

Village Board Meeting Minutes

Sept. 14, 2020

NOTE: Due to COVID-19 restrictions, residents are not allowed in the Village Hall.

To 'join' the meeting at 6:30pm via Webex: Go to the Village home page at www.villageofsherwood.org. The Webex meeting link is located in the upper right-hand side of your computer screen. You may print or save a copy of the complete meeting packet.

Join via telephone (without video): Tel #: 1-408-418-9388. Access Code: 628 186 722# Attendee ID: 51#

Regarding Public Hearings (and only if a Public Hearing is scheduled): Speakers will be allowed in the Village Hall and may speak directly to the Board one person at a time for up to 3 minutes, and only wearing a face mask.

1) Call to Order and Roll Call – *President Laux called the meeting to order at 6:30 p.m. with roll call:*

<i>Present</i>	<i>Absent</i>
<i>Bob Benz</i>	<i>None</i>
<i>Paul Grube</i>	<i>Others Present</i>
<i>Roger Kaas</i>	<i>Randy Friday, Administrator</i>
<i>Joyce Laux</i>	<i>Thad Majkowski, Engineer</i>
<i>David Miller</i>	<i>Kathy Mader, Acting Clerk</i>
<i>Lisa Ott</i>	
<i>Kathy Salo</i>	

2) Pledge of Allegiance – *Recited.*

3) Approval of the Agenda – ***Benz moved to approve the agenda. Kaas seconded. Motion carried unanimously.***

4) Approval of Minutes: Aug. 24 (Regular Meeting) – ***Benz moved to approve the August 24, 2020 minutes. Miller seconded. Motion carried unanimously.***

5) Registered Citizen Comments on Agenda Items

- *Bob Anderson* *N7829 S Niagara Ct* *Re item 8) e*
Anderson is question whether or not the developer is requesting the Village to pay for the survey and if it's considered protocol. Friday responded it may be considered reimbursable cost when built and taxed. However, per CDA directive, the developer is responsible for the cost.
- *Susan Beula* *W4857 Spring Hill Drive* *Re item 13) b*
Beula inquired whether the engineer or the pond district committee will be getting the requested information for the pond district discussion which was TABLED at the previous meeting this evening. Friday replied the engineer will be getting the information.

- 6) Public Hearing: The Village Board will conduct a hearing regarding the proposed application for a Community Development Block Grant CLOSE – Public Facilities (CDBG CL-PF).

NOTE: Public Hearing is Cancelled.

- 7) Report of the Community Development Authority (CDA): Aug. 26
- a) Sherwood Developer Tour: Postpone indefinitely.
 - b) CDBG Grant Application: Hawkinson site remediation for Condon Rd.
 - c) Condon Road extension (using CDBG funds).
 - d) Wink-Mart site remediation: Pay bill (DKS Construction) for soils removal.
 - e) FeatherCrest Development: Request Village purchase stormwater study.
 - f) Sherwood Forest Golf Course Redevelopment.
 - i. Project Proposal: Concept presentation.
 - ii. TID #3: Request for potential inclusion into TID #3.

Kaas reported discussion of the items listed.

- 8) Report of the Plan Commission: Sept. 8
- a) Concept Plan: (FeatherCrest Development) for development of 10 buildings, as a P.U.D. on 6 ac. (Tax ID #s 13601, 13602, 13606) bounded by STH 55/114 and Knight Drive, and lying between Wanick Park and The Outpost. Restrictions: 55+, age-restricted housing. Current zoning: 'Agricultural'.

Kaas moved to approve the FeatherCrest concept plan as presented. Miller seconded. Motion carried unanimously.

- b)** Concept Review: Requested development on vacant land (Tax ID #13622; across from Veterinary Clinic; Erdahl). Request for allowance regarding future 'planned development' for one building, requiring Conditional Use Permit, or rezoning. Current zoning: 'Commercial'.
- c) Request to remove Area Development Plan (ADP #2020-01) as 'Old Business Item': Remove until future plan is updated & returns for P.C. review (Parcel #13697; 10.2 ac.; Burzynski).

Friday stated Plan Commission Chairman was not available to attend this meeting so he provided discussion review of the items listed.

- 9) Report of Village Officers.
- a) Village President – *Nothing*
 - b) Fox Cities Area Room Tax Commissioner – *Nothing*
 - c) Clerk/Treasurer.
 - i. Financial Reports.
 - 1. Consent Agenda
 - Financials
 - Operator's License (Reinke).

Salo moved to approve the Financial Reports and Consent Agenda. Kaas seconded. Motion carried unanimously.

2. Reminder: ‘Board of Review’ (Thursday; Sept. 17; 4-6pm at Village Hall).

10) Village Engineer and/or Utility Operator: Water Loss Report (Aug.) – *Reviewed.*

11) Village Administrator: Updates (COVID-grant funding; Disaster Damage Aids Petition).

Friday stated the Clerk-Treasurer position advertisement has been included at the area colleges and technical schools as directed. The advertisement is at no cost to the village.

Friday said the Meadow Cliff Condo Association had approached him regarding their annual usage of the community center for their three-hour meeting. Friday asked if the Village Board would allow their one-time usage if they clean-up after themselves even though the facility is currently is closed due to COVID-19. Consensus was to allow the use.

Friday reported the village has applied for funds available for costs (not budgeted) related to COVID-19. Also, the Disaster Damage Aids Petition has been applied for the Sundown Court expenses.

12) Old Business:

- a) Computer devices for Village Boards: Update – *Kaas would like to have in-person training when all are comfortable to visit the village offices together. Kaas suggested holding off on ordering additional devices until the Village Board is comfortable with them.*

Consensus to approve purchase of laptops (2) for possible virtual work due to COVID-19.

- b) Palisades Pond Lake District – Dam Repair/Removal Project: (If necessary) Consider funding option(s) for Palisades Pond Lake District.

Note: This item depends on outcome and vote by P.P.Lake District Board regarding dam repair or removal options, relative to possible hired contractor work versus dam removal grant (WisDNR). Village-approved support is capped at \$100k.

Laux stated the item had been TABLED at the Pond District meeting held prior to this meeting.

13) New Business:

- a) Project C-19: Kesler Road: Consider revised Cost Summary (-21,885) from previously approved project (\$110,867; Cedar Corp), due to removal and replacement of less material(s). Majkowski reported the water levels continue to be high on Kesler Road. Per DNR studies, in low area for flood purposes, road grade cannot be higher than it is. Majkowski suggested to MCC to consider a change order to not pulverize the asphalt but instead use a backhoe to pull off the asphalt and grade and pave. The change order would be a savings of approximately \$22,000.

Miller moved to approve revised cost summary, approximate savings of \$22,000 from \$110,867, previously approved project due to removal and replacement of less materials for Project C-19 Kesler Road. Kaas seconded. Motion carried unanimously.

- b) Request to enclose ditch (W434 Stumpf Ave; Mueller): Consider approval with Requestor issuance of bond received by Village for engineering review and associated costs. ***Kaas moved to approve request to enclose ditch at W434 Stumpf Ave with \$750 bond to the village for engineering review and associated costs. Miller seconded. Motion carried unanimously.***
- c) Proposed Sanitary Sewer & Water Main Extension Approval (The Cottages at High Cliff): Village correspondence to Wis.DNR, per Board approval of housing development. ***Kaas moved to approve the proposed Sanitary Sewer & Water Main Extension for the Cottages at High Cliff. Salo seconded. Motion carried unanimously.***
- d) Request to re-work Agreement Terms for American (Cell) Tower Site (#278033 [at Miller Pond]): Consider proposals, e.g. 100% cash-out payment; Annual rent reduction with up-front bonus; Higher annual return, with limited-term payments, etc.
Friday was directed bring back for consideration at the next Village Board meeting. No motion at this time.

14) Complaints & Compliments: *None.*

15) Correspondences:

- a) Request to place wagon and sell pumpkins on Village property adjacent to Post Office (Mader; Sept. 8). *Consensus to allow.*
- b) MS-4 Annual Report to WisDNR – Final submittal received (WisDNR; Sept. 3) – *Friday stated the report has been submitted.*
- c) Sherwood Bootcamp: Request to use gymnasium (Roxanne Helmich; Sept. 1) – *Consensus to deny at this time.*
- d) Tax Incremental District #1 – Final (Closure) Audit (Clifton, Larson, Allen; Aug. 31)
- e) Local Emergency Planning Committee – Minutes (LEPC; Aug. 26).
- f) Conversion to LED outdoor lighting (We Energies; Aug. 26).
- g) Client Rating Change (Ehlers; Aug. 25).
- h) Monthly Report (Cal. County Sheriff's Dept; July).

16) **(8pm) Closed Session:** Note: Per Wis. Stats. §19.85(1)(c), the Village Board may move to a Closed Session when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

- a) Clerk-Treasurer Hiring – Update Consider hiring terms, conditions and status.

- b) Staff reviews and current employment terms (Administrator/Acting Clerk-Treasurer, Utility Clerk/Acting Deputy-Clerk Treasurer, etc.). Consider unused vacation time, compensation, etc.).

Salo motioned to move into Closed session at 8:04 p.m. Benz seconded. Benz – aye, Kaas – aye, Laux – aye, Miller – aye, Ott -aye, Salo – aye Motion carried. Note: Grube no longer available virtually.

- 17) (8:30pm) Open Session: The Village Board may act on any item discussed in Closed Session. *Kaas motioned to move back to Open session at 8:37 p.m. Ott seconded. Benz -aye, Kaas -aye, Laux -aye, Miller – aye, Ott – aye, Salo – aye. Motion carried.*

- 18) Adjournment – *Salo moved to adjourn at 8:38 p.m. Kaas seconded. Motion carried unanimously.*

Respectfully submitted for review and approval by Kathy Mader, Acting Clerk