

**Village Board Meeting Minutes**  
Monday, September 23, 2024

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

**Present:**

*Bob Benz*  
*Tyler Moore*  
*Tony Genisot*  
*Tom Herrmann*  
*Amy Brandt*  
*Kathy Salo (Virtual)*

**Absent:**

*Joyce Laux*  
**Others Present:**  
*Padrick Dunn, Administrator*  
*Sadie Slotke, Clerk/Treasurer*  
*Devin Plate, MCO*  
*Mike Kaster, Cedar Corp.*  
*Bryan Grunewald, CLA*

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: *Sept. 9.*
- c. Accept Report of Committees and Commissions:
  - *Park, Recreation, and Urban Tree (PRUT)*
- d. Treasurer’s Report.
- e. Operator’s Licenses.
- f. Appointments.
- g. Correspondence.
- h. Other Routine, Non-Controversial Items.
  - *MCO Report.*
  - *Approve Revised Change Order #2 for the B-24 Roadway Project involving an \$80,606.01 decrease.*
  - *Approve pay request for B-24 Roadway Project*

***Benz moved to approve the consent agenda. Moore seconded. Herrman requested item “c” be removed for discussion. Genisot had a question about the McMahon bill in item “a.” Motion to approve the consent agenda with items a and c removed carried without dissent.***

*Herrmann had questions about the grant that was denied for the Pigeon Road trail. Stumpf hasn’t received feedback yet regarding the grant application to give any insight on why it was denied. Herrmann brought up the \$300k that was budgeted to be transferred to the trails fund to show proof of funds for the grant application. Herrmann requested the \$300k be added to a future agenda to decide on whether the trails fund should keep the money since the grant will be applied for again next year, or if it should be returned.*

***Moore moved to approve item a and c of the consent agenda. Benz seconded. Motion carried without dissent.***

- 5) Registered Citizen Comments on Agenda Items—*None*.
- 6) Public Hearing—*None*.
- 7) Presentations (No Action)—*None*.
- 8) Report of Village Officers (No Action).
  - a. Village President—*None*.
  - b. Clerk/Treasurer—*Slotke mentioned the community sign is still waiting for WE Energies to install the new electrical service. She also mentioned November 14 is the tentative date for the staff appreciation dinner.*
  - c. Fox Cities Area Room Tax Commissioner—*Benz attended the Q3 meeting on 9-16-24. Room tax receipts are up 8.5% over last year, which is \$350,000.*
- 9) Engineer and/or Utility Operator (No Action).

*Devin Plate, MCO, stated that the DNR re-issued the WWTP permit, effective in October.*

- *WWTP Progress Notes.*

*Mike Kaster, Cedar Corp, was present to provide an update on the WWTP construction progress. They finished up the excavation for the tertiary building. The plan is to pour as much concrete as possible before the winter construction shutdown/recess, which is estimated to begin around January 1 and continue until the frost is out of the ground. Discussion ensued on how weather will play into the start/length of the winter shutdown.*

- 10) Staff Reports (No Action)

- *Administrator report*

*Dunn mentioned that Calumet County Planning and Zoning found 5 ordinances that need to be reviewed/updated. They also assisted in issuing seven permits. Dunn attended a municipal funding success workshop and learned of several grants he is going to look into applying for. He is also working on a wage study to present at a future meeting.*

- 11) Old Business (Action):

- a. *Consider sewer deduct/credit for summer water use that doesn't go to WWTP.*

*Plate provided information explaining what Little Chute and Kaukauna offer: if residents exceed 120% of their winter use during summer, they receive credit for the sewer portion*

*once they hit the 120% threshold. Herrmann suggested that residents have to apply for a sewer credit to take responsibility to request the credit rather than having staff provide a credit to all residents once they hit the 120% threshold due to the additional staff time that would be required. Benz voiced concern on workload of current staff and how much additional time may be needed to process these sewer credit requests.*

*Benz wants to know what the estimated loss of sewer revenue may be. Slotke responded that the sewer usage charge is \$6.11 per thousand gallons used. Due to the uncertainty on how many gallons would qualify for a sewer credit, it's hard to estimate how a sewer credit may affect revenue.*

*Slotke will check with Workhorse to see if there is an easy way to monitor average use on accounts.*

**b. American Legion Memorial Request**

*Jake Pompa, Commander of American Legion, provided information on phase one of the memorial. The flag pole and pavers has an estimated cost of \$15k. He noted that the previous administrator stated the village would provide some funds to assist with building the memorial if they agreed to allow the plane to be moved to its current location.*

*Pompa also asked if village public works staff could take over putting up the flags during the year. The flags go on poles through downtown 5-7x per year, and the American Legion are having difficulty putting the flags up safely due to their age.*

*Dunn will look into grant opportunities for veterans to see if there is anything available to help fund the memorial.*

***Salo moved to table the topic. Benz seconded. Motion carried without dissent.***

**c. Brownfield Assessment Grant**

*Harris Byers, Stantec Consulting Group, was present to present options for the two properties the VB was interested in applying for a Brownfield Assessment Grant. He outlined several studies that may be useful to the properties including a traffic study, stormwater/sewer infrastructure study, and a WI DNR gap analysis, as well as environmental studies.*

*The discussion continued regarding the several downtown studies that have been done previously, but didn't materialize into change/action. Genisot thinks that starting with a traffic study would be smart to evaluate the traffic flow and identify how to increase traffic safety. Benz noted that the planned extension of Condon Road was intended to reduce traffic through the downtown.*

*Dunn mentioned that the downtown intersection of HWY 114/55 and HWY M doesn't have enough accidents/deaths to flag WIS DOT to consider a roundabout. If they would allow Sherwood to install a roundabout, it would be at Sherwood's cost.*

***Herrmann moved to apply for a grant to pay for a traffic study. Brandt seconded. Motion carried without dissent.***

d. *Village Hall energy-efficient lighting replacement*

*Matt was present virtually to answer questions regarding his quote for lighting replacement. He broke the quote down into 3 areas... Village Hall, Community Center/Public Works, and the Pavilion at Wanick. Recreation Coordinator Stumpf questions what lights he quoted for replacement. The bathroom and concession area wasn't included. Stumpf would like the additional areas replaced as well.*

***Brandt moved to allocate funds in FY2025 budget to replace lighting. Benz seconded. Herrmann questioned if we need to get competitive quotes. Dunn will look into the purchasing policy. Motion carried without dissent.***

12) New Business (Action):

a. *FY23 Audit Report; Consider approval.*

*Bryan Grunewald, CLA, was present to discuss the FY2023 audit report. He explained that the statements were re-issued due to some questions that arose after the tax reconciliation process. He clarified that the audit process only looks at select transactions, not every transaction.*

*Grunewald discussed the internal control findings, which listed four areas of concern including segregation of duties (due to small staff), preparation of the financial report (due to staff not having the training/expertise to prepare), general ledger reconciliations not completed in a timely fashion, and the number of adjustments that CLA had to do on behalf of staff. He explained that all of those items are repeat findings from previous years. Genisot questioned how to improve these findings. Grunewald said that because all these issues were present for at least part of 2024, they expect the same items will be present for the 2024 audit. The audit team will work with current staff to implement procedures to help make future audits go smoother and quicker.*

*Grunewald discussed fund balance trends, and feels that Sherwood has a very healthy fund balance. He explained the difference in the non-spendable, committed, and unassigned categories of the fund balance. Genisot wanted clarification on whether they can purchase something that wasn't included in the budget, Grunewald explained that anything purchased that isn't budgeted would take funds from the fund balance. The current board policy is to retain a minimum of 25% of expenses in fund balance, 2023 had a fund balance of 65%.*

*Grunewald then provided an overview of special revenue funds and utility funds. Discussion continued for both the water and sewer funds, and the need for a future discussion on raising rates that have remained flat for many years, which now result in an operating loss.*

*Timeline for future audits should be much quicker than the previous years. Grunewald thinks May-June is a realistic goal to have the next audit complete. He can do a mid-year check in with staff to ensure staff are keeping up on reconciliations and adjustments and provide an update to the board.*

***Benz moved to approve the 2023 audit. Herrman seconded. Motion carried without dissent.***

*b. Village Hall window replacement.*

*Genisot mentioned the quote from Expert windows is the lowest, but doesn't provide any information on the windows or what else is included in the quote (such as trim). Dunn can request more information. Moore mentioned that the quote from Kindle is only slightly higher in price, but provided all the information with the quote.*

***Moore moved to accept the quote from Kindle Windows and Doors with work to be completed in 2024. Salo seconded. Motion carried without dissent.***

*c. Request from St. John/Sacred Heart to put Christmas decorations on the Village-owned property on the corner of 55/114 and HWY M.*

*Slotke confirmed that the electric service has been removed from the property. Moore questioned if the decorations are religious, or general holiday décor. The consensus is that in the past it has been general holiday.*

***Salo moved to approve the request to allow holiday decorations on the Village-owned property. Herrmann seconded. Motion carried without dissent.***

13) Matters to be placed on next agenda.

- a. Discharge of a weapon within the Village boundaries—Herrmann mentioned that he has received complaints regarding the of hunting geese at the golf course.*
- b. Discussing the \$300,000 provided to the trail fund for the grant application—to be returned or kept in Trail fund.*
- c. Public Works putting flags up for holidays, taking the responsibility from the American Legion.*
- d. Disbanding the Waste Water Treatment Plant sub-committee.*

14) Adjournment.

***Salo moved to adjourn at 8:55pm. Benz seconded. Motion carried without dissent.***

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