

**Village Board Meeting Minutes**  
Nov. 11, 2019

1) Call to Order and Roll Call – *President Laux called the meeting to order at 6:41 p.m. with roll call:*

<b>Present</b>	<b>Absent</b>
<i>Bob Benz</i>	<i>None</i>
<i>Roger Kaas</i>	<b>Others Present</b>
<i>Joyce Laux</i>	<i>Randy Friday, Administrator</i>
<i>Ned Marks</i>	<i>Kathy Mader, Acting Clerk</i>
<i>David Miller</i>	<i>Scott Nadler, Public Works</i>
<i>Lisa Ott</i>	<i>Brenda Stumpf, Recreation Coordinator</i>
<i>Kathy Salo</i>	<i>Bruce Genskow, Utility Operator, MCO</i>
	<i>Steve Summers, Plan Commission Chair</i>

2) Pledge of Allegiance – *Recited*

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

4) Approval of Minutes: Oct. 28 (Regular Meeting) – ***Benz moved to approve the October 28, 2019 minutes. Salo seconded. Motion carried unanimously.***

5) Registered Citizen Comments on Agenda Items –

- *Paul Stelter*                      *W4938 Spring Ct*                      *Re item 13) e Paving contract*

*Stelter inquired why Spring Ct was removed from paving project schedule and when is it scheduled to be done. Friday replied it is not on the FY2020 paving schedule. Stelter requested to have the Public Works staff spray the road cracks for weeds and the street be placed on the crack filling schedule.*

6) Public Hearing: FY2019 Village Budget. Consider/Approve Resolution #2019-09 adopting the FY2019 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2020 (see ‘New Business’ item below).

*Correction noted: FY2020 Village Budget not FY2019.*

***Laux called the Public Hearing to order at 6:48 p.m. Having read the Public Hearing notice three times and no discussion requested, Kaas moved to close the Public Hearing at 6:49 p.m. Miller seconded. Motion carried unanimously.***

7) Report of the Plan Commission (Nov. 4)

- a) Zoning Code updates: Ad Hoc Committee input – Review and clarification of lighting standards, burning regulations, etc.

***Kaas moved to approve the lighting standards Zoning Code updates as presented. Miller seconded. Motion carried unanimously.***

- b) Rezoning Petition #2019-01: Request (Drive Fore Success, LLC) to rezone one lot (Parcel ID #13425; 7ac.) from IR-1 to IR-2 zoning district allowing construction of housing units adjacent to 18<sup>th</sup> fairway. Commission requests Staff input regarding consistency of request with Comp. Plan and clarification between zoning districts (IR-1 and IR-2). Tabled to Dec. 2 meeting.
  - c) Calendar: Review of annual Comprehensive Plan obligations (May; Dec.)
- 8) Report of Village Officers.
- a) Village President – *Nothing to report.*
  - b) Fox Cities Area Room Tax Commissioner – *Benz reminded all that the ribbon cutting is November 20 at 2:30 p.m. at that Community First Champion Center.*
  - c) Clerk/Treasurer-Consent Agenda.
    - i) Financial Reports – ***Benz moved to approve the financial reports as presented. Salo seconded. Motion carried. Marks voted nay. Marks opposes submitting payments to Cedar before we are paid by the contractor, Van’s and the Village of Harrison.***
- 9) Village Engineer and/or Utility Operator: Updates – *Genskow presented the generator quotes which were requested at the October 28 Village Board meeting.*
- 10) Village Administrator: Updates.
- 11) Old Business:
- a) Conversion to Notebooks/Tablets and electronic format: Update (Kaas) – *Kaas suggested moving forward with Appleton Information Technologies.*
- 12) New Business:
- a) *Contract for Services (Water & Sewer Utilities): Consider/Approve FY2020 contract for services (\$180,992.31; MCO, Inc.) to operate Village water & sewer services – **Marks moved to approve FY2020 contract with MCO, Inc in the amount \$180,992.31 to operate Village water & sewer services. Benz seconded. Motion carried unanimously.***
  - b) FY2020 Annual Budget: Consider Resolution #2019-09 appropriating Budget funds – ***Benz moved to approve Resolution #2019-09 appropriating Budget funds. Miller seconded. Motion carried. Marks voted nay.***
  - c) FY2020-2024 Capital Improvements Plan: Consider/Approve ***Kaas moved to approve the FY2020-2024 Capital Improvements Plan with the addition of the Pieper generator quote and the Community Center HVAC quote to FY2021. Salo seconded. Motion carried. Marks voted nay.***
  - d) Contract B-19 (Meehl-Stumpf subdivision): Consider Change Order and Pay Request items.
    - i) Change Order #3: Pavement Repairs (per Board-approved Work Change Directive #8) on Park Drive (\$980.75; MCC, Inc.) – ***Kaas moved to approve MCC, Inc Change Order #3 for***

*pavement repairs on Park Drive in the amount \$980.75. Benz seconded. Motion carried unanimously.*

ii) Pay Request #4 (\$121,859.45; MCC, Inc.) for work completed through Oct. 25 – ***Benz moved to approve MCC, Inc pay request #4 in the amount \$121,859.45 for work completed through October 25, 2019. Salo seconded. Motion carried unanimously.***

e) Contract C-19 (State Park Road; Kesler Road):

i) Change Order #1: Request (\$0 increase) to complete Kesler Road paving in FY20 due to FY19 poor weather conditions. Completion by NLT July 3, 2020 – ***Benz moved to approve request to complete Kesler Road paving in FY20 due to FY19 poor weather conditions with completion by no later than July 3, 2020. Kaas seconded. Motion carried. Marks voted nay.***

ii) Pay Request #1 (\$110,123.90; MCC, Inc.) for work completed through Oct. 25. Retainage withheld pending final quantities review and approval by Cedar and Staff. – ***Benz moved to approve MCC pay request #1 in the amount \$110,123.90 for work completed through October 25. Salo seconded. Motion carried unanimously.***

f) Request to help promote High Cliff Studio Holiday Show & Open House: Consider request by new business in *Historic Downtown District* via Village website & social media – ***Kaas moved to deny request. Laux seconded. Motion carried unanimously.***

13) Complaints & Compliments: *None.*

14) Correspondences:

a) Nature's Way Streambank Wetland Report (Cedar Corp; Nov. 4)

b) MS-4 Evaluation Summary (WisDNR; Nov. 7).

15) Closed Session: Personnel discussion: 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 – ***Laux motioned at 7:53 p.m. to move into Closed Session. Salo seconded. Benz – Aye, Kaas – Aye, Laux – Aye, Marks – Aye, Miller – Aye, Ott – Aye, Salo – Aye.***

16) Open Session: The Board may act on any item discussed in Closed Session – ***Miller motioned at 8:17 p.m. to move into Open Session. Salo seconded. Benz – Aye, Kaas – Aye, Laux – Aye, Marks – Aye, Miller – Aye, Ott – Aye, Salo – Aye. No action taken.***

17) Adjournment – ***Salo moved to adjourn at 8:17 p.m. Ott seconded. Motion carried unanimously.***

Respectfully submitted for review and approval by Kathy Mader, Acting clerk.