

Village Board Special Meeting Minutes
May 29, 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

Roger Kaas

Joyce Laux

Ned Marks

David Miller

Kathy Salo

Absent

Lisa Ott, excused

Others Present

Randy Friday, Administrator

Susan Williams, Clerk-Treasurer

Brenda Stumpf, Park and Rec. Coor.

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Laux requested the advancement of agenda item 10) a) to follow 4), Miller moved to approve the agenda with that advancement. Salo 2nd. Benz requested advancement of agenda item 13) a) to follow 5) b) and 5) a) to follow 5) b). Miller and Salo agreed to the amendment. The motion as modified and the rest of the agenda as presented carried unanimously.***
- 4) Approval of Minutes: May 14 (Regular Meeting). – ***Salo moved to approve the minutes of the regular meeting of the Village Board of May 14, 2018 as presented. Kaas 2nd. Benz requested a change to item 10) b) ii) 264,000 should be 164,000. The motion as modified carried unanimously.***
- 5) Presentations:
- a) *Annual Audit Report – FY2017 (Schenck).*
- b) *Fox Cities Sports Facility Project: Authorizing Execution and Delivery of Documents (See: New Business item #12a – Resolution #2018-09; Bob Buckingham – Grand Chute, Pam Seidel or Matt Ten Haken – Convention & Visitor’s Bureau).*
- 6) Registered Citizen Comments on Agenda Items.

Bob Anderson, N7829 Niagara Ct., Sherwood – regarding agenda item 8) b) voiced concerns about the Village giving funds through the 50-50 Matching Grant program to the golf course and businesses.

Matt Gehl, W4824 Spring Hill Dr., Sherwood – regarding agenda item 7) g) voiced support for the Parks and Recreation Coordinator if needed.

- 7) Report of the Parks, Rec. & Urban Tree (PRUT) Board (May 21)
- a) *Resident-only ‘Rental’ of Community Center and Village Gym: Begin Jan. 1, 2019.*

Stumpf shared information on incidents from rentals of the Village Community Center where renters caused damage and costs in excess of the deposits and informed the Board the PRUT Board's recommendation is to limit the reservation of the Village Gym and Village Community Center to residents only.

Marks moved to approve the PRUT Board's recommendation to limit rental of the Village Gym and Community Center to Sherwood residents only effective January 2019. Benz 2nd. Motion carried unanimously.

b) *Wanick Park – Rubber Mulch purchase & future improvements.*

Stumpf informed the Board that areas in the park are in need of rubber mulch and the PRUT Board's recommendation is to purchase one half needed this year prior to the 50th Celebration and to rework the area including installing a liner and adding the remaining required in 2019.

Benz moved to approve the PRUT Board's recommendation for \$5,107.50 of rubber mulch in FY2018, as presented. Kaas 2nd. Motion carried unanimously.

c) *Wanick Park – Usage of personal canopies/tents.*

d) *50th Celebration: Update.*

e) *Concession staffing: Board members asked to choose two dates for staffing.*

f) *LaCrosse Tournament: Report of concession sales.*

g) *Baseball Field programming: Request by Kaukauna Baseball organization for usage of Wanick baseball diamond.*

Matt Gehl, PRUT Board Member addressed the Board and requested their support of bringing the program to the village's baseball fields.

Marks stated 16-20 hours should not be a problem. Kaas suggested a schedule could be manageable.

Friday questioned Gehl if the program was interested in taking over the maintenance of the fields. Gehl responded the program was offering herbicide applications to improve the playing surface and infield work. Friday suggested the program identify what they want and offer to do in writing. Gehl replied that he did not think it was too much to ask for.

Benz suggested the program scheduling with Stumpf.

Laux questioned the status of the staffing of the 50th Celebration and Stumpf replied it is coming along but in need of another 50 more volunteers.

Friday asked how the donations are going and Stumpf replied the total is up to \$7,200.

8) Report of the Community Development Authority (May 23)

Kaas stated the Authority has received questions about building standards and so they will form a committee in order to assess and address this.

- a) *Shenanigan's Auction: (Net \$10,808 from sale)*
- b) *Modification of 50/50 Business Matching Grant Program (language).*

Kaas informed the Board the program document has been updated for specific inclusion of service groups and non-profits.

- c) *Disposition of Shenanigan's building: Timeline set for RFPs to do asbestos testing, abatement, and building demolition.*

Kaas reported the process has begun with completion to be done by August 31, 2018.

Kaas stated a couple of individuals have received permission from the Authority to remove additional items.

9) Report of Village Officers.

- a) Village President
- b) Fox Cities Area Room Tax Commissioner

Benz expressed his gratitude for the Board allowing him to act in this capacity and their support of the efforts of the Village and the Village's cooperative relationship with the exhibition center, sports complex and convention center.

- c) Clerk/Treasurer
 - i. Consent Agenda (Financial Reports; 5 Operator's Licenses).

Benz moved to approve the consent agenda which included the financial reports and 5 operator licenses, as presented. Salo 2nd. Motion carried unanimously.

- ii. Application for Class 'B' Retailer's License (St. John/Sacred Heart Annual Picnic).

Kaas moved to approve the temporary Class 'B' Retailer's License to St. John/Sacred Heart Annual Picnic, as presented. Benz 2nd. Motion carried unanimously.

Williams informed the Board the Wisconsin Department of Natural Resources review of the Palisades Pond Lake District grant application has stalled since the ownership of the dam is in question. Williams stated the warranty deed for the land is to the Village whereas the dam transfer

was to the Palisades Pond Lake District. Kaas replied the intent always has been for the District to own the land and whatever sequence needs to be done to proceed in order to be able to be granted the funds.

- 10) Village Engineer and/or Utility Operator: Project Update(s).
a. *Monthly Water Purchase & Sales Report (April).*

Bruce Genskow, Utility Operator from Midwest Contract Operations, Inc. presented the April water loss report (monthly 21.9%, year to date 19.5%), a sewer overflow incident, his monthly work log, recent water loss detection/work, hydrant repairs, the automatic meter reading system installation update, the CMAR and CCR status and has had no response from the DNR about the clearitas.

- 11) Village Administrator: Project Update(s).

Friday reported Condon Road Extension project proceeds with survey work and designing of the vision corners for the Wisconsin Department of Transportation. Friday stated the Wisconsin Department of Natural Resources has contacted him about the village yard waste site and he has to work through some changes required due to the adjacent wetlands.

Friday questioned and Stumpf replied that her summer help will begin in June.

- 12) Old Business:
a) *New Subdivision Development: Consider designation of 'Regional Stormwater Pond' and allow stormwater conveyance et. al. from 20ac. parcel (Wittman) through Village property (spur line trail area) between the properties as needed for residential development to Lakeshore Estates–East (Pigeon Pond).*

Benz questioned who owns the pond in Lakeshore Estates East and Williams replied it is owned by Lakeshore Estates.

Kaas questioned if there is a schedule for the survey of the pond and Friday replied yes but he is not aware of the timing of it.

Salo stated the homeowners have every right to engage another survey but it is up to them to pay for it. Benz agreed with Salo.

- 13) New Business:
a) *Resolution #2018-09 – A Resolution Authorizing Execution and Delivery of Documents relating to the Fox Cities Sports Facility Project.*

Benz moved to approve Resolution #2018-09 – A Resolution Authorizing Execution and Delivery of Documents relating to the Fox Cities Sports Facility Project, as presented. Miller 2nd. Marks – nay. Motion carried.

- b) *Engagement Letter for Bond Counsel regarding G.O. Street Improvement Bonds, Series 2018A (\$5,000 minimum; Foley & Lardner, LLP).*

Kaas moved to approve the Engagement Letter for Bond Counsel regarding G.O. Street Improvement Bonds, Series 2018A (\$5,000 minimum; Foley & Lardner, LLP), as presented. Benz 2nd. Motion carried unanimously.

- c) *Storm Sewer Easements:* Granting of temporary & perpetual easements (Parcels 13970 & 13997 as depicted in easement document *Exhibit A*) for the purpose of constructing a storm sewer pipeline and attenuate structures regarding approved Village of Sherwood FY2018-19 roadway projects (Contract A-18).

Friday stated that the bids will be opened May 30, 2018 and the Board may want to wait.

Kaas reported he had spoken with the Village Engineer; that some of the plans may change and suggested to wait to see if the work will be done in the currently identified areas.

Friday stated he will place topic on a future agenda.

14) Complaints & Compliments: None.

15) Correspondences:

- a) *Usage of LSE – East (Pigeon) pond for additional stormwater conveyance* (May 15; LSE – East Homeowner’s Association [Hacker]).
- b) *Monthly Activity Report* (April; Calumet County Sheriff’s Dept.).
- c) *Monthly Activity Report* (April; Harrison Fire & Rescue).

Benz requested Laux to place on a future agenda the consideration of the waste water treatment plant expansion planning; raising rates, etc. Friday suggested to place it on the 2nd meeting in June.

16) Adjournment. – ***Benz moved to adjourn the meeting at 9:20 p.m. Salo 2nd. Motion carried unanimously.***

The minutes have been prepared for review and approval by Susan Williams, Clerk-Treasurer.