

Village Board Meeting Minutes
Monday, August 12, 2024 – 6:30 pm

1) Meeting called to order at 6:30pm with roll call:

Present:

Amy Brandt
Tyler Moore
Tony Genisot
Tom Herrmann
Joyce Laux
Kathy Salo (Virtual)

Absent:

Bob Benz

Others Present:

Padrick Dunn, Administrator
Sadie Slotke, Clerk/Treasurer
Mike Kaster, Cedar Corp. (Virtual)
Devin Plate, MCO
Chris Mueur, Calumet County

2) Pledge of Allegiance—*Recited.*

3) Approval of the Agenda.

Herrman moved to approve the agenda. Moore 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 & July 22.*
 - c. Accept Report of Committees and Commissions:
 - *Plan Commission Minutes*
 - d. Treasurer's Report.
 - *2024 Budget Comparison Report.*
 - e. Operator's Licenses.
 - f. Appointments.
 - g. Correspondence.
 - h. Other Routine, Non-Controversial Items.
 - *July Summary Report; Calumet County Sheriff's Dept.*
 - *MCO Report.*
 - *Election Inspector Appointment/Approval.*
 - *Change Order #2 for 2024 Roadway Construction Project.*

Herrmann moved to approve the consent agenda with the Treasurer's Report/Budget Comparison removed for discussion. Moore Seconded. Motion carried without dissent.

Herrmann had questions on total revenues and expenses in the general fund, as well as questions on fund transfers that are budgeted.

Discussion ensued on how to best evaluate the current budget to best assist with the creation of the 2025 budget. Slotke mentioned the 2023 audit is almost complete. Dunn also mentioned a discussion that is needed to discuss how to spend the ARPA funds.

Salo moved to have a detailed budget discussion when the 2023 audit is complete. Brandt seconded. Motion carried 5-1 (Herrmann).

5) Registered Citizen Comments on Agenda Items.

Jake Pompa, Commander of the American Legion. He is requesting permission to put a flag pole and connect electricity to it. This item will be discussed in new business.

6) Public Hearing.

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

8) Report of Village Officers (No Action).

- a. Village President.
- b. Clerk/Treasurer.
- c. Fox Cities Area Room Tax Commissioner.

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

Miron is mobilizing equipment to the WWTP site this week.

10) Staff Reports (No Action)

- *Administrator report*

Dunn explained he attended a pre-construction meeting for the WWTP upgrade, the planned date to break ground is August 15. Interim-financing will be discussed under old business. Cyber-Security grant is being finalized, and will also be discussed later this evening. Dunn is looking into LRIP Grant, which is for local road improvement. He is also looking into the hometown grant, which is up to \$50,000 and could be used to update the board room with new cameras and microphones. Dunn needs 5 community members to write a recommendation letter. Jim Boris is interested in continuing the conversation regarding his proposed development.

11) Old Business (Action):

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

Harry Allen from Ehlers was present to discuss the term sheet that will be sent to banks to request proposal for interim-financing for the WWTP. The Safe Drinking Water Loan won't be complete until later this year, and an estimated \$4M will be needed before that loan closes. The Village has unique terms they want, such as having a draw feature, not paying any principal/interest during the interim financing loan term. Estimated issuance cost is

\$35k, which can be taken as the first draw at the time the loan closes. The estimated schedule is to send out the term sheet tomorrow, sale award at the August 26 Village Board Meeting, and closing on the loan on 9-11.

Herrmann moved to approve the term sheet and distribution list. Salo seconded. Motion carried without dissent.

b. Planning and Zoning Services.

Chris Mueur, Calumet County Planning Department, was present to discuss the services they can provide to assist Sherwood with planning and zoning services. They recommend Sherwood change their fee schedule to adopt the County fee schedule, and they will provide the services for the permit cost. Sherwood could adopt an administrative fee (ex. 20%) on top of the stated fee schedule so Sherwood doesn't lose any revenue. Planning/Zoning staff will preform all services from issuing the permit to following up to ensure zoning regulations have been followed (which historically hasn't been done in Sherwood).

Discussion ensued regarding how to implement the transfer of these services and the increased fee schedule. Concerns were expressed over the increased fees. Also discussed is how to update the current zoning code to make enforcement more equitable. Herrmann wants the zoning code updated prior to charging higher fees so the code is easier to follow.

Mueur mentioned that if they start working with current ordinances they can help identify areas that need to be updated/revised. Mueur can bring some different contract terms to continue discussion at the next meeting. They are willing to discuss fees for specific items, and willing to come up with interim-fees until the code is updated.

c. Cyber-Security Grant.

Dunn explained he has been working with AIT, to do an audit and recommend upgrades to increase security. Monthly managed services would be \$1,444, and the cost will be covered for 2 years. At that time, we could decide to stop the services or reapply for the grant. There is also a one time fee for upgraded equipment of \$27,944, which is covered by the grant.

Moore mentioned that the equipment quoted is top-notch equipment and is in favor of the upgrade.

Salo motioned to submit the application for the cyber security grant. Moore seconded. Motion carried without dissent.

d. Changes to Personnel Policy.

Dunn explained that current staff are requesting the PTO bank of days off remain the same total days off as the current policy. The policy that Wessel proposed at the last meeting had less total days.

Salo moved to grandfather in existing staff into previous total days, with new staff starting with new totals. Moore seconded. Discussion ensued regarding the rationale for reducing total PTO days, as well as the previous policy that allowed banking of sick time to be paid out upon leaving employment. Roll call vote: Brandt-aye; Genisot-nay; Herrmann-nay; Laux-aye; Moore-aye; Salo-aye. Motion carried 4-2.

e. *Water Loss/Replacement Fund Budget.*

Devin Plate, MCO, explained the water loss calculation each month. Some of the water “loss” is accounted for with water main breaks, hydrant flushing, etc. Current 27% is slightly improved due to some main break repairs. Due to aging water mains, there are a lot of small leaks that are hard to detect. The large repair bills are mostly due to large increases in material costs, where labor costs have increased minimally, approx. 2%.

Herrmann questioned whether it would be cost advantageous to purchase equipment so staff could repair leaks. Plate explained that Hietpas, who is a main contractor to assist with leak repair, has all the equipment, are willing to come out no matter the time of day or inclement weather, and they have many years of experience and knowledge that current staff doesn't have.

12) New Business (Action):

a. *American Legion Presentation.*

Jake Pompa left the audience prior to this agenda item. Dunn will reach out to Pompa to request a site plan for the Village Board to review at an upcoming meeting.

b. *Ordinance #2024-07 Amending the Definition of a Subdivision in Chapter 24 (first reading).*

Laux read Ordinance #2024-07. Second reading and public hearing will occur at August 26 meeting.

c. *Ordinance #2024-08 Repealing Chapter 22-74 Noise (first reading).*

Laux read Ordinance #2024-08. Second reading and public hearing will occur at August 26 meeting.

d. *EPA—Brownfield Assessment Grant Application.*

Herrmann explained that the Plan Commission recommended staff applies for the grant to pay for soil study and certification for W410 Veterans Ave and N303 Military Road as well as a study to update the downtown redevelopment plan.

e. *Municipal Law & Litigation proposal.*

Dunn explained he was asked to recommend a new municipal attorney. He has worked with Municipal Law and Litigation in the past. They have fast response time and their rate is \$216/hour compared to \$290/hour the current attorney charges.

Herrmann moved to switch legal services over to Municipal Law and Litigation pending confirmation that the current contract can be terminated. Brandt seconded. Motion carried without dissent.

- f. *CSM #2024-05; Adjust lot line W4941 Cottage Lane.*

Herrmann provided background from the Plan Commission meeting. This property has been hit multiple times with golf balls, causing damage to doors and siding. The homeowners would like to move the lot line 30 feet into the outlot so they can construct a large berm planted with large trees to protect the house from golf balls

Brandt moved to approve CSM #2024-05. Genisot seconded. Motion carried without dissent.

- g. *Transferring funds to the Local Government Investment Pool (LGIP).*

Dunn explained that Sherwood's current interest rate was .25%, which on the current balance of approx. \$5M, we received approx. \$1,400 in interest last month. The LGIP has current interest rates 5.49%, which would mean annual interest revenue of \$250k if the rates stay at the current level.

Brandt moved to transfer the \$5M from State Bank of Chilton to an LGIP account. Moore seconded. Motion carried without dissent.

- h. *LOA: Design/Bidding for 2025 Utility Construction Project.*

Kaster explained this letter of authorization is for Cedar Corp. to begin the engineering for HWY M construction, and relocation of water/sewer lines from the middle of the county highway to the side. Brian Glaser, Calumet County, reached out regarding the inter-governmental agreement for the project. Glaser is open to doing the project in two phases in 2025 and 2026, or all in one year. There may be some total project cost savings to do it all in one year due to inflation costs if some work is delayed an extra year. There may be some leaking water mains that could would be fixed to save some water loss.

Herrmann requested deferring a decision until Kaster can put together more financial information on each option to help them to decide how/when to proceed with the work.

13) Matters to be placed on next agenda.

- a. *Health insurance opt out.*
- b. *ARPA fund*

14) Adjournment.

Moore moved to adjourn at 8:37pm. Brandt seconded. Motion carried without dissent.

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