

Village Board Meeting Minutes

Nov. 26, 2018

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

Present

Bob Benz

Roger Kaas

Joyce Laux

Ned Marks

David Miller

Lisa Ott

Kathy Salo

Absent

none

Others Present

Susan Williams, Clerk-Treasurer

Randy Friday, Administrator

- 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: Nov. 12 (Regular Meeting). - ***Salo moved to approve the minutes of the regular meeting of the Village Board of November 12, 2018, as presented. Benz 2nd. Marks suggested an amendment to agenda 8) a) should have minimum in place of the word average and under 8) b) it should read it is a stormwater issue which should be addressed outside the Trail Fund and the rest of the minutes as presented. Motion as amended carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Presentation: *Village MS-4 Planning Grant – Final Report* (Nick Vande Hey; McMahon).
- 7) Report of Village Officers.
a) Village President

b) Fox Cities Area Room Tax Commissioner

Benz reported the meeting of Exhibition Center Advisory meeting held November 13, 2018 presented:

-a favorable response to the center due to the central location in the state and new construction,

-original financing did not include furniture, fixtures or equipment so Mayor Hanna stated there will be a meeting to address this,

-the center is producing a profit even though originally it was projected to have a loss for the first 2 years,

-those profits are being retained in several accounts, the most important being the capital improvements for future maintenance and repairs,

-and a request for a financial report was denied with the potential for a limited form.

Benz distributed and presented the meeting minutes from the Sports Facility Advisory Committee from November 21, 2018, during the meeting the following was discussed:

- information on the history of the project including the original study done,*
- financials were presented with an update of construction,*
- the general manager will be selected from a pool of 10 candidates, in addition there will be 4 to 6 full time plus additional part employees,*
- the building is on schedule,*
- the stormwater pond will not be completed prior to winter and the water will need to be pumped out,*
- Grand Chute has significant road work to complete and*
- the completion date is August 2019.*

Benz distributed color brochures on the facility.

- c) Clerk/Treasurer
 - i. *Consent Agenda (Financials; Operator's License).*

Kaas moved to approve the Consent Agenda as presented including one Operator's License Application as presented, with the condition of approval of agenda item 11) c) ii) and the addition of \$50 for NEWSC workshop fees as distributed. Miller 2nd. Motion carried unanimously.

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

Friday projected pictures of trail sections (Nicklaus and Palmer Cts.) on the Board Room wall and stated those trails will be prepared for next year's work.

Friday stated JoAnn Lesser will be starting December 3rd as the new Clerk-Treasurer. Friday reported also recruiting for the Village Receptionist/Administrative Assistant, accepting applications through noon December 14th with interviews to take place the following week.

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

- 10) Old Business:

- a) *Municipal Code:* Consider proposed amendments:
 - i. Ch. 20; Art. V – Traffic Code.
 - ii. Ch. 40 – Fees & Penalties.

The Board directed Williams to set a public hearing.

- 11) New Business:

- a) *Village of Sherwood Stormwater Planning Grant – Final Report:* Consider/Accept.

Benz moved to approve the Final Report as presented with the understanding that Vande Hey will complete some minor points prior to submission. Miller 2nd. Motion carried unanimously.

b) *Compliance Maintenance Annual Report (CMAR):* Annual review & approval for WisDNR.

Kaas moved to approve the annual Compliance Maintenance Annual Report (CMAR), as presented. Benz 2nd. Motion carried unanimously.

c) *Palisades Pond Lake District – Dam reconstruction*

i. *Pay Request #1* – Consider pay request (\$8,131.66; Solutions 101) for work & materials in advance of FY19 dam reconstruction.

Salo moved to approve Pay Request #1 - \$8,131.66 to Solutions 101 for work and materials in advance of FY2019 dam reconstruction as presented. Benz 2nd. Marks – nay. Motion carried.

ii. *Stored Materials:* Request (Solutions 101) for Village to store purchased materials indoors over until construction begins in FY19.

The Board understands the contractor's needs and agreed to store the materials in the Public Works Garage.

d) *Contract A-18: 2018 Paving-Drainage Improvements (Project Close-out):*

i. ‘Certificate of Substantial Completion’: Consider/Approve.

ii. *Pay Request #4 & Final* – Consider/Approve payment for work through end of contract (\$138,692; MCC, Inc.) with receipt of General Waiver of Lien(s).

Salo moved to approve the Pay Request #4 & Final for work through end of contract in the amount of \$138,692 to MCC, Inc. contingent upon receipt of General Waiver of Liens as presented. Kaas 2nd. Motion carried unanimously.

iii. ‘Change Order #3’ (-\$162,035.33): Consider/Approve.

Salo moved to approve Change Order #3 for a contract reduction of \$162,035.33 as presented. Ott 2nd. Motion carried unanimously.

iv. ‘Certificate of Substantial Completion’: Consider/Approve.

Salo moved to approve agenda items 11) d) i) and iv) as presented. Marks 2nd. Motion carried unanimously.

e) *Contract for Services:* Consider/Approve final topographic surveying for Stumpf-Meehl subdivision in preparation for FY19 roadway project (Cedar Corp).

Thad Majkowski from Cedar Corp presented information on the project including survey work performed to date, results of the public information meeting and the need for final work prior to construction next year.

Benz moved to approve the Contract for Services of final topographic surveying for Stumpf-Meehl subdivision in preparation for FY19 roadway project to Cedar Corp NTE \$7,500, as presented. Miller 2nd. Motion carried unanimously.

12) Complaints & Compliments: None.

13) Correspondences: None.

14) 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 7:55 p.m. Salo 2nd. Motion carried unanimously.

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

Miller moved to return to Open Session at 8:11 p.m. Kaas 2nd. Motion carried unanimously.

Kaas approved an extension to the agreement between the Village and Randy Otto in regards to the Lot previously known as #64 in the 2nd Addition Sherwood Forest Golf Village, contingent upon:

-filing a home building permit by 12/31/18;

-all standard permit fees are paid for with the complete and approved permit packet; and

-the home is completed with approved inspections by 12/31/2019.

Benz 2nd.

Motion carried unanimously.

16) Adjournment. – ***Salo moved to adjourn the meeting at 8:13 p.m. Marks 2nd. Motion carried unanimously.***

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