

**Village Board Meeting Minutes**  
January 22<sup>nd</sup>, 2024

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

***Present:***

*Bob Benz  
Tony Genisot  
Tom Herrmann  
Joyce Laux  
Kathy Salo  
Jesee Troestler*

***Absent:***

*Amy Brandt*

***Others Present:***

*Nick Halbach, Clerk-Treasurer  
Sadie Slotke, Deputy Clerk (virtual)  
Brenda Stumpf, Rec Coordinator  
Steve Summers, Plan Commission Chair  
Tom Jack, PRUT Board Chair  
Mike Kaster, Cedar Corp.  
Eric Fowle, Cedar Corp.  
Jeff Kussow, Cedar Corp.  
Bruce Genskow, Utility Operator-In-Charge  
Paul Much, MCO*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda. Benz seconded. Motion carried without dissent.***
- 4) Approval of Minutes: Jan 8. – ***Salo moved to approve the 1-8-24 Minutes. Herrmann seconded. Motion carried without dissent.***
- 5) Registered Citizen Comments on Agenda Items.

*Paul Stelter*

*W4938 Spring Ct.*

*Item 7g.*

*Stelter commented the gym usage proposal agreed at the PRUT Board is an appropriate solution for the time being. He also gave thanks to the DPW guys for keeping the roads cleared throughout the month's snowstorms.*

- 6) Public Hearing: *Rezoning Petition #2024-01; Consider request to rezone Sherwood Forest Clubhouse (Tax ID #46066) from IR-2 to C1 (Genisot).*

*Laux opened the public hearing with the three required readings at 6:35 pm.*

***Salo moved to close the public hearing at 6:36 pm. Herrmann seconded. Motion carried without dissent. Genisot – Abstain.***

- 7) Report of the Park Recreation & Urban Tree Board (Jan. 15)

A. Recreation Coordinator Report

*Rec Coordinator Stumpf reported there were 28 participants for Parents Night Out, and that the popular home alone and babysitting class will take place on February 3<sup>rd</sup>.*

**B. E-bikes on Trails for Disabled**

*Stumpf noted she was advised to table for further discussion as the Village of Greenleaf is currently going through a similar process involving ordinances.*

**C. Trails: Grant Update**

*Stumpf noted the Friendship Trail is currently going through feasibility studies for along the STH 114 corridor. She added the deadline for the grant for the project is May 1<sup>st</sup>, with applicants finding out in September whether they receive any grant funding.*

**D. Spring Hill Trail**

*Trustee Troestler indicated he will be at the next PRUT Board to further discuss any potential options for a trail along Spring Hill Drive. Trustee Herrmann questioned if Stumpf had access to a previous feasibility study to get a ballpark price estimate. He added the board should get a soft estimate to gauge interest before seriously pursuing any further plans with that potential trail. Troestler noted he met with Nick Vande Hey of McMahan the prior week to discuss stormwater, and suggested meeting with Engineer Mike Kaster from Cedar Corp for a similar meeting to discuss feasibility. Kaster agreed, and Troestler noted he would like to have estimates for the PRUT Board at their February meeting.*

**E. Budget Review**

*Stumpf informed the PRUT Board the Park Impact Fee increased by 2.3% for 2024 in accordance with the CPI Urban Index.*

**F. Wanick Park Baseball Field**

**G. Open Gym Rules**

*Stumpf noted the Village had not had great rules in place for sharing the gym at any given point in time. First come, first serve basis will continue to be the rule of thumb, however, the PRUT Board approved a new rule in the event two groups of people want to use the gym at the same time, but cannot share the court due to the nature of the sport being played. They purposed the first group present has the right to play for an hour after their sign in time. The PRUT Board also added a stipulation that any rental of the gym must be placed at least 24 hours in advance.*

*Trustee Herrmann questioned if the pavilion at Legion Park would be suitable for a pickleball court that would be covered, as the Village could make use out of a little used asset. Trustee Genisot noted the pavilion would be too low for pickleball as they need up to 20 feet in height.*

*Troestler noted he preferred having blocks of time reserved for specific sports instead of the purposed new rules limiting a group of people to an hour.*

***Herrmann moved to approve the rules as recommended by the PRUT Board. Benz seconded. Motion carried without dissent.***

*Stumpf introduced Jeff Kussow from Cedar Corp as the lead contact going forward for the Comprehensive Outdoor Recreation Plan. Kussow noted he has helped complete similar plan updates for the City of Kaukauna, the Town of Freedom, and the Village of Bonduel.*

8) Report of the Plan Commission (Jan. 16)

A. 2040 Comprehensive Plan

*Plan Commission Chairman Steve Summers noted the Plan Commission held a special meeting for purposes of holding a public hearing to discuss the comprehensive plan update. He noted one community member attended and had three questions for the Commission, two of those being related to population figures and estimates. The third question, however, was in regards to the placement of future proposed trails, and their location across private property where the former Sherwood Forest Golf Course was located.*

*Eric Fowle of Cedar Corp noted the population projections come directly from the Wisconsin Department of Administration, which were most recently updated in 2013. While the projections seem high, Fowle noted Sherwood is one of the fastest growing municipalities in the state. In regards to aging estimates, Fowle noted the data included in the comprehensive plan notes the nationwide trend of people living longer.*

*Summers noted the Plan Commission recommended approval of the comp plan with the changes made to the trails map by Cedar staff at the public hearing. Trustee Genisot noted nothing should be on the trail map other than the previously dedicated land to trails, as the current map in the comp plan shows a future trail going right over his house. Engineer Kaster noted he removed the trails as called out by Jeff Holz at the Plan Commission meeting, which removed trails from private property. Kaster suggested tabling for PRUT feedback as he was not aware the PRUT Board had no say in that decision. PRUT Board Chairman Tom Jack noted his confusion as he questioned how the map changed from a few months ago when the PRUT Board updated the map for the CORP plan update. Jack noted he understood where Holz and Genisot were coming from as property owners, but was confused over how the map was changed at the Plan Commission level without any PRUT Board feedback.*

*Salo moved to table the 2040 comp plan until an updated trail map is approved by the PRUT Board. Benz seconded.*

*Trustee Herrmann questioned if the board should table it right away as he had concerns over the future land use map that he would like to discuss. Notably, he is against the Stumpf property west of the Village Hall being anything other than single family housing except along the highway.*

***Motion to table carried 4-2-1. Herrmann – Nay. Laux – Nay. Brandt – Absent.***

9) Report of Village Officers.

A. Village President.

B. Fox Cities Area Room Tax Commissioner.

*Trustee Benz reported December of 2023 was the highest grossing month ever at the Champions Center with 2.3 million dollars of revenue coming in. He mentioned 60,000 square feet building expansion is in the works for an approximate cost of 20 million dollars. Benz noted the Champions Center has maxed out revenue in the existing building, and that the expansion would make the facility one of the largest in the country.*

C. Clerk/Treasurer.

i. *Consent Agenda (Financials).*

***Benz moved to approve. Salo seconded. Motion carried without dissent.***

ii. *Walking Quorum:* Discuss ways to communicate ideas amongst board members outside of meeting times.

*President Laux requested the item to be included on the agenda as she believes board members cannot be replying all to each other outside of noticed meetings. Trustee Troestler pushed back against the definition of a walking quorum as he described one trustee emailing another who emails another all the way through all seven members as to walk an item down the roll call without being in session. He advocated for a simple question and answer email that did not take any action as a legal line of communication. Vice President Salo noted her only concern was about replying all and concluding without being in session.*

*In regards to the reason why this topic arose, Laux noted she did an interview with the Times Villager with a journalist who is not Tom Collins, the Village's respected reporter for the publication. She added the article published in the most recent edition of the Times Villager about Laux had several incorrect statements.*

*Clerk-Treasurer Halbach reported his meeting with the bank was postponed due to the snowstorms of recent weeks. Trustee Genisot expressed his frustration over the hypocrisy of fining the Outpost for their non-compliant reader board sign while the Lion's Club sign the Village is replacing is still standing and not being fined. He advocated for an agenda item to be placed on the next meeting's agenda for stopping the fining of the Outpost.*

10) Engineer and/or Utility Operator.

A. *MCO Summary.*

*Utility Operator-In-Charge Genskow reported a 3 inch E-series meter will need to be purchased as he needs one to test new meters. He indicated that while the item was not budgeted, he will be receiving a credit from Midwest Meter as the new meter is a replacement.*

***Salo moved to approve the purchase of meter considering the credit. Herrmann seconded. Motion carried without dissent.***

*Genskow noted there was a water main break in front of the post office over the weekend, and that he would be running a comparison test with the upper section to determine the amount of water lost. He added Pieper Power is installing the new PLC for the High Cliff Lift Station. Genskow also mentioned he has received a few calls for black bio-film in faucets, which stem from the Cleritas chemicals in the water. He advocated for hydrant flushing to be performed twice a year to more frequently flush out the system.*

B. *MCO 2024-25 Contract (MCO; Jan 4).*

*Paul Much of MCO noted one of the requests from the Village Board was to locate water loss in the system, and he reported there will be another crew of MCO's coming in to listen for leaks in the system. Much noted the CPI had dropped to 3.1% from when he presented the budgeted amount to the board in October. Clerk-Treasurer Halbach reported the amount included in the budget was \$298,364 for MCO, whereas the official contract as submitted by Much came in under budget at \$295,755.*

***Salo moved to approve the contract. Benz seconded. Motion carried without dissent.***

*President Laux questioned if other municipalities that MCO works with have certified utility operators on staff to split responsibilities with. Much noted Fox Crossing has three employees that work with three from MCO. In responding to a question from Trustee Genisot, Much noted the expansion at the Wastewater Treatment Plant would not be adding any need for additional employees for Sherwood.*

C. *On Street Parking (Cedar Corp; Jan 18).*

*Engineer Kaster noted state standards require a thirty foot setback from the crosswalk for parking close to an intersection with a state highway. Laux noted she was concerned over whose responsibility it was to mark no parking zone as it is a county road, and the Village is responsible for the parking lanes. Kaster noted typically, the county is responsible as they control the intersection. Laux also questioned if Kaster could investigate why the Village of Harrison has their signs located within Sherwood's boundaries.*

D. *Pavement Marking on Streets (Cedar Corp; Jan 17).*

*Kaster noted for paint striping, road classification determined the mandatory need, but added municipalities can stripe at their pleasure. He recommended having a policy or ordinance that spells out exactly which classification of roads would be included for striping. Kaster also noted striping can be as frequent as every other year to maintain for busier streets. Vice President Salo noted Spring Hill Drive and Stommel Road were striped at one point.*

*Kaster noted the PASER rating for the 300 feet of road on CTH B not presently included in the County's FY2026 project is rated as a 4. He noted he reached out to the county to inquire about the possibility of including the last 300 feet to STH 55 in the project. Kaster also mentioned the WWTP subcommittee will meet approximately two weeks before the plans go out to bid. Trustee Herrmann suggested an evening meeting at the Village Hall to review the design specifications.*

11) Administrator.

A. *Snow Removal Request (Lessor, Jan 13).*

*Clerk-Treasurer Halbach noted he spoke with Public Works director Nadler regarding what the Village staff has done in the past. Nadler indicated to him that for heavy snow events, the public works department will utilize the skid loader to remove large amounts of snow from sidewalks in the area described in the request included in the packet.*

12) Old Business: None.

13) New Business:

A. *Rezoning Petition #2024-01: Consider request to rezone Sherwood Forest Clubhouse (Tax ID #46066) from IR-2 to C1 (Genisot).*

***Herrmann moved to approve Rezoning Petition #2024-01. Benz seconded. Motion carried without dissent. Genisot – Abstain.***

B. *Resolution #2024-01: Consider the Update to the Comprehensive Plan.*

C. *Ordinance #2024-01: Adopting the Comprehensive Plan Update 2040.*

*Items were previously tabled to the next regular meeting as motioned during the Plan Commission Report.*

D. *2023 Absentee Ballot Envelope Subgrant Reimbursement Program: Consider submission to Wisconsin Election Commission for reimbursement of funds used to purchase new Absentee Envelopes for 2024 Elections (WEC, June 2023).*

***Salo moved to approve the WEC Subgrant program reimbursement. Benz seconded. Motion carried without dissent.***

14) Complaints & Compliments:

15) Correspondences:

- A. *Monthly Activity Report* (Calumet County Sheriff; Dec.).
- B. *Utility Billing* (Goehring, Jan 8).

16) Action Items.

1. *Update Maps for Comprehensive Plan.*
2. *Meeting with Bank – have easement document ready if bank decides that is best option.*
3. *New agenda item to stop fining the Outpost.*
4. *Scan and send out copy of MCO contract to appropriate parties.*

17) *Closed Session: (Personnel discussion)* Per Wis. Stats. §19.85(1)(c), the Village Board may move to a Closed Session when considering employment, promotion, compensation, or performance evaluation data of any public employee(s) over which the governmental body has jurisdiction or exercises responsibility.

***Salo moved to enter closed session at 8:35 pm. Troestler seconded. Motion carried without dissent.***

18) *Open Session:* The Board may take action on any item listed in Closed Session.

***Herrmann moved to enter open session at 9:25 pm. Troestler seconded. Motion carried without dissent.***

***Salo moved to hold a special meeting on Monday January 29<sup>th</sup> at 5:30 pm. Benz seconded. Motion carried without dissent.***

19) Adjournment.

***Herrmann moved to adjourn at 9:28 pm. Troestler seconded. Motion carried without dissent.***

*Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.*