

Village Board Meeting Minutes
Nov. 12, 2018

- 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>Roger Kaas</i>	
<i>Joyce Laux</i>	
<i>Ned Marks</i>	<i>Others Present</i>
<i>David Miller</i>	<i>Susan Williams, Clerk-Treasurer</i>
<i>Lisa Ott</i>	<i>Randy Friday, Administrator</i>
<i>Kathy Salo</i>	<i>Steve Summers, Plan Comm. Chairmn.</i>

- 2) Pledge of Allegiance. – recited.
- 3) Approval of the Agenda. - ***Benz moved to approve the agenda as presented. Salo 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: Oct. 22 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board for October 22, 2018 as presented. Salo 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Jim Sykes, Solutions, 101 representative, Hortonville, WI – regarding agenda item 10) questioned the \$0 Change Order and the materials invoice submitted to the Village Engineer.

- 6) Public Hearing: FY2018 Village Budget: *Consider/Approve Resolution #2018-16 adopting the FY2019 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2019* (see ‘New Business’ item below).

After 3 calls Laux opened the Public Hearing at 6:43 p.m.

Kaas hearing no public comments or questions moved to close the Public Hearing at 6:43 p.m. Marks 2nd. Motion carried unanimously.

- 7) Report of the Community Development Authority (Oct. 24)
- a) *FY2019 Tax Increment District Budgets*: Presented & approved.
 - b) Shenanigan’s building site.
 - i. *Underground fuel tank remediation*: Bid awarded (*Environmental Services, Plus*).
 - ii. *Partial payment for building razing (\$18,000)*: Approved.
 - c) 50/50 Matching Grant Program Guidelines – Ongoing review.
 - d) ‘*MT Solutions*’ (*W571-573 Castle Drive*): Grant request approved (\$10k).

- e) *'Frogg's Ice Cream (N370 Military Rd.): Release grant funds (\$8k).*
- 8) Report of the Plan Commission (Nov. 5)
 - a) Concept Plan Review – 'Pond View Estates'

Summers lead the Trustees through the Jeff Rustick document dated October 15, 2018 line by line for the Planned Unit Development (PUD) items as proposed revisions to Village regulations ordinarily applicable to development.

Summers informed the Board the Plan Commissions recommendation to approve the Concept Plan was contingent upon the inclusion of an additional list of concerns (Concept Plan does not address any of the following; stormwater into Sherwood from Harrison from northwest corner of the plat, drainage from Carrington Court, 100 year separation to stop overflow from going into the Lakeshore Estates East pond, wetland delineation along the western edge of the development, pond wall integrity and the status of the recreational trail)

Marks questioned the density of the development compared to Lakeshore Estates East. Summers responded the developer stated homes would be approximately 1,850 sq. ft. with 3 car garages with a few lots which will be very tight.

Summers and Salo stated concerns with the developer communicating completely and accurately with future lot owners any special aspects of the lots.

Benz voiced concern of the stormwater route crossing the Village water main. Friday stated the Village Engineer has stated the plan presented is in alignment with regulations. Genskow stated during construction there will be an inspector on site. Benz also questioned the new cul de sac and if Public Works Staff had been consulted. Friday replied the cul de sac follows the current Village Code. Discussion with the developer may include driveway width restrictions and Public Works Staff is in agreement with it.

Benz stated his concerns are eased because the Village Administrator, Village Public Works Staff and MCO are comfortable with the stormwater main crossing Village water main plan portion of the Concept Plan.

Summers stated in Lot 31 there are easements related to the Miller Pond development which should be addressed. Friday stated the easement on the subdivision side should be adjusted down and the easement on Village land should be removed, which the Owner is aware of.

Kaas questioned what the development is responsible for and the Village is responsible for. Friday responded the Village would responsible for everything as a regular residential lot housing district. Kaas asked what the Village is being asked to do and Friday replied this type of development tool is used for difficult land to work with and provides a means to help the land be developed meeting the needs of all previously agreed upon compromises.

Marks stated this development will have smaller than average homes with denser presentation. Kaas questioned the average home size in Farmington Meadows and Friday replied those homes are larger. Marks stated Lakeshore Estates East are larger also. Ott stated in Mustang acres the minimum average is 1,750 sq. ft.

Benz moved to approve the Concept Plan Review for Pond View Estates per the Plan Commissions report and due diligence subject to the Conceptual Plan for stormwater management which will require additional engineering information and that be included in future submittals to the Plan Commission and Village Board, with reference to Schuler and Associates memo dated November 2, 2018 and the Plan Commission additional items as discussed at the November 5, 2018 Plan Commission meeting. Laux 2nd.

Kaas stated he is more concerned with the drainage at the northwest corner coming from outside of the Village. Salo responded that is one of the additional points discussed at the Plan Commission meeting.

Friday stated the engineering will be done to complete the preliminary plat work could include contouring along the western edge of the subdivision.

Friday reported the Wisconsin Department of Natural Resources will also have to review and approve the plat.

Motion carried unanimously.

b) Recreation Trail – Big Lake Lane: Review possible drainage solutions.

Marks stated ~~whether it is a trail issue or not~~ it is a stormwater issue, ~~it is a problem~~ which should be addressed outside of the Trail Fund. Marks questioned Friday when it could be addressed and Friday responded prior to next spring with possible trail funds used to resolve.

- 9) Report of Village Officers.
a) Village President

Laux stated in recognition of Veteran's Day a thank you to all those who have served before and are serving now.

b) Fox Cities Area Room Tax Commissioner

Benz stated the Exhibition Center continues to increase the number of events scheduled, 58 in 2018 with 4,895 hotel rooms per night and 4,405 hotel room per night for 19 events in 2019. Benz reported the updates are:

- new carpeting in meeting rooms and pre-function space with the exception of the ball room,
- new beds have been replaced,
- new signage on the building
- and the ball room carpeting will be replaced over Thanksgiving.

- c) Clerk/Treasurer
 - i. Financial Reports: Consider/Approve.

Kaas moved to approve the financial reports as presented. Salo 2nd. Motion carried unanimously.

Williams reported 81% turnout at the General Election with 1,738 voters casting ballots.

- 10) Village Engineer and/or Utility Operator: Project Update(s).

Genskow lead the Board through his reports in the meeting packet and responded to questions.

- 11) Village Administrator: Project Update(s).

Friday presented utility operator company options, per their direction, informing the Board that there are companies in the Midwest which provide similar utility operations as MCO.

Benz stated he wanted the minutes to reflect the Village has done its due diligence in reviewing possible options for the maintenance and operation of the Village water and sewer operations and based on this information and the experience with MCO wishes the Village to continue working with MCO.

- 12) Old Business: None.

- 13) New Business:

- a) *Contract for Services (Water & Sewer Utilities): Consider/Approve FY2019 contract for services (\$176,574.60; MCO, Inc.) to operate Village water & sewer services.*

Benz moved to approve the Contract for Services (Water & Sewer Utilities) NTE \$176,574.60, subject to adjustment of health insurance per Genskow and the rest as presented. Miller 2nd.

Marks questioned if other companies provide these services for other municipalities. Marks questioned how many labor hours are involved and Friday estimated 5,000 a year. Williams calculated the 2019 contract amount with that estimated hours for a \$35.41/hour.

Motion carried unanimously.

- b) *FY2019 Annual Budget: Consider/Approve Resolution #2018-16 appropriating Budget funds.*

Genskow, Stumpf and Friday lead the Board through the budget discussion and answered Trustee questions.

After much discussion, adjustments were made to change the Sherwood tax rate to \$4.32/\$1,000. Kaas stated he would be in agreement with postponing the investment of technology for IPADS with

the understanding that an Ad Hoc committee would be formed for this topic and he would offer to be on it.

The changes discussed and agreed to by the Board were to remove the following; \$3,500 for the recreational corp plan, \$5,000 transfer to parks for concrete at Legion Park, \$5,000 for an event at the exhibition center and \$12,530 for the investment in IPADS.

Benz moved to approve the FY2019 Annual Budget Resolution #2018-16 appropriating Budget funds, with the change to the levy for Debt Service to \$265,970 and the rest as presented. Kaas 2nd. Marks – nay, motion carried.

c) *FY2019-23 5-Year Capital Improvement Plan: Consider/Approve.*

Kaas informed the Board he and Miller will be meeting with the Village of Harrison officials to discuss intergovernmental topics on December 12, 2018. Kaas reported previous discussions included work on State Park Road and Kessler in FY2019.

Kaas moved to amend FY2019 – 23 5-Year Capital Improvement Plan on worksheet S-1 to priority for the Harrison-Sherwood projects for FY2019. Marks 2nd. Motion carried unanimously.

Benz moved to approve FY2019 – 23 5-Year Capital Improvement Plan as amended. Salo 2nd. Motion carried unanimously.

d) *Contract for Services – WPDES Phosphorus Control Optimization Report:*
Consider/Approve contract to create mandatory report for WisDNR regarding phosphorus loadings from Sherwood Waste Water Treatment Plan (WWTP).

Kaas moved to approve Contract for Services – WPDES Phosphorus Control Optimization Report to Cedar Corp NTE \$4,500, as presented. Miller 2nd. Motion carried unanimously.

e) *Resolution #2018-15 – International Migratory Bird Day (annual): Consider/Approve.*

Benz moved to approve Resolution #2018-15 – International Migratory Bird Day, as presented. Salo 2nd. Motion carried unanimously.

f) *Municipal Code – Proposed amendments.*

- i. Ch. 20; Art. V – Traffic Code.
- ii. Ch. 40 – Fees & Penalties.

Williams presented to the Board a situation the Public Works Staff deal with each winter when they are plowing. Williams suggested changing the Village Code to allow Public Works Staff to notify the Village Office Staff of cars parked on the street during snow storms and that information will be given to the Calumet County Sheriff to issue a ticket.

The Board directed Williams to develop language for that change and present at the next regular meeting.

14) Complaints & Compliments: None.

15) Correspondences:

- a) *Notice of Non-Compliance regarding Stormwater TMDL* (Oct. 24; WisDNR).
- b) *Monthly Activity Report* (Oct.; Calumet County Sheriff's Dept.).
- c) *Monthly Activity Report* (Oct.; Harrison Fire & Rescue).

16) *Closed Session:* Property agreement and terms. Per Wis. Stats. §19.85(1)(e), the Village Board may move to a Closed Session when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other unspecified public business, whenever competitive or bargaining reasons require a closed session.

Kaas moved to go into Closed Session: Property agreement and terms. Per Wis. Stats. §19.85(1)(e) at 10:12 p.m. Ott 2nd. Motion carried unanimously.

17) *Open Session:* The Village Board may act on any item discussed in *Closed Session*.

Salo moved to return to Open Session at 10:39 p.m. Benz 2nd. Motion carried unanimously.

18) Adjournment. – ***Kaas moved to adjourn the meeting at 10:40 p.m. Benz 2nd. Motion carried unanimously.***

Minutes presented for review and approval by Susan Williams, Village Clerk-Treasurer.