

## Village Board Meeting Minutes April 8, 2019

- 1) Call to Order and Roll Call: President Laux called the meeting to order at 6:31 pm. Trustees present were Bob Benz, Roger Kaas, David Miller, Kathy Salo, and Ned Marks. Trustee Lisa Ott was absent. Also in attendance was Times-Villager Reporter Tom Collins, 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 motioned to approve the agenda. Trustee Miller seconded the motion. Motion carried, 6-0.
- 4) Approval of Minutes: March 25: Trustee Benz motioned to approve the minutes with corrections. Trustee Miller seconded the motion. Motion carried, 6-0.
- 5) Registered Citizen Comments on Agenda Items: None
- 6) Report of the Community Development Authority
  - a) *Round-about Study* - East Central Wisconsin Regional Planning Commission: Trustee Kaas informed the Board on the recent presentation from Walt Raith regarding the traffic on State Highway 114/55. Kaas noted the report given did not have much information, it wasn't a very extensive study, but it did give the village options with regards to controlling traffic using the route.
  - b) *Shenanigan's*: Underground Storage Tank (UST) – Soil testing: Trustee Kaas stated Cedar Corp. would be in the village on April 9<sup>th</sup> to conduct the soil testing.
  - c) *Matching Grant Program*: Reimbursement Request Awarded (\$10k): Trustee Kaas stated the CDA was presented with a PowerPoint presentation from Mr. Genisot showing before and after pictures of the remodel project. After reviewing the information the CDA approved the granting of the grant to MT Service Solutions in the amount of \$10,000.
  - d) *Request to use Village Hall parking spaces* (Play & Grow Learning Center; Hodkiewicz): Trustee Kaas informed the Board the Village Attorney will be reviewing the agreement.
- 7) Report of the Plan Commission (April 1).
  - a) *PUD #2019-01*: Pond View Estates (39 lots):
  - b) *Preliminary Plat*: 'Pond View Estates' submittal: Chairman Summers indicated the Commission approved a concept plan in November of 2018. Summers further explained the Commission recommended approval on a 4-3 vote due to the following reasons:
    1. The average size of the home was listed as 1,827 square feet with a 2-3 car garage, in his notes from the November meeting he wrote 1,500 square feet, he wasn't sure why the differences but thought clarification was needed.
    2. A definitive location of the Appleton water line was needed.
    3. Some members of the Commission did not accept the PUD plan because it doesn't meet village standards on some points.
    4. Numerous corrections needed to be made to the plat as indicated by Engineers Thad Majkowski and Nick Vande Hey.

It was noted that the covenants were in the packet for review, they were submitted late afternoon on April 5<sup>th</sup> and the Plan Commission has not reviewed them.

Trustee Benz stated after his review of the covenants it states the village may enforce the rules and Benz conveyed that sentence should be removed as the village will not enforce covenants.

Steve Summers also noted the new pond should be private and not public and that an easement should be obtained for village purposes. Summer also indicated charges for maintaining the pond by the village should be assessed back to the home owner's association.

Trustee Salo wanted to know the number of street lights, indicating the plan detailed quite a few. It was noted that street lights are governed by WE Energies and that the light information on the plat was for private individual light posts.

Trustee Benz voiced his concern about locating the water line so as to not damage it during construction.

Administrator Friday noted the Plan Commission will need to meet within the next 2 weeks to review the covenants in order for the Village Board to hold the public hearing and approve the final plat. Dates for the public hearing were reviewed.

Trustee Kaas made a motion to approve the ownership of the pond will remain private. Trustee Miller seconded the motion. Motion carried, 6-0.

Trustee Kaas made a motion to hold the public hearing for the plat review on Monday, May 13, 2019 with the Plan Commission meeting to review the covenants. Trustee Benz seconded the motion. Motion carried, 5-1.

c) *Zoning Code Update*: Chairman Summers indicated the Commission will move forward with updating the zoning code.

8) Report of Village Officers.

a) Village President: None

b) Fox Cities Area Room Tax Commissioner: None

c) Clerk/Treasurer

- i. Consent Agenda (Financial Reports; Operator's Licenses): Quarterly (1<sup>st</sup>) budget comparison report along with the cash balances report along with vouchers report were presented. Also an operator application was submitted and Lesser confirmed the criminal background check was completed and satisfactory. Trustee Benz made a motion to approve the consent agenda. Trustee Salo seconded the motion. Motion carried, 6-0. It was noted for future quarterly reports to only submit the budget comparison report as it has all the information the Village Board needs to know with regards to budget status.

9) Village Engineer and/or Utility Operator:

- a) *Contract 'A-19' (Stumpf-Meehl Subdivision)*: Cost-sharing CTH 'M' infrastructure: Administrator Friday indicated the submission in the packet was informational and showed that Calumet County Highway Commissioner agreed to split the cost for storm water along County Road M. Trustee Kaas stipulated that a gravel backfill be completed.

10) Village Administrator: Project Update(s): None

11) Old Business:

*Contract Award: Engineering Services for FY2019 Road Construction – Kesler Road; State Park Road*): Note: Kesler Road 'Alternate Project' design, bidding & construction services (excluding additional permit costs) is an additional \$5,000 fee. Consider base bid award (NTE \$31,700; Cedar Corp.) for design, bidding & construction services on multi-jurisdictional road

projects [Sherwood; Harrison]: Trustee Kaas indicated he received a verbal from the Village of Harrison, they are moving forward with the project and sharing in the cost. It was also decided on including the alternate project for Kesler Road in the amount of \$5,000. Trustee Kaas made a motion to approve consulting services to include the alternate project for \$5,000 pending written confirmation from the Village of Harrison. Trustee Miller seconded the motion. Motion carried, 6-0.

12) New Business:

- a) *STH 55/114 roadway resurfacing*: Consider Village costs regarding parking areas (WisDOT): Trustee Kaas confirmed with the WDOT at the meeting on April 1, 2019 the addition of the bump outs along state highway 114/55 would be acceptable and at the village's expense. It was also conveyed the project is slated to be complete in 2023.

President Laux indicated the WDOT explained if there were any village projects needing to be done to the area that the village shouldn't wait for the WDOT project, they should be completed prior to the state's project.

13) Complaints & Compliments: None.

14) Correspondences: No decisions were made on these items.

- a) *Notice of Filing Petition for Incorporation & Notice of Hearing* (Town of Clayton; Mar. 28).
- b) *'Bike/Ped Trail Wayfinding Signage' – Grant Program* (FCC&VB; April 2). Administrator Friday explained this program is a 50/50 match, and the organization is sending out the information wanting to know if the village wants to participate.

15) *Closed Session*: President Joyce Laux read the following closed session notice. 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. Trustee Miller made a motion at 7:38 pm to enter into closed session. Trustee Salo seconded the motion. Motion carried, 6-0.

Trustee Kaas made a motion at 8:18 pm to reconvene into open session. Trustee Benz seconded the motion. Motion carried, 6-0.

16) *Open Session*: The Village Board may take action on any item listed in *Closed Session*: Trustee Benz made a motion to approve the new hire for the DPW position hourly wage at \$25 and to increase the DPW Supervisor wage an additional \$1.47 per hour and to include a longevity bonus of \$100 for each year of service to his employment package. Trustee Kaas seconded the motion. Motion carried, 5-1.

17) Adjournment: The meeting adjourned at 8:25 pm.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC  
Clerk/Treasurer