

Village Board – Special Meeting Minutes February 4, 2019

- 1) Call to Order and Roll Call: President Laux called the meeting to order at 6:01 pm. Trustees present were Bob Benz, Roger Kaas, Lisa Ott, Kathy Salo, and Ned Marks. Trustee David Miller came into the meeting at 6:33 pm. Also in attendance was Josh Gerrits of Cedar Corporation, Bruce Genskow of MCO, Administrator Randy Friday, and Clerk/Treasurer Jo Ann Lesser.
- 2) Pledge of Allegiance: All those present stood to recite the Pledge of Allegiance.
- 3) Approval of the Agenda: Trustee Benz made a motion to approve the agenda. Trustee Kaas seconded the motion. Motion carried, 6-0.
- 4) Approval of Minutes: Jan. 14 (Regular Meeting): This item was postponed to February 11th due to not being in the packet.
- 5) Registered Citizen Comments on Agenda Items: None
- 6) Report of the Parks, Rec. & Urban Tree Board (Jan. 21).
 - a) Community Center Rental (Cortes) Administrator Friday explained that a rental of the community center in 2018 was not cleaned according to the rental agreement requirements. Friday indicated the rental deposit did not cover the cost of the clean-up and there is still a balance of \$275.29 still owed. Attempts to collect and even deliver the billing invoice have been unsuccessful. The PRUIT committee made a recommendation to write-off the charges. Trustee Salo made a motion to write-off the \$275.29 invoice for Cortez with regards to default of the rental agreement for the community center. Trustee Benz seconded the motion. Motion carried, 6-0.
 - b) Request for reduced Community Center rental fee ('AA' group): Administrator Friday stated that the same group is asking for an additional evening for their group to meet, it was explained that this group is growing in members and needs the extra meeting. It was recommended by the PRUT committee to allow this additional meeting at the same cost of \$10. Trustee Kaas made a motion to approve the charge of \$10 for the additional meeting. Trustee Benz seconded the motion. Motion carried, 6-0.
 - c) Trail Reconstruction project(s) in FY19: This item was sent back to committee for further review and discussion.
 - d) Drone usage at Wanick Park: There was minor discussion, it was explained by Administrator Friday that air space is controlled by the FAA and not by the home owner, at this time local government has no control and must follow the rules set forth.
- 7) Report of Village Officers.
 - a) Village President: Nothing
 - b) Fox Cities Area Room Tax Commissioner: Trustee Benz stated that the facility did receive a substantial amount of damage over the weekend, it will take time to get the damage cleaned up and repaired. Two electric Zamboni's were purchased for \$100,000 each. The flooring will be installed by a company from Mackville who also does the floor for the Buck's Arena. Large storage space was included to store the flooring on site, bleachers have been purchased. There are 28 events booked already for 2020 as of January. Benz wanted to remind the Board that the Village of Sherwood does get a one day free event. It was agreed that the Park and Recreation Coordinator along with the committee should work on this event. Benz also reported that there will be dates of free skate and that skate rentals will be available on site. The search for a general manager has garnered a few good candidates to review. The website is up and running, but it's not at 100%.
 - c) Clerk/Treasurer
 - i. Consent Agenda (Financial Reports; Operator's Licenses): Clerk/Treasurer Lesser indicated that criminal background checks were completed and are satisfactory. Trustee Benz made a motion to approve the consent agenda. President Laux seconded the motion. Trustee Kaas questioned about the timeline for the payment to the Village of Harrison for the tax payment. Lesser explained, a property that annexes from one municipality to another, there is a state

requirement to pay the village portion of the property tax back to the municipality of origin for 5 years. Lesser further responded that, 2018 is the final year for the payment requirement. Trustee Marks questioned the invoice regarding furniture, Administrator Friday explained that the purchase was a small couch and two chairs for the office he will be occupying in the near future. Motion carried, 7-0.

- 8) Village Engineer and/or Utility Operator: Project Update(s): Bruce Genskow gave his annual report. Genskow explained that Great Lakes TV and Seal are in the village working, part of that project is to determine areas of water loss. It was determined that the village is experiencing a 14.7% water loss annually, with the repairs being made each year there has been a reduction, it is now at 13.5%. Efforts will continue to locate areas in need of repair or replacement. Genskow indicated that during the recent severe cold weather additional heaters were purchased to help keep the equipment warm, Genskow indicated that only certain heaters can be used due to the chemicals and vapors involved.
- 9) Village Administrator: Project Update(s): Administrator Friday stated that he received more compliments than complaints regarding the snow plowing last week. The big snow plow trucks were not used during the cold weather to keep from the equipment breaking. Friday also updated the Board that the Condon Road Extension meeting is at 9 am on February 5th. Village Offices were closed 2 half days last week due to the severe cold.
- 10) Old Business: None.
- 11) New Business:
 - a) *Contract Award(s) – Meehl-Stumpf Subdivision: ‘B-19’ road construction project engineering.*
 - i. *Contract Award: Consider roadway Design/Bid/Construction services (Cedar Corp; See detail sheet of estimated costs):* Administrator Friday indicated that the cost of the water main breaks was \$17,682 to \$35,682. To compare the cost of replacing the water main at \$459,000 to the cost to repair the breaks doesn’t justify the replacement cost, nor does depleting half of the fund balance. Genskow stated he would prefer the replacement of valves and hydrants, he indicated that some of the hydrants he just does minor adjustments on them to keep them from locking up. Genskow also noted that the cost to replace the valves and hydrants cost approximation is \$96,000 to \$117,000. Trustee Kaas made a motion to approve the contract to have Cedar Corp. move forward with design and bid of the Meehl-Stumpf Subdivision, to include the replacement of hydrants and main line and auxiliary valves in the project area at the same time as the road reconstruction project. Trustee Ott seconded the motion. Motion carried, 7-0. Josh Gerrits of Cedar Corp. stated that there is a meeting next week with the County Highway Commissioner to discuss drainage on County Road M. Gerrits also stated that they would assist with the assessment of the mini storm sewer ponds as well as the public informational meeting. Gerrits stated that the design project cost is \$117,700. Trustee Kaas made a motion to approve the design contract with Cedar Corp. in the amount of \$117,700. Trustee Salo seconded the motion. Motion carried, 7-0.
 - ii. *Contract Award: Consider Water Main Design/Bid/Construction services (Cedar Corp.; See detail sheet of estimated costs):* Trustee Kaas made a motion not to have Cedar Corp do a water main design and bid for the Meehl-Stumpf Subdivision. Bruce Genskow indicated that from 2002 to 2018 there have been 9 water main breaks in that area and the last one was 5 years ago. Motion carried, 7-0.
 - b) *Inter-municipal jurisdiction of Road Construction projects (Kesler Road; State Park Road):* Consider methodology for road construction projects scheduled for FY19: Trustee Kaas stated there was discussions in the past with the Village of Harrison with regards to co-constructing Kesler Road. Harrison agreed to place the project on hold until the Village of Sherwood was ready. It is unknown if Harrison is ready to commence the project in 2019. Kaas stated that Harrison indicated all they wanted to do was replace culverts. In December it was agreed to obtain project costs from the engineer. Trustee Kaas stated that he would contact the Village of Harrison and bring back information to the Board regarding the project.

- c) *Contract Award (WWTP) – Operational Evaluation Report*: Consider engineering services to prepare report of treatment plant total suspended solids (TSS) (Cedar Corp.; \$6,500): It was noted by Administrator Friday this is the next step in reporting to the WDNR. Trustee Benz made a motion to approve the contract for operational evaluation report of the treatment plant total suspended solids in the amount of \$6,500. Trustee Miller seconded the motion. Motion carried, 7-0.
 - d) *Election Equipment purchase*: Consider 'Fund Balance' expenditure for new voting machine, and annual maintenance and warranty costs (ES&S; approx. \$10,000): Clerk/Treasurer explained Calumet County Clerk and local municipal clerks have been meeting to discuss replacing the existing voting machines. Lesser stated the current machines have been in operation since 2006 and some even longer than that. Two machines were demonstrated at the meetings. The group met after to discuss the pros and cons of each machine, one machine stood out as a better option to the group, the machine is sold by E S & S. Lesser explained that it is a bit more expensive however the options the machine offers are better for how Wisconsin and especially how Sherwood will be processing ballots before and on election day. The cost of the equipment is \$9,800, there is a \$200 credit for the existing equipment and a one year warranty. Expected delivery would be in November or December of 2019. Lesser stated her recommendation would be for the E S & S-DS200 and Expressvote. Trustee Kaas made a motion for the Village of Sherwood to purchase the DS200 and Expressvote with supplies by using fund balance. Trustee Benz seconded the motion. Motion carried, 7-0.
- 12) **Complaints & Compliments**: Trustee Kaas expressed concern regarding the ice shanties are still on properties within the village.
Trustee Benz wanted to express his compliments of a job well done to the two new personnel at village hall.
- 13) **Correspondences**: The following reports were for the Village Board's information, no discussion or decisions were made regarding them.
 - a) *Village of Sherwood MS-4 Discharge Permit – Stormwater Quality Plan* (Jan. 14; WisDNR).
 - b) *Monthly & End-of-Year (2018) Activity Reports* (Dec.; Calumet County Sheriff's Dept.).
- 14) **Adjournment**: The meeting adjourned at 7:53 pm.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC
Clerk/Treasurer