

Village Board Meeting Minutes

January 13, 2014

- 1) Call to Order and Roll Call. – *President Rath called the meeting to order at 6:31 with roll call:*

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath

Absent

none

Others Present

Susan Williams, Clerk

Randy Friday, Administrator

Jennifer Schaff, Village Engineer

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Rath requested to amend the agenda to advance agenda items 10) and 13) a) to follow 6), Benz moved to approve the agenda as amended and the rest as presented. Miller 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: Dec. 9 (Regular Meeting). – ***Hennlich moved to approve the minutes of the regular Village Board meeting December 9, 2013 as presented. Laux 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items:

John Petrie, N4376 County BB, Chilton – regarding agenda item 6)

Fran Dietzan, N6410 Keys Rd., Hilbert - regarding agenda item 6)

Tom Head, N6411 Prairie Springs Rd., Hilbert - regarding agenda item 6)

- 6) ***Public Hearing: Municipal Code Amendment – Consider/Approve amendment to Ordinance #94-52 Regulating Public Nuisances relating to noxious weeds and rank growth on developed and undeveloped lots.***

After 3 calls, Rath opened the public hearing at 6:34 p.m.

Hennlich moved to close the public hearing. Miller 2nd. Motion carried unanimously.

Rath closed the public hearing at 6:52 p.m.

Comments summarized from 3 registered citizens:

Question why the change is needed.

Opposed to changing the current ordinance.

Issues complying with current ordinance due to working full time and weed notices going out to mother and not receiving notification within a timely basis.

Does not feel need to comply with current ordinance if developed properties are adjacent/near-by.

Those supporting change should have been in attendance.

Proposed 2 cuttings per year; one pre July 1st, one post July 1st to control “health hazard” only.
Does not feel long grass is a hazard/nuisance.
Issues with rank term use being too subjective.
Commercial properties should be treated differently.
Alleges ordinance enforcement is criminal trespass and causes criminal damage.
Ordinance should follow Harrison (agricultural) as a comparative.

Benz moved to send the ordinance amendment back to the Plan Commission with the comments of the property owners for reconsideration. Miller 2nd. Motion carried unanimously.

- 7) Report of the Utility Commission (Dec. 16)
 - a) *FY2014 Water Utility Budget: Review & approved proposed Budget. – reviewed.*
 - b) *FY2014 Sewer Utility Budget: Review & approved proposed Budget. – reviewed.*
- 8) Report of the Plan Commission (Jan. 6)
 - a) *Village of Sherwood Year 2030 Comprehensive Plan Review: Chapt. 8 – Land Use – reviewed.*

Benz reported concern with population density.

Benz moved to approve Village of Sherwood Year 2030 Comprehensive Plan Review: Chapt. 8 – Land Use. Miller 2nd. Motion carried unanimously.

- b) *Zoning Regulations (Signage) – Discuss possible change(s) to signage portion of Zoning Code pertaining to multi-tenancy, off-premises, motion, illumination, etc. as these items relate to the Knight Drive Development Area. – reviewed.*
- 9) Report of Village Officers.
 - a) Village President

Rath thanked all who attended the winter solstice event, stated it was well received, attended by approximately 150 people and a special thank you to John Sharer and Bob Gillespie.

Rath expressed gratitude to the Sherwood Lions and Sherwood Optimists for their efforts reaching out to families in need during the Christmas season.

Rath reported the next Sherwood Business Owners group meeting will be at Bleoni’s Family Restaurant January 20, 2014, at 5:30 p.m.

- b) Clerk/Treasurer
 - i. Review/Approve financial reports

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

- 10) Village Engineer: Project Update(s).

Village Engineer Schaff reported beginning the FY2014 paving process, following the 2013 paving schedule (bidding in March, award in April) and will present agreement to the board at the next meeting.

11) Village Administrator: Project Update(s).

Friday stated the request for proposal for the downtown master plan have been distributed and an information meeting with potential firms will be held January 23, 2014.

Friday reports village attorney responded to the inquiry of repayment of the outstanding balance from the former owner of High Cliff Golf Course potentially being unsuccessful and costly.

Friday presented information on recent law change in regards to cell towers.

Friday stated the contractor is continuing interior work at the Wanick Park pavilion.

12) Old Business: None.

13) New Business:

- a) *Resolution #01-2014: Final Resolution Authorizing Construction of Chip-seal, Asphalt, Curb and Gutter in Lakeshore Estates – East Subdivision (Nature’s Way Drive, Cypress Court, Oakwood Drive, Birchwood Drive, Cherrywood Drive and Cherrywood Court) levying Special Assessments against Benefitted Property.*

Kaas moved to approve Resolution #01-2014: Final Resolution Authorizing Construction of Chip-seal, Asphalt, Curb and Gutter in Lakeshore Estates – East Subdivision, as presented. Laux 2nd. Motion carried unanimously.

14) Complaints and Compliments: None.

15) Correspondences:

- a) *Monthly Activity Report – November (Calumet County Sheriff’s Dept). – reviewed.*
- b) *Village & State land swap at High Cliff Cemetery (Atty. Rich Carlson; Dec. 13). – reviewed.*

16) Adjournment. – ***Miller moved to adjourn at 9:00 p.m. Laux 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

January 27, 2014

- 1) Call to Order and Roll Call. – *President Rath called the meeting to order at 6:31 with roll call:*

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath

Absent

none

Others Present

Susan Williams, Clerk

Randy Friday, Administrator

Jennifer Schaff, Village Engineer

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: Jan. 13 (Regular Meeting). – ***Hennlich moved to approve the minutes of the regular village board minutes January 13, 2014, as presented. Kaas 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Presentation: (Future) Condon Haul Road update – Improvements between Mobil station and Clifton Road (Andrew Dane and Matt Stephan; S.E.H.).

Benz stated concerns of heavy truck traffic traveling southeast on STH 55 & 114 causing traffic delays due to steep grade.

Stephan responded WDOT personnel stated speed reduction further and through that section and saw no need for decelerate/passing lanes. Stephan will locate that WDOT personnel identity for village.

Laux stated WDOT allowed turnout lane by Castle Drive after a traffic death occurred.

Miller inquired as to traffic turning percentages of the Clifton Road/Military Road/County M.

Hennlich and Benz stated concern meeting had not happened.

Administrator Friday replied that S.E.H. was contracted to provide financial information for the special assessment district.

Gedman asked about the benefit of special assessments and what S.E.H.'s approach will be to the affected property owners.

Dane noted municipalities have legal precedent to assess properties. S.E.H. will build a strong argument from the professional work and studies performed to date to satisfy the case.

Gedman inquired of safety factors and if there is crash documentation.

Dane responded that must be obtained.

Rath inquired if a pedestrian trail along the new road was planned.

Friday directed attention to the map and stated a trail is currently not in the plan, but could be placed along the easterly roadway side.

Kaas consulted traffic study available at the meeting and stated turns north to Appleton 49%, straight on County M 36% and 15% south.

Friday reminded the Board of Phase II road connecting Clifton Rd. to County B at Hawkinson property.

Benz expressed confusion and concern in regards to the downtown area image and location.

Gedman stated the Clifton Road/County M/114/55 intersection is dangerous with the heavy truck traffic and the village is working to eliminate that danger.

Friday inquired and the Board agreed the village is proceeding with this project and the cost should be considered with the borrowing to take place this year.

Board directed Administrator Friday to arrange meeting with J & E Construction Inc. owner, S.E.H. personnel and Miller to discuss project, special assessment district and preliminary financial information.

Kaas suggested including in the discussion the village vision of the second phase of Condon Road.

Kaas stated concern of proposed roadway width of 28 feet being adequate, S.E.H.'s Stephan assured the Board that would be adequate

Dane reports S.E.H. will fulfill terms of the traffic contract with a wrap-up WDOT meeting.

- 7) Report of the Utility Commission (Jan. 20)
 - a) *Placement of utilities along Future Condon Haul Road (Note: Conditionally approved hydrant and sewer main/laterals.) – reviewed.*
 - b) *Establishment of Strategic Planning Project List. – reviewed.*
- 8) Report of Village Officers.
 - a) Village President

Rath complimented Kaas on efforts with the Request For Proposal for the Downtown Master Plan. Rath reported the February Sherwood Business Owners Meeting will be open to the public. Friends of High Cliff and Harrison government officials will be invited for a

presentation of the economic impact of High Cliff State Park on Sherwood (February 17th at High Cliff Restaurant).

- b) Clerk/Treasurer
 - i. Review/Approve financial reports

Miller moved to approve the financial reports as presented. Laux 2nd. Motion carried unanimously.

9) Village Engineer: Project Update(s).

Engineer Schaff explained D.N.R. Roads Aide application for road maintenance on roadways to state parks, fisheries, etc. and inquired of the Board if they wish for her to apply for FY2014 (Spring Hill Drive), past construction (State Park Road FY2012) and what percentage to apply.

Board directed Schaff to apply using FY2012 and FY2014 project costs and 25%/75% percentage for the cost share request.

10) Village Administrator: Project Update(s).

Friday reports TIF #2 and TIF #3 Project Plans and Final Traffic Study available. Friday informed the Board of the Community Development Authority meeting Wednesday January 29, 2014 and the Park, Recreation and Urban Tree Board (PRUT) meeting February 19, 2014. Friday stated the PRUT will begin developing park regulations and discuss staffing at the park.

Kaas briefly presented the preconference meeting power point for the Request For Proposal of the Downtown Master Plan (12 firms represented – 18 individuals attended).

11) Old Business: None.

12) New Business:

- a) *FY2014 Roadway Construction – Consider Agreement for Professional Services (State Park Estates IV; Lakeshore Estates – South; Mustang Acres II): McMahan (\$57,400).*

Miller moved to approve FY2014 Roadway Construction – Consider Agreement for Professional Services (State Park Estates IV; Lakeshore Estates – South; Mustang Acres II): McMahan (NTE \$57,400), as presented. Kaas 2nd. Motion carried unanimously.

- b) *FY 2013 Budget Amendment – Consider/Approve.*

Miller moved to approve FY 2013 Budget Amendment, as presented. Laux 2nd. Motion carried unanimously.

- c) *Resolution #02-2014 Creation of Ward #5 Consider/Approve.*

Benz moved to approve Resolution #02-2014 Creation of Ward #5, as presented. Hennlich 2nd. Motion carried unanimously.

- 13) Complaints and Compliments: None.
- 14) Correspondences:
 - a) *Monthly Activity Report – November* (Harrison Fire Dept). – *reviewed*.
- 15) Adjournment. – ***Rath by unanimous consent adjourned the meeting at 8:45 p.m.***

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

Village Board Meeting Minutes

February 10, 2014

- 1) Call to Order and Roll Call. – Vice - *President Laux called the meeting to order at 6:31 with roll call:*

Present

*Bob Benz
Stacy Gedman
Joe Hennlich
Joyce Laux
Roger Kaas
David Miller*

Absent

Jim Rath, excused

Others Present

*Susan Williams, Clerk
Randy Friday, Administrator*

- 2) Pledge of Allegiance. – *recited.*

- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2nd. Motion carried unanimously.***

- 4) Approval of Minutes: Jan. 27 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board on January 27, 2014 as presented. Miller 2nd. Kaas proposed an amendment under agenda item 6) with statement of concern of proposed roadway width of 28 feet being adequate, S.E.H.'s Stephan assured the Board that would be adequate. Motion as amended carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

- 6) Report of the Plan Commission (Feb. 3)

- a) *CSM #2014-01: Certified Survey Map request (Groman; W5108 Nature's Way Drive) to split current duplex property into two, single-family residences.*

Miller moved to approve CSM #2014-01: Certified Survey Map request (Groman; W5108 Nature's Way Drive) to split current duplex property into two, single-family residences, as presented. Kaas 2nd. Motion carried unanimously.

- b) *Temporary Business signage – Dick's Family Foods sign (along STH 55/114 at Best Advantage Credit Union property).*

Benz moved to approve temporary sign for Dick's Family Foods for 6 month period. Miller 2nd. Motion carried unanimously.

- c) *ZOA #2014-01: Consider Zoning Ordinance Amendment to #94-52 regulating 'public nuisances' in the Village – reviewed.*

- d) *Zoning Regulations (Signage) – Discuss possible change(s) to signage portion of Zoning Code pertaining to multi-tenancy, off-premises, motion, illumination, etc. as these items relate to the Knight Drive Development Area. – reviewed.*

- 7) Report of Village Officers.
 - a) Village President
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports

Benz moved to approve the financial reports as presented. Laux 2nd. Motion carried unanimously.

- 8) Village Engineer: Project Update(s).
- 9) Village Administrator: Project Update(s).
- 10) Old Business: None.
- 11) New Business:
 - a) *Pay Request #16 – Wanick Park construction: Pay request (\$57,071.58; Janke Constr.) for work completed through Feb. 3.*

Miller moved to approve pay request #16 – Wanick Park construction: Pay request (\$57,071.58; Janke Constr.) for work completed through Feb. 3, as presented. Hennlich 2nd. Motion carried unanimously.

- b) *High Cliff Cemetery: Cemetery plot alignment (Blohm/Davis) and suspension of plot sales. – reviewed.*

Clerk Williams informed the Board the alignment issue will be resolved as soon as possible and the cemetery records and documents updating will be a priority.

- 12) Complaints and Compliments: None.
- 13) Correspondences:
 - a) *US10 & STH 55/114 Design/Construction project (Pavement Rehabilitation) (WisDOT – Northeast Region; Feb. 4). – reviewed.*
 - b) *Monthly Activity Report (Calumet County Sheriff's Dept.; Feb. 6). – reviewed.*

- 14) Adjournment. – ***Miller moved to adjourn the meeting at 7:16 p.m. Kaas 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

February 24, 2014

- 1) Call to Order and Roll Call. . – *President Rath called the meeting to order at 6:31 with roll call:*

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath

Absent

none

Others Present

Susan Williams, Clerk

Randy Friday, Administrator

Jennifer Schaff, Engineer

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Kaas 2nd. Motion carried unanimously***
- 4) Approval of Minutes: Feb. 10 (Regular Meeting). – ***Kaas moved to approve the minutes of the regular Village Board meeting of February 10, 2014 as presented. Laux 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the *Utility Commission* (Feb. 17)
- a) *Strategic Planning Projects:* Begin review of Commission-established projects. – *reviewed.*
- 7) Report of the *Park, Recreation, and Urban Tree Board* (Feb. 19)
- a) *Park Operating Procedures:* Begin review of Village park and trail policies and procedures regulating usage, especially Wanick Park, including shelter and pavilion usage & rental, performance venue usage & rental, etc. – *reviewed.*
- 8) Report of Village Officers.
- a) Village President

Rath informed the Trustees of the Friends of High Cliff fundraiser on April 11th and village resident Eugene Beauchaine was recently recognized in the newspaper for his volunteer efforts with St. Joe's food program.

b) Clerk/Treasurer

- i. Review/Approve financial reports

Miller moved to approve the financial reports as presented. Benz 2nd. Motion carried unanimously.

ii. *Operator's Licenses*

- Danielle M. Bowe

Hennlich moved to approve the operator's license application of Danielle M. Bowe, as presented. Kaas 2nd. Motion carried unanimously.

9) Village Engineer: Project Update(s).

Engineer Schaff reported working on the FY2014 paving program with the bid opening on March 19th and the public hearing March 24th.

Kaas inquired about the state road grant funds application and Schaff replied it is submitted and has not heard back.

10) Village Administrator: Project Update(s).

Administrator Friday reported meeting is set with J & E Construction owners on February 27th, Miller and SEH personnel will be in attendance.

Friday stated Calumet County Lt. Matuszak will be in attendance at the March 10th Village Board meeting.

Friday informed the Board that the Community Development Authority (CDA) meeting is February 26th.

Kaas reported the CDA will be reviewing the proposals submitted for the Downtown Master Plan at the meeting.

Friday stated SEH will be submitting an economic development grant (WEDC) on behalf of the village and the fees paid to SEH will be 20% of the total received.

Kaas reported the February Sherwood Business Owners group meeting was postponed due to weather prohibiting the speaker from Madison traveling and that presentation is rescheduled for March 31st at 5:30 p.m. at High Cliff Restaurant. Kaas stated a separate regular March meeting is still being discussed to the unavailability of Mary Kohrell.

11) Old Business: None.

12) New Business:

- a) *Application for Calumet County Committees, Boards, or Commissions: Consider reappointment of Village Administrator as Local Emergency Planning Committee representative.*

Miller moved to approve the reappointment of Village Administrator as the Local Emergency Planning Committee representative. Kaas 2nd. Motion carried unanimously.

13) Complaints and Compliments: Snowplowing – “Amazing job” (Linda Zakowski). – reviewed.

Rath complimented Village Public Works staff on snow removal.

14) Correspondences:

- a) *Monthly Activity Report* – January (Calumet County Sheriff’s Dept.; Feb. 13). – *reviewed.*
- b) *Village of Sherwood as Bird City Wisconsin – 3rd Year* (Carl Schwartz; Feb. 13). – *reviewed.*
- c) *TID #2 Certified Base Valuation* (Wis. Dept. of Revenue; Feb. 18). – *reviewed.*
- d) *TID #3 Certified Base Valuation* (Wis. Dept. of Revenue; Feb. 18). – *reviewed.*

Friday reported receiving documentation from the village attorney due to violations of terms worked out a year ago with the Hawkinson property owner the village will receive a summary judgement and expenses totaling \$1,450.

15) Adjournment. – ***Benz moved at 7:59 p.m. to adjourn. Miller 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes
March 10, 2014

- 1) Call to Order and Roll Call. – *President Rath called the meeting to order at 6:34 p.m. with roll call:*

Present

Bob Benz
Joe Hennlich
Joyce Laux
Roger Kaas
David Miller
Jim Rath

Absent

Stacy Gedman, excused

Others Present

Susan Williams, Clerk
Randy Friday, Administrator
Jennifer Schaff, Engineer
John Sharer, Plan Commissioner
Lt. Matuszak, Calumet County Sheriff Dept.

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda with the amendment to allow Lt. Matuszak from the Calumet County Sheriff Department to address the Board and the rest of the agenda as presented. Hennlich 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: Feb. 24 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board on February 24, 2014 as presented. Miller 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) *Public Hearing: Municipal Code Amendment – Consider/Approve amendment to Ordinance #94-52 Regulating Public Nuisances relating to noxious weeds and rank growth on developed and undeveloped lots.*

After 3 calls Rath opened the public hearing at 6:59 p.m.

Miller moved to close the public hearing at 7:00 p.m. Hennlich 2nd. Motion carried unanimously.

Hennlich moved to approve amendment to Ordinance #94-52 Regulating Public Nuisances relating to noxious weeds and rank growth on developed and undeveloped lots. Miller 2nd.

Hennlich moved to amend the motion to add “the portion of” to section 3) f) 2). Miller 2nd.

Motion carried unanimously.

- 7) Report of the Community Development Authority (Feb. 26)
- a) *Historic Downtown Master Plan Request for Proposals: Review and selection of firms for interviews. – reviewed.*
- b) *Downtown Master Plan – Grant Application: Update. – reviewed.*
- c) *Local Economic Development Workshop: Third businesses’ meeting (Feb. 17th) rescheduled. – reviewed.*

d) *Condon Haul Road*: Update. – reviewed.

8) Report of the Plan Commission (Feb. 3)

a) *ZOA #2013-01*: Consider Zoning Ordinance Amendment to #94-52 regulating ‘public nuisances’ in the Village – Specifically noxious weeds and rank growth control. – reviewed.

b) *Plan Commission Work items* – Village of Sherwood Year 2030 Comprehensive Plan Review: *Chapt. 9 – Implementation*. –

Benz moved to approve Village of Sherwood Year 2030 Comprehensive Plan Review: Chapt. 9 – Implementation, as presented. Hennlich 2nd. Motion carried unanimously.

c) *Request for driveway access to new Pigeon Road lot (Brick)*: Per approved-CSM #2013-04, allow new driveway to ‘limited access roadway’ across areas dedicated for public purposes. –

Kaas moved to approve the Request for driveway access to new Pigeon Road lot (Brick): Per approved-CSM #2013-04, allow new driveway to ‘limited access roadway’ across areas dedicated for public purposes. Benz 2nd. Motion carried unanimously.

d) *Zoning Regulations (Signage)* – Discuss possible change(s) to signage portion of Zoning Code pertaining to multi-tenancy, off-premises, motion, illumination, etc. as these items relate to the Knight Drive Development Area. – reviewed.

e) ‘*Historic Downtown Master Plan*’: Discuss vendor proposals and Plan Commission representation to selection committee. – reviewed.

9) Report of Village Officers.

a) Village President

b) Clerk/Treasurer

i. Review/Approve financial reports

Benz moved to approve the financial reports as presented. Hennlich 2nd. Motion carried unanimously.

ii. Application for Cigarette & Tobacco products license (Vanden Wymelenberg Enterprises, Inc. d/b/a *Dick’s Family Foods*, W647 Knight Drive, Sherwood).

Miller moved to approve the application for Cigarette & Tobacco products license (Vanden Wymelenberg Enterprises, Inc. d/b/a Dick’s Family Foods, W647 Knight Drive, Sherwood), as presented. Kaas 2nd. Motion carried unanimously.

iii. Schedule for Appointment of Agent by Corporation (Vanden Wymelenberg Enterprises, Inc. d/b/a *Dick’s Family Foods* appoints Nathan Vanden Wymelenberg, Agent).

Hennlich moved to approve the schedule for Appointment of Agent by Corporation (Vanden Wymelenberg Enterprises, Inc. d/b/a Dick’s Family Foods appoints Nathan Vanden Wymelenberg, Agent), as presented. Miller 2nd. Motion carried unanimously.

- iv. Application for Original Class 'A' Malt Beverage, Liquor & Wine (Vanden Wymelenberg Enterprises, Inc. d/b/a *Dick's Family Foods*, W647 Knight Drive, Sherwood).

Benz moved to approve the Application for Original Class 'A' Malt Beverage, Liquor & Wine (Vanden Wymelenberg Enterprises, Inc. d/b/a Dick's Family Foods, W647 Knight Drive, Sherwood), as presented. Laux 2nd. Motion carried unanimously.

- v. *Operator's Licenses*
 - Alexandra Maas

Miller moved to approve the operator licenses of Alexandra Maas, as presented. Kaas 2nd. Motion carried unanimously.

10) Village Engineer: Project Update(s).

Engineer Schaff reported work on FY2014 paving, resident meeting March 12th, bid opening March 19th, public hearing March 24th for special assessment presentation, project includes both final road application and pulverizing/resurfacing, and current pricing indicates increases in asphalt, oil, plastic pipe and prevailing wages. Schaff will include striping proposal from Calumet County.

11) Village Administrator: Project Update(s).

Administrator Friday reports on Hwy 55/114 a release of blockage in storm sewer with the rapid melt and snow today, resulting in fountain like stream shooting up in the air about 6 feet. Friday stated PRUT and CDA meetings will take place on the 19th and 26th respectively, PRUT will be working through new park rules/regulations and CDA will present a firm to the Village Board for approval of the Historic Downtown Master Plan. Friday reported Wanick Park construction beginning. Friday stated focusing on staff for park and yard waste site. Friday finished his report with Wink Mart work beginning with the arrival of a dumpster for removal of materials

12) Old Business: None.

13) New Business:

- a) *Authorize order to purchase plow truck (Western Star-4700) using current truck as trade-in (International-4700), per approved FY2014-18 Capital Improvement Plan (Quality Truck Care Center; \$76,830.50).*

Benz moved to approve the Authorize order to purchase plow truck (Western Star-4700) using current truck as trade-in (International-4700), per approved FY2014-18 Capital Improvement Plan (Quality Truck Care Center; \$76,830.50), as presented. Miller 2nd. Motion carried unanimously.

14) Complaints and Compliments: None.

15) Correspondences:

- a) *Giving Back to Nature – Friends of High Cliff 7th Annual Spring Fundraiser* (Friends of High Cliff; Feb. 26). – *reviewed*.

16) Adjournment. – ***Benz moved at 8:32 p.m. to adjourn. Laux 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

March 24, 2014

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

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath

Absent

none

Others Present

Susan Williams, Clerk

Randy Friday, Administrator

Jennifer Schaff, Engineer

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Rath requested advancement of agenda item 14) a) to follow item 6), Benz moved to approve the agenda as requested and the rest as presented. Miller 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: March 10 (Regular Meeting). – ***Kaas moved to approve the minutes of the regular meeting of the Village Board on March 10, 2014, as presented. Benz 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Jack Kruse, W4873 Mustang Dr., Sherwood – regarding agenda item 14) a)

Bhullar Kupreetinders, 407 Taylor St. #2, Appleton – regarding agenda item 14) a)

Louis Resch, 400 Richmond St., Appleton – regarding agenda item 14) a)

Mary Johnson, W4865 Mustang Dr., Sherwood – regarding agenda item 14) a)

- 6) Public Hearing: Consider levying Special Assessments per Wis. Stats. §66.0703(1)(b) regarding installation of concrete curb and gutter, asphalt and all other related street improvements along portions of (State Park Estates IV) Big Lake Court, Pond Court, (Lakeshore Estates South) Lakeshore Lane, (Mustang Acres II) Mustang Drive, and Paddock Court, as per the approved 3-Year Roadway Urbanization Schedule.

After 3 calls, Rath opened the public hearing at 6:34 p.m.

Comments from registered citizens:

-Questioned different pavement applications and timing of applications.

-Requested reduction in assessment.

-Requested longer repayment period (10 years).

-Questioned the services provided for the taxes paid under ownership.

-Questioned willingness of the Village to place roll curbing instead of approved barrier curb.

-Questioned why the Village does not abide by the condition report between the developer and property owner.

Hearing no objection, Rath closed the public hearing at 6:50 p.m.

Village Engineer Schaff presented information on the Village roadway applications, policy changes and timing of pavement applications.

- 7) Report of the *Community Development Authority* (March 13)
 - a) *Candidate interviews for 'Historic Downtown Master Plan project. – reviewed.*
- 8) Report of the *Utility Commission* (March 17)
 - a) *Permit Fee regarding CTH 'M' watermain break – reviewed.*
 - b) *Request to reduce bill due to in-home water line break – reviewed.*
 - c) *Strategic Planning Topics: WWTF reed beds – reviewed.*
 - d) *Insurance charges: Invoice from provider although claim denied. – reviewed.*
- 9) Report of the *Park, Recreation, and Urban Tree Board* (March 19)
 - a) *Park Operating Procedures: Continue review of Village park and trail policies and procedures regulating usage, especially Wanick Park, including shelter and pavilion usage & rental, performance venue usage & rental, etc. – reviewed.*
 - b) *Concert series at Performance Venue: Considered input from Village President. – reviewed.*
 - c) *Park funding sources: Considered possible funding sources. – reviewed.*
- 10) Report of Village Officers.
 - a) Village President

Rath reminded the Trustees about the opening of the grocery store March 26th and the State Park Economic Impact presentation March 31st (High Cliff Restaurant).

- b) Clerk/Treasurer
 - i. Review/Approve financial reports

Laux moved to approve the financial reports as presented. Miller 2nd. Motion carried unanimously.

Clerk Williams announced the dates of Open Book (May 1st) and Board of Review (May 19th).

Williams informed the Board the draft of the FY2013 Audit will be ready and inquired and the Trustees concurred that the auditors should be scheduled in for report presentation in May.

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

Administrator Friday reported on the razing of the Wink Mart.

- 13) Old Business: None.

14) New Business:

- a) *Resolution #03-2014: Preliminary Resolution declaring Intent to Exercise Special Assessment Police Powers under Wis. Stats. §66.0703 (See Public Hearing above).*

Benz moved to approve Resolution #03-2014: Preliminary Resolution declaring Intent to Exercise Special Assessment Police Powers under Wis. Stats. §66.0703, as presented. Hennlich 2nd. Motion carried unanimously.

- b) *Village of Sherwood FY2013 Paving Program – Bid Consideration & Award: Consider bid award (MCC, Inc.; \$467,591.04 – Base Bid and Alternate [2-year warranty]) for subdivision work (see above) and other streets (Spring Hill Drive; Timberline Drive; Sundown Court).*

Kaas moved to award Village of Sherwood FY2014 Paving Program to MCC, Inc. for base bid and alternate 2 year warranty NTE #467,591.04, as presented, excluding the preparation and paving of the trail (items #10 & 11 on bid page \$3,595.14 cost). Miller 2nd. Kaas withdrew exclusion of trail items, Miller 2nd. Motion as amended carried unanimously.

- c) *Authorize equipment purchase for new plow truck per approved FY2014-18 Capital Improvement Plan (Quality Truck Care Center; \$49,080).*

Hennlich moved to approve equipment purchase for new plow truck per approved FY2014-18 Capital Improvement Plan (Quality Truck Care Center; \$49,080), as presented. Kaas 2nd. Motion carried unanimously.

15) Complaints and Compliments: None.

16) Correspondences:

- a) *Monthly Activity Report – February (Calumet County Sheriff's Dept.; March 13). – reviewed.*
- b) *Fact Sheet regarding proposed Village of Sherwood Stormwater Discharge Permit (MS4) (March 17). – reviewed.*
- c) *Request for special assessment reduction regarding Mustang Acres II road improvements (Kimball; Kruse; Johnson; Daul; Haufschildt; Mann; Knapp; March 18). – reviewed.*
- d) *Notice of Hearing – City of Kaukauna, et. al. versus Village of Harrison, et. al. (Carl Sinderbrand, Esq.; March 20). – reviewed.*

17) Adjournment. – ***Benz moved at 8:34 p.m. to adjourn. Hennlich 2nd. Motion carried unanimously.***

Presented for review and approval by Susan Williams, Village Clerk-Treasurer

Village Board Meeting Minutes

April 28, 2014

- 1) Call to Order and Roll Call. – *President Rath called the meeting to order at 6:40 p.m. with roll call:*

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath

Absent

none

Others Present

Susan Williams, Clerk

Randy Friday, Administrator

Jennifer Schaff, Engineer

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Kaas 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: April 14 (Regular Meeting). ***Benz moved to approve the minutes of the regular meeting of the Village Board of April 14, 2014 as presented. Laux 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Parks, Recreation and Urban Tree Board (April 16)
 - a) *Park Operating Procedures:* Review Village park and trail policies and procedures regulating usage, especially Wanick Park, including Info. Only shelter usage & rental, pavilion usage & rental, performance venue usage & rental, etc. – *reviewed.*
 - b) *State law changes regarding hunting on private- and public-owned lands within a municipality* (DNR Warden Propson). – *reviewed.*
 - c) *Snowmobile Trails:* Discuss current and future trail locations– *reviewed.*
- 7) Report of the Utility Commission (April 21)
 - a) *Strategic planning topics:* Review topics (WWTF reed beds [phragmites]; WWTF efficiency). – *reviewed.*
 - b) *Re-) Appointment of Utility Chairperson (Stewart).* – *reviewed.*
- 8) Report of the Community Development Authority (April 23)
 - a) *Historic Downtown Master Plan:* Review project ‘Work Plan’, ‘Timeline’, ‘Goals’, etc. – *reviewed.*
 - b) *Branding:* Consider process and outcomes. – *reviewed.*

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

Rath reports appreciation to Hennlich and DNR representative (Propson) for attendance at recent PRUT meeting. Rath stated contact over the weekend from Calumet County Sheriff due to impassable roads from local rummage sales. Rath encouraged Trustees to forward names of individuals for branding project to Administrator Friday.

- b) Clerk/Treasurer
i. Review/Approve financial reports

Benz moved to approve the financial reports as presented. Laux 2nd. Motion carried unanimously.

- ii. *Operator's Licenses*
• Maschel Griem

Kaas moved to approve the Operator License as presented of Maschel Griem. Benz 2nd. Motion carried unanimously.

- 10) Village Engineer: Project Update(s).

Engineer Schaff reports the paving contracts are in place with the next steps to be resident meeting and website update. Schaff shared with the Trustees information on stormwater management and evaluation costs for downtown area to be \$5,000 to \$7,000. Schaff stated that the S.E.H. contract may include that information. Schaff reports that Nick (McMahon) will visit the village at budget time, will provide information on DNR grant funds available (70% DNR/30% Village) and current plan dates back to 2008.

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

Friday reports it's stormwater issue time of year and had 3 field visits today alone, weight limits will be lifted Monday May 5th, a dozen homes are under construction, 500 new seedlings were picked up and will be placed, Wanick Park opening date will need to be pushed back, a lot of work to be done in the Knight Drive area and have been responding to resident concerns with the quarry excavation.

- 12) Old Business: None.

- 13) New Business: None.

- 14) Complaints and Compliments: None.

- 15) Correspondences:

- a) *Monthly Activity Report – March (Calumet County Sheriff's Dept.). – reviewed.*

Benz reports Wednesday State Assembly Natural Resource Committee potentially loosening the Section 115 of the Natural Resource Code for the County Shoreline regulations to allow impervious surfaces to the water edge.

Miller, Rath and Benz encourage patronage of the new grocery store and other Sherwood businesses.

Benz updated the Trustees on the litigation between City of Menasha and the Waverly Sanitary District will be heard May 6, 2014 at 3 pm and the Town/Village of Harrison and et al on October 3, 2014 at 9 am.

- 16) Adjournment. – ***Benz moved to adjourn the meeting at 7:42 p.m. Miller 2nd. Motion carried unanimously.***

Presented for review and approval by Susan Williams, Village Clerk-Treasurer

Village Board Organizational Meeting Minutes
April 28, 2014

- 1) Call to Order and Roll Call– *President Rath 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>Stacy Gedman</i>	
<i>Joe Hennlich</i>	<i>Others Present</i>
<i>Joyce Laux</i>	<i>Susan Williams, Clerk</i>
<i>Roger Kaas</i>	<i>Randy Friday, Administrator</i>
<i>David Miller</i>	<i>Jennifer Schaff, Engineer</i>
<i>Jim Rath</i>	<i>Steve Summers, Plan Commission Chair</i>

- 2) Pledge of Allegiance – *recited.*

Rath suggested treating the agenda as a consent agenda with the notation of agenda item 11) c).

- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Miller 2nd. Hennlich stated agenda item 11) f) should be deleted since the term was approved last year. Motion as amended carried unanimously.***
- 4) Presentation of Approved Minutes – April 22, 2013 Organizational Meeting– *reviewed.*
- 5) Registered citizen comments on agenda items
- 6) Review/Approval of Rules of the Village Board– ***Kaas moved to approve the Rules of the Village Board as presented. Miller 2nd. Motion carried unanimously.***
- 7) Election of Vice-President– ***Miller moved to nominate Laux Vice-President. Benz 2nd. Rath inquired if there were any other nominations. Miller moved to close the nominations. Hennlich 2nd. Nominations were closed. Laux accepted the nomination. Laux abstained. Motion carried.***
- 8) Bi-Annual Village Board Appointments
- a) Code Administrator –
 - b) Clerk/Treasurer–
 - c) Assessor–
- Kaas moved to appoint Randy Friday Code Administrator, Susan Williams Clerk-Treasurer and Associated Appraisal Consultants, Inc. Village Assessor. Benz 2nd. Motion carried unanimously.***
- 9) Annual Appointments of Village Professionals

- a) Accountant –
- b) Attorney –
- c) Engineer –

Benz moved to appoint Schenck SC Village Accountant, Silton, Seifert, Carlson, Gamble SC Village Attorney and McMahon Village Engineer. Miller 2nd. Motion carried unanimously.

10) Election by Village Board

- a) Community Development Authority/Trustee Member – 1 year term ending April 2014 – Currently seated, David Miller.
- b) Community Development Authority Chairman/ Trustee Member – 1 year term ending April 2014 – Currently seated, Roger Kaas.
- c) Plan Commission/Trustee Member – 1 year term ending April 2014 – Currently seated, Joe Hennlich.
- d) PRUT Board/Trustee Member – 1 year term ending April 2014 – Currently seated, Stacy Gedman.
- e) Utility Commission/Trustee Member – 1 year term ending April 2014 – Currently seated, Joyce Laux.

11) Appointed by Village President/Confirmed by Village Board

- a) Community Development Authority/Citizen Member – 4 year term ending April 2018 – Currently seated, Todd Thiel.
- b) Community Development Authority/Citizen Member – 4 year term ending April 2018– Currently seated, Cheryl Dewing.
- c) Community Development Authority/Citizen Member – remaining term of Bob Gillespie which ends April 2015, President Rath nominates Tom Vande Hey.
- d) Plan Commission/Citizen Member – 3 year term ending April 2017 – Currently seated, John Sharer.
- e) Plan Commission/Citizen Member – 3 year term ending April 2017 – Currently seated, Scott Sheppard.
- f) ~~PRUT Board/Citizen Member – 3 year term ending April 2017 – Currently seated, Tom Jack.~~
- g) PRUT Board/Citizen Member – 3 year term ending April 2017 – Currently seated, Jean DeKeyser.
- h) Board of Appeals/Citizen Member – 3 year term ending April 2017– Currently seated, Gary Flak.

- i) Utility Commission/Citizen Member – 5 year term ending April 2019– Currently seated, Bob Benz.

Benz moved to approve appointments in agenda items 10) a – e and 11) a – e and g – h, as presented. Hennlich 2nd. Motion carried unanimously.

12) Presentation of correspondence, resolutions, and related matters – none.

13) Adjournment – *Laux moved to adjourn at 6:38 pm. Miller 2nd. Motion carried unanimously.*

Respectfully submitted for review and approval by Susan Williams, Village Clerk

Village Board Meeting Minutes

April 14, 2014

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

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath

Absent

none

Others Present

Susan Williams, Clerk

Randy Friday, Administrator

Jennifer Schaff, Engineer

Steve Summers, Plan Commission Chair

Bob Gillespie, Community Dev. Authority

Tom Boll, Community Dev. Authority

Todd Thiel, Community Dev. Authority

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: March 24 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board of March 24, 2014 as presented. Miller 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Community Development Authority (Apr. 9)
 - a) *Historic Downtown Master Plan: Hire project consultant (S.E.H.; \$74,947).*

Gillespie presented information on the process of the Community Development Authority in the selection of a firm for recommendation.

Kaas discussed the proposal and additional branding information.

Benz stated concerns of contract amounts beyond budget in lieu of uncertain requirements for the village in the area of stormwater management.

Benz moved to accept the Community Development Authority recommendation to approve S.E.H. consultant for the Historic Downtown Master Plan NTE \$74,947, as presented. Miller 2nd. Motion carried unanimously.
- 7) Report of Village Officers.
 - a) Village President

Rath reports discussions with local entertainment artists to perform at Wanick Park and is working with Park Recreation and Urban Tree Board to establish regular entertainment. Rath also expressed gratitude for those who attended the Friends of High Cliff fundraiser.

- b) Clerk/Treasurer
 - i. Review/Approve financial reports

Miller moved to approve the financial reports as presented. Laux 2nd. Motion carried unanimously.

- ii. *Operator's Licenses*
 - Jennifer Lisowe

Benz moved to approve the operator license application as presented. Kaas 2nd. Motion carried unanimously.

- iii. Tabular Statement of Votes Cast – *reviewed.*

8) Village Engineer: Project Update(s).SSS

Village Engineer Schaff distributed a handout in regards to the road aids grant status. Schaff stated the funding is full and will check in August/September for the next review. Schaff reported FY2014 paving contracts are in review process. Schaff stated McMahon staff will attend the Utility Commission meeting for the reed bed discussion.

9) Village Administrator: Project Update(s).

Village Administrator Friday reported the park regulations (fees, uses, etc.) will continue to be discussed at the Park Recreation and Urban Tree Board meeting Wednesday April 16, 2014. Friday stated Wanick Park construction kick off meeting re-scheduled tentatively for Tuesday April 22, 2014. Friday informed the board that the roundabout on Hwy 57/32/10 construction will begin in 4 to 6 weeks and a traffic plan has not been released. Friday stated he is beginning the Wanick Park equipment research. Friday reports the borrowing schedule is progressing and on time.

10) Old Business: None.

11) New Business: None.

12) Complaints and Compliments: None.

13) Correspondences:

- a) *Monthly Activity Report – January (Harrison Fire & Rescue). – reviewed.*
- b) *Snowmobile Trail placement along Condon Haul Road (Reichwald; March 21). – reviewed.*
- c) *Request to hunt on public land (James Gutmann; March 25). – reviewed.*
- d) *Special Assessments – Mustang Acres II improvements (Johnson; April 1). – reviewed.*
- e) *Recycling Grant Award – FY2014 (WisDNR; April 2). – reviewed.*

f) *J&E Construction – Quarry operation (Klundt – Harrison resident; April 7). – reviewed.*

Rath reported information from the Fox Cities Convention Bureau program to promote the tourism orientated businesses in Sherwood and the related local advertising from the articles written over the last few years.

Benz reported court times of current litigations in Fond du Lac County Courts over the next few weeks as follows: May 30, 2014 (Town of Harrison) and April 25, 2014 (Waverly Sanitary District). Benz stated that the Town/Village of Harrison has established a joint Economic Development Committee.

- 14) Adjournment. – ***Benz moved to adjourn the meeting at 7:55 p.m. Miller 2nd. Motion carried unanimously.***

Presented for review and approval by Susan Williams, Village Clerk-Treasurer

Village Board Meeting Minutes

May 12, 2014

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

Present

Stacy Gedman

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath

Absent

Bob Benz, excused

Others Present

Susan Williams, Clerk

Randy Friday, Administrator

Jennifer Schaff, Engineer

Steve Summers, Plan Commission Chair

- 2) Pledge of Allegiance. – *recited.*

- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Kaas 2nd. Motion carried unanimously.***

- 4) Approval of Minutes:

- a) April 28 (Organizational Meeting).

Miller moved to approve the minutes of the April 28, 2014 Organization Meeting of the Village Board as presented. Hennlich 2nd. Motion carried unanimously.

- b) April 28 (Regular Meeting).

Kaas moved to approve the minutes of the April 28, 2014 regular meeting of the Village Board as presented. Gedman 2nd. Motion carried unanimously.

- 5) Presentation: FY2014-15 Capital Projects Borrowing (Dave Wagner; Ehler's).

- 6) Presentation: FY2013 Audit Report (Bryan Grunewald; Schenck)

- 7) Registered Citizen Comments on Agenda Items:

Louie Resch, 400 N. Richmond St., Appleton – regarding agenda item 13) d).

James Decker, 520 Rusch Dr., Combined Locks – regarding agenda item 13) d).

Paul Hermsen, 1500 Yorkshire Ave., Kaukauna – regarding agenda item 13) d).

Concerns voiced:

-Street construction at the same time of home construction.

-Additional costs to home construction for roadway construction and cutting into the curbs.

-Different curb construction, california style and regular style.

-Suggested offering compensation to home owner on Pond Court to delay construction.

- 8) Report of the Plan Commission (May 5)

- a) *CSM #2014-02*: Request (Dewane) to combine Lakeshore Estates – South two undeveloped lots (#8 and #9; parcels #31504 and #31506) and re-create as one lot

(38,515 sq. ft.).

Hennlich moved to approve the CSM #2014-02: Request (Dewane) to combine Lakeshore Estates – South two undeveloped lots (#8 and #9; parcels #31504 and #31506) and re-create as one lot (38,515 sq. ft.), as presented. Miller 2nd. Motion carried unanimously.

b) CSM #2014-03: Request (Grenzer; N7869 Roxbury Court) to combine current residential lot (parcel #13949) and associated Outlot (parcel #13637), with portion of land acquired from High Cliff Golf Course (parcel #13389;0.50 acres) and re-create as one lot (1.144 acres).

Miller moved to conditionally approve the CSM #2014-03: Request (Grenzer; N7869 Roxbury Court) to combine current residential lot (parcel #13949) and associated Outlot (parcel #13637), with portion of land acquired from High Cliff Golf Course (parcel #13389;0.50 acres) and re-create as one lot (1.144 acres), pending proof of ownership. Hennlich 2nd. Motion carried unanimously.

9) Report of Village Officers.
a) Village President

Rath distributed calendar of events in the Village for Summer 2014.

b) Clerk/Treasurer
i. Review/Approve financial reports.

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

ii. Operator's Licenses.
• Edward F. Marks

Kaas moved to approve the operator license of Edward F. Marks as presented. Gedman 2nd. Motion carried unanimously.

Clerk Williams distributed the Board of Review packet (May 19, 2014).

10) Village Engineer: Project Update(s).

Village Engineer Schaff reported a dip in Knight Drive from the lateral installation servicing the park and Schaff will contact SAA in order to resolve.

11) Village Administrator: Project Update(s).

Administrator Friday reports with the recent rains, Village system is holding and ponds are high. Friday suggested making changes to Nuthatch Pond in the area where it dips down, either to eliminate the paving or to move the trail up the hill which would require home sump pump laterals to be directed under the trail.

12) Old Business: None.

13) New Business:

- a) *Pay Request #3 & Final*: Request for final payment (\$5,000; MCC, Inc.) for work regarding FY2013 Paving Program: Lakeshore Estates – East project.

Miller moved to approve Pay Request #3 & Final: Request for final payment (\$5,000; MCC, Inc.) for work regarding FY2013 Paving Program: Lakeshore Estates – East project, as presented. Laux 2nd. Motion carried unanimously.

- b) *Resolution #04-2014 – Arbor Day Proclamation*: Annual request supporting Arbor Day.

Hennlich moved to approve Resolution #04-2014 – Arbor Day Proclamation: Annual request supporting Arbor Day. Laux 2nd. Motion carried unanimously.

- c) *Resolution #05-2014 – Borrowing Resolution*: Initial Borrowing Resolution authorizing the Sale and Issuance of General Obligation Promissory Notes; and Certain Related Details.

Miller moved to approve Resolution #05-2014 – Borrowing Resolution: Initial Borrowing Resolution authorizing the Sale and Issuance of General Obligation Promissory Notes; and Certain Related Details. Kaas 2nd. Roll call vote: Benz – absent, Gedman – aye, Hennlich – aye, Kaas – aye, Laux – aye, Miller – aye, and Rath – aye. Motion carried unanimously.

- d) *FY2014 Paving Program*: Consider developer and builder request to delay Big Lake Court roadway construction to allow for home construction in Summer/Fall of FY2014. (Note: Bid awarded to MCC, Inc.; \$467,591.04).

Schaff distributed handout with information on updated costs for the project and potential changes to preliminary assessment rate that would result from the proposed request.

Kaas moved to reject developer and builder request to delay road construction on Big Lake Court. Laux 2nd. Motion carried unanimously.

14) Complaints and Compliments: None.

15) Correspondences:

- a) *Downtown Master Plan – Grant Award letter* (Wis. Econ. Development Corp.; April 28).
– reviewed.
- b) *Sherwood Cliff Apartments* (Chris Hand – Wisconsin Management Company; April 30).
– reviewed.

Rath informed the Trustees that his son will work as intern at Wanick Park to implement a recreation program including tennis, volleyball, dog waste management programs, and working with new park operation and maintenance.

16) Adjournment. – ***Miller moved to adjourn at 8:34 pm. Laux 2nd. Motion carried unanimously.***

Respectfully submitted for review and approval by Susan Williams, Village Clerk

Village Board Special Meeting Minutes
May 27, 2014

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

Present

Bob Benz

Joyce Laux

Roger Kaas

David Miller (arr.6:40)

Jim Rath

Absent

Joe Hennlich, excused

Stacy Gedman, excused

Others Present

Susan Williams, Clerk

Randy Friday, Administrator

John Sharer, Plan Commissioner

- 2) Pledge of Allegiance. – *Rath requested Sharer to lead the Pledge of Allegiance.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Kaas 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: May 12 (Regular Meeting). – ***Kaas moved to approve the minutes of the regular meeting of the Village Board on May 12, 2014 as presented. Laux 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Presentation: Calumet County Sheriff's Dept.: Resident program offerings (Erik Volland)
- 7) Report of the Utility Commission (May 19)
- a) *Strategic planning topics: Review topics (WWTF reed beds [phragmites]; WWTF efficiency). – reviewed.*
 - b) *Consider payment: Invoice Fees for Open Cut on CTH 'M', per Calumet County Highway Commission. – reviewed.*
 - c) *Mixer replacement: Consider equipment replacement. – reviewed.*
- 8) Report of the Parks, Recreation and Urban Tree Board (May 21)
- a) *Park Operating Procedures: Review Village park and trail policies and procedures regulating usage, especially Wanick Park, including shelter usage & rental, pavilion usage & rental, performance venue usage & rental, etc. – reviewed.*
 - b) *Fee Structure for 'large group events'. – reviewed.*
- 9) Report of Village Officers.
- a) Village President

Rath expressed gratitude to the Kaukauna High School Marching Band for their performance at the Memorial Day Parade. Rath reported over the Memorial Day Weekend, NCAA Div III Baseball team participants were in the Village. Rath requested Administrator Friday to contact Calumet County Sheriff Department in order to provide an update on the Hawkinson property status.

- b) Clerk/Treasurer

- i. Review/Approve financial reports

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

- ii. *Operator's Licenses*

- Lisa Harvey
- Kim Van Rossum
- Alexander Stumpf

Kaas moved to approve the operator license applications as presented. Laux 2nd. Motion carried unanimously.

10) Village Engineer: Project Update(s).

11) Village Administrator: Project Update(s).

Friday reported work at Wanick Park is moving forward with the grand opening set for August 17th. Friday stated 2014 road paving will begin July 7th, weather dependent.

12) Old Business: None.

13) New Business:

- a) *Engagement Letter for Bond Counsel – G.O. Promissory Notes, Series 2014 (\$6,500 minimum; Foley & Lardner; LLP).*

Benz moved to approve Bond Counsel – G.O. Promissory Notes, Series 2014 (\$6,500 minimum; Foley & Lardner; LLP), as presented. Miller 2nd. Motion carried unanimously.

14) Complaints and Compliments: None.

15) Correspondences: None.

16) Adjournment. – ***Benz moved to adjourn at 7:22 pm. Laux 2nd. Motion carried unanimously.***

Respectfully submitted for review and approval by Susan Williams, Village Clerk

Village Board Meeting Minutes

June 9, 2014

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

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath

Absent

none

Others Present

Susan Williams, Clerk

Randy Friday, Administrator

Steve Summers, Plan Commission Chairman

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Rath proposed advancing agenda items 11) b) and 13) a) to follow immediately after agenda item 4). Benz moved to approve the agenda with the proposed advancements and the rest as presented. Kaas 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: May 27 (Special Meeting) – ***Benz moved to approve the minutes of the Special Meeting of the Village Board on May 27, 2014, as presented. Miller 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Plan Commission (June 2)
- a) *CSM #2014-05: Request (Ring) to combine two existing, non-conforming lots on Lower Cliff Drive (parcels #13464 [0.423 ac. and] and #13465 [0.387 ac.]) into one lot, at N7559 Lower Cliff Road, upon which there is an existing single-family residence.*

Hennlich moved to approve the CSM #2014-04: Request (Ring) to combine two existing, non-conforming lots on Lower Cliff Drive (parcels #13464 [0.423 ac. and] and #13465 [0.387 ac.]) into one lot, at N7559 Lower Cliff Road, upon which there is an existing single-family residence. Kaas 2nd. Motion carried unanimously.

b) *Rolling Calendar: Commission will implement rolling calendar regarding mandatory Comprehensive Plan planning items. – reviewed.*

c) *Buyer's request for Village statement allowing continued use 'as is' at High Cliff (golf course) Condominiums. – reviewed.*

d) *Request to vary from approved site plan lighting fixtures (Dick's Family Foods): No action taken.*

e) *Future development of Steffes property north of STH 55/114 – reviewed.*

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

Rath reported the Triathlon is the weekend of June 13 – 15, 2014. Rath voiced satisfaction with the increase in the rating of the Village. Kaas reminded the Board that the Historic Downtown Master Plan Design Charrette June 10, 2014 evening and June 11, 2014 all day and encouraged the Trustees to attend. Rath completed his report with the note of meeting with a potential Sherwood Business Owners Group leader.

- b) Clerk/Treasurer
i. Review/Approve financial reports.

Miller moved to approve the financial reports, with a \$35,573.13 reduction to the Janke General Contractors check and the rest as presented. Laux 2nd. Motion carried unanimously.

- ii. Clerk's Consent Agenda
- *Operator's Licenses*
 - *Cigarette & Tobacco licenses.*
 - *Appointment of Agent for Corporation*
 - *Alcohol beverage license renewals.*
 - *Class B Malt Beverage, Liquor and Wine renewals.*
 - *Class B Malt Beverage, Liquor and Wine renewal (reserve).*
 - *Original Class B Malt Beverage renewal.*

Kaas moved to approve the consent agenda as presented. Miller 2nd. Motion carried unanimously.

- iii. *Temporary Class 'B' license to sell fermented malt beverages (Annual St. John/Sacred Heart parish picnic).*

Hennlich moved to approve the Temporary Class 'B' license to sell fermented malt beverages (Annual St. John/Sacred Heart parish picnic), as presented. Miller 2nd. Motion carried unanimously.

- 8) Village Engineer: Project Update(s).

Village Engineer Schaff reported on the progress of the FY2014 paving program, construction to begin July 6, 2014 and complete by September 16, 2014. Schaff stated Knight Drive will be paved week of June 16, 2014 following paving at Wanick Park the week of June 9, 2014. Schaff informed the Board, the dip in front of the grocery store will be fixed.

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

Village Administrator updated the Trustees on the status of Wanick Park and announced Brenda Stumpf began her contract employment with the Village in Wanick Park Recreation Planning.

10) Old Business: None.

11) New Business:

- a) *Pay Request #17 – Wanick Park project: Request for partial payment (\$173,808.93; Janke Constr.) regarding work completed through May 30, 2014.*

Kaas moved to approve the Pay Request #17 – Wanick Park project: Request for partial payment (\$138,235.80 Janke Constr.) regarding work completed through May 30, 2014. Gedman 2nd. Motion carried unanimously.

- b) *Resolution #06-2014 – A Resolution Authorizing and Providing for the Sale and Issuance of \$3,085,000 General Obligation Promissory Notes, Series 2014A, and All Related Details.*

Dave Wagner from Ehlers distributed the Sale Day Report for the borrowing, explained the document, how the total amount changed and responded to Trustee questions.

Benz moved to approve Resolution #06-2014 – A Resolution Authorizing and Providing for the Sale and Issuance of \$3,055,000 General Obligation Promissory Notes, Series 2014A, and All Related Details, as presented. Laux 2nd. Roll call vote, Benz – aye, Gedman – aye, Hennlich – aye, Kaas – aye, Laux – aye, Miller – aye and Rath – aye. Motion carried unanimously.

- c) *Purchase equipment for Wanick Park, per 5-Year Capital Improvements Plan:*
- *Bobcat ‘Toolcat’ w/ mower, broom, bucket, pallet forks, snow plow blade, snow-blower, salt & sand spreader attachments (\$64,863; Miller Implement Co., Inc.).*
 - *Riding mower w/ power bagger (\$6,399.90; Joe’s Power Center).*

Miller moved to approve equipment purchase for Wanick Park, per 5-Year Capital Improvements Plan of Bobcat ‘Toolcat’ w/ mower, broom, bucket, pallet forks, snow plow blade, snow-blower, salt & sand spreader attachments for \$64,863 from Miller Implement Co., Inc., as presented. Hennlich 2nd. Motion carried unanimously. Hennlich moved to approve purchase of riding mower with power bagger for \$6,399.90 from Joe’s Power Center, as presented. Miller 2nd. Motion carried unanimously.

12) Complaints and Compliments: None.

13) Correspondences:

- a) *Credit Rating Upgrade – Standard & Poor’s Rating Services (Ehler’s & Assoc.; June 3). – reviewed. Wagner from Ehlers & Associates stated that due to the diligence of Village Officials and Staff the Village credit rating increased from –AA to AA.*

14) Adjournment. – ***Benz moved to adjourn at 8:15pm. Kaas 2nd. Motion carried unanimously.***

Respectfully submitted for review and approval by Susan Williams, Village Clerk

Village Board Meeting Minutes

Monday, June 23, 2014

- 1) Call to Order and Roll Call – *Village President Rath called the meeting to order at 6:32 p.m. with roll call -*

Present

Stacy Gedman

Joe Hennlich

Roger Kaas

David Miller

Jim Rath

Absent

Bob Benz, excused

Joyce Laux, excused

Others Present

Jennifer Schaff, Engineer

Randy Friday, Administrator

Kathy Mader, Acting Clerk

- 2) Pledge of Allegiance – *Recited*

- 3) Approval of the Agenda – *Rath entertained a motion to move agenda item 12) b forward for discussion after item 5. Kaas moved to approve the agenda with discussion of agenda item 12)b brought forward after agenda item 5. Miller seconded. Motion carried.*

- 4) Approval of Minutes: June 9 (Regular Meeting) – *Hennlich moved to approve the June 9 minutes with noted change. Gedman seconded. Motion carried.*
Discussion: Kaas stated 13) a “Correspondences” of the June 9 minutes should reflect positive wording about the Village “upgraded” credit rating rather than just stating “reviewed”. Clerk is requested to amend the minutes.

- 5) Registered Citizen Comments on Agenda Items –

- Andy Stumpf N8389 State Park Rd, Menasha, WI 54952 Re item 12) b

- 6) Report of the Utility Commission (June 16)

- a) Resolution #07-2014: Consider approval of FY2013 Compliance Maintenance Annual Report (CMAR).

Kaas moved to approve Resolution #07-2014 FY 2013 Compliance Maintenance Annual Report (CMAR) Gedman seconded. Motion carried unanimously.

- b) Water Tower Inspection & Cleaning: Contract Award (\$6,600; Water Tower Clean & Coat, Inc.)

- c) Reed Bed Clean-up (2 of 5 beds): Contract Award for professional engineering services (\$15,300; McMahan)

- d) Strategic planning topics: Review topics (WWTF reed beds [phragmites]; WWTF efficiency, etc.)

- e) Mixer replacement: Equipment replacement (\$9,680 Crane Engr.)

- f) Insurance coverage: Review current ‘deductible’ claim info.

Items 6) b through 6) f were reviewed with no further discussion or action.

7) Report of the Parks, Recreation and Urban Tree Board (June 18)

- a) Park Operating Procedures: Village park and trail policies & procedures regulating usage, specifically Wanick Park, including shelter usage & rental, pavilion usage & rental, performance venue usage & rental, etc. – *Friday clarified that discussion regarding the proposed policies, procedures, and usages was not necessary at this meeting. Friday requested the Village Board to set a Public Hearing date for the proposed procedures and explained the discussion will be conducted at that date. Hennlich moved to approve setting July 14, 2014 as date for Public Hearing of the Park Operating Procedures. Kaas seconded. Motion carried unanimously.*
- b) Fee Structure for reservations, including ‘large group events’ – *Hennlich moved to approve the Fee Structure with changes to be noted as \$15 reservation fee per stall for the Farmer’s Market, resident and non-resident; specify a minimum one-million dollar Certificate of Insurance is required to be provided by the event organizer of a special event at the Wanick Choute Park facilities; and the proposed \$5,000 bond is increased to \$100 per anticipated participant (\$25,000 minimum) for special events at the Wanick Choute Park Facilities. Miller seconded. Motion carried.*

Discussion: Hennlich suggests PRUT revisit rental rates for residents and non-residents at the Baseball Field, Basketball Court, Soccer Fields, and Tennis Courts, and take into consideration the feasibility of enforcement i.e. will there be a park attendant on duty at all times to enforce the reservation, will there be signage indicating the reservation, and if no attendant available, how will the reservations be regulated?

- c) Resolution #08-2014: Authorizing Sale of Malt Beverages at Village-sponsored Events - *Kaas moved to approve Resolution #08-2014: Authorizing Sale of Malt Beverages at Village-sponsored events. Gedman seconded. Roll Call: Gedman – Aye, Hennlich – Aye, Kaas – Aye, Miller – Aye, Rath – Aye. Motion Carried Unanimously.*

Discussion: Kaas noted error on vote from PRUT for Resolution #08-2014; Gedman is listed twice. Acting Clerk was asked to point out error to Clerk and have corrected. Friday clarified that the vote was not a Roll Call vote.

8) Report of Village Officers

- a) Village President – *Rath expressed his appreciation to the Village staff for all their efforts and commented that the acting High Cliff Superintendent has been very cooperative with the Village. Rath then asked Kaas to provide a report of the CDA. Kaas stated a Sherwood advertising brochure is being created, A UWGB Small Business consultant will be meeting in Chilton on July 15th with five local businesses, the options of Revolving Loan Fund or Matching Grant Fund will be on the next agenda, and Andrew Dane, SEH, will be present at the next meeting with updates to the Master Plan.*
- b) Clerk/Treasurer
- i) Review/Approve financial reports – *Kaas moved to approve the checks in progress as presented. Gedman seconded. Motion carried.*
- ii) Clerk’s Consent Agenda
- o Operator’s Licenses – *Hennlich moved to approve the Clerk’s Consent Agenda for the Operator’s Licenses. Kaas seconded. Motion carried.*

- iii) Operator's License
 - o Danielle Emmer – ***Miller moved to TABLE action for Danielle Emmer Operator's License application. Gedman seconded. Motion carried. Clerk is instructed to send correspondence to Ms. Emmer indicating the Village Board requires her presence at the next Village Board meeting and if she is not present her application may be denied. Miller requests full background report for Ms. Emmer.***

- 9) Village Engineer: Project Update(s) – *Schaff reported Timberline and Sundown Ct residents who attended the June 18th 'Resident Meeting' voiced opposition to placement of a gravel shoulder after the paving is complete on their roads this summer. Board members agreed to deviate from the current Village paving policy and allow the Timberline and Sundown Ct residents have their way and not have a gravel shoulder placed after paving is complete. Schaff added no opposition was heard from Spring Hill Drive residents, therefore, a gravel shoulder will be placed after paving is complete. Schaff stated the Knight Drive paving will be delayed two weeks due to wet conditions.*

- 10) Village Administrator: Project Update(s) - *Friday reported work continues at the park expansion project though the wet weather continues.*

- 11) Old Business – *None*

- 12) New Business:
 - a) Election Inspector Appointments (Penny Gorniak) – ***Kaas moved to approve appointment of Election Inspector, Penny Gorniak. Gedman seconded. Motion carried.***

 - b) Provisional Alcohol Beverage Retail License Application (Blue Ribbon Enterprises, LLC operating at the OutPost Pub & Provisions, Andrew Stumpf, Agent) – Consider/Approve – ***Hennlich moved to approve Provisional Alcohol Beverage Retail License Application to Blue Ribbon Enterprises, LLC, operating at the Outpost Pub & Provisions, Andrew Stumpf, Agent. Miller seconded. Motion carried unanimously.***

- 13) Complaints and Compliments – *None*

- 14) Correspondences:
 - a) Monthly Activity Report (Calumet County Sheriff's Dept.; April & May Reports) – *Reviewed.*

 - b) Monthly Activity Report (Harrison Fire & Rescue; April) – *Reviewed.*

 - c) Tax-Exempt Borrowings – Tax Compliance Procedures (Foley & Lardner; June 16) – *Reviewed.*

- 15) Adjournment – ***Hearing no objection, Rath declared the meeting adjourned at 7:51 p.m.***

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

Village Board Meeting Minutes

July 14, 2014

- 1) Call to Order and Roll Call. – *Village President Rath called the meeting to order at 6:32 p.m. with roll call -*

Present

*Bob Benz
Stacy Gedman
Joe Hennlich
Joyce Laux
Roger Kaas
David Miller
Jim Rath*

Absent

Randy Friday, Administrator, excused

Others Present

*Jennifer Schaff, Engineer
Susan Williams, Clerk
Steve Summers, Plan Commission Chairman*

- 2) Pledge of Allegiance. – *Recited*

- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2nd. Motion carried unanimously.***

- 4) Approval of Minutes: June 23 (Regular Meeting) – ***Hennlich moved to approve the minutes of the regular meeting on June 23, 2014, as presented. Gedman 2nd. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Gary Evenson, W5018 Birchwood Dr., Sherwood – regarding agenda item 8) d)
Gene Paradiso, W5083 Cherrywood Ct., Sherwood – regarding agenda item 8) d)
Brittany Fiedler, 218 W. Cedar St., Hilbert - regarding agenda item 9) b)
Chris Fiedler, 147 Spring Ridge Dr., Kaukauna - regarding agenda item 9) b)
John Sharer, W5011 Cherrywood Dr., Sherwood – regarding agenda item 8) d)
Jeremy Wesener, W5053 Cherrywood Dr., Sherwood – regarding agenda item 8) d)
Tony Mueller, W410 Veterans Ave., Sherwood – regarding agenda item 8) c)
Sandy Zitzelsberger, W5034 Cherrywood Dr., Sherwood – regarding agenda item 8) d)
Dan Zitzelsberger, W5034 Cherrywood Dr., Sherwood – regarding agenda item 8) d)
Mark Huiting, W5039 Cherrywood Dr., Sherwood - regarding agenda item 8) d)
Aaron Olson, W5029 Natures Way Dr., Sherwood - regarding agenda item 8) d)
Bill Himstedt, W5034 Cherrywood Dr., Sherwood - regarding agenda item 8) d)
Todd Mielke, N7981 Waterview Dr., Sherwood - regarding agenda item 8) d)
Megan Kiefer, N6774 State Rd. 55, Menasha - regarding agenda item 9) b)

- 6) *Public Hearing: Municipal Code Amendment – Consider/Approve creation of Municipal Code Ordinance #2014-120 establishing Park Regulations*

After 3 calls, Rath declared the public hearing opened at 6:37 pm.

Hennlich moved to approve creation of Municipal Code Ordinance #2014-120 establishing Park Regulations. Laux 2nd.

Hennlich questioned 3 sections of the regulations; section B 14 if the Village Attorney was consulted, section C park hours if inconsistent and section C 2 b and D change 8 pm to dusk. Clerk Williams responded to Hennlich stating the Village Attorney proposed section B 14 language. The Board resolved the potential park hours inconsistency. Kaas proposed change to section D to remove 8 pm (20:00 hours) and insert closing. The Board concurred.

Benz inquired if alcohol beverage consumption was allowed within the park and questioned the sale of malt beverages. Williams responded that consumption of alcohol is allowed in the parks and individuals intending to sell malt beverages must apply to the Village Board for a picnic license.

Benz moved to close the public hearing at 6:48 pm. Kaas 2nd. Motion carried unanimously.

Rath called the question and the motion passed unanimously.

7) Report of the Community Development Authority (June 25)

a) *Historic Downtown Master Plan: Update. – Reviewed.*

b) *Sub-committee establishment for Special Projects: In progress. – Reviewed.*

Kaas reported Hennlich researching administration of farmer markets in other communities and Vande Hey and Kaas researching other municipalities' matching grant procedures.

8) Report of the Plan Commission (July 7)

a) *Comprehensive Plan – Rolling Calendar: Implement for on-going review of P.C. statutory responsibilities. – Reviewed.*

b) *Dick's Family Foods – Lighting fixtures. Fixtures vary from approved site plan (send compliance letter). – Reviewed.*

c) *Sherwood Forest Golf Course – Illegal signage. Owner directed to remove signage. – Reviewed.*

d) *(Correspondence) Covenants – Private subdivision development. Staff directed to place on next P.C. Agenda.*

Chairman Summers introduced the Covenants – Private subdivision development subject and requested Sharer to present the topic to the Board with handouts and a PowerPoint presentation.

Olson supported Sharer's presentation and voiced concerns about home building on pond easement.

Wesener stated support for Sharer's presentation and concerns that the builder in violation will continue practices with other building within the same subdivision.

Rath reported Sharer presenting a picture of the home building in regards to the easement question.

Rath stated the topic will be on the August 4th Plan Commission agenda and potentially following on the August 11th Village Board agenda.

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

Rath reports the dedication of Wanick Park August 18th will include local residents entertainment (who are part of Vic Ferrari) between 3 and 6 pm, fish boil during the day and other food available at the event.

- b) Clerk/Treasurer
i. Review/Approve financial reports.

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

- ii. Clerk's Consent Agenda
• *Operator's Licenses*

Miller moved to approve the Clerk's Consent Agenda of Operator License Applications. Laux 2nd. Motion carried unanimously.

- iii. *Application – Alcohol beverage license (Blue Ribbon Enterprises, LLC).*

Miller moved to approve the Alcohol Beverage License Application of Blue Ribbon Enterprises, LLC for operation at Outpost Pub & Provisions, as presented. Hennlich 2nd. Motion carried unanimously.

- iv. *Appointment of Agent for Corporation (Andrew Stumpf – Outpost Pub & Provisions).*

Laux moved to approve the appointment of Andrew Stumpf, Agent for Corporation/LLC of the Outpost Pub & Provisions. Miller 2nd. Motion carried unanimously.

- v. *Operator's Licenses*
• *Megan R. Kiefer*

Hennlich moved to approve the operator license application of Megan R. Kiefer, as presented. Miller 2nd. Motion carried unanimously.

- *Brittany W. Fiedler*

Kaas moved to approve the operator license application of Brittany W. Fiedler, as presented. Benz 2nd. Motion carried unanimously.

- *Laura Lee Olson*

Miller moved to table the operator license application of Laura Lee Olson, requesting applicant attendance at the July 28, 2014 Village Board meeting. Benz 2nd. Motion carried unanimously.

Williams reported to the Board that Allen Nohl (920) 207-1196, called to inform the Village that the Vietnam Veterans Traveling Wall will travel through the Village escorted by motorcycles on August 18, 2014 at approximately 4 pm and invited Village Residents to gather along Hwy 114 for the procession.

10) Village Engineer: Project Update(s).

Village Schaff distributed the weekly paving report and stated culvert replacement has begun on Timberline Drive (2) and Spring Hill Drive (1), streets with chipseal applications have been pulverized, and staking has started for curb and gutter areas.

Hennlich reported NEA was on site at Wanick Park doing trail and sports court paving/tack oil work.

Rath requested Schaff communicate the need for completion prior to August 17th.

11) Village Administrator: Project Update(s).

12) Old Business: None.

13) New Business:

- a) *Resolution #09-2014: Regarding participation in the State of Wisconsin Department of Natural Resources Road Aids Program.*

Benz moved to approve Resolution #09-2014: Regarding participation in the State of Wisconsin Department of Natural Resources Road Aids Program. Miller 2nd. Rath requested a roll call vote; Benz – yea, Gedman – yea, Hennlich – yea, Kaas – yea, Laux – yea, Miller – yea, and Rath – yea. Motion carried unanimously.

- b) *Request to allow ‘Housing Choice Voucher Program’ payments for rental property (N409 Military Road).*

Williams introduced the program and informed the Board that rights as landlord will not be affected with participation in the program.

Benz moved to approve request to allow ‘Housing Choice Voucher Program’ payments for rental property (N409 Military Road). Kaas 2nd. Motion carried unanimously.

- c) *Request (St. John’s Sacred Heart Church) to allow streetlight at STH55/114 mid-block, pedestrian crossing (Note: Requestor is willing to pay associated lighting costs).*

Kaas questioned if there is a lighting standard to be met there. Rath responded that he would consult WE Energies. Kaas inquired if the Village or the State would control. Miller stated concern about the CDA and Downtown Master Plan potentially changing the street lighting. Rath stated that WE Energy contracts would be entered into and was uncertain what length would be required. Rath went on to say that the requestor would be responsible for the contract and understands the Village is in the process of developing the master plan. Rath stated the concern is that the existing streetlights are at least 200 feet away from the crosswalk each direction.

Gedman moved to approve the streetlight request. Miller 2nd. Rath suggested billing requester for the remainder of current year and going forward in the future. Motion carried unanimously.

14) Complaints and Compliments:

- a) *Request for Village to repair pool by alleged rock damage (Kolb; July 8).*

Kolb distributed copies of photos from the alleged damage. Kolb stated there is a safety concern due the fact there are other rocks in that area. Kolb requested Village to remedy the pool damage.

Kaas suggested waiting to hear from the Public Works Operator.

Benz moved to table the topic until July 28, 2014 Village Board meeting. Kaas 2nd. Motion carried unanimously.

Board directed Staff to assess the situation so that the Village safety is maintained.

15) Correspondences:

- a) *Monthly Activity Report – June (Harrison Fire and Rescue). – Reviewed.*
b) *Unfunded Mandates & Items restricting Local Control (Legislative Fiscal Bureau; June 10). – Reviewed.*
c) *Friends of High Cliff State Park – Newsletter (July 10). – Reviewed.*

16) Adjournment. – ***Rath hearing no objection adjourned the meeting at 8:34 p.m.***

Respectfully submitted for review and approval by Susan Williams, Village Clerk

Village Board Meeting Minutes

July 28, 2014

- 1) Call to Order and Roll Call. . – *Village President Rath called the meeting to order at 6:32 p.m. with roll call -*

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath

Absent

none

Others Present

Randy Friday

Jennifer Schaff, Engineer

Susan Williams, Clerk

Steve Summers, Plan Commission Chairman

Tom Jack, PRUT Chairman

- 2) Pledge of Allegiance. – *Recited*

- 3) Approval of the Agenda. – ***Rath suggested advance of agenda 8) b) ii) the 2nd operator application to follow agenda item 8), Benz moved to approve the agenda as amended and the rest as presented. Kaas 2nd. Motion carried unanimously.***

- 4) Approval of Minutes: July 14 (Regular Meeting). ***Miller moved to approve the minutes of the regular meeting on July 14, 2014. Benz 2nd. Kaas proposed adding language to 7) b) of formation of sub-committees special projects; Hennlich investigating the administration and organization of farmers market in Sherwood and Vande Hey and Kaas review matching grant programs in other communities with the goal of establishing the application procedure and criteria for awarding the grants . Miller and Benz agreed to the amendment and the rest as presented. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Laura Olson, N6070 Moehn Rd., Hilbert – regarding agenda item 8) b) ii)

- 6) Report of the Park, Rec. & Urban Tree (PRUT) Board (July 16)
- a) *Trail signage: Need further mock-ups. – Reviewed.*
 - b) *Park signage: Approved purchase of two large sign structures. – Reviewed.*
 - c) *Picnic tables: Approved purchase of four picnic tables. – Reviewed.*
 - d) *Park Opening: Event schedule discussed. Sub-committee established. – Reviewed.*

Laux requested updated financial of TIF #1. Williams will research and send out via e-mail.

- 7) Report of the Community Development Authority – Special Meeting (July 23)
- a) *Historic Downtown – Master Plan: S.E.H. provided update – Kaas reported S.E.H. presented update of the Master Plan work.*
 - b) *Design Preference Survey: S.E.H. conducted public input exercise. – Kaas reported S.E.H. guided community participants through design survey of housing, commercial, streetscape and signage and attendees rated the images.*

c) *Logo/Branding – Draft concepts: Public input solicited. – Kaas reported prior to the public event, meeting with S.E.H. and Stadtmueller & Associates to request a logo which best represents the Village. Kaas stated during the public meeting participants were requested to provide a single item they envision an icon or image that represents the Village. Kaas reported the results showed 40% preferred some representation of the cliff/escarpment (followed by trees and then lakes/ponds). Kaas finished up stating that those images will be melded together with recreation for a final logo and that a follow up meeting will take place next week.*

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

Rath reported the entertainment for Wanick Park Dedication/Grand Opening is being advertised, fish boil tickets available for purchase (\$10 in advance/\$12 day of event), and recognized the Cliff Fest and reported it well advertised, the golf course and restaurant worked well together and in spite of low attendance encourages it in the future. Rath requested if Friday could facilitate the newest annexation connecting to Village services more quickly. Rath reported receiving compliments on Wanick Park. Rath reported receiving inquiries in regards to a rooster in Village and that volunteers still are needed for the park event.

- b) Clerk/Treasurer
i. Review/Approve financial reports.

Benz moved to approve the financial reports as presented. Laux 2nd. Motion carried unanimously.

- ii. Operator's Licenses
• Elizabeth Ryder

Benz moved to approve Elizabeth Ryder operator license application as presented. Hennlich 2nd. Motion carried unanimously.

- Laura Lee Olson

Kaas moved to approve Laura Lee Olson operator license application as presented. Benz 2nd. Motion carried unanimously.

- Adam Ashauer

Rath inquired and Williams confirmed that Ashauer had previously been granted a Village license. Benz requested Ashauer's previous application documentation. Williams responded that she will locate in the files and send out to Benz via e-mail.

Miller moved to table Ashauer application and request his attendance at the next Village Board meeting. Laux 2nd. Motion carried unanimously.

Williams informed the Board that High Cliff Fest organizers did not apply for a special events permit and would like to revisit that topic in January for direction in handling this type of situation in the future.

Kaas questioned if the location of the events dictated when the ordinance is in effect (public facilities vs private).

Benz recalled the organizers being informed about the ordinance, waiving it last year and believed it would have been in place this year.

Kaas stated the ordinance should first be reviewed along with events that occur.

Williams informed the Board that the new code manuscript has been received and will be working on it over the next 3 months.

9) Village Engineer: Project Update(s).

Engineer Schaff distributed handout on recent construction in the Village; reporting FY2014 curb and gutter installation is complete on Lakeshore Lane, Paddock Court, Big Lake Lane and Pond Court; first lift of asphalt is complete on Spring Hill Drive, crews will prepare Timberline Drive and Sundown Court and the full pavement will occur after curing. Schaff stated NEA will complete paving Knight Drive first week in August with restoration following.

Kaas inquired as to the remediation of the cut on Castle Drive.

Schaff responded the cut will be fully restored.

10) Village Administrator: Project Update(s).

Administrator Friday reported multiple meetings (CDA and PRUT) and presented timeline of Condon Road special assessment/public hearing for Board consideration.

Benz inquired the status of the entrance out of the top of the quarry (proposed south entrance) as to the position of quarry owner. Friday responded the owner was unable to attend the last meeting and that part of the project is in the future. Miller stated previous discussions indicated the owner was open to the topic.

Miller inquired of Friday if Condon Road would be constructed in 2014, Friday responded it is dependent on the process (bids, mobilization of the crew, etc.).

11) Old Business:

- a) *Request for Village to repair pool by alleged rock damage (Kolb; July 8). – Resolved.*

12) New Business:

- a) *Resolution #10-2014: Preliminary Resolution Declaring Intent to Levy Special Assessments under Municipal Police Power pursuant to Wis. Stats. 66.703 regarding placement of Condon Road between Clifton Road and STH 55/114 at Mobil Station.*

Hennlich moved to approve Resolution #10-2014: Preliminary Resolution Declaring Intent to Levy Special Assessments under Municipal Police Power pursuant to Wis. Stats. 66.703 regarding placement of Condon Road between Clifton Road and STH 55/114 at Mobil Station. Laux 2nd. Motion carried unanimously.

- b) *Pay Request #18 – Wanick Park: Request (\$216,159.97; Janke General Contractors) for partial payment of services provided thru July 18.*

Miller moved to approve Pay Request #18 – Wanick Park: Request (\$216,159.97; Janke General Contractors) for partial payment of services provided thru July 18, in the amount of \$187,386.84. Benz 2nd. Motion carried unanimously.

- 13) Complaints and Compliments: None.
- 14) Correspondences:
 - a) *Monthly Activity Report – June (Calumet County Sheriff’s Dept.). – Reviewed.*
- 15) Adjournment. – ***Rath hearing no objection adjourned the meeting at 7:36 p.m.***

Respectfully submitted for review and approval by Susan Williams, Village Clerk

Village Board Meeting Notice and Agenda

Monday, August 25, 2014 – 6:30 pm
Sherwood Village Hall – W482 Clifton Rd., Sherwood, WI.

- 1) Call to Order and Roll Call.
- 2) Pledge of Allegiance.
- 3) Approval of the Agenda.
- 4) Approval of Minutes: Aug. 11 (Regular Meeting).
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Utility Commission (Aug. 18). Recommended Action:
 - a) *Annual Request for Water Usage* (Sherwood Lions Football) Info. only.
 - b) *Strategic Planning Projects: Reed bed clean-out* Info. only.
- 7) Report of Village Officers.
 - a) Village President
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports.
 - ii. *Operator's Licenses*
 - Kendra Van Camp
 - iii. Statement of Changes in Equalized Values by Class & Item
- 8) Village Engineer: Project Update(s).
- 9) Village Administrator: Project Update(s).
- 10) Old Business:
 - a) *Application for Reserve 'Class B' Liquor License* (High Cliff Public Golf Course, Inc.).
- 11) New Business:
 - a) *Annual Request for Water Usage* (Sherwood Lion's Football): Request for support of up to \$300 by Village to water fields.
 - b) *Pay Request #19 – Wanick Park*: Request (\$248,058.30; Janke General Contractors) for partial payment of services provided thru Aug. 18
 - c) *Wanick Park – Change Order #4*: Request to increase contract \$76,738.48 due to eight (8) added work items (update from prior approvals).
 - d) *Wanick Park – Change Order #5*: Request to increase contract \$5,910.99 due to added hose bib and relocation of emergency phone in splash pad area.
 - e) *Wanick Park – Change Order #6*: Request to change original warranty terms due to Village regarding splash pad concrete pad(s) from 1-year to 2-years, based on surface cracks (increased warranty at no change to project cost).
 - f) *Knight Drive Extension – Change Order #6*: Request to decrease contract (-\$35,250.28) from \$724,085.85 to \$688,835.57.
 - g) *Pay Request #11 & Final – Knight Drive Extension*: Request (\$130,809.62) for work thru Sept., 2014 for completion of Knight Drive Extension project work (Original Contract = \$662,999.55; Final Contract = \$688,835.57).
- 12) Complaints and Compliments: None.

Welcome to the Village Board Meeting! Please observe the following rules of conduct during the meeting:

1. Register to speak on the sign-in sheet on the table in the back of the room as you enter.
2. Speak only to issues on the Agenda.
3. Limit your presentation to three (3) minutes.
4. Do not address Trustees during their deliberations unless requested to do so.
5. Any item listed on the Agenda may be acted upon by the Board.
6. A Quorum of any other Board or Commission is incidental to the V. Board meeting and no action shall be taken on their behalf.
7. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).

- 13) Correspondences:
 - a) *Monthly Activity Report – July* (Calumet County Sheriff’s Dept.).
 - b) *Preliminary Estimate of Jan. 1, 2014 Population* (Wis. Dept. of Admin.; Aug. 11).
 - c) *PSC Study on Fox river Valley Water Utilities* (Public Service Commission; Aug. 14).
- 14) Adjournment.

Welcome to the Village Board Meeting! Please observe the following rules of conduct during the meeting:

1. Register to speak on the sign-in sheet on the table in the back of the room as you enter.
2. Speak only to issues on the Agenda.
3. Limit your presentation to three (3) minutes.
4. Do not address Trustees during their deliberations unless requested to do so.
5. Any item listed on the Agenda may be acted upon by the Board.
6. A Quorum of any other Board or Commission is incidental to the V. Board meeting and no action shall be taken on their behalf.
7. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).

Village Board Meeting Minutes

August 11, 2014

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

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath

Absent

none

Others Present

Randy Friday, Administrator

Jennifer Schaff, Engineer

Susan Williams, Clerk

Rose Simon, Village Attorney

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: July 28 (Regular Meeting) – ***Laux moved to approve the minutes as of the regular meeting of July 28, 2014, as presented. Kaas 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Larry Trucco, W5095 Golf Course Rd., Sherwood – regarding agenda item 8) b) iv), voiced concern with granting of Reserve Alcohol License to High Cliff Public Golf Course. Trucco stated this license granting will not attract new businesses such as hotels, his employees will be effected through loss of revenue, he has attempted to work with the golf course to respond to their needs, and is requesting either a denial or tabling of the topic until a better understanding of the facts can be done.

Ken Krueger, W513 Clifton Rd., Sherwood – regarding agenda item 6), voiced concerns of the noise pollution and inquired if engine breaking signs can be installed.

Steve Clothier, N6037 Timberline Dr., Sherwood – regarding road paving completion (non-agenda), stated appreciating the Trustees work, but stated concerns about the road construction beginning a month ago and why it is taking so long to be completed. Engineer Schaff responded that the contractor is on schedule to pave later this week.

Joe Berghuis, W510 Clifton Rd., Sherwood – regarding agenda item 6), voiced concerns of Condon Road extension current design potential dangerous traffic situation.

Tom Herrmann, N7782 Spurline Ct., Sherwood – regarding agenda item 6), questioned if John Street was a Village street, concerns his mother in-law being taxed on it, questioned reverse frontage lots in Village, and as a village resident believes the road is useless.

Tom Wrench, N4593 Horner Rd., Ripon – regarding agenda item 6), shared historical information on documents generated in 1998 to dedicate the Condon stub to the Village and was not recorded, stated the Bauman Company (gas station) position is to dedicate the property to the Village without any additional special assessment responsibility, read a company position letter and presented the written letter to the Clerk.

Adam Ashauer, N8117 County Rd M, Menasha - regarding agenda item 8)b)iii).

Jeff Luniac, W2839 Emons Rd., Appleton – regarding agenda item 8) b) iv, stated the reason for the application of Reserve Alcohol License to High Cliff Public Golf Course is to enhance the golf customer's experience.

Alex Saunders (SEH), responded to citizen comments.

- 6) *Public Hearing: Condon Road construction.* Consider levying special assessments in accordance with Wis. Stats. 66.0703(1) on benefitting properties for the purpose of constructing a connecting roadway between STH 55/114 at the Mobil Station (Condon Oil) and Clifton Road (Village Hall) to alleviate traffic conflicts and aid re-development of the *Historic Sherwood Downtown* commercial area.

Notes: Road construction is shown on the adopted *Official Village Map*.

Land is dedicated to the public for the project.

Roadway length will be approximately 1,000 ft., including concrete curb and gutter, asphalt pavement, and other infrastructure appurtenances.

After 3 calls, Rath opened the public hearing at 7:12 p.m.

Andrew Dane (SEH) presented powerpoint on project and responded to comments and questions from Trustees and citizens.

Wrench inquired of the manner in which the special assessments were calculated. Dane responded for this type of project the methodology utilized was trips per day (land use, transportation demands and property zoning) and actual traffic count. Wrench stated the assessment is unreasonable.

Friday reminded the Board that Village Attorney Simon is present at the meeting for questions. Friday went on to state the special assessment process is a legal act, the State required Bauman to construct the existing stub, the Village changed zoning of the Bauman property in order to be available for commercial development, the new road will encourage development of the properties undeveloped along it's route, the Village has invested funds in studies in order to attract development and the Village will increase property values through projects of this nature.

Rath informed Wrench that the Village is business friendly through the organization of a business owner's group, the purchasing of the old Bauman property (gas station) in order to tear it down for development, and since 1998 the Outpost, veterinary clinic and more recently the grocery store located in the Village.

Benz moved to close the public hearing at 7:35 p.m.. Miller 2nd. Motion carried unanimously.

Kaas moved to amend the report to waive the special assessment for the two (2) residential properties. Benz 2nd.

Benz inquired and Friday confirmed that the Village would bear the expense of those assessments.

Benz inquired who would be responsible for the cost of removing residential driveway and adding new driveway of W510 Clifton Rd. Friday brought up Calumet County mapping to calculate the area to be removed and added. Friday calculated the driveway area to be removed approximately

1,600 sq. ft., driveway area to be added approximately 1,100 sq. ft., curb cut and asphalt application.

Amendment motion carried unanimously.

Hennlich moved to amend the engineering report to include removal of eastern driveway at W510 Clifton Rd., place new driveway in center of property, where it works out for all parties and to add screening along driveway behind the two residential properties at the Village expense. Benz 2nd.

Benz requested of and Hennlich confirmed the Village would pay the cost of curb cut and replacement.

Amendment motion carried unanimously.

Kaas questioned SEH trips per day calculation for the Bauman property special assesment.

Dane replied that the calculation is based on acreage, land use category, potential building space for the undeveloped lot and the existing gas station the state figure is 540 trips and with the 2 entrances it was divided in 2.

Hennlich inquired if a remaining portion of the parcel behind gas station could be developed.

Rath requested a motion to approve the report.

Benz moved to approve the Condon Road special assessment report with the two amendments. Miller 2nd.

Benz stated that he has been on the Board for more than 3 years and originally was against this project and was very skeptical about building a \$500,000 road that he did not think was needed. Benz reported the Board researched alternative plans, so to do away with the heavy truck traffic, and he is convinced this plan is the right thing to do. Benz stated his mission had been to find whatever alternate route there would be as opposed to where it is proposed so not to disturb anyone. Benz reported the Board did not find that route and there is no right way to correct a wrong thing, meaning the truck traffic. Benz apologized for those who will be effected.

Motion carried unanimously.

- 7) Report of the Plan Commission (August 4)
 - a) *Existing Zoning Map: Accept changes for update as presented, adding re-zoning of former-Wink-Mart property to 'C-1' commercial zoning designation (from R-2).*

Kaas moved to set the public hearing for the amendment to the existing zoning map with updates and to add re-zoning of former Wink Mart property to C-1 from R-2. Miller 2nd. Motion carried unanimously.

- b) *Signage Subcommittee – Membership change: Added Bob Gillespie. – Reviewed.*
- c) *Comprehensive Plan – Rolling Calendar: Implement for on-going review of P.C. statutory responsibilities. – Reviewed.*
- d) *Dick's Family Foods – Lighting fixtures (unresolved). – Reviewed.*

- e) *On-street parking – Review: On-going (Hennlich). – Reviewed.*
 - f) *Signage placement – Castle Square Condominiums: Inquiry to place business signage at STH 55/114 & Castle Drive intersection. – Reviewed.*
 - g) *Subdivision Covenants: Consider adding local covenant info to builder information packet during permit approval process. – Reviewed.*
- 8) Report of Village Officers.
- a) Village President

Rath reminded all the Tuesday is Election Day and Wanick Park Grand Opening is Sunday.

Miller inquired about issues the Village is working through with the Wanick Park project. Friday responded that the current Wisconsin Statutes Code are written for municipal pools and require an attendant on site or a 5 foot fence and certified trained individuals at the splashpad. Friday reported the fencing is being dealt with now, and the certified training during the winter time. Friday informed the Board that these issues just came up in the last 2 weeks.

Benz inquired as to who the consultant is with the project and why was it not addressed earlier. Friday responded that SAA their response is that “they thought it was addressed and apologized if it was not”. Friday stated SAA expected Village Staff to handle.

Funds for fence will come from the savings from doing many project points directly.

Friday stated he expects cost of fence to be approximately \$25,000.

Kaas expressed that this situation is unacceptable.

Benz stated for the amount of money paid to the consultant, this issue should have been addressed earlier.

Board requested fencing issue to be placed on the next agenda.

Rath reported the home at N7968 Waterview Drive is on the Valley Home Builders parade of homes.

- b) Clerk/Treasurer
 - i. Review/Approve financial reports.

Miller moved to approve the financial reports as presented. Benz 2nd. Motion carried unanimously.

- ii. Clerk’s Consent Agenda (*Operator’s Licenses*)

Kaas moved to approve the Clerk’s Consent Agenda for the operator license applications. Benz 2nd. Motion carried unanimously.

- iii. *Operator’s License*
 - *Adam Ashauer*

Laux moved to approve the operator license application of Adam Ashauer as presented. Kaas 2nd. Motion carried unanimously.

- iv. Application for Reserve 'Class B' Liquor License (High Cliff Public Golf Course, Inc.)

Laux moved to table until the determination of what kind of businesses will be part of the downtown.

Motion failed due to lack of 2nd.

Hennlich moved to approve the Application for Reserve 'Class B' Liquor License (High Cliff Public Golf Course, Inc.) for \$20,000. Miller 2nd.

Friday stated in his experience it would be considered to be highly suspect and irregular to accept an application at one fee and to later upcharge at the meeting where the application is considered.

Hennlich moved to amend motion to table for Village Attorney consultation in regards to fee charged for reserve license. Miller 2nd. Motion carried unanimously.

9) Village Engineer: Project Update(s).

Village Engineer Schaff reported fine grading on all streets except Paddock Court or Mustang Drive with paving to be completed Thursday or Friday. Schaff stated Knight Drive will be backfilled Tuesday. Paving at park and Knight Drive will be completed Friday.

Benz has offered to visit contractor with Schaff in order to voice complaint(s) on construction.

Kaas inquired if current contract language includes penalties for late completion or bonus for early completion.

Schaff stated liquidated damages are \$500 per day.

Kaas suggested liquidated damages seems low and that future construction contracts include open pulverize period limit language (ex. open not more than a week).

Schaff responded that the liquidated damages should be reasonable and the language related to open pulverization suggestion will be included in future contracts.

10) Village Administrator: Project Update(s).

Friday requested Brenda Stumpf, Recreation Programming to address the Board.

Stumpf reminded the Board of the grand opening of Wanick Park, is working on coordinating emergency personnel, still soliciting volunteers, and working out all the final logistics of the event.

Friday stated the splashpad will be inspected Wednesday and if passes will be open for park opening.

11) Old Business: None.

12) New Business:

- a) *Board /Commission Appointments:* Consider appointment (Travis Dudovick) to Board of Appeals (Rath).

Rath nominated Travis Dudovick to the citizen appointment of the Board of Appeals. Benz moved to approve the nomination. Kaas 2nd. Motion carried unanimously.

13) Complaints and Compliments: None.

14) Correspondences:

- a) *Outdoor fire regulations* (Rankinen; July 23). – *Reviewed.*

15) Adjournment. – ***Rath hearing no objection adjourned the meeting at 9:30 p.m.***

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Minutes

August 25, 2014

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

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath

Absent

none

Others Present

Randy Friday, Administrator

Jennifer Schaff, Engineer

Susan Williams, Clerk

Tom Vande Hey, CDA Member

Steve Summers, Plan Chairman

2) Pledge of Allegiance. – *Recited.*

3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2nd. Benz inquired of the fence at the splash pad agenda item. Administrator Friday stated it will be addressed later in the meeting. Motion carried unanimously.***

4) Approval of Minutes: Aug. 11 (Regular Meeting). – ***Kaas moved to approve the minutes of the regular meeting on August 11, 2014, as presented. Benz 2nd. Motion carried unanimously.***

5) Registered Citizen Comments on Agenda Items.

Greg Tate, N7750 Sundown Ct., Sherwood – regarding non-agenda item, thanked the Trustees and complimented the Board on the work they do for the Village.

Larry Trucco, W5095 Golf Course Rd., Sherwood – regarding agenda item 8), contesting approval of the reserve alcohol license, concerned of the impact on his business and questioned the plan of the golf course.

6) Report of the Utility Commission (Aug. 18).

a) *Annual Request for Water Usage* (Sherwood Lions Football) – *Reviewed.*

b) *Strategic Planning Projects: Reed bed clean-out* – *Reviewed.*

7) Report of Village Officers.

a) Village President

Rath reported the Wanick Park Dedication was successful, thanking those in attendance, complimenting Administrator Friday and Recreation Programming Stumpf on their efforts, thanked Nathan from Dick's Family Foods, and thanked contributors High Cliff Restaurant, High Cliff Public Golf Course, Tom Vande Hey and McMahon to name a few. Rath looks forward to future Village events.

Miller stated Rath deserves a round of applause for the work done on the grand opening, the donations solicited and contributing to a great event.

- b) Clerk/Treasurer
 - i. Review/Approve financial reports.

Benz moved to approve the financial reports as presented. Miller 2nd. Motion carried unanimously.

- ii. *Operator's Licenses*
 - Kendra Van Camp

Benz moved to approve the operator license of Kendra Van Camp as presented. Hennlich 2nd. Motion carried unanimously.

- iii. Statement of Changes in Equalized Values by Class & Item – *Reviewed.*

8) Village Engineer: Project Update(s).

Engineer Schaff handed out the weekly updates and correspondence to the paving contractor which conveyed dissatisfaction with the paving scheduling and requesting company officials to attend the Village Board meeting. Schaff reported erosion on Timberline and Sundown Court. Schaff invited John Carpenter, Jim Heidman and Sue Murphy from MCC to address the Board. Carpenter handed out a completion schedule, offered an explanation of the project timing/issues, stated the responsibility of the scheduling of the project is his alone and apologized for the delay.

9) Village Administrator: Project Update(s).

Administrator Friday reports buttoning up Wanick Park project and one of the summer help has gone back to school.

10) Old Business:

- a) *Application for Reserve 'Class B' Liquor License (High Cliff Public Golf Course, Inc.).*

Rath requested either Jeff Luniak or Dan Rippl from High Cliff Public Golf Course to address the Board.

Miller asked for assurances that in 6 months to a year not turning the pro shop into a bar and restaurant.

Luniak replied it is difficult to give the Board any future plans since they do not have any, but that is not their plan, they want to enhance the golfers experience, their passion is the golf course.

Benz inquired the legality of customers being able to purchase beverages at either the golf course or restaurant and consuming it at the other establishment.

Williams read a recent e-mail from the Department of Revenue, that beverages purchased are to be consumed on that licensed premises.

Rippl, stated the situation boils down to what is right and what is wrong.

Miller questioned the timing of the application when the season is drawing to a close.

Luniak replied that this time of year the course bank account can more easily handle a \$10,000 payment.

Rath stated the Village needs both businesses.

Luniak explained a scenario of golf events bringing in people that will bring in revenue for the golf course and dinner and beverages at the restaurant and reported researching other courses and found those provide alcohol.

Gedman inquired as to the legality of taking beverages from licensed establishments to other locations.

Benz inquired if the license changed if there is further development at a currently licensed property.

Williams replied that the license is granted to the location and would not change if development would occur, but the Plan Commission or Community Development Authority would weigh in on any proposed development.

Hennlich questioned Friday if the golf course intended to change the clubhouse to a restaurant.

Friday stated that would be a change in use and would require a petition to the Village and the Village would look at the customary use of the property in reviewing the application. Friday stated a structural change would present the question if there is adequate parking.

Trucco stated the restaurant owns the parking lot and the golf course has a legal easement to parking for golf course use.

Benz inquired of Luniak what percentage of receipts are proposed of total revenue would be alcohol beverages.

Luniak responded they do not have the number and are applying because their customers are requesting it, not to make a bar, but to enhance their golf experience.

Benz inquired if the golf course has specific plans to make it into a bar, restaurant, condos, or turning it into residential lots.

Luniak responded both he and Rippl have dreams, but they are not written down anywhere and anything is possible.

Benz inquired if the reserve license is not granted would they survive.

Luniak responded that they will be back in spring, have been successful and will continue to try to enhance the customer's experience.

Benz inquired of Trucco what percentage of receipts are for alcohol sales to golfers who go on the course and the percentage of alcohol and food receipts from golfers.

Trucco responded both percentages are small.

Benz stated the two businesses have a long history of being connected, in the past as one, currently as two and both must complement each other and wish that both entities could be satisfied.

Kaas voiced concerns with granting the license to a seasonal business, the Village having limited reserve licenses available and what population would need to be for another reserve license to be available.

Williams responded one reserve has been granted to the Outpost, 2 are currently available and the Village population would need to be more than 3,118 for a 3rd to be available.

Benz inquired about additional reserve licenses being available for hotels/motels with restaurants.

Hennlich hopes both businesses succeed and encouraged communication between the businesses.

Trucco stated the process should be simple, play golf and enjoy the restaurant. Trucco requested to withdraw his objection to granting of the reserve license for the good of the golfers.

Rath inquired of Rippl and Luniak the loss of events without the alcohol license.

Rippl replied losing 6 outings this season. Rippl explained the events average 100 people, service just as any other country club to be above the competition would need to serve alcohol. Rippl reported for past events those golfers being offered a 'Badger Dinner' at the restaurant. Rippl stated the financial loss for this season to be approximately \$24,000.

Rath inquired of the plan for the pile of dirt at the 14th and 18th holes.

Rippl responded they are modifying the holes to make a par 5 on the 14th and the 18th needs to be redone.

Miller inquired of the lost outings if they were outings here and returned to Reed Golf Course.

Rippl stated he did not have that information.

Hennlich moved to approve the Application for Reserve 'Class B' Liquor License (High Cliff Public Golf Course, Inc.), as presented. Miller 2nd. Motion carried unanimously.

11) New Business:

- a) *Annual Request for Water Usage (Sherwood Lion's Football): Request for support of up to \$300 by Village to water fields.*

Kaas moved to approve the Sherwood Lion's Football program request for support of water usage to water fields up to \$300 by the Village. Benz 2nd. Motion carried unanimously.

- b) *Pay Request #19 – Wanick Park: Request (\$248,058.30; Janke General Contractors) for partial payment of services provided thru Aug. 18 (fencing)*

Friday reported that splash pad components are experiencing water loss issues and contractor is remediating and will be resolved within the week.

Friday reported that other municipalities have splash pad like features and due to the classification as fountains or smaller size (than the 2,000 sq. ft.) do not require fencing/staffing.

Friday stated the fencing option for the splash pad is being pursued in lieu of staffing for all open hours. Friday explained the fencing will pay for itself compared to staffing within a year and one half of operation. Friday stated the fence quote is for 5 ft., galvanized, black rubber coated fence which matches the tennis fence, including 3 gates, posts every 6 ft., a top cover for \$9,700, adding a bottom cover the total to be approximately \$11,000. Friday stated the funds used will come from the park budget.

Miller inquired why the engineer did not foresee the need of staffing/fencing at the splash pad.

Friday responded that the engineer was asked the questions related to the staffing of the park and their response was one half time person per year. Friday stated there was never a conversation about life guard/aqua center qualified on site.

Benz questioned the certified trained personnel requirement, due to the wording of the minutes of the August 11, 2014.

Friday replied that when the fence goes up, the on-site personnel during all open times is not required. Friday went on to state the Village must perform daily water quality testing, and that individual must be trained. Friday stated options for this requirement could be a contract with the YMCA, Village staff certification training including Recreation Programming Stumpf or MCO.

Benz concurred with Friday that the engineer did not inform the Village about this requirement, verbal or written, which causes Benz to have issue with the payment request.

Gedman inquired if the engineer holds errors and omissions insurance.

Friday replied that the Village would need to involve the Village Attorney.

Miller inquired with the requirements if additional equipment will be needed there. Friday responded that there will be a box installed for equipment required for the facility.

Rath suggested all issues/concerns be directed to the administrator.

Kaas moved to approve Pay Request #19 – Wanick Park to Janke General Contractors for partial payment of services provided through August 18, 2014 in the amount of \$164,402.75, as modified by the clerk. Hennlich 2nd. Benz – nay and Laux – nay, motion carried.

- c) *Wanick Park – Change Order #4: Request to increase contract \$76,738.48 due to eight (8) added work items (update from prior approvals).*

Friday stated all elements except for #1 were needed due to conditions at the site.

Miller moved to approve Wanick Park-Change Order #4 to increase contract in the amount of \$47,965.35, removing item #1 Park Shelter in the amount of \$28,773.13. Kaas 2nd. Motion carried unanimously.

- d) *Wanick Park – Change Order #5: Request to increase contract \$5,910.99 due to added hose bib and relocation of emergency phone in splash pad area.*

Hennlich moved to approve Wanick Park – Change Order #5 to increase contract \$5,910.99. Kaas 2nd.

Kaas suggested that the cost of relocation of the emergency phone (\$5,644.19) should be charged back to SAA as a claim.

Motion carried unanimously.

- e) *Wanick Park – Change Order #6: Request to change original warranty terms due to Village regarding splash pad concrete pad(s) from 1-year to 2-years, based on surface cracks (increased warranty at no change to project cost).*

Benz moved to approve Wanick Park – Change Order #6, requesting to change original warranty terms due to Village regarding splash pad concrete pad(s) from 1 year to 2 years, based on surface cracks, no change to cost. Laux 2nd.

Gedman stated that 2 years does not seem to be enough.

Friday replied that Village roadway contracts have been 2 years.

Schaff responded that traditional warranties are 1 year; extended warranties are available.

Gedman stated that if the Village is experiencing issues now, that 2 years may not be adequate.

Kaas questioned when the concrete was laid and if the splash pad went through a freeze/thaw cycle.

Friday stated there will be 2 freeze/thaw cycles and the Village has time prior to the end of the warranty period.

Gedman questioned the warranty on the equipment.

Friday replied one year is typical.

Rath requested Friday if warranties can be extended without cost to the Village.

Schaff suggested the Village do proper documentation of maintenance; video and written logs.

Friday warned that they may attempt to bargain back on outstanding unapproved change order items.

Motion carried unanimously.

- f) *Knight Drive Extension – Change Order #6: Request to decrease contract (-\$35,250.28) from \$724,085.85 to \$688,835.57.*

Benz moved to approve Knight Drive Extension – Change Order #6: Request to decrease contract (-\$35,250.28) from \$724,085.85 to \$688,835.57. Laux 2nd. Motion carried unanimously.

- g) *Pay Request #11 & Final – Knight Drive Extension: Request (\$130,809.62) for work thru Sept., 2014 for completion of Knight Drive Extension project work (Original Contract = \$662,999.55; Final Contract = \$688,835.57).*

Schaff suggested reducing the pay request by \$33,720 for remaining landscaping cost.

Benz moved to revise pay request #11 to remove final wording and change dollar amount to \$97,089.62. Kaas 2nd. Motion carried unanimously.

12) Complaints and Compliments: None.

13) Correspondences:

- a) *Monthly Activity Report – July (Calumet County Sheriff’s Dept.). – Reviewed.*
- b) *Preliminary Estimate of Jan. 1, 2014 Population (Wis. Dept. of Admin.; Aug. 11). – Reviewed.*
- c) *PSC Study on Fox River Valley Water Utilities (Public Service Commission; Aug. 14). – Reviewed.*

14) Adjournment. – ***Benz moved to adjourn the meeting at 9:01 p.m. Gedman 2nd. Motion carried unanimously.***

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Minutes

September 8, 2014

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

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath

Absent

none

Others Present

Randy Friday, Administrator

Susan Williams, Clerk

- 2) Pledge of Allegiance. – *Recited.*

- 3) Approval of the Agenda. – ***Rath suggested advancing agenda items 14) a) and 16) to follow agenda item 5). Benz moved to approve the agenda as amended and the rest as presented. Laux 2nd. Motion carried unanimously.***

- 4) Approval of Minutes: Aug. 25 (Regular Meeting) – ***Hennlich moved to approve the minutes of the regular meeting of August 25, 2014, as presented. Benz 2nd. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items:

David Breckheimer, N503 Military Rd., Sherwood – regarding agenda items 14) a) and 16), stated concerns of fire rating of homeowner insurance changing with the contract situation and requested the Board to do as much as they can.

- 6) Report of the Community Development Authority (Aug. 27)

a) *Historic Downtown Master Plan – Project Update (S.E.H.) – Kaas presented renderings of the future land use & roads and 2 historic downtown proposals.*

- 7) Report of the Plan Commission (Sept. 2)

a) *Signage Subcommittee – Update. – Reviewed.*

b) *Dick's Family Foods – Lighting fixtures (unresolved). – Reviewed.*

c) *On-street parking – Review: On-going (Hennlich). – Reviewed.*

d) *Historic Downtown Master Plan – Project Update (S.E.H.) – Reviewed.*

e) *Residential Housing Standards – Subletting rooms. – Reviewed.*

f) *Pavement marking design/lay-out of Clifton Road / STH 55-114 intersection – Markings & long-term responsibility. – Reviewed.*

- 8) Report of Village Officers.

a) Village President

Rath encouraged Town of Harrison Fire Department personnel in attendance if they have questions concerns to reach out to any of the Village Board or Village Staff at the meeting.

Rath commented on some street light outages and a new one to be located near the church and requested Administrator Friday to contact WE to find out about the relamping program.

Rath reminded the Trustees that the Halloween festivities in the Village and High Cliff State Park will be October 25th and shared with the Board being approached by representatives of High Cliff State Park and Sherwood Lions of moving the 2015 Halloween festivities from High Cliff State Park to Wanick Park.

Friday stated those groups requesting this change need to approach the Village Park Recreation Urban Tree Board.

Rath reported contacting Kaukauna School District Superintendent Duerwaechter in regards to school use of the Wanick Park Amphitheater.

Rath read an e-mail to the Board in regards to a survey conducted by the Kaukauna School District that referred to researching the possibility of locating a district school within or around the Village.

- b) Clerk/Treasurer
 - i. Review/Approve financial reports.

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

- ii. Operator's License
 - Terri Hastie

Benz moved to approve the operator license application of Terri Hastie, as presented. Kaas 2nd. Motion carried unanimously.

9) Village Engineer: Project Update(s).

10) Village Administrator: Project Update(s).

Friday stated since Wanick Park is open, he is focusing on the budget.

Friday reported that the 22 tree replacement at Wanick Park will begin tomorrow. Friday informed the Board that tub grinding will begin at the yard waste site.

Benz inquired if the splashpad is open.

Friday replied it is closed and stated the water loss issue continues and it must be remedied.

Benz questioned when the fence will be installed.

Friday responded that will be ordered as soon as the State approves the design.

Benz asked if the re-opening will be weather dependent in spring.

Friday reported the Park Recreation and Urban Tree Board directed the open dates from Memorial Day to Labor Day.

Kaas questioned the fence height of 42 inches or 5 ft.

Friday replied that the State inspector stipulated due to the size of the structure the 5 ft. height.

Miller questioned the fencing, and accessibility for children.

11) Old Business: None.

12) New Business:

- a) *Ordinance #2014-121 (CPA#2014-01): An Ordinance amending the Comprehensive Plan Year 2030 for the Village of Sherwood Comprehensive Plan (1st Reading). – Reviewed.*
- b) *Ordinance #2014-122 (OMA #2014-01): An Ordinance amending the Current Village of Sherwood Zoning Map (1st Reading). – Reviewed.*
- c) *Pavement marking design / lay-out of Clifton Road / STH 55-114 intersection: Markings and long-term responsibility.*

Friday presented the proposed design to control traffic through the pavement paintings. Friday informed the Board that prior to signing off on any document with the County/State, he has questions about Village responsibilities/liabilities. Friday state he will meet with those County/State officials Tuesday (9/9/14) afternoon and forward answers when available.

13) Complaints and Compliments: None.

14) Correspondences:

- a) *Notice of Intent not to renew Fire Protection Agreement (Village of Harrison; Aug. 29). – Reviewed.*
- b) *Notice of State Park & Forest Road Aid Funds (WisDNR; Sept. 2). – Reviewed.*

15) *Closed Session: Fire Protection* – Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session to deliberate or negotiate the purchase of public properties, investment of public funds, or to conduct other specific public business whenever competitive or bargaining reasons required so.

Rath inquired of the Board if appropriate to discuss topic in open session. The Board agreed.

Friday distributed a copy of the current contract to the Board members, reading specific clauses that were agreed upon in 2002. Friday stated the compensation in the current contract was based on equalized value and pro rata share calculation.

16) *Open Session: Fire Protection.* The Village Board may act on the aforementioned topic.

17) *Adjournment. – Rath hearing no objection to adjourning the meeting, adjourned the meeting at 8:02 p.m.*

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Minutes

Sept. 22, 2014

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

Present

*Bob Benz
Joe Hennlich
Joyce Laux
Roger Kaas
David Miller
Jim Rath*

Absent

Stacy Gedman, excused

Others Present

*Randy Friday, Administrator
Susan Williams, Clerk
Jennifer Schaff, Village Engineer*

- 2) Pledge of Allegiance. – *Recited.*

- 3) Approval of the Agenda. – ***Kaas moved to approve the agenda as presented. Benz 2nd. Motion carried unanimously.***

- 4) Approval of Minutes: Sept. 8 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of September 8, 2014, as presented. Hennlich 2nd. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items:

David Breckheimer, N503 Military Rd., Sherwood – regarding agenda items 18), requested update on the contract situation.

Tony Mueller, W410 Veterans Ave., Sherwood – regarding agenda items 18), questioned if situation is about money and concerned about coverage.

- 6) (Public Hearing) Consider/Approve Ordinance #2014-121 amending the *Comprehensive Plan Year 2030 for the Village of Sherwood.*

After 3 calls Rath opened the public hearing at 6:38 p.m.

Miller moved to close the public hearing at 6:47 p.m. Kaas 2nd. Motion carried unanimously.

Miller moved to approve Ordinance #2014-121 amending the Comprehensive Plan Year 2030 for the Village of Sherwood. Benz 2nd. Motion carried unanimously.

- 7) (Public Hearing) Consider/Approve Ordinance #2014-122 amending the Village of Sherwood current *ZONING MAP.*

After 3 calls Rath opened the public hearing at 6:48 p.m.

Hennlich moved to close the public hearing at 6:49 p.m. Kaas 2nd. Motion carried unanimously

Benz moved to approve Ordinance #2014-122 amending the Village of Sherwood current ZONING MAP. Kaas 2nd. Motion carried unanimously.

- 8) Report of the Water & Sewer Utility Commission – *Special Meeting* (Sept. 5)
 - a) *Reed Bed clean-out project – Year 1 of 3: Contract awarded (\$29,628 – United Liquid Waste, Inc.) – Reviewed.*
- 9) Report of the Park, Rec. & Urban Tree (PRUT) Board (Sept 17)
 - a) *Wanick Park – Final Work Items:*
 - i. Clarify final ‘Punch List’ for final approval & pay-out. – *Reviewed.*
 - ii. Consider ‘liquidated damages’ penalty. – *Reviewed.*
 - iii. Consider additional warranty year (thru 2016) for Splash Pad concrete. – *Reviewed.*
 - b) *Halloween in Wanick Park: Lion’s Club request to hold event on Oct. 25th.*

Benz moved to approve the Lion’s Club request to hold Halloween event at Wanick Park on October 25, 2014 from approximately 2 pm to 4 pm contingent upon the Lion’s completing/providing all required documents/permits and paying all required fees. Kaas 2nd. Motion carried unanimously.

- c) *Park Dedication – Wrap-up discussion, overview & critique. – Reviewed.*
- d) *Final procurement(s) thru Tax Increment District. – Reviewed.*

10) Report of Village Officers.

- a) Village President – *Fire Contract for Service (Town & Village of Harrison).*

Rath stated the current contract is fair and equitable, currently paying 21% of the total cost. Rath reported Gedman, Friday and himself met with the Town and Village of Harrison officials and stated the meeting was fruitful and believes will achieve a short term solution.

- b) Clerk/Treasurer
 - i. Review/Approve financial reports.

Kaas moved to approve the financial reports as presented and invoices for Brush Boys \$3,151, Guitar Center \$1,025.89 and Appleton Awning \$11,880, from distributed invoice copies. Hennlich 2nd. Motion carried unanimously.

- ii. *Operator’s Licenses*
 - Jessica Marie Lloyd

Benz moved to approve the operator license of Jessica Marie Lloyd, as presented. Hennlich 2nd. Motion carried unanimously.

- iii. *Provisional Retail Class B Alcohol License Request (Two J’s LLC to operate at N7475 Hwy 114 – currently Almost Johnny’s).*

Hennlich moved to approve the provisional Retail Class B Alcohol License application for Two J's LLC, as presented. Laux 2nd. Motion carried unanimously.

11) Village Engineer: Project Update(s).

Village Engineer Schaff reported restoration work completed at Knight Drive and 2014 paving projects.

12) Village Administrator: Project Update(s).

Friday reports Hwy 55/114 work has begun and will continue until the end of October. Friday stated the office copier replacement will be in the FY2015 budget. Friday informed the Board that the Yard Waste Site personnel were absent this weekend and is looking into it so to avoid that in the future.

13) Old Business:

- a) Cemetery plot alignment (Blohm): Consider/Approve 'plot swap' to rectify issue.

Kaas moved to approve the Blohm family plot alignment deed presented. Benz 2nd. Motion carried unanimously.

14) New Business:

- a) Pay Request #12 & Final – Knight Drive Extension: Request (\$33,720; David Tenor Corp.) for final payment for work through Sept., 2014.

Benz moved to approve Pay Request #12 & Final – Knight Drive Extension: Request (\$33,720; David Tenor Corp.) for final payment for work through Sept., 2014. Miller 2nd. Motion carried unanimously.

- b) Resolution #11-2014: Final Resolution authorizing Knight Drive Extension including street construction, curb and gutter, storm sewer, and other related appurtenances.

Benz moved to approve Resolution #11-2014: Final Resolution authorizing Knight Drive Extension including street construction, curb and gutter, storm sewer, and other related appurtenances. Miller 2nd. Motion carried unanimously.

- c) Crosswalk Permit Applications – WisDOT pavement markings scheduled on STH 55/114 resurfacing project (WisDOT application; Village long-term maintenance).

Hennlich moved to authorized Administrator Friday to sign off on crosswalk permit application with the WisDOT pavement markings scheduled on STH 55/114 resurfacing project. Benz 2nd. Motion carried unanimously.

- d) Contract Award – Condon Road Extension: Consider/Approve bid award (\$365,087.40; Sommers Construction) for roadway construction, including 2-year warranty.

Benz moved to award Condon Road Extension contract to Sommers Construction in the amount of \$365,087.40 for roadway construction and 2 year warranty. Miller 2nd. Motion carried unanimously.

- e) *Change Order 4a – Wanick Park - Consider/Approve - Park shelter modification (\$14,386.57 increase; Janke General Contractors Inc.).*

Hennlich moved to approve Change Order 4a – Wanick Park - Consider/Approve - Park shelter modification (\$14,386.57 increase; Janke General Contractors Inc.). Kaas 2nd. Motion carried unanimously.

- f) *Pay Request #20 & Final – Wanick Park: Request (\$69,268.99; Janke General Contractors Inc.) for payment of services provided thru Sept. 18.*

Kaas moved to approve Pay Request #20 & Final – Wanick Park: Request (\$69,268.99; Janke General Contractors Inc.) for payment of services provided thru Sept. 18. Miller 2nd. Motion carried unanimously.

- g) *Wanick Park – Final Contract Terms: Consider/Approve releasing final funds contingent upon satisfaction of punch list items and execution of Splash Pad warranty agreement.*

Kaas moved to approve Wanick Park – Final Contract Terms: Consider/Approve releasing final funds contingent upon satisfaction of punch list items and execution of Splash Pad warranty agreement. Benz 2nd. Motion carried unanimously.

15) Complaints and Compliments: None.

16) Correspondences:

- a) *Emerald Ash Borer Quarantines – Calumet County (Wis. DNR; Sept. 11). –*

Board directed Friday to remind the residents through the Village newsletter and facebook.

- b) *Village of Sherwood Cemetery Policies – Burial site plantings and decorations (Patti Sevela; Sept. 12). –*

Board direct Williams to bring cemetery policy up for discussion during the winter.

- c) *Monthly Activity Report – August (Harrison Fire & Rescue). – Reviewed.*
- d) *Monthly Activity Report – August (Calumet County Sheriff's Dept.). – Reviewed.*

17) *Closed Session: Fire Protection – Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session to deliberate or negotiate the purchase of public properties, investment of public funds, or to conduct other specific public business whenever competitive or bargaining reasons required so.*

Benz moved to go into closed session Per Wis. Stats §19.85(1) (e), at 8:02 p.m. Kaas 2nd. Motion carried unanimously.

Kaas moved to return to open session at 8:50 p.m. Benz 2nd. Motion carried unanimously.

18) *Open Session: Fire Protection.* The Village Board may act on the aforementioned topic.

Benz moved to authorize Friday, Rath and Gedman to continue to negotiate with the Village/Town of Harrison in order to have a mutually fair and equitable term contract for all parties. Miller 2nd. Motion carried unanimously.

19) Adjournment. – ***Benz moved to adjourn at 8:52 p.m. Miller 2nd. Motion carried unanimously.***

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Minutes

October 13, 2014

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

Present

*Bob Benz
Stacy Gedman
Joe Hennlich
Joyce Laux
David Miller
Jim Rath*

Absent

*Roger Kaas, excused
Randy Friday, excused*

Others Present

*Susan Williams, Clerk
Steve Summers, Plan Commission Chairman
Jennifer Schaff, Village Engineer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda, advancing agenda items 12) c) and 14) c) to follow 5) and the rest as presented. Gedman 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: Sept. 22 (Regular Meeting) – ***Hennlich moved to approve the minutes of the regular meeting of September 22, 2014, as presented. Miller 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items:

David M. Engelhardt, N2501 Farrell Rd., Kaukauna – regarding agenda items 12)c) and 14)c) – voiced concerns as stated in correspondence from his brother John in regards to remaining plots at cemetery in the name of his parents. Requested legal rights to the 2 remaining plots.

Board directed Clerk Williams to contact State Sexton and research cemetery law for information on this type of situation. Board requested topic on next Village Board meeting agenda (10/27/14).

- 6) Report of the Community Development Authority (Aug. 27)
- a) *Historic Downtown Master Plan – Project Update (S.E.H.) – Reviewed.*
 - b) *Logo & Branding Concepts – Project Update (S.E.H.) – Reviewed.*
- 7) Report of the Plan Commission (Oct. 6)
- a) *Signage: Moratorium on new commercial signage along STH 55/114 other than monument (ground) signs for not less than six, nor more than 12 months, per consultant recommendation.*

Benz moved to approve Plan Commission recommendation of sign moratorium on new commercial signage along STH 55/114 other than monument (ground) signs for not less than six, nor more than 12 months, per consultant recommendation. Miller 2nd. Motion carried unanimously.

b) *Signage (new businesses, only): Allow temporary on-site and off-site commercial signage for new businesses in first year of operation including Dick's Family Foods, to begin upon signage approval by local committee.*

Benz moved to approve Plan Commission recommendation to allow temporary on-site and off-site commercial signage for new businesses in first year of operation including Dick's Family Foods, to begin upon signage approval by local committee. Miller 2nd. Motion carried unanimously/

c) *Signage Subcommittee – Meetings scheduled. – Reviewed.*

d) *Dick's Family Foods – No action taken. – Reviewed.*

e) *On-street parking – On-going (Hennlich). – Reviewed.*

f) *Historic Downtown Master Plan – Joint Meeting w/ C.D.A (Oct. 22) – Reviewed.*

g) *Planning Services in FY2015 – No action taken. – Reviewed.*

8) Report of Village Officers.

a) Village President

Rath informed the Board the Vice President Laux will preside over the next 2 Village Board meetings in his absence.

Rath also requested Laux to take his place in any fire protection services contract negotiations and meetings.

b) Clerk/Treasurer

i. Review/Approve financial reports.

Benz moved to approve the financial reports as presented. Laux 2nd. Motion carried unanimously.

ii. *Wanick Park accounting: Consider/Approve account true-up from Park dedication celebration versus General Fund expenses.*

Gedman moved to transfer over-budgeted general fund (Fund 100) expenses from park grand opening to Wanick Park fund (Fund 240). Miller 2nd. Motion carried unanimously.

iii. *Original Alcohol Beverage Retail License Application (Two J's).*

Hennlich moved to approve original alcohol beverage retail license application for Two J's (formerly Almost Johnny's). Benz 2nd. Motion carried unanimously.

iv. *Schedule for Appointment of Agent by Corporation/Non-profit Organization or Limited Liability Company (Two J's – Jessica Lloyd).*

Benz moved to approve appointment of agent of Jessica Lloyd for Two J's. Gedman 2nd. Motion carried unanimously.

v. *Operator's License*

- *Susan S. Poor*

Benz moved to approve the operator license application of Susan Poor as presented. Gedman 2nd. Motion carried unanimously.

9) Village Engineer: Project Update(s).

Village Engineer Schaff reported a final walk through the 2014 Paving and Knight Drive Projects on September 30, 2014 and directed the Trustees to the punch list from Knight Drive in the meeting packet. Schaff stated infrastructure is buried and will need to be located and raised and costs will result.

Hennlich questioned Schaff about the Condon Road project paving into November. Schaff replied that per the project documents, that is the plan and offered to inquire of S.E.H. of the concerns voiced. Rath requested Schaff to make that inquiry.

Schaff distributed photos of Spring Hill Drive, one pre construction and one post construction. Schaff stated the road width is based on the required shoulder and original footprint from the existing road.

Benz inquired as to the width difference along Spring Hill Drive.

Schaff replied the in area outside of the project the shoulders are much more gradual, the sloping to the ditch is much more gradual; in the project area it is steeper.

Rath inquired of Laux and Miller if the area along Spring Hill Drive was ever dedicated as trail and Laux and Miller responded that road was paved prior to the prevalence of trails.

10) Village Administrator: Project Update(s).

11) Old Business: None.

12) New Business:

- a) *Pay Request #1 – FY2014 Paving Program: Request (\$368,094.74; MCC, Inc.) as partial payment for work completed thru August 30.*

Hennlich moved to approve Pay Request #1 – FY2014 Paving Program: Request (\$368,094.74; MCC, Inc.) as partial payment for work completed thru August 30. Laux 2nd. Motion carried unanimously.

- b) *Knight Drive Roadway Project – Punch List: Consider assessment of costs in FY14/15.*

Schaff discussed the punch list documents in the meeting packet and informed the Board that work will be required to uncover utilities in front of the grocery store and suggests adding these to MCO's maintenance list and those costs would then be billed back to the grocery store.

Rath proposed Schaff contacting Mehmert about the situation.

- c) High Cliff Cemetery: Consider 'Sale of Plots' and 'Agreement for Perpetual Care' (Engelhardt).

Benz moved to approve the sale of plots and agreements for perpetual care to John and Carla Engelhardt, as presented. Miller 2nd. Motion carried unanimously.

- d) *Pay Request*: Consider legal invoice payment request (City of Kaukauna) for legal services. – *Board agreed to discuss after the closed session.*
- e) *Resolution #14-2014: International Migratory Bird Day*: Consider annual proclamation in support of Sherwood as a Wisconsin Bird City.

Hennlich moved to approve Resolution #14-2014: International Migratory Bird Day. Benz 2nd. Motion carried unanimously.

- f) *Annual Appreciation Dinner at the Granary*: Set date.

Board directed Williams to schedule the Annual Appreciation Dinner at the Granary on November 19, 2014.

- 13) Complaints and Compliments: None.

- 14) Correspondences:

- a) *Striping along Spring Hill Drive* (Barb Jack; Sept. 26). – *Reviewed.*
- b) *Monthly Activity Report – Sept.* (Calumet County Sheriff's Dept.). – *Reviewed.*
- c) *Cemetery Plot Rights request consideration* (Engelhardt; Oct. 9). – *Reviewed.*

- 15) *Closed Session: Harrison municipal status; Legal proceedings* – Per Wis. Stats §19.85(1)(g), a governmental body may move to closed session when conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Benz moved to approve going into closed session per Wis. Stats §19.85(1) (g) at 7:40 p.m. Miller 2nd. Motion carried unanimously.

- 16) *Open Session: Harrison municipal status – Legal proceedings.* The Village Board may act on the aforementioned topic.

Benz moved to return to open session at 8:16 p.m. Miller 2nd. Motion carried unanimously.

Board directed Williams to request Friday to contact either Kaukauna or another trusted source to obtain an opinion on the chances of a successful appeal and also request Friday to contact Village/Town of Harrison to get meeting for contract for the 2015 fire protection services.

Miller moved to approve pro rata share payment of legal fees based on population. Laux 2nd. Motion carried unanimously.

17) Adjournment. – *Laux moved to adjourn the meeting at 8:22. Miller 2nd. Motion carried unanimously.*

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Minutes

October 27, 2014

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

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Absent

Jim Rath, excused

Others Present

Randy Friday, Administrator

Susan Williams, Clerk

Andrew Dane (S.E.H.)

Randy Stadtmueller (Stadtmueller & Associates)

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Kaas 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: Oct. 13 (Regular Meeting) – ***Benz moved to approve the minutes of the regular meeting of October 13, 2014. Miller 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items: none.
- 6) Report of the PRUT Board (Oct. 15).
 - a) *Trail disturbance (N8025 Lake Breeze Drive; Hiland): Construction project and related damage to public property. – PRUT Board moved to recommend contractor repairing, replacing and restoring damage to Village trail, returning it to Village standards.*
 - b) *FY2015 Special Reserve Fund expenditures – PRUT Board will consider at future meeting.*
 - c) *Fall & Winter event programming (Winter Solstice) – PRUT Board will staff Winter Solstice December 20, 2014.*
 - d) *Wanick Park – Project elements: PRUT Board directed Stumpf to draft a correspondence to SAA and Splash Pad vendor to address this situation, request reimbursement of utility billing and responsibility to return in spring as needed.*
 - e) *Park Dedication – Wrap-up and critique: PRUT Board members reported being pleased with the ThedaStar appearance, heard positive comments from public, thinks it was well attended, wonderful event, well-staffed, great local entertainment, suggesting for next year more kid activities and beginning the planning earlier to capture public relations from the radio stations and other media outlets.*
 - f) *Halloween in the Park – Lion’s Club (large event): Update. – Reviewed.*
- 7) Report of the Water & Sewer Utility Commission (Oct. 20).

- a) *WWTF reed bed clean-out project*: Insurance not necessary at Outagamie County landfill; Lab results from reed beds pending; Weather factors may preclude project completion this year. – *Administrator updated the Utility Commission regarding the insurance related issues for the Reed Beds project; the engineer is in discussion with alternative landfill and awaiting lab results. The commission requested that they all be included in future emails from the engineer related to the project.*
 - b) *Fire Station water meter removal request*: Wis. PSC rate file for Sherwood states meters “shall” be installed at municipal buildings. – *Utility Commission concurred with the administrator that Sherwood Waterworks is in compliance with their PSC approved rate file, Schedule Mpa-1, Amendment No. 8, applying the “metered and the regular metered service rates (Schedule Mg-1)”.*
- 2) Report of the Joint CDA & Plan Commission Meeting (Oct. 22)
- a) *Historic Downtown Master Plan – Final Presentation (S.E.H.) Both bodies unanimously recommended ‘Approval’ w/ minor changes.*
 - b) *Grant Programming*: FY2015 Budget request for \$50,000 to fund local business improvements via 50/50 matching grant program. – *Community Development Authority approved FY2015 budget request of \$50,000 for matching grant program.*
 - c) *‘Local Business Spending and Shopping Habits’ Survey*: FY2015 Budget request for \$5,562 to engage UW-River Falls Survey Center. – *Community Development Authority approved FY2015 budget request of \$5,562 for Spending and Shopping survey.*
 - d) *Village logo & branding*: *Community Development Authority Placed logo & branding development initiative on ‘hold’.*
- 3) Report of Village Officers.
- a) Village President
 - b) Clerk/Treasurer
 - (1) Review/Approve financial reports.

Benz moved to approve the financial reports as presented. Miller 2nd. Motion carried unanimously.

- (2) *Operator’s License*
 - *Charity H. Otto*

Hennlich moved to approve the operator license application of Charity H. Otto as presented. Kaas 2nd. Motion carried unanimously.

4) Village Engineer: Project Update(s).

5) Village Administrator: Project Update(s).

Kaas inquired as to stripping collector streets within the Village. Friday replied that program could be worked into Public Works scheduling.

6) Old Business: None.

7) New Business:

- a) *Historic Downtown Master Plan*
 - i. Project presentation (S.E.H.).
 - ii. Consider any recommended *Plan* changes.
 - iii. Consider/Approve adoption of *Plan*.

Dane and Stadtmueller presented Historic Downtown Master Plan powerpoint, handed out summary and responded to Trustee questions.

The Board and Administrator complimented and thanked Dane and Stadtmueller for their efforts.

Miller moved to approve Historic Downtown Master Plan. Benz 2nd. Motion carried unanimously.

- b) *Law Enforcement Services Contract (Calumet County Sheriff's Dept.):* Consider annual contract for inclusion in FY2015 General Fund Operating Budget.

Friday presented the 2015 contract from Calumet County for the Law Enforcement Services and informed the Board the contract is changed and directed them to review Sherwood Village Attorney's opinion of the contract.

Benz moved to authorize Friday to discuss the concerns of the Village Attorney in relationship to the proposed new agreement for Law Enforcement Services Agreement with Calumet County. Miller 2nd. Motion carried unanimously.

- c) *Post Office Rental Agreement:* Consider rental terms.

Friday presented lease documents from agent of the United States Postal Service (USPS) for renewal of Post Office property. Friday informed the Board the terms are continuing as in place and USPS' agent has requested official designation of the Administrator as the signatory of the Village.

Miller moved to sign lease agreement with United States Postal Service and authorizing the Administrator the Village designate. Kaas 2nd. Motion carried unanimously.

- d) *FY2015 General Fund Operating Budget: Handout & Presentation* (Set Public Hearing date of Nov. 10th).

Friday handed out proposed FY2015 General Fund Operating Budget and briefly summarized the major additions and subtractions.

- e) *FY2015-19 5-Year Capital Improvements Plan: Handout & Presentation* (Approval on Nov. 10th).

Friday distributed proposed FY2015-19 Five Year Capital Improvement Plans and briefly presented a summary of the worksheet.

8) Complaints and Compliments: None.

9) Correspondences:

Friday distributed letter received October 20, 2014, from Sommers Construction Company requesting delay of construction on Condon Road to spring 2015. Friday and the Board requested Dane to contact Sommers that delay approval contingent upon gravel fill and curb cut for traffic ready condition to compact materials over the winter, without any additional cost to the Village.

- a) *January 1, 2014 Population estimate (Wis. Dept. of Administration; Oct. 14). – Reviewed.*
- b) *Monthly Activity Report – Sept. (Harrison Fire & EMS). – Reviewed.*

10) *Closed Session:*

Benz moved to go into closed session Per Wis. Stats §19.85(1) (g) at 9:38 p.m. Kaas 2nd. Motion carried unanimously.

- a) *Harrison municipal status; Legal proceedings – Per Wis. Stats §19.85(1)(g), a governmental body may move to closed session when conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.*
- b) *Personnel & Compensation Review (Clerk). – Per Wis. Stats. 19.85(1)(c) the 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.*

11) *Open Session:*

Miller moved to return to open session at 10:45 p.m. Benz 2nd. Motion carried unanimously.

- a) *Harrison municipal status – Legal proceedings. The Village Board may act on the aforementioned topic. – No action taken.*
- b) *Personnel & Compensation Review (Clerk). Consider compensation for Clerk in FY2015.*

Laux moved to approve FY2015 Clerk-Treasurer compensation of 2% increase and \$783 performance bonus (FY2015 base set at \$49,217). Benz 2nd. Motion carried unanimously.

12) *Adjournment. – Miller moved to adjourn the meeting at 10:50 p.m. Benz 2nd. Motion carried unanimously.*

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Minutes

November 10, 2014

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

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Absent

Jim Rath, excused

Others Present

Randy Friday, Administrator

Susan Williams, Clerk

Jennifer Schaff, Village Engineer

Steve Summers, Plan Commission Chair.

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Kaas moved to approve the agenda as presented. Benz 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: Oct. 27 (Regular Meeting) – ***Benz moved to approve the minutes of the regular meeting of October 27, 2014. Miller 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Karissa L. Sanchez, N8117 County M. Menasha – regarding agenda item 8) b) ii) explained to the Board the issues in her background check.

- 6) (Public Hearing) *FY2015 Village Budget: Consider/Approve Resolution #15-2014 adopting the FY2015 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2014.*

After 3 calls for a public hearing, Laux opened the hearing at 6:38 p.m.

Laux hearing no objection closed the public hearing at 7:06 p.m.

Administrator Friday presented the budget and directed the Board to the highlights of changes for FY2015.

Hennlich questioned Friday about the necessity of stormwater pond expenses for the Castle Drive pond. Friday replied in addition to pond services those monies include an unimproved trail.

Laux inquired of Friday in regards to lighting recommended by S.E.H. at the Castle Drive and Hwy 114/55 intersection. Friday responded with the on-going signage ordinance work, that conversation may be premature but stated that is an important topic to be addressed by the Community Development Authority. Miller questioned the timing of that discussion since the installation of the potential roundabout at that location could take place in 2022.

Plan Commission (PC) Chairman Summers explained budget funding request for the Plan Commission; consulting fees (sign ordinance update, redevelopment plan and business overlay districts \$10,000) and stormwater/transportation/zoning ordinance update work (\$10,000).

Kaas as Community Development Authority (CDA) Chairperson explained budget funding request for the CDA; spending/shopping habits survey costs (UW-River Falls \$5,562) and Village Business incentive program (\$50,000).

Kaas moved to approve Resolution #15-2014 adopting the FY2015 Village Budget and appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2015, as presented. Benz 2nd. Motion carried unanimously.

7) Report of the Plan Commission (Nov. 3)

- a) *Planning Services in FY2015: Consider FY2015 Budget request for services regarding ‘signage’ regulation codification, overlay district guidelines, transportation, etc.*

Summers discussed during public hearing.

- b) *Approved temporary, cabinet sign (new businesses, only) at Two J’s (formerly Almost Johnny’s) thru Dec. 31, 2015.*

Summers informed the Board of temporary sign application and approval.

- c) *Lot #4 – Knight Drive: Local Shoreland zoning setbacks.*

Summers presented information on proposed commercial project and requirements the developer must provide prior to consideration and approval.

- d) *‘Request for Services’ – Sanderfoot property on State Park Road (One building, only.)*

Summers stated the PC is waiting for a written request for services and informed the Board the need for the Village to understand the intent of the development of the property.

- e) *Dick’s Family Foods – New lighting installed.*

- f) *On-street parking – On-going.*

Hennlich informed the Board that he will meet with Friday to discuss the sign locations.

- g) *Planning Calendar – Annual review of items per Comp. Plan (e.g. 5-Year Capital Improvement Plan; Park acquisitions & improvements; Road Improvement Program; Econ. Development grants). – Reviewed.*

Kaas inquired of Summers if the League of Wisconsin Municipalities has models of sign ordinances.

8) Report of Village Officers.

- a) Village President
- b) Clerk/Treasurer
 - i. Review/Approve financial reports.

Benz moved to approve the financial reports as presented. Miller 2nd. Motion carried unanimously.

- ii. *Operator's License*
 - *Lynda L. Sasse*

Benz moved to approve the operator license application of Lynda L. Sasse as presented. Kaas 2nd. Motion carried unanimously.

- *Karissa L. Sanchez*

Benz moved to approve the operator license application of Karissa L. Sanchez as presented. Miller 2nd. Motion carried unanimously.

Hennlich inquired and Clerk Williams responded that 1,482 voters cast ballots on Election Day.

9) Village Engineer: Project Update(s).

Engineer Schaff reported finalizing 2014 paving documents with contractor in order to provide pay requests and process special assessment documents at future Village Board meetings.

Miller inquired about Condon Road project, Schaff replied that she spoke with Dane of S.E.H.

Administrator Friday reported the Condon Road project contractor will shut down construction for the winter. Friday acknowledged Village Board request to have the road traffic ready. Friday stated the contractor voiced concerns of trafficking or winter maintenance by the Village ultimately risking the current road condition and the Village would be liable for that.

10) Village Administrator: Project Update(s).

Friday informed the Board he is working through outstanding projects and has received resident complaints of debris on roadways, some reports are on roads outside of the Village limits.

11) Old Business: None.

12) New Business:

- a) *Pay Request #1 – Condon Haul Road Project: Request (\$127,135.59; Sommers Constr.) as partial payment for work completed thru November 3.*

Hennlich moved to approve Pay Request #1 – Condon Haul Road Project: Request (\$127,135.59; Sommers Constr.) as partial payment for work completed thru November 3. Benz 2nd. Motion carried unanimously.

- b) *High Cliff Cemetery: Consider ‘Sale of Plots’ and ‘Agreement for Perpetual Care’ (Alan & Sandra Miller).*

Kaas moved to approve High Cliff Cemetery: Consider ‘Sale of Plots’ and ‘Agreement for Perpetual Care’ (Alan & Sandra Miller). Benz 2nd. Motion carried unanimously.

c) *5-Year Capital Improvements Plan (FY2015-2019): Consider/Approve 5-Year CIP.*

Friday presented the plan and responded to Trustee questions.

Miller voiced concerns of remaining properties needed for the Historic Downtown Development.

Laux inquired about the timing of roadway changes with bump outs, etc. Kaas replied those changes may have to wait until 2022.

Friday reported having discussions with Wisconsin Economic Development Corporation personnel for funding resources for future development.

Miller moved to approve 5-Year Capital Improvements Plan (FY2015-2019), as presented. Hennlich 2nd. Motion carried unanimously.

13) Complaints and Compliments: Mud (Clifton Road) and manure (in Harrison) on roads.

Benz complimented Village Staff Val Seidel and Scott Nadler. Benz reported calling the Village Office mid-day November 7, 2014 in regards to an open cut in the road on Lower Cliff and happily reported within 60 minutes the situation was resolved.

14) Correspondences:

a) *Capitol Buzz – Reduced Technical College Levies impact on Local TIDS and PILOTs (Oct. 29; League of Wisconsin Municipalities). – reviewed.*

15) *Closed Session.*

Laux moved to go into closed session per Wis. Stats §19.85(1) (g) and §19.85(1) (e), at 7:59 p.m. Miller 2nd. Motion carried unanimously.

a) *Harrison municipal status; Legal proceedings – Per Wis. Stats §19.85(1)(g), a governmental body may move to closed session when conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.*

b) *FY2015 Contracts for Services – Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.*

Hennlich moved to return to open session at 9:35 p.m. Kaas 2nd. Motion carried unanimously.

16) *Open Session:* The Village Board may act on the aforementioned topics in Item 15.

17) *Adjournment. – Laux moved to adjourn at 9:35 p.m. Kaas 2nd. Motion carried unanimously.*

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Minutes

November 24, 2014

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

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Absent

Jennifer Schaff, Village Engineer, excused

Others Present

Randy Friday, Administrator

Susan Williams, Clerk

Brenda Stumpf, Recreation Programming

- 2) Pledge of Allegiance. – *Recited.*

- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2nd. Motion carried unanimously.***

- 4) Approval of Minutes: Nov. 10 (Regular Meeting) – ***Kaas moved to approve the minutes of the regular meeting of November 11, 2014. Benz 2nd.***

Kaas complimented Clerk Williams on the more detailed minutes.

Motion carried unanimously.

- 5) Registered Citizen Comments on Agenda Items.

- 6) Report of the Water & Sewer Utility Commission (Nov. 17).

a) *WWTF reed bed clean-out project:* Year 1 of 3-year project. Weather factors precluded project completion this year. Beds #4 & #5 will be cleaned out in FY2015, w/ transport to Outagamie Landfill resulting in insurance cost savings.

Kaas inquired if additional beds will be done in FY2015 and Administrator Friday replied “no” that a certain number of beds must be in operation at any one time.

b) *Strategic Planning Topics* – Following inspection reported status of tower and tank; no issues with tower - does not need to be re-painted for at least 5 years, some issues with tank that will be repaired

Rath inquired if the funds for the projects will be held, Friday replied the Utility Commission will decide and the Water Utility has funds available.

c) *Cross-connection program:* ‘The Granary’ supper club recently modified its sump pump drainage system. MCO Operator Genskow will discuss the permanency of the reconfiguration.

d) *Water service to multi-tenant structures:* Per Wis. Public Service Commission, each separate Tax. I.D. parcel shall have its own lateral and curb stop. Staff will inform these parcel owners.

Friday reported the budget will be presented in December with January approval.

Rath complimented Friday and Staff in keeping the Utility on time with the budget process.

7) Report of the PRUT Board (Nov. 18).

a) *Wanick Park – Aquatic planting program for pond (Approved in FY2015 Budget):* Board directed McMahon to proceed, per Plan.

b) *Miller Pond – Tree seedling purchase & planting:* Board directed purchase and planting of seedlings, per Plan.

Frdiay inquired as to who would order the trees. Recreation Programming Stumpf replied that the ordering would go through McMahon.

Miller questioned what type of trees will be ordered. Stumpf replied tamarack, white oak, white cedar, oak, swamp, yellow birch are some of the ten varieties that will be ordered.

Rath asked if working through McMahon will cause the Village to incur an upcharge. Friday replied no additional charges would occur.

c) *Trail disturbance (N8025 Lake Breeze Drive; Hiland):* Stumpf will gather information regarding trail restoration for final consideration. – Stumpf stated MCC will prorate the financial responsibility of the homeowner given the age of the trail.

d) *Wanick Park programming:* Stumpf reported soliciting assistance for the Winter Solsitce event. Stumpf stated resident survey may be conducted to assess what type of events the residents are looking for.

e) *Snowmobiling along Village roads (Breckheimer; N7935 Ridgeview Ct.):* Resident inquired about snowmobiling on/along Village roadways to connect w/ existing trails. *The Board directed resident to contact the County.*

f) *Coordinator's Report:* Stumpf reported attending the Wisconsin Parks & Recreation Annual Conference and trained for Certified Pool Operator and passed the exam.

Kaas stated the Community Development Authority (CDA) has discussed a farmers market at Wanick Park and inquired if the Park Recreation and Urban Tree Board should address the topic.

8) Report of Village Officers.

a) Village President

b) Clerk/Treasurer

i. Review/Approve financial reports.

Benz moved to approve the financial reports as presented. Laux 2nd. Motion carried unanimously.

Miller and the Board expressed appreciation to Williams for the more detailed minutes.

9) Village Engineer: Project Update(s).

10) Village Administrator: Project Update(s).

Friday stated Village received DNR notice late October identifying Sherwood as a MS4 (Municipal Separate Storm Sewer System) entity permittee and the Village must respond in January, 2015. Friday reported this status requires the Village in the future to follow more specifically regulations of construction, what goes into storm water ponds, how we look at them and how they are treated. Friday stated this begins with a professional engineering firm which would review the Village needs/plans with a cost after grants available of around \$20,000.

Rath voiced concerns even though it is an important issue, it may be unfairly applied.

Hennlich inquired where the Village is with the Calumet County Sheriff Department contract. Friday replied the contract amount is in the approved budget but are working the issues out between Village Attorney and the County Attorney.

11) Old Business: None.

12) New Business:

- a) *FY2014 Paving Program – Change Order #1: Request to decrease current contract (\$477,652.42; MCC, Inc.) by -\$97,616.37 to \$380,036.05.*

The Board discussed the topic and needing additional information from the Village Engineer to be able to consider the change order and final payment.

Kaas moved to request from the Village Engineer a final report of the FY2014 paving project which would include basis of the bid, what was the design specified in the bid, basis of the change order and to identify when late charges would occur, if the late charges would occur before the next regular Villag Board meeting to a special meeting to consider and discuss. Laux 2nd. Motion carried unanimously.

Miller moved to table until the next Village Board meeting. Laux 2nd. Motion carried unanimously.

- b) *FY2014 Paving Program – Pay Request #2 & Final: Request for final project payment (\$11,941.31; MCC, Inc.) for work performed thru Aug. 30, 2014.*

Gedman moved to table until the next Village Board meeting. Kaas 2nd. Motion carried unanimously.

- c) *Condon Haul Road Project – Pay Request #2: Request (\$48,293.42; Sommers Constr.) as partial payment for work completed thru November 14.*

Kaas moved to approve Condon Haul Road Project – Pay Request #2: Request (\$48,293.42; Sommers Constr.) as partial payment for work completed thru November 14. Benz 2nd. Motion carried unanimously

- d) *Fire Protection Agreement between Harrison and Sherwood: Consider proposed agreement.*

Friday lead the Board through the packet documents from the previous agreement and presented on the screen the new agreement. Friday identified the three points (Para. #2 deleted Exhibit 'A' regarding how to cost out payment – now, simply a flat fee, only, w/ no real accounting oversight, Para. #4 Termination date = Moved back to July 1 from Sept. 1 and Para. #5 Water meter cost = Now 100% Sherwood responsibility).

Hennlich moved to approve the Fire Protection Agreement between Harrison and Sherwood, as presented. Benz 2nd.

Kaas with the new agreement voiced concerns if the Village of Harrison notifies the Village of Sherwood of non-renewal on July 1st, that is short and questioned if that timeframe can be extended. Friday replied that point is well taken and both sides agreed to these changes.

Motion carried unanimously.

13) Complaints and Compliments: None.

14) Correspondences:

- a) *Monthly Activity Report – Oct. (Harrison Fire & EMS). – reviewed.*
- b) *Monthly Activity Report – Oct. (Calumet County Sheriff's Dept.). – reviewed.*
- c) *'Thank You' note (Nov. 13; Sheboygan County Veteran's Memorial Committee). – reviewed.*
- d) *Bird's of Wisconsin book donation (Nov. 17; Bird City Wisconsin [via UW Press]). – reviewed.*

Friday directed the Board to the final pages of the packet which discussed TIF legislation proposed.

Friday presented handout of Implementation of Husbandry regulatory decisions within Calumet County.

15) *Closed Session:*

- a) *Vehicle purchase(s) – Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.*

Miller moved at 7:39 p.m. to go into closed session per Wis. Stats §19.85(1)(e) (vehicle purchase(s)). Benz 2nd. Motion carried unanimous.

Benz moved to return to open session at 8:11p.m. Kaas 2nd. Motion carried unanimous.

16) *Open Session:*

- a) *Vehicle purchase(s)*. The Village Board may act on the aforementioned topic. – *no action taken*.

17) Adjournment. – ***Rath hearing no objection adjourned the meeting at 8:12 p.m.***

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Minutes

December 8, 2014

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

Present

Bob Benz

Stacy Gedman

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Absent

none

Others Present

Randy Friday, Administrator

Susan Williams, Clerk

Jennifer Schaff, Village Engineer

Steve Summers, Plan Commission Chairman

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as changed by the highlighted section. Kaas 2nd. Motion carried unanimously.***
- 4) Approval of Minutes: Nov. 24 (Regular Meeting) – ***Kaas moved to approve the minutes of the regular meeting of November 24, 2014. Miller 2nd.***

Benz inquired as to the information from PRUT Board report, that the PRUT Board referred an inquiry of snowmobiling along Village roads to Calumet County.

Motion carried unanimously.

- 5) Registered Citizen Comments on Agenda Items. *None.*
- 6) Presentation: Annual Report of the Harrison Fire & EMS (Chief Kevin Kloehn). – *Rath suggested delaying until the Chief is able to appear that night or postpone to 2015.*
- 7) Report of Village Officers.
- a) Village President

Rath encouraged the Board to participate and attend the 2nd annual Winter Solstice on December 20, 2014; Santa will attend, a new choir will be performing and a longtime resident has been invited to light the bonfire. Rath reported it has been a good year and encouraged all commission/board members to use the Administrator when issues arises.

b) Clerk/Treasurer

- i. Review/Approve financial reports.

Benz moved to approve the financial reports as presented. Laux 2nd. Motion carried unanimously.

- ii. *Operator's License*

- *Bridget Buss*

Benz moved to table application until the applicant can appear. Miller 2nd. Motion carried unanimously.

8) Village Engineer: Project Update(s).

Engineer Schaff presented her memo, photos, change order and payment request as requested by the Board at the November 24, 2014 Village Board meeting.

Kaas inquired when Schaff circulates the request for bids if a specified roadway width is identified.

Schaff replied that she provides a probable width but the pulverized width is reviewed after the work is done.

Schaff stated on Sundown Court the width paved was between 23 and 26 feet and Timberline Drive width paved was between 26 and 27 feet without any shoulders.

Schaff stated on Spring Hill Drive; paving to the former width with the side slopes would cause gravel to migrate down into the ditches and so instead used the pulverized width.

Schaff offered to contact MCC for pricing on additional paving.

Benz inquired if additional 'walking' strips along both sides of Spring Hill Drive could be added.

Schaff replied that kind of work would require removal of the shoulder.

Benz questioned if the strips would hold up.

Schaff responded it would not hold up as well.

Laux asked when Spring Hill Drive was last paved and the life expectancy of roads.

Schaff stated she was not familiar with when the road was last paved, and expectancy is 25 to 50 years.

Rath questioned how many more years proper shouldering will give a roadway.

Schaff replied that is difficult to say, but without proper shouldering cracking will occur sooner.

Miller stated ditching work was performed from Palisades down to the state park to improve drainage.

Schaff stated the golf course is interested in improving the situation, but that would be a project that would need support by both the Village and the golf course.

Hennlich questioned Schaff if the gravel could be replaced with limestone screening.

Schaff stated it is difficult to say, it could be permanent or it could wash out with rain.

Laux stated many residents use that road and many are not happy with the paving.

9) Village Administrator: Project Update(s).

10) Old Business:

- a) *Law Enforcement Services Contract (Calumet County Sheriff's Dept.): Consider annual contract renewal.*

Friday presented the contract and informed the Trustees that the County modified the original contract to the approval of the Village Attorney.

Miller moved to approve the Law Enforcement Services Contract (Calumet County Sheriff's Dept.), as presented. Hennlich 2nd.

Benz questioned point 3; the County is not providing all policing services and the services under contract are supplemental in nature and point 9; that the Village has proper insurance coverage for the contract.

Friday replied the Village understands and accepts the services clause.

Williams will review the insurance paragraph with the Village insurance agent.

Motion carried unanimously.

- b) *FY2014 Paving Program – Change Order #1: Request to decrease current contract (\$477,652.42; MCC, Inc.) by -\$97,616.37 to \$380,036.05. – tabled 11/24/14.*

Miller moved to approve FY2014 Paving Program – Change Order #1: request to decrease current contract (\$477,652.42; MCC, Inc.) by -\$97,616.37 to \$380,036.05. Benz 2nd.

Laux inquired if the Village is interested in evaluating costs to extend the width of the road, if those costs be in the current contract.

Schaff replied that it would be better to close the current contract out and deal with the additional work in a separate contract.

Motion carried unanimously.

- c) *FY2014 Paving Program – Pay Request #2 & Final: Request for final project payment (\$11,941.31; MCC, Inc.) for work performed thru Aug. 30, 2014.-tabled 11/24/14.*

Benz moved to approve FY2014 Paving Program – Pay Request #2 & Final: Request for final project payment (\$11,941.31; MCC, Inc.) for work performed thru Aug. 30, 2014. Kaas 2nd. Motion carried unanimously.

11) New Business:

- a) *Schedule of Fees*: Annual review of Village 'Fee Schedule'.

Friday presented the Village Schedule of Fees and identified proposed changes and responded to Trustee questions.

Kaas moved to approve the Village Fee Schedule, as presented. Benz 2nd. Motion carried unanimously.

12) Complaints and Compliments: None.

13) Correspondences:

- a) *'Autistic Child Area' signage*: Request for Board support (Nov. 25; Leder [non-resident]).

Rath suggested filing the correspondence and requested Friday to present information if it becomes available from other municipalities and how they are handling these type of requests.

14) Closed Session.

Kaas moved to go into closed session Per Wis. Stats §19.85(1) (g) and Per Wis. Stats §19.85(1) (e) at 7:24 p.m. Hennlich 2nd. Motion carried unanimously.

- a) *Harrison municipal status; Legal proceedings* – Per Wis. Stats §19.85(1)(g), a governmental body may move to closed session when conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- b) *FY2015 Contracts for Services* – Per Wis. Stats §19.85(1)(e), a governmental body may move to closed session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a closed session.

Miller moved to return to open session at 7:53 p.m. Benz 2nd. Motion carried unanimously.

15) Open Session: The Village Board may act on the aforementioned topics in Item 15.

Williams stated regular operations in December annually has been to hold only one Village Board meeting. Williams went on to say that if need be a meeting will be scheduled and held. Williams informed the Board that Village expenses will be paid prior to the next Village Board meeting January, 2015 if those bills would be assessed late fees or penalties.

16) Adjournment. – ***Rath hearing no objection adjourned the meeting at 7:54 p.m.***

Respectfully submitted for review and approval by Susan Williams, Village Clerk.

Village Board Meeting Notice and Agenda

Monday, December 22, 2014 – 6:30 pm
Sherwood Village Hall – W482 Clifton Rd., Sherwood, WI.

NOTICE OF CANCELLATION

The Village of Sherwood's Village Board meeting is cancelled due to lack of business.

Welcome to the Village Board Meeting! Please observe the following rules of conduct during the meeting:

1. Register to speak on the sign-in sheet on the table in the back of the room as you enter.
2. Speak only to issues on the Agenda.
3. Limit your presentation to three (3) minutes.
4. Do not address Trustees during their deliberations unless requested to do so.
5. Any item listed on the Agenda may be acted upon by the Board.
6. A Quorum of any other Board or Commission is incidental to the V. Board meeting and no action shall be taken on their behalf.
7. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).

Village Board Meeting Notice and Agenda

Monday, December 24, 2014 – 6:30 pm
Sherwood Village Hall – W482 Clifton Rd., Sherwood, WI.

NOTICE OF CANCELLATION

The Village of Sherwood's Village Board meeting is cancelled due to lack of business.

Welcome to the Village Board Meeting! Please observe the following rules of conduct during the meeting:

1. Register to speak on the sign-in sheet on the table in the back of the room as you enter.
2. Speak only to issues on the Agenda.
3. Limit your presentation to three (3) minutes.
4. Do not address Trustees during their deliberations unless requested to do so.
5. Any item listed on the Agenda may be acted upon by the Board.
6. A Quorum of any other Board or Commission is incidental to the V. Board meeting and no action shall be taken on their behalf.
7. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).