints and Compliments: None

14) Correspondences:

- a) *Monthly Activity Report (Harrison Fire & Rescue; Sept. 22) – reviewed*

*Welisek departed the Board room at 9:38 p.m.*

***By unanimous consent, Weyenberg requested a 5 minute recess at 9:39 p.m.***

*Board reconvened at 9:45 p.m.*

*Rath inquired of the Board who should attend the Wisconsin Grocers Association conference October 18 – 19, 2011 and suggested Friday, Weyenberg and himself attend to promote the Village for a grocery business.*

*Friday stated that the market analysis revealed the Village can support a 10,000 sq. ft. facility and suggested attending the conference with the analysis.*

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

***Rath moved to go into closed session at 9:54 p.m. 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. Personnel & Compensation Review (Village Clerk). Welisek 2<sup>nd</sup>. Motion carried unanimously.***

- 16) *Open Session: Personnel & Compensation Review (Village Clerk). Consider compensation for Clerk in FY2012*

***Kaas moved to return to open session at 10:57 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

***Weyenberg moved to postpone Personnel & Compensation Review (Village Clerk) until next Village Board meeting. Benz 2<sup>nd</sup>. Motion carried unanimously.***

*Board requested Williams contact Clerks and League of Municipalities (other professional organizations) for information on Clerk/Treasurers:*

- 1) average/normal appointment period,*
- 2) contract start and end dates,*
- 3) if yearly reviews when they take place*

- 17) ***Adjournment – By unanimous consent, the meeting adjourned at 11:00 p.m.***

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

## Village Board Meeting Minutes

October 24, 2011

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

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

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Hennlich moved to amend the agenda to advance agenda item 14 a) to follow agenda item 5). Rath 2<sup>nd</sup>. Motion as amended carried unanimously.***
- 4) Approval of Minutes – Regular Meeting (Oct. 10) – ***Benz moved to approve the minutes of the regular Village Board meeting of October 10, 2011 amended with the following additions:***

Agenda item 11 a) Van Haveren stated that the fuel surcharge that was on the recycling portion of the monthly invoices in 2011 were refunded (\$920.90).

Agenda item 12 b) *The Board requested Administrator Friday to contact the golf course to assess the status of the repayment.*

***and the remaining minutes as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items – none
- 6) Report of the Utility Commission: Oct. 17 (Note: No meeting held due to lack of activity).
- 7) Report of the Parks, Recreation & Urban Tree Board (PRUT): Oct. 19.  
a) *Upper Wanick Park:* Discussed forming local leadership group and hiring professional consultant to lead process of site planning & development. – *reviewed*
- 8) Report of Village Officers  
a) Village President – *President Weyenberg presented information on the Wisconsin Grocer's Association Conference last week. Weyenberg stated that Friday, Rath, Summers and himself had attended the conference and met with many grocers, vendors and individuals and received a positive response and there was interest expressed in the Village model.*  
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. Village financial investment rates – *reviewed*

*Williams presented a brochure to the Board in regards to the election changes affecting voters in 2012.*

9) Village Engineer –

Engineer Schaff reported that the Knight Driver project plan design is ongoing, met on site with DNR staff last week, storm water and utility design is in process and certified survey map will be forwarded to the Village Attorney.

Schaff stated the Sherwood Forest Golf Course wetland delineation should be complete.

10) Village Administrator – *Administrator Friday presented to the Board information on the Butterfly Pond plan update work to be completed in summer 2012.*

*Friday reported contacting the High Cliff Golf Course in regards to their repayment plan and their manager responded they will be making payments as soon as they can.*

11) Old Business:

- a) *Appreciation Dinner: Finalize date & format for civic Board & Commission Members' Annual Appreciation Dinner.*

*The Board chose the evening of November 30, 2011 for the 2011 Annual Appreciation Dinner at the Granary Restaurant.*

- b) *5-Year Capital Improvements Budget (FY2012-16): Discuss/Approve.*

***Rath moved to push Condon Road project (S 3) to FY2013 for further study. Laux 2<sup>nd</sup>. Motion carried unanimously.***

***Kaas moved to divert the funds saved from postponing Condon Road project (S 3) to fund Kings Way/Kings Ct. resurfacing and drainage remediation of \$210,000, razing bank building and contingency for other potential projects in FY2012 of \$76,165. Benz 2<sup>nd</sup>. Motion carried unanimously.***

***Hennlich moved to approve the 5-year capital improvement budget (FY2012-16) with approved changes and remaining budget as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

***By unanimous consent the Board took a 6 minute recess at 8:25 p.m.***

12) New Business:

- a) *Annual Budget (FY2012): Workshop/Discussion (Public Hearing set for Weds; Nov. 9<sup>th</sup>). – reviewed*

*Kaas inquired if Friday had received information from Ehlers, Friday stated the Village does not have access to the Village's portion of the tax increment until the TIF closes even though it helps to drive down the tax rate.*

*Rath requested cost information on new copier with all required options.*

*Rath volunteered to assist with an energy audit of Village facilities.*

***Kaas moved to remove Traffic Logix for \$2,700 from account 100-00-53200-360 in FY2012 Budget. Hennlich 2<sup>nd</sup>. Benz – nay, Weyenberg – nay, motion carried.***

*Kaas and Weyenberg suggested that Village Officials should have Village e-mail addresses.*

*Friday stated that the Village tax rate with the FY2012 budget as presented and modified is \$.75 per 1,000 reduction of assessed value (13.5% reduction).*

13) Complaints and Compliments: None.

14) Correspondences:

- a) *Monthly Activity Report (Calumet County Sheriff's Dept.; Oct. 10). – reviewed*

Sheriff Deputies Sablich and Coleman presented the monthly report to the Board.

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

***Welisek moved to go into closed session at 10:08 p.m. per Wis. Stats. 19.85 (1) (c). Kaas 2<sup>nd</sup>. Motion carried unanimously.***

***Kaas moved to return to open session at 11:10 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously***

16) *Open Session: Personnel & Compensation Review (Village Clerk). Consider compensation for Clerk in FY2012.*

***Weyenberg moved to maintain Clerk-Treasurer salary at current level for FY 2012 (5.8% WRS employee required contribution) without any other increase. Benz 2<sup>nd</sup>. Motion carried unanimously.***

17) Adjournment – ***By unanimous consent, the meeting adjourned at 11:11 p.m.***

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

## Village Board – Special Meeting Minutes

November 9, 2011

- 1) Call to Order and Roll Call – *President Weyenberg called the meeting to order with roll call at 4:30 p.m.:*

**Present**

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

**Absent**

Joyce Laux, excused

**Others Present**

Jennifer Schaff, Engineer  
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 – Oct. 24 (Regular Meeting) – *Rath moved to approve the minutes of the regular Village Board meeting October 24, 2011 as presented. Welisek 2<sup>nd</sup>.*

*Weyenberg moved to amend minutes with language:*

*Agenda item 8) a. add to end of paragraph “There were also concerns of issues Village will have to overcome”*

*and*

*agenda item 16) add to parenthesis “Village increased salary in 2011 to compensate for the” prior to language in parenthesis. Kaas 2<sup>nd</sup>. Amendment to the minutes carried unanimously.*

*The main motion of the minute approval as amended carried unanimously.*

- 5) Registered Citizen Comments on Agenda Items

Ron Wenzel, N7751 Windswept Ln., Sherwood – regarding agenda item 6)

- 6) (Public Hearing) FY2012 Village Budget: *Consider/Approve Resolution #17-2010 Adopting the FY2012 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2012.*

*After three readings for public hearing President Weyenberg announced the hearing open at 4:53 p.m.*

*Board directs Administrator Friday to contact school to request justification of the need for a school crossing guard.*

*Rath moved to change Legion pavilion concrete to \$5,000. Weyenberg 2<sup>nd</sup>. Motion carried unanimously.*

*With hearing no objection, President Weyenberg closed the public hearing at 5:30 p.m.*

***Rath moved to approve the FY2012 Village Budget with Resolution #17-2011 Adopting the FY2011 Village Budget and Appropriating necessary funds for Operation and Administration of the Village of Sherwood for Fiscal Year 2012 as revised during the meeting and remaining budget as presented. Hennlich 2<sup>nd</sup>. Motion carried.***

- 7) Report of the Parks, Rec. & Urban Tree Board (Special Meeting)(Nov. 2<sup>nd</sup>)
  - a) Discuss Upper Wanick Park project (*RFP* process; *Committee*) – *reviewed*
  
- 8) Report of the Plan Commission: Nov. 7, 2011
  - a) Wayfinding signage – *reviewed*
  - b) Lighting: Dark Sky compliant fixtures – *reviewed*
  - c) Request (Prelim.) to Amend PUD for Carrington Court subdivision – *reviewed*
    - Request to change from *Homeowner Assoc.* to *Non-Condo* model.
    - Request to reduce number of ‘duplex’ units.
    - Request to reduce the side-yard setbacks on certain lots.
    - Request to place ‘Carrington Estates’ signage.
  
- 9) Report of Village Officers
  - a) Village President
  - b) Clerk/Treasurer
    - i. Review/Approve financial reports – ***Welisek moved to approve the financial reports as presented and add the Veolia invoice presented for payment. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
  
    - ii. Operator’s License(s)
      - Alicia M. Biesterveld***Weyenberg moved to approve the operator’s license of Alicia M. Biesterveld as presented. Hennlich 2<sup>nd</sup>. Benz – nay, Welisek – nay, motion carried.***
  
- 10) Village Engineer:
  - a) Knight Drive extension: Project Update – *Engineer Schaff reports that the Knight Drive extension project construction bid opening is set for November 28, 2011, in the process of getting the permits, DNR approved the culvert relocation associated with the realignment, and the certified survey map of the project is under review with the attorneys.*
  
- 11) Village Administrator. – ***Administrator Friday reports he will be attending an inter-governmental meeting Thursday November 10, 2011 and he continues to work on the water and sewer FY2012 budgets.***
  
- 12) Old Business:
  - a) Ditch enclosure request (Riemer; Morning Star Drive; Lot 21): See *Engineer’s Review.*

Schaff presented the request, the related information and recommends approval with proper specifications and stipulation the contractor who performs the work to the Village standards, with proper licensing, insurance requirements, and deal with traffic control and perform restoration.

*Friday stated that the Reimer should be responsible for engineering fees related to this request. Friday went on to say that this work will benefit the drainage in the Village and if McMahon oversaw the work, that the Village could pay the costs to oversee the work.*

*Kaas moved to approve the ditch enclosure request contingent upon the property owner (Reimer) paying for the inspection costs by McMahon, to assure it is constructed appropriately and sign recordable document which states the property owner (Reimer) is responsible for future repairs or maintenance costs required by the Village. Rath 2<sup>nd</sup>.*

*Weyenberg moved to amend motion to change from McMahon to a Village approved engineering firm (representative).*

*Main motion as amended carried unanimously.*

13) New Business:

a) Village Board Room: Historic photos – Consider lay-out (Welisek)

*Weyenberg moved to approve the production of the historic Village photos not to exceed \$180. Benz 2<sup>nd</sup>. Motion carried unanimously.*

b) *Rental Property:* Request for 6-month lease, as opposed to 12-month, per contract terms.

*Weyenberg moved to approve 6-month lease renewal for the Military Road rental property. Welisek 2<sup>nd</sup>. Motion carried unanimously.*

c) *Resolution #18-2011:* Funding CIPP (Cured In Place Pipe) project at Village Hall using FY2011-dedicated funds.

*Weyenberg moved to approve Resolution #18-2011 Funding CIPP (Cured In Place Pipe) project at Village Hall using FY2011 dedicated funds. Benz 2<sup>nd</sup>. Motion carried unanimously.*

14) Complaints and Compliments: Halloween Trick-or-Treat hours (R. Geweke; Oct. 30) – reviewed

15) Correspondences:

*Trustee Welisek stated she would not run for re-election in April 2012.*

16) Adjournment – *By unanimous consent, the meeting adjourned at 6:45 p.m.*

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

## Village Board Meeting Minutes

November 28, 2011

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

Roll:

**Present**

**Absent**

*Bob Benz*

*None*

*Joe Hennlich*

**Others Present**

*Roger Kaas*

*Randy Friday, Administrator*

*Joyce Laux*

*Kathy Mader, Finance/Utility Clerk*

*Jim Rath*

*Chief Kevin Kloehn, TOH Fire Chief*

*Terri Welisek*

*Jeff Weyenberg*

- 2) Pledge of Allegiance – *Recited*

- 3) Approval of the Agenda – *Hennlich moved to approve the agenda with the amendment to move up items 12) a and 14) a for discussion after item 5, Citizens Comments. Laux seconded. Motion carried.*

*Weyenberg moved to amend the agenda by moving up discussion of item 14) b. Rath seconded. Motion carried.*

- 4) Approval of Minutes – Special Meeting (Nov. 9) – *Benz moved to approve the November 9, 2011 minutes as presented. Welisek seconded. Motion carried.*

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

- 6) Report of the Parks, Rec. & Urban Tree Board (Nov. 9<sup>th</sup> Special Meeting)

a) *Upper Wanick Park: Request for Proposals finalized for master planning – Kaas requested a copy of the final RFP form be distributed to all the board members.*

b) *Citizen Committee: Membership (2 PRUT; 1 Village Board; 1 Plan Commission; 7-9 citizens) – Friday reiterated that the committee will be working directly with the consulting firm selected by the PRUT Board to make final recommendation to the Village Board. Welisek confirmed, since she will not seek re-election in April 2012, she will not be a PRUT or Village Board representative for the committee.*

- 7) Report of the Utility Commission: Nov. 21

a) *Water & Sewer Utility Annual Budget(s): Presentation – Discussed*

b) *5-Year Capital Improvements Budget(s): Presentation – Discussed*

- 8) Report of Village Officers

- a) Village President – *After requesting input from the Board, Weyenberg announced there will be no second meeting in December unless necessary.*
- b) Clerk/Treasurer
- i) Review/Approve financial reports – ***Laux moved to approve the financial reports as presented. Benz seconded. Motion carried. Mader requested authorization for payment of invoices received in December which require payment prior to the first January meeting. Rath moved to approve payment of December bills which require payment in order to avoid penalties as requested by the Village Clerk. Benz seconded. Motion carried.***
- 9) Village Engineer – *Not present*
- 10) Village Administrator – *Distributed preliminary plans for Hwy 55/114 round about which is scheduled for construction in 2012.*
- 11) Old Business:
- a) Sherwood Cliffs Apartments – Non-payment of PILOT (Payment In Lieu Of Taxes) – *Friday shared a copy of the 11/28/11 (today) e-mail received from Chris Hand, Property Manager, Wisconsin Management Company, the management representative for the Sherwood Cliff Apartments. Friday explained the Village Board has been lenient with the management company in regard to payment of the 2010 PILOT (payment in lieu of taxes). Hennlich noted the e-mail does not indicate a timetable to make the payment by year end as the board had discussed at a previous meeting (5/23/11 “Laux suggested deferring the payment until later in the year. Kaas and Rath concurred with the deferral”). Kaas expressed his displeasure that Hand had failed to contact Village Staff for further discussions regarding terms of the deferral, as suggested at a previous meeting. Friday directed attention to the third paragraph of the e-mail which indicates their (WMC) intention to “change the designation of the property from Elderly (62+ or disabled to qualify) to Family (18+ to qualify)”. Friday stated further research would be needed to determine the original designation specifications approved when the apartment building was built. Rath approved consultation with the Village Attorney for recommendation. Welisek seconded. Motion carried.*
- 12) New Business:
- a) *Fire Inspection Ordinance – Ordinance #2011-108: Establishing fees & penalties for fire inspection violations (Reading #1; Chief Kevin Kloehn) – Weyenberg announced this is the first reading of Fire Inspection Ordinance #2011-108: Establishing fees & penalties for fire inspection violations.*  
*Discussion: Weyenberg proposed adding to section 5, “any waiver permitted will be added to the next Village Board meeting to be reviewed”. Hearing no second, the proposal failed. After no further discussion, Friday stated the second and third readings will be read at the December 12 meeting.*
- b) *Public Deposits Control Agreement: Authorize Clerk-Treasurer to enter into agreement with Calumet County Bank securing Village financial assets – Benz expressed his concern in regard to verification of coverage listed and requested the “intermediary” be listed as BMO Harris Bank rather than M&I Marshall & Ilsley Bank. Kaas suggested the Clerk verify bond ratings of*

*the entities listed, clarify what happens if one of the entities defaults; will the bank be required to replace the entity with an equal value holding entity, and request the auditors to verify accuracy of the coverage. **Rath moved to accept the agreement subject to the auditors review and written verification of proper coverage. Laux seconded. Motion carried.***

- c) *Bid award for Geo-Technical survey of roadway conditions (\$3,350; River Valley Testing) – Benz questioned items 5, 8, & 9 of the General Conditions and stated he was not comfortable agreeing with those conditions and requested to delete item 8. Welisek concurred with Benz. Friday stated he will make the engineer aware of their concerns. **Kaas moved to approve the proposal as presented. Weyenberg seconded. Motion carried. Benz and Welisek voted nay.***
  - d) *Village Board appointee to Upper Wanick Park Citizen Committee – **Hennlich moved to nominate Rath as the Village Board appointee. Benz seconded. After Rath accepted the nomination, Motion carried with Rath abstaining.***
  - e) *Resolution #19-2011: Authorizing land swap and Special Assessment forgiveness for Knight Drive Roadway ‘Extension’ in support of Upper Wanick Park Development. – **Weyenberg moved to approve Resolution #19-2011. Kaas seconded. Motion carried unanimously.***
- 13) *Complaints and Compliments: Heid (N7907 Creekside Drive; Nov. 4) – Reviewed. No further action required.*

14) *Correspondences:*

- a) *Monthly Activity Report (Harrison Fire & Rescue; October) – Kloehn summarized the October and November reports. Rath complimented Kloehn for the continued communication and cooperation.*
- b) *Monthly Activity Report (Calumet County Sheriff’s Dept.; October) – Reviewed report. Responding to Friday, Lt. Matuszak stated the Hawkinson pretrial hearing, scheduled for December 8, has been postponed and a reschedule date has not been determined. Deputy Eric Voland was introduced to the Board.*

*Non-agendized discussion: Friday explained there is \$2500 unspent funds in the 2011 budget for removal of carpet from the main area of the Community Center and replace with tile to match the existing tile. Friday stated the one quote received was for \$2508. Friday requested the Board to consider authorizing an additional \$1500 to replace carpeting in the entryway and tile in the kitchen. Receiving Board support, Friday stated he will provide two additional quotes at the December 12 meeting.*

- 15) *Adjournment – **Hearing no further discussion or objection, the meeting was adjourned at 8:28 p.m.***

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

**Village Board Meeting Minutes**  
December 12, 2011

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

**Present**

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

**Absent**

Terri Welisek, excused

**Others Present**

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

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Benz 2<sup>nd</sup>. Weyenberg moved to amend the motion to advance agenda item 7 a) and 7 b) to follow immediately item 4). Kaas 2<sup>nd</sup>. Motion as amended carried unanimously.*
- 4) Approval of Minutes – Nov. 28 (Regular Meeting) – *Benz moved to approve the minutes of the regular Village Board meeting November 28, 2011 as presented. Rath 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items. – none
- 6) Public Hearing(s):
- a) Consider adoption of *Ordinance #2011-108: Establishing Penalties for Fire Inspection Violations.*

*After three readings for public hearing President Weyenberg announced the hearing open at 6:43 p.m.*

*No questions, comments or discussion.*

*With hearing no objection, President Weyenberg closed the public hearing at 6:44 p.m.*

*Benz moved to approve Ordinance #2011-108: Establishing Penalties for Fire Inspection Violations, to be effective January 15, 2012 and direct Administrator Friday to notify Village businesses that this ordinance is in place. Laux 2<sup>nd</sup>. Motion carried unanimously.*

- a) Establishing *Preliminary Assessments* to levy against property benefitting from the placement of Knight Drive roadway extension (Wanick Park access).

*After three readings for public hearing President Weyenberg announced the hearing open at 6:45 p.m.*

No questions, comments or discussion.

With hearing no objection, President Weyenberg closed the public hearing at 6:46 p.m.

- 7) Report of the Plan Commission: Dec. 5, 2011 .
- a) Extra-territorial CSM: Request (Pitzen) to divide parcel (ID #7046; N7272 STH 55) and re-create as two lots; Lot #1 (5.0 acres) and Lot #2 (43.689 acres).

**VILLAGE BOARD:** *Benz moved to approve without object to the Extra-territorial Certified Survey Map (CSM) review request (Pitzen) to divide parcel (ID #7046; N7272 STH 55) and re-create as two lots; Lot #1 (5.0 acres) and Lot #2 (43.689 acres). Kaas 2nd. Motion carried unanimously.*

- b) Extra-territorial CSM: Request (Pitzen) to divide parcel (ID #6811; Zahringer) and re-create as two lots; Lot #1 (2.0 acres) and Lot #2 (12.927 acres).

**VILLAGE BOARD:** *Laux moved to approve without object to the Extra-territorial Certified Survey Map (CSM) review request (Pitzen) to divide parcel (ID #6811; Zahringer) and re-create as two lots; Lot #1 (2.0 acres) and Lot #2 (12.927 acres). Hennlich 2<sup>nd</sup>. Motion carried unanimously.*

- c) Preliminary Plat Review – *Sherwood Estates* PUD subdivision  
Change from *Homeowner Assoc.* to *Non-Condo* model.  
Reduce number of ‘duplex’ units.  
Reduce the side-yard setbacks on certain lots.  
Place ‘*Sherwood Estates*’ signage.

*Plan Commission Chairman Summers presented this item.*

**VILLAGE BOARD:** *Hennlich moved to direct staff to set public hearing January 9, 2012 for the Preliminary Plat Review – Sherwood Estates PUD subdivision; Change from Homeowner Assoc. to Non-Condo model, Reduce number of ‘duplex’ units, Reduce the side-yard setbacks on certain lots, Place ‘Sherwood Estates’ signage. Benz 2<sup>nd</sup>. Motion carried unanimously.*

- d) Wayfinding Signage Program (6 signs).

*Summers stated that the WDOT will not provide approval of the sign program and the Plan Commission will work through this.*

**VILLAGE BOARD:** *Weyenberg moved to table item. Benz 2<sup>nd</sup>. Motion carried unanimously.*

- e) Placement of large, temporary new business signage at  
Castle Square Condo Units (*Millie’s Restaurant*; 8’X4’)

**VILLAGE BOARD:** *Rath moved to approve of a temporary 8 ft by 4 ft sign, back to back, east west orientation (perpendicular to road) at (Millie’s Restaurant) Sherwood Family Restaurant for 6 months in duration, subject to coordination with the property owner. Hennlich 2nd. Motion carried unanimously.*

- f) CSM #2011-01 & -02: Request by Village to re-create lots allowing placement of public roadway (Knight Drive extension) serving *Upper Wanick Park* development. Lot ownership includes the Village, *the Outpost*, and *Legacy Communications*.

**VILLAGE BOARD:** *Weyenberg moved to approve without object to the Certified Survey Map CSM #2011-01 & -02: Request by Village to re-create lots allowing placement of public roadway (Knight Drive extension) serving Upper Wanick Park development. Lot ownership includes the Village, the Outpost, Legacy Communications. Benz 2<sup>nd</sup>. Motion carried unanimously.*

- g) RP #2011-01: Request by the Village to rezone commercial & public lots referenced in CSM #2011-01 for placement of new public roadway to new, proper ownership.

**VILLAGE BOARD:** *Rath moved to call for public hearing January 9, 2012 for RP #2011-01: Request by the Village to rezone commercial & public lots referenced in CSM #2011-01 for placement of new public roadway to new, proper ownership. Benz 2<sup>nd</sup>. Motion carried unanimously.*

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. Hennlich 2<sup>nd</sup>. Motion carried unanimously.*
- ii. *Public Deposits Control Agreement:* Discussion per request by Board.

*Clerk Williams presented information requested by the Board on the auditor's opinion of the bank agreement and the bank's information on the assets to be pledged.*

9) Village Engineer:

- a) Project Update(s).

Engineer Schaff reported the Knight Drive extension project bid opening took place earlier today and presented the bid award letter, engineer report and property roll. Schaff recommends award of the contract to David Tenor Corporation with some contingencies. Schaff stated she has not had direct experience (McMahon Group has) with this company but did research and did not find anything of concern for the Village.

- 10) Village Administrator – *Administrator Friday stated he contacted Village Attorney Rich Carlson in regards to the Sherwood Cliffs Apartment unpaid PILOT fee for 2011. Carlson is reviewing the Village options and Friday will report back to the Board.*

*Benz stated the demographics of the tenants of the complex will assist him in making decisions.*

*Rath also stated that most of the Board members were interested in this information.*

*Kaas reported that his opinion is that it is not important if the tenants were Sherwood residents or not (prior), once they become tenants of the complex, they are residents. Kaas went on to say that he does not support any type of forgiveness or reduction in the PILOT payment.*

*Friday stated that the walking trail 1/3 mile out to Pigeon Rd. is continuing and will have work performed by staff in spring, finishing up in summer.*

11) Old Business: None.

12) New Business:

- a) Bid Award for Knight Drive Extension (Upper Wanick Park) roadway construction (Note: Bid opening Monday morning. Info will be presented at Board meeting).

***Laux moved to approve the recommendation of the Village Engineer to award the Knight Drive Extension (Upper Wanick Park) roadway construction bid to David Tenor Corporation with the 2<sup>nd</sup> year warranty in the amount of \$662,999.55. Kaas 2<sup>nd</sup>.***

***Weyenberg moved to amend motion to include the award contingent upon recording of CSM #2011-01 & 02 and all necessary DNR permit approvals.***

***Laux agreed to the amendment.***

***Hearing no opposition to the amendment the main motion carried unanimously.***

- b) Resolution #20-2011: Establishing Preliminary Assessments to levy against property benefitting from the placement of Knight Drive roadway extension (Wanick Park access).

***Kaas moved to approve Resolution #20-2011: Establishing Preliminary Assessments to levy against property benefitting from the placement of Knight Drive roadway extension (Wanick Park access) with deferred assessments to Smet properties (Tx. ID 3s 13606 & 13608) until services are requested by the property owner. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- c) Election Inspector & Special Election Deputy: Approve appointments.

***Laux Moved to approve the appointments of the Election Inspector & Special Election Deputy for the 2012 – 2013 election cycle as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- d) Fees Schedule: Annual review of Village Schedule of Fees for services and permits (e.g. dog licenses; zoning permits, etc.).

*Friday presented the current fee schedule for the Village and requested the Board to review and inquire if the Board requested any changes.*

***Rath moved the dog licenses be increased to \$5 spayed/neutered and \$10 for unspayed/neutered dogs beginning January 1, 2012. Hennlich 2<sup>nd</sup>. Laux – nay, Weyenberg – nay. Motion carried.***

- e) Community Center flooring: Consider/Award bid (\$3,105; Macco's) to replace carpeting and tile.

*Friday presented quotes for flooring replacement expenditure previously approved by the Board.*

***Hennlich moved to approve the Community Center flooring project work for an amount not to exceed \$3,105 to Macco's to replace carpeting and tile. Rath 2<sup>nd</sup>. Motion carried unanimously.***

13) Complaints and Compliments: None.

14) Correspondences: None.

15) Adjournment – *By unanimous consent, the meeting adjourned at 8:54 p.m.*

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