

**Village Board Meeting Minutes**  
Jan. 27, 2020

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

<b><i>Present</i></b>	<b><i>Absent</i></b>
<i>Bob Benz</i>	<i>None</i>
<i>Roger Kaas</i>	<b><i>Others Present</i></b>
<i>Joyce Laux</i>	<i>Randy Friday, Administrator</i>
<i>Ned Marks</i>	<i>Kathy Mader, Acting Clerk</i>
<i>David Miller</i>	<i>Bruce Genskow, MCO</i>
<i>Lisa Ott</i>	<i>Brenda Stumpf, Rec Coordinator</i>
<i>Kathy Salo</i>	
  
- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – ***Benz moved to approve the agenda. Kaas seconded. Motion carried unanimously.***
  
- 4) Approval of Minutes: Jan. 13 (Regular Meeting) – ***Benz moved to approve the Jan. 13, 2020 Minutes with revision. Salo seconded. Motion carried unanimously.***  
*Discussion: Marks requested Minutes to reflect ‘for State Park Road portion only’ for item 11) a) iii of the Minutes.*
  
- 5) Registered Citizen Comments on Agenda Items - *None*
  
- 6) Report of the Parks, Recreation & Urban Tree (PRUT) Board (Jan. 20)
  - a) *Park Impact Fee Study:* Three proposals reviewed. Contract Award Recommended: ‘Trilogy’ (\$5,720) – ***Kaas moved to TABLE until the PRUT Commission has reviewed the entire Ruekert-Mielke proposal, noting Contract Award should be based on three complete proposal reviews. Miller seconded. Motion carried unanimously.***
  
  - b) *Proposal to conduct ‘Fish Camp Class’ on Village stormwater ponds (Franzen).*  
***Kaas moved to decline request to conduct ‘Fish Camp Class’ on Village stormwater ponds. Salo seconded. Motion carried 6-1. Marks – Nay.***  
*Discussion: Board suggest the group consider using the High Cliff State Park Butterfly Pond.*
  
  - c) *Trail snow-clearing in Winter.*
  - d) *Comprehensive Outdoor Recreation Plan (CORP):* Reviewed.
  - e) *End of Month Report (Dec.).*
  
- 7) Report of the Community Development Authority (Jan. 22)
  - a) *Site Remediation at W415 Veterans Avenue (formerly Wink-Mart):* Contract approved for full remediation to take place concluding May-June allowing full re-development of ‘clean’ site (Estimated cost - \$32,750 [Cedar Corp.]).

- b) *Formalize Sherwood Developer Tour:* Approved coordination with Mary Kohrell (Calumet County Economic Development) to conduct local Sherwood event.  
*Discussion: Benz suggested avoiding Mother's Day and the lake fly hatch if considering a May Tour date.*  
*An error in the 1/22/2020 CDA Report was noted: Approximately \$1.2M in funds will be available with the discontinuation of the CDBG-Close program, not \$2.1M.*
- 8) Report of Village Officers.
- a) Village President – *Nothing.*
- b) Fox Cities Area Room Tax Commissioner – *Benz noted the following items:*
- *Champion Center meetings will be quarterly as are the Room Tax meetings.*
  - *Hot dogs served at the Center are not from Festival Foods, but they do have naming rights for the food stand.*
  - *The Village is allowed two (2) free uses of the Center.*
  - *Due to interest and use, more parking is being added.*
  - *Benz will take the suggestion for a bigger sign to indicate the Center's location to their next meeting.*
- c) Clerk/Treasurer.
- i. Financial Reports – ***Benz moved to approve the Financial Reports. Kaas seconded. Motion carried unanimously.***
- 9) Village Engineer and/or Utility Operator: Updates – *Genskow discussed the water loss report. His goal is to pressure test the entire system in 2020 to locate water loss.*
- 10) Village Administrator: Updates – *Friday noted the following:*
- *Public Works Staff are working on a room expansion in the Recreation Area as a winter project.*
  - *Quotes have been received for a new 3/4-ton Pickup Truck*
  - *Quotes are being received for an HVAC unit to replace the original unit at the Community Center, per FY20 Budget direction from the Board.*
  - *Quotes for a back-up power supply for the Village Hall are also a 'to do' item, per FY20 Budget direction from the Board.*
- 11) Old Business:
- a) Computer devices for Village Boards: Consider implementation – ***Benz moved to approve forming an Ad hoc committee for implementation of computer devices for all Boards. Salo seconded. Motion carried unanimously.***  
***Kaas moved to appoint Lisa Ott as Village Board representative. Miller seconded. Motion carried unanimously.***  
*Kaas proposed forming an Ad hoc committee he would chair. The plan is to select a member from each board and commission to discuss training and implementation. Kaas will speak at each group's meeting. Kaas stated Todd Thiel has been selected from the CDA.*

- b) Burning/Fire Pit regulation: Update. – *Salo stated residents have until March 1 to return surveys. To date there have been 90 responses; 50 ‘Yes’ and 40 ‘No’ responses.*

12) New Business:

- a) *FY2019 Audit: Consider Audit engagement with Clifton/Larsen/Allen, LLP [previously Schenck] (Note: Cost coincides with previously-approved contract; NTE \$28,500). – **Kaas moved to reapprove FY19 Audit firm as CLA. Salo seconded. Motion carried unanimously.** Friday noted that if/when the Village re-bids the Audit Services contract, it should be noted that to date, CLA is named as the audit firm for the TID #1 Closure, due to the Dept. of Revenue mandating a named firm and contact from the Village for their closure paperwork process.*
- b) *Request to purchase (\$500) remaining contents of house and building, and clean-out all remaining items at N303-305 Military Road (formerly-Hawkinson residence; Greg Willett Antiques & Estates). – **Kaas moved to allow the Administrator to enter into an agreement on the Village’s behalf with Greg Willett Antiques & Estates, noting his offer to the Village of \$500 to purchase all remaining contents of the home and garage on the property, including removal of all items and trash at no cost to the Village. Staff is authorized to sign contract. Benz seconded. Motion carried unanimously.***
- c) *Hazard Mitigation Plan Update: Assign at least one Village representative for FEMA grant eligibility. – **Kaas moved to recommend Friday as Village representative. Benz seconded. Motion carried unanimously.***

13) Complaints & Compliments: *None.*

14) Correspondences:

- a) *Monthly and End-of-Year Activity Report (Calumet County Sheriff’s Dept; Dec.)*
- b) *Hazard Mitigation Plan Update: Assign Village representative for FEMA grant eligibility (Calumet County Emergency Management; Jan. 16).*

*Item not on agenda – Lower Cliff Fishing Club correspondence requests approval to park on village streets and allow all-terrain vehicles on streets to the lake. This request is due to the poor ice conditions for annual sturgeon spearing season. The Village Board declined to take any action because it was not an item on the agenda. The Board did concur the Calumet County Sheriff’s Department has the authority to act on the Village’s behalf regarding related ordinance.*

- 15) *Closed Session: Clerk-Treasurer Hiring – Update; Consider hiring terms and conditions. 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 over which the governmental body has jurisdiction or exercises responsibility. **Kaas motioned to move into Closed Session at 8:10 p.m. Benz seconded. Benz – aye, Kaas – aye, Laux – aye, Marks – aye, Miller – aye, Ott – aye, Salo – aye. Miller motioned to move back into open session at 9:13 p.m. Benz seconded. Motion carried. Benz – aye, Kaas – aye, Laux – aye, Marks – aye, Miller – aye, Ott – aye, Salo – aye.***

- 16) *Open Session:* The Village Board may act on any item discussed in *Closed Session*.
- 17) Adjournment – *Salo moved to adjourn at 9:13 p.m. Kaas seconded. Motion carried unanimously.*

Respectfully submitted for review and approval by Kathy Mader, Acting Clerk.