

**Village Board Meeting Minutes**  
Monday, July 22, 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  
Amy Brandt

**Absent:**

None  
**Others Present:**  
Padrick Dunn, Administrator  
Sadie Slotke, Clerk/Treasurer  
Diane Wessel (Virtual)  
Bruce Genskow, MCO  
Mike Kaster, Cedar Corp.  
Brenda Stumpf, Park & Rec Coord.

2) Pledge of Allegiance.—*Recited.*

3) Approval of the Agenda.

***Salo moved to approve the agenda. Benz seconded. Benz commented that after the last meeting, it was realized that the minutes provided in the packet had a page missing. He would like the minutes presented at the next meeting for review and approval. 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: *July 8.*
  - c. Accept Report of Committees and Commissions:
    - *PRUT Board*
    - *Palisade Pond Lake District 07-11-2024 meeting minutes*
  - d. Treasurer's Report.
  - e. Operator's Licenses.
  - f. Appointments:
  - g. Correspondence.
    - *Parking of campers, boats, and trailers*
  - h. Other Routine, Non-Controversial Items.
    - *Temporary Liquor License (St. John Sacred Heart Picnic)*

***Salo moved to approve the consent agenda. Laux seconded. Herrmann would like the PRUT report removed for discussion. Motion amended to remove the PRUT report. Motion carried without dissent.***

*Stumpf explained the PRUT Board had their first look at the survey results at last week's meeting. Cedar Corp. is going to be going through the results in more detail at the August PRUT meeting.*

*Discussion ensued about some of the results, including the overall satisfaction with the park system, why the village went with a splash pad rather than a public pool, and the popularity of pickleball.*

***Herrmann moved to approve the PRUT report from the consent agenda. Benz seconded. Motion carried without dissent.***

5) Registered Citizen Comments on Agenda Items.

*JJ Gutman, N7972 Creekside Drive.*

*JJ explained he has been a government auditor for several local municipalities. He is frustrated that Sherwood doesn't offer a wastewater credit for people who are filling pools or watering landscaping. He explained a simple process to not overbill residents on the water that isn't being sent to the wastewater treatment plant.*

6) Public Hearing: *None.*

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

8) Report of Village Officers (No Action).

a. Village President.—*None.*

b. Clerk/Treasurer.—*Slotke explained there was a couple week delay on parts for the community sign.*

c. Fox Cities Area Room Tax Commissioner.—*Benz discussed the most recent meeting regarding the Community First Champion Center. Revenues are up, expenses are down. The \$25 million addition is moving forward. They are applying for a 50% grant, and are hoping to break ground later this year.*

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

*Mike Kaster said the 2024 roadway projects are closing out, and are nearly \$80,000 under budget. There is a pre-construction meeting for the WWTP on Wednesday, and there will be a WWTP subcommittee meeting scheduled in the near future. Laux questioned next year's road project, and if all the infrastructure will be moved to the side of County Road M. Kaster noted they will try to move it if possible. Design for that project will begin later this year. Discussion continued on how to improve the HWY M intersection at Military/Veterans roads to make it safer.*

*Bruce Genskow, MCO provided a brief report that the reed beds are full and not draining well. He is working on updating the exterior of the main lift station and ordered a new AC unit that in the budget.*

10) Staff Reports (No Action)

- *Administrator report*

*Today was the first day with new Administrator Padrick Dunn. He listed a few items on his to-do list for this week including a village tour with DPW, WWTP Pre-Construction meeting, and wanting to look at current bank account interest rates.*

*Herrmann asked for an update on the interim-financing for the WWTP. Wessel explained that Ehlers is working on paperwork to send to local banks.*

*Wessel discussed contracting planning/zoning services. FY2024 doesn't have any extra funds to pay Cedar Corp. in the budget.*

*Wessel explained that the intersection of HWY M and Military/Veterans road was identified in the comprehensive safety plan with the MPO which may qualify for a Safe Streets for All (SS4A) grant to improve safety.*

*Wessel provided a log of public inquiries/complaints that she has received so trustees are aware of the volume of calls/complaints going to the Administrator.*

11) Old Business (Action): None.

12) New Business (Action):

a. *Delinquent fire dues owed to Harrison Fire/Rescue.*

*Wessel explained that the fire dues are budgeted each year as revenue from the state and an expense to be paid to Harrison Fire/Rescue. It was noticed by Harrison that the dues haven't been paid to Harrison Fire/Rescue since 2020. Wessel said that in the past Harrison has only provided their budgeted expenses, not revenues, to Sherwood staff.*

***Salo moved to pay the past due fire dues to Harrison in full upon receiving requested budget reports from Harrison Fire/Rescue and CLA. Benz seconded. Motion carried without dissent.***

b. *DNR Urban Forestry Start Up Grant.*

*Wessel explained that the board approved a resolution to apply for the Urban Forestry Start Up grant at the May 28 VB meeting. The grant application is ready to be submitted and would be part of the 2025 budget with DPW staff time being the Village's portion. The \$5,000 from the DNR would be to purchase new trees to replace the dead ash trees that are to be removed.*

***Benz moved to submit the Urban Forestry Grant Application with the DNR. Herrman seconded. Motion carried without dissent.***

c. *Proposed changes to personnel policies.*

*Dunn explained a single PTO bank will be easier to track vs. multiple time off banks.*

***Salo moved to approve the PTO change to the personnel policy. Benz seconded. Motion carried without dissent.***

*d. Use of CDA grant funds for Village sign.*

*Wessel explained that the total cost of the sign is \$35,000, and the FY2024 budget included \$25,000 from the general fund, and planned to receive \$10,000 from the CDA 50/50 matching grant program. Wessel doesn't think it's appropriate or eligible to use the 50/50 matching grant program to pay for a Village-owned sign. She recommends using a different line item from the CDA budget which has \$20,000 budgeted for Conservation and Development.*

***Herrmann moved to reallocate the \$10,000 from the CDA and apply it to pay for the sign versus using the 50/50 matching grant funds. Salo seconded. Motion carried without dissent.***

*e. Water loss/replacement fund budget*

*Genskow explained that he budgeted \$65,000 for main and lateral maintenance in 2024. Due to multiple water leaks, and all the blacktop repair and landscaping costs, \$62,000 has already been spent. He found another leak at the bottom of Sundown Court that he would like to repair, but doesn't know the cost because they won't know the extent of excavation until they start digging. Genskow identified approximately \$30,000 that is budgeted for other items within the water fund that could be available to be reallocated.*

*Herrmann requested a budget comparison report for the water fund be on the agenda for next meeting so trustees and staff can get a better understanding of where money is being spent.*

*Kaster mentioned that the 2024 street project came in approximately \$20,000 under budget in the water fund portion which may be able to be used to repair the leak Genskow identified.*

***Herrmann moved to approve the leak repair not to exceed \$15,000. Benz seconded. Motion carried without dissent.***

13) Matters to be placed on next agenda.

- a. *Health insurance opt out.*
- b. *Budget comparison report.*
- c. *WWTP Interim-financing update.*
- d. *Minutes from 06-24-2024.*

14) Adjournment.

***Salo moved to adjourn at 7:54 p.m. Moore seconded. Motion carried without dissent.***

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