

Village Board Meeting Minutes

Feb. 12, 2018

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

Present

*Bob Benz
Joe Hennlich
Roger Kaas
Joyce Laux
David Miller
Lisa Ott
Kathy Salo*

Absent

None

Others Present

*Randy Friday, Administrator
Susan Williams, Clerk-Treasurer*

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: Jan. 22 (Regular Meeting). – ***Benz moved to approve the minutes of the regular Village Board meeting of January 22, 2018, as presented. Salo 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Tom Werth, 4836 Sourapple Dr., Appleton – regarding agenda 8) a) voiced support for approval of the subdivision submittal.

Robert Wittmann, W5146 Natures Way Dr., Sherwood – regarding agenda 8) a) voiced support for approval of the subdivision submittal.

- 6) Public Hearing: *Ch. 24 Subdivision Ordinance: Subdivision & Platting Standards of the Sherwood Municipal Code.*

After 3 calls, Laux opened the Public Hearing at 6:33 p.m.

Kaas moved to close the Public Hearing at 6:33 p.m. Benz 2nd. Motion carried unanimously.

- 7) Report of the Community Development Authority (Jan. 24)
- a) *Shenanigan's building*: Disposition of property and/or contents. Auction firm to be engaged to sell contents.

Kaas stated in order to handle the disposition of all the property, that a request for proposal will be drafted and circulated so as to have a public auction.

- b) *50/50 Business Matching Grant Program (Castle Square Condos)*. Authorized disbursement of \$10,000 grant funds for roof project.
- c) *Automatic Renewal of Listing Contract*: Contract terminated.

Kaas reported after 6 months without serious offers, the listing contract will terminate by the beginning of March.

- d) *Closed Session*: Consider (re-)development proposal in TID #2 and/or #3.
- 8) Report of the Plan Commission (Feb. 5)
- a) *Potential subdivision plat: Concept Plan* (4th submittal) for 20 ac. parcel adjacent to Village-owned Miller Pond area (Stommel Road).

Friday reminded the Board they previously reviewed a similar submission, this meeting the difference is the presentation of Wisconsin Department of Natural Resources (DNR) and wetlands expert documentation, and the elimination of one lot on the southern roadway.

Kaas questioned where the supply water line from Appleton is located.

Friday projected on the Board Room wall that the main is on the northern edge of the Miller Pond property.

Kaas questioned lots 28 and 29 and noticed that the wetlands run through them, will that hinder any building on those lots.

Tom Schuler stated with the DNR application they believe they will be able to fill in with a permit or reposition.

Friday questioned and Salo confirmed that the items the Plan Commission requested have been submitted.

Miller stated his neighbor has requested he find out where the water connection will be from the hydrant in the Carrington Ct. subdivision to the new subdivision.

Schuler stated his understanding is that the connection will go through an easement that will line up between the new lots 11 and 12, that the water line is already there and no construction will be required on the Carrington Ct. lots.

Salo stated that the group presenting this concept plan have satisfied all of the Plan Commission's requests.

Benz moved to approve the Re-submittal (#4) of previously-approved Preliminary Concept Plan regarding possible land subdivision/development and roadway layout between Natures Way (Lakeshore Estates – East) terminus and Stommel Road (Wittman), as presented. Miller 2nd. Motion carried unanimously.

- b) *Comprehensive Plan Update: Review & Updates*

- Ch. 3 – Transportation.
- Ch. 5 – Agricultural, Natural and Cultural Resources.
- Ch. 6 – Economic Development.
- Ch. 7 – Intergovernmental Cooperation.

c) *Calendar*: Annual Review of Plan Commission Obligations

d) *Member goals*: Updates.

- Zoning Code: Assist staff hiring consultant by May, 2018.
- Zoning Code: Complete by Sept. 4, 2018. Forward to V. Board.

9) Report of Village Officers.

a) Village President

b) Fox Cities Area Room Tax Commissioner

Benz explained an e-mail distributed to the Board that another look will be taken for a review of the pledge agreement since the exhibition center is complete and the ownership has been taken over by the Appleton Redevelopment Authority and it was decided that the financing will be done through revenue bonds as opposed to private financing and so there is the need to redo the agreement. Benz questioned if the Board will review it to help understand. Benz stated there are some missing items and would like the documents complete before presented to our Board. Benz reported he and Williams attended a meeting to resolve some issues outstanding prior to the finalization of the Exhibition Center financing package. Benz requested Williams to send the pledge agreement to all of the Board and that the topic is on the next Board meeting agenda.

c) Clerk/Treasurer

i. Review/Approve financial reports.

Kaas moved to approve the financial reports as presented. Miller 2nd. Motion carried unanimously.

Williams reported the Villlage Auditors (Schenck) are in during the week for their final fieldwork for the FY2017 report.

10) Village Engineer and/or Utility Operator: Project Update(s).

Friday reminded the Board that the Public Information Meetings for the FY2018 roadway construction will take place February 15, 2018, in the Village Board Room.

Friday reported the Palisades Pond Lake District Dam Construction project is out for bid with a bid opening February 22, 2018, in the Village Board Room. Friday stated the Wisconsin Department of Natural Resources (DNR) representative has worked with Cedar Corp in order to receive bids closer to the original estimates. Friday reminded the Board that the DNR grant could provide up to 50-50 matching grant funds. Friday stated the Board had previously approved the \$100,000 funds transfer to the District with the understanding that after construction the residents will repay through ~~a special assessment payment process~~ tax levy.

11) Village Administrator: Project Update(s).

Friday reported attending the Tax Incremental Financing conference the previous week. Friday informed the Board about bills in front of the State representatives this year. Friday stated he met with an Ehler's representative at the conference to discuss this year's borrowing and the Village 5 year capital plan. Friday expects that the Ehler's representative to attend a Village Board meeting in the next 6 to 8 weeks.

12) Old Business: None.

13) New Business:

- a) *Ch. 24 Subdivision Ordinance: Subdivision & Platting Standards:* Consider ordinance revision(s).

Laux questioned if all the mailboxes in the Village must be moved and Kaas responded that if you read the revisions literally it could mean that. Kaas suggested that this revision should be for future developments. Laux stated it should not be the Village's responsibility to mandate the change but the Post Offices. Friday suggested that the language be modified with subdivision after adoption of the Code. Salo questioned if that included the new subdivision just conceptually approved. Kaas and Friday stated it would since there has not been full approval yet.

Kaas moved to approve the Ch. 24 Subdivision Ordinance: Subdivision & Platting Standards amendment with the language changes as discussed at the meeting, and the rest as presented. Salo 2nd. Motion carried unanimously. Laux – nay, motion carried.

- b) Review of *Business Signage: Inventory & Compliance* (presented Jan. 8th).

Kaas moved to send all violators letters informing them of non-compliance, informing them:

- they have until 2020 to become compliant,***
- if any have extenuating circumstances they can request a 2 year extension,***
- provide information on the Community Development Authority (CDA) 50-50 Matching Grant program.***

Miller 2nd. Motion carried unanimously.

Kaas requested Friday to add to the CDA agenda clarification on the definition of business as written in the Grant program document.

- c) *Condon Road Construction Project*

- *Payment #3 & Final:* Consider payment of 'Warranty Period Retainage' (\$3,000; Summers Construction).

Salo moved to approve the Payment #3 & Final of Condon Road Construction Project: Warranty Period Retainage to Summers Construction in the amount of \$3,000, as presented. Hennlich 2nd. Motion carried unanimously.

- *Certificate of Completion*: Approve pending ‘Warranty Period Retainage’ payment.

Salo moved to approve the Certificate of Completion for Condon Road Construction Project, as presented. Hennlich 2nd. Motion carried unanimously.

- d) *Appleton Redevelopment Authority (ARA) Exhibition Center Advisory Committee Reappointment*: Consider (Re-) Appointment of Sherwood member (2-year term).

Laux moved to nominate Benz to serve the Appleton Redevelopment Authority Exhibition Center Advisory Committee Reappointment for the next 2 years. Salo 2nd.

Miller moved to close the nominations. Salo 2nd. Benz agreed to the nomination. Benz – abstained. The main motion as amended carried.

- e) *Sale of cement deer statues*: Consider/Award sale to high bidder.

Salo moved to accept the bid provided by John Hocks of \$101.05 for the cement deer statues. Benz 2nd. Motion carried unanimously.

- 14) Complaints & Compliments: None.

Benz complimented the Village Office Staff; Kathy Mader, Bridgette O’Rourke, and Susan Williams for their assistance during the last few weeks when called upon.

- 15) Correspondences:

- Monthly Activity Report* (Dec.; Calumet County Sheriff’s Dept.).
- Annual Activity Report* (FY2017; Calumet County Sheriff’s Dept.).
- Workshop for Local Planning & Zoning Officials* (April 18).
- Dedication of Public Park Land and/or Park Fees (Impact Fees) associated with new Subdivision approvals* (East Central Wisconsin Regional Plan Commission; Jan 31).

Friday stated ECWRPC approved the Technical Assistance Grant for the three round-a-bout study (Hwy 55 and 114 separation (south), Castle Dr. and Hwy 55/114 and Lake Breeze Dr. and Hwy 55/114) that was recently submitted by the Village.

- 16) Adjournment. – ***Hennlich moved to adjourn the meeting at 7:53 p.m. Salo 2nd. Motion carried unanimously.***

Minutes prepared for review and approval by Susan Williams, Clerk-Treasurer.