

**Village Board Meeting Notice and Agenda**  
Monday, July 8, 2024

1) Meeting called to order at 6:31pm with roll call:

**Present:**

*Bob Benz*  
*Tyler Moore*  
*Tony Genisot*  
*Tom Herrmann*  
*Joyce Laux*  
*Kathy Salo*

**Absent:**

*Amy Brandt (Excused)*

**Others Present:**

*Diane Wessel, Interim-Administrator*  
*Sadie Slotke, Clerk/Treasurer*  
*Bruce Genskow, MCO*  
*Mike Kaster, Cedar Corp.*  
*Harry Allen, Ehlers (Virtual)*  
*Steve Summers, Plan Commission Chair*

2) Pledge of Allegiance.—*Recited.*

3) Approval of the Agenda.

***Benz moved to approve the agenda. Salo seconded. Motion carried without dissent.***

- 4) Consent Agenda: All items will be approved in one motion. If discussion is desired by members, that item will be removed from the consent agenda and discussed separately immediately after consent agenda approval.
- a. Approval of the Bills.
  - b. Approval of Village Board Minutes: *June 24 and June 28.*
  - c. Accept Report of Committees and Commissions:
    - i. *Plan Commission.*
  - d. Treasurer's Report.
  - e. Operator's Licenses.
  - f. Appointments:
  - g. Correspondence.
    - *Burning of yard waste.*
  - h. Other Routine, Non-Controversial Items.
    - *MCO Summary*
    - *Monthly Activity Report; Calumet County Sheriff's Dept. (June).*
    - *Monthly Activity Report; Harrison Fire Department (June).*
    - *Change order - #1 2024 Roadway Construction Project for \$4,929.50.*
    - *Contractor's Application for Payment No. One 2024 Roadway Construction (B-24)*

***Salo moved to approve the consent agenda. Benz seconded.***

*Laux requested that item 4c be removed for discussion. Benz requested item 4b be removed for discussion. Herrmann requested item 4d be removed for discussion.*

***Motion to approve the consent agenda with items b, c, and d removed is approved without dissent.***

*Benz requested the June 24 minutes include his information regarding the champion center and scholarship.*

*Laux had a question about a CSM in the 7-1 Plan Commission report, which didn't note a motion. Slotke explained that past practice has been not to include motions in the commission reports, but they are included in the minutes.*

*Herrmann requested a meeting with Slotke to sit down and analyze the budget comparison report rather than discuss at length during the meeting. Herrmann also noted his concerns regarding starting fund balance at the beginning of the year. Slotke explained that we won't have FY24 starting numbers until the 2023 audit and adjusting entries are complete. A fund balance report for the end of 2023 can be printed, but it may not be entirely accurate until the adjusting entries are made.*

***Herrmann moved to approve items b, c, and d. Benz seconded. Motion carried without dissent.***

5) Registered Citizen Comments on Agenda Items.

*Jeff Holz, N498 Nottingham Court, was present to answer questions regarding his CSM request, and will defer comments until the item is up for discussion.*

*Kevin Pritchard, W4754 Pond Court, was present to answer questions regarding his CSM request, and will defer comments until the item is up for discussion.*

6) Public Hearing: *None.*

7) Presentations (No Action): *None.*

8) Report of Village Officers (No Action).

a. Village President.—*None.*

b. Clerk/Treasurer.—*None.*

c. Fox Cities Area Room Tax Commissioner.—*None.*

9) Engineer and/or Utility Operator (No Action).

*Genskow mentioned that a pressure switch went out at a well, but got repaired quickly. Laux had a question regarding a valve on HWY 114 that was mentioned in his report as being inoperable due to the road construction. Genskow noted that it was a quick, inexpensive fix.*

10) Staff Reports (No Action)

a. *Administrator Report: daily log of ordinance inquiries, permit reviews, and complaints.*

*Wessel explained that she included the log for informational purposes. She started to log calls, emails, and complaints that come in so they can see the volume of inquiries that come to the administrator.*

11) Old Business (Action):

a. *Planning and Zoning Services.*

*Slotke explained she analyzed payroll expenses to date as well as projected wage/salaries for the remainder of 2024. She found that the personnel budget will be spent, and a budget amendment to use unspent payroll funds to pay for planning and zoning services is not recommended.*

*Wessel questioned if she should invite Calumet County Planning and Zoning staff for a discussion regarding the option of contracting with them to provide planning and zoning services. Incoming administrator, Padrick Dunn, doesn't have a background in planning/zoning and has concerns on how to address these issues. Wessel further explained that the Plan Commission is evaluating subdivision/zoning ordinances. She also said she spent 8+ hours preparing staff reports and information for the July 1 Plan Commission meeting.*

*Herrmann would like to evaluate the current budget further to try to find funds to contract with Cedar Corp. for planning/zoning services. He questioned Mike Kaster on his estimated cost. Kaster explained that the cost depends on the volume of calls, and putting a dollar amount is hard to estimate. Cedar Corp. can provide services with a set "not to exceed" amount to limit expenses.*

b. *Incremental Implementation of Sewer Utility Rate and User Charge Increases.*

*Ehlers re-evaluated the suggested sewer rate increase after the WWTP upgrade bids came in higher than anticipated. Rather than the 48% increase initially recommended as step two of rate increases, Ehlers presented an option of either having a single step-two increase of 62% or two smaller annual increases of 28% each.*

*Benz is in favor of the higher single-step increase to ensure sufficient funds to pay for the upcoming loan as well as annual operating expenses which have increased in recent years. He noted there has been a deficit in the sewer fund for many years. Herrmann expressed concern regarding how the recommended increase was decided, as well as how it compared to the previous recommendation from Ehlers.*

*Harry Allen from Ehlers was present virtually to explain the two options for rate increases. He explained that he analyzed the step-2 increase and provided the two options of either one larger increase of 62% or two smaller annual increases of 28% each.*

***Benz moved to approve the full increase of 62% with an effective date of September 1, 2024. Salo seconded.***

*Genisot questioned how the sewer increase from 2023 affected the sewer fund. Allen explained that won't be known until the 2023 audit is complete.*

***Motion carried 4-2. Herrmann-Nay. Genisot-Nay.***

12) New Business (Action):

a. *Interim Financing for Waste Water Treatment Facility Project.*

*Allen explained that the Clean Water Loan will take several months to disburse funds, therefore interim financing is needed.*

*The first option is the State Trust Fund loan program. This has two notable negatives, one being a non-competitive interest rate, and the second being a limited call period with a blackout period of several months where the loan can't be paid back, potentially causing higher interest costs. A State Trust Fund loan will have lower issuance costs than a private bank.*

*The second option is an anticipation note from a local bank. Typically this offers lower interest rates but higher issuance costs. An anticipation note doesn't count towards the general obligation debt limit.*

***Herrmann moved to have Ehlers proceed with sending out a term sheet and letter to banks. Salo seconded. Motion carried without dissent.***

b. *CSM Nottingham Court (Holz, West, Catlin).*

*Wessel provided background on this CSM that was denied last year due it being presented as splitting the outlot into three new lots before combining with adjacent parcels. She discussed this CSM with two professional surveyors as well as the WI Dept. of Administration. All were in agreement that this CSM isn't a violation of subdivision regulations. Wessel also mentioned that the Plan Commission would like to update their subdivision ordinances to match state statutes because Sherwood doesn't exempt lots in excess of 1.5 acres from subdivision regulations while the state does, making Sherwood more restrictive than the state.*

***Salo moved to approve the CSM. Herrmann seconded. Motion carried without dissent.***

c. *CSM Cottage Lane (Fairway to Heaven).*

*Wessel explained that this CSM would adjust lot lines for two parcels and combine two smaller parcels into one larger parcel.*

***Benz moved to approve the CSM of parcels 45682, 45684, 45686, and 45688. Herrmann seconded. Motion carried without dissent.***

d. *CSM Nature Lane (Prichard).*

*Wessel explained this request is to reconfigure three lots into two. The two adjacent property owners would like to split an undeveloped corner lot into two, and combine each half with the adjacent parcels that contain their residences. Discussion ensued regarding planning, compliance with the Comprehensive Plan and the practice of splitting a developable lot, meaning a potential loss of future property tax revenue. Plan Commission Chair, Steve Summers, commented that the parcel is a small corner lot, making it less desirable, which is why it is still vacant.*

***Herrmann moved to approve the CSM of parcel numbers 29352, 39350, and 25260. Benz seconded. Motion carried without dissent.***

13) Matters to be placed on next agenda.

a. *Consider change to PTO structure.*

*Wessel explained that she has begun working on this item and will have information at the next meeting.*

b. *Health insurance opt out.*

14) Adjournment.

***Salo moved to adjourn at 7:44pm. Benz seconded. Motion carried without dissent.***

*Respectfully submitted for review and approval by Sadie Slotke, Clerk/Treasurer.*