

# Village Board Meeting Minutes

Jan. 11, 2016

- 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***

*Susan Williams, Clerk-Treasurer*

*Randy Friday, Administrator*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: Dec. 14 (Regular Meeting). – ***Kaas moved to approve the minutes of the regular meeting of December 14, 2015 as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Kevin Hietpas, N5940 Sweet Clover Dr., Village of Harrison – regarding an unagendized item, voiced support of working with Sherwood in order to provide water for Harrison residents.

- 6) Report of the Community Development Authority (Dec. 16)
- a) *Sherwood Cliffs Apartments – Draft RFP for redevelopment*
- b) *Village Hall– Draft RFP for redevelopment*

*Kaas reported to the Board that the CDA finalized the management agreement for Sherwood Cliff Apartments and he along with President Rath signed off on it with Wisconsin Management Company. Kaas presented the basic information on both Request For Proposals and informed the Board that the plan is for a final revision of the combined RFP at the January CDA meeting and distribution beginning of February.*

*Benz questioned Kaas in regards to the repurposing option presented at the time of purchase of the Sherwood Cliff Apartments. Kaas stated that there was not any commitment of the final use of the property. Benz questioned if the CDA was aware of the condition of the property and how the assessment was made. Kaas stated the condition was determined through an inspection by a building professional. Kaas replied that the ultimate use of the property will be determined by the developers that come forward and the Village's future decisions.*

- 7) Report of the Plan Commission (Jan. 4)
- a) *Ordinance Review – Lawn maintenance.*

*Friday presented the recommendations and local municipalities' regulations and stated the Commission found the modifications of the program was within the implementation of the program and did not require amendment to the Village Code.*

*Hennlich concurred that information was accurate and stated it is not a change to the Code, it is an implementation modification.*

- b) *CSM #2016-01: Request (Sanderfoot; W5409 Mielke Rd.) to divide out 7.19 ac. from current 15.09ac. parcel on State Park Rd.*

*Friday identified the property and the existing Village services on a Village map projected on the Village Board Room wall and explained to the Board since the Plan Commission meeting conversations have taken place with the applicant and himself. Friday stated the new proposal is to rezone the entire property to residential, the lot configuration change will be made to follow the length to width Village regulation (under 2.5), and Sanderfoot will enter into a developers agreement which will stipulate that when the Village extends services they accept their cost of that construction.*

*Hennlich inquired if this will go back to the Plan Commission and Friday agreed stating that the presented document will need revision and the Board should table this.*

*Gedman questioned what happens with the existing building and Friday replied that becomes a non-confirming existing use.*

*Kaas stated he was concerned with the construction equipment parked outside behind the garage.*

*The Board agreed to table.*

- c) *State Park Estates IV – Requested drainage easement removal.*

*Friday stated that the property owner was directed to discuss with Cedar Corp engineers.*

- 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 with conditional approval on Wolfrath check \$2,874.03 for outstanding Wanick Park TIF #1 expenses contingent upon Park Recreation and Urban Tree Board approval on January 20, 2016, the rest as presented. Miller 2<sup>nd</sup>.***

*Friday stated Wolfrath's representative met with Public Works Staff, Williams and himself to work through the outstanding invoice and Wolfrath's donated \$2,500 of the invoice.*

***Motion carried unanimously.***

- ii. Investment policy and rate update(s).

*Williams directed the Board to the packet item describing changes to Calumet County Bank and informed the Trustees she will gather information on local financial institutions for future consideration.*

*Williams also directed the Trustees to a memo in the packet about public postings, the related Code section, informed the Board the grocery store is agreeable to a dedicated Village Matters section of their public bulletin board and asked the Board if they wish for this item to be on the next agenda. The Board concurred.*

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

*Friday stated that within 2 months the documents will be presented for the FY2016 street construction.*

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

*Friday reported the Public Works Staff are working on space in the Village Administrative Offices to create more space for the recreation programming.*

- 11) Old Business:

- a) *Code of Ordinances; Chapt. 1; Art. VI, §1-33: Dissolution and Termination of Water & Sewer Utility Commission.*

*Friday presented the expanded language in the ordinance.*

*Kaas inquired as to where the language will be in the Code and Friday responded that it will be in Chapter I.*

***Miller moved to approve the Amendment of the Municipal Code Chapt. 1; Art. VI, §1-33: Dissolution and Termination of Water & Sewer Utility Commission, as presented. Hennlich 2<sup>nd</sup>.***

*Benz stated he will still vote nay, believes it is an entirely different discipline than the Village Board, the issues are very technical and were given more time.*

*Friday responded that there will be questions in the future*

***Benz – nay. Motion carried unanimously.***

*Miller stated Benz's comments were important, but since the Village water comes from Appleton and working with MCO for operations provides expertise which allowed him to cast his vote on the motion.*

*Kaas added that resources are available such as the engineer that can address the technical issues.*

- 12) New Business:

- a) *Appleton Exhibition Center Advisory Committee establishment – Consider/Appoint Sherwood stakeholder representative.*

*Benz volunteered to be the Village representative.*

***Miller moved to appoint Benz the Village representative for the Appleton Exhibition Center Advisory Committee. Hennlich 2<sup>nd</sup>. Benz abstained. Motion carried.***

- 13) Complaints and Compliments: None.

*Benz complimented the Village Staff; Val, Randy and Public Works Staff for assistance during the recent snow storm; 2 cars were stuck in the snow in his cul de sac and he called into the office and within a short time the cars were freed and the street cleared.*

*Kaas also complimented the Public Works Staff for the plowing of the streets, doing a superb job.*

- 14) Correspondences:

- a) *Quarry truck debris on Clifton Road (Dec. 14; White).*  
b) *Geese population (Dec. 19; Kruse).*  
c) *Activity Report – Dec., 2015 and Year-end (Calumet County Sheriff's Dept.).*

- 15) (7:00pm) Closed Session: 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.

***Kaas moved to go into Closed Session: Per Wis. Stats. §19.85(1) (e) at 7:33 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- 16) Open Session: The Village Board may act on the aforementioned topic(s).

***Hennlich moved to return to Open Session at 7:56 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

No action taken after returning to Open Session.

- 17) Adjournment.

***Miller moved to adjourn the meeting at 7:56 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

The minutes respectfully submitted for review and approval by Susan Williams, Clerk.

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*Jim Rath, excused*

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*Randy Friday, Administrator*

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- c) *State Park Estates IV – Requested drainage easement removal.*

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

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***Motion carried unanimously.***

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***Benz – nay. Motion carried unanimously.***

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*Benz volunteered to be the Village representative.*

***Miller moved to appoint Benz the Village representative for the Appleton Exhibition Center Advisory Committee. Hennlich 2<sup>nd</sup>. Benz abstained. Motion carried.***

- 13) Complaints and Compliments: None.

*Benz complimented the Village Staff; Val, Randy and Public Works Staff for assistance during the recent snow storm; 2 cars were stuck in the snow in his cul de sac and he called into the office and within a short time the cars were freed and the street cleared.*

*Kaas also complimented the Public Works Staff for the plowing of the streets, doing a superb job.*

- 14) Correspondences:

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***Kaas moved to go into Closed Session: Per Wis. Stats. §19.85(1) (e) at 7:33 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

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***Hennlich moved to return to Open Session at 7:56 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

No action taken after returning to Open Session.

- 17) Adjournment.

***Miller moved to adjourn the meeting at 7:56 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

The minutes respectfully submitted for review and approval by Susan Williams, Clerk.

# Village Board Meeting Minutes

Jan. 25, 2016

- 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***

*Susan Williams, Clerk-Treasurer*

*Randy Friday, Administrator*

*Brenda Stumpf, Recreation Coordinator*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: Jan. 11 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of January 11, 2016 as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Presentation: Village of Sherwood MS-4 Stormwater Management – Overview of annual activities related to grant project (Nick Vande Hey; McMahon Engr.).
- 7) Report of the Park, Recreation and Urban Tree Board (Jan. 20)
- Wanick Park pond – Aerator test results
  - Facility usage in FY2015
  - AED update
  - Pickleball survey
  - Part-time Summer Help – Job Description
  - Begin review for concession stand/trailer & equipment
  - Wanick Park tree planting – Final billing (Wolfrath Landscaping)
  - Miller Pond – Reforestation signage
  - Trail connection – Sherwood Forest subdiv. connection to Legion Park
  - SummerFest entertainment
- 8) Report of Village Officers.
- Village President
  - Fox Cities Area Room Tax Commissioner

*Benz reported attending the Organizational Meeting of the Commission where Officers were elected, Bill 86.55 and Commission By-Laws were reviewed, received update on the Exhibition Center, and Benz requested input from the Trustees for suggestions to change the By-Laws by weeks end.*

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

***Kaas moved to approve the financial reports as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- ii. Election Inspector Appointment (2016-17): Pat Schuster.

***Miller moved to approve Pat Schuster as an Election Inspector for the 2016-17 Election cycle. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- iii. Renter request to allow Summer intern(s) to stay at Village-owned, housing property.

*Williams introduced the topic to the Board and requested their direction. The Board discussed and directed Williams to approve the request contingent upon receipt of candidate(s) documentation.*

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

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

*Administrator Friday distributed a water leak incident report from the Utility Operator (event date of January 23, 2016).*

*Benz requested the Utility Operator attend the next Village Board meeting to present the water loss report and I & I report (from the observation at High Cliff).*

*Kaas suggested the Village Board Agenda have a Utility section as a part of the order of business.*

*Friday replied that he will request the operator's attendance, add the Utility to the Village Board Agenda and at the April Organizational Meeting propose the change to the order of business section of the Village Board Agenda.*

*Friday reported that he will meet with Village President Rath and Fire Chief Kloehn on February 15, 2016 to discuss fire equipment.*

*Benz questioned when a long term fire contract discussion can take place.*

*Friday informed the Board that he will attend a Tax Incremental Financing conference February 11 – 12, 2016.*

- 11) Old Business: None.

- 12) New Business:

- a) *Contract for Services – MS-4 Permit Compliance via Grant (State = \$57,787; Village = \$65,163): Consider approval of McMahan as service provider (\$122,950).*

**Miller moved to approve the Contract for Services – MS-4 Permit Compliance via Grant (State = \$57,787; Village = \$65,163), contingent upon the State approval. Hennlich 2<sup>nd</sup>. Motion carried unanimously.**

**Miller moved to authorize Village Administrator to sign off on State Grant documents, once received. Hennlich 2<sup>nd</sup>. Motion carried unanimously.**

b) *FY2015 Budget Amendment: Consider approval.*

**Kaas moved to approve the FY2015 Budget Amendment as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.**

c) *Ordinance change: Consider amending Village Code of Ordinances regarding Posting of Official Public Notice (Ch. 1; Art. 1-2, C.).*

**Benz moved to approve amending Village Code of Ordinances regarding Posting of Official Public Notice (Ch. 1; Art. 1-2, C.) as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.**

13) Complaints and Compliments: None.

*Benz complimented the driver of Advanced Disposal from his observation a week ago last Friday. Benz stated that due to a home build the road was blocked and the driver could not go the entire length of his street, so the driver parked his truck and dragged at least 5 garbage carts down to the truck to dump and then returned them to their homes. Benz stated he was very happy with the driver's dedication.*

14) Correspondences:

a) *Monthly Activity Report(s) – Nov & Dec., 2015 (Harrison Fire & Rescue).*

15) Closed Session: *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.*

**Benz moved to go into Closed Session Per Wis. Stats. 19.85(1) (c) at 8:17 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.**

**Miller moved to return to Open Session at 8:26 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.**

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

**Kaas moved to modify the Finance Clerk's job description of recording of the minutes to remove Utility Commission and insert the Park, Recreation and Urban Tree Board. Benz 2<sup>nd</sup>. Motion carried unanimously.**

- 17) Adjournment. – *Kaas moved to adjourn the meeting at 8:29 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.*

The minutes respectfully submitted for review and approval by Susan Williams, Clerk.

# Village Board Meeting Minutes

Feb. 8, 2016

- 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***

*Susan Williams, Clerk-Treasurer*

*Randy Friday, Administrator*

*Bruce Genskow, MCO*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to advance agenda item 10) to follow agenda item 4), and the rest of the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: Jan. 25 (Regular Meeting). – ***Benz moved to approve the regular meeting of the Village Board on January 25, 2016 as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.  
Todd Thiel, W4852 Escarpment Terrace, Sherwood – regarding agenda item 6) voiced support of the Lake Association formation presentation.  
Dennis Allar W4857 Spring Hill Drive, Sherwood – regarding agenda item 6) voiced concerns about the property owners in opposition.  
Faith Emons, N7767 Sundown Court, Sherwood – regarding agenda item 6).  
Tom Sanderfoot, N8045 State Park Road, Sherwood – regarding agenda item 8) b) & c).  
Dave Schmalz, W5884 Sweet William Dr., Appleton – regarding agenda item 8) b) & c) presented the interests of Sanderfoot.
- 6) Presentation: *Palisades Pond – Lake Association*: Consider formation of an Association due to impending dam removal (Roger Kaas; Resident).

Kaas recused himself from the Village Board dais to speak as a resident. He led the Board through a PowerPoint presentation regarding the High Cliff Public Golf Course (HCGC) pond and dam structure between Escarpment Terrace and Spring Hill Drive, stating HCGC informed pond residents they intended to remove the dam. Kaas noted local residents met with a DNR representative where the following options were discussed: (1) Submit a dam transfer request along with dam repair plans; (2) Transfer ownership to another entity that would submit dam repair plans; and (3) Dam removal. (Village Board 2/22/16 Kaas stated this was incorrect, the options were presented to the High Cliff Golf Course from the Wisconsin Department of Natural Resources) Kaas presented two options for consideration to the Board: (1) The Village takes over the dam/pond and takes over current & future maintenance costs; or (2) Formation of a Lake District, in which the property owners pay for improvements. Kaas has circulated a petition with 15 of 21 property owners supporting formation of the District.

*Gedman questioned if HCGC owns the pond and if the DNR has a claim on it. Kaas confirmed HCGC owns the pond and the land under the water, while the DNR regulates the pond.*

Kaas and Thiel noted HCGC did not do the DNR *Dam Transfer* when they obtained the golf course lands. The DNR states whoever the owner is will be required to complete the transfer.

*Miller inquired if establishment of the dam ownership must be done first.*

Thiel stated the DNR will determine the owner. And, because none of the prior changes in ownership included the DNR Dam Transfer form, they can consider those transactions void. Thiel reported the DNR understands what has happened in the past and wants to fix the situation, but ownership will be established after the Transfer Form is completed and proves the dam can be maintained.

*Gedman asked if the dam is rebuilt and the pond established if the DNR is involved. Thiel stated the DNR oversees the dam. Gedman inquired if the property owners can restrict access. Kaas responded there must be public access and that is possible via the Schneider Park parcel.*

*Gedman asked if the dam is removed is there a natural water flow. Kaas responded there is a spring along the Sundown Court edge and water would flow through the mud flats. Gedman inquired of the MS-4 requirements, having a dam provides a better results for flowage to Lake Winnebago. Kaas agreed it does.*

*Hennlich inquired if 15 signatures were in favor of the District formation. Kaas affirmed this. Hennlich inquired about the percentage needed. Kaas responded 51% of all land owners. (Village Board 2/22/16 Kaas stated this was incorrect, in a Village there is no requirement of a petition, the Village Board may approve through resolution, they circulated a petition to demonstrate support)*

*Gedman asked what the homeowners want who signed the petition. Kaas and Thiel replied their first option is for the Village to take it over. Secondly, is to form a Lake District.*

Thiel stated if the pond is no longer there, property owners may expect their tax assessment to be lowered due to the lack of a water feature.

*Hennlich asked if the McMahon stormwater consultant was asked about the role the pond may play in Sherwood's new MS-4 stormwater regulations and requirements. Kaas stated; 'Not yet.'*

*Miller inquired about what happens downstream if the dam is removed. Kaas stated it would be done in stages.*

*Benz questioned Miller's comment regarding dam ownership – Because it appears nothing was done legally, that nobody owns it, and who may own it now and sell it to whomever in the future, that his concern is to clear up the 'legal ownership' question before proceeding. Kaas states HCGC owns it but did not complete the Dam Transfer form. Thiel stated the DNR is holding that form pending the Village/District actions.*

*Benz questioned Hennlich's comment about the MS-4 and the impoundment being in the system and how important this pond is in the system and the McMahon consultant did not have that information at the time of that presentation. He further asked for a professional opinion on the impoundment's significance to the Village's system.*

Friday stated the Village's side of the funding equation is complete. The MS-4 timeline is dependent on when the Village receives State paperwork for grant implementation. Depending on that and the homework the consultant has to do relative to this particular pond that was never built as a stormwater detention pond, the answer of the relative importance of this pond within the entire system may not be known until Summer. Friday will pose this to the consultant.

*Benz questioned the estimated repair/replace cost \$100,000. Kaas replied the costs came from Cedar Corp Engineering. Benz questioned if there are grants for this. There are, but this impoundment is an insignificant part of the DNR's system.*

*Miller asked if the DNR deadline could be extended.*

*Benz stated it is important to the Village and appreciates the work done so far.*

Kaas contacted the assessor regarding effects from removing the water feature on property values. The response was it was difficult to determine without comparables.

Kaas stated the next step is to publish a public hearing. *Friday stated at the very least, it can be set as a placeholder and continued if a final decision is not made.*

*Board directed Williams to research State Statutes to schedule a public hearing.*

*Friday suggested Clerk Williams could send the DNR contact the Draft Minutes to inform them a Public Hearing has been scheduled.*

Kaas returned to the Board dais.

- 7) Report of the Community Development Authority (Jan. 27)
  - a) *Sherwood Cliffs Apartments and Village Hall Senior Living site: RFP for redevelopment.*

*Kaas reported distributing the RFP for the development of the property behind the Village Hall property and the apartment building to approximately 30 developers of Wisconsin.*

- b) *50/50 Business Matching Grant Program – Castle Square Condo Assoc.: Request for match regarding pylon sign (Approved).*

*Kaas stated the Authority heard and approved a grant application from the Castle Square Condo Association for a sign purchase in the amount of \$6,900.*

*Kaas completed his report with information from a Special Meeting earlier this date approving the purchase of N407 Harrison Street. The closing will take prior to June 1<sup>st</sup> once the property has been vacated. This is the final property on this side of Hwy 114/55 purchases for the Downtown Master Plan development the CDA has contemplated.*

- 8) Report of the Plan Commission (Feb. 1)
- a) *CSM#2016-01: Request (Sanderfoot; W5409 Mielke Rd.) to divide out 7.19 ac. from current 15.09ac. parcel on State Park Rd. extension.*

*Friday reported the Commission received and approved a 60-day extension. Friday stated the items b) and c) below are for the same property and the CSM is now extended 60 days in order for those 2 items be considered.*

- b) *Developer Agreement: Consider private water & sewer service Laterals to N8045 State Park Road (see 'a' and 'c').*

*Friday briefly reviewed the Agreement with the modifications presented by the developer and approved by the Commission, contingent upon an approved rezoning application (below).*

*Rath asked Sanderfoot if the intent is to have minimal usage at the garage. Sanderfoot agreed.*

*Laux inquired of Hennlich if the Commission considered different aspects of the concept plan. Hennlich replied the Commission did not and the property will continue to be used agriculturally for at least the next 6 years, per an agreement with the prior owner.*

*Kaas asked if the property is zoned residential and the use is agricultural where in the ordinances is that allowed. Friday replied the Agricultural District by definition in the Zoning Code is a holding district for future development. In this case, the Village gets the zoning it wants as stipulated on the Future Land Use Map and as the Comprehensive Plan dictates. Further, it is commonplace for a municipality to rezone land as residential from agricultural, not that the use changes immediately, for instance in the case of the Dave Petrie farm and barn.*

*Miller stated the vacant land behind his home (Wittman) is zoned Residential and being farmed.*

*Friday shared that the Assessor has told Staff that land use (Ag.) trumps zoning from an assessment perspective, as it is a traditional precursor to development.*

- c) *RP#2016-01: Request (Sanderfoot; W5409 Mielke Rd.) to Rezone 15.09ac. parcel at N8045 State Park Rd. from Agricultural to R-1 Single-family zoning.*

*Friday informed the Trustees a Public Hearing has been set for Feb. 22<sup>nd</sup> to discuss the rezoning petition.*

- d) *State Park Estates IV – Drainage easement removal (Lots #110 thru 114; RBH Development).*

*Developer is requesting the vacation of the easement to make the lots marketable. Friday reports the Village Attorney was consulted and all the owners must agree to the vacation, agree to hold the Village harmless, and pay for costs of the vacation (Village Attorney, etc.).*

- e) *Site Plan Amendment: Request to place drive-thru and remove one parking stall at Castle Square Condos Assoc.*

*Friday presented the potential site plan amendment, adding a drive-thru, eliminating a parking stall, and paving between Knight Drive to the parking lot within 24 months of opening. While conceptual at this time, the buyer is negotiating with the bank on this foreclosed property.*

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

***Benz moved to approve the financial reports plus the February tax settlement checks per the handout presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- ii. Alcohol Beverage Retail Class ‘B’ (beer) and Class ‘C’ (wine) License – ‘The Chubby Seagull’ (GK Ventures, Inc.).

***Miller moved to approve the Class ‘B’ and Class ‘C’ License for The Chubby Seagull, GK Ventures, Inc. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- iii. Appointment of Agent (Benjamin King) – ‘The Chubby Seagull’ (GK Ventures, Inc.).

***Hennlich moved to approve the Appointment of Agent Benjamin King for The Chubby Seagull, GK Ventures. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

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

Genskow informed the Board of the following items:

- Water service leak at Shennigans repaired by Hietpas.
- Auto accident damage to manhole at Pigeon Rd./Park Drive repaired by Great Lakes.
- Genskow explained the *Water Loss Report* for 2015 is a nominal 12%, with the January, 2016 loss is at 24%, likely due to the Shenanigan’s loss beginning in December.
- Inflow and infiltration rate at High Cliff State Park was previously 5 gals/minute. A cement barrier installed to retard I&I has been removed. Hennlich, former-Park Superintendent, will contact to discuss grading and/or culvert placement to help divert water away.

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

*Friday and Staff met with Cedar Corp Engineers to discuss FY2016 paving projects. Palisades Circle, Forest Lane, Golf Course Road from Palisades to the Condos, Park Drive, and a culvert crossing Stommel at the cell tower site are the areas of work this year. Bidding materials are being worked on and contract awards should come by end-March.*

*Friday and Cedar Corp will assess and provide a thorough 5 year roadway program.*

*Friday will be attending a TIF conference Wednesday through Friday in Wisconsin Dells.*

12) Old Business: None.

13) New Business: None.

14) Complaints and Compliments:

*Kaas reported receiving multiple calls about the concession cart purchase for Wanick Park. The concerns were if the idea was properly thought out, what kind of revenues are expected and how the local businesses may be effected.*

*Hennlich and Miller stated receiving the same kind of calls. Friday reported receiving no calls. Gedman stated one neighbor asked about it.*

*Friday asked if Gedman, as Village Board representative to the PRUT Board, would help the Rec. Programming Coordinator determine projections. Gedman will provide assistance.*

*Rath suggested the service clubs could offer manpower to reduce labor costs.*

*Benz stated his concern is more the competition for Dick's, the Chubby Seagull and Froggs.*

*After Hennlich received a call, he went to Dick's and spoke with Nathan Vanden Wymelenberg. Nathan stated this will not affect their business at all and their store embraces the idea.*

*Hennlich stated receiving complaints about the Hawkinson property appearing as a junk yard. Kaas inquired if he receives regular citations and Friday responded yes.*

*Friday reported items are moved to and from the property. However, without a property maintenance ordinance, the Village can only enforce grass cutting and parking.*

*Kaas, Miller and Rath agreed establishing a property maintenance ordinance should occur.*

*Friday asked if that was a consensus of the Board; Rath, Kaas, Miller, Hennlich and Laux directed Friday to draft the document and take to the Plan Commission.*

15) Correspondences:

a) *Incorporation of a portion of the Town of Menasha as the Village of Fox Crossing (Dept. of Administration; Feb. 4).*

16) Closed Session: 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.

***Benz moved to go into Closed Session: Per Wis. Stats. §19.85(1) (e) at 9:07 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

***Miller moved to return to Open Session at 9:43 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

17) Open Session: The Village Board may act on the aforementioned topic(s).

18) Adjournment. – *Rath hearing no objection adjourned the meeting at 9:43 p.m.*

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

## Village Board Meeting Minutes

Feb. 22, 2016

- 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***

*Susan Williams, Clerk-Treasurer*

*Randy Friday, Administrator*

*Brenda Stumpf, Recreation Programming*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- 4) Approval of Minutes: Feb. 8 (Regular Meeting). – ***Benz moved to approve the minutes as presented. Miller 2<sup>nd</sup>. Kaas stated the following language under agenda item 6):***

*Kaas noted local residents met with a DNR representative where the following options were discussed: (1) Submit a dam transfer request along with dam repair plans; (2) Transfer ownership to another entity that would submit dam repair plans; and (3) Dam removal was incorrect and those three options were given to the High Cliff Public Golf Course in a letter from the Wisconsin Department of Natural Resources.*

***And***

*Kaas responded 51% of all land owners, stated this was incorrect, in a Village there is no requirement of a petition, the Village Board may approve through resolution, they circulated a petition to demonstrate support. Benz and Miller agreed to the amendments. Motion as amended carried unanimously.*

- 5) Registered Citizen Comments on Agenda Items.

Mary Pat Thomson, W4811 Spring Hill Dr., Sherwood – regarding agenda item 8) and 15) a) voiced concerns of the Lake District formation and the financial impact to the property owners adjacent to the pond. (after comments handed the Clerk a statement).

Ron Wenzel, N7751 Windswept Ln., Sherwood – regarding agenda item 8) and 15) a) voiced concerns of the Village taking over the pond, it's a personal situation not the Village's.

Phillip Zoellner, W4892 Escarpment Ter., Sherwood – regarding agenda item 8) and 15) a) voiced seeing the value of the pond, questioning the watershed impact, concerned if dam is removed what will happen to the sediment.

Roger Kaas, W4840 Escarpment Ter., Sherwood – regarding agenda item 8) and 15) a) voiced concerns as a citizen after stepping down from the Board Table, stated 2 options he had presented at the previous Village Board meeting.

Tom Sanderfoot, N8045 State Park Rd., Sherwood – regarding agenda item 7) and 14) requesting support of the developer agreement and rezoning petition.

Julianne Hargarten, W4841 Spring Hill Dr., Sherwood – regarding agenda item 8) and 15) a)

Williams Hargarten , W4841 Spring Hill Dr., Sherwood – regarding agenda item 8) and 15) a) commented that the Village and property owners adjacent to the pond believed that it is an asset, requested the Village to protect it, would go along with lake district and financial responsibility. Albert Cole, W4860 Escarpment Ter., Sherwood – regarding agenda item 8) and 15) a) stated has been enjoying the pond for 13 years, voiced concerns of the lifetime of the pond and if it will silt up and is waiting for the stormwater analysis.

Bill Rogers, W4716 Nature Ct., Sherwood – regarding agenda item 8) and 15) a) stated concerns of the Village jumping in when it is an issue between the golf course and the State.

Ned Marks, W4897 Escarpment Ter., Sherwood – regarding agenda item 8) and 15) a) stated living on the pond for 26 years and if the pond is not part of the stormwater, cannot imagine the Village taking it on and concerned about having resources for police protection.

Dave Schmalz, W5884 Sweet William, Appleton – regarding agenda item 7) and 14) requesting support of the developer agreement and rezoning petition.

Martina Maki, W4887 Spring Hill Dr., Sherwood – regarding agenda item 8) and 15) a) stated seeing both sides of the situation, having great respect for all involved, questioned the title insurance identifying the ownership and concerns if the lake district is formed the maximum tax rates and special assessment that can be charged.

Ryan Propson, W4878 Escarpment Ter., Sherwood – regarding agenda item 8) and 15) a) requested the Village to allow the pond to remain, recognizes both sides, concern that if golf course is allowed to remove that they will not maintain it in a natural state.

Question from audience if the pond would be subject to the Village Weed Ordinance. Kaas replied that it would depend on the zoning.

- 6) Presentation: FY2015 Annual Review and FY2016 Preview (Harrison Fire & EMS; Chief Kevin Kloehn).
- 7) Public Hearing: Rezoning Petition #2016-01: Request (T. Sanderfoot; W5409 Mielke Road) to rezone 15.09ac. parcel (N8045 State Park Rd.) from Agri. to R-1 (Single-family) per adopted Comprehensive Plan – Future Land Use Map (Note: Plan Commission recommendation to consider *Developer Agreement* in conjunction with RP; See 14a/b/c).

*After three (3) calls for the public hearing Rath opened the hearing at 7:47 p.m.*

***Benz moved to close the public hearing at 7:48 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- 8) Public Hearing: Residents/Property owners around ‘Palisades Pond’ requesting Village Board to consider creation of a ‘Lake District’.

Kaas stepped down to the audience from the Board Room table.

*After three (3) calls for the public hearing Rath opened the hearing at 7:48 p.m.*

***Benz moved to close the public hearing at 7:49p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

Kaas returned to the Board Room table.

- 9) Report of the Community Development Authority (Feb. 8)

- a) Consider/Approve Resolution #01-2016 – Property Purchase (N407 Harrison Street).

*Kaas reported the CDA held a special meeting to approve the purchase of the final part of the portion of the properties to be obtained for development along this side of Hwy 114/55.*

*Benz questioned the Board if the Wis. DOT expert Jeff Saxby was consulted about the Village proceeding with property purchases. Kaas stated the S.E.H. professionals were to give the Village a revised response to the DOT communications.*

*Benz requested Friday to follow up. Friday stated he would contact Jeff Saxby/Glen Van Warner from S.E.H. for an update.*

- 10) Report of the Park, Recreation and Urban Tree Board (Feb. 17)

- a) *Sell Attraction Tickets thru Wis. Parks & Recreation Assoc.*

***Benz moved to approve the PRUT to sell attraction tickets through Wis. Parks & Recreation Association. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- b) *N.E.W.P.R.O. – Monthly meeting attended.*

*Stumpf reported attending a recent meeting during which a topic discussed was development of “Friends” groups and Hennlich offered Stumpf his assistance.*

- c) *Pickleball Survey in upcoming Newsletter.*

- d) *Easter Egg Hunt: March 26 (volunteers welcome).*

- e) *Amphitheater Entertainment: Summer schedule of events.*

*Stumpf reported Sunday afternoon events at Wanick Park scheduled so far:*

*June 26<sup>th</sup> Miller and Miller (Juggling and Comedian Combo)*

*July 10<sup>th</sup> Randy Peterson (Children Guitarist and Entertainer)*

*August 4<sup>th</sup> Mr. Billy (Children Entertainer)*

*August 14<sup>th</sup> TBD*

- f) *PT Employee Job Description: Update.*

- g) *Concession Stand: Sub-committee to review lay-out and products.*

*Kaas informed Stumpf he had received calls in opposition to the trailer and the callers voiced concerns about detriment to local businesses and the cost versus income.*

- h) *Donation Recognition: Continue discussion of ‘donation levels’.*

- i) *Future Meetings: Consensus is to move to 3<sup>rd</sup> Mondays, monthly.*

*Kaas questioned Stumpf if the Farmers Market concept is being worked on and Stumpf stated she is continuing to gather information.*

Question from audience commented that the soccer field at Wanick Park being too rough for play in the fall of 2015.

*Benz complimented Stumpf on a good job.*

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

*Rath reported a resident commented on heavy equipment seen on along the Quarry ridge questioning if the Board or Staff heard of the work starting up when he was under the impression it was winding down/stopping.*

*Rath stated all Trustees/Board/Commission Members obtaining proper permitting when doing work at their homes.*

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

***Hennlich moved to approve the financial reports as presented. Laux 2<sup>nd</sup>.***

*Benz questioned the value exercising of the MCO bill. Friday stated the invoices reflect the contract and budget. Rath asked for the minutes to be checked.*

***Motion carried unanimously.***

- ii. Operator's Licenses.  
• Marissa Hintz  
• Brittany Vandenberg

***Benz moved to approve the license applications presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

*Williams reported the auditor's fieldwork completed last week, the Village Election turnout was 16% and the last page of the packet was a communication from the Calumet County Bank about the pending merger with State Bank of Chilton.*

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

*Friday directed Trustees to the schedule included in packet, with bid opening March 23, 2016, consideration/approval at the Village Board meeting March 28, 2016 and construction phase July – August.*

*Benz inquired of Friday the reason the settling occurred on Creekside Drive and Arbor Vitae Drive. Friday replied the compaction was not conducted properly.*

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

*Friday reported attended Calumet County Local Emergency Planning Committee meeting last week and attended TIF conference the week before. Friday stated he will be reporting to the CDA on recent legislation/information.*

14) Old Business:

- a) *Developer Agreement (Sanderfoot): Consider allowing extension of private water & sewer service laterals to N8045 State Park Road in conjunction with rezoning of said parcel from Ag. to R-1, Single-family residential (see 'b' and 'c').*

*Friday reported to the Trustees the recommendation from the Plan Commission was for the Developer Agreement and Rezoning Petition be approved together.*

*Friday went through the Developers Agreement, highlighting some language. Friday stated if the Agreement and the Request are approved then the CSM would be withdrawn.*

*Hennlich asked for clarification on the use of the property if rezoned to residential if Sanderfoot is prohibited from making it his business. Friday replied at home businesses are allowed in the Village, but this property the answer would be 'no'. Rath questioned Sanderfoot if he would agree to stipulate to that and Sanderfoot agreed. Hennlich suggested adding that language to the Developers Agreement.*

*Rath stated his concern is the repayment plan for special assessment is stretched to 10 years which should be over 5 years.*

*Benz addressed Sanderfoot that he was an advocate for Village services. Benz reported being more comfortable with Sanderfoot keeping the property rural, will it become commercial someday or is it today.*

*Sanderfoot replied that the existing building would never house his business and the equipment on site is being used to finish the building.*

*Rath stated that the Board must be open and follow due process.*

*Benz directed the Board to the packet page which identified the adjacent property owners and asked if any property owners were present to contest the application. Benz inquired of Staff if all property owners were notified and Williams responded only those within the Village were.*

*No audience members indicated they were present in opposition to the application.*

*Benz moved on to the checklist the Plan Commission reviews with these type of applications and inquired as to who completed it. Friday stated the Plan Commission goes through it. Benz questioned the population density change effecting the Village services point, stating residential would be a higher use than agriculture.*

*Laux stated she believes Sanderfoot's current use has already impacted services.*

*Friday directed the Board to the projection on the Board Room wall of the additional language added to the Developers Agreement of:*

*Whereas, the Developer agrees they will not now or at any time in the future make this parcel or any portion thereof lying in Sherwood become their place of business, including any future heir's, successors, and assigns, notwithstanding any allowances for business(s) as allowed by the local Zoning Code.*

*Laux questioned Sanderfoot's intention of keeping equipment on the parcel outside the building.*

Sanderfoot stated the equipment remains since the building is not finished, after the petition is approved services can be completed and a cement floor poured.

***Hennlich moved to approve the Developers Agreement as amended and the RP #2016-01 as presented. Gedman 2<sup>nd</sup>.***

*Rath commented he was struggling with the 10 year repayment term, and his vote would be placed accordingly. Rath suggested if Sanderfoot would be willing to switch to the 5 year plan that is the only thing holding him up.*

Sanderfoot agreed to change the language to 5 year repayment term.

***Hennlich and Gedman agreed to the change of language in the Developers Agreement to 5 year term.***

***Rath called for a roll call vote: Benz – aye, Gedman – aye, Hennlich – aye, Kaas – aye, Laux – nay, Miller – abstain, Rath – aye. Motion carries.***

- b) *RP #2016-01: Request (Sanderfoot; W5409 Mielke Rd.) to rezone 15.09ac. parcel at N8045 State Park Rd. from Agri. to R-1 Single-family zoning.*

*Acted upon under 14) a) above.*

- c) *CSM #2016-01: Certified Survey Map request to divide out 7.19ac. of 15.09ac. parcel along west side of State Park Road, adjacent to Mielke Road (Sanderfoot; 60-day extension thru April 30. (Note: 'Withdraw' with RP #2016-01 approval).*

*Friday questioned Sanderfoot and Schmalz if they are in agreement to withdrawal of the CSM request and both verbally agreed.*

- d) *State Park Estates IV – Drainage easement removal (Lots #110 thru 114; RBH Development – Requestor).*

***Benz moved to approve the State Park Estates IV – Drainage easement removal (Lots #110 thru 114; RBH Development – Requestor, with the property owners paying all costs related to this request. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

15) New Business:

- a) *Resolution #02-2016 – 'Palisades Pond Lake District': (per Public Hearing) Consider establishment of Lake District for property owners between Spring Hill Drive and Escarpment Terrace, and Sundown Court and Palisades Trail.*

Kaas stepped down to the audience from the Board Room table.

*Friday informed the Board the resolution in the packet included clauses which are not applicable for Villages, per UW-Stevens Point Professor who is charge of this for the State and with the Board approval will be removed.*

*Rath stated the neighborhood is in a situation through no fault of their own and this association gives them the opportunity to protect their properties. Rath commented that this solves the immediate need.*

*Friday reported Nick Vande Hey from McMahon the MS4 expert stated the reason why it is important to go through this process is that the other ponds in the Village were constructed with the subdivisions which were held to current DNR standards and this pond may not fall within those standards in its current condition.*

*Miller asked if anyone had looked at the original intent of the pond, it was not that size, it was a water hole on the golf course along the 15<sup>th</sup> fairway, when the golf course was reconfigured Frank Schneider decided he would develop building lots along the Southside of Spring Hill Drive and he doubled the width of the pond and it was 20 ft. deep. Miller stated there is a lot of information that is needed and wondered if there is a way to borrow time from the DNR.*

*Friday stated his understanding from Frank Schneider's lawyer was that it was a cold water trout pond and Spring Hill Drive was named from the spring at the bottom of the hill.*

*Miller inquired if the Lake District is formed will reluctant home owners be forced to pay those fees and Friday responded 'yes'.*

*Rath stated the options are the motion to create the Lake District, to deny the Lake District and to table.*

*Benz empathizes with the residents in the audience and has been an advocate of rural in the Village, understands the options and is leaning towards tabling the topic and wait. Benz stated concern with the DNR follow up and believes that a delay could happen. Benz read from a newsletter of a lake district from the property he owns in Langlade County.*

*Benz stated the information he received from Vande Hey (McMahon) was that the pond was not significant in our stormwater system and if he (Benz) had to make a decision today that is what he would use and if it be could postponed it may be a better decision.*

*Rath stated the Board's concern of inaction causing harm or action beginning the clock which could cause harm.*

*Kaas replied that he did not know what the DNR will do if there is no action taken and that they (DNR) gave the golf course the April 1<sup>st</sup> deadline.*

*Miller stated when he lived on the pond rain effected it by raising the water level until it filtered out.*

Albert Cole commented that he believes the DNR would give the Village time.

*Benz questioned the audience if they preferred the Board take action on the Lake District and audience members agreed.*

***Benz moved to approve Resolution #02-2016 – ‘Palisades Pond Lake District’: (per Public Hearing) Consider establishment of Lake District for property owners between Spring Hill Drive and Escarpment Terrace, and Sundown Court and Palisades Trail. Laux 2<sup>nd</sup>.***

*Friday asked if Board wanted the language related to towns/counties in the resolution be removed and the Board agreed.*

*Miller inquired if approving this resolution meant that the DNR is not being asked for more time. Rath replied he would disagree with that, the fact that it is established would not preclude them from granting more time since this is a commitment to take care of the problem.*

*Hennlich stated this is a much friendlier organization under this administration than it has been in the past.*

*Gedman asked if this was a motion to create the Lake District which proves to the DNR to resolve the situation in the hopes the DNR will back off on dates. Gedman stated if it is found to be part of the MS4 system then the option is the Village to take over. Rath replied this action is to only form the Lake District that way the people affected by this can organize to deal with it.*

*Friday questioned Kaas if this puts the Village in the position of leadership and Kaas replied ‘initially’. Kaas stated eventually it would transition to a resident Board of Commissioners. Friday stated the Board should be advised. Friday stated the comment made by Rath of the costs being shared equally by the members of the district that it was Friday’s understanding the cost sharing was based on property values involved. Friday reported the Village properties do not have assessed values established. Friday also reminded the Board that in addition to 2.5 mil per 1,000 assessed value the district has 2 types of special assessments that can be charged.*

***Rath called for a roll call vote: Benz – aye, Gedman - abstain, Hennlich – aye, Kaas – abstain, Laux – aye, Miller – abstain, and Rath – aye. Motion carried.***

*Friday stated there should be clear reasons for abstentions.*

*Gedman defended his position; that it was not clear what happens, the Village puts it out there and now are you on the hook for this, if the DNR comes back stating dredging is required, what has the Village has signed up for.*

*Hennlich stated this is a separate issue from the MS4.*

*Rath asked Friday for proper reasons for abstentions. Rath informed the audience any of those who voted in favor of the action, upon new information can request reconsideration of it in the future.*

*Benz requested the minutes reflect his apology for any remarks made about the DOT or DNR.*

Kaas returned to the Board Room table.

- b) *FY2016 Paving Projects (Contract A16) – Authorization to Perform Engineering and/or Consulting Services (Cedar Corp; NTE \$16,950).*

***Kaas moved to approve the FY2016 Paving Projects (Contract A16) – Authorization to Perform Engineering and/or Consulting Services (Cedar Corp; NTE \$16,950). Laux 2<sup>nd</sup>. Motion carried unanimously.***

- c) *Two-Year Appointment of Village Representative to Calumet County Local Emergency Planning Committee (LEPC; 2016-18).*

***Laux moved to appoint the Village Administrator to a two-year appointment as the Village Representative to the Calumet County Local Emergency Planning Committee. Benz 2<sup>nd</sup>. Motion carried unanimously.***

16) Complaints and Compliments: None.

17) Correspondences:

- a) *Monthly Activity Report(s) – January, 2016 (Harrison Fire & Rescue).*  
b) *Calumet County Bank merging with State Bank of Chilton (Calumet County Bank).*

18) Closed Session: 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.

***Kaas moved to go into Closed Session Per Wis. Stats. §19.85(1) (e) at 9:41 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

19) Open Session: The Village Board may act on the aforementioned topic(s).

***Miller moved to return to open session at 10 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

20) Adjournment. – ***Rath hearing no objection adjourned the meeting at 10 p.m.***

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

## Village Board Meeting Minutes

March 14, 2016

- 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*

***Absent***

*David Miller, excused,  
Jim Rath, excused  
Randy Friday, excused  
***Others Present***  
Susan Williams, Clerk-Treasurer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: Feb. 22 (Regular Meeting). – ***Benz moved to approve the minutes of the Regular Meeting of the Village Board of February 22, 2016 as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Alice Connors, Calumet County Board Chairman, regarding unagendized items, spoke about current events at the County level.

Bruce Laughrin, N7774 Sundown Ct., Sherwood – regarding agenda item 7) a) commented on status of project and request to delay paving of drive through.

- 6) Report of the Community Development Authority (Feb. 24)
- a) *50/50 Business Matching Grant Program*: Two applications anticipated for upcoming (March) round

*Kaas informed the Board that 2 Sherwood Businesses will be presenting their grant proposals at the Special Meeting March 16<sup>th</sup>; Froggs Ice Cream for roof mounted solar panels and Almost Johnny's Coffee and Café for coffee equipment and drive through window. Kaas stated action will be taken on the applications at the Regular Meeting March 23<sup>rd</sup>.*

- b) *Historic Downtown redevelopment*: Developer pre-Proposal Meeting and tour set for Tuesday, March 15.

*Kaas reported the Development Request for Proposal Pre-Proposal Conference and Question and Answer Meeting will be taking place March 15<sup>th</sup>, with a tour of the area around the Village Hall, the Sherwood Cliff Apartments and land along Hwy 114/55.*

- c) *Sherwood Cliffs Apts.*: ‘Cash call’ by Wis. Management Co.

*Kaas stated the operations of the apartments has met a shortfall and funds were requested. Kaas reported as the year progresses the tenants will continue to vacate and the expenses will lower.*

*Laux asked Kaas the areas included in the development area. Kaas identified the areas and Williams projected the map included in the RFP document on the Board Room wall.*

*Kaas stated that the CDA has proposed a cost sharing of a preliminary market study.*

*Gedman complimented Kaas and the CDA on their efforts.*

7) Report of the Plan Commission (Mar. 7)

- a) *Site plan amendment (Castle Square Condos Assoc.): Request to place drive-thru as restaurant operation amenity.*

*Hennlich informed the Board the project is for the restaurant in the Castle Square Condo building and the Commission approved it contingent upon the CDA approving the 50/50 matching grant funds and paving the drive through prior to opening of the window.*

*Kaas suggested the paving issue could be resolved by chip sealing the driveway.*

- b) *Draft Chapt. 7; Article IV – Property Maintenance Standards: Commission reviewing property maintenance standards document at Village Board request for incorporation into Code of Ordinances.*

*Hennlich stated upon request of the Board Village Administrator Friday developed a document that the Commission tabled for time to adequately review.*

- c) *Solar antenna panel array at residential property (ground-mounted): Resident (Dhein) request does not meet current Code parameters*

*Hennlich informed the Board the application does not fall within current Code and the Commission tabled for the applicant to provide updated information and time to determine if the Code should be amended*

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. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

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

*Hennlich reported meeting with the High Cliff State Park Superintendent (Linda Guelig) and she will meet with her maintenance staff to inspect and determine if there are funds in the*

*budget to remedy. Hennlich stated they will be conducting a study this summer by inserting weirs in the sewer system to determine the location of the infiltration to progress and fix the sections.*

10) Village Administrator: Project Update(s).

11) Old Business:

a) *Palisades Pond / Lake District formation:*

- i. Consider prospective Commissioners attendance at annual conference in Stevens Point.
- ii. Consider request to engage surveyor to attain a legal description of District.

*Kaas stepped down to the audience from the Board table.*

*Williams presented the topic, informed the Board their responsibilities to the District and requested consideration of engaging a professional to handle the legal description.*

*Hennlich inquired of Kaas when the golf course intends to transfer the parcels.*

Kaas responded that once the legal description is done, the DOR, DNR and Calumet County are notified, the District entity is established, the memorandum of understanding is completed, then the land transfer can occur. Kaas stated the DNR has extended the dam transfer deadline to July 1, 2016.

***Hennlich moved to approve the filing of all paperwork related to the District to the DOR, DNR, Calumet County and completion of the Memorandum of Understanding.***

*Williams suggested including the cost of the legal description.*

***Hennlich stated he would make that motion. Laux 2<sup>nd</sup>.***

*Gedman inquired of Kaas if the District is separate from the Village.*

Kaas replied yes.

*Gedman stated the Village would do the legal description on behalf of the District as an accounts payable. Gedman reported the District would impose collection of monies to support it, which is outside of the Village.*

*Williams informed the Board there are 3 ways to fund the expenses of the District and if submitted at the correct time to the municipality would be a separate line item on the District parcels tax bills for charging and collection of those funds.*

*Benz questioned if the motion included the legal description. Williams replied the legal description is the document to file with the DOR, DNR and Calumet County.*

***Benz stated he would feel more comfortable if the motion included the expenses the Village incurs on behalf of the District would be reimbursed to the Village.***

***Hennlich and Laux agreed to the addition of the reimbursement language.***

***Motion as amended carried unanimously.***

*Kaas returned to the Board table.*

12) New Business:

- a) *Contract for Professional Services – Reed Bed Cleanout (Year 2 of 3):* Consider contract for design, bidding and construction site services (\$13,000; McMahon)

Chad Olsen from McMahon gave the Board a brief summary of the 2015 cleanout, anticipates more sludge to be removed in 2016, beginning in late summer/early fall and the final bed will be cleaned out in 2017.

***Hennlich moved approve the Contract for Professional Services – Reed Bed Cleanout for \$13,000. Benz 2<sup>nd</sup>.***

*Kaas asked Olsen how this contract compares to 2015 and Olsen responded it is less.*

13) Complaints and Compliments: None.

*Benz reported the Town/Village of Harrison Boat Landing has been cleaned up, the dead tree was removed from the water and the trees 100 feet along the area were trimmed. Benz stated he did not know who did it, but appreciated the work and was impressed. Hennlich stated it was work done over a week's time and it must have been Harrison.*

14) Correspondences:

- a) *Monthly Activity Report(s) – Jan. & Feb.* (Calumet County Sheriff's Dept.).  
b) *Monthly Activity Report – Feb.* (Harrison Fire & Rescue).

*Benz informed the Board he missed the ARA EC Advisory Committee meeting but from the minutes he received, the Board will serve as instrumental in giving advice on construction and currently there is a Request for Proposal for an Owner Agent and completion is planned for 2017.*

15) Adjournment. – ***Kaas moved to adjourn the meeting at 7:32 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

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

# Village Board Meeting Minutes

March 28, 2016

- 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  
David Miller  
Jim Rath*

***Absent***

*Joyce Laux, excused,*

***Others Present***

*Susan Williams, Clerk-Treasurer  
Randy Friday, Administrator  
Brenda Stumpf, Recreation Co-ordinator  
Julie Brinkman, PRUT Member*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: March 14 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board of March 14, 2016, as presented. Gedman 2<sup>nd</sup>. Miller abstain, motion carried.***
- 5) Registered Citizen Comments on Agenda Items.

Phil Weber, N6009 Timberline Dr., Sherwood – regarding agenda 6) b) voiced concerns about the Village funding the trailer, it is not needed and suggested park goers patronize other Sherwood businesses.

- 6) Report of the Park, Recreation and Urban Tree Board (March 21)  
a) Part-time Summer Help – Job Description.

*Miller asked if the person would be trained for the splashpad back up and Stumpf replied no due to the constraints of the certification required.*

*Miller inquired who is Stumpf's back up and Friday replied there is none at the present time.*

*Rath suggested similar to hiring Brillion to sweep the streets; that the Village could reach out to the YMCA or the Brillion Recreation Program and Friday replied that could be an option.*

*Benz questioned Stumpf in regards to the running of the concession stand duty of the part time employee and being able to do the other duties. Stumpf replied that the individual will be assigned as needed and the rest of the group is stepping up.*

Gedman stated the job description is for an assistant to Stumpf to make the park successful with programs and Stumpf concurred.

*Benz questioned Stumpf which she would like concession help or assistant, but he would not be able to support 2 part time employees and a trailer. Benz asked what other expenses the PRUT has coming this year. Benz stated he needs the details.*

Stumpf replied nothing more at this time.

*Hennlich inquired of the amount approved in the budget. Friday replied \$25,000; \$18,000 for the trailer and \$7,000 for the employee.*

*Friday stated the budget was laid out for an employee for the concession stand not programming.*

*Benz stated that if the trailer is not approved, the part time employee is not needed.*

*Rath stated there is a lot of programming at the park. Kaas added he does not agree with the point the part time employee is not needed if the trailer is not approved. Kaas stated the job description includes many more duties than the concession stand. Rath commented that before concession personnel is considered that more information is needed and pursue programming. Rath stated he thought the concession stand cost in the budget was a place holder.*

*Miller voiced concerns of protecting the Sherwood businesses. Miller stated private businesses that want to bring in a trailer should do so that the Board would understand what could be done.*

*Kaas suggested addressing the job description, only one item listed under essential duties is concession, the rest are program related that would support Stumpf and the concession stand is the next agenda item.*

*Hennlich stated the job description is good, but if the Village tries to have one individual do too much, it may not work out and the Board needs to support Stumpf.*

*Rath questioned the Board of the essential duties of the job description presented; if there is anything to add or delete.*

***Kaas moved to approve the job description presented with the caveat if the concession stand is not approved, that duty is removed. Miller 2<sup>nd</sup>.***

*Hennlich stated that there will be times that the individual will be required to do concession work such as the Summerfest.*

*Kaas responded he made the motion specifically as it relates to the concession trailer.*

Stumpf stated refreshments are sold at other events such as the movie night.

***Kaas and Miller agreed to remove the word stand from the job description #8.***

***The motion as amended carried unanimously.***

b) Concession trailer and equipment – FY16 purchase & operation

- i. Background info.
- ii. W.P.R.A. Survey data – Community Park ‘Profit Reports
- iii. Unit costs/Budget
- iv. Projected profit(s): Daily operations and Special Events
- v. Historical weather data/Operation scheduling
- vi. Equipment outfitting/Concession operation site visits

***Benz moved to deny the request for purchase of the concession trailer.***

*Benz stated his motion was based on the discussion that has gone on at the meeting; there are adequate locations for refreshments and the need for an additional employee. Benz stated appreciation of all the data.*

***Kaas 2<sup>nd</sup>.***

*Kaas stated he seconded the motion since he rarely get phone calls about issues and he reported getting three phone calls about it and does not see the need for it at the present time.*

*Gedman reported that the PRUT Board discussion included presenting financial information and he requested Mr. Weber to share information of his experience.*

*Mr. Weber stated that he and his wife ran the general store at the High Cliff State Park and reported difficulty with maintaining inventory with minimal sales.*

*Kaas questioned Williams in regards to the net Summerfest results presented in the meeting packet. Williams reported the net results were calculated separate of all donations that were deposited into the Wanick Park Fund.*

*Hennlich questioned Stumpf if the trailer was approved would the profits be deposited into the General Fund or Wanick Park Fund and Stumpf replied the Park Fund.*

*Hennlich further questioned Stumpf if any private vendors were contacted to do the concession in the park and Stumpf replied no. Friday stated that the discussions that took place in the past included the park generating monies to cover some of the long term costs of the park.*

*Hennlich stated he is not totally against the concession trailer, but another employee is needed and it could get expensive. Hennlich suggested a friends group could be created and run concessions.*

*Gedman reported the PRUT discussed the concessions as an amenity of the park like the trails and playground equipment.*

*Benz stated more fully understanding the topic; the trailer, the employee needs and packet documents.*

*Miller commented that he also received calls from residents as did Kaas.*

*Benz called the question.*

*Motion carried unanimously.*

*Hennlich asked Stumpf if the concession stand was a newsletter survey question and Stumpf replied no.*

- c) N.E.W.P.R.O. - Meeting updates (A.E.D.s; part-time staffing, etc.)

Stumpf reported topics of recent meeting she attended.

- d) Easter Egg Hunt – Update

Stumpf stated 80 (65-3 to 5 year olds and 15-6 to 8 year olds) children participated in the Hunt the previous weekend, 70 were registered. Stumpf reported receiving many compliments and seeing many smiles.

*Miller asked Stumpf if there was a fee and Stumpf replied \$2.*

*Hennlich inquired if it was a Village Resident only and Stumpf replied that is was advertised within the Village.*

*Benz complimented Stumpf and her volunteers on a well done and organized event.*

*Rath introduced Julie Brinkman PRUT Member to the Board.*

- 7) Report(s) of the Community Development Authority (March 16 & 23)
  - a) Re-cap of Developer’s Pre-Proposal Meeting for *Downtown RFP*

*Kaas reported 4 organization representatives attended the meeting March 15, 2016; S.E.H. (Port Washington and Milwaukee), Bear Development (Milwaukee), Wisconsin Development (Oshkosh) and Faith Technologies. Kaas stated a short presentation highlighting the Master Plan was held including the three goals of the development; senior market rate housing, repurposing the apartments and commercial development in the triangle downtown area. Kaas reported walking through the 3 areas for development with the attendees.*

- b) 50/50 Business Grant Matching Program
  - i. *Frogg’s Ice Cream*: Solar panel installation.
  - ii. *Almost Johnny’s Café & Coffee*: Interior & exterior upgrades, including new equipment and placement of drive-thru window.

*Kaas reported meeting in closed session with both applicants at the Special Meeting March 16, 2016. Kaas stated Frogg’s Ice Cream application was for their solar panel installation on the roof of the building. Kaas stated the Authority supported the application and conditionally approved their grant funds at the Regular Meeting March 23, 2016 for \$3,250 and additional funds beyond the request for an educational display for public education of the green technology, contingent upon receipt of revised quotes.*

*Rath inquired if the applicant was receiving energy credits and Kaas stated he was not aware of that being part of the application documents.*

*Kaas reported the second application was for a restaurant to be opened at the Castle Square Condo location by Bruce and Pam Laughrin (Almost Johnny's Café & Coffee) including a drive thru window for funds of up to \$10,000. Kaas stated from discussions Laughrin reported more opportunities for success with purchase of the 2 units of the condo in lieu of excessive rents and Health Department will permit the location with pulverized blacktop on the drive thru.*

*Friday displayed application documentation of Frogg's for the energy credits that may be awarded.*

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

*Rath recognized Sherwood Resident Kaukauna High School Basketball Coach on winning the State Title. Rath reported receiving the resignation of Plan Commission Member John Sharer and will be submitting another candidate for consideration of that office at the April Organizational meeting. Rath stated he has received calls on the quarry continuing work on the ridge and asked if there has been any further communication with them. Friday replied the information he has is the work being done is cleaning up. Rath proposed following receipt of Harrison Village President Salm's letter that the Sherwood Board pick two members of Harrison Board to meet with 2 of the Sherwood Board that the Harrison Board picks to meet with Calumet County Mary Kohrell for a cooperative meeting. Hennlich suggested it to take place after the April Election. Rath asked and the Board concurred to direct Staff to draft a correspondence in regards to setting up this meeting. Rath suggested Staff contact SAA for status of any park award. Rath stated he is considering candidates for the terms expiring in April and requested input from the Board Members.*

- b) Fox Cities Area Room Tax Commissioner

*Benz directed the Board to handouts distributed at the meeting of revised forms for the Room Tax Remittances. Benz stated there is a Request for Qualifications for an Owners Agent out for a professional firm to facilitate the construction of the facilities. Benz reported a Request for Proposal(s) for the Convention Center and Athletic Facility which are also out. Benz stated he would report more after the next meeting in three weeks.*

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

***Benz moved to approve the financial reports as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- ii. Operator's License.
      - Emily Paul
      - Kerry Gibson
      - Janet Gibson

***Benz moved to approve the Operator License Applications as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

iii. MS-4 Audit Reporting: Update.

*Williams reported attending a webinar on Surviving a Compliance Audit at Omni Associates and reminded the Board if they are unable to attend the Spring Election to absentee vote in the office.*

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

*Friday reported the meeting packet included the contract for the Lake District Legal Description; the related costs will be between \$1,700 and \$2,200, in addition correspondence back from the Wisconsin Department of Natural Resources that the Village will be included in any documents distributed in regards to the District and dam.*

*Benz suggested amending the petition in order to include reimbursement of expenses incurred by the Village. Kaas stated the minutes from the March 14, 2016 Village Board Meeting included a motion which stating Village reimbursement. Benz requested the people who signed the petition to be made aware of the costs the Village will incur and they will be responsible for.*

*Rath requested a correspondence, Kaas, Friday and Williams stated it is in the minutes and Benz responded that the people on the petition may not read the minutes. Kaas replied the petitioners understood the condition of the operation of the District that it is self-funding and this is a startup expense.*

*Benz requested amending the petition and Kaas stated he would need to re-circulate the petition.*

*Benz requested additional clarification of the petition request and stated was not aware of the Village funding the start of the District. Benz questioned who is responsible for the culvert under the road by the pond and Kaas replied it would be the Village. Friday stated there would be a need for the culvert because of the spring and the Village has had the road right-of-way for so long it is the Village road it would be the Village culvert. Benz questioned and Friday agreed if the road damage resulted from the dam failure it would be the responsibility of the District.*

*Williams reminded the Board that at the current time they are the District Board and will need to call an annual meeting where the reimbursement of expenses would be part of the budget discussion.*

10) Village Administrator: Project Update(s).

*Friday reported meeting with Cedar Corporation representatives and Village Public Works Staff the week before for Village and road review for longer term needs. Friday stated some areas, Clifton Road, Robinhood, Stommel and Golf Course need attention. Kaas inquired and Friday concurred if those will be part of the FY2016 work.*

11) Old Business:

a) 'Palisades Pond Lake District'

12) New Business:

- a) Arbor Day Proclamation: Annual approval of proclamation in support of *Tree City USA* membership.

***Hennlich moved to approve resolution #03-2016 Arbor Day Proclamation. Miller 2<sup>nd</sup>. Motion carried unanimously.***

13) Complaints and Compliments: None.

14) Correspondences: None.

Tom Collins, Times Reporter requested a copy of the Village of Harrison letter and the Board agreed to share the letter

15) *Closed Session*: 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 go into Closed Session: Per Wis. Stats. §19.85(1) (e) at 8:16 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

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

***Hennlich moved to return to open session at 8:41 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

17) Adjournment. – ***Rath hearing no objection adjourned the meeting at 8:41 p.m.***

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

# Village Board Meeting Minutes

March 28, 2016

- 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  
David Miller  
Jim Rath*

***Absent***

*Joyce Laux, excused,*

***Others Present***

*Susan Williams, Clerk-Treasurer  
Randy Friday, Administrator  
Brenda Stumpf, Recreation Co-ordinator  
Julie Brinkman, PRUT Member*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: March 14 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board of March 14, 2016, as presented. Gedman 2<sup>nd</sup>. Miller abstain, motion carried.***
- 5) Registered Citizen Comments on Agenda Items.

Phil Weber, N6009 Timberline Dr., Sherwood – regarding agenda 6) b) voiced concerns about the Village funding the trailer, it is not needed and suggested park goers patronize other Sherwood businesses.

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a) Part-time Summer Help – Job Description.

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***Kaas and Miller agreed to remove the word stand from the job description #8.***

***The motion as amended carried unanimously.***

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- i. Background info.
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*Motion carried unanimously.*

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      - Janet Gibson

***Benz moved to approve the Operator License Applications as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

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a) 'Palisades Pond Lake District'

12) New Business:

- a) Arbor Day Proclamation: Annual approval of proclamation in support of *Tree City USA* membership.

***Hennlich moved to approve resolution #03-2016 Arbor Day Proclamation. Miller 2<sup>nd</sup>. Motion carried unanimously.***

13) Complaints and Compliments: None.

14) Correspondences: None.

Tom Collins, Times Reporter requested a copy of the Village of Harrison letter and the Board agreed to share the letter

15) *Closed Session*: 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 go into Closed Session: Per Wis. Stats. §19.85(1) (e) at 8:16 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

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

***Hennlich moved to return to open session at 8:41 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

17) Adjournment. – ***Rath hearing no objection adjourned the meeting at 8:41 p.m.***

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

# Village Board Meeting Minutes

April 11, 2016

- 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***

*Randy Friday, Administrator  
Susan Williams, Clerk-Treasurer  
Steve Summers, Plan Commission Chairman*

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

*Rath request a moment of silence for the recent passing of Karen Gedman.*

- 3) Approval of the Agenda. – ***Miller moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- 4) Approval of Minutes: March 28 (Regular Meeting). – ***Benz moved to approve the minutes of the Regular Meeting of the Village Board for March 28, 2016, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Bob Anderson, N7829 Niagara Ct., Sherwood – regarding agenda item 11) a) – voiced appreciation for decision on the concession trailer, questioned what happens to the Lake District if the members want to dissolve, what happens if someone buys a property within the District and commented on the road work.

- 6) Report of the Planning Commission (April 4)

a) *ZOA#2016-01: Zoning Ordinance Amendment to Chapt. 7; Article IV – Property Maintenance Standards incorporation into Municipal Code of Ordinances.*

*Summers presented the document forwarded from the Commission for presentation at a public hearing.*

***Kaas moved to schedule a public hearing for consideration and approval. Miller 2<sup>nd</sup>. Motion carried unanimously.***

b) *Request to place telecommunications pole in Clifton Road Right-of-Way (Wisconsin Technology Networking, LLC).*

*Summers informed the Board that recent changes in law may limit the powers of the Village and stated the topic was tabled in order to obtain more information and consultation of the Village legal counsel to address properly.*

c) *Request to place solar panels in rear yard (Dhein).*

*Summers stated the application was conditionally approved contingent upon compliance with State and County Statutes.*

*Summers informed the Board that the Commission will work on updating the Code language.*

d) *Calendar: On-going Review of Comprehensive Plan obligations.*

7) *Report of Village Officers.*

a) *Village President*

*Rath reported the Kaukauna School District Superintendent received a national award for leadership.*

*Rath stated he will be presenting Village appointments for approval at the Organizational Village Board Meeting on the 25<sup>th</sup>.*

*Rath suggested the Village Board consider the size of the Board membership for the Village's future.*

b) *Fox Cities Area Room Tax Commissioner*

*Benz reported attending the recent meeting of the Appleton Redevelopment Authority Exhibition Center Advisory Committee. Benz stated concerns were raised at the meeting in regards to the Radisson property improvement program which indicated a plan to raise its status to a diamond 3 level hotel. Benz reported the Committee was assured by Appleton Mayor that the program will be completed in time. Benz stated the Committee approved when a member cannot be in attendance to allow proxy to be given to another. Benz read off the details of the building program plan. Benz stated the property is not being designed as a wedding or meeting center.*

c) *Clerk/Treasurer*

i. *Review/Approve financial reports.*

***Laux moved to approve the financial reports as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

*Rath stated he has a \$155 check for the Village from the car parking last year at the Triathlon.*

ii. *Election results: Report.*

iii. *Election Inspector Appointments:*

a) *Paula Rosch, W4823 Spring Hill Drive, Sherwood, Ward 2*

b) *Diane Heindel, N7886 Ridgeview Court, Sherwood, Ward 4*

***Kaas moved to approve the Election Inspectors as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

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

*Friday reported the March MCO water loss report increased to 21.3%, 18.4% for year. It should start to level off. Testing will be conducted through the hydrants to identify loss on ductile iron pipes. So far, 3 have been identified needing further checking.*

*Friday will go to a waterworks conference next week focusing on power consumption and usage, and water loss by other municipalities.*

*Friday met with Public Works Staff and the Cedar Corporation Engineer to discuss the paving projects for 2016. Meeting Notes are in the packet.*

*Hennlich asked Friday if the culvert under State Park Road was included in the work to be done in 2016; Friday reported inspecting the culvert in December, 2015, with DPW Staff and Rollie Stephenson, finding the main culvert in fine condition without a need to replace/repair, however, outfall from other culverts into the creek area beginning to erode the streambank.*

9) Village Administrator: Project Update(s).

*Friday suggested to the Board to be aware of agricultural equipment on Village streets that residents may comment on. Friday stated in discussion with Cedar Corporation Engineer it was suggested that when the Village streets end at the corporate limits the Board may want to make a decision on placing the WDOT approved posts to protect the Village.*

10) Old Business:

- a) *Palisades Pond Lake District: Consider/Accept 'Boundary Description' and discuss next steps by the Village.*

***Hennlich moved to approve the Boundary Description as presented. Laux 2<sup>nd</sup>. Kaas abstained. Motion carried.***

*Friday inquired of the Board the Memo of Understanding, who would be responsible for creating it. Kaas replied Village Staff should work on it. Kaas stated the High Cliff Public Golf Course wanted a 'Hold Harmless' agreement included.*

*Benz asked when the second petition will be presented to the Village Board in order to transfer the governance to the Resident District Board. Kaas responded the petition will be presented at the first annual meeting.*

11) New Business:

- a) *Bid Award for FY2016 Roadway Projects: Consider bid award (\$136,152.35; Northeast Asphalt, Inc.) for approved roadway projects.*

***Kaas moved to approve the Bid Award to Northeast Asphalt, Inc. for FY2016 Roadway Projects for \$136,152.35. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- b) Agricultural machinery access to private, agricultural property via improved, Village streets.

*Rath inquired of the Board if they would like the topic left on the Agenda for future meetings. This will be done for future reference. Kaas requested a proposal on what is needed and Benz inquired of the cost. Friday stated 4x4, or 4X6 wooden, break-away posts, embedded in sonotubes with concrete, and a WisDOT-approved reflectors mounted on each pole, as is the case in other locations in the Village. Friday stated the cost is minimal and Staff can place these, noting several questions for the Board to consider revolve around potential liability if someone were to drive through the end of an unmarked roadway, what local residents that have paid for the roadway improvements reactions would be seeing large agricultural equipment on their neighborhood's residential streets, and whether or not the agricultural equipment would clean up after themselves. The Board reviewed maps in the packet showing 3–4 locations being used that should be addressed. Benz suggested taking care of with Village Staff. Kaas questioned how to handle heavy equipment on Village Streets. Kaas suggested developing a policy for heavy equipment on Village Streets, what is allowed and who is responsible for cleaning the debris from that equipment.*

- 12) Complaints and Compliments: None.
- 13) Correspondences: None.
- 14) Adjournment. – ***Gedman moved to adjourn the meeting at 8:29 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

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

## SPECIAL MEETING

### Joint Village Board and Plan Commission Meeting Notice and Agenda

Wednesday, April 20, 2016 – 8:00 a.m.

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) Registered Citizen Comments on Agenda Items.
- 5) New Business:
  - a) *Discuss Request to Work in Municipal Roadway, across from quarry entrance on Clifton Rd. (north side of Clifton Rd. and west of John St.) for placement of 120 foot communications monopole.*
- 6) Closed Session: Per Wis. Stats. §19.85(1)(g) 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.
- 7) Open Session: The Village Board may act on the aforementioned topic(s).
- 8) 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 Organizational Meeting Minutes**  
**April 25, 2016**

- 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*  
*David Miller*  
*Roger Kaas*  
*Jim Rath*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator*  
*Susan Williams, Clerk-Treasurer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Miller moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Presentation of Approved Minutes – April 27, 2015 Organizational Meeting.
- 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. Benz 2<sup>nd</sup>. Motion carried unanimously.***
- 7) Election of Vice-President. – ***Hennlich nominated Joyce Laux, Vice-President. Miller 2<sup>nd</sup>. Miller moved to close the nominations. Kaas 2<sup>nd</sup>. Laux abstained. Motion carried.***
- 8) Bi-Annual Village Board Appointments
- a) Code Administrator
- Hennlich moved to appoint Randy Friday Code Administrator. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- b) Clerk/Treasurer
- Kaas moved to appoint Sue Williams Clerk-Treasurer. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- c) Assessor
- Laux moved to appoint Associated Appraisals Consultants Inc. Assessor. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- 9) Annual Appointment of Village Professionals

a) Accountant

***Kaas moved to appoint Schenck SC Accountant. Benz 2<sup>nd</sup>. Motion carried unanimously.***

b) Attorney

***Benz moved to appoint Silton, Seifert & Carlson SC Attorney. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

c) Engineering

***Kaas moved to appoint Cedar Corp. Engineer. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

10) Election by Village Board

a) Community Development Authority/Trustee Member – 1 year term ending April 2016 – Currently seated, David Miller.

b) Community Development Authority Chairman/Trustee – 1 year term ending April 2016 – Currently seated, Roger Kaas.

c) Plan Commission/Trustee – 1 year term ending April 2016 – Currently seated, Joe Hennlich.

d) Plan Commission/Trustee – 1 year term ending April 2016 – Currently seated, Jim Rath, President Rath nominates Joyce Laux.

e) PRUT Board/Trustee – 1 year term ending April 2016 – Currently seated, Stacy Gedman.

***Benz moved to re-appoint the currently seated Trustees to the Authority/Commission/Boards they serve and Joyce Laux to the Plan Commission, replacing Jim Rath. Miller 2<sup>nd</sup>. Motion carried, with the appointees abstaining.***

11) Appointed by Village President/Confirmed by Village Board

a) Plan Commission/Citizen Member Chairman – 3 year term ending April 2016 – Currently seated, Steve Summers, President Rath nominates Steve Summers for one year term ending April 2017.

***Benz moved to approve the nomination of Steve Summers to the Plan Commission/Citizen Member Chairman for a one year term ending April 2017. Laux 2<sup>nd</sup>. Motion carried unanimously.***

b) Plan Commission/Citizen Member – 3 year term ending April 2017, President Rath nominates Brad Schmidt.

***Benz moved to approve the nomination of Brad Schmidt to the Plan Commission/Citizen Member for a 3 year term ending April 2019. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

c) PRUT Board/Citizen Member – 3 year term ending April 2016 – Currently seated, Rich Storey.

***Miller moved to approve the nomination of Rich Storey to the PRUT Board/Citizen Member for a 3 year term ending April 2019. Laux 2<sup>nd</sup>. Motion carried unanimously.***

d) PRUT Board/Citizen Member – 3 year term ending April 2016 – Currently seated, Matt Gehl.

***Hennlich moved to approve the nomination of Matt Gehl to the PRUT Board/Citizen Member for a 3 year term ending April 2019. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- e) PRUT Board/Citizen Member – 3 year term ending April 2016 – Currently seated, Larry Miller, President Rath nominates Susan Jungen.

***Kaas moved to approve the nomination of Susan Jungen to the PRUT Board/Citizen Member for a 3 year term ending April 2019. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- f) Board of Appeals/Citizen Member – remaining term ending April 2017 of Gary Flak, President Rath nominates Jack Kruse.

***Benz moved to approve the nomination of Jack Kruse to the Board of Appeals/Citizen Member for the remaining term of Gary Flak ending April 2017. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- g) Board of Appeals/Citizen Member – 3 year term ending April 2016 – Currently seated, Tom Jack.

***Kaas moved to approve the nomination of Tom Jack to the Board of Appeals/Citizen Member for a 3 year term ending April 2019. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- h) Board of Appeals/Citizen Member – 3 year term ending April 2016 – Currently seated, Pat Shuster.

***Benz moved to approve the nomination of Pat Shuster to the Board of Appeals/Citizen Member for a 3 year term ending April 2019. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- i) Board of Appeals/Citizen Member – 3 year term ending April 2016 – Currently seated, Larry Miller.

***Benz moved to approve the nomination of Larry Miller to the Board of Appeals/Citizen Member for a 3 year term ending April 2019. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- j) Board of Appeals/Citizen Member Alternate #1 – 3 year term ending April 2016 – Currently seated, Rich Storey.

***Miller moved to approve the nomination of Rich Storey to the Board of Appeals/Citizen Member for a 3 year term ending April 2019. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- k) Board of Appeals/Citizen Member Alternate #2 – 3 year term – Currently vacant, President Rath nominates Adam Siebeck.

***Benz moved to approve the nomination of Adam Siebeck to the Board of Appeals/Citizen Member for a 3 year term ending April 2019. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- l) Community Development Authority/Citizen Member – 3 year term ending April 2016 – Currently seated, Steve McGrath.

***Kaas moved to approve the nomination of Steve McGrath to the Community Development Authority/Citizen Member for a 3 year term ending April 2019. Miller 2<sup>nd</sup>. Motion carried unanimously.***

11) Meetings; Set frequency and days of the week

- PRUT Meeting change, (1) frequency and (2) day of the week (move from quarterly to monthly and from the 4<sup>th</sup> Wednesday to the 3<sup>rd</sup> Monday).

***Hennlich moved to set the meeting frequency and day of the week for the PRUT Board to once a month on the 3<sup>rd</sup> Monday. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- CDA Meeting dates, for the Closed Session for the 50/50 Matching Grant Application Presentations, currently held as Special meetings on 3<sup>rd</sup> Wednesday of the quarter (March, June, September and December). Set as a regular meeting.

***Kaas moved to set the quarterly Closed Session for the official grant applicant review session as a regular meeting time of the 3<sup>rd</sup> Wednesday of March, June, September and December. Benz 2<sup>nd</sup>. Motion carried unanimously.***

12) New Appointments and Compensation

- *Fox Cities Area Room Tax Commissioner*

***Kaas moved to appoint Bob Benz Fox Cities Area Room Tax Commissioner. Miller 2<sup>nd</sup>. Benz abstained. Motion carried.***

- *Appleton Redevelopment Authority Exhibition Center Advisory Board Member*

***Kaas moved to appoint Bob Benz Appleton Redevelopment Authority Exhibition Center Advisory Board Member. Gedman 2<sup>nd</sup>. Benz abstained. Motion carried.***

- *Lake District Board Member*

***Laux moved to create the Lake District Board Member position, individual to be appointed at a later date. Hennlich 2<sup>nd</sup>. Kaas abstained. Motion carried.***

13) Consider discussion to change Municipal Code of Board/Commission Membership. – Request by Village President to add ‘Ex Officio’ position to Plan Commission, Board of Appeals, Park Recreation and Urban Tree Board and Community Development Authority.

***Miller moved to create the Ex Officio position for the Plan Commission, Board of Appeals, PRUT Board and Community Development Authority and that individual would be the currently seated Village President. Kaas 2<sup>nd</sup>.***

*Hennlich stated he appreciates all the time Rath as spent, but questioned what this role would do to future Village President’s time. Rath responded that he believed that it is a good thing moving forward. Rath stated with the changes in the Boards, eliminating the Utility Commission and revitalizing the CDA, it is important for the Village.*

*Gedman questioned what it does and Rath responded that this position would have the ability to participate in the meeting discussions.*

***Motion carried unanimously.***

14) Presentation of correspondence, resolutions, and related matters – None.

15) Adjournment. – ***Kaas moved to adjourn the meeting at 6:58 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

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

## Village Board Meeting Minutes

April 25, 2016

- 1) Call to Order and Roll Call. – *President Rath called the meeting to order at 6:59 p.m. with roll call:*

***Present***

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

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk-Treasurer  
Brenda Stumpf, Rec. Prog. Coor.*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes:
- a) April 11 (Regular Meeting)

***Benz moved to approve the Regular Meeting of the Village Board on April 11, 2016 as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- b) April 20 (Special Joint Plan Commission & Village Board Meeting)

***Benz moved to approve the Special Joint Plan Commission and Village Board Meeting on April 20, 2016 as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Park, Recreation and Urban Tree Board (April 18)
- a) Pickle Ball Survey: Consider placement of temporary court in northernmost section of Village Hall parking lot.

*Stumpf reported receiving few responses to the survey, 8 in favor, 5 against and 3 indifferent, and comments about not using the tennis courts. Stumpf stated the PRUT suggested using the Village Office back parking lot for a pickle ball court.*

*Rath stated another option would be a parking lot further into Wanick Park.*

*Miller inquired as to the time of day pickle ball is played. Stumpf replied that tennis lessons are conducted during the day.*

*Kaas questioned if there will be a fence surrounding and Stumpf responded no.*

*Rath stated the Board is very happy with the use of the tennis courts.*

***Hennlich moved to approve use (NTE) \$600 from the PRUT budget for a pickle ball court to be located on the back portion of the Village Hall Offices. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- b) PT (LTE) Job Description: Conduct hiring process.

***Kaas moved to approve proceeding with the hiring process of the part-time employee. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- c) Trail Reconstruction: Approve project(s), including change and increase to Nuthatch Pond trail section repairs.

*Stumpf informed the Board of the areas to be paved/repaved this summer.*

Thad Majkowski, Cedar Corp., identified the 2 sections of Nuthatch Trail work, voicing concerns of bringing in large heavy equipment and will work with a neighbor to avoid other trail damage. Majkowski estimates \$65,000 is needed to place blacktop on the existing stone base trail into Wanick Park and reconstruct 600' of the Nuthatch Trail.

*Friday reported the approved budget is \$44,000 and the additional funds needed can be taken from the Special Revenue Fund earmarked for trails.*

***Benz moved to approve FY2016 trail repaving from Wanick Park to Lake Breeze Drive and reconstruction of both 300 foot sections of Nuthatch Trail, subject to correction of the drainage problem prior to asphaltting the trail. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- d) Easter Egg Hunt: Update.
- e) Signage noting *Tree Reforestation* Project at Miller Pond placed.

*Stumpf reported placing a sign about the tree planting program. Friday stated some dead ash trees were removed.*

- f) Recreation Program Supervisor Job Description: No updates needed.
- g) *Adopt a Flower Bed Program*: Proceed.

*Stumpf informed the Board of a new program that is being developed. Hennlich suggested investing in perennials to save on annual planting expenses.*

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

*Rath suggested the Board of Appeals Members could assist in the 50 year celebration of the Village.*

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

***Benz moved to approve the financial reports as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- ii. Operator's License.
  - Jack W. Hill
  - Amy J. Samarzia
  - Karli J. Van Camp
  - Sheila A Foley
  - Lyssa M. King
  - Halie L. Dederling

***Benz moved to approve the operator license applications as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

c) Fox Cities Area Room Tax Commissioner: April 18, 2016 meeting.

*Benz directed the Board to the minutes in the packet including a pie chart of the allocation of the room tax, number of hotel rooms in the tourism zone and an exhibition update.*

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

Majkowski presented the Engineer contract in the packet and informed the Board he is working on moving up the Summer construction to June from July if possible with the contractor. Majkowski explained two options to deal with the Post Office parking lot, one incorporating closing the Clifton Road access which is in alignment with the Master Plan. It also doubles the available parking spaces. The other option keeps the intersection open and keeps the current parking alignment and number of spaces.

*Kaas questioned the Board if there is a concern of residents with closing Clifton Road. Hennlich responded that the residents he has spoken with are already using Harrison Street as an option to the dangerous Clifton Road intersection. Gedman stated another option for residents is the newly completed Condon Road.*

***Kaas moved to proceed to create more detailed design and costs related to option #1 (closing Clifton Road). Benz 2<sup>nd</sup>. Motion carried unanimously.***

9) Village Administrator: Project Update(s).

*Friday reported MCO Operator Genskow is researching the system water loss and working with Rural Water to identify problem areas in the system. He informed the Board the Village is a Class C Utility where the PSC-allowable water loss is noted as a concern at 15%.*

*Rath inquired and Hennlich responded to the infiltration & inflow (I & I) issue that the State Park will be conducting a complete study on it and reporting back in August.*

*Friday reported annual paving costs are slightly less than anticipated due to less pavement planned on Park Drive (two instead of three inches) and patching of Golf Course Road. He requested future project cost estimates from Cedar Corp. in anticipation of next year's*

*borrowing needs, stating if the Board has no issue with doing this, planning and preliminary engineering costs could come from the Special Revenue Funds for Roads. He stated there was nearly \$500,000 in the fund at the end of last FY2015. He asked if the Board concurred with moving the 5-Year Capital Budget Plan forward. The Board concurred.*

- 10) Old Business:  
a) 'Palisades Pond Lake District'

*Williams informed the Board 30 days are needed to plan the annual meeting. Williams stated the last 2 weeks of May will not work due to vacation plans of Friday and Rath and she will send out an e-mail to get Board availability.*

*Kaas stated the Board could meet prior to the annual meeting to discuss how the District Board will be organized and other pressing matters.*

*Kaas asked if there had been any discussions with the golf course yet and Friday replied yes, but he is focusing on the monopole document and once that is complete will address the Memorandum of Understanding.*

- b) *Agricultural equipment on Village streets.*

- 11) New Business:  
a) *Professional Contract for Services – Engineering: Consider 2-Year contract, excluding wastewater-related issues.*

***Kaas moved to approve the Professional 2 year Contract for Services – Engineering for Cedar Corp. Miller 2<sup>nd</sup>.***

*Benz questioned Friday if he compared their rates to others in the area and Friday replied yes.*

*Laux inquired if there is a life expectancy of completed work.*

*Majkowski replied there should be a life expectancy, the field engineer/inspector should assure the client is getting what they are paying for. Majkowski reported finding examples of trail that were not even close to what it should have been.*

*Friday stated that the last few years the Village has been demanding 2 year warranty, for which the Village pays, but has piece of mind.*

*Gedman suggested that Laux was referring to the contract specifics in the project and questioned if it fails could that amount to gross negligence/criminality.*

*Miller questioned if the project engineer was on site that the Village would get what was paid for.*

*Benz inquired of Majkowski if Cedar Corp. will come to the Village at the end of a project and report that it was completed as ordered and Majkowski responded yes.*

Majkowski stated the Village determines how much on site engineering is desired, but will pay for whatever amount they want, underground work he suggested 100%, and paving/above ground work less.

***Motion carried unanimously.***

b) Yard Waste Site closure: Memorial Day weekend (Sat., May 28).

*Friday reported having issues with manning the site on Memorial Day weekend and requested Board input. Rath volunteered his wife for the shift. Benz questioned leaving the site opened unmanned. Friday replied that is why the fencing was installed. Benz suggested leaving it unmanned. Rath offered the Village Administrator to handle the situation.*

12) Complaints and Compliments: None.

13) Correspondences:

a) *Monthly Activity Report – March* (Harrison Fire & Rescue).

b) *Monthly Activity Report – March* (Calumet County Sheriff's Dept.).

c) *Bird City Wisconsin – 5 years* (Bird City Wisconsin; Milw. Audubon Society; Apr. 20).

*Rath questioned if the Town/Village of Harrison responded to the Village of Sherwood suggestion of cooperative meeting attendees and Friday replied no.*

14) Adjournment. – ***Rath hearing no objection adjourned the meeting at 8:31 p.m.***

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

## Village Board Meeting Minutes

May 9, 2016

- 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  
David Miller  
Roger Kaas  
Jim Rath*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk-Treasurer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes
- a) April 25 (Organizational Meeting).

***Gedman moved to approve the Organizational Meeting Minutes of April 25, 2016, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) April 25 (Regular Meeting).

*Williams distributed a copy of the Minutes from the Regular Meeting of April 25, 2016 for the Trustees review after revision by Friday.*

***Kaas moved to approve the Minutes of the Regular Meeting of April 25, 2016, as revised and copy distributed at the meeting. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Ken Krueger, W513 Clifton Rd., Sherwood – regarding agenda item 7) and 14) b), voiced concerns of the tower going in, believing the Village does not want it, potential property values dropping, can he still build on his 2<sup>nd</sup> parcel, will the tower be setback enough, will he be compensated for the loss of property values; on unagendized items osprey nesting on the monopole and when John Street will be reconstructed.

Michael Cook, N7770 Palisades Trl., Sherwood – regarding unagendized item, pickleball courts in the Village, voiced concerns of location at the Sherwood Administrative Office Parking Lot, suggesting using one tennis court or the basketball court, both at Wanick Park.

- 6) Presentation: Presentation of FY2015 Audit Report (Brian Grunewald; Schenck SC).

- 7) *Public Hearing:* Amending Municipal Code, Ch. 7–Public Nuisances to include Article IV. Property Maintenance Standards.

*After 3 calls for the Public Hearing President Rath opened the Public Hearing at 7:22 p.m.*

*Kaas moved to close the Public Hearing at 7:23 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.*

- 8) *Public Hearing:* Amending Municipal Code, Ch. 5–Public Works to include Article II. Road Rights-of-Way.

*After 3 calls for the Public Hearing President Rath opened the Public Hearing at 7:23 p.m.*

*Benz moved to close the Public Hearing at 7:24 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.*

- 9) Report of the Planning Commission (May 2)  
a) *Ordinance Update* – Consider update to Municipal Code, Ch. 7 – Chapter 7 Article II: Public Nuisances, regarding regulation of ‘adult-oriented’ businesses.

*Friday reported that he had received an e-mail in regards to setbacks for adult novelty businesses and when presented to the Plan Commission, upon review of the current Code they recommended to update.*

*Benz moved to direct Village Staff to provide an update to the Village of Sherwood Municipal Code, Ch. 7 – Chapter 7 Article II: Public Nuisances, regarding regulation of ‘adult-oriented’ businesses. Laux 2<sup>nd</sup>. Motion carried unanimously.*

- b) *Extra-territorial CSM:* Request for W3637 CTH B (Halbach) to split 36.99ac. (Parcel ID #12637; Town of Woodville) into two lots creating Lot #1 (1.37ac.) with home and Lot #2 (35.75ac) of unimproved agricultural land.

*Benz moved to approve the request of Extra-territorial CSM: Request for W3637 CTH B (Halbach) to split 36.99ac. (Parcel ID #12637; Town of Woodville) into two lots creating Lot #1 (1.37ac.) with home and Lot #2 (35.75ac) of unimproved agricultural land. Miller 2<sup>nd</sup>. Motion carried unanimously.*

- c) *Municipal Ordinance Amendment* – Amend Ch. 5–Public Works to include Article II. ‘Regulating local Rights-of-Way’ – *action taken under agenda item 14) b).*

- d) *Request to place telecommunications pole in Clifton Road Right-of-Way (Wisconsin Technology Networking, LLC).* – *action taken under agenda item 14).*

- e) *Calendar:* On-going Review of Comprehensive Plan obligations. – *Friday quickly reviewed the packet document and informed the Board that the Comprehensive Plan update must be budgeted and done by 2018.*

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

*Rath announced he will not be in attendance at the next Village Board Meeting and requested Vice President Laux to chair the meeting.*

- b) Fox Cities Area Room Tax Commissioner

*Benz distributed the Minutes to the May 5, 2016 Appleton Redevelopment Authority Exhibition Center Advisory Committee. Benz reported that a previously discussed item the request to assign a proxy in a committee member's absence was denied by the Appleton Redevelopment Authority. Benz stated the Committee continued to voice of concerns of the delay in the approval of the Request for Qualifications of the Owners Agent (Expeditior), with it potentially going in front of the Appleton City Council within the next 2 weeks. Benz informed the Trustees that 2 Appleton Alderpersons were in attendance, one expressed concern that the process may be too rapid, and the other did not have a problem with the timing. Benz stated until the Expeditior is in place nothing happens. Benz expressed concern since it is May 2016 and the completion date is fall 2017. Benz informed the Trustees that the Appleton Performing Arts Center had the same kind of process. Benz stated a report was shared with the Committee of a meeting between the Appleton Mayor and the Radisson owner discussing the property concerns and plans for resolution were discussed with all to be complete before the center is finished. Benz informed the Board that the exhibition center cost may be between \$23,000,000 and \$27,000,000. Benz stated if the cost exceeds \$29,000,000 all stakeholders must approve.*

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

***Benz moved to approve the financial reports as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

*Miller asked where the sod was planted and Friday replied around the splashpad, to replace materials that were previously pulled into the splashpad system that caused clogs.*

- ii. Original Alcohol Beverage Retail License Application – **Provisional** (The Granary; N586 Military Road).
        - iii. Appointment of Agent for the Granary of Sherwood, LLC – David K. Eggert; Agent.

***Hennlich moved to approve the Provisional Alcohol License and Appointment of Agent for the Granary, as presented. Gedman 2<sup>nd</sup>.***

*Kaas inquired if the Village was aware of the long term plans of the new owners and if they intend to continue to operate only as a supper club. Williams and Rath stated Eggert was transitioning from his former business to a more family oriented business.*

***Laux – nay. Motion carried.***

- iv. Operator's License.
          - Rozzi Markgraf

- James R. Blackburn
- Jennifer Sticka

***Kaas moved to approve the operator license applications of Rozzi Markgraf, James R. Blackburn and Jennifer Sticka as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

*Williams reminded the Board of the May 16, 2016 Board of Review and the packets were distributed to the Trustees without any registered objectors.*

*Williams directed the Board to an update to the Municipal Traffic Code, regarding parking restrictions on Village Streets recommended by the Plan Commission and approved by the Village Board in January of 2015 without an official update to the Ordinances/Code. Williams stated the Municipal Code of Ordinances Amendment will be presented for official approval at the May 23, 2016 Village Board meeting.*

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

*Friday reported the Utility Operator repairs being done, there was a main break from the hydrant flushing, and the crew repaired it quickly with minimal customers being affected from the looping of the system. Friday stated the next Village Board meeting will have the copy of the incidents and the current water loss report. Friday stated the 2<sup>nd</sup> year of the reed bed clean out project will begin soon with drier weather.*

*Friday distributed the Cedar Corp. Post Office Parking Lot cost for Trustee consideration. Friday stated the FY2016 Budget had \$25,000 allocated for the project with the plan that FY2017 would have the same amount presented for approval. Friday reported the cost estimate totaled \$79,286 (\$50,260 construction, \$5,026 contingency and \$24,000 technical administration). Friday stated the project involves many trades which will be a 6 week project and will need to work with the Post Office schedule. Friday identified project sections; planters to be placed to close off Clifton Road, doubling the parking spaces, 95 feet of rolling curb, with options to save money from eliminating the mountable curb.*

*Kaas suggested paving the west part of the drop box loop and Friday reported it could with the owner's permission. Kaas requested cost estimates for that paving for potential cost sharing.*

*Benz questioned the technical administration costs and Friday replied that is the cost of coordinating the trades/utilities in a very small space, design, managing existing water/sewer/electric, bidding letting, discussion with the WDOT and permitting. Benz inquired if the cost of the project was budgeted and Friday replied FY2016 Budget has \$25,000 allocated for reworking the parking lot with the plan that FY2017 would have the same amount presented for approval. Friday replied that this plan is within the adopted Downtown Master Plan and the Development RFP; land from the Post Office to Condon Road to be developed and the closing of Clifton Road at HWY 114/55 intersection. Benz stated that the cost of this is \$50,000 higher than budgeted. Friday replied that the Village has funds available for small capital projects like this and year end 2015 that fund balance was approximately \$466,000. Miller stated it would show the Village residents the Board is moving forward.*

12) Village Administrator: Project Update(s).

*Friday reported attending the semi-annual meeting of the NEWSWC, and after discussion with McMahon personnel reported fieldwork to begin shortly for the MS4 study, which is on track with being done by year end. Laux asked about McMahon identifying source of the water and Friday replied that McMahon personnel understand the flow of the water. Friday reminded the Board that he will need to speak with a resident (Gehl) for the construction easement along Nuthatch Trail to ease the movement of heavy equipment. Friday stated Wednesday morning at the Village Offices will be pre-construction meeting of the paving and Thursday morning he and Village President Rath will attend a Calumet County Wide Inter-Governmental meeting.*

13) Old Business:

- a) *Palisades Pond Lake District.*

*Williams presented documents from DOR (district creation), DNR (update of the dam transfer) and UW-Stevens Point Pond expert (information on meetings and the financial responsibility of the Village).*

*Kaas suggested the timing of the meeting being held after the Memorandum of Understanding is created and approved by the Village Board before it is presented to the golf course.*

*Miller asked if the dam is coming out. Kaas replied no. Williams stated the golf course had to obtain legal ownership before any subsequent transfer occurs. Kaas reported the golf course verbally committed to donate it to the District. Miller stated that after the donation the District will then be responsible for repairing the dam.*

14) New Business:

- a) Consider amending Municipal Code, Ch. 7–Public Nuisances to include Article IV. Property Maintenance Standards.

***Benz moved to approve amending the Municipal Code, Chapter 7 - Public Nuisances to include Article IV. Property Maintenance Standards. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- b) Consider amending Municipal Code, Ch. 5–Public Works to include Article II. Road Rights-of-Way.

***Benz moved to approve amending the Municipal Code, Chapter 5 –Public Works to include Article II. Road Rights-of-Way. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- c) Consider amending Municipal Code–Ch. 1 Government & Administration; Article I. Village Board and Other Meetings.

***Hennlich moved to approve amending the Municipal Code, – Ch. 1 Government & Administration; Article I. Village Board and Other Meetings. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- d) Resolution #03-2016: Request to join area leadership supporting Weight Of The Fox Valley initiative promoting healthy, active lifestyles thru multi-modal path usage.

***Hennlich moved to approve Resolution #03-2016: Request to join area leadership supporting Weight Of The Fox Valley initiative promoting healthy, active lifestyles thru multi-modal path usage. Gedman 2<sup>nd</sup>.***

*Kaas questioned what this will do. Friday responded that it that this would show support when the Fox Valley group is applying for multi-modal trail grants. Rath stated when Sherwood Representatives meet with Harrison Representatives one topic could be the suggestion of the continuation of the trail that stops at Hwy N and 114.*

***Laux – nay. Motion carried.***

- e) Consider methodology and date(s) by which to identify partners in Sherwood-Harrison dialogue.

*Friday distributed a copy of Times Village Newspaper article which covered a recent Village of Harrison Board meeting and one topic was the dialogue. Benz reported not being familiar with many of the Trustees other than Kevin Hietpas, who attended a few Village of Sherwood Board meetings, and asked the Sherwood Trustees for suggestions of the second.*

***Benz moved to select Kevin Hietpas and Buddy Lisowe as the two Harrison representatives at the Sherwood – Harrison Meeting. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

***After action was taken on agenda item 14) b), Hennlich moved to act upon agenda item 9) d) to deny Request to place telecommunications pole in Clifton Road Right-of-Way (Wisconsin Technology Networking, LLC). Miller 2<sup>nd</sup>. Motion carried unanimously.***

*Kaas questioned the options the Village has with the denial. Kaas inquired if the Village is required to provide another location or to have them select another location because the site described in the application is not an appropriate location due to potential future development. Rath stated there are better sites and believes the applicant did not do an on-site review. Friday stated the letter will include the Plan Commission and Village Board denial per inappropriate location with other reasons listed and he will suggest the applicant contact him.*

*Laux asked if there is still a problem with individuals placing grass cuttings on undeveloped lots. Friday replied we do not receive many of those complaints. Laux stated she has witnessed it and what is being done about it. Friday replied that it should not be done due to it ending up in the stormwater system.*

*Miller questioned if there is a Calumet County Wide Ordinance regulating the agricultural run-off of mega farms, since that is polluting wells. Friday replied he spoke with Brent Jalonen (Calumet County) and Nick Vande Hey (McMahon) and they are of the same mind which is good for the Village*

15) Complaints and Compliments: None.

16) Correspondences:

- a) *Monthly Activity Report – April (Calumet County Sheriff’s Dept.).*

- 17) Adjournment. – ***Benz moved to adjourn the meeting at 9:00 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

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

## Village Board Meeting Minutes

May 9, 2016

- 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  
David Miller  
Roger Kaas  
Jim Rath*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk-Treasurer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes
- a) April 25 (Organizational Meeting).

***Gedman moved to approve the Organizational Meeting Minutes of April 25, 2016, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) April 25 (Regular Meeting).

*Williams distributed a copy of the Minutes from the Regular Meeting of April 25, 2016 for the Trustees review after revision by Friday.*

***Kaas moved to approve the Minutes of the Regular Meeting of April 25, 2016, as revised and copy distributed at the meeting. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Ken Krueger, W513 Clifton Rd., Sherwood – regarding agenda item 7) and 14) b), voiced concerns of the tower going in, believing the Village does not want it, potential property values dropping, can he still build on his 2<sup>nd</sup> parcel, will the tower be setback enough, will he be compensated for the loss of property values; on unagendized items osprey nesting on the monopole and when John Street will be reconstructed.

Michael Cook, N7770 Palisades Trl., Sherwood – regarding unagendized item, pickleball courts in the Village, voiced concerns of location at the Sherwood Administrative Office Parking Lot, suggesting using one tennis court or the basketball court, both at Wanick Park.

- 6) Presentation: Presentation of FY2015 Audit Report (Brian Grunewald; Schenck SC).

- 7) *Public Hearing:* Amending Municipal Code, Ch. 7–Public Nuisances to include Article IV. Property Maintenance Standards.

*After 3 calls for the Public Hearing President Rath opened the Public Hearing at 7:22 p.m.*

*Kaas moved to close the Public Hearing at 7:23 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.*

- 8) *Public Hearing:* Amending Municipal Code, Ch. 5–Public Works to include Article II. Road Rights-of-Way.

*After 3 calls for the Public Hearing President Rath opened the Public Hearing at 7:23 p.m.*

*Benz moved to close the Public Hearing at 7:24 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.*

- 9) Report of the Planning Commission (May 2)  
a) *Ordinance Update* – Consider update to Municipal Code, Ch. 7 – Chapter 7 Article II: Public Nuisances, regarding regulation of ‘adult-oriented’ businesses.

*Friday reported that he had received an e-mail in regards to setbacks for adult novelty businesses and when presented to the Plan Commission, upon review of the current Code they recommended to update.*

*Benz moved to direct Village Staff to provide an update to the Village of Sherwood Municipal Code, Ch. 7 – Chapter 7 Article II: Public Nuisances, regarding regulation of ‘adult-oriented’ businesses. Laux 2<sup>nd</sup>. Motion carried unanimously.*

- b) *Extra-territorial CSM:* Request for W3637 CTH B (Halbach) to split 36.99ac. (Parcel ID #12637; Town of Woodville) into two lots creating Lot #1 (1.37ac.) with home and Lot #2 (35.75ac) of unimproved agricultural land.

*Benz moved to approve the request of Extra-territorial CSM: Request for W3637 CTH B (Halbach) to split 36.99ac. (Parcel ID #12637; Town of Woodville) into two lots creating Lot #1 (1.37ac.) with home and Lot #2 (35.75ac) of unimproved agricultural land. Miller 2<sup>nd</sup>. Motion carried unanimously.*

- c) *Municipal Ordinance Amendment* – Amend Ch. 5–Public Works to include Article II. ‘Regulating local Rights-of-Way’ – *action taken under agenda item 14) b).*

- d) *Request to place telecommunications pole in Clifton Road Right-of-Way (Wisconsin Technology Networking, LLC). – action taken under agenda item 14).*

- e) *Calendar:* On-going Review of Comprehensive Plan obligations. – *Friday quickly reviewed the packet document and informed the Board that the Comprehensive Plan update must be budgeted and done by 2018.*

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

*Rath announced he will not be in attendance at the next Village Board Meeting and requested Vice President Laux to chair the meeting.*

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*Benz distributed the Minutes to the May 5, 2016 Appleton Redevelopment Authority Exhibition Center Advisory Committee. Benz reported that a previously discussed item the request to assign a proxy in a committee member's absence was denied by the Appleton Redevelopment Authority. Benz stated the Committee continued to voice of concerns of the delay in the approval of the Request for Qualifications of the Owners Agent (Expeditior), with it potentially going in front of the Appleton City Council within the next 2 weeks. Benz informed the Trustees that 2 Appleton Alderpersons were in attendance, one expressed concern that the process may be too rapid, and the other did not have a problem with the timing. Benz stated until the Expeditior is in place nothing happens. Benz expressed concern since it is May 2016 and the completion date is fall 2017. Benz informed the Trustees that the Appleton Performing Arts Center had the same kind of process. Benz stated a report was shared with the Committee of a meeting between the Appleton Mayor and the Radisson owner discussing the property concerns and plans for resolution were discussed with all to be complete before the center is finished. Benz informed the Board that the exhibition center cost may be between \$23,000,000 and \$27,000,000. Benz stated if the cost exceeds \$29,000,000 all stakeholders must approve.*

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

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*Miller asked where the sod was planted and Friday replied around the splashpad, to replace materials that were previously pulled into the splashpad system that caused clogs.*

- ii. Original Alcohol Beverage Retail License Application – **Provisional** (The Granary; N586 Military Road).
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- a) Consider amending Municipal Code, Ch. 7–Public Nuisances to include Article IV. Property Maintenance Standards.

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- d) Resolution #03-2016: Request to join area leadership supporting Weight Of The Fox Valley initiative promoting healthy, active lifestyles thru multi-modal path usage.

***Hennlich moved to approve Resolution #03-2016: Request to join area leadership supporting Weight Of The Fox Valley initiative promoting healthy, active lifestyles thru multi-modal path usage. Gedman 2<sup>nd</sup>.***

*Kaas questioned what this will do. Friday responded that it that this would show support when the Fox Valley group is applying for multi-modal trail grants. Rath stated when Sherwood Representatives meet with Harrison Representatives one topic could be the suggestion of the continuation of the trail that stops at Hwy N and 114.*

***Laux – nay. Motion carried.***

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***After action was taken on agenda item 14) b), Hennlich moved to act upon agenda item 9) d) to deny Request to place telecommunications pole in Clifton Road Right-of-Way (Wisconsin Technology Networking, LLC). Miller 2<sup>nd</sup>. Motion carried unanimously.***

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15) Complaints and Compliments: None.

16) Correspondences:

- a) *Monthly Activity Report – April (Calumet County Sheriff’s Dept.).*

- 17) Adjournment. – ***Benz moved to adjourn the meeting at 9:00 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

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

## Village Board Meeting Minutes

May 23, 2016

- 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  
Joyce Laux  
David Miller  
Roger Kaas*

***Absent***

*Jim Rath, excused*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk-Treasurer  
Brenda Stumpf, Rec. Prog. Coor.  
Steve Summers, Plan Comm. Chair.*

- 2) *Pledge of Allegiance. – Recited.*
- 3) *Approval of the Agenda. – Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.*
- 4) *Approval of Minutes – May 9 (Regular Meeting) – Kaas moved to approve the minutes of the regular Village Board Meeting of May 9, 2016, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.*
- 5) *Registered Citizen Comments on Agenda Items.*
- 6) *Report of the Parks, Recreation and Urban Tree Board (May 16)*  
a) *Pickle Ball, Consider/Recommend*

*Stumpf reported to the Board the PRUT recommended striping one of the tennis courts, using temporary tape, for play on a first come first serve basis.*

*Benz inquired as how the success or failure would be tracked. Kaas suggested a sign in sheet.*

*Friday stated the Village Gym is an interesting option.*

*Stumpf responded that the discussion at the PRUT meeting was playing outside.*

*Miller asked how many people in the Village play pickle ball. Stumpf replied three.*

*Benz inquired if the PRUT vote was unanimous. Gedman stated the PRUT is supportive but did not want to commit.*

*Benz asked the amount of court time logged on the tennis courts in 2015 and Stumpf replied that 25 kids took lessons, 90 % of the evenings the courts were used and recent survey assessing tennis interest was 30% of those responded.*

*Benz stated based on popularity of tennis it would not be fair to take away part of the tennis courts, the Village should use the Gym and if interest develops take a look at outside options.*

*Kaas asked the complexity of setting up the pickle ball nets, and Stumpf responded legs fold out and set on the ground.*

***Benz moved based on the popularity and needs of tennis to deny the request but offer the Village Gym as an alternative and measuring the usage and if pickle ball is that popular the PRUT take a strategic look outside in the future. Miller 2<sup>nd</sup>. Motion carried unanimously.***

b) NEWPRO Mtg. 4-21-16

Stumpf reported information from recent meetings where other municipalities are placing cameras in parks with feed to official cell phones for municipal special events, etc.

c) SESAC

Stumpf informed the Board one of three music licensing companies sending request for annual fee.

d) Farmers Market/Chubby Seagull, Consider/Recommend

Stumpf stated new owners of Chubby Seagull are offering to provide space for a small farmers market and she is waiting for more information from them.

7) Report of Village Officers.

a) Village President

b) Fox Cities Area Room Tax Commissioner

*Benz reported the Request for Proposal for the Construction Management went out May 18, 2016.*

c) Clerk/Treasurer

i. Review/Approve financial reports.

***Hennlich moved to approve the financial reports as presented, holding the Head's Insurance check contingent upon the CDA approval. Miller 2<sup>nd</sup>. Motion carried unanimously.***

ii. Original Alcohol Beverage Retail License Application (The Granary; N586 Military Road).

*Gedman asked if the license is approved, can they keep the license and change the nature of what they do inside the business.*

*Williams replied the license is for that location and it is currently a restaurant/bar. Friday stated if Williams was saying the license runs with the property and if that business were to change, as Zoning Administrator he would say it is allowed as long as it is approved for that zoning district.*

*Friday reminded the Trustees that he was instructed to work with the Village Attorney to tighten up the code.*

***Benz moved since the Board has questions to request the applicant to appear at the next Village Board Meeting June 13, 2016 and extend the current provisional alcohol beverage retail license for The Granary until then. Kaas 2<sup>nd</sup>.***

*Gedman suggested investigating the zoning restrictions and consulting the Village Attorney.*

***Motion carried unanimously.***

- iii. Appointment of Agent for the Granary of Sherwood, LLC – David K. Eggert; Agent.

*No action taken.*

- iv. Provisional Class B Beer License Application (Lupitas Mexican Grill LLC, N378 Military Road).

***Kaas moved to approve Provisional Class B Beer License Application (Lupitas Mexican Grill LLC, N378 Military Road). Laux 2<sup>nd</sup>. Motion carried unanimously.***

- v. Provisional Appointment of Agent for the Lupitas Mexican Grill LLC – Julia Cruz; Agent.

***Kaas moved to approve Provisional Appointment of Agent for Lupitas Mexican Grill LLC – Julia Cruz, Agent. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- vi. Operator's License. Clerks Consent Agenda

Renewals:

- Kaila Sawlsville
- Amanda Kersten
- Marissa Hintz
- Brittany Vanderberg
- Lexy Kuepper
- Tami Verhagen

New Applications:

- Kayla Van Zeeland
- Riley Gulbranson

***Hennlich moved to approve all renewal and new applications for operator's license presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

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

*Friday informed the Board Cedar Corp. employees are in the field conducting pre-engineering work for 2017 projects. Friday will inform Cedar Corp. that the pickle ball court is not going*

*forward. Friday reported the 'Incident Report' in the packet is for a recent hydrant accident which was repaired. Costs will be billed to drivers insurance. Friday stated the April water loss is 16.5% loss with a year to date loss of 17.9%. Friday reminded the Board the reed bed clean out project will begin again shortly, progressing with Year 2 of the 3-Year project.*

9) Village Administrator: Project Update(s).

*Friday reported signing new single-family home permits #24 and #25 during the day.*

10) Old Business:

- a) *Palisades Pond Lake District – Draft M.O.U. between Pond District and Drive Fore Success, LLC (High Cliff Public Golf Course).*

*Friday reported that the MOU has gone to the Village Attorney for review.*

*Kaas suggested adding under agreement terms between #1 and #2 that the pond will be donated to either the District or Village.*

- b) *Request to place telecommunications pole in Clifton Road Right-of-Way (Wisconsin Technology Networking, LLC).*

*Friday directed the Board to the copy of the letter sent to the applicant and as of the meeting time informed the Board he had not received a reply.*

11) New Business:

- a) *Municipal Code of Ordinances Amendment - Chapter 20-10 Traffic Code – Setting parking restrictions on Village Streets.*

***Kaas moved to approve the Municipal Code of Ordinances Amendment - Chapter 20-10 Traffic Code, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

*Friday inquired and the Board concurred that on the narrow streets there should be parking restrictions in favor of emergency vehicles, etc. on the downward path/right side of the road leading from the Fire Station to residences, promoting quick response times.*

- b) *Set Per Diem of Fox Cities Room Tax Commissioner, Appleton Redevelopment Authority Exhibition Center Advisory Board Member and Palisades Pond District Board Member.*

***Kaas moved to approve the Per Diem of the Fox Cities Room Tax Commissioner and Appleton Redevelopment Authority Exhibition Center Advisory Board Member at \$40. Miller 2<sup>nd</sup>. Benz abstain. Motion carried.***

12) Complaints and Compliments: None.

13) Correspondences:

- a) *Robinhood Out-Lot Owner Association – March 2016.*  
b) *Appleton Officials give green light to cell tower – Post Crescent, May 11, 2016.*

- 14) *Closed Session:* 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.

***Benz moved to go into Closed Session: Per Wis. Stats. §19.85(1) (e) at 7:44 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

***Miller moved to return to Open Session at 8:31 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

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

***Benz moved to approve distribution of the Request for Proposal of Residential Properties, as presented and amended, through mailing to local builders and developers along with placing ads in the local papers. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 16) Adjournment. – ***Miller moved to adjourn at 8:36 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

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

## Village Board Meeting Minutes

June 13, 2016

- 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  
David Miller  
Roger Kaas  
Jim Rath*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk-Treasurer  
Steve Summers, Plan Comm. Chair*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – May 23 (Regular Meeting) – ***Benz moved to approve the minutes of the Regular Meeting of May 23, 2016, as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Kevin Eggert, W1216 CTY HR, Brillion – regarding agenda item 8) c) ii) and iv) introduced himself and his intentions with the Granary Restaurant and answered Trustee questions.

David Eggert, 1741 N. Appleton St., Appleton - regarding agenda item 8) c) ii), and iii) introduced himself as new owner of the Granary Restaurant and made a statement to refute a report in the newspaper following the last Village Board meeting.

Thomas Kosiorek, W200 Kings Way, Sherwood – regarding agenda item 14) e) voiced concerns about residents burning in Village and requested an ordinance regulating it be added to the Municipal Code.

- 6) Report of the Community Development Authority (May 25)
- a) *50/50 Business Matching Grant Program – Head Insurance* – Request for funds was above initial request due to sales tax (Revised amount approved for reimbursement).

*Kaas reported that the Authority received the documents in order to release the matching grant award funds.*

*Kaas stated and Williams confirmed the Maurer property at W407 Harrison Street sale is pending and the closing will take place soon.*

- b) *Village receipt of 5 donated lots (Stumpf):* Per discussion with Village Board, an RFP has been developed and will be circulated to area building & development members for consideration regarding their sale and development.

*Kaas reported the distribution of the Request for Proposal for the 5 residential lots and stated one Village resident in particular has expressed interest in the land.*

*Kaas stated a Calumet County Economic Development Meeting took place last week. Kaas reported attending and shared with the Trustees that the County is interested in taking a more active role in encouraging development. Kaas stated a Waupaca County Economic Development Corporation speaker shared their experiences during the last 10 to 15 years.*

- 7) Report of the Planning Commission (June 6)  
a) Request to place fill material along lot(s) abutting STH 55/114.

*Summers presented information on the request and reported the Commission's decision to conditionally allow.*

- b) Private pond specifications (Aschenbrener).

*Summers stated the Municipal Code does not address this type of request and property owner Aschenbrener was directed to provide an actual plan for consideration and review.*

- c) Consideration of renaming Condon Road.

*Summers stated consensus of Commission was to wait until the 2<sup>nd</sup> part of the road is completed and reconsider the name at that time.*

- d) Future Zoning Code update.

*Summers reported that an outline will be presented to begin the process of the update.*

- e) Calendar: On-going Review of Comprehensive Plan obligations.

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

*Rath stated Brillion has been working with Speedy Clean to research illegal connections.*

*Rath questioned if the Room Tax Board Commissioners should be paid through the Board. Benz responded that it was brought up and he was informed that the municipalities paid their representatives.*

*Rath reported that he spoke with the video drone individual and that he will be finishing up the project and expects to attend a Village Board meeting in the near future.*

- b) Fox Cities Area Room Tax Commissioner.

*Benz reported he attended the Meeting of the Appleton Exhibition Center Advisory Committee and the Request for Qualifications for the owner's agent in no longer active and has been replaced by the Request for Proposal for the Construction Management Services. Benz stated more information on the Property Improvement Program will be presented at the July meeting and the Request for Proposal for Construction Management Services and Architectural*

*Engineering Services were reviewed by the Committee with the award on July 6, 2016. Benz reported that once construction starts there will be a bi-weekly construction newsletter. Benz stated there is a seven person committee in place to decide on the winning the proposals.*

c) Clerk/Treasurer

- i. Review/Approve financial reports.

***Miller moved to approve the financial reports as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- ii. Original Alcohol Beverage Retail License Application.
  - Two J's, LLC; Brad Grant–CEO

***Benz moved to approve the original alcohol beverage retail license application for the property previously known as Two J's, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- The Granary of Sherwood, LLC; David K. Eggert-Member

***Hennlich moved to approve the original alcohol beverage retail license application for The Granary, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- Lupitas Mexican Grill, LLC; Julia G. Cruz-Member

***Kaas moved to approve the original Class B Malt beverage retail license application for Lupitas Mexican Grill, LLC, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- iii. Appointment of Agent by Corporation.
  - Two J's, LLC; Allen C. Schlorf

***Hennlich moved to approve the appointment of agent by corporation of Allen C. Schlor for the property previously known as Two J's, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- The Granary of Sherwood, LLC; David K. Eggert

***Miller moved to approve the appointment of agent by corporation of David K. Eggert for The Granary, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- Lupitas Mexican Grill, LLC; Julia G. Cruz

***Benz moved to approve the appointment of agent by corporation of Julia G. Cruz for Lupitas Mexican Grill, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- High Cliff Public Golf Course, Inc.; James R. Blackburn

***Kaas moved to approve the appointment of agent by corporation of James R. Blackburn for High Cliff Public Golf Course, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- iv. Operator's License(s).
  - Kevin D. Eggert

***Kaas moved to approve the operator's license application of Kevin D. Eggert, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- v. Consent Agenda

***Kaas moved to approve the Consent Agenda, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

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

*Friday directed the Board to the packet item of the Post Office parking lot paving (\$79,286) and paving of the shared access (\$12,604).*

*Benz questioned the Wisconsin Department of Transportation (WDOT) requirements of closing Clifton Road and Friday replied that included in the contingency are amounts to be used for curb and gutter if required by WDOT. Friday informed the Board that he will meet with the WDOT before the next Village Board meeting. Benz questioned if another less expensive option was possible. Kaas questioned the possibility of the actual costs coming in lower than the estimate for the technical administration (\$24,000) and Friday responded that the Village will know more at the next Board Meeting.*

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

*Friday reported the Nuthatch Trail rework will be completed after the temporary easement is closed, the trail into Wanick Park is complete/looks good, Golf Course Road looks much better with an improved slurry mix, Forest Lane and Park are finished. Friday stated MCO has completed cleaning work and will present information to purchase equipment to perform it ourselves. Friday reported seals and manholes being worked on. Friday stated the research of the water loss is continuing, first the ductile iron pipe and now on to the rest in a step by step process. Kaas asked about the High Cliff State Park Inflow and Infiltration Study completion and Friday replied he had not heard and would follow up.*

- 11) Old Business:
  - a) *Palisades Pond Lake District.*

*Friday reported the Memorandum of Understanding second version has gone to the Village Attorney. Williams informed the Board that the Wisconsin Department of Natural Resources updated her on the dam transfer to the golf course and all that was needed was the time to issue the permit. Williams stated she has the links for the application for the dam transfer from the golf course to the District.*

- 12) New Business:
  - a) *Resolution #04-2016: A Resolution Reviewing and Approving the Village of Sherwood 2015 Compliance, Maintenance Annual Report.*

***Kaas moved to approve Resolution #04-2016: A Resolution Reviewing and Approving the Village of Sherwood 2015 Compliance, Maintenance Annual Report. Benz 2<sup>nd</sup>. Motion carried unanimously.***

13) Complaints and Compliments:

- a) *High Cliff Public Golf Course – Noise and stray golf balls (May 24; Tesch).*

*Rath requested Friday to develop a proclamation for Chief Kloehn for his service to the Harrison Fire Department.*

14) Correspondences:

- a) *FY2016 Recycling Grants to Responsible Units (May 25, WisDNR).*  
b) *Intergovernmental Meeting – Harrison (June 2; Parish).*  
c) *Calumet County Bank merging with State Bank of Chilton effective Sept., 2016 (June 3; Grant).*  
d) *Time Warner Cable, Inc. cable provider now d/b/a/ 'New Charter' (June 3; Charter Communications).*  
e) *Request to propose and ordinance governing outdoor burning (June 7; Kosiorek).*

*Benz suggested in place of a Municipal Code Amendment an educational approach to being a good neighbor. Rath requested Friday to draft communication for the next newsletter. Kaas suggested an ad in the newspaper.*

*Miller shared that he recently saw a solar powered speed limit sign in Greenleaf and inquired as to the cost of equipment like that. Rath suggested Friday get a cost to him so that the Sherwood Optimists could consider a donation.*

- 15) ***Closed Session:*** Intergovernmental Relations (Harrison) – Potential projects. 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 go into Closed Session: Intergovernmental Relations (Harrison) – Potential projects. Per Wis. Stats. §19.85(1) (e) at 8:04 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

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

***Miller moved to return to open session at 8:54 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

*Friday presented information on a recent resident complaint. Friday projected pictures from the ditch on Spring Court and informed the Board that he has had several discussions with the resident. Friday directed the Board to the letter in the packet he sent in November 2015 about the situation and since that time there has been no change. The Board directed Friday to resend that same letter to the resident.*

*Friday stated that one of the Village rental homes currently has a pool and the Board requested Williams to draft a letter to the tenant with a release of liability form for their signature so to release the Village from any responsibility.*

17) Adjournment. – *Rath hearing no objection adjourned the meeting at 9:02 p.m.*

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

# Village Board Meeting Minutes

June 27, 2016

- 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  
David Miller  
Jim Rath*

***Absent***

*Roger Kaas, excused*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk-Treasurer  
Brenda Stumpf, Rec.Prog. Coordinator  
Emily Uitenbroeck, Rec. Summer Assist.  
Bruce Genskow, MCO Utility Operator*

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

- 3) Approval of the Agenda. – ***Benz moved advance agenda item 9) to follow agenda item 5) and to approve the rest of the agenda as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- 4) Approval of Minutes – June 13 (Regular Meeting). – ***Benz moved to approve the minutes of the Regular Meeting of the Village Board on June 13, 2016, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Jeff Luniak and Dan Rippel of High Cliff Public Golf Course, W5055 Golf Course Rd., Sherwood - presented a \$800 check to the Village of Sherwood to help pay for the water at the Wanick Park Splashpad. The Board was very appreciative of the donation.

- 6) Report of the Parks, Recreation and Urban Tree Board (June 20)

a) *NEWPRO Mtg.* – May 19 (Fox Crossing).

b) *Miller Pond 'burn'.*

c) Ice Cream Social – 215 sundaes served.

d) Upcoming Events (Movie Nights; Entertainment acts; Baseball).

e) Trail paving: Update.

f) Pickle Ball: Gym lines now striped.

g) Security systems: No interested bidder at this time.

*Stumpf presented the informational items from the June 20, 2016 Regular PRUT meeting and answered Trustee questions.*

- 7) Report of the Community Development Authority (June 22)
  - a) Disposition of parcels scheduled for (re-)development.

*Friday presented the timeline of the 2 Request For Proposals currently out for consideration; the development one is due August 1<sup>st</sup> and the residential one is due July 28<sup>th</sup>.*

- b) 50/50 Business Grant Matching Program – Reimbursement (Frogg’s Ice Cream).

*Friday shared with the Trustees the presentation made by the owner of Froggs and upon the completion of the grant reported the funds are being released.*

- c) Sherwood Cliff Apartments – Insurance premium and policy.

*Friday stated the CDA decided in lieu of property insurance to offer incentives to the remaining 2 tenants to move out prior to their lease end date.*

- d) 50/50 Business Grant Matching Program – Request.(Hilltop Investors/High Cliff Studio)

*Friday shared with the Trustees the presentation made by the owner of Hilltop Investors/High Cliff Studio, the discussion of the Village’s first right of refusal and after the completion of the grant documents reported the funds will be released.*

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

*Rath reported that a Board Member requested an update to the Code in regards to moral and acceptable businesses. Rath stated he inquired of Friday if he could locate a sample ordinance from the League of Wisconsin Municipalities. Rath complimented the High Cliff State Park (HCSP) handling the recent triathlon and along with recently enacted Village parking restrictions allowed the event to go without problems. Rath asked Benz if he would be interested in reaching out to HCSP if he and his neighbors are open to restricted parking signs being posted by HCSP. Benz responded he would be interested in doing that. Rath stated he asked Friday to work on a letter with him to the resident on Spring Court with the growth in the ditch and Friday replied that he had taken care of it already.*

- b) Fox Cities Area Room Tax Commission(er) (FCARTC).

*Benz reported attending the meeting of the FCARTC of June 20, 2016. Benz directed the Trustees to his minutes of the meeting, the report of 1<sup>st</sup> Quarter Room Tax Receipts, the Performing Arts Center Refunding Report with proposed early repayment, and proposed By-Law changes (all included in the meeting packet). Benz stated the Request For Proposal for Construction Management Services and Engineering and Architectural Services resulted in 3 firms in contention with the award to take place July 7, 2016. Benz reported the Request For Proposal for the Sports Facility resulted in 7 proposals. Benz reminded the Board that a Special Task Force was appointed in order to address revising the By-Laws. Benz directed*

*the Trustees to the change under membership, which defined tax collection members as municipalities who collect some room tax. Benz stated his opposition to that change. Benz reported the Commission suggested with his opposition to the membership section change that section 6.05 could be changed from .1% to \$300 for all members. Benz expressed his opposition again. Benz informed the Board there will be a special meeting July 18, 2016 on the By-Law vote with each of the municipalities then to individually vote upon. Benz stated the municipalities are to collect room tax on those properties which offer their homes online for rent (such as Air BnB). Benz requested all Board Members review the By-Laws and bring their concerns/questions to the next Village Board Meeting.*

*Rath reported receiving a phone call about the Village drone video and he stated he has a copy of it on his phone and would show it to all interested after the meeting.*

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

***Benz moved to approve the financial reports as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- ii. Renewal Alcohol Beverage Retail License Application – Class ‘B’ Beer; Class ‘B’ Liquor (‘Duncliffe, Inc.’ d/b/a Shenanigans; N385 Military Road).

***Hennlich moved to approve Renewal Alcohol Beverage Retail License Application – Class ‘B’ Beer; Class ‘B’ Liquor (‘Duncliffe, Inc.’ d/b/a Shenanigans; N385 Military Road). Miller 2<sup>nd</sup>. Motion carried unanimously.***

- iii. Appointment of Agent (‘Duncliffe, Inc.’ d/b/a Shenanigans, LLC – Brenda Stumpf; Agent).

***Benz moved to approve the Appointment of Agent (‘Duncliffe, Inc.’ d/b/a Shenanigans, LLC – Brenda Stumpf; Agent). Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- iv. Clerks Consent Agenda.

Operator’s License Renewals:

- Janet Reimer
- Thomas Gehrman, Jr.
- David Breckheimer
- Amy Kuhn
- Stacy Bartel

License Renewals 2016-17:

- Reserve Class ‘B’ Malt Beverage/Liquor License (Blue Ribbon Enterprises; d/b/a the Outpost Pub & Provisions; Andrew Stumpf – Agent.

***Benz moved to approve the Clerks Consent Agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 9) Village Engineer and/or Utility Operator: Project Update(s).  
a) *Reed Bed clean-out* (Beds #2 & #3; Year 2 of 3).

Genskow reported the 2<sup>nd</sup> year of the 3 year project is progressing with a pre-bid meeting the week of 6/20 where 5 potential bidders were in attendance. Genskow stated the bid opening will be August 26, 2016 with anticipated project start in September.

b) *Water Loss Report (May).*

Genskow reported flushing hydrants in May and informed the Board of the year to date water loss of 17.9%. Genskow stated the ductile iron pipe areas have been checked where 2 leaks were identified and repaired. Genskow reminded the Board that the PSC maximum loss is 15% for 3 years. Genskow stated listening at hydrants, inside homes during meter changes, at curb boxes, at valves and pressure testing the system are all steps to identify the source of the loss. Genskow informed the Board that through the automatic meter read (amr) equipment addition to the system, the Village will have another tool in the loss research.

c) *FY2017 Budget info: AMR (Automatic Meter Reads) – Midwest Meter, Inc. Badger Meter.*

Genskow distributed the new components of the AMR and reported on the 3 year project with options to consider and related costs. After discussion of the options, the Board agreed to stay with the Badger Meter system.

Genskow reported the permit for the Waste Water Treatment Plant is in due in January and he will work on it with McMahon for required analysis. Rath questioned if there is any concerns and Genskow replied not yet.

Genskow stated the meter for the Sanderfoot property has been received, dropped off and is ready for their plumber to install. Genskow reported the water is off, after connection he will perform required tests and the cost of the meter will be billed to Sanderfoot.

Genskow reported the Sherwood Forest lift station will be revamped. Rath inquired if Genskow was communicating with the Sherwood Forest Golf Course owner and suggested a communication should happen

10) Village Administrator: Project Update(s).

*Friday reported attending a meeting with the Wisconsin Department of Transportation (WDOT) in Green Bay earlier in the day along with Cedar Corp. Engineer Majkowski. Friday stated the discussion went well; surprisingly so and very congenial. Friday reported they reviewed Condon Road and downtown planning. Friday stated curbing is required at the closing of Clifton Road and was hoping the sidewalk at the closing of Clifton Road will not be required. Friday reported other topics discussed were the continuation of Condon Road/intersection with Hwy 55/114 and the WDOT stated that would be no problem (preliminarily) with a potential ICE Analysis, a roundabout at the Castle Drive/Hwy 55/114 intersection, and the request of slowing down traffic within the limits of the Village by use of bump outs, etc. were all well received.*

*Friday reported the 34<sup>th</sup> home permit has been received. Friday directed the Board to packet documents for solar powered speed limit signs and stated this can be included in the FY2017 budget generation.*

11) Old Business:

- a) *Palisades Pond Lake District – Info. and Update.*

*Friday stated document in the packet is the rework of the Memorandum of Understanding approved by the Village Attorney. Williams directed the Board to packet documents of the dam transfer form, the related fees and checklist of required items for the transfer application. Williams stated Kaas had inquired about insurance, which the District is currently covered and when it transfers will be the responsibility of the new board.*

12) New Business:

- a) *Annual Parish Picnic (Aug. 6 & 7) – Temporary Class ‘B’ Retailer’s License (St. John Sacred Heart).*

***Benz moved to approve the Annual Parish Picnic (Aug. 6 & 7) – Temporary Class ‘B’ Retailer’s License (St. John Sacred Heart), as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Consider placement of 24 asphalt patch lifts due to trench settlement on Robinhood Drive (\$31,800; NorthEast Asphalt, Inc.).*

*Friday reported the situation has worsened over time and suggested the Board consider with the use of Fund Balance as a bid alternate to the Post Office parking lot and Nuthatch Trail work.*

***Hennlich moved to allocate \$31,800 of General Fund Balance for 24 patch asphalt patch lifts for a non-budgeted project to be done in FY2016. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

*Friday asked and the Board concurred this project would be bid separately with the Post Office parking lot and Nuthatch Trail work.*

13) Complaints and Compliments:

*Friday reported receiving a compliment from Dale Albers in regard to the Splashpad and Wanick Park, Albers wrote the Village Board ‘hit a homerun’ with all the work done there.*

*Hennlich complimented the Public Works Staff that Wanick Park looks ‘super’.*

14) Correspondences:

- a) *Monthly Activity Report (May; Calumet County Sheriff’s Dept.).*  
b) *Thank You letter (June 10; St. Paul Elder Services).*  
c) *Request to distribute brochures (June 16; REACH Coordinator–Calumet County).*

- 15) Adjournment. – *Benz moved to adjourn the meeting at 8:52 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.*

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

## Village Board Meeting Minutes

July 11, 2016

- 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-Treasurer  
Steve Summers, Plan Commission Chair.*

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

*Rath requested the Board approval to view the drone video created for the Village at both the beginning of the meeting and at the end, the Board agreed and Friday projected it on the Board Room wall.*

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

- 4) Approval of Minutes – June 27 (Regular Meeting). – ***Benz moved to approve the minutes of the Regular Meeting of the Village Board of June 27, 2016 as presented. Miller 2<sup>nd</sup>. Kaas abstain. Motion carried.***

- 5) Registered Citizen Comments on Agenda Items. – *None.*

- 6) Report of the Plan Commission (July 5)  
a) *Strandwitz parcel subdivision – Concept plan review*

*Summers informed the Board of the very basic conceptual plan presented to the Commission and after review the Commissioners questioned the best use of the land and found many points that must be addressed prior to further consideration of approval. Summers stated the topic is tabled.*

- b) *Planning documents reviews and updates*

*Summers stated the Plan Commission will begin an update process first with the Comprehensive Plan with assistance of the East Central Planning if possible.*

- c) *Future Zoning Code update*

*Summers reported the Commission would follow the Comprehensive Plan update with the Zoning Code update.*

- d) *Calendar: On-going Review of Comprehensive Plan obligations.*

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

*Rath reported giving Williams the approval of the sale of the cemetery plots in agenda item 11) a) prior to the Village Board Meeting due to the untimely death of a Village Resident.*

*Rath stated he would like to have support of the Board to begin working with Village Residents by videoing historical information from Les Stumpf, Joe Diederich, Clarence Zahringer, Warren Schneider and others from the Board's suggestion either at an event like the Sherwood Summerfest or prior to a Village Board meeting.*

*Rath distributed a copy of a communication from the Fox Cities Convention Center and Visitors Bureau he received reassuring the Village that they will continue to promote the Village regardless of recent meeting's discussions.*

*Rath reported receiving a compliment from a Village Resident on the splashpad at Wanick Park.*

- b) Fox Cities Area Room Tax Commissioner

*Benz reported attending the Appleton Redevelopment Authority Exhibition Center Advisory Committee meeting July 7<sup>th</sup>. Benz stated topics presented were the Radisson property update schedule, Zimmerman Architectural contract award for Design and Engineering Services, and Miron Construction contract award for Construction Management.*

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

***Kaas moved to approve the financial reports as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

*Williams questioned and the Board approved having the Fund Balance policy presented at the next Village Board meeting for potential of movement of funds for Village projects.*

- ii. Operator's License(s).
- Nicole Hoelzel
  - Brittany W. Fiedler
  - Kendra J. Van Camp
  - Kim M. Van Rossum
  - Carter H. King
  - Kelly Thiel
  - Kevin Rykal
  - Benjamin F. Simons
  - Heather Grundy

***Miller moved to approve the operator license applications as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

iii. Consent Agenda

*Williams directed the Board to an e-mail from the Village liability insurance carrier which was in response to their question of risk of swimming pools and trampolines at the Village rental homes. Williams requested and the Board agreed to place this on the next Village Board meeting.*

*Williams informed the Board of a request to light off fireworks at a Village home and asked for direction. Rath requested Williams to gather information from other local municipalities and report back.*

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

*Friday distributed a report on the Village roadways for 2017-2018 Capital Planning. Laux questioned the minimum road widths in the Village with future road construction. Friday suggested other engineering options would be considered in those projects. Friday reported signing off on the 37<sup>th</sup> home permit. Friday stated the reed bed clean out project will be awarded soon. Friday informed the Board the trail into Wanick Park will be reworked and done at the contractor's expense with extended warranty time.*

*Friday responded to Benz's question about the paving at Park Drive. Friday reported questioning the engineer about the paving and their response was in the field the contractor attempted to match up the different elevations of the two road levels. Benz stated concerns of bad engineering/laying of asphalt, does not know what can be done and what the Village recourse is. Friday stated it was lined up for rework and the property owners were not ready and with that situation the decision was made to save money on less asphalt, saving the Village \$9,600.*

9) Village Administrator: Project Update(s).

10) Old Business:

a) *Palisades Pond Lake District.*

11) New Business:

a) *Cemetery Plot sale(s): Consider 'Sale and Perpetual Care Agreement' of three plots (Hoffman-Prokash, et. al.).*

***Kaas moved to approve the sale of plots and perpetual care agreements to Sarah Hoffman-Prokash as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

*Williams requested the Board to define protocol when time is of the essences for future sales, Rath stated this recent sale has set a precedent and suggested that Staff handle and report to the Board after the fact. The Board concurred to authorize Village Staff to approve plot/agreement sales and report back.*

b) *Annual request for support to off-set possible watering costs (Sherwood Lion's Football).*

***Kaas moved to approve Village pay 1/3 of the watering cost, the Utility of 1/3 and the football program to pay the final with the maximum amount of the Village or Utility portion would be \$600. Miller 2<sup>nd</sup>. Motion carried unanimously.***

c) *Pay Request #1 – FY2016 Roadway Paving (Contract A16):* Request (NEA; \$109,649.60) for work completed on various projects thru June 17.

***Miller moved to approve pay request #1 FY2016 Roadway Paving to NEA \$109,649.60 for work completed through June 17, 2016. Laux 2<sup>nd</sup>. Benz – nay. Motion carried.***

12) Complaints and Compliments: None.

13) Correspondences:

a) *Request for ‘Children’s Slow Moving Sign’ (W4709 Nicklaus Court-Richter; June 30).*

*The Board took no action.*

14) *Closed Session:* Consider property development opportunity. 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.

*Board did not go into Closed Session.*

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

*Kaas questioned the pre-proposal session for the Request For Proposal (RFP) of the Residential lots donated by Stumpf. Friday stated no one attended and either the season is too busy for the recipients to attend or the RFP was very complete.*

*Benz questioned the Board if anyone remembered Village historical items such as the mink farm across the street from the chicken farm down by the Marina and the boat delivery business at the house on Lower Cliff.*

*Benz inquired if the drone video can be sent to the television stations and used to promote the Village.*

*Friday projected the Village drone video on the Board Room wall.*

16) Adjournment. – ***Rath hearing no objection adjourned the meeting at 8:07 p.m.***

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

# Village Board Meeting Minutes

July 25, 2016

- 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*

*Joe Hennlich*

*Roger Kaas (arr.6:49)*

*Joyce Laux*

*David Miller*

***Absent***

*Jim Rath, excused*

*Stacy Gedman, excused*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk*

*Brenda Stumpf, Rec. Prog. Coord.*

*Steve Summers, Plan Comm. Chair.*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously***
- 4) Approval of Minutes – July 11 (Regular Meeting) – ***Benz moved to approve the minutes of the Regular Meeting of the Village Board July 11, 2016 as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Parks, Recreation and Urban Tree Board (July 18)
- a) Trail paving: Update (Lake Breeze; Nuthatch)

Stumpf presented information on the 2016 trail paving, stating MCC will be reworking areas and informed the Board of resident drainage structures impeding and undermining the trail. Stumpf stated that those residents will be contacted in order to keep the trails in better condition. Friday projected photos of examples of this problem on the Board Room wall.

- b) Park Regulations: Review ‘grills’

Stumpf reported the PRUT reviewing some of the park regulations including providing for rent of the large grills the Village purchased in 2015. Stumpf stated researching other communities in an effort to be consistent.

- c) Facility Reservations: Application/Review

- d) Events Held in Wanick Park

Stumpf reported the Miller & Mike event had 40 participants, movie night with the Minions with 53, Randy Petersen with 50, You Paint event was moved to the Village Gym with 12,

and Mr. Billy due to the hot, humid weather the crowd started at 30 an hour before but only had 4 at the start time.

e) Upcoming Events (Movie Nights; Entertainment; SummerFest)

Stumpf informed the Board of upcoming events; Ice Cream Social (7/26 sponsored by Chubby Seagull), Art in the Park (8/3 tie dye & 8/17 paint birdhouses), movie night with Inside Out (8/12) and NEW Zoomobile (8/28).

Stumpf stated the Summerfest planning has started and the entertainment is Big Mouth and the Power Tool Horns, Spicy Tie, Mischief & Magic, with ThedaStar and the Harrison Fire Department.

f) Wanick Park – Survey data.

Stumpf distributed the results of the June survey, graphing where the participants came from, and what they were doing while at the park. Stumpf informed the Board the survey was conducted during the day, during the week.

g) Security systems for Wanick Park

Stumpf reported research presented to the PRUT Board regarding security cameras and stated the PRUT is doing further review of this type of equipment.

7) Report of Village Officers.

a) Village President

*In absence of Rath, Friday distributed an e-mail with information on a video project of Village Residents by an outside company. Kaas voiced concern of duplication of previous CDs prepared for the Village. Board directed Friday to agendize the item for the next meeting.*

b) Fox Cities Area Room Tax Commissioner

*Benz reported on his attendance at the July 18, 2016 Fox Cities Area Room Tax Commission and presented the proposed amended By-Laws for their review and consideration.*

***Kaas moved to not participate in the Commission for the \$300 annual fee. Hennlich 2<sup>nd</sup>. Hennlich-nay, Laux-nay and Miller-nay. Motion failed.***

***Benz moved to approve the By-Laws as amended. Hennlich 2<sup>nd</sup>. Kaas-nay and Laux-nay, motion carried.***

*Friday suggested the approval be in the form of a resolution, per the language of the By-Laws.*

***Hennlich moved to approve Resolution #2016-05 the Fox Cities Area Room Tax Commission By-Laws as presented. Benz 2<sup>nd</sup>. Laux-nay, motion carried.***

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

***Hennlich moved to approve the financial reports as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- ii. Operator's Licenses:  
• Katie Gehl  
• Kimberly Fenn

***Hennlich moved to approve the operator license applications as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- iii. Election Inspector Appointment:  
• Penny Gorniak

***Benz moved to approve the Election Inspector Appointment of Penny Gorniak. Miller 2<sup>nd</sup>. Motion carried unanimously.***

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

*Friday informed the Board of upcoming dates; bid opening of the Post Office/Trail project July 28<sup>th</sup> at 11 am, deadlines for proposals of the RFP for the Residential Lots July 28<sup>th</sup> at noon and the Development RFP August 1<sup>st</sup> before 4:30 p.m.*

*Friday reported he and MCO Utility Operator Genskow met with representatives from Siemens Corporation for leak detection services.*

*Friday stated the CDA meeting is Wednesday, had recently signed the 37<sup>th</sup> home permit and has had community development discussions the last few weeks.*

*Miller inquired about a Certified Survey Map and Friday replied 'yes', it is going in front of the Plan Commission Monday August 1<sup>st</sup> for the combining of 2 lots on Carrington Court.*

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

*Friday reported recent service calls; one was the Board Room HVAC pump and another for the air conditioning unit at the Community Center.*

- 10) Old Business:

- a) *Rental Property (Agreement[s]) – N409 Military Road*

*Williams directed the Board to the meeting packet documents of the lease, release of liability forms and the e-mail from the liability carrier. Benz questioned Williams about the application process and the questions asked during the rental process. Board directs*

*Williams to communicate with the tenant to cease operation of the daycare and demand presentation of the renters insurance certificate.*

b) *Fund Balance Policy – Assignment of ‘Unrestricted’ and ‘Unassigned’ funds.*

*Williams requested the Board to review the Fund Balance information in the packet which identified excess Fund Balance and requested their direction/action.*

***Laux moved to transfer \$556,271.24 from General Fund to Capital Projects Fund. Miller 2<sup>nd</sup>. Motion carried unanimously.***

c) *Palisades Pond Lake District – Update.*

*Williams reported the Village received documentation of the Wisconsin Department of Revenue Natural Resources approving the transfer of the dam at Palisades Pond and after the golf course owners complete their responsibilities the dam can be transferred to the District.*

11) New Business:

a) *Bids for 2016 Reed Bed Cleanout Project (Beds #2 & #3): Consider Bid Award (\$23,815.75; Solutions 101, LLC).*

***Benz moved to award the 2016 Reed Bed Cleanout Project (Beds #2 & #3) to Solutions 101, LLC NTE \$23,815.75. Miller 2<sup>nd</sup>. Motion carried unanimously.***

b) *Clifton Road & Post Office parking lot rehabilitation funding: Consider proposed cost allocation between Village (General Fund) and CDA (designated funds).*

*Friday introduced the topic of cost sharing of the project between the General Fund and the Community Development Authority (CDA) Fund. Friday suggested the roadway costs be allocated to the General Fund and the Post Office lot rehabilitation to the CDA. Friday stated the Post Office (CDA) share would be \$54,000 and the roadway (General Fund) share would be \$32,500. Kaas stated that is a fair allocation and if the CDA is responsible for the redevelopment of those properties they should take the responsibility of those costs.*

***Kaas moved to approve the split of Post Office Parking Lot Rehabilitation funding between the CDA and the General Fund, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

c) *Municipal Code updates: Consider Municipal Code modification(s).*

i. *Ch. 7 – Nuisance Ordinance: Start of daily work time for seasonal businesses (e.g. grass-cutting at golf courses).*

*Friday reported receiving visits from Calumet County Deputies in regards to noise pollution complaints. Friday suggests that the Code may need updating in order to be compatible with seasonal business needs. Miller stated that if the Village allows the golf courses to mow earlier than the current code allows, that residents will be wanting to do the same. Friday requested the Board to send the topic to the Plan Commission and the Board agreed.*

- ii. *Ch. 22-18 Off-street storage of vehicles (Local parking regulation): Vehicles, trailers, etc. [a. 72hrs. vs. b. constr'n site parking]. Note: Consider replacement of Ch. 22-19 Satellite dish antennas.*

*Friday reports this item is similar to 11) c) ii), and requested to send it to the Plan Commission. Friday stated the Code does not refer to trailers, fishing shanties, etc. and maybe an update to the language should be considered.*

*Hennlich suggested it be directed to the Plan Commission and the Board agreed.*

*Benz requested a copy of the survey.*

- 12) Complaints and Compliments: None.
- 13) Correspondences:
  - a) *Monthly Activity Report* (June; Calumet County Sheriff's Dept.).
  - b) *'Schneider Dam Transfer' to Drive Fore Success, LLC* (July 21, Wis. Dept. of Natural Resources).
- 14) Adjournment. – ***Benz moved to adjourn the meeting at 8:39 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

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

# Village Board Meeting Minutes

July 25, 2016

- 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  
Joe Hennlich  
Roger Kaas (arr.6:49)  
Joyce Laux  
David Miller*

***Absent***

*Jim Rath, excused  
Stacy Gedman, excused*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk  
Brenda Stumpf, Rec. Prog. Coord.  
Steve Summers, Plan Comm. Chair.*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously***
- 4) Approval of Minutes – July 11 (Regular Meeting) – ***Benz moved to approve the minutes of the Regular Meeting of the Village Board July 11, 2016 as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Parks, Recreation and Urban Tree Board (July 18)
- a) Trail paving: Update (Lake Breeze; Nuthatch)

Stumpf presented information on the 2016 trail paving, stating MCC will be reworking areas and informed the Board of resident drainage structures impeding and undermining the trail. Stumpf stated that those residents will be contacted in order to keep the trails in better condition. Friday projected photos of examples of this problem on the Board Room wall.

- b) Park Regulations: Review ‘grills’

Stumpf reported the PRUT reviewing some of the park regulations including providing for rent of the large grills the Village purchased in 2015. Stumpf stated researching other communities in an effort to be consistent.

- c) Facility Reservations: Application/Review

- d) Events Held in Wanick Park

Stumpf reported the Miller & Mike event had 40 participants, movie night with the Minions with 53, Randy Petersen with 50, You Paint event was moved to the Village Gym with 12,

and Mr. Billy due to the hot, humid weather the crowd started at 30 an hour before but only had 4 at the start time.

e) Upcoming Events (Movie Nights; Entertainment; SummerFest)

Stumpf informed the Board of upcoming events; Ice Cream Social (7/26 sponsored by Chubby Seagull), Art in the Park (8/3 tie dye & 8/17 paint birdhouses), movie night with Inside Out (8/12) and NEW Zoomobile (8/28).

Stumpf stated the Summerfest planning has started and the entertainment is Big Mouth and the Power Tool Horns, Spicy Tie, Mischief & Magic, with ThedaStar and the Harrison Fire Department.

f) Wanick Park – Survey data.

Stumpf distributed the results of the June survey, graphing where the participants came from, and what they were doing while at the park. Stumpf informed the Board the survey was conducted during the day, during the week.

g) Security systems for Wanick Park

Stumpf reported research presented to the PRUT Board regarding security cameras and stated the PRUT is doing further review of this type of equipment.

7) Report of Village Officers.

a) Village President

*In absence of Rath, Friday distributed an e-mail with information on a video project of Village Residents by an outside company. Kaas voiced concern of duplication of previous CDs prepared for the Village. Board directed Friday to agendize the item for the next meeting.*

b) Fox Cities Area Room Tax Commissioner

*Benz reported on his attendance at the July 18, 2016 Fox Cities Area Room Tax Commission and presented the proposed amended By-Laws for their review and consideration.*

***Kaas moved to not participate in the Commission for the \$300 annual fee. Hennlich 2<sup>nd</sup>. Hennlich-nay, Laux-nay and Miller-nay. Motion failed.***

***Benz moved to approve the By-Laws as amended. Hennlich 2<sup>nd</sup>. Kaas-nay and Laux-nay, motion carried.***

*Friday suggested the approval be in the form of a resolution, per the language of the By-Laws.*

***Hennlich moved to approve Resolution #2016-05 the Fox Cities Area Room Tax Commission By-Laws as presented. Benz 2<sup>nd</sup>. Laux-nay, motion carried.***

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

***Hennlich moved to approve the financial reports as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- ii. Operator's Licenses:  
• Katie Gehl  
• Kimberly Fenn

***Hennlich moved to approve the operator license applications as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- iii. Election Inspector Appointment:  
• Penny Gorniak

***Benz moved to approve the Election Inspector Appointment of Penny Gorniak. Miller 2<sup>nd</sup>. Motion carried unanimously.***

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

*Friday informed the Board of upcoming dates; bid opening of the Post Office/Trail project July 28<sup>th</sup> at 11 am, deadlines for proposals of the RFP for the Residential Lots July 28<sup>th</sup> at noon and the Development RFP August 1<sup>st</sup> before 4:30 p.m.*

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*Friday stated the CDA meeting is Wednesday, had recently signed the 37<sup>th</sup> home permit and has had community development discussions the last few weeks.*

*Miller inquired about a Certified Survey Map and Friday replied 'yes', it is going in front of the Plan Commission Monday August 1<sup>st</sup> for the combining of 2 lots on Carrington Court.*

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

*Friday reported recent service calls; one was the Board Room HVAC pump and another for the air conditioning unit at the Community Center.*

- 10) Old Business:

- a) *Rental Property (Agreement[s]) – N409 Military Road*

*Williams directed the Board to the meeting packet documents of the lease, release of liability forms and the e-mail from the liability carrier. Benz questioned Williams about the application process and the questions asked during the rental process. Board directs*

*Williams to communicate with the tenant to cease operation of the daycare and demand presentation of the renters insurance certificate.*

b) *Fund Balance Policy – Assignment of ‘Unrestricted’ and ‘Unassigned’ funds.*

*Williams requested the Board to review the Fund Balance information in the packet which identified excess Fund Balance and requested their direction/action.*

***Laux moved to transfer \$556,271.24 from General Fund to Capital Projects Fund. Miller 2<sup>nd</sup>. Motion carried unanimously.***

c) *Palisades Pond Lake District – Update.*

*Williams reported the Village received documentation of the Wisconsin Department of Revenue Natural Resources approving the transfer of the dam at Palisades Pond and after the golf course owners complete their responsibilities the dam can be transferred to the District.*

11) New Business:

a) *Bids for 2016 Reed Bed Cleanout Project (Beds #2 & #3): Consider Bid Award (\$23,815.75; Solutions 101, LLC).*

***Benz moved to award the 2016 Reed Bed Cleanout Project (Beds #2 & #3) to Solutions 101, LLC NTE \$23,815.75. Miller 2<sup>nd</sup>. Motion carried unanimously.***

b) *Clifton Road & Post Office parking lot rehabilitation funding: Consider proposed cost allocation between Village (General Fund) and CDA (designated funds).*

*Friday introduced the topic of cost sharing of the project between the General Fund and the Community Development Authority (CDA) Fund. Friday suggested the roadway costs be allocated to the General Fund and the Post Office lot rehabilitation to the CDA. Friday stated the Post Office (CDA) share would be \$54,000 and the roadway (General Fund) share would be \$32,500. Kaas stated that is a fair allocation and if the CDA is responsible for the redevelopment of those properties they should take the responsibility of those costs.*

***Kaas moved to approve the split of Post Office Parking Lot Rehabilitation funding between the CDA and the General Fund, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

c) *Municipal Code updates: Consider Municipal Code modification(s).*

i. *Ch. 7 – Nuisance Ordinance: Start of daily work time for seasonal businesses (e.g. grass-cutting at golf courses).*

*Friday reported receiving visits from Calumet County Deputies in regards to noise pollution complaints. Friday suggests that the Code may need updating in order to be compatible with seasonal business needs. Miller stated that if the Village allows the golf courses to mow earlier than the current code allows, that residents will be wanting to do the same. Friday requested the Board to send the topic to the Plan Commission and the Board agreed.*

- ii. *Ch. 22-18 Off-street storage of vehicles (Local parking regulation): Vehicles, trailers, etc. [a. 72hrs. vs. b. constr'n site parking]. Note: Consider replacement of Ch. 22-19 Satellite dish antennas.*

*Friday reports this item is similar to 11) c) ii), and requested to send it to the Plan Commission. Friday stated the Code does not refer to trailers, fishing shanties, etc. and maybe an update to the language should be considered.*

*Hennlich suggested it be directed to the Plan Commission and the Board agreed.*

*Benz requested a copy of the survey.*

- 12) Complaints and Compliments: None.
- 13) Correspondences:
  - a) *Monthly Activity Report* (June; Calumet County Sheriff's Dept.).
  - b) *'Schneider Dam Transfer' to Drive Fore Success, LLC* (July 21, Wis. Dept. of Natural Resources).
- 14) Adjournment. – ***Benz moved to adjourn the meeting at 8:39 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

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

# Village Board Meeting Minutes

Aug. 8, 2016

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

***Present***

*Joe Hennlich  
Stacy Gedman  
Joyce Laux  
Roger Kaas*

***Absent***

*Bob Benz, excused  
David Miller, excused  
Jim Rath, excused*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk  
Steve Summers, Plan Comm. Chair.  
Thad Majkowski, Cedar Corp.  
Chief Deputy Bowe, Cal. Co. Sheriff*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – July 25 (Regular Meeting) – ***Kaas moved to approve the minutes of the Regular Meeting of the Village Board on July 25, 2016, as presented. Gedman 2<sup>nd</sup>. Hennlich suggested the Department of Revenue reference in item 10) c) should be Department of Natural Resources. Board concurred and approved the Minutes as amended unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Community Development Authority (July 27)
- a) *'Historic Downtown' business re-development presentation and discussion.*

*Kaas reported that the discussion took place in Closed Session and it is premature to disclose the material, but the recommendation after returning to Open Session of the razing of N409 Military Rd. in order to provide parking for downtown businesses was recommended.*

- b) *50/50 Business Matching Grant Program – Sherwood Elevator: Pre-approved; Information submitted satisfying Grant Award.*

*Kaas reported the Authority approved the release of funds.*

- c) *'Cash Call' for prior Quarter expenses: (\$3537.81; Wisc. Management Company)*

*Kaas reported the Authority approved the funds needed for expenses in excess of revenues, one tenant remains and is in the process of moving.*

d) *Remove street light and bury power to 2<sup>nd</sup> street light per 'Historic Downtown Master Plan: Approved, not to exceed \$20k.*

*Kaas reported along with the project of the Post Office parking lot rehabilitation, the CDA approved the removal of one street light and the burying of the power to a second as part of the Historic Downtown Master Plan not to exceed \$20,000 using CDA funds.*

- 7) Report of the Planning Commission (Aug. 2)
- a) *CSM #2016-02: Request (Jedar Development) to combine Lots #4 & #5 (W4920; W4924 Carrington Ct.) re-creating Lot #1 (0.60ac)*

***Hennlich moved to approve CSM #2016-02: Request (Jedar Development) to combine Lots #4 & #5 (W4920; W4924 Carrington Ct.) re-creating Lot #1 (0.60ac). Gedman 2<sup>nd</sup>. Motion carried unanimously.***

b) *(Village Board review request) Municipal Code Ch. 7-14: Loud & Unnecessary noise (as related to morning grass cutting at HCGC)*

*Summers reported the Commission approved updating the language in the Municipal Code to be in alignment with today's standards and the language to be drafted by Friday.*

c) *(Village Board review request) Municipal Code Ch. 22-18: Off-Street Storage of Vehicles (construction trailers)*

*Summers stated the Commission approved updating the Municipal Code with trailers and the language to be drafted by Friday.*

d) *Future Comp. Plan & Zoning Code update(s).*

e) *Calendar: On-going Review of Comprehensive Plan obligations.*

*Summers informed the Board that Friday and himself will be meeting with East Central Wisconsin Regional Planning Commission representative in order to identify resources to assist the Comprehensive Plan Review.*

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

*Friday informed the Board that the packet included quotes on the historic video project presented by Rath. Kaas stated his concern that there will be a duplication of the video created in 2007 and voiced concern the plan was not clear. Kaas presented his personal copy of the video and encouraged the Board to review prior to engaging any other professional.*

b) Fox Cities Area Room Tax Commissioner

*Friday directed the Board to the packet information on the make-up of the Commission by Municipal 'seats'.*

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

***Hennlich moved to approve the financial reports as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- ii. Election Inspector Appointment
  - Susan Warmbier (Ward 4)

***Kaas moved to approve the Election Inspector Appointment of Susan Warmbier as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- iii. Operator's License(s).
  - Angelica L. Pheifer

***Hennlich moved to approve the Operator's License Application of Angelica L. Pheifer as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

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

Majkowski stated he has been working with Friday in order to provide estimates for street work for the Capital Budget of FY2017 and FY2018. Majkowski stated that information will be ready in September. Majkowski reported estimates for Clifton Road rework from Palisades to the concrete apron entrance of the Quarry will be included. Laux inquired if the work be for the way the road is currently. Majkowski replied that he would present estimates for the road as it is now. Kaas questioned if the work should be done from Timberline to the Quarry. *Friday suggested estimates on both lengths should be provided. Hennlich stated that the road is high pedestrian/bicycle use.* Majkowski stated the option for paved shoulders is 3 feet or 5 feet and he will review. Majkowski stated that 5 foot shoulder would take away the gravel shoulder or may require expanding the roadway which would result in a higher cost.

Majkowski reported Lake Breeze drainage study will be discussed at a 60% review meeting August 24, 2016 at 10 am. Majkowski stated the problems will be presented and addressed. Majkowski reported the options of the Condon Road extension will be discussed at that time. Majkowski stated the Wisconsin Department of Transportation has provided initial approval of connecting to Hwy B.

*Friday reported a recent water main break, which has been repaired and he will provide the report when available.*

10) Village Administrator: Project Update(s).

- 11) Old Business:
  - a) *Palisades Pond Lake District.*

*Kaas reported that Friday met with the golf course owners about the Memorandum of Understanding and Kaas will be working with the golf course to work through the final language of the hold harmless clause. Kaas reminded the Board that the Annual Meeting of the*

*District must be scheduled by September 8<sup>th</sup> per State Statutes. Kaas suggested the dam transfer should take place prior to the transfer of governance to the resident board.*

12) New Business:

- a) *Contract A-16 – Roadway Paving Change Order #1 & Final Payment: Consider Change Order #1 (-11,422.31) & Final Payment (\$15,080.44; NorthEast Asphalt, Inc.) for contract close-out.*

*Majkowski presented the close out documents and suggested the Village approve but hold the final payment until the contractor signed forms are received. Majkowski stated the change order is due to it being a unit price contract and the actual quantities varied slightly from the estimates.*

***Kaas moved to approve the Change Order #1 deduction of 11,422.31. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

***Kaas moved to approve the Final Payment to NorthEast Asphalt Inc, in the amount of \$15,080.44 pending completion of all outstanding paperwork. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Contract B-16 – Bid Award: Consider aware of Post Office/Clifton Road & Nuthatch Trail reconstruction project (\$138,680.09; MCC, Inc.).*

*Majkowski reported receiving 2 bids between a high of \$203, 991.99 and \$138,680.09 and recommended approval to MCC in the amount of \$138,680.09.*

***Kaas moved to approve the Contract B-16 – Bid Award of the Post Office/Clifton Road and Nuthatch Trail reconstruction. Gedman 2<sup>nd</sup>.***

*Kaas questioned the allocation of the costs of the Post Office parking lot rehabilitation to the Community Development Authority. Majkowski stated he would break the bid down as requested.*

***Motion carried unanimously.***

- c) *N409 Military Road: Consider demolition of building (per CDA recommendation) and notification to tenant of pending action.*

*Friday presented the topic, reminding the Board of the CDA's role of the ability to take action on the properties purchased for development. Friday stated the approval of the Village Board is required to start the process with N409 Military Road since it was purchased with General Funds.*

***Hennlich moved to authorize the Community Development Authority to proceed with demolition of N409 Military Road. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- d) *(FY2017) Law Enforcement Services Contract: Consider continuation of additional Sheriff's Dept. services (3% increase).*

Chief Deputy Bowe addressed the Board, requesting direction and clarification in the enforcement of the Village Code. *Friday suggested that he meet with the Chief Deputy.*

***Hennlich moved to approve the FY2017 Law Enforcement Services Contract: continuation of additional Sheriff's Dept. services, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- e) *Promotional Video – Historical Sherwood:* Consider contract for services in advance of community's 50<sup>th</sup> Anniversary Celebration.

***Kaas moved to table the topic until review of the existing video and a comparison is made to the current plan.***

*Gedman suggested Rath review and present to the Board his plan. Hennlich questioned what the new video would be used for.*

***Gedman 2<sup>nd</sup>. Motion carried unanimously.***

- 13) Complaints and Compliments: None.

- 14) Correspondences:

- a) *Compliance Dates for WPDES MS-4 Communities* (Aug. 3; Wis. DNR).

*Friday suggested that he e-mail Vande Hey (McMahon) for an update and will report back.*

- 15) *Closed Session:* Disposition of Village parcels posted for sale and (re-)development. 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.

***Kaas moved to go into Closed Session: Disposition of Village parcels posted for sale and (re-)development. Per Wis. Stats. §19.85(1) (e) at 7:30 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

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

***Kaas moved to return to Open Session at 8:11 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

*The Board took no action.*

- 17) Adjournment. – ***Kaas moved to adjourn the meeting at 8:11p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

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

## Village Board Meeting Minutes

August 22, 2016

- 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*

*Joe Hennlich*

*David Miller*

*Joyce Laux*

*Roger Kaas*

*Jim Rath*

***Absent***

*Stacy Gedman, excused*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk*

*Brenda Stumpf, Rec. Program. Coor.*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – August 8 (Regular Meeting) – ***Kaas moved to approve the Regular Meeting of the Village Board August 8, 2016 as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Carolyn McNown, N8008 Mustang Dr., Sherwood – regarding agenda item 12) and voiced concerns of clarity of information, board actions and requested forms to be distributed to Trustees.

- 6) Report of the Parks, Recreation, and Urban Tree Board (Aug. 17)
- a. Park Regulations: Grill usage (Ordinance Ch. 19-22; Sub. 'g')

***Hennlich moved to approve drafting language for grill usage to be returned to the Board prior to be considered for Public Hearing. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- b. *Halloween in Park:* Allow Lions Club to hold event w/out charge

***Benz moved to waive the rental fee for Lions Club Halloween in the Park event October 29, 2016. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- c. Wanick Park event: *Movie Nite (8-12); Zoomobile (8-14); Birdhouse painting (8-17); SummerFest (8-21).* – Stumpf updated the Board on the participation of the events.
- d. Wanick Park.
- i. *User Survey (July).*
  - ii. *Splash Pad Inspection (State).*
  - iii. *Muskrat removal.*

Stumpf updated the Board on the survey results, recent State inspection and removal of 11 muskrats from Wanick Park Pond.

- e. Trail reconstruction: Nuthatch Pond segment (timeframe). – Stumpf updated the Board.
- f. Security systems for Wanick Park.

Stumpf updated the Board on the Martins System presentation and informed them that another quote will be arriving from Legacy Communication.

- g. 6-acres of undeveloped park land (adjacent to HCGC 13<sup>th</sup> Hole).
  - i. *Buckthorn treatment & control* (October).
  - ii. *Future land preparation for tree re-planting.*
  - iii. *Consider naming area and/or trail sections.*

Stumpf updated the Board on the plan for the fall, the on-going tree planting program and informed them of the naming of Village areas.

Stumpf finished the report with the direction from the PRUT Board about doing research on properties along Village Trails which may have stormwater or sump pump drainage affecting the integrity of the trails.

Miller questioned who is maintaining the flower beds at Wanick Park and Stumpf replied Diny Heindel, through the adopt a flower bed program. *Miller and the rest of the Board complimented her work.* Stumpf stated the Schneiders cleaned up Schneider Park and Jack Kruse cleaned up the beds by hole 13/14 of the golf course.

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

*Rath complimented Stumpf and her committee, Village Staff and others for a successful Sherwood Summerfest, including special mention of thanking Tom and Sedona Vande Hey, Julie Brinkman, Ruth Sprangers, and the generous support of local service organizations Lions, Lioness, Optimists and WE Energies.*

- b) Fox Cities Area Room Tax Commissioner.

*Benz reported missing the last meeting due to a vacation and the next meeting is September 1<sup>st</sup>.*

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

***Laux moved to approve the financial reports as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- ii. New Class ‘B’ Malt Beverage/Liquor License Application – *Lugnut Bar & Grill, LLC* (formerly *Two J’s*).

***Benz moved to approve the New Class 'B' Malt Beverage/Liquor License Application – Lugnut Bar & Grill, LLC, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- iii. Appointment of Agent by LLC (*Lugnut Bar & Grill*): Alexander Stumpf.

***Kaas moved to approve the Appointment of Agent by LLC (Lugnut Bar & Grill): Alexander Stumpf. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- iv. Appointment of Election Inspectors (2016-17)
- Donna Summers (Ward 3)
  - Steve Summers (Ward 3)
  - Sallie Schulz (Ward 3)

***Benz moved to approve the Appointment of Election Inspectors as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

*Williams reported 26.6% voter turnout for the Village of Sherwood for the August 9, 2016 Election.*

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

*Friday updated the Board on the MS4 Permit status after contacting Nick Vande Hey from McMahon. Paperwork will not be completed as planned this year due to McMahon's current workload. However, Sherwood will be in compliance. Work will be completed by end-2017.*

*Friday directed the Board to a timeline in the packet for the testing and demolition of N409 Military Road. Williams informed the Board of tenant and management company notification of this Village process.*

*Friday informed the Board an individual who has requested performing metal detection services at N409 Military Road. Friday reported the individual has indicated due to the age of the building there may be interesting items to be found. Friday stated he will bring in front of the Community Development Authority first for their approval and then return to the Trustees for theirs.*

*Friday finished his report updating the Board about the commencement of the construction at the Post Office parking lot, Nuthatch Trail rework, and Robinhood Drive roadway patches.*

- 9) Village Administrator.

- 10) Old Business:

a) *Palisades Pond Lake District.*

- i. Establish Annual Meeting time and date.
- ii. Establish Agenda (including projects, funding, budget, Election of Commissioners).

*Williams directed the Board to packet items for setting the annual meeting, and information on who is an eligible voter for that meeting.*

*Kaas informed the Board that this meeting will be more like a Town Meeting, not a Village Board Meeting.*

*Rath questioned how the Sherwood Village Board votes at the meeting. Kaas requested Williams contact Eric Olson in regards to how the Trustees can/will vote at the meeting.*

***Hennlich moved to approve the presented agenda and packet. Laux 2<sup>nd</sup>.***

*Benz questioned the agenda item 10) Election of Commissioners. Kaas replied that will not be done, that this was created from a model agenda. Kaas stated agenda items 3), 4, 6) and 11) are items that will not be done at this annual meeting. Rath suggested and Kaas confirmed items 4) and 11) should have (explanation) after each. Hennlich and Laux agreed to the modification.*

***Kaas abstained. Motion carried.***

- b) *Promotional Video – Historical Sherwood:* Consider contract for services in advance of community 50<sup>th</sup> Anniversary Celebration.

*Rath explained the request for the project; to capture the history of the creation of the Village of Sherwood (why it was created). Rath stated there are individuals such as Janet Deprez, Clarence Zahringer, Joe Diederich, Blondie Schmidt, Les Stumpf and others who have Village knowledge.*

***Kaas moved to table topic until all quotes are received. Miller 2<sup>nd</sup>. Motion carried unanimously.***

11) New Business: None.

12) Complaints and Compliments:

- a) *Trail damage (Lake Breeze Drive) clarification & communication (McNown – N8008 Mustang Drive).*

*Benz requested a point of order and Rath allowed. Benz reported he reviewed the situation after Mrs. McNown contacted him. Benz stated having confusion of the difference of 104 feet and 190 feet. Benz commented that his calculation amounted to approximately \$5,300. Benz restated the Plan Commission and the Park, Recreation and Urban Tree Board reconciliation and decision was good, fair and reasonable to all the property owners. Benz complimented Friday on his ability to negotiate this kind of settlement. Benz stated that the % charged to the property owner could have been as high as 25% of the \$5,300.00.*

***Kaas moved to aggenidze the topic for the next Regular Village Board Meeting, review documents presented by Mrs. McNown, and an explanation of the difference of the 104 feet versus the 190 feet. Benz 2<sup>nd</sup>. Motion carried unanimously.***

13) Correspondences:

- a) *Monthly Activity Report (July; Calumet County Sheriff's Dept.).*
- b) *Preliminary Estimate of Jan. 1, 2016 Village Population (Aug. 12; Wis.–D.O. Admin.)*
- c) *Certificate of Equalized Value (Aug. 20; Wis.–Dept. of Revenue).*

*Kaas requested Williams to explain the drop in land value. Williams replied that she will contact the Assessor for an answer.*

*Rath requested Friday or Stumpf to reach out to Brooklyn Massey, a UW-LaCrosse Student and Village Resident featured in the August 20, 2016 Times Villager, before she returns to school. Rath stated she has the major that the Village is looking for.*

- 14) *Closed Session:* Consider property development opportunity. 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.

***Benz moved to approve going into Closed Session: Consider property development opportunity. Per Wis. Stats. §19.85(1) (e) at 8:02 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

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

***Benz moved to return to open session at 8:43 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

*Williams thanked the Board for permitting her to attend annual conferences such as the Wisconsin Municipal Clerks Association (and Municipal Treasurers Association of Wisconsin). Williams shared some information about liquor licensing from attendance at a class the week prior at the WMCA conference.*

- 16) Adjournment. – ***Kaas moved to adjourn the meeting at 8:54 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

Minutes respectfully submitted for review and approval by Susan Williams-Clerk.

## Village Board Meeting Minutes

Sept. 12, 2016

- 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  
Joe Hennlich  
Joyce Laux  
Roger Kaas  
David Miller  
Jim Rath*

***Absent***

*Stacy Gedman, excused*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk  
Steve Summers, Plan Comm. Chair.  
Brenda Stumpf, Rec. Program. Coor.*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – Aug. 22 (Regular Meeting) – ***Benz moved to approve the minutes of the Regular Meeting of the Village Board, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Carolyn McNown, N8008 Mustang Dr., Sherwood – regarding agenda item 11) a) and 14) d) voiced concerns of the ‘bogged down’ process of the resolution of the situation.

- 6) Report of the Community Development Authority (Aug. 24)
  - a. *Perform ‘metal detecting’ at N409 Military Road pre-demolition*

***Benz moved to allow Mark Van Stappen to perform metal detection services at N409 Military Road, conditional upon the Village having the right of first refusal of any item found at the property, option of Village Staff being on site during and having Stappen check in with the Village prior to and to report results. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- b. *Recommends demolition of 3 residential properties by Post Office*

*Kaas reported the Community Development Authority (CDA) discussed attracting future development through offering open land instead of properties with buildings on them. Kaas stated the recommendation is to demolish the remaining homes purchased for development (W432 Clifton, N407 Harrison and N417 Harrison Street)*

*Benz questioned the plan and the costs and Kaas replied that it would follow the Military Road property schedule and exact costs are not available yet.*

***Miller moved to proceed with the demolition of N407 Harrison Street, N432 Harrison Street and W432 Clifton Road. Kaas 2<sup>nd</sup>.***

*Hennlich and Laux questioned if the costs of the demolition would be allocated to the CDA. Kaas responded that the CDA would follow the direction of the Village Board.*

***Miller and Kaas agreed to the amendment to the motion of the financial cost of demolition allocated to the CDA.***

*Laux stated Friday would provide the effects of this on the budget.*

***Motion as amended carried unanimously.***

- 7) Report of the Planning Commission (Sept. 6)
  - a. *Comprehensive Plan Update: Consider East Central Wisconsin Regional Planning Commission Proposal (\$17,000) for Comp. Plan Update (begin Jan., 2017).*

*Summers stated the timeframe and cost are being reworked for review at a joint meeting of the Village Board and Plan Commission October 10, 2016.*

- b. *Future Zoning Code update(s).*
    - c. *Calendar: On-going Review of Comprehensive Plan obligations.*

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

*Rath thanked the Harrison Fire Fighters for their service to the Village.*

*Rath thanked Mrs. McNown for attending the meeting and impassionedly expressed regret that the situation did not turn out as she intended, but complimented the Village Park, Recreation and Urban Tree Board, the Village Plan Commission, the Village Board and Village Staff in the governmental handling of the topic and the resolution.*

- b. Fox Cities Area Room Tax Commissioner

*Benz reported attending the September 1<sup>st</sup> meeting of the Appleton Redevelopment Authority Exhibition Center Advisory Committee where a representative of Ventrust Archetectural Firm presented two concepts; box and park. Benz reported Mayor Hannah prefers the park concept to set Appleton apart from the rest. Benz stated the park concept has an additional cost of \$2,000,000. Benz reported a motion was approved to increase the cost NTE \$31,000,000 with the stipulation of the City of Appleton pursue other revenue sources. Benz stated there was lengthy discussion on the fear the Radisson will not upgrade the facility in time. Benz reported Hannah is meeting with Radisson's owners in Florida in order to discuss and calm the concerns.*

c. Clerk/Treasurer

1. Review/Approve financial reports.

***Kaas moved to approve the financial reports as presented, including newsletter postage of \$203.42. Laux 2<sup>nd</sup>. Motion carried unanimously.***

2. Operator's License(s).

- Jacqueline Probst
- Paula Simon

***Kaas moved to approve the Operator's License Applications as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

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

*Friday directed the Board to the Clifton Road closure/trail rework construction schedule in the packet. Friday reported by the end of next week the Nuthatch Trail rework will be complete. Friday displayed the trail work on the Board Room wall and described the changes to the existing trail. Friday reported one property having drainage features that undermine the trail and the property owner will need to extend it (at their cost) or disconnect.*

10) Village Administrator: Project Update(s).

11) Old Business:

- a. *Trail damage (Lake Breeze Drive) clarification & communication (McNown – N8008 Mustang Drive).*

*Williams presented her memo in the meeting packet in regards to the resolution. The Board no action.*

- b. *Promotional Video – Historical Sherwood: Consider contract for services in advance of community's 50<sup>th</sup> Anniversary Celebration.*

*Kaas requested information on the proposal before consideration/approval.*

*Rath sent an e-mail with the current information to Friday. Friday printed it and Williams distributed it to the Board.*

***Laux moved to approve the Historical Sherwood promotional video project NTE \$3,000. Benz 2<sup>nd</sup>.***

*Millers asked the audience and how the video would be used. Rath responded his hopes is to capture the history and potentially play it at the Village anniversary celebration.*

*Friday and Williams questioned if the Village Board account was to be used for the unbudgeted project.*

***Laux and Benz amended the motion to charge the Village Board account for the cost.***

***Motion carried unanimously.***

c. *Palisades Pond Lake District.*

*Williams presented her memo from the meeting packet and requested direction from the Board on drafting a correspondence to the District Residents.*

*Kaas questioned the timing of acceptance of the property donation from the golf course and submitting the dam transfer to the Department of Natural Resources (DNR), can a district levy be prepaid and suggested not using the Chilton tax bill example when communicating with the District Residents.*

*Williams stated she would get the answers to those questions and report back.*

12) New Business:

a. Request to pour concrete driveway apron in R-O-W abutting non-urbanized road (Propson; W4878 Escarpment Terrace).

***Benz moved to allow the exception at W4878 Escarpment Terrace for a concrete driveway apron in lieu of an asphalt one. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

*Benz thanked the resident for coming to the Village prior to placing the apron.*

b. Request to drain private pond into public storm sewer system (Ashenbrenner; W4890 Bridle Road).

*Friday presented information on the topic, directed the Board to the meeting packet documents, displayed on the Board Room wall the exact location of the pond and presented the two options.*

*Friday stated he consulted with McMahan pond representative on the options of flowing south to the stormwater system or to the north to flow into Miller Pond and the Miller Pond option was recommended.*

*Benz questioned the placement of the pump and if it would directly or indirectly be pumped into Miller Pond. Friday replied that it would be pumped indirectly.*

*Hennlich voiced concerns of the pumped liquid having nutrients going into the Pond that the Village has expended monies to control.*

*Ashenbrenner replied that is why the ditch line was recommended, the nutrients on top will remain in the pond and be removed after the liquid is pumped out.*

*Kaas questioned if the pond is fed through surface water or ground water and where the water flows.*

Ashenbrenner said rain and indicated on the map where to his knowledge the water flows.

*Rath stated that that Hennlich has a point about the nutrients and asked Ashenbrenner if he consulted the DNR to make sure they have no issue with the transfer of the liquids.*

Ashenbrenner replied the DNR has an issue with making sure there is wetland delineation and that is why he hired those guys.

Ashenbrenner's plumber stated the plan is only the clear water from the bottom of the pond be pumped out and the remaining nutrients will be allowed to dry and be removed during the winter.

*Hennlich stated a few months ago when it was presented to the Plan Commission (PC) the Commissioners requested a formal plan to review.*

*The Board requested Ashenbrenner to provide an actual plan, and requested Friday to obtain recommendations from McMahan representatives in the stormwater and pond departments (Nick Vande Hey and Stuart Borst) in order to submit to the PC.*

Ashenbrenner thanked the Board for the use of the park in order to have Pop Warner Football there.

c. *N409 Military Road: Consider demolition of building (per CDA recommendation); Direct Staff to attain RFP's; Project financing.*

*Friday informed the Board the testing has been done and is awaiting the results. Friday stated an option moving forward after demolition is to put up commercial blocking (fencing and shrubbery) at the CDA's expense.*

*Friday requested authorization from the Board to draft a Request For Proposal (RFP) for the demolition and to identify project financing.*

***Kaas moved to direct Village Staff to develop the RFP for the demolition of N409 Military and ascertain project financing. Benz 2<sup>nd</sup>. Motion carried unanimously.***

13) Complaints and Compliments: None.

14) Correspondences:

- a. *Fox Cities Exhibition Center Update* (Mayor Hannah; Aug. 16).
- b. *'Equalized Values' question from Village Trustee* (Associated Appraisal; Aug. 25).
- c. *Calumet County Economic Development Program* (UW-Ext.; Aug. 25).
- d. *Trail disturbance* (Carolyn McNown; Aug. 26).
- e. *Request for Village Representative(s) to host meeting* (Calumet County Civic Assoc; Aug. 29).
- f. *Technical Assistance Project Requests* (East Central Wis. Regional Planning Commission; Sept. 1).

15) *Closed Session: Disposition of Village parcels posted for sale and (re-)development.*

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 at 8:27 p.m. to go into Closed Session per Per Wis. Stats. §19.85(1) (e). Kaas 2<sup>nd</sup>. Motion carried unanimously.***

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

***Miller moved to return to Open Session at 8:42 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

*Miller informed the board a resident questioned the street shouldering the Village has done recently. Friday replied this is work done each year in anticipation of winter and also in order to maintain the road edge structure/integrity.*

17) Adjournment. – ***Miller moved to adjourn the meeting at 8:51 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

Minutes respectfully submitted for review and approval by Susan Williams-Clerk.

## Village Board Meeting Minutes

Sept. 26, 2016

- 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***

*Randy Friday, Administrator*

*Susan Williams, Clerk*

*Tom Jack, PRUT Chair.*

*Brenda Stumpf, Rec. Program. Coor.*

*Bruce Genskow, MCO Utility Oper.*

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

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

- 4) Approval of Minutes – Sept. 12 (Regular Meeting) – ***Benz moved to approve the minutes of the Regular Meeting of the Village Board Sept. 12, 2016, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Tom Jack, N7749 Palisades Trail, Sherwood – regarding PRUT Report item 7) f), concerns of consistency of the setting of grades in homes especially along Village trails.

- 6) Presentation: (6:30-6:50pm): ‘*Initiative 41*’ – *A NEWay of Thinking: Impact of Hwy 41 Corridor regarding economic development and diversification* (Sarah Van Buren; Eric Fowle; Steve Jenkins; Connie Loren).

- 7) Report of the Parks, Recreation, and Urban Tree Board (PRUT) (Sept. 19)

- a. *Trails – Lake Breeze to Wanick Park segment(s).*  
b. *Community Center Rental (non-Resident fee):*

Stumpf reported the PRUT recommendation of increasing the non-resident deposit from \$150 to \$375.

***Benz moved to increase the non-resident deposit to \$375 for the Community Center and Rec Center effective January 1, 2017. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- c. *Geese complaint.*  
d. *Security systems for Wanick Park.*  
e. *Trail reconstruction: Nuthatch Pond segment (timeframe).*  
f. *Trail segment – Big Lake Court segment underwater.*  
g. *Proposed (permanent) basketball court on Horizon Court.*

- h. *Grilling areas within Wanick Park.*
- i. *ActiveNET: Not cost-effective*
- j. *FY2017 Budget items: Trail connections outside Sherwood;  
Picnic Tables at the 'Open Shelter';*

Stumpf presented the report to the Trustees, distributed the August survey, and responded to their questions.

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

*Rath requested those in attendance to either join or boost on their social media.*

- b. Fox Cities Area Room Tax Commissioner.

*Benz reported the first bid was sent out anticipating how close the returning documents will be to \$31M estimate. Benz stated 17 more bids will be mailed out quickly. Possible funding mechanisms are either private placement or bonding with extending the repayment. Jones Park will be decimated by construction, but Appleton is budgeting to restore it. Tax receipts for the last quarter were \$1,500,000. Two sections of the By-Laws were amended; majority approval of By Law changes and replacement Commission members approved by the municipality affected. Commission approved legal review of the By-Laws and the current invoices. All are welcome to the groundbreaking on September 29, 2016.*

- c. Clerk/Treasurer.
      - 1. Financial Reports: Review/Approve.

***Laux moved to approve the financial reports as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 2. Operator's Licenses:
        - Christopher Schlies
        - Amy Redeker
        - Lynn Guerts

***Hennlich moved to approve the operator's license applications as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 3. Appointment of Election Inspectors (2016-17)
        - Nancy Middleton (Ward 2)

***Miller moved to approve the Appointment of Nancy Middleton as Election Inspector for the 2016-17 Election Cycle. Laux 2<sup>nd</sup>. Motion carried unanimously.***

*Williams informed the Board the auditors are in for interim work and will she will be presenting dates at the next Village Board meeting to set the annual Appreciation Dinner, which based on the rotation would be at High Cliff Restaurant.*

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

Genskow reported the annual water loss average dropping to 17.3% and expects it to drop next month and remain stable through year end. Genskow stated the reed bed project is complete and the request for payment is final. Genskow reported attending the fire the night before and the information provided was 4,000 gallons were used. Genskow stated lightning struck and he had to work out balancing the chemicals with the equipment malfunction.

10) Village Administrator.

*Friday reported the Post Office Project has found the base materials of the parking lot was inadequate and needed stabilization materials (\$2,000). Roll curbing is now being poured. The project is behind 3 weeks due to weather. The road closing will be highlighted with trees in planters painted with Village logo.*

*Friday reported the Capital Improvement Project engineering work is being completed and drainage reports are available for review. Initial presentation of the Capital Improvement Budget is at the October 10, 2016 Village Board meeting with final approval at the October 24<sup>th</sup> meeting, prior to the Annual Budget approval on November 14, 2016.*

11) Old Business:

a. *Palisades Pond Lake District.*

*Williams reported contacting the Department of Natural Resources (DNR) in regards to Kaas' question about the timing of the dam transfer and contacting the auditors about the prepayment of District levies. Williams stated the online application is complete with payment and will speak with the auditors at their interim visit. Kaas and Williams confirmed the golf course recording the required documents.*

b. *Request to drain private pond into public storm sewer system (Aschenbrenner; W4890 Bridle Road).*

*Friday distributed an e-mail from Vande Hey (McMahon) approving the process presented by Aschenbrenner. Aschenbrenner verbally presented his plan.*

*Hennlich questioned the nutrient levels in the liquid/water to be drained out of the pond.*

*Rath requested Aschenbrenner to contact the DNR.*

*Aschenbrenner suggested contacting Vande Hey (McMahon) for the nutrient issue.*

*Hennlich reminded the Board the Plan Commission (PC) had requested Aschenbrenner to present a plan, shelves, fence, etc. The next PC meeting is Monday October 3, 2016.*

*Friday reported the Village does not have ordinances addressing swimming ponds.*

12) New Business:

- a. *Request to place Fall and Winter Displays on Village property (corner of STH 55/114 & CTH 'M'): St. John's/Sacred Heart School.*

***Benz moved to approve St. John's/Sacred Heart School request to place displays on Village property at the corner of STH 55/114 & CTH 'M', October 14 through November 28<sup>th</sup> (Fall) and December 5 through January 1 (Holiday) and going forward. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b. *Bid Award – Geotechnical Exploration Services in Support of FY2017 Roadwork Projects: Consider Award (\$2,350; PSI, Inc.).*

***Kaas moved to approve the Geotechnical Exploration Services in Support of FY2017 Roadwork Projects to PSI, Inc., as presented for \$2,350. Benz 2<sup>nd</sup>. Motion carried unanimously,***

- c. *Reed Bed Cleanout – Pay Request #1 and Final: Request for payment regarding clean-out project for reed beds #2 & #3 (\$23,815.75; Solutions 101, LLC).*

***Benz moved to approve the Pay Request #1 and Final: Request for payment regarding clean-out project for reed beds #2 & #3 (\$23,815.75; Solutions 101, LLC), as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

*Kaas questioned the lack of retainage. Friday inquired if the grass seeding was taken care of. Genskow replied issues with the seeding can be addressed via the warranty.*

13) Complaints and Compliments:

- a. *Request for 'No Thru Street' signage on cul-de-sac (Bloomer – N508 Nottingham Court).*

***Miller moved to take and file the request. The motion failed for lack of 2<sup>nd</sup>.***

14) Correspondences:

- a. *Monthly Activity Report (August; Calumet County Sheriff's Dept.).*

15) Adjournment. – ***Hennlich moved to adjourn the meeting at 8:19 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

Minutes respectfully submitted for review and approval by Susan Williams-Clerk.

## Village Board Meeting Minutes

Sept. 26, 2016

- 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***

*Randy Friday, Administrator  
Susan Williams, Clerk  
Tom Jack, PRUT Chair.  
Brenda Stumpf, Rec. Program. Coor.  
Bruce Genskow, MCO Utility Oper.*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – Sept. 12 (Regular Meeting) – ***Benz moved to approve the minutes of the Regular Meeting of the Village Board Sept. 12, 2016, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Tom Jack, N7749 Palisades Trail, Sherwood – regarding PRUT Report item 7) f), concerns of consistency of the setting of grades in homes especially along Village trails.

- 6) Presentation: (6:30-6:50pm): ‘*Initiative 41*’ – *A NEWay of Thinking: Impact of Hwy 41 Corridor regarding economic development and diversification* (Sarah Van Buren; Eric Fowle; Steve Jenkins; Connie Loren).
- 7) Report of the Parks, Recreation, and Urban Tree Board (PRUT) (Sept. 19)
- Trails – Lake Breeze to Wanick Park segment(s).*
  - Community Center Rental (non-Resident fee):*

Stumpf reported the PRUT recommendation of increasing the non-resident deposit from \$150 to \$375.

***Benz moved to increase the non-resident deposit to \$375 for the Community Center and Rec Center effective January 1, 2017. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- Geese complaint.*
- Security systems for Wanick Park.*
- Trail reconstruction: Nuthatch Pond segment (timeframe).*
- Trail segment – Big Lake Court segment underwater.*
- Proposed (permanent) basketball court on Horizon Court.*

- h. *Grilling areas within Wanick Park.*
- i. *ActiveNET: Not cost-effective*
- j. *FY2017 Budget items: Trail connections outside Sherwood;  
Picnic Tables at the 'Open Shelter';*

Stumpf presented the report to the Trustees, distributed the August survey, and responded to their questions.

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

*Rath requested those in attendance to either join or boost on their social media.*

- b. Fox Cities Area Room Tax Commissioner.

*Benz reported the first bid was sent out anticipating how close the returning documents will be to \$31M estimate. Benz stated 17 more bids will be mailed out quickly. Possible funding mechanisms are either private placement or bonding with extending the repayment. Jones Park will be decimated by construction, but Appleton is budgeting to restore it. Tax receipts for the last quarter were \$1,500,000. Two sections of the By-Laws were amended; majority approval of By Law changes and replacement Commission members approved by the municipality affected. Commission approved legal review of the By-Laws and the current invoices. All are welcome to the groundbreaking on September 29, 2016.*

- c. Clerk/Treasurer.
      - 1. Financial Reports: Review/Approve.

***Laux moved to approve the financial reports as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 2. Operator's Licenses:
        - Christopher Schlies
        - Amy Redeker
        - Lynn Guerts

***Hennlich moved to approve the operator's license applications as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 3. Appointment of Election Inspectors (2016-17)
        - Nancy Middleton (Ward 2)

***Miller moved to approve the Appointment of Nancy Middleton as Election Inspector for the 2016-17 Election Cycle. Laux 2<sup>nd</sup>. Motion carried unanimously.***

*Williams informed the Board the auditors are in for interim work and will she will be presenting dates at the next Village Board meeting to set the annual Appreciation Dinner, which based on the rotation would be at High Cliff Restaurant.*

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

Genskow reported the annual water loss average dropping to 17.3% and expects it to drop next month and remain stable through year end. Genskow stated the reed bed project is complete and the request for payment is final. Genskow reported attending the fire the night before and the information provided was 4,000 gallons were used. Genskow stated lightning struck and he had to work out balancing the chemicals with the equipment malfunction.

10) Village Administrator.

*Friday reported the Post Office Project has found the base materials of the parking lot was inadequate and needed stabilization materials (\$2,000). Roll curbing is now being poured. The project is behind 3 weeks due to weather. The road closing will be highlighted with trees in planters painted with Village logo.*

*Friday reported the Capital Improvement Project engineering work is being completed and drainage reports are available for review. Initial presentation of the Capital Improvement Budget is at the October 10, 2016 Village Board meeting with final approval at the October 24<sup>th</sup> meeting, prior to the Annual Budget approval on November 14, 2016.*

11) Old Business:

a. *Palisades Pond Lake District.*

*Williams reported contacting the Department of Natural Resources (DNR) in regards to Kaas' question about the timing of the dam transfer and contacting the auditors about the prepayment of District levies. Williams stated the online application is complete with payment and will speak with the auditors at their interim visit. Kaas and Williams confirmed the golf course recording the required documents.*

b. *Request to drain private pond into public storm sewer system (Aschenbrenner; W4890 Bridle Road).*

*Friday distributed an e-mail from Vande Hey (McMahon) approving the process presented by Aschenbrenner. Aschenbrenner verbally presented his plan.*

*Hennlich questioned the nutrient levels in the liquid/water to be drained out of the pond.*

*Rath requested Aschenbrenner to contact the DNR.*

*Aschenbrenner suggested contacting Vande Hey (McMahon) for the nutrient issue.*

*Hennlich reminded the Board the Plan Commission (PC) had requested Aschenbrenner to present a plan, shelves, fence, etc. The next PC meeting is Monday October 3, 2016.*

*Friday reported the Village does not have ordinances addressing swimming ponds.*

12) New Business:

- a. *Request to place Fall and Winter Displays on Village property (corner of STH 55/114 & CTH 'M'): St. John's/Sacred Heart School.*

***Benz moved to approve St. John's/Sacred Heart School request to place displays on Village property at the corner of STH 55/114 & CTH 'M', October 14 through November 28<sup>th</sup> (Fall) and December 5 through January 1 (Holiday) and going forward. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b. *Bid Award – Geotechnical Exploration Services in Support of FY2017 Roadwork Projects: Consider Award (\$2,350; PSI, Inc.).*

***Kaas moved to approve the Geotechnical Exploration Services in Support of FY2017 Roadwork Projects to PSI, Inc., as presented for \$2,350. Benz 2<sup>nd</sup>. Motion carried unanimously,***

- c. *Reed Bed Cleanout – Pay Request #1 and Final: Request for payment regarding clean-out project for reed beds #2 & #3 (\$23,815.75; Solutions 101, LLC).*

***Benz moved to approve the Pay Request #1 and Final: Request for payment regarding clean-out project for reed beds #2 & #3 (\$23,815.75; Solutions 101, LLC), as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

*Kaas questioned the lack of retainage. Friday inquired if the grass seeding was taken care of. Genskow replied issues with the seeding can be addressed via the warranty.*

13) Complaints and Compliments:

- a. *Request for 'No Thru Street' signage on cul-de-sac (Bloomer – N508 Nottingham Court).*

***Miller moved to take and file the request. The motion failed for lack of 2<sup>nd</sup>.***

14) Correspondences:

- a. *Monthly Activity Report (August; Calumet County Sheriff's Dept.).*

15) Adjournment. – ***Hennlich moved to adjourn the meeting at 8:19 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

Minutes respectfully submitted for review and approval by Susan Williams-Clerk.

## Village Board Meeting Minutes October 10, 2016

- 1) Call to Order and Roll Call – *President Rath called the meeting to order at 6:39 p.m. with roll call:*

<b>Present</b>	<b>Absent</b>
<i>Bob Benz</i>	<i>None</i>
<i>Stacy Gedman</i>	<b>Others Present</b>
<i>Joe Hennlich</i>	<i>Randy Friday, Administrator</i>
<i>Roger Kaas</i>	<i>Kathy Mader, Finance/Utility Clerk</i>
<i>Joyce Laux</i>	
<i>David Miller</i>	
<i>Jim Rath</i>	
  
- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Kaas seconded. Motion carried.***
  
- 4) Approval of Minutes: Sept. 26 (Regular Meeting) – ***Benz moved to approve the September 26, 2016 minutes. Miller seconded. Motion carried.***
  
- 5) Registered Citizen Comments on Agenda Items – *None*
  
- 6) Presentation: Update – Sherwood-Harrison inter-municipal project cooperation (Mary Kohrell) – *Kohrell stated that she will be acting as the facilitator for meetings between Sherwood representatives, Miller and Kaas, and Harrison representatives, Lisowe & Hietpas. She reported, as a result of the two hour meeting last week, the representatives have decided to concentrate on the fire protection contract at this time. Kohrell will take the lead for preparation of a fire protection workshop in future. She will be at the Harrison meeting tomorrow evening to give the same report.*
  
- 7) Presentation: Update – Fox Cities Exhibition Center (Mayor Tim Hannah) – *Mayor Hannah stated the City of Appleton had closed on the intended land, previously owned by Outagamie County, in November 2015. The official groundbreaking took place on September 29, 2016. Hannah reported that Miron Construction has been name Construction Management at Risk; Zimmerman Architectural Studios, Inc, Mike Winter, will be the designer; completion of project is expected by Fall 2017. Hannah provided a video of the proposed design which will have the main exhibition center area level with Jones Park (below street level) with a grand stairs outside the building leading to an open reception area at street level. The proposed exhibition center will be sixty-five thousand square feet of which thirty thousand square feet will be exhibition area. Karen Harkness, Director of Community Development, also, was present to answer any questions.*  
*Hannah explained, many have questioned how the current Radisson Hotel will be incorporated into the proposed exhibition center. Hannah shared that the current agreement the City of Appleton has with the Radisson is that the hotel shall maintain a three star level. For now, the Radisson has asked to be excluded from the process of negotiating and determining what is best for the proposed exhibition center. Hannah felt confident enough to inform the village board that the Radisson brand would soon be sold to HNA, a Chinese company. It is still to be*

*determined whether or not the owners of the hotel would break from the Radisson brand and become an independent hotel. According to Hannah, the hotel owners have guaranteed the City of Appleton that they plan to make repairs to the escalator on North Superior Street, update the hotel to the 3 star standards, and make the look of the hotel comparable to the end result of the exhibition center.*

*Hannah expressed embarrassment by the unwelcoming behavior the Village of Sherwood has received from the Room Tax Commission. He and Harkness assured the board that the Village of Sherwood is fully accepted and an appreciated member of the Room Tax Commission and the Exhibition Center Advisory Committee of which Benz has been the village representative. In parting, Hannah was happy to announce that he does not anticipate a rate increase for the water for the next few years.*

- 8) Report of the Community Development Authority (Sept. 28)
  - a) Joint Marketing Contract: Engage private real estate firm to list properties for sale - *Kaas reported that Newmark Grubb Pfefferle contacted him about interest in property for a clinic facility. Kaas and their representative toured the W450 Clifton Road property. They provided the listing with a potential client and brought forth an agreement that Friday is currently reviewing. No name of the potential client is being released at this time.*
  - b) Housing Market Study: Submit application to East Central Regional Planning Commission to conduct study – *Kaas stated that he, Todd Thiel, and David Miller toured the Chilton “Uptown Commons” facility and were very impressed with the options provided to residents. Kaas reported that the Authority has authorized him to complete the application.*
- 9) Report of the Planning Commission (Oct. 10 – Joint Special Meeting)
  - a) Comprehensive Plan Update: Consider East Central Wisconsin Regional Planning Commission Proposal (\$15,000) for Comp. Plan Update (begin Jan., 2017) – ***Benz moved to approve \$15,000 proposal for Comp Plan Update to begin January 2017 from East Central Wisconsin Regional Planning Commission. Miller seconded. Motion carried.***
  - b) Pond dewatering (Aschenbrener; W4890 Bridle Road) – ***Kaas moved to approve Aschenbrener request to dewater pond at W4890 Bridle Road subject to DNR permitting and site plan approval. Benz seconded. Motion carried.***
  - c) Future Zoning Code update(s) – *Nothing*
  - d) Calendar: On-going Review of Comprehensive Plan obligations – *Summers reminded the board of consideration to appoint adhoc community citizens to review the comprehensive plan.*
- 10) Report of Village Officers.
  - a) Village President – *Rath complimented the Public Works employees, the Recreation Coordinator, Friday and Kaas for their assistance in making the Fallfest a success. He, also, thanked Adam Siebeck, Sam’s Club and village resident, for the pork donation. Rath reported that he will be meeting with videographers on October 14<sup>th</sup> to discuss videoing Sherwood and residents for the 50<sup>th</sup> Anniversary of Sherwood incorporation. Rath commended Cedar Corp for the Post Office project as it relates to the long range plans for the historic downtown improvements.*

- b) Fox Cities Area Room Tax Commissioner – *Benz reported that at the October 6<sup>th</sup> meeting the commission viewed a video produced by Inner Circle which depicted the current Radisson hotel owners’ intent to completely renovate the lobby and guest rooms. Benz stated many of the commission members are concerned whether or not the hotel will be at performance and renovation expectations at time the exhibition center is scheduled to open.*
- c) Clerk/Treasurer
- i) Review/Approve financial reports – *Benz moved to approve the financial reports as presented. Kaas seconded. Motion carried.*
- ii) Operator’s License(s)
- Hillary Hoffman – *Kaas moved to approve the operator’s license for Hillary Hoffman. Laux seconded. Motion carried.*
- 11) Village Engineer and/or Utility Operator: Project Update(s) - *Nothing.*
- 12) Village Administrator: Project Update(s) – *Friday shared that the weekly update can be found in the packet. He reported that a couple trees may need to be removed to place signage for traffic flow on Clifton Road at the completion of the Post Office project. Friday would like to have further discussion to consider a two-step swap of proposed 2017-2018 street capital projects.*
- 13) Old Business:
- a) Palisades Pond Lake District – *Friday requested an email received by the Village Clerk today be added to the packet. Michelle Hase, DNR, informed the clerk that the application for dam transfer has been received and she will work on the public notice and issue permit 30 days after it is published.*
- b) Request to drain private pond into public storm sewer system (Ashenbrenner; W4890 Bridle Road) – *approval was given at Special Meeting of Village Board and Plan Commission held prior to this meeting.*
- 14) New Business:
- a) Contract B-16 – Nuthatch Trail: Consider contract extension due to wet weather conditions allowing contractor to excavate in winter and pave in Spring/Summer, 2017 – *Kaas moved to approve contract extension subject to mutually agreed upon closing date between Village Administrator and contractor. Benz seconded. Motion carried.*
- b) Contract B-16 – Change Order #1: Request to approve Change Order (\$3,816.01) for extra materials and work needed to complete post office portion of project, increasing base contract from \$138,680.09 to \$142,496.10 (Note: Joint Village/CDA project). – *Benz moved to approve Change Order in the amount \$3,816.01 for extra materials and work needed to complete post office portion of project, increasing base contract from \$138,680.09 to \$142,496.10. Hennlich seconded. Motion Carried.*
- c) Contract B-16 – Pay Request #1: Request payment (\$51,460.19; MCC, Inc.) for work completed thru Sept. 23 – *Laux moved to approve Pay Request # 1 in the amount \$51,460.19 to MCC, Inc for work completed through September 23, 2016. Miller seconded. Motion Carried.*

- d) East Shore Recycling Commission – Internship Program: As necessary, allow Village of Sherwood to act as lead for grant program, including grant-funding, payroll, etc. – ***Hennlich moved to approve allowing the Village of Sherwood to act as lead for grant program, including grant-funding, payroll, etc. Gedman seconded. Motion carried.***
  - e) Agreement for Sale and Perpetual Care of Cemetery lot (Payne-Schwarz; W4841 Bridle Road) – ***Kaas moved to approve agreement for sale and perpetual care of cemetery lot for Payne-Schwarz. Benz seconded. Motion carried.***
  - f) Appreciation Dinner: Consider/Approve annual event date – ***Consensus to hold the Appreciation Dinner on Thursday, November 3, 2016 at High Cliff Restaurant.***
  - g) *FY2017-2021 – 5-Year Capital Improvement Plan*: Consider/Introduction of plan for capital projects and future debt borrowing (Final review and approval Oct. 24) – *Reviewed.*
- 15) Complaints and Compliments: *None.*
- 16) Correspondences:
- a) Nuthatch Trail Renovation (Kroll – 4701 Windsor Court; Sept. 23) – *Reviewed. No further action to be taken.*
  - b) Celebrate Tree City USA in Wisconsin (League of Wis. Municipalities; Sept. 27) – *Reviewed.*
- 17) Adjournment – ***Kaas moved to adjourn at 9:28 p.m. Laux seconded. Motion carried.***

Respectfully submitted for review and action by Kathy Mader, Finance/Utility Clerk

## Village Board

and

## Sherwood Plan Commission

### Special ( Joint ) Meeting Notice and Agenda

Oct. 10, 2016 – 6 p.m.

Village Hall – W482 Clifton Road, Sherwood, Wisconsin

- 1) Call to Order/Roll Call.
- 2) Pledge of Allegiance.
- 3) Approval of the Agenda.
- 4) Approval of Minutes: Sept. 6 (Special Meeting).
- 5) Citizen comments on agenda items.
- 6) Officer's Report
  - a. Plan Commission Chair
    - i. *Planning Document Update(s)*: Review final document regarding *Comp. Plan and Zoning Code* (Chapt. 22 of Municipal Code) updates.
  - b. Zoning Administrator
- 7) Extraterritorial Review: None.
- 8) Old Business:
  - a. *Calendar*: On-going Review of (annual) Comprehensive Plan obligations.
  - b. *Zoning Code updates*: Request for Member input – Chapt. 22 items.
  - c. *Comprehensive Plan Update*: Consider East Central Regional Plan Commission as Plan Update provider.
  - d. *Aschenbrenner Pond*: Plan Commission request for drainage plan (Note: Method of drainage approved by Stormwater consultant; Nutrient levels in ponds to be presented by Owner).
- 9) New Business:
- 10) Correspondences: None.
- 11) Adjournment.

Welcome to the Village of Sherwood Plan Commission Meeting

To assist the Commission in conducting its business, we ask that you observe the following:

1. Please speak only to items on the agenda.
2. Please limit your presentation to three (3) minutes.
3. Please do not address the Commissioners during deliberations unless requested to do so.
4. Any item listed on the Agenda may be acted upon by the Commission.
5. Requests from persons w/ disabilities who need assistance to participate should be made to the Clerk's Office (989-1589).
6. A quorum of Village Board members and a quorum of Utility Commission members may be present at this meeting. Their presence is for informational purposes only, and no business or action of the Village Board or Utility Commission will be transacted.

## Village Board Meeting Minutes

Oct. 24, 2016

- 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  
Roger Kaas  
Joyce Laux  
David Miller  
Jim Rath  
David Miller*

***Absent***

*Joe Hennlich, excused  
Stacy Gedman, excused  
**Others Present**  
Randy Friday, Administrator  
Susan Williams, Clerk-Treasurer  
Thad Majkowski, Cedar Corp Engineer  
Steve Summers, Plan Comm. Chair.*

- 2) Pledge of Allegiance. – *Recited*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes:  
a) Oct. 10 (6pm) – Joint Village Board/Plan Commission Special Meeting.

***Benz moved to approve the minutes of the Joint Village Board/Plan Commission Meeting of October 10, 2016 as presented. Laux 2<sup>nd</sup>.***

***Benz requested addition to item 8) d), that the Wisconsin Lake & Pond Resource, LLC professional stated the Aschenbrenner Pond dewatering would cause the phosphorus level increase to .17 at Miller Pond.***

***Benz and Laux agreement to the amendment. Motion carried unanimously.***

- b) Oct. 10 (6:30pm) – Regular Meeting.

***Benz moved to approve the minutes of the Regular Meeting of the Village Board on October 10, 2016, as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Tom Jack, N7749 Palisades Trl., Sherwood – regarding agenda item 6), spoke in support of full time staffing for the Recreation Program of the Village, stated Brenda Stumpf has fulfilled that role and suggested the budget include her as full time.

Ron Wenzel, N7751 Windswept Ln., Sherwood – regarding agenda item 11) d), voiced concern of budget revenues and expenditures.

- 6) Report of the Parks, Recreation and Urban Tree Board (Oct. 17)  
a) *'Park Rules': Municipal Code change (Ch. 19-22)*

- b) *'FY2017 Budget Proposal'*
  - i. Continue \$25k in *'Trails'* SRF allocation for rehab projects
  - ii. Approve \$24,070 in *'Wanick Park'* SRF for improvements
  - iii. Staffing: 1FTE (40hrs./week) and 1LTE (20hrs for 10 weeks)
- c) *Updates: FallFest Recap (Oct. 1); Halloween (Oct. 29); Winter Solstice (Dec. 17)*
- d) *Security Systems:* Info provided; Next step is outreach to FVTC
- e) *Nuthatch Pond Trail:* Project halted due to wet weather conditions
- f) *Signage at Wanick Park:* Discussion & updated language.

*Stumpf presented the PRUT report and answered questions. Park rule changes will be presented for public hearing in early 2017.*

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

*Rath stated for the 21<sup>st</sup> time in 22 years based on the preliminary budget the Village tax will be going down. Rath reminded the group of the Sherwood Lions Halloween Event Saturday. Rath informed the group that December 1<sup>st</sup> and 2<sup>nd</sup> will be the interviews with Sherwood Residents capturing the history of the creation of Sherwood. Rath stated the current population estimate will bring the Village to 3,000. Rath suggested the Village develop architectural standards.*

- b) Fox Cities Area Room Tax Commissioner
- c) Clerk/Treasurer
  - i. Review/Approve financial reports.

***Benz moved to approve the financial reports as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

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

Friday reported the Utility Operator submitting a current water loss report, and the numbers are going down. Friday stated the Operator will be in at the budget approval meeting.

Majkowski reported the Post Office project is completed and accepted, the trail is moved to winter time due to excessive wetness with paving next year. Majkowski stated the geotechnical work for the 2017-18 road projects is complete and information is ready for the Capital Project Plan.

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

*Friday reported the planters to define the Clifton Road closure at the Hwy 114/55 intersection should be complete by the end of the week.*

*Laux inquired of the signage and Friday reported with the changing of the roadway pattern that sign needs can be assessed.*

*Benz questioned Majkowski about the drainage on Lower Cliff if the ditching is adequate and Majkowski agreed. Benz inquired of the Park Drive work this year and when Lower Cliff work is done if they will be able to match and Majkowski responded that it will be taken care of at that time.*

10) Old Business:

- a) *Palisades Pond Lake District.*

11) New Business:

- a) *Exhibition Center Cooperation Agreement – Change of Terms: Request to amend Section 3.05 directing 100% of the collected Room Tax to support PAC Bonds (Karen Harkness; Director of Community & Economic Development).*

***Benz moved to agree to amend the Exhibition Center Cooperation Agreement Section 3.05 directing 100% of the collected Room Tax to support PAC Bonds. Miller 2<sup>nd</sup>. Laux – nay, motion carried.***

- b) *Overbuilt driveway width (W4807 Nature Lane): Request by builder (Maes Builders, Inc.) for return of bond).*

*Friday presented the situation explaining the builder who paid the performance bond is being penalized with the Village refusal to return the bond since the homeowner is responsible for separately contracting for the driveway to be poured in excess of Village Code and Friday requested Board direction.*

*Board directed Friday to reach out to the homeowner and to report back.*

- c) *FY2017-2021 5-Year Capital Improvement Plan: Review/Approve capital projects plan.*

*Friday presented the budget and informed the Board the Village has adequate funds to complete the FY2017 projects and no borrowing is needed for FY2017. Friday stated he has in the budget the asphalt repaving program requested by the Board. Friday suggested with the absence of available residential lots that a new subdivision will be coming forward and the east west connection will be needed from Lakeshore Estates East to Lake Breeze.*

***Kaas moved to complete all of Lake Breeze in FY2017 and postpone Clifton Road to FY2018 and review it at that time to proceed with it or not. Laux 2<sup>nd</sup>.***

*Benz questioned if Clifton Road could be done in FY2019 at the earliest. Rath stated with the PASER rating (Majkowski stated it was a 6) with less trucks will not go down and that Clifton Road could be delayed. Kaas stated the decision on Clifton Road would be in FY2017. Benz agreed to completing Lake Breeze in FY2017.*

***Benz – nay, motion carried.***

*Rath questioned Friday what debt limit the Village is at.*

*Benz inquired of previous plan to set aside funds for water main replacement. Friday replied the budget for the utilities is predicting year end 2016 cash on hand for water of \$835,000 and after the first year of the radio head meter system installation the year end 2017 will be \$885,000.*

*Williams reported based on the 2016 Equalized Values the Village debt limit is \$13,090,645 and current debit is approximately \$10,000,000 under that figure.*

***Kaas moved to approve the FY2017-2021 5-Year Capital Improvement Plan as amended. Miller 2<sup>nd</sup>. Benz – nay, motion carried.***

d) *Annual Budget – FY2017: Presentation of Budget prior to public hearing (Nov. 14).*

*Friday directed the Board through the summary sheet in the meeting packet.*

***Kaas moved to schedule Public Hearing for the FY2017. Benz 2<sup>nd</sup>. Motion carried unanimously.***

12) Complaints and Compliments:

a) *Request for new roadway signage for Post Office (Bourassa; Oct. 7).*

13) Correspondences:

a) *Monthly Report (Calumet County Sheriff's Dept.; Sept, 2016).*

b) *Final Population Estimate as of Jan. 16, 2016 (Wisc. Dept. of Admin; Oct. 10).*

***Miller moved to go into Closed Session Per Wis. Stats. §19.85(1) (e) and (c) at 8:35 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

14) Closed Session:

a) *Disposition of Village parcels for sale and (re-)development.*

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.

b) *Personnel & Compensation Review for inclusion in FY2017 Budget.*

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.

*The Board dismissed Williams at 10:00 p.m.*

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

***Kaas moved to return to Open Session at 10:55 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

16) Adjournment. – *Hearing no objection Rath adjourned the meeting at 11:00 p.m.*

Respectfully submitted for review and action by Susan Williams, Clerk-Treasurer.

## Village Board Meeting Minutes

Nov. 14, 2016

- 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*

*David Miller*

***Absent***

*Jim Rath, excused*

***Others Present***

*Randy Friday, Administrator*

*Susan Williams, Clerk-Treasurer*

*Brenda Stumpf, Recreation Programming Coor.*

*Bruce Genskow, MCO Utility Operator*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: Oct. 24 (Regular Meeting). – ***Kaas moved to approve the minutes of the regular meeting of the Village Board of October 24, 2016 as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) (Public Hearing) *FY2017 Village Budget: Consider/Approve Resolution #06-2016 adopting the FY2017 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2017.*

*After 3 calls the public hearing opened at 6:32 p.m.*

*Friday briefly identified highlights of the budget: Park Recreation Urban Tree Board request Stumpf to become full time employee, Administrator request of Public Works part time 70% employee due to the demands of Wanick Park, TIF #3 request of demolishing all the rental homes, Special Revenue Funds requests stormwater grant, park cement work, trail work, Comprehensive Plan Update, portable bandstand, park amenities, cemetery scan and loan of Village funds to the Lake District.*

***Benz moved to approve Resolution #06-2016, Appropriation of Necessary Funds for the Operations and Administration of the Village of Sherwood for Fiscal Year 2017. Miller 2<sup>nd</sup>.***

*Laux inquired the payback period for the Lake District and Friday responded some original discussion by the District members was 10 years.*

***Motion carried unanimously.***

***Hennlich moved to close the public hearing at 6:50 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 7) Report of the Community Development Authority (Oct. 26)
- a) *Comprehensive Plan Update project*: Tom Boll appointed as CDA representative.
  - b) *50/50 Business Matching Grant Program*: The Granary Supper Club reimbursed (\$222) for signage and asphaltting.
  - c) *Joint Marketing Contract*: Engaged private real estate firm to list properties for sale, including W450 Clifton Rd. and vacant land behind Village Hall property.
  - d) *Contract B-16: Change Order #1*: Approved Post Office parking lot-related expense increase (\$3,816).
  - e) *FY2017-2021: 5-Year Capital Improvement Projects*: Reviewed.

*Kaas reported visiting accompanied by Thiel and Miller Chilton Uptown Commons. Kaas stated a large portion of the Capital Improvement Projects is the Condon Road Extension and the demolition of the rental homes.*

*Friday reported the asbestos testing at N409 Military Road is complete, the asbestos remediation will begin next week and the bids for demolition are being readied for distribution as soon as next week.*

- 8) Report of the Planning Commission (Nov. 7)
- a) *CSM #02-2016*: A request to adjust boundaries and/or combine currently un-built, Village-owned lots in the Sherwood Forest – 2<sup>nd</sup> Addition subdivision (Lots #46, 64, 65 & 66) and make a minor boundary adjustment to N561 Robinhood Way in advance of purchasing (Otto; Genisot) Village-owned lots for single-family residential development.

*Friday explained the CSM and William informed the Board of information Otto shared with her just prior to the beginning of the meeting.*

***Hennlich moved to approve the CSM #02-2016: A request to adjust boundaries and/or combine currently un-built, Village-owned lots in the Sherwood Forest – 2<sup>nd</sup> Addition subdivision (Lots #46, 64, 65 & 66) and make a minor boundary adjustment to N561 Robinhood Way in advance of purchasing (Otto; Genisot) Village-owned lots for single-family residential development, contingent upon buyer's acceptance of terms of the lot sales. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Comprehensive Plan Update*: Recommend 'ad hoc committee' Membership to include seven Plan Commission members, two citizen Members, one CDA member, and one PRUT Board member.

*Kaas inquired if all appointments are confirmed by the Village Board and Friday replied yes.*

- c) *Future Zoning Code update(s)*.

*Friday presented information on odd shaped lots in Windswept Shores Subdivision identifying limitations within the current Village Code because discussion has taken place in regards to selling the lots in question and potentially subdividing.*

d) *Calendar*: On-going Review of Comprehensive Plan obligations.

9) Report of Village Officers.

a) Village President

b) Fox Cities Area Room Tax Commissioner

*Benz reported attending the Appleton Downtown Exhibition Center Advisory Committee during which there was a complete review of the management contract with Inner Circle. Benz stated Inner Circle will manage the exhibition center for no management fee and the agreement states that they will keep the hotel at a diamond 3 level. Benz reported the Radisson Brand is in negotiation to be sold to a Chinese company. Benz stated Inner Circle is negotiating to remove 8 hotels including Appleton's location from the sale. Benz reported the sale is causing delays. Benz stated the first event at the center will be a grand opening for the 10 municipalities. Benz reported there was an extension to the Property Improvement Plan (PIP) to January 2017.*

c) Clerk/Treasurer

i. Review/Approve financial reports.

***Benz moved to approve the financial reports as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

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

Genskow reported a 0% water loss for the month of October 2016, with year to date, 14.2%. Genskow advised the Board that it most likely will go back up this month, but will keep watching it. Genskow reported the budget includes sewer cleaning and jetting, the last reed bed clean out and the first year of the radio read installation.

11) Village Administrator: Project Update(s).

*Friday reported the Village is at 47 new home starts.*

12) Old Business:

a) *Palisades Pond Lake District.*

*Williams reported receiving the warranty deed for the pond land transfer/donation from the golf course to the Village and a Department of Natural Resources letter acknowledging receipt of the dam transfer application.*

b) *Pond drainage*: Request to drain without DNR permit (Ashenbrenner; W4890 Bridle Rd).

Ashenbrenner joined the meeting via the telephone.

***Kaas moved to allow Ashenbrenner to proceed with dewatering without excavation until the DNR permit is received. Miller 2<sup>nd</sup>. Benz – nay, Hennlich – nay, motion carried.***

c) *Sherwood-Harrison inter-municipal project cooperation: Update.*

*Kaas requested further discussion on the subject. Kaas stated the Village of Harrison Board met after the initial inter-municipal meeting and approved going forward with the mediation process and to proceed with a long term Fire Protection Service Contract discussion. Kaas reported that Harrison's concerns were if Sherwood did not go forward with mediation Harrison would not go forward with the Fire Protection Contract workshop. Kaas suggested going forward not to the extent of all 3 3 hour sessions with the mediator (cost \$150/hr. shared equally). Kaas stated this mediation is meant to mend fences between the 2 Administrators and how the incorporation was done. Kaas suggested working in good faith with them and approve the process. Miller voiced concerns based on the way Harrison treated Sherwood with the fire contract in 2014. Gedman questioned if the original meeting between the four trustees resulted in the desire for mediation between the Administrators. Kaas responded this has to do with rebuilding relationships and the original four were together to start the process.*

*Benz questioned Laux and she responded that support is given to recommendations of the appointed committee members and she would support Kaas' direction. Laux stated she may have reservations about the outcome but if it isn't started somewhere Sherwood would not have an outcome or know it ever could ever improve.*

***Kaas moved to proceed on a step wise basis, with the remediation, pending re-approval by Village of Harrison. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

*Kaas stated he would communicate this to Mary Kohrell.*

13) New Business:

a) *Resolution #07-2016 – Sale of Lots #46 and #64 (Otto) and Lots #65 and 66 (Genisot) in Sherwood Forest Subdivision (Robinhood Way). Terms include approvable CSM (see above), approvable site plan (to be distributed at meeting) and conditions mandating development of single-family dwellings.*

*Friday based on the discussion prior to the meeting between the Clerk and Otto suggested in addition to previous discussed language to add for the second lot; 1) develop of a minimum home value, 2) if sold/transferred to another party to recoup a specified dollar amount and give extension to 2020.*

*Gedman question if the subdivision has regulations and Friday replied yes but not to home values.*

*Friday stated when the Request for Proposal was created early 2016, the average assessed improved values in that subdivision was approximately \$275,000.*

*Kaas suggested changes/additions to the resolution and the Board approved the following:*

*- Purchaser(s) to pay for approved Certified Survey Map(s).*

*-Home(s) to be completely built on Lot 1 & 2 of newly approved Certified Survey Map by 12/31/2018,*

*or payment in lieu of (lost) taxes will be \$3,500 annually.*

*-Home to be built on lot 48 by 12/31/2020 or payment in lieu of (lost) taxes will be \$3,500 annually.*

***Kaas moved to approve Resolution #07-2016 – Sale of Lots #46 and #64 (Otto) and Lots #65 and 66 (Genisot) in Sherwood Forest Subdivision (Robinhood Way), as modified during the meeting. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Contract for Services: ‘Authorization to Proceed’ for engineering services supporting FY2017 approved CIP Projects (Cedar Corp.; ‘Design/Bid’ phase = \$31,880; ‘Construction phase’ = up to \$51,250).*

*Friday reported engineering services required in advance of new subdivisions coming forward, such as digging needed on cul de sacs and asphaltting.*

***Benz moved to approve Contract for Services: ‘Authorization to Proceed’ for engineering services supporting FY2017 approved CIP Projects (Cedar Corp.; ‘Design/Bid’ phase = \$31,880; ‘Construction phase’ = up to \$51,250). Miller 2<sup>nd</sup>. Motion carried unanimously.***

- c) *Agreement for Sale and Perpetual Care of Cemetery lot (LeDuc; W4841 Bridle Road).*

***Kaas moved to approve the Agreement for Sale and Perpetual Care of Cemetery lots for LeDuc. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- d) *Request to place promotional display on Village-owned property (St. John/Sacred Heart Catholic School).*

***Hennlich moved to have St. John/Sacred Heart Catholic School place the promotional display requested for Catholic Schools week on school property (not Village-owned property). Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- e) *School Children Crossing signs for St. John/Sacred Heart Catholic School: Light Timing.*

*Friday stated he received correspondence reporting that the lights are flashing at the wrong time and Friday confirmed that. The invoice in the packet is a \$776 cost to fix. Laux inquired if the sign can stay and if the light is removed and Friday replied as far as he knows.*

***Laux moved to remove the lights and leave the sign. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- f) *FY2016 Annual Budget: Consider/Approve dedicating FY2016 end-of-year Fund Balance amounts (as shown in Budget) designated for FY2017 projects, including at least:*
- Stormwater Grant with DNR (Village FY16 share = \$65,163; Fund 200).*
  - Trail rehabilitation/improvements – Annual contribution (\$25k; Fund 210).*
  - American Legion Park Pavilion – Concrete replacement (\$5k; Fund 220).*
  - Comprehensive Plan Update – Contract with East Central RPC (FY16 share = \$10k).*

***Kaas moved to approve dedicating FY2016 end of year balance of 100-00-53440-290 to Fund 200 Committed Fund Balance, 100-00-556300-290 to Committed General Fund Balance, \$5,000 and***

***\$25,000 of 100-00-59200 to Committed Fund Balances 220 and 210 respectively. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

14) Complaints and Compliments: None.

*Benz stated he had a combined complaint/compliment; he received a call from neighbors in regards to a lot on Mustang Drive and Paddock Court where trucks were dumping dirt, just to contact Friday and find out he had already been out to speak with the contractor and it was a matter of moving and holding for construction was taking place and it will not affect the elevation but will be taken care of as soon as construction allows.*

15) Correspondences:

a) *Non-inspection of private well for cross-connection (Milheiser; Oct. 24).*

*Friday stated the correspondence in the packet was from a resident stating they could not afford the PSC required inspection every 5 year by a licensed plumber. Benz recalled this well being brought in from of the Utility Commission and requested Williams to review records to see what was approved at that time and if the previous action did not affect the inspection requirement that a letter sent and the violation charge assessed if not complied with.*

16) Adjournment. – ***Hennlich moved to adjourn at 9:22 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

Respectfully submitted for review and action by Susan Williams, Clerk-Treasurer.

## Village Board Meeting Minutes

Nov. 28, 2016

- 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-Treasurer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: Nov. 14 (Regular Meeting). – ***Benz moved to approve the minutes of the Regular meeting of the Village Board of November 14, 2016, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of Village Officers.
- a) Village President
- b) Fox Cities Area Room Tax Commissioner

*Benz distributed minutes from the Appleton Redevelopment Authority Exhibition Center Advisory Committee minutes from November 9, 2016 meeting and noted that under 5 Item 16-1740, to answer Kaas' question from the previous Board meeting, with the extension of the November 30, 2016 deadline to January 31, 2017 it was noted the escalators will be repaired not replaced. Benz stated these meetings are videotaped and can be found on the City of Appleton website. Benz reported discussion on the prioritization of approving reservations for events and the group suggested preference be given when participants will stay in Appleton.*

c) Clerk/Treasurer

- i. Review/Approve financial reports.

***Benz moved to approve the financial reports as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

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

*Friday reported that he has been meeting with Cedar Corp. representatives in regards to community development opportunities for the Community Development Authority and to address local resident questions of infrastructure in some of the older sections of the Village. Friday stated the MCO Operator reported no current issues. Friday reported receiving calls from Rollie Stephenson in regards to his previously discussed stormwater issue. Friday informed the Board that the Village will wait until McMahan is complete with the study next year before any further consideration could be done.*

8) Village Administrator: Project Update(s).

*Friday reported the Harrison-Sherwood inter-municipal project cooperation first meeting is Wednesday November 30, 2016.*

9) Old Business:

a) *Palisades Pond Lake District. Update.*

*Williams reported the Wisconsin Department of Natural Resources sent out a letter informing the golf course that the dam transfer application is at the public comment phase. Williams stated the notice will be published this week.*

b) *Sherwood-Harrison inter-municipal project cooperation: Update.*

c) *Non- inspection of private well for cross-connection (Milheiser; Oct. 24). Update.*

*Williams reported per the Board's direction researching the Village records and informed the Board of the Utility Commission discussion on the Milheiser property in 2003. Williams stated that discussion was not about cross-connections. Williams distributed a copy of the 11/16/16 letter sent out to the property owners stating the ramifications of non-compliance per the Board's direction.*

10) New Business:

11) Complaints and Compliments: None.

Bob Anderson, N7829 S Niagara Ct., Sherwood – commented on the road yellow line markings at the Clifton Road continuation with the closing of the intersection of Hwy 55/114 and Clifton Road, and questioned the enforcement of the newly enacted property standards code.

12) Correspondences:

a) *Monthly Report (Calumet County Sheriff's Dept.; Oft, 2016).*

13) *Closed Session: Village parcels for sale and (re-)development.*

*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 go into Closed Session: Village parcels for sale and (re-)development Per Wis. Stats. §19.85(1) (e) at 6:50 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

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

***Kaas moved to return to Open Session at 7:45 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

15) Adjournment. – ***Miller moved to adjourn at 7:45 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

Respectfully submitted for review and action by Susan Williams, Clerk-Treasurer.

## Village Board Meeting Minutes

Dec. 12, 2016

NOTE: (6pm) Presentation: *An Historical Overview of Sherwood*, presented by Joe Diedrich

- 1) (6:30) Call to Order and Roll Call – *President Rath called the meeting to order at 6:38 p.m. with roll call:*

***Present***

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

***Absent***

*None*

***Others Present***

*Administrator Randy Friday,  
Kathy Mader, Acting Clerk*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Benz moved to amend the agenda by moving discussion of item 13)b for after registered citizens are acknowledged in item 5. Miller seconded. Motion carried.***
- 4) Approval of Minutes: Nov. 28 (Regular Meeting) – ***Benz moved to approve the November 28, 2016 minutes. Kaas seconded. Motion carried.***
- 5) Registered Citizen Comments on Agenda Items
- *David Hopfensperger, W4905 Sunset Lake Ct re item 13)b*
  - *Kenneth Herres, W4925 Sunset Lake Ct re item 13)b*
- 6) Report of the Community Development Authority (Nov. 30)
- a) Joint Marketing Contract: Private real estate firm engaged to list properties for sale – *Kaas stated that, Newmark Grubb Pfefferle of Appleton, the company the CDA has been in talks with regarding senior housing behind the village offices, has requested further information for their clients i.e. rent, etc. and possibility of bundling properties for building.*
- 7) Report of the Planning Commission (Dec. 5)
- a) Calendar: On-going Review of Comprehensive Plan obligations – *In addition to the Plan Commission Report, included in the packet, Friday reported that he and the Village/Town of Harrison Administrator have agreed to hold two annual meetings with one elected official from each to be included in the meetings.*
- b) Future Zoning Code update(s) – *Friday stated that member input has been requested.*
- c) Comprehensive Plan Update: Membership (CDA – Tom Boll; PRUT – To be determined) – *Friday said the first meeting will take place in January 2017 and Rath will discuss further in his 'Report of the Village President'.*

8) Report of Village Officers.

a) Village President

i) Report – *Rath submitted his Non-Candidacy papers for the April 2017 election. Rath, also, announced that he has, with regrets, accepted the resignation of Stacy Gedman from the Village Board, effective after this evening’s meeting.*

ii) Presidential appointments to Boards/Committees – *Rath announced his selections to the Comprehensive Plan Update ad-hoc committee: CDA – Tom Boll, PRUT – Sue Jungen, VB – David Miller. Benz moved to approve the selections. Hennlich questioned Miller’s selection since it was mentioned at a previous meeting that a VB member would not be appointed. Benz agreed to rescind his motion. **Benz moved to approve the Ad-hoc committee selections of Boll and Jungen to oversee the Comprehensive Plan update. Laux seconded. Motion carried.***

*Rath announced Kathy Salo, current Plan Commission member, has agreed to fill the vacated Village Board seat (Gedman) until the April 2017 election. **Kaas moved to waive the requirement not allowing three Village Board members on the Plan Commission for the remainder of Gedman’s vacated term and approve Salo’s appointment to Gedman’s vacated Village Board seat for the remainder of this term. Hennlich seconded. Motion carried.***

b) Fox Cities Area Room Tax Commissioner – *Benz gave a brief report of the meeting which took place at 3:00 p.m. today. A copy of his report has been filed in the records.*

c) Clerk/Treasurer

i) Review/Approve financial reports – ***Kaas moved to approve the financial reports as presented. Benz seconded. Motion carried.***

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

a) Drainage Engineering: Cedar Corp. to review Park Drive & Spring Hill (Majkowski) – *Friday reported he signed off on this contract since they are small-amount studies.*

b) Water Loss Report (November): MCO Report (Genskow) – *Friday noted continued decline in percentage lost coming in line with last year’s loss percentage.*

10) Village Administrator: Project Update(s) – *Friday stated he and the Clerk will transfer the four Sherwood Forest G.C. properties at Friedrich’s Abstract and Title company in Chilton on Thursday, December 15<sup>th</sup>.*

11) Old Business:

a) Palisades Pond Lake District. Update – *Nothing to report.*

b) Non-Inspection of private well for cross-connection: Update (Milheiser; Oct. 24) – *Mader reported the Milheiser private well cross-connection inspection had been completed and the report has been received in office.*

c) Sherwood-Harrison Inter-Municipal Project Cooperation: Update – *The Administrators have agreed to two annual meetings which will include themselves and an elected official from each municipality. The meetings will be scheduled in spring and summer.*

12) New Business:

- a) Resolution #08-2016 – International Migratory Bird Day: Annual proclamation in support of Sherwood as a Wisconsin Bird City – ***Benz moved to approve Resolution #08-2016 – International Migratory Bird Day: Annual proclamation in support of Sherwood as a Wisconsin Bird City. Miller seconded. Motion carried unanimously.***
- b) FY2017 Schedule of Fees: Annual review of Village ‘Fee Schedule’ – ***Benz moved to approve amending the FY2017 Schedule of Fees as presented. Miller seconded. Motion carried.***

13) Complaints and Compliments:

- a) Yard Waste Site – Hours of Operation/Site Control (Aaron & Jennifer Carlson; Nov. 26) – *Friday affirmed he has not received further correspondence from Carlsons after he responded to their complaint (copies of both email correspondence are in the packet).*
- b) Sunset Lake Court – Too much storm water in ditches: Possible curb & Gutter? (Ken & Susan Harres; Dec. 2) – *David Hopfensperger declared he has had these drainage issues since he built in 1997. According to Hopfensperger, the culvert of the house to the east of his (W4895) is too high to allow proper drainage. Hopfensperger is concerned for the safety of the children who have recently moved into the neighborhood and play in the water. For the record, he provided pictures which show water standing in the ditch.*

*Ken Herres informed to the Board their house was the second one built on the street in 1980. The first one built is the house which Mr. Hopfensperger has referred. Mr. Herres explained Julius Schmidt (former resident and local plumber) set his culvert when he built. Herres said he contacted Schmidt when he realized the drainage issues were occurring in his ditch due to the higher culvert installed at the first house. Herres stated Schmidt acknowledged there was an issue and something should be done. Herres admitted, however, that he never followed up with Schmidt and Schmidt never followed up with him regarding the drainage issues. Herres explained it has been almost forty years and the drainage issues still persist though they have made several complaints through the years. Herres and Mr. Hopfensperger feel it is an issue the village should be responsible to remedy.*

*Friday discussed possible factors related to the drainage issues and assured the residents that he will contact the village engineer to evaluate the issues.*

14) Correspondences – *None.*

Items not on agenda:

- Hennlich proposed the Village write a resolution in support of state funding of the state parks by the next meeting.
- Rath complimented and thanked Gedman for his contributions to the Village of Sherwood, the Village Board and the PRUT.
- Benz informed the Board he received a call from Roland Stephenson regarding his continued property drainage issues, discussed with Stephenson’s wife and visited the site. Friday explained that the storm water study being conducted by McMahan is scheduled to be done by this time next year. Benz stated that he doesn’t feel the issue can wait.

- 15) Closed Session: Village parcels for sale and (re-)development. 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 – ***Kaas motioned to move into closed session at 8:15 p.m. 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. Benz seconded. Motion carried unanimously. Kaas made a motion to move into open session at 9:30 p.m. Miller seconded. Motion carried unanimously.***
- 16) Open Session: The Board may act on any item discussed in Closed Session – *Nothing to report.*
- 17) Adjournment – ***Hearing no objection to adjourn, Rath pronounced the meeting adjourned at 9:30 p.m.***

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

## **Village Board Meeting Notice and Agenda**

Monday, December 26, 2016 – 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 Minutes

May 9, 2016

- 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  
David Miller  
Roger Kaas  
Jim Rath*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk-Treasurer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes
- a) April 25 (Organizational Meeting).

***Gedman moved to approve the Organizational Meeting Minutes of April 25, 2016, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) April 25 (Regular Meeting).

*Williams distributed a copy of the Minutes from the Regular Meeting of April 25, 2016 for the Trustees review after revision by Friday.*

***Kaas moved to approve the Minutes of the Regular Meeting of April 25, 2016, as revised and copy distributed at the meeting. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Ken Krueger, W513 Clifton Rd., Sherwood – regarding agenda item 7) and 14) b), voiced concerns of the tower going in, believing the Village does not want it, potential property values dropping, can he still build on his 2<sup>nd</sup> parcel, will the tower be setback enough, will he be compensated for the loss of property values; on unagendized items osprey nesting on the monopole and when John Street will be reconstructed.

Michael Cook, N7770 Palisades Trl., Sherwood – regarding unagendized item, pickleball courts in the Village, voiced concerns of location at the Sherwood Administrative Office Parking Lot, suggesting using one tennis court or the basketball court, both at Wanick Park.

- 6) Presentation: Presentation of FY2015 Audit Report (Brian Grunewald; Schenck SC).

- 7) *Public Hearing:* Amending Municipal Code, Ch. 7–Public Nuisances to include Article IV. Property Maintenance Standards.

*After 3 calls for the Public Hearing President Rath opened the Public Hearing at 7:22 p.m.*

*Kaas moved to close the Public Hearing at 7:23 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.*

- 8) *Public Hearing:* Amending Municipal Code, Ch. 5–Public Works to include Article II. Road Rights-of-Way.

*After 3 calls for the Public Hearing President Rath opened the Public Hearing at 7:23 p.m.*

*Benz moved to close the Public Hearing at 7:24 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.*

- 9) Report of the Planning Commission (May 2)  
a) *Ordinance Update* – Consider update to Municipal Code, Ch. 7 – Chapter 7 Article II: Public Nuisances, regarding regulation of ‘adult-oriented’ businesses.

*Friday reported that he had received an e-mail in regards to setbacks for adult novelty businesses and when presented to the Plan Commission, upon review of the current Code they recommended to update.*

*Benz moved to direct Village Staff to provide an update to the Village of Sherwood Municipal Code, Ch. 7 – Chapter 7 Article II: Public Nuisances, regarding regulation of ‘adult-oriented’ businesses. Laux 2<sup>nd</sup>. Motion carried unanimously.*

- b) *Extra-territorial CSM:* Request for W3637 CTH B (Halbach) to split 36.99ac. (Parcel ID #12637; Town of Woodville) into two lots creating Lot #1 (1.37ac.) with home and Lot #2 (35.75ac) of unimproved agricultural land.

*Benz moved to approve the request of Extra-territorial CSM: Request for W3637 CTH B (Halbach) to split 36.99ac. (Parcel ID #12637; Town of Woodville) into two lots creating Lot #1 (1.37ac.) with home and Lot #2 (35.75ac) of unimproved agricultural land. Miller 2<sup>nd</sup>. Motion carried unanimously.*

- c) *Municipal Ordinance Amendment* – Amend Ch. 5–Public Works to include Article II. ‘Regulating local Rights-of-Way’ – *action taken under agenda item 14) b).*

- d) *Request to place telecommunications pole in Clifton Road Right-of-Way* (Wisconsin Technology Networking, LLC). – *action taken under agenda item 14).*

- e) *Calendar:* On-going Review of Comprehensive Plan obligations. – *Friday quickly reviewed the packet document and informed the Board that the Comprehensive Plan update must be budgeted and done by 2018.*

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

*Rath announced he will not be in attendance at the next Village Board Meeting and requested Vice President Laux to chair the meeting.*

- b) Fox Cities Area Room Tax Commissioner

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        - i. Review/Approve financial reports.

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*Friday reported attending the semi-annual meeting of the NEWSWC, and after discussion with McMahon personnel reported fieldwork to begin shortly for the MS4 study, which is on track with being done by year end. Laux asked about McMahon identifying source of the water and Friday replied that McMahon personnel understand the flow of the water. Friday reminded the Board that he will need to speak with a resident (Gehl) for the construction easement along Nuthatch Trail to ease the movement of heavy equipment. Friday stated Wednesday morning at the Village Offices will be pre-construction meeting of the paving and Thursday morning he and Village President Rath will attend a Calumet County Wide Inter-Governmental meeting.*

13) Old Business:

- a) *Palisades Pond Lake District.*

*Williams presented documents from DOR (district creation), DNR (update of the dam transfer) and UW-Stevens Point Pond expert (information on meetings and the financial responsibility of the Village).*

*Kaas suggested the timing of the meeting being held after the Memorandum of Understanding is created and approved by the Village Board before it is presented to the golf course.*

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14) New Business:

- a) Consider amending Municipal Code, Ch. 7–Public Nuisances to include Article IV. Property Maintenance Standards.

***Benz moved to approve amending the Municipal Code, Chapter 7 - Public Nuisances to include Article IV. Property Maintenance Standards. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- b) Consider amending Municipal Code, Ch. 5–Public Works to include Article II. Road Rights-of-Way.

***Benz moved to approve amending the Municipal Code, Chapter 5 –Public Works to include Article II. Road Rights-of-Way. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- c) Consider amending Municipal Code–Ch. 1 Government & Administration; Article I. Village Board and Other Meetings.

***Hennlich moved to approve amending the Municipal Code, – Ch. 1 Government & Administration; Article I. Village Board and Other Meetings. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- d) Resolution #03-2016: Request to join area leadership supporting Weight Of The Fox Valley initiative promoting healthy, active lifestyles thru multi-modal path usage.

***Hennlich moved to approve Resolution #03-2016: Request to join area leadership supporting Weight Of The Fox Valley initiative promoting healthy, active lifestyles thru multi-modal path usage. Gedman 2<sup>nd</sup>.***

*Kaas questioned what this will do. Friday responded that it that this would show support when the Fox Valley group is applying for multi-modal trail grants. Rath stated when Sherwood Representatives meet with Harrison Representatives one topic could be the suggestion of the continuation of the trail that stops at Hwy N and 114.*

***Laux – nay. Motion carried.***

- e) Consider methodology and date(s) by which to identify partners in Sherwood-Harrison dialogue.

*Friday distributed a copy of Times Village Newspaper article which covered a recent Village of Harrison Board meeting and one topic was the dialogue. Benz reported not being familiar with many of the Trustees other than Kevin Hietpas, who attended a few Village of Sherwood Board meetings, and asked the Sherwood Trustees for suggestions of the second.*

***Benz moved to select Kevin Hietpas and Buddy Lisowe as the two Harrison representatives at the Sherwood – Harrison Meeting. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

***After action was taken on agenda item 14) b), Hennlich moved to act upon agenda item 9) d) to deny Request to place telecommunications pole in Clifton Road Right-of-Way (Wisconsin Technology Networking, LLC). Miller 2<sup>nd</sup>. Motion carried unanimously.***

*Kaas questioned the options the Village has with the denial. Kaas inquired if the Village is required to provide another location or to have them select another location because the site described in the application is not an appropriate location due to potential future development. Rath stated there are better sites and believes the applicant did not do an on-site review. Friday stated the letter will include the Plan Commission and Village Board denial per inappropriate location with other reasons listed and he will suggest the applicant contact him.*

*Laux asked if there is still a problem with individuals placing grass cuttings on undeveloped lots. Friday replied we do not receive many of those complaints. Laux stated she has witnessed it and what is being done about it. Friday replied that it should not be done due to it ending up in the stormwater system.*

*Miller questioned if there is a Calumet County Wide Ordinance regulating the agricultural run-off of mega farms, since that is polluting wells. Friday replied he spoke with Brent Jalonen (Calumet County) and Nick Vande Hey (McMahon) and they are of the same mind which is good for the Village*

15) Complaints and Compliments: None.

16) Correspondences:

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

- 17) Adjournment. – ***Benz moved to adjourn the meeting at 9:00 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.***

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

## Village Board Meeting Minutes

May 9, 2016

- 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  
David Miller  
Roger Kaas  
Jim Rath*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator  
Susan Williams, Clerk-Treasurer*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Hennlich moved to approve the agenda as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes
- a) April 25 (Organizational Meeting).

***Gedman moved to approve the Organizational Meeting Minutes of April 25, 2016, as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) April 25 (Regular Meeting).

*Williams distributed a copy of the Minutes from the Regular Meeting of April 25, 2016 for the Trustees review after revision by Friday.*

***Kaas moved to approve the Minutes of the Regular Meeting of April 25, 2016, as revised and copy distributed at the meeting. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Ken Krueger, W513 Clifton Rd., Sherwood – regarding agenda item 7) and 14) b), voiced concerns of the tower going in, believing the Village does not want it, potential property values dropping, can he still build on his 2<sup>nd</sup> parcel, will the tower be setback enough, will he be compensated for the loss of property values; on unagendized items osprey nesting on the monopole and when John Street will be reconstructed.

Michael Cook, N7770 Palisades Trl., Sherwood – regarding unagendized item, pickleball courts in the Village, voiced concerns of location at the Sherwood Administrative Office Parking Lot, suggesting using one tennis court or the basketball court, both at Wanick Park.

- 6) Presentation: Presentation of FY2015 Audit Report (Brian Grunewald; Schenck SC).

- 7) *Public Hearing:* Amending Municipal Code, Ch. 7–Public Nuisances to include Article IV. Property Maintenance Standards.

*After 3 calls for the Public Hearing President Rath opened the Public Hearing at 7:22 p.m.*

*Kaas moved to close the Public Hearing at 7:23 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.*

- 8) *Public Hearing:* Amending Municipal Code, Ch. 5–Public Works to include Article II. Road Rights-of-Way.

*After 3 calls for the Public Hearing President Rath opened the Public Hearing at 7:23 p.m.*

*Benz moved to close the Public Hearing at 7:24 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.*

- 9) Report of the Planning Commission (May 2)  
a) *Ordinance Update* – Consider update to Municipal Code, Ch. 7 – Chapter 7 Article II: Public Nuisances, regarding regulation of ‘adult-oriented’ businesses.

*Friday reported that he had received an e-mail in regards to setbacks for adult novelty businesses and when presented to the Plan Commission, upon review of the current Code they recommended to update.*

*Benz moved to direct Village Staff to provide an update to the Village of Sherwood Municipal Code, Ch. 7 – Chapter 7 Article II: Public Nuisances, regarding regulation of ‘adult-oriented’ businesses. Laux 2<sup>nd</sup>. Motion carried unanimously.*

- b) *Extra-territorial CSM:* Request for W3637 CTH B (Halbach) to split 36.99ac. (Parcel ID #12637; Town of Woodville) into two lots creating Lot #1 (1.37ac.) with home and Lot #2 (35.75ac) of unimproved agricultural land.

*Benz moved to approve the request of Extra-territorial CSM: Request for W3637 CTH B (Halbach) to split 36.99ac. (Parcel ID #12637; Town of Woodville) into two lots creating Lot #1 (1.37ac.) with home and Lot #2 (35.75ac) of unimproved agricultural land. Miller 2<sup>nd</sup>. Motion carried unanimously.*

- c) *Municipal Ordinance Amendment* – Amend Ch. 5–Public Works to include Article II. ‘Regulating local Rights-of-Way’ – *action taken under agenda item 14) b).*

- d) *Request to place telecommunications pole in Clifton Road Right-of-Way (Wisconsin Technology Networking, LLC).* – *action taken under agenda item 14).*

- e) *Calendar:* On-going Review of Comprehensive Plan obligations. – *Friday quickly reviewed the packet document and informed the Board that the Comprehensive Plan update must be budgeted and done by 2018.*

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

*Rath announced he will not be in attendance at the next Village Board Meeting and requested Vice President Laux to chair the meeting.*

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