

## Village Board Meeting Minutes

June 24, 2019

- 1) Call to Order and Roll Call: President Joyce Laux called the meeting to order at 6:30 pm. Trustees present were Bob Benz, Roger Kaas, Lisa Ott, David Miller, Kathy Salo, and Ned Marks. Also in attendance was Times-Villager Reporter Tom Collins, Thad Majkowski of Cedar Corporation, Park & Recreation Coordinator Brenda Stumpf, wastewater treatment plant Operator Bruce Genskow, and Clerk/Treasurer Jo Ann Lesser. There were seven other attendees.
- 2) Pledge of Allegiance: Those present stood to recite the Pledge of Allegiance.
- 3) Approval of the Agenda: Trustee Benz made a motion to approve the agenda. Trustee Salo seconded the motion. Motion carried. Motion carried, 7-0.
- 4) Approval of Minutes:
  - a) June 10 (Regular Meeting): Trustee Benz made a motion to approve the minutes. Trustee Miller seconded the motion. Motion carried. Motion carried, 7-0.
  - b) June 17 (Special Meeting): Trustee Benz made a motion to approve the minutes. Trustee Salo seconded the motion. Motion carried. Motion carried, 7-0.
- 5) Registered Citizen Comments on Agenda Items: Mike Van Domelen of N7839 State Park Rd informed the Village Board of drainage issues he's having on his property. Van Domelen explained about the neighbors connecting their downspouts to a drainage pipe that is 12 feet off his property line and the water is draining into the low land area where all the yards meet and pooling. Van Domelen presented pictures.
- 6) Report of the Parks, Rec. & Urban Tree (PRUT) Board.
  - a) *Request for waived/reduced Community Center Rental Fee* (Girl Scouts): Park and Recreation Coordinator Brenda Stumpf explained the PRUT committee received a request to reduce or waive the rental fee for the girl scout troop to use the community center for their bi-monthly meetings. Stumpf further explained that they would meet on Tuesdays at 4:15 to 5:15 October through May and no other activities held at the center would be affected. Stumpf stated that they are willing to pay the deposit but would like a reduction or waived rental fee. The PRUT recommended reducing the rental fee to \$10 per month. Trustee Miller made a motion to approve the recommendation of reducing the rental fee of the community center to \$10 per month for the girl scout meetings. Trustee Benz seconded the motion. Motion carried, 7-0.
  - b) *Legion Park: Baseball fence repair*: Stumpf explained that there's no decision on this because at the meeting there was confusion as to what the zoning of the property is and the proposed road would be 6 feet from the ball diamond and if it could be moved.
  - c) *C.O.R.P. Update*: Parks & recreation trails as part of subdivision development; Tom Jack to discuss with the Village Board: Chairman Tom Jack explained to the Village Board about the discussion that was held at the last meeting of the PRUT with regards to updating the COR Plan. The discussion centered around the new developments not including park trails and why update the plan if the PRUT would not be involved with reviewing the plans to enforce the CORP. President Laux and Trustee Kaas both stated the plan needs to be updated in order to ensure developments include trails and park space. Jack reiterated that if the PRUT doesn't get a chance to review and recommend approval of the plat there's no sense in updating the plan. Jack asked if the PRUT recommends changes will the Village Board accept them, it was confirmed by President Laux that the Board would accept it. Laux suggested the PRUT review the plan and offer changes to the COR Plan and submit it for approval.

Stumpf submitted a survey to be mailed to residents regarding the parks and the recreation activities being offered at them. Stumpf explained she was able to take pieces of examples to create the survey and it will be mailed out soon.
- 7) Report of Village Officers.

- a) Village President: Registered Holsteins will be in the village on Tuesday visiting the Hillrose Dairy, there will be 9 bus loads of visitors. The farm is being recognized on a national level along with other farms in Wisconsin.
- b) Fox Cities Area Room Tax Commissioner: Trustee Benz stated 73% of the project is complete with an opening in early November. Benz stated the primetime week rentals are filling up quickly and that the year 2020 shows 25% of weekends are already booked with 68% of weekdays are booked. Minnesota Ice will be in this week to install the ice rink.  
The room tax for 1<sup>st</sup> quarter of 2019 is \$1,203,000 which is \$16,000 under from 2018 at the same time.
- c) Clerk/Treasurer: No report.

8) Consent Agenda:

- a) Financial Reports: Checks and Vouchers from Funds 100, 210, 230, 403, 410, 600, 610 in the amount of \$69,469.11.

The Following Applied for a Combination Class B Retail License:

- b) St. John-Sacred Heart Parish; Temporary Class "B" Beer and "Class B" Retail License for Parish Picnic on August 4, 2019.
- c) Perspective Golf Group, LLC D/B/A Sherwood Golf Club; Jason James Lemanski-Agent
- d) GK Ventures Inc. D/B/A The Chubby Seagull; Benjamin King-Agent
- e) Blue Ribbon Enterprises, LLC D/B/A The Outpost Pub & Provisions; Christopher D Fiedler-Agent
- f) Granary of Sherwood, LLC D/B/A Granary Supper Club; David K Eggert-Agent
- g) Palenque Mexican Restaurant II D/B/A Palenque Mexican Restaurant II; Felix Mireles-Agent
- h) Lugnut Bar & Grill, LLC D/B/A Lugnut Bar & Grill, LLC; Alexander Andrew Stumpf-Agent
- i) High Cliff Public Golf Course Inc. D/B/A High Cliff Public Golf Course Inc.; Brittany L Alexander-Agent
- j) Jean Marie Hammen, Individual D/B/A Jeanne's Bar

The Following Applied for a Combination Class A Retail License:

- k) Condon Oil Company D/B/A Sherwood Mobil Mart; Kraig Bauman-Agent
- l) Vanden Wymelenberg Enterprises Inc. D/B/A Dick's Family Foods; Nathan R Vanden Wymelenberg-Agent

The Following Applied for an Operator License

- m) Jena R. Sieckert, Anna Little, Nicole M. Alexander, and Alexis N. Durkee.

Trustee Benz made a motion to approve the consent agenda. Trustee Miller seconded the motion. Motion carried, 7-0.

- 9) Village Engineer and/or Utility Operator: End of Month Report: Thad Majkowski of Cedar Corporation informed the Board that a review of the road projects of 2017 and 2018 were completed and a list is being compiled of areas that need to be addressed and will be sent to the contractor.

Wastewater treatment plant operator Bruce Genskow of MCO presented his monthly water loss report showing consistent with previous months. Genskow stated a sink hold was located on Margaret Road, the repair did not affect the loss and therefore is not the problem, they will keep searching for the reason of the water loss.

- 10) Village Administrator: Project Update(s): Administrator Randy Friday was absent; no report was provided.

11) Old Business:

- a) Pond View Estates (*Re: PUD #2019-01*):
  - i. Consider *Final Plat* approval.
  - ii. Consider *Developer Agreement* approval.

Clerk/Treasurer Jo Ann Lesser stated a phone call was received this afternoon from Jeff Rustic indicating their review of the developer's agreement was not complete and needed more time. Rustic had requested these items be tabled. Trustee Benz made a motion to table item 11a until the July 8<sup>th</sup> meeting. Trustee Kaas seconded the motion. Motion carried, 7-0.

12) New Business:

- a) *Bid Award*: Consider/Award bid \$273,998.20 MCC Inc. for Joint, Inter-Municipal Road Projects; State Park & Kesler Roads-Contingent on Village of Harrison's approval of bid: Thad Majkowski indicated the winning bid was from MCC Inc. in the amount of \$273,998.20. Clerk/Treasurer Lesser

stated the approval should be contingent upon the Village of Harrison accepting the bid. Trustee Kaas made a motion to accept the Kesler Road and State Park Road project bid of \$273,998.20 from MCO Inc. contingent upon the Village of Harrison accepting the bid. Trustee Benz seconded the motion. Motion carried, 7-0.

b) *High Cliff Lift Station – Valve Replacement/Repairs.*

i. Quotes: Great Lakes TV & Seal; \$6,000 a bit (temporary fix), Don Hieptas & Sons; \$18,500, Robert J Immel Exc.; \$22,480: Wastewater treatment plant operator Bruce Genskow explained the gate is nearly closed, this was found while televising the line. Genskow stated that a blockage could occur and that could cause problems for the system and residents. Genskow explained the quote from Great Lakes TV & Seal is a temporary fix it won't correct the problem long term. The other two quotes are for replacing the gate. Genskow is recommending replacement. Clerk/Treasurer Lesser indicated that the money would be drawn from the equipment replacement fund where there's a balance of \$141,000 to be used for this type of issue. Trustee Salo made a motion to approve the replacement of the gate for the amount of \$18,500 by Hieptas & Sons. Trustee Miller seconded the motion. Motion carried, 7-0.

c) *Resolution #2019-04 – CMAR Annual Report: A Resolution Reviewing & Approving the Village of Sherwood 2018 Compliance maintenance Annual Report:* Bruce Genskow explained the CMAR report, he noted the bad grade in the report is due to the requirement of the village needing to re-rate the sewer, until that is completed the report will continue to be a failing grade. Trustee Benz made a motion to approve the resolution 2019-04 CMAR annual report. Trustee Miller seconded the motion. Motion carried, 7-0.

d) *Request to remediate stormwater in Lakeshore Estates West (Van Domelen):* After reviewing the photos there was questions regarding a possible utility easement. Kaas indicated that if there were an easement then Van Domelen would be able to access the catch basin. There was uncertainty if the area marked on the map as detention basin was a utility easement area. It was suggested Van Domelen research that area. No decision was made by the Village Board on this item.

e) *Intergovernmental Agreement for Purchase of Voting Equipment:* Consider/Approve agreement with Calumet County: Clerk/Treasurer Lesser explained to the Board that earlier in the year they approved the purchase of the new voting equipment that Calumet County planned to implement. The cost was \$10,000 for the new voting equipment. The intergovernmental agreement was to verify to the County purchasing the equipment that the village would reimburse them for the purchase. Trustee Kaas made a motion to approve the intergovernmental agreement with Calumet County for purchasing new voting equipment. Trustee Miller seconded the motion. Motion carried, 7-0.

f) *Contract for Services – Tax Bill re-work:* Consider contract (\$20,000 Transcendent Technologies: Clerk/Treasurer Lesser reminded the Board of the refund to property owners due to the wrong equalized value used in calculating the tax increment district in November of 2018 for the 2018 property taxes., then continued to explain that the agreement is with Calumet County and Transcendent Technologies to recreate the tax bill using the correct values. Once this is done new tax bills will be mailed to each property owner along with a refund check if there is one and a letter of explanation. Trustee Benz made a motion to approve the contract between Calumet County Treasurer's office and the Village of Sherwood to correct the 2018 tax bills, not to exceed \$20,000. Trustee Salo seconded the motion. Motion carried, 7-0.

g) *Contract B-19:* Consider alteration of bid award contract terms (start & end date) for MCC due to WE Energies gas main replacement in subdivision: Thad Majkowski of Cedar Corporation informed the Board that MCC agreed to the new start date granting them a two week extension and has signed off on the notice to proceed giving them 75 calendar days to compete the project. The project completion drop dead date is August 31, 2019, with the extension the new completion date is September 8, 2019 with a drop-dead date of September 13, 2019. WE Energies is currently working on replacing the gas lines. There will be two phases, the Stumpf/Meehl and then the Lorraine/Margaret, when WE Energies is working in one phase MCC will be working in the opposite. Trustee Kaas made a motion

to approve the alteration of the bid granting a two-week extension with a drop-dead date of September 13, 2019. Trustee Benz seconded the motion. Motion carried, 7-0.

- h) *Village portion of STH 55/114 lay-out*: Consider parking lane options (WisDOT): Trustee Kaas made a motion to approve replacing the parking lane on STH 55/114 not to exceed \$35,000. Trustee Benz seconded the motion. Motion carried, 7-0.
- i) *Request to offer payment options to customers*: Sign with credit card processing service to offer Direct Payment option for utility customers: Clerk/Treasurer Lesser explained that there have been many questions about the village offering credit card service to those paying invoices. Lesser conducted research into companies and found there is only one company that does not charge the village any fees for providing this service. GovPaynet will install their equipment and train office personnel at no charge. Fees associated with the use of credit card will be charged back to the card holder. Trustee Salo made a motion to approve the agreement with GovPaynet to provide credit card services. Trustee Laux seconded the motion. Motion carried, 7-0.
- j) *Request to offer direct deposit for payroll*: Sign with State Bank of Chilton to allow for direct deposit option for payroll: Clerk/Treasurer Lesser explained that there would be no charges by the bank for this service and the payroll software already offers this option. This will be a voluntary option for employees. Trustee Salo made a motion to approve the direct deposit option for employees. Trustee Kaas seconded the motion. Motion carried, 7-0.

13) Complaints & Compliments: None.

14) Correspondences:

- a) *Parking lanes in Village along STH 55/114* (WisDOT – Tim Verhagen; June 10).
- b) *Stormwater drainage & erosion at W5191 Natures Way Drive* (Lori Desorcy; June 10).
- c) *Contract B-19 – Meehl Stumpf subdivision work: MCC & WE Energies coordination of work* (Cedar Corp; June 12).
- d) Annual Report of the Fox Cities Area Room Tax Commission – 2018 (Pam Seidel – Executive Director; June 18).
- e) *Monthly Report*: Calumet County Sheriff’s Dept.; May.

These items were reviewed.

- 15) President Laux read the following notice: The Village Board may by roll call vote enter into Closed Session pursuant to Wis. Stats. §19.85(1)(e), when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: *Condon Road Extension*: Trustee Kaas made a motion to enter into closed session at 7:55 pm. Trustee Miller seconded the motion.  
Bob Benz; aye                      Roger Kaas; aye                      Lisa Ott; aye                      Joyce Laux; aye  
David Miller; aye                      Kathy Salo; aye                      Ned Marks; aye  
Motion carried by unanimous voice vote.

The Village Board ended the closed session at 8:12 pm on a motion made by Trustee Kaas and seconded by Trustee Miller. Motion carried, 7-0.

- 16) Offers to Purchase; Duncan (N295 Military Rd) and Hawkinson (N303 Military Rd): Trustee Salo made a motion to approve the offer to purchase for the Hawkinson property located at N303 Military Road in the amount of \$172,000. Trustee Kaas seconded the motion. Motion carried, 6-1.

Trustee Kaas made a motion to include in the offer to purchase for the Duncan property located at N295 Military Road, the village will work with the sellers (Duncan’s) to develop a drainage plan with the new roadway to be paid by the Duncan’s. Trustee Salo seconded the motion. Motion carried, 7-0.

- 17) Adjournment: The meeting adjourned at 8:16 pm.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC  
Clerk/Treasurer