

**Village Board Meeting Minutes**  
June 25, 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*

*Lisa Ott*

*Kathy Salo*

***Absent***

*Randy Friday, Administrator, excused*

***Others Present***

*Susan Williams, Village Clerk-Treasurer*

*Steve Summers, Plan Comm. Chairmn.*

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda, as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: June 11 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board from June 11, 2018, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Presentations:
- a) *FY2018 &19 Capital Improvements Borrowing: Review approved Capital Improvement Projects funding and rate impact (Phil Cosson; Ehler’s).*  
Note: Approve *Borrowing Resolution* supporting projects (see below).
  - b) *Waste Water Treatment Facility: Current facility operations capacity, future phosphorus loading requirements and future upgrades (Chad Olsen; McMahan).*
- 6) Public Hearing: Village of Sherwood Amendment to the Municipal Code Chapter 22 Article VIII Signs.

*Laux opened the Public Hearing after 3 calls at 7:19 p.m.*

***Kaas moved to close the Public Hearing at 7:19 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

***Benz moved to approve the amendment to Chapter 22 Article VII Signs of the Municipal Code as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.***

- 7) Registered Citizen Comments on Agenda Items.

Jocelyne Gonzalez, 631 ½ W Parkway Blvd., Appleton, WI – regarding agenda item 10) c) ii), requested the Board to support her operator license application.

Kathie Hacker, W5006 Cherrywood Dr., Sherwood, WI – regarding agenda item 13) b), requested the Board to direct stormwater from the new subdivision away from the Lakeshore Estates East Pond and presented property pictures taken.

Tom Werth, 4836 N Sourapple Dr., Appleton, WI – regarding agenda item 13) b) – informed the Board the plan for the new subdivision has changed and there will be a pond within the subdivision not dependent on Lakeshore Estates East Pond.

- 8) Report of the Community Development Authority (June 7)
- a) *Frogg's Ice Cream*: Discuss current traffic issue and future *50/50 Business Grant Application*.

*Kaas reported the owner of Frogg's addressing the Authority to assist his business by enlarging his driveway. Kaas stated there are safety issues and traffic backups due to the popularity of the business. Kaas reported since he provided only one bid he will return to the next meeting.*

- b) *Closed Session*: Discuss potential new development in TID #2.

*Kaas stated developers have approached the Village and inquired of building design standards and reported that topic will be discussed at their meeting this week.*

- 9) Report of the Parks, Rec. & Urban Tree (PRUT) Board (June 18)
- a) *Chairman's Report*

*Stumpf reported PRUT Board member Matt Gehl received a communication in regards to the Kaukauna Baseball and it is in the packet.*

- b) *50<sup>th</sup> Celebration*: Update.

*Stumpf stated they are working on finding volunteers and there will be a mailing going out to advertise the event.*

- c) *Concession staffing*: Board members asked to choose two dates for staffing.
- d) *Rules & Regulations of PRUT Members*.

- 10) Report of Village Officers.
- a) Village President
  - b) Fox Cities Area Room Tax Commissioner

*Benz reported the financials from the collection of room tax is excellent, significantly higher than the same time 2016 and 2017. Benz stated the interest rates on the bonds for the Sports Center are estimated at 4.48%. Benz reported 9 out of the 10 municipalities have approved the resolution to support the Sports Center, with Appleton voting against.*

- c) Clerk/Treasurer
  - i. *Consent Agenda (Financials; License requests).*

***Benz moved to approve the Consent Agenda as presented. Ott 2<sup>nd</sup>. Motion carried unanimously.***

- ii. *Operator License Application: Jocelyne Gonzalez.*

***Miller moved to approve the Operator License Application of Jocelyne Gonzalez, as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.***

- iii. *Operator License Application: Leah Meyerhofer.*

*Williams distributed a correspondence from the applicant and informed the Board she could not attend the meeting.*

***Salo moved to approve the Operator License Application of Leah Meyerhofer, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- iv. *Cemetery Plot/Perpetual Care Agreement Transfers*
  - Edward Arndt to James Arndt
  - Edward Arndt to Jennifer Arndt and Ann Marie Lux
  - Edward Arndt to Jeffrey Arndt

***Kaas moved to approve the Cemetery Plot/ Perpetual Care Agreement Transfers for the Arndt Family as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 11) Village Engineer and/or Utility Operator: Project Update(s).
  - a) *Monthly Water Purchase & Sales Report (May).*
- 12) Village Administrator: Project Update(s).
- 13) Old Business:
  - a) *(Zoning) Code Update: Final review by Village Board prior to issuance of RFP for consultant input & final document(s).*

*Williams distributed an e-mail from Marks for the Board's consideration and reminded them that the list would be reviewed one final time before a company is engaged to perform the update.*

*Kaas requested the addition of Village Building Design Standards to the list.*

*Benz questioned and Summers responded that the process is that the firm engaged will take the list, research the Code and other municipalities and will bring back to the Plan Commission and Village Board their findings.*

*The Board directed Williams to take the list as amended and the comments of Benz and Marks for the update process.*

- b) *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).

Nick Vande Hey presented his memo which states McMahon believes the proposed stormwater concept for Pond View Estates will perform in a manner consistent with the goals identified with the 2003 Golf Course Road Stormwater Study, if the Village supports the proposed stormwater concept, McMahon recommends integration of the Pond View Estates design and the Village’s drainage system performance and a few considerations or questions for the Village:

1. Is the Village willing to grant permission to the developer in order to install a storm sewer along the west side of the Miller Pond embankment? The Miller Pond and the associated property is currently owned by the Village.
2. Is the Village willing to allow some tree removal along the west side of the Miller Pond embankment for the proposed storm sewer pipe?
3. Is the Village willing to allow some recreational trail disturbance?

*Kaas suggested granting approval with the conditions of minimal tree removal along the spur line.*

14) New Business:

- a) Written Amended Municipal Advisor Client Disclosure with the Village of Sherwood for General Obligation Corporate Purpose Bonds, Series 2018A as required by MSRB Rule G-42(b) and Rule 42(c) – Consider/Approve Advisor.

***Benz moved to approve Ehler’s as municipal advisor for the General Obligation Corporate Purpose Bonds, Series 2018A. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Resolution #2018-09 – An Initial Resolution Authorizing the Sale and Issuance of General Obligation Street Improvement Bonds; and Certain Related Details, Authorizing \$3,575,000 Bond Sale.*

***Benz moved to approve Resolution #2018-09 – An Initial Resolution Authorizing the Sale and Issuance of General Obligation Street Improvement Bonds; and Certain Related Details, Authorizing \$3,575,000 Bond Sale, as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.***

- c) *Permit approvals:* Consider appointment of temporary Zoning Administrator powers during time(s) of vacation.

***Kaas moved to approve temporary Zoning Administrator appointment to the Village Building Inspector. Salo 2<sup>nd</sup>. Motion carried unanimously.***

- d) *Resolution #2018-10: A Resolution reviewing & approving the Village of Sherwood 2017 Compliance Maintenance Annual Report (CMAR).*

***Benz moved to approve Resolution #2018-10: A Resolution reviewing & approving the Village of Sherwood 2017 Compliance Maintenance Annual Report (CMAR). Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- e) *Resolution #2018-11: A Resolution in Support of Nsight Telservices Application.*

*The Board directed Williams to contact the County and obtain the answers to the following questions:*

- 1. Where is this in the Village?*
- 2. What is the route of the fiber/cable?*
- 3. Is this using existing towers or will new be installed in Sherwood?*
- 4. How will this be installed?*
- 5. How does this benefit Sherwood?*

- f) *Emergency Numbers – Inventory, Installation and Enforcement from Office Coordinator.*

*Williams informed the Board of recent communications from the Post Office to residents and the Village enforcing the respective code.*

- g) *Reimbursement request for lawnmower damage (Ring, June 19, 2008).*

***Kaas moved to deny the repair reimbursement as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.***

- 15) *Complaints & Compliments: None.*

- 16) *Correspondences:*

- a) Monthly Activity Report (May; Calumet County Sheriff's Dept.).*
- b) Monthly Activity Report (May; Harrison Fire & Rescue).*
- c) Upper Fox & Wolf TMDL Development Process meeting July 11, 2018, Oshkosh.*
- d) WPDES General Permit for Construction Site Storm Water Runoff, WDNR June 14, 2018.*
- e) Water System Facilities Plan and Specification Approval, WDNR June 15, 2018.*

- 17) *Adjournment. - Kaas moved to adjourn the meeting at 8:22 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.*

*Minutes respectfully presented for review and approval by Susan Williams, Village Clerk-Treasurer.*