

Village Board Meeting Minutes

April 9, 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
Lisa Ott
Kathy Salo*

Absent

David Miller, excused

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: March 26 (Regular Meeting). – ***Salo moved to approve the minutes of the regular meeting of the Village Board for March 26, 2018, as presented. Benz 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Bob Vande Hey, N6539 Harrison Rd., Hilbert – regarding agenda item 12) c) – requested support of the Village Board to take responsibility of the airplane on the Sherwood Community Center property.

Marty Sprangers, W4712 Nicklaus Ct., Sherwood – regarding unagendized item, inviting the Village Board to the Lions 50th Anniversary Event June 3, 2018.

- 6) Report of the Community Development Authority (CDA) (March 28)
- a) *Municipally-owned parking lot (N409 Military Road): Consider posting & limiting usage of this property.*

Kaas explained to the Board that the CDA requests approval of signage at the newly created parking lot at N409 Military Road to state no overnight parking and parking only for the High Cliff Studio tenants and customers.

Hennlich questioned if it should be limited to those businesses. Kaas replied that was the intent when the property was purchased.

Hennlich moved to approve the posting and limited use of the property for parking for the High Cliff Studio building. Salo 2nd. Motion carried unanimously.

Kaas reported attending the annual InDevelopment conference in Green Bay and stated the intention was to generate developer interest. Kaas reported municipal and banks were mostly in

attendance with few developers. Kaas stated Mary Kohrell from Calumet County promoted municipalities in the county with brochures.

- b) *Public Auction of 'Shenanigan's contents: Contract awarded.*

Kaas reported the Authority approving the bid award for inventory and a public in person one day auction services of N385 Military Road for 25% gross selling price, as presented, to Thiel Real Estate, Auction and Appraisal. Kaas informed the Board that Thiel has already begun work with the actual public auction taking place April 30th.

- c) *Signage Update using 50/50 Business Matching Grant Program funds.*

Kaas stated the issue is the matching grants for non-profits and questioned the Village Administrator if the Village Attorney can be consulted for an opinion on the topic. Kaas reported the Authority suggested a call to the Attorney to ask if non-profits can be excluded, and defend that, or include non-profits but limit it to signage, and defend that, or include non-profits in the program with the CDA to proceed as they determine appropriate and defend that. Kaas reported the Authority tabled the topic until the April meeting.

- 7) Report of the Planning Commission (April 2)
 - a) *CSM #2018-02: A Certified Survey Map Request (Welhouse; W5014 Blue Heron Ct.) to split current duplex property into two Single-family dwellings.*

Kaas moved to approve the CSM #2018-02: A Certified Survey Map Request (Welhouse; W5014 Blue Heron Ct.) to split current duplex property into two Single-family dwellings. Benz 2nd. Motion carried unanimously.

- b) *Citizen request to review Ch. 22-21 – Exterior Lighting Standards: Commission recommends adding this to Code Review Project List.*

Friday informed the Board of the citizen request to modify the current code.

Benz moved to approve the Plan Commission recommendation of adding the citizen request to review Ch. 22-21 – Exterior Lighting Standards Code Review Project List, as presented. Hennlich 2nd. Motion carried unanimously.

- c) *Zoning Code Update: Commissioners to assist hiring consultant.*
- d) *Comprehensive Plan Update: Final Review scheduled for May.*

Friday reported the East Central Wisconsin Regional Planning Commission will be presenting the entire Comprehensive Plan Update at the May 7th Plan Commission with adoption public hearing to take place at the May 14th Village Board meeting.

- e) *Calendar: Review of annual items (May & Dec.).*

- 8) Report of Village Officers.
 - a) Village President

Laux stated since this meeting is Hennlich's last evening, she wanted to thank him for his service and congratulate Salo, Miller and Marks on their election into office.

b) Fox Cities Area Room Tax Commissioner

Benz reported just arriving from the Special Meeting of the Room Tax Commission and apologized for not having the minutes ready for the Board to review. Benz stated the Commission approved drafting a letter to the attorney of the City of Kaukauna in order to collect the room tax due which is approximately \$18,000. Benz reported 4 resolutions were approved during the meeting; the Appleton Downtown Redevelopment Authority 2018, Amended and Restated Tourism Entity Agreement, Associated Trust as Trustee and approval of release of funds held by the exhibition center to Associated Trust. Benz stated on the next regular scheduled Village Board meeting (April 23, 2018) agenda the Board will have presented to them for consideration an amended and restated room tax ordinance and the fiscal agency agreement. Benz informed Williams that she should be receiving a packet on the implementation of the hotel room tax program.

c) Clerk/Treasurer

i. Review/Approve financial reports.

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

Williams reported Sherwood had a 31% turnout for the Spring Election and if the Board wishes to see the actual numbers that she has them at the meeting for review. Williams stated that there is a Special Election June 12th for the State Senate District #1 with a possible primary on May 15th if needed. Williams reminded the Board of the Board of Review meeting May 7th from 4 to 6 pm. Williams stated that if they wish the Board could stay for the Plan Commission meeting that night to attend the Comprehensive Plan Update.

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

Friday reported Midwest Contractors Operators (MCO) are doing testing on the system and directed the Board to the correspondence in the packet for the extension approval for the Wisconsin Pollutant Discharge Elimination System Permit. Friday stated the automatic meter (head) replacement program is on-going.

Kaas reported receiving the dam grant application draft from Cedar corp and noted one property missing in the map and the list of district properties was outdated. Kaas stated he advised Cedar of these points and asked if Cedar had received approval of the plans and permit for the dam reconstruction from the Wisconsin Department of Natural Resources.

10) Village Administrator: Project Update(s).

Friday reported the Village has 6 new home permits for 2018. Friday stated he has been answering many questions from seller side of the new subdivision. Friday reported stopping and informing the tenants at the High Cliff Studio property that parking has been proposed by the CDA for the

building tenants and customers. Friday reported attending a meeting for Calumet County for highway awards. Friday reported the weight limits will come off once weather allows.

11) Old Business: None.

12) New Business:

a) *Election Inspectors – Additional Appointments for 2018-19.*

- Edward Conley (Ward 4)
- Eunice Conley (Ward 4)

Kaas moved to approve Edward Conley and Eunice Conley as Election Inspectors, as presented. Benz 2nd. Motion carried unanimously.

b) *Resolution #06-2018 – Arbor Day Annual Proclamation:*

Benz moved to approve Resolution #06-2018 – Arbor Day Annual Proclamation, as presented. Salo 2nd. Motion carried unanimously.

c) *Airplane placement, ownership, and future responsibilities regarding Amer. Legion Post #496 (Condon Road extension project): Consider current and potential future Village obligations.*

Friday questioned the Board, with this request what they would like to do without burdening future Boards, residents and Village Staff.

Vande Hey offered to research what maintenance is required under the agreement with the National Air Force Museum.

Friday questioned the Legion's timeframe.

Vande Hey stated that the agreement application must be completed and he will make sure the form is completed and signed.

Kaas moved to approve adding the airplane to the Village insurance coverage for one year and during that year the Village work with the Legion in order to determine how the airplane will be handled (moved for road construction, who retains responsibility, returned, etc.). Benz 2nd. Motion carried unanimously.

Hennlich asked Vande Hey to approach the Legion membership about the Village constructing a memorial for all branches of service.

13) Complaints & Compliments: None.

Hennlich reported receiving a complaint from a resident of not being able to see the results of the Spring Election in either the Post Crescent or the Times Villager. Williams stated she sends that information out and is unaware of why it is not presented in print.

Hennlich voiced compliments and thankfulness to the Board and Village Staff for making his service pleasurable and stated he did not see anything on the horizon that will be controversial only opportunities instead and to continue to do a good job.

Williams stated there was an invoice at each Trustees spot for a skid loader that was received after the packet generation and requested approval since the equipment is available for delivery.

Benz moved to approve payment to D & D Equipment in the amount of \$7,500, as presented. Salo 2nd. Motion carried unanimously.

- 14) Correspondences:
a) WPDES Permit – Village of Sherwood Wastewater Treatment Facility (Kesler Road).

Friday stated this what he referred to earlier in the meeting it is approval to add 7 years to the Wisconsin Pollutant Discharge Elimination System Permit for the Village to be compliant.

- 15) *Closed Session: Property redevelopment in Tax Increment District #3 related to Condon Road extension construction project (2019) Per Wis. Stats §19.85(1)(e), a governmental body may move to Closed Session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a Closed Session.*

Friday stated the update he was waiting for from the Wisconsin Department of Transportation did not arrive and there is no need for a Closed Session unless they want to discuss the topic. The Board chose not to go into closed session until that is received.

- 16) *Open Session: The Board may act on any above-noted Closed Session item in Open Session.*
- 17) *Adjournment. – Hennlich moved to adjourn the meeting at 7:46 p.m. Benz 2nd. Motion carried unanimously.*

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