

Village Board Meeting Minutes

Jan. 9, 2017

- 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

Joyce Laux

David Miller

Kathy Salo

Absent

Jim Rath, excused

Others Present

Randy Friday, Administrator

Susan Williams, Clerk-Treasurer

Brenda Stumpf, Recreation Programming Coor.

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Hennlich 2nd. Motion approved unanimously.***
- 4) Approval of Minutes: Dec. 12 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board December 12, 2016, as presented. Miller 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.
- 6) Report of the Parks, Recreation & Urban Tree (PRUT) Board
- a) *Park Signage:* Place three (3) ‘Welcome’ signs and two (2) ‘Designated Grilling Area’ signs.

Stumpf stated the PRUT directed her to order and post ‘Welcome’ signs with the most important park rules and ‘Designated Grilling Area’ signs for public posting at both Wanick and Legion Parks

Kaas commented that the grilling rules seems restrictive and questioned Stumpf why. Stumpf replied the originally approved rules prohibited it. Friday stated that the Village would want to reduce the amount of clean up limited Village Staff would need to do. Hennlich suggested changing the language to be more positive prior to printing. Friday asked Stumpf if the Board suggestion could be done by her or would it need to return to the PRUT. Stumpf replied she could handle it. Kaas voiced concerns of the cost of the signs. Salo inquired if propane tanks are available to the public and Stumpf replied no.

Hennlich moved to approve sign purchase for Wanick and Legion Park subject to Stumpf modifying the park rules per the Board’s suggestion of more positive language with review by Hennlich prior to printing. Benz 2nd. Motion carried unanimously.

- b) *Winter trail maintenance:* Wanick-Choute Park trails (only).

Stumpf notified the Board a request was submitted to the PRUT of winter maintenance of the trails and the requested suggested he could provide the services. Stumpf reported the PRUT discussed it and due to the fact the Village trails are not constructed to handle that kind of equipment wear and limited staff except for the interior trails of Wanick Park they will be left in a natural state.

Friday stated the Village wants Wanick Park to be used year round.

Benz moved to approve the PRUT's recommendation of Village trails being left in natural state (no snow removal) with the exception of Wanick Park trails which will be maintained during the winter months. Salo 2nd. Motion carried unanimously.

c) *Event Recap.*: Halloween (10-29); Winter Solstice (12-17)

Stumpf circulated pictures from both events, stated the Halloween event was well attended, and those who attended Winter Solstice enjoyed the refreshments and had many activities to do. Stumpf stated Sherwood businesses donated door prizes to the Winter Solstice and there were many for the attendees who brought food donations. Stumpf reported the 96 lbs. of food and monetary donations were taken to St. Joe's food pantry.

d) *New Events sked in 2017.*

Stumpf informed the Board she will be expanding the Art in the Park program to every Wednesday during the summer. Stumpf reports new events will be two bus trips, one to Warren County Cranberry Festival (Sept.) and one to Gurnee Mills for shopping (Dec.).

e) (2017) *Easter Egg Hunt (04-15)*

Stumpf reported the non-resident fee will increase to \$4.

f) (2017) *SummerFest (08-20)*

Stumpf stated Vic Ferrari approached her after she had a contract with Spicey Tai. Stumpf requested but never received the cost for the Vic Ferraro performance. Stumpf reported that the Spicey Tai contract will be honored and Vic Ferrari will perform for the 50th Anniversary Celebration, subject to cost.

g) *Security Systems*: Update

h) *Trail Maintenance (Nuthatch Pond)*: Update

Stumpf reported in December the contractor resumed work, removing the old trail and installing the base layer of the new trail.

i) (2017) *YMCA Offerings*: Reduced offerings.

Stumpf stated the YMCA will no longer be offering t-ball and rec ball due to decreasing numbers in general and Sherwood residents.

7) Report of the Plan Commission (Jan. 3 – Special Meeting)

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

b) *Future Zoning Code update(s)*.

c) *Comprehensive Plan Update*: 'Kick-Off Meeting' (Eric Fowle)

i. Meeting Schedule/Timetable.

ii. Citizen Participation Plan (see New Business Item 12 a.)

iii. Demographics – Inventory & Update.

Friday reported getting questions on Park Drive, requested input from Cedar Corp. and is waiting for response.

- 8) Report of Village Officers.
 - a) Village President
 - i. Report.
 - ii. *Presidential appointments to Plan Commission ad hoc committee:*
Appointment of citizens Fred Aschenbrenner; Lori Nackers.

Benz moved to approve the appointments of Fred Aschenbrenner and Lori Nackers to the Plan Commission ad hoc committee for the Comprehensive Plan Update. Miller 2nd. Motion carried unanimously.

- b) Fox Cities Area Room Tax Commissioner

Benz reported the date of the Appleton Exhibition Center Advisory Committee meeting was January 4th not as the minutes noted. Benz stated Mayor Hannah provided an update on the Radisson escalator repair/replace issue and there is a contract in place for the repair with Otis Elevator. Benz stated the tile for the lobby floor has been ordered and they are working on the design of the skywalk that will run from the hotel to the exhibition center. Benz stated the Paper Valley will remain a Radisson under the Inner Circle ownership. Benz suggested the Board look up the Appleton Exhibition Center website on the internet. Benz stated the Request For Proposals for financing of the center are due back January 13th. Benz reported a motion to extend the date for the escalator repair was defeated. Benz informed the Board Mayor Hannah is on top of the holding the Paper Valley to the updates as soon as they need to be done. Benz voiced concern that the committee will not meet until March and he made a motion that the committee members be advised that the escalator has been repaired and when it was repaired and that they receive a copy of the renovation schedule prior to the 1/31/17 date. Benz stated his motion failed due to a lack of a second and believes the other members of the committee are optimistic. Benz stated a new Hotel Room Tax Commission Chairman will be elected since the former one changed jobs.

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

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

- ii. Operator's License
 - Sarah Reetz

Hennlich moved to approve the Operator License as presented. Benz 2nd. Motion carried unanimously.

Williams distributed the Certificate of Nomination for the Spring Election and informed the Board that she sent out a Request For Proposal for Auditing Services and will have a firm to approve at the 2nd Village Board meeting in April.

- 9) Village Engineer and/or Utility Operator: Project Update(s).
 - a) *FY2017 Paving & Ditching:* Pre-construction outreach to area utility providers.

Friday directed the Board to the packet document Cedar Corp.'s communication sent out for FY2017 projects.

b) *Water & Sewer Utilities:* Funds available for future capital improvements.

Friday presented information on funds available for the Utilities projects and Williams confirmed Water Impact Fees account year end 2016 balance is \$94,000 prior to audit adjustments, not as presented in the packet.

c) *Feasibility of southbound turn-lane at Post Office on to CTH 'M':* WisDOT input.

Friday stated he submitted the request to Cedar Corp and the Wisconsin Department of Transportation's response was not without some reconstruction.

10) Village Administrator: Project Update(s).

Friday reported researching the Stephenson issue and found no easements recorded at Calumet County, and awaits receiving word on the stormwater drainage study to be delivered by the end of the year. Benz voiced concerns of waiting and Kaas stated he dealt with a similar stormwater issue at his property at his own cost. Friday reported the Comprehensive Plan updates require Village wide Visioning Workshop to be held and he expects it to be a Tuesday in March. Friday requested permission from the Board to notify the Village via postcards. The Board agreed.

11) Old Business:

a) *Palisades Pond Lake District.* Update.

Williams reported waiting on the Village Attorney for clarification on the name the permit should be issued under, due to confusion of association versus district.

12) New Business:

a) *Resolution #01-2017:* Establishing Public participation Procedures for the Village of Sherwood 2040 Comprehensive Plan.

Benz moved to approve Resolution #01-2017: Establishing Public participation Procedures for the Village of Sherwood 2040 Comprehensive Plan. Kaas 2nd. Motion carried unanimously.

Miller requested the names of the individuals on the ad hoc committee and Friday replied, the Plan Commission, Tom Boll (CDA), Sue Jungen (PRUT), Fred Aschenbrenner and Lori Nackers.

13) Correspondences:

a) *Monthly Report – November* (Calumet County Sheriff's Dept.).

14) *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.

No closed session was held.

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

16) *Adjournment. – Kaas moved to adjourn at 7:36 p.m. Benz 2nd. Motion carried unanimously.*

Respectfully submitted for review and action by Susan Williams, Clerk-Treasurer.

Village Board Meeting Minutes

Jan. 23, 2017

17) 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
Roger Kaas
Joyce Laux
David Miller
Jim Rath
Kathy Salo*

Absent

none

Others Present

*Randy Friday, Administrator
Susan Williams, Clerk-Treasurer
Bruce Genskow, MCO Utility Operator.*

18) Pledge of Allegiance. – *Recited.*

19) Approval of the Agenda. – *Salo moved to approve the agenda as presented. Miller 2nd. Motion carried unanimously. Benz moved to advance agenda items 10) a) and 12) a) to follow immediately agenda item 5). Kaas 2nd. Motion carried unanimously.*

20) Approval of Minutes: Jan. 9 (Regular Meeting). – *Kaas moved to approve the minutes of the regular meeting of the Village Board on January 9, 2017, as presented. Miller 2nd. Benz requested an amendment to include language under 6) f) of subject to cost. Amendment approved by Kaas and Miller. Motion carried unanimously as amended.*

21) Registered Citizen Comments on Agenda Items. –

22) Report of Village Officers.

a) Village President

b) Fox Cities Area Room Tax Commissioner

c) Clerk/Treasurer

i. Review/Approve financial reports.

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

ii. Operator's License

- Jacob M. Garcia
- Jasmine Morrison

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

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

a) *Water Consumption Report: Overview – December and FY2016.*

Genskow presented actual data, year to date 2016 and historically from 2001 and answered Trustee questions.

b) *Water Meters: Consider system equipment upgrade (AMR vs. AMI system; Siemens).*

Genskow and Friday responded to Trustee questions about the different systems.

Kaas questioned how Siemens projected savings of \$38,000 per year is calculated and how Siemens calculates leaks.

Benz stated the Siemens information in the packet indicated they experience lower reliability.

Friday requested the Board to direct them to either research Siemens more or go with Badger Meter's system.

The Board directed them to continue with Badger Meter's system.

c) *Water Meter tampering: Consider fine(s) for tampering with water meters.*

Genskow reported that out of 100 meters per year that are changed out that the Village experiences issues where either the outside reading register or inside meter has been tampered with and requested the Board establish a fine.

Rath stated that the Board would be negligent if a fine was not established.

Friday reported that the new Automatic Reading system and new meters will provide alarms that identify when it is happens.

Genskow stated when they go into the houses for the installation, they will be listening for leaks, looking for sump pump drainage and check the meter seals. Genskow requested the Trustees provide other things for him to look for during installations.

Friday stated a tag will be placed with the language that a fine will be charged for tampering.

Rath suggests that a minimum of \$250 be printed on the tag.

Benz moved to adopt a minimum of \$500 fine for meter tampering. Miller 2nd. Motion carried unanimously.

24) Village Administrator: Project Update(s).

Friday reported the Village is ready to purchase the brusher for work in the Dragotta property area, the kitchen in the office is being outfitted, N409 Military Rd. had the 2nd round of asbestos removed, the demolition will begin within the next 2 weeks being very careful due to it being a 2 story building and very close to another home, the Request For Proposal for the remaining homes will be going out shortly and he is addressing some stormwater issues (Lake Breeze and Sunset Lake).

Benz reported that parts of Park Drive are currently underwater and Friday replied that he forwarded pictures of the situation to Cedar Corp.

25) Old Business:

a) *(Palisades Pond Lake District) Resolution #02-2017: Revised Resolution establishing "Palisades Pond Lake District".*

Hennlich moved to approve Resolution #02-2017: Revised Resolution establishing "Palisades Pond Lake District", as presented. Miller 2nd. Kaas abstained. Motion unanimously.

- 26) New Business:
a) *Village of Sherwood – Schedule of Noncriminal Forfeiture and Surcharges: Bond Schedule regarding law enforcement incidents (Chief Deputy Brett Bowe).*

Deputy Chief presented the Bond Schedule and responded to Trustee questions.

Kaas moved to approve the Bond Schedule as presented. Benz 2nd. Motion carried unanimously.

- b) *FY2016 Budget Amendment: Consider approval.*

Benz moved to approve the FY2016 Budget Amendment as presented. Laux 2nd. Motion carried unanimously.

- c) *Municipal Code Update: Consider restated sections from PRUT Board recommendations.*

Benz moved to approve the Municipal Code Update restatement of PRUT Board sections, as presented. Salo 2nd. Motion carried unanimously.

Williams upon writing of the minutes realized that this agenda item was to be the 1st viewing of it and it will be presented at the next Village Board meeting for approval as stipulated in the Rules of the Village Board.

- 27) Complaints & Compliments:
a) *'Thank you' regarding roadway snow-plowing and clearing (Duerwaechter; Jan. 11).*
- 28) Correspondences:
a) *Monthly Report – December and FY2016 Year-end (Calumet County Sheriff's Dept.).*

Kaas reported that while he was circulating nomination papers, that a resident made comments of the stripping of Village streets. Friday replied that he had let Kaas' previous request sit and due to Calumet County issues in the past did not contact them then, but with new highway building and other changes that maybe he needs to put that request out there.

Rath suggested getting quotes from several sources.

Kaas stated that the current budget does not allow and suggested future budgets include this line item.

- 29) *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.

Miller moved to go into Closed Session Per Wis. Stats. §19.85(1) (e) at 8:19 p.m. Kaas 2nd. Motion carried unanimously.

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

Kaas moved to return to open session at 9:01 p.m. Benz 2nd. Motion carried unanimously.

Miller inquired of home owners having multiple garbage and recycling carts having multiple families reside within.

Laux inquired about a property currently not connected to Village services, which Friday reported had changed hands if the new owners will be required to connect.

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

Respectfully submitted for review and action by Susan Williams, Clerk-Treas

Village Board Meeting Minutes

Feb. 13, 2017

32) 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
Joyce Laux
David Miller
Kathy Salo*

Absent

*Jim Rath, excused
Others Present
Randy Friday, Administrator
Susan Williams, Clerk-Treasurer
Brenda Stumpf, Rec. Prog. Coord.
Tom Jack, PRUT Chair.
Julie Brinkman, PRUT Member
Ruth Sprangers, PRUT Member*

33) Pledge of Allegiance. – *Recited.*

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

35) Approval of Minutes: Jan. 23 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board of January 23, 2017 as presented. Kaas 2nd. Motion carried unanimously.***

36) Registered Citizen Comments on Agenda Items.

Tom Jack, N7749 Palisades Trl., Sherwood – regards to agenda item 8) a). – Jack voiced support of Stumpf’s efforts during the last 3 and one half years of work and hiring of her as full-time, flex scheduling.

37) Presentation: *Registered Sex Offenders placement in Local Communities – Effectiveness of local ordinances in light of State Statute changes.* Consider Code creation (See Item 9a).

Lt. Wiegert (Calumet County Sheriff Department) and Rich Carlson (Village Attorney) presented basic information on the subject and answered Trustee questions.

Carlson suggested meeting with Administrator Friday and Department of Corrections representative in order to advise the Village on Ordinance creation.

38) Report of the Community Development Authority (CDA) (Jan. 25)
a) *Historic Downtown Redevelopment District: Joint- versus Single-property marketing strategy (Approved).*

~~*Kaas explained the CDA expanded their efforts with changes to the listing agreement.*~~

Kaas reported the CDA directed him to develop an expanded listing agreement.

b) *Wisconsin Management Company – Final Payment (Approved).* Note: CDA directed Treasurer to re-categorize unexpended 50/50 Business Matching Grant funds, necessitating V. Board approval.

Kaas explained the final charges for the apartment management was received and approved. Kaas stated upon review of the CDA funds, expenses were reallocated and a budget amendment and fund commitment are proposed under agenda item 14) a). Kaas informed the Board that Randy Stadtmueller from Stadtmueller and Associates will be contacted again after project changes in his firm for continued interest in the Village development.

39) Report of the Parks, Recreation and Urban Tree Board (Jan. 30)

- a) *Hire current contracted service provider as first full-time Park & Recreation Coordinator (per approved FY2017 Budget).*

Benz moved to approve the PRUT recommendation of hiring Stumpf as the full-time park and rec coordinator under the following terms; position effective immediately, flex scheduling based on a 40 hour work week, varying daily due to seasonal duties, compensation annualized at the current budget rate with the understanding health insurance will be waived in 2017. Miller 2nd.

Laux read an e-mail from President Rath. (A copy of the e-mail is included in the record.) Laux voiced agreement with Rath's comments. Laux stated that each Village position has been posted in the past and voiced concern of setting a precedent.

Salo voiced support of Stumpf due to her knowledge of the position and efforts of recruiting volunteers.

Hennlich stated he believes it is a difference of a contract individual and Village employee. Hennlich agreed with Salo about Stumpf's efforts.

Kaas questioned Friday if Stumpf would report to him. Friday replied yes in addition to reporting to PRUT Board.

Benz stated personally witnessing Stumpf doing a superior job and who has exceeded his expectations.

Laux questioned if not posting the position would set a precedent.

Sprangers commented that looking at larger communities are not a proper comparison and Sherwood is growing but not at that point.

*Laux called the question. **Laux – nay. Motion carried.***

- b) *Security Systems: Discussed.*

- c) *Tree Concern: Tree evaluation completed & forwarded*

40) Report of the Plan Commission (Feb. 6)

- a) *Registered Sex Offender Regulation: Consider Ordinance creation.*

- b) *Proposed land swap at Holes #13 & #14 (HCPGC): Needs CSM and proof of tee box re-orientation.*

- c) *Land donation to Village: 13.05 acres along Castle Drive across from Wanick-Choute Park entrance.*

Friday presented the topic and informed the Board Les Stumpf will present a certified survey map for creation of the lot to be donated to the Village.

- d) *Code Update Items:* Items added (fencing ban; burn control)
- e) *Comprehensive Plan Update:* In-house planning charrette for Tuesday, March 7 (4:30-7pm) at Village Hall.

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

Laux reported Rath informed her the historic video project CDs will be ready soon available for \$25 each and requested assistance from Village Office Coordinator to place on Village website or via YouTube.

- b) Fox Cities Area Room Tax Commissioner

Benz stated there has not been a meeting since the Village Board last met, but informed the Board that the escalator repair at the Paper Valley has begun.

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

Benz moved to approve the financial reports as presented. Salo 2nd. Williams requested the approval include a late arriving invoice for Marshland Transplant invoice for \$1,000. Benz and Salo approved the amendment. Motion carried unanimously.

- ii. Operator's License
 - Corey Feller
 - Robert Conlon
 - Caily Burdick

Benz moved to approve the operator license applications as presented. Hennlich 2nd. Motion carried unanimously.

Williams reported finishing last week with the auditors and the next week is a Primary for the State Superintendent of Education.

- 42) Village Engineer and/or Utility Operator: Project Update(s).
 - a) *New Water Meter installation:* PSC permit needed prior to installation. Application sent. Friday stated he will be meeting with Cedar Corp. representative to go through FY2017 projects (Park Drive and Lake Breeze, etc.) expecting bids early April.

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

- 44) Old Business:
 - a) *Land swap at Holes #13 & #14 of Village and HCGC properties:* Consider land swap allowing longer Hole #14 length and moving Village access allowing continued usage and future maintenance access.

Friday introduced the topic and Dan Rippl, owner of the High Cliff Public Golf Course spoke to the Board and answered Trustee questions.

Rippl stated the reorientation of the t-box requested by the Village is done. Rippl stated making the land swap will allow the golf course to achieve higher classification so to attract championship tournaments. Rippl understands a certified survey map (CSM) is required and requested the Village pay one half of the cost of the CSM.

Hennlich moved to approve the land swap with the reorientation of the t-box and no Village funds be expended for the CSM. Salo 2nd.

Kaas questioned Hennlich if his motion included if the golf course submitted an application to the Community Development Authority (CDA) for 50-50 Matching Grant Funds and Hennlich said yes.

Rippl stated the golf course may apply to the CDA for another project.

Motion carried unanimously.

Rippl asked if the Village had questions that he could answer. *Friday stated Summers (Plan Commission Chairman) had requested golf course owner attendance at a Village meeting to provide an explanation of their future plans.* Rippl replied that the condo idea previously considered has been eliminated, but they are looking to create a foot golf course.

45) New Business:

- a) *TID #3 – 2nd Budget Amendment (FY2016): Consider segregation of 50/50 Business Development Matching Grant funds and carry-forward of unused funds, per CDA request.*

Friday presented the budget amendment related to the CDA request of development fees reallocation and commitment of remaining 50-50 Matching Grant Funds to FY2017.

Kaas moved to approve the budget amendment as presented. Salo 2nd. Motion carried unanimously.

Benz questioned the total of the amendment (\$39,286) and Williams confirmed. Benz asked if that would increase the revenues/expenditures and Williams responded it would be committed to fund balance.

- b) *Municipal Code Update: Consider restated sections from PRUT Board recommendations (Second Reading).*

Williams informed the Board this update was presented at the last meeting, was prematurely approved then and asked for approval since rules of the Village Board require two readings.

Kaas moved to approve the restated sections of the Village of Sherwood Code of ordinances, as recommended by the Park, Recreation and Urban Tree Board, as presented. Benz 2nd. Motion carried unanimously.

- c) *Contract B16 (2016 – Schedule B; Nuthatch Trail Reconstruction) – Pay Request #3: Consider pay request for services rendered thru Dec. 31, 2016 (\$11,290.56).*

Hennlich moved to approve Contract B16 (2016 – Schedule B; Nuthatch Trail Reconstruction) – Pay Request #3: Consider pay request for services rendered thru Dec. 31, 2016 (\$11,290.56). Benz 2nd. Motion carried unanimously.

- d) *Contract B16 (2016 – Schedule B; Nuthatch Trail Reconstruction) – Change Order #3: Consider time extension thru May for project due to weather conditions.*

Hennlich moved to approve Contract B16 (2016 – Schedule B; Nuthatch Trail Reconstruction) – Change Order #3: Consider time extension thru May for project due to weather conditions. Kaas 2nd. Motion carried unanimously.

- e) *Contract B16 (2016 – Schedule A; Post Office Parking Lot) – Certificate of Substantial Completion: Consider/Approve.*

Hennlich moved to approve Contract B16 (2016 – Schedule A; Post Office Parking Lot) – Certificate of Substantial. Salo 2nd. Motion carried unanimously.

Benz questioned if the roadway variation from Clifton Road into the Post Office parking will be addressed and Friday stated with the demolition of the 3 residential homes, that will be remedied at a later date.

- f) *Contract B16 (2016 – Schedule C; Robinhood Drive Trench Settlement Patches) – Certificate of Substantial Completion: Consider/Approve.*

Hennlich moved to approve Contract B16 (2016 – Schedule C; Robinhood Drive Trench Settlement Patches) – Certificate of Substantial Completion. Kaas 2nd. Motion carried unanimously.

- g) *USPS Request to support mailbox moves within R-O-W: PostMaster request to move four, current Guernsey Drive mailboxes and work with Staff on future mailbox location(s).*

Friday stated after years ago request to do this, the PostMaster has requested grouping mailboxes on Guernsey Drive and going forward with future development in the Village.

Kaas asked if this should be added to the Subdivision Ordinance and Friday replied yes.

Kaas moved to support the Post Office request to move four current Guernsey Drive mailboxes and group mailboxes in future development. Benz 2nd. Motion carried unanimously.

- h) *Land Donation: Consider land donation (13.5 acres; Stumpf) along Castle Drive.*
- i) *Consider Water & Sewer services in western portion of Village (Pigeon Road & State Park Road – Sanderfoot; Whitman; Strandwitz properties, et. al.: Discuss potential funding mechanisms, terms, consider setting Public Hearing.*

Friday stated from a discussion with Laux, presented for consideration if the Village Board would move water and sewer services into that area. Friday questioned the Board if a discussion should start with property owners, inside the Village and possibly outside the Village.

Board directed Friday to start discussions with the Village property owners, Sanderfoot, Wittman and Czarnick.

46) **Complaints & Compliments:**

- a) *Registered Sex Offender (Gehl, Poor, Smolinski, Troestler, Bourassa, Sell, Schlaak; Feb. 2nd & 3rd).*

- 47) Correspondences:
a) *Permit Application from Harrison to WisDNR* (Jan. 31; WisDNR).
b) *Monthly Report – January* (Feb. 9; Calumet County Sheriff's Dept.).
- 48) *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.
- 49) *Open Session:* The Board may act on any item discussed in Closed Session.

No Closed Session was held.

- 50) Adjournment. – ***Kaas moved to adjourn the meeting at 8:23 p.m. Benz 2nd. Motion carried unanimously.***

Respectfully submitted for review and action by Susan Williams, Clerk-Treasurer

Village Board Meeting Minutes

Feb. 27, 2017

51) 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
Roger Kaas
Joyce Laux
David Miller
Kathy Salo*

Absent

*Joe Hennlich, excused
Jim Rath, excused
Others Present
Randy Friday, Administrator
Susan Williams, Clerk-Treasurer
Brenda Stumpf, Rec. Prog. Coord.*

52) Pledge of Allegiance. – *Recited.*

53) Approval of the Agenda. – ***Kaas moved to amend the agenda to advance item 10) a) to follow item 6) and the rest as presented. Benz 2nd. Motion carried unanimously.***

54) Approval of Minutes: Feb. 13 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board of February 13, 2017, as presented. Miller 2nd. Kaas suggested amending the minutes under 7) a) removing Kaas explained the CDA expanded their efforts with changes to the listing agreement and adding Kaas reported the CDA directed him to develop an expanded listing agreement. Benz and Miller agreed to the amendment. Motion carried unanimously.***

55) Registered Citizen Comments on Agenda Items.

56) Presentation: *Review roadway construction, pre-Bid project plans (Cedar Corp).*

Thad Majkowski and Josh Gerrits distributed design consideration documents to be reviewed; announced the contract will be advertised in late March and bids opened in mid-April with approval expected at Village Board meeting April 24, 2017 with construction in summer. Majkowski reported culvert and ditch cleaning work will be done in the cul de sacs along Lake Breeze Drive and on Lake Breeze Drive; and reviewed and requested Board input of either 28 ft. roadway (asphalt) with 2 ft. shoulders (gravel) or 30 ft. roadway with 2 ft. shoulders for Lake Breeze Drive. Majkowski reported the need for this decision is due to the impacts on the existing ditching or the potential for - total reconstruction of ditches if required. Majkowski stated the 28 ft./2 ft. option will result in less ditch work, less construction and less cost. Majkowski reported pavement boring testing showed roadway areas of variable thickness with some areas of substandard thickness. Majkowski stated the road will be pulverized and the materials will be left at the site in order to build up the substandard areas.

Benz questioned the extra cost of asphalt for the 30 ft./2 ft. option and Gerrits estimated an additional \$6,000 for the pavement. Majkowski stated there would be more construction costs for the reconstruction of the ditches with the 30 ft./2 ft. option possibly as high as \$100,000.

Majkowski suggested establishing a roadway width standard with the ability to vary based on the decisions of the Village Board.

Friday projected a PASER report from 2009 on the Board Room wall for Trustee's understanding of the roadway widths in the Village, (more recent reports could not be located due to Cedar filing them electronically).

Majkowski stated the pavement markings will be at the center line and white edge line at 11 ft. roadway width with 3 ft. paved shoulder.

Majkowski noted Nicklaus and Lake Breeze intersection requires attention with a damaged culvert; his suggestion is to extend the culvert to a t-section to the side street and a radius of California curb to support the culvert and clean up the corner. Majkowski stated the condition of the culverts will determine if they will be replaced or reused.

Majkowski reported curb & gutter radius will widen the intersections in order to make them more travelable.

Majkowski stated the pavement will be pulverized, they will perform test rolls, and if areas fail there will be money in the project budget for patching the base course prior to paving.

Majkowski reported the boring test resulted in area of organic materials being found and when they test roll if it yields they will roll back some of the materials and lay in geogrid to bridge the topsoil or excavate these areas and place additional base course.

Majkowski stated Palmer Court is about a foot and one half lower than Lake Breeze. Gerrits reported the culvert will be lowered one half foot and will use an arched pipe. Majkowski stated the road will be regraded from fifty feet into the road so to add to the road profile and have more cover on the pipe.

Majkowski discussed the Harrison Street limits of paving and work to be completed. The work to be completed includes the removal of the pavement and repave with a 3.5" thick section of asphalt.

Laux questioned the timing of the construction on Harrison Street and the demolition of the two homes. Friday replied that Majkowski is aware of the timing and construction will proceed accordingly.

Majkowski reported Office Coordinator Seidel sent out letters on the project and will hold an open house meeting March 9th in the Village Hall in order to inform them about the construction and other details.

Kaas questioned if there will be temporary mailboxes during construction and Majkowski stated he will work with the Post Office Staff.

- 57) Report of the Parks, Recreation and Urban Tree Board (Feb. 20)
a) *Security Systems:*

Stumpf stated the PRUT has narrowed the vendor down to one, who will attend their next meeting, for contract finalization.

- b) *Tree Concern:* Tree evaluation completed & forwarded

Stumpf stated the tree was evaluated by Tom Jack and it was found the tree was sound and the resident with the request has been notified of that.

Stumpf reported the Village Public Works Staff working on the Village owned property formerly known as the Dragotta property; clearing out junk brush setting it for reforestation.

Stumpf stated the PRUT was updated with the 2017 calendar of events and when assistance is needed she will contact the Trustees.

Stumpf reported the PRUT was updated on the Village Board approval of the High Cliff Public Golf Course hole #13 and #14 resolution.

Stumpf stated the PRUT will address park upkeep and maintenance needs such as equipment replacement (swings, etc.), stain on the amphitheater exterior and main pavilion exterior. Stumpf reported a damaged window at the amphitheater and is getting information on the replacement.

58) Report of the Community Development Authority (Feb. 22)

- a) *Historic Downtown Redevelopment District: Joint- versus Single-property marketing strategy.*

Kaas reported the Authority entered into a single party listing previously for the property behind the Village Hall and the apartments adjacent to the Village Hall. Kaas stated without response from that party the Authority approved expanding the listing. Kaas reported the new agreement is for six months with two six month extensions.

- b) *Request to allow separate (sewer) meter placement.*

Kaas stated this item was tabled due to the withdrawal (see 8) c) below).

- c) *Closed Session items: 50/50 Business Matching Grant Program (Frogg's Ice Cream); Property 'For Sale' proposal.*

Kaas stated the grant application was withdrawn.

Kaas reported the CDA recommended approval of a request from the metal detention individual for their services at the remaining rental homes prior to demolition.

Kaas stated he, Miller and Friday attended a convention for Wisconsin Childcare Administrators in Elkhart Lake the previous week. Kaas reported having a sign made for the event, and running the drone video and flashing pictures of the park at the booth. Kaas stated the Village is assisting the grocery store to solicit a daycare adjacent to the store. Kaas reported generating interest in the Village. Kaas stated Friday will be setting up an appointment with a local daycare.

59) Report of Village Officers.

- a) Village President
- b) Fox Cities Area Room Tax Commissioner

Benz reported the Paper Valley is in the middle of refinancing their debt and so there has been no progress on the property improvement plan. Benz stated he has received no input on the repair of the escalator. Benz reported the last meeting was January 4th, the next Advisory meeting is March 3rd and the next Tax Commission meeting is mid-March. Benz stated he will miss both of those meetings due to being out of town.

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

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

Williams reported the Village turnout at the Primary Election February 21, 2017 was 178 voters which was just above 8%.

- 60) Village Engineer and/or Utility Operator: Project Update(s).
a) *FY2017 Roadway construction projects: Consider/Approve Lake Breeze and adjoining cul-de-sac treatments for project bid specifications.*

Benz moved to approve the Cedar Corp paving and drainage improvement plan for Lake Breeze Drive; Lake Breeze 28 ft. width asphalt, 2 ft. gravel, all intersections with California curb, Harrison Street to proceed as discussed with the removal of asphalt and repave a 3.5" section. Salo 2nd.

Kaas stated California curb will be on Morning Star Court.

Majkowski stated the California curb will be on all intersections. Majkowski requested clarification of the motion; confirming full pavement marking edge line to center line. *Benz stated yes.* Majkowski questioned the method of pulverizing the road and replacing areas that yield. *Benz stated yes.*

Laux called the question. Motion carried unanimously as clarified.

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

Friday informed the Board of the Village Comprehensive Plan Update Open House March 7, 2017 at the Village Gym and requested assistance from the Board at the event. Friday reported the overview of the layout of the Open House will be tables set with following themes; who are we, connect the dots, (between where we are and where we want to go?), if broke, let's fix it, big ideas and goals.

Friday stated the Board had tasked him to speak with property owners in regards to utility extension on the west side of the Village. Friday reported speaking with one owner who is interested in sitting and talking about it. Friday stated he will get to the other owners as soon as he can.

Friday reported the Sherwood Historic DVDs are available and if the Trustees want one they can check them out and return after viewing.

- 62) Old Business:
a) *Palisade Pond Lake District: Acceptance of terms and conditions set forth in the Permit to Transfer Ownership of the Schneider Dam to the Village of Sherwood Palisades Lake District.*

Salo moved to accept the terms and conditions set forth in the Permit to Transfer Ownership, as presented. Miller 2nd. Kaas abstained. Motion carried.

- 63) New Business:
a) *Metal-detection at properties to be razed: Consider/Approve metal-detecting at three properties per previously approved conditions (N409 Military Road).*

Benz moved to allow the metal detection services at three remaining rental homes conditional upon the Village having the right of first refusal of any items found at the property, the option of

having Village individuals checking in during the search and request for him to check in with the Village Hall to report results. Miller 2nd. Motion carried unanimously.

b) *Calumet County Emergency Management: Designate Primary and Secondary Contacts.*

Miller moved to designate primarily current sitting Village Administrator and Village President secondarily. Benz 2nd. Motion carried unanimously.

64) Complaints & Compliments: None.

65) Correspondences:

a) *Annual TID Reporting Requirements: Consider appointment of Village Administrator and one Village resident to Joint Review Board.*

Williams briefly informed the Board of new State Law changes for the annual TID reporting requirements.

Kaas moved to reappoint Village Administrator Friday for the Village representative and Tom Vande Hey for the Village resident for the Joint Review Board. Benz 2nd. Motion carried unanimously.

66) *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.

Benz moved to go into Closed Session Per Wis. Stats. §19.85(1) (e) at 7:55 p.m. Kaas 2nd. Motion carried unanimously.

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

Benz moved to return to Open Session at 8:24 p.m. Miller 2nd. Motion carried unanimously.

No action was taken upon returning to Open Session.

68) Adjournment. – ***Miller moved to adjourn the meeting at 8:24 p.m. Benz 2nd. Motion carried unanimously.***

Respectfully submitted for review and action by Susan Williams, Clerk-Treasurer.

Village Board Meeting Minutes

March 13, 2017

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

Present

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Kathy Salo

Absent

Bob Benz, excused

Others Present

Randy Friday, Administrator

Susan Williams, Clerk-Treasurer

70) Pledge of Allegiance. – *Recited.*

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

72) Approval of Minutes: Feb. 27 (Regular Meeting). – ***Salo moved to approve the minutes of the regular meeting of the Village Board February 27, 2017 as presented. Laux 2nd. Motion carried unanimously.***

73) Registered Citizen Comments on Agenda Items.

Dan Stein, W5142 Park Dr., Sherwood - regarding agenda item(s) 8) a) and 10) c) requests the Village to do nothing with Park Drive drainage issue and requested water and sewer service (cut in) for N7743 State Park Drive.

Mark Jensen, N8083 Deere Dr., Sherwood – regarding unagendized item, requests Village to reverse the decision to adopt the United States Postal Services mailbox location regulation.

Mark Wagner, W4857 Guernsey Dr., Sherwood – regarding unagendized item, requests Village to reverse the decision to adopt the United States Postal Services mailbox location regulation.

Jay Rhodes, N7731 State Park Rd., Sherwood – regarding agenda item 10) c) requests Village to approve Dan Stein’s request for curb cut on State Park Rd.

Gary Martel, N7588 Lower Cliff Rd., Sherwood – regarding agenda item 8) a) voiced interest in beginning the building of his home on Park Drive and suggested the Village wait on a decision on the drainage issue.

Peter Vanderwielen, W5135 Park Dr., Sherwood - regarding agenda item 8) a) suggested looking at original drainage plan in order to maintain the ditches.

Adell Stein, Little Chute – regarding agenda item 8) a) Dan Stein spoke for Adell and stated she is in favor of taking no action on the drainage issue of Park Dr.

Friday stated the road is substandard with a known drainage problem, the Village does not need to wait.

Rath asked Laux, Salo and Friday about other concerns expressed at the Commission meeting. Salo stated that the Commission had concerns that with home builds heavy

equipment will continue to degrade the road. Laux stated the Commission was hoping the drainage plan would provide information. Laux commented that if this was a new development, a plan would be presented for approval and these costs would be paid by the property owners. Friday stated the files he has reviewed did not include any drainage plans. Hennlich questioned and Friday confirmed the Village needs a drainage plan first. Kaas questioned if the culvert across Park Drive is clear or not.

Vanderweilen stated the culvert is 33% filled with gravel.

Kaas then questioned if that would help or if the culvert should be reset. Friday responded that would help, but there are also high points that need to be addressed.

Stein stated the culvert by the shed on his property is undersized.

Kaas questioned the flow along Park Drive and suggested trying some piece meal low cost options and enlarging the undersized culvert.

Salo asked if the Board is willing to wait, Kaas responded agreeing to minimal remediation, then Salo questioned who is responsible for future costs of road work.

Kaas commented about the work to be done on Lake Breeze Drive, Friday responded that project has a 21st century plan, Park Drive does not.

74) Report of the Plan Commission (March 6)

- a) *Park Drive Development:* Consider Engineer's input regarding roadway conditions in advance of residential home building.

Friday stated the Village Engineer presented options; do nothing, reditch/reset culverts or curb and gutter. Friday questioned who is responsible for those costs. Friday recommended having some comprehensive plans, including elevations.

- b) *Comprehensive Plan Update:* In-house planning charrette on Tuesday, March 7 (4:30-7pm) at Village Hall.

Friday reported 63 participants attended the charrette and East Central Wisconsin Regional Planning Commission is assembling the information gathered.

- c) *Code Update Items:* Snow-plowing on 'undeveloped' lots

- d) *Correspondence – State Park Road lot modification/development*

75) Report of Village Officers.

- a) Village President

Rath complimented the Harrison First Responders and Firefighters with the individuals falling through the ice over the weekend.

Rath stated receiving communications with snow plowing equipment which does not push snow into driveways.

Rath questioned his role in the 50th celebration of the Village.

Rath complimented the citizenry on the civility of Village meetings.

Rath announced the new Harrison Fire Department Chief, Amos Mikkelson, and hopes he will visit a Board meeting soon.

b) Fox Cities Area Room Tax Commissioner

c) Clerk/Treasurer

i. Review/Approve financial reports.

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

ii. Board of Review – Meeting (May 8; 4-6pm).

Williams announced the date set and suggested Hennlich go through the training since his certification will expire prior to 5/8/17. Rath stated Salo and any other new Trustee could benefit from that training.

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

a) *Park Drive Drainage Study (March 2, 2017): See Item 6a above (Handout.)*

Friday reported being satisfied with the study presented for their consideration.

Friday stated the January and February water loss numbers are in and will be presented at the next Village Board meeting. Friday questioned if the Board wanted the Utility Operator to be in attendance at that meeting and Kaas responded only if there is a problem.

77) Village Administrator: Project Update(s).

a) *Stormwater Ordinance Update(s): Presentation & First Reading set for March 27.*

78) Old Business:

a) *Land swap at Holes #13 & #14 of Village and HCGC properties (In progress).*

Friday reported the surveyor will be presenting a Certified Survey Map shortly.

b) *Land Donation along Castle Drive (In progress).*

Friday reports the Certified Survey Map is ready to present to the Plan Commission in April.

c) *Water & Sewer services in western portion of Village (Pigeon Road & State Park Road).*

Friday stated he has spoken with the property owners and will set up an in person meeting. Friday asked the Trustees if any are interested in attending, hearing no response Friday will meet with the owners and will report back.

79) New Business:

a) *Notice of Circumstances of Claim and Claim – Connection to Sherwood water & sewer.*

Friday informed the Trustees of the background of the property in question and directed them to the documents in the meeting packet. Friday reported Village Counsel directed him to draft correspondence to request individual to petition the Village of Harrison for detachment prior to the Village of Sherwood taking any other action.

80) Complaints & Compliments: None.

81) Correspondences:

a) *Postal Service Nomenclature – ‘Harrison’ as alternate last line* (Feb. 21; V. of Harrison).

b) *Rural Summit – ‘Who is the future of Rural Wisconsin?’* (March 2, Calumet County).

c) *Animal Control Services Contract* (March 4, EastShore Humane Assoc., Inc.).

82) *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.

The Board did not go into Closed Session.

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

84) Adjournment. – ***Miller moved to adjourn at 7:49 p.m. Kaas 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

March 27, 2017

85) 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

Roger Kaas

Joyce Laux

Kathy Salo

Absent

Bob Benz, excused

David Miller, excused

Jim Rath, excused

Others Present

Randy Friday, Administrator

Susan Williams, Clerk-Treasurer

Brenda Stumpf, Recreation Coordinator

86) Pledge of Allegiance. – *Recited.*

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

88) Approval of Minutes: March 13 (Regular Meeting). – ***Salo moved to approve the minutes of the regular meeting of the Village Board on March 13, 2017, as presented. Kaas 2nd. Motion carried unanimously.***

89) Registered Citizen Comments on Agenda Items.

Gary Martel, N7576 Lower Cliff Rd., Sherwood – regarding agenda item 13) d) voiced interest in beginning the building of his home on Park Drive.

Lee Fredericks, 1414 American Eagle Dr., Slinger – regarding agenda item 12) d) voiced interest in connecting to Village water and sewer services for his property located in Village of Harrison.

Ken Herres, W4925 Sunset Lake Ct., Sherwood – regarding agenda item 10) b) questioned if the Village focuses on Park Drive improvements that Sunset Lake Ct. issue would be delayed.

Dan Stein, W5142 Park Dr., Sherwood – regarding agenda item 13) d) reported with recent storms and son's 4-wheeling in the ditch alongside Park Drive the water was running well and urged the Board to allow his neighbor to begin construction on their home.

Hennlich moved to amend the agenda to advance agenda item 13) b), allowing Deputy Chief Bove to speak immediately. Kaas 2nd. Motion carried unanimously.

90) Presentation: *Stormwater Regulation – Changes & Updates* (Nick Vande Hey; McMahon).

Vande Hey informed the Board of new Wisconsin Department of Natural Resources regulations which require the Village to implement the changes and updates. Vande Hey went page by page through the meeting packet materials highlighting changes. Vande Hey responded to Trustee questions.

91) Report of the Park, Recreation and Urban Tree Board (Mar. 20)

a) *Security Surveillance System for Wanick Park:* Approved in FY2017 Budget (Martin Systems).

Kaas inquired if system has power interruption options when there are storms. Stumpf responded no.

Hennlich moved to approve the Martin quote for the Security Surveillance System for Wanick Park, as presented. Salo 2nd. Motion carried unanimously.

b) *Wanick Park: Maintenance issues*

Stumpf directed the Board to the meeting packet materials reporting incidents at Wanick Park resulting in damage and informed the Board all issues will be repaired.

Hennlich questioned if any of the incidents would be covered with insurance. Williams responded that each incident is subject to separate deductible of \$2,500.

c) *Annual Easter Egg Hunt*

d) *Sherwood 50th Anniversary Celebration*

Stumpf reported 2018 is the 50 year anniversary of the Village's incorporation with the PRUT planning a separate event in June 2018. Stumpf reported the Village President has suggested the members of the Board of Appeals head up the committee for the event.

e) *Tree Reforestation project*

92) **Report of the Community Development Authority (Mar. 22)**

a) *Closed & Open Session – (Re-)Development property (Hawkinson; N303 Military Road)*

Kaas informed the Board that the CDA's efforts to negotiate with the property owner have been unsuccessful.

Friday reminded the Board they approved the 5-year Capital Plan which includes the acquisition of that property.

Laux questioned if the CDA would be responsible for the costs.

Friday responded it requires both Village and CDA monies.

Salo moved to proceed with the eminent domain process as recommended by the CDA. Hennlich 2nd. Motion carried unanimously.

b) *Calumet County Economic Development Director presentation*

Kaas reported Mary Kohrell presenting to the CDA the Calumet County Economic Development resources and plans for the County; explaining her priorities of business retention/expansion, municipal economic development and workforce development /retention, update of the County revolving loan program, etc..

c) *Listing Contract and Offer Sheet*

Kaas informed the Board there are interested parties in the properties adjacent to the Village Offices.

d) *50/50 Business Matching Grant: Award to High Cliff Golf Course*

Kaas reported the CDA awarded a grant to the golf course for expansion of the pro shop to provide refreshments for their customers in lieu of High Cliff Restaurant changing their hours to opening later in the day.

93) Report of Village Officers.

a) Village President

b) Fox Cities Area Room Tax Commissioner

Laux directed the Board to Expo update in the meeting packet.

c) Clerk/Treasurer

i. Review/Approve financial reports.

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

ii. Operator's License

• Samantha Meyer

Salo moved to approve the operator license application of Samantha Meyer, as presented. Kaas 2nd. Motion carried unanimously.

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

a) Water Loss Report: FY2017.

b) FY2017 Paving – Drainage Project A-17: Lake Breeze, et. al.

Friday informed the Board on the status of the project; the public information meeting has taken place and the bids will be submitted within the next couple of weeks.

95) Village Administrator: Project Update(s).

Friday informed the Board of new State law changes and Elher's proposed assistance with those changes.

96) Old Business:

a) *Land swap at Holes #13 & #14 of Village and HCGC properties: Consider land swap allowing longer Hole #14 length and moving Village access allowing continued usage and future maintenance access (in progress).*

b) *Land Donation: 13.5 acres along Castle Drive approved for donation (CSM in progress).*

c) *Water & Sewer services in western portion of Village (Pigeon Road & State Park Road – Sanderfoot; Whitman; Strandwitz properties, et. al.: Contact property owners, discuss funding mechanisms, terms, and consider setting Public Hearing.*

Friday informed the Board the property owners have been contacted and expects a meeting with them in May.

d) *Notice of Circumstances of Claim and Claim – Connection to Sherwood water & sewer.*

Friday informed the Board he has sent a letter to the petitioner per Village Counsel for them to request detachment from the Village of Harrison.

97) New Business:

a) *Municipal Code Update: Chapt. 13 – Stormwater Regulations (First Reading): Consider restated sections (Note: Second Reading tentatively set for April 10).*

b) *Request to use vacant Village properties for training (Calumet County Sheriff's Dept.).*

Deputy Chief Bowe requested the Board to allow the Sheriff's Department to conduct training at the vacant Village owned rental homes prior to demolition. Bowe stated the training would be working with the canine unit, firearms and a SWAT team.

Kaas suggested coordinating with the Village Administrator and Bowe agreed.

Hennlich moved to allow the Calumet County Sheriff Department conduct training at the Village owned rental homes coordinating with the Village Administrator for scheduling. Kaas 2nd. Motion carried unanimously.

c) *Request to use vacant Village properties for training (Harrison Fire Dept.).*

Hennlich moved to allow Harrison Fire Department to conduct training at the Village owned rental homes coordinating with the Village Administrator for scheduling and no damage to the apartments. Kaas 2nd. Motion carried unanimously.

d) *Park Drive improvements: Consider improvements prior to issuance of building permits (Board Members are reminded to review and bring their Plan Study copies).*

Friday stated this is a historically old subdivision from 1956, subdivided by the Town of Harrison prior to Sherwood's incorporation. Also, Village Counsel informs us that special assessments can be for costs can be applied for work completed now.

Friday reminded the Board that atypical to today's subdivisions, these parcels have no stormwater drainage area reserved for the lots, per Statute, the area is fairly level with clay soils and historically poor drainage, and the ditches degraded over decades due to infill, resulting to roadway overtopping with stormwater and iced conditions in January.

He noted the situation will not improve without improvements and four new homes built on the remaining south side lots (#11 – 14), no stormwater management plan in place for rear yard drainage, and four homes will add 30% of impervious building and asphalt cover in place of the 30% of lost greenspace currently used as natural drainage.

Salo stated: The question is; When should the road be done? When can homes can be built?; etc. Friday stated approved local road standards answer the question. Kaas responded that standard was set for new subdivisions. The road will not be heavily traveled, if there will be construction the road should wait and elevations should be sloped towards the front.

Friday stated the standards were approved for subdivision developments with minimal road improvements to be improved for long-term durability, and so the roads could be saved. In this case, the subdivision is 60+ years old with only 9-foot travel lanes in a 50-foot wide right-of-way, the ditches have been infilled, and there is local flooding over the road.

Hennlich moved to go with Option #1, contingent upon 1) ditch reconstruction estimated cost \$25/lin. ft. to be assessed to the property owners, with a five year pay back term, and 2) property owners establishing building elevations and grades to aid stormwater flows from the property, with drainage coming to the front of the properties to the ditch. Kaas 2nd.

The Administrator noted the individual property owners are responsible to coordinate placement of driveway culverts in the ditch line during the building permit process.

Kaas questioned if the culvert at Stein's garage would be replaced. Friday stated 'Yes'. It is undersized as a 6-inch pipe and not meeting top cover requirements.

Stein questioned if there is only a foot elevation, how can it be replaced. Friday replied a squash pipe would help the situation, but not make it perfect, which is why these current stormwater problems and lack of a stormwater management plan are being discussed now.

Laux questioned the balance of the project after the special assessment, Kaas responded approximately \$67,000.

Friday reminded the Board that this project was not budgeted for FY2017 and showed that he was first officially made aware of interest in a new home building when contacted by Corey Kalkofen of McMahan in late-November, 2016, following Budget adoption.

Kaas asked if the property owners would be responsible for establish their grades. Friday replied 'Yes'. Establishing a grade plan is a basic necessity of any development and the roadway requirement basics are in the Cedar Corp. – Park Drive project document.

Kaas stated in addition to the question of the project is the question of when home permits are allowed and how the project is funded.

Friday asked Williams to identify the available funds. Williams reviewed the 2016 audit report and stated the unassigned fund balance is \$534,020. Friday reported that \$21,360 would be the amount of available fund balance over the approved minimum 25%.

Hennlich moved to amend the motion to put the \$103,000 project into FY2018, with special assessment of \$25/lin. ft., with a 5 year pay back and to allow Martel to begin home construction following Building Permit submittal with all necessary documentation and approvals and Plan Commission review and approval of grade elevations for the lot, home and stormwater discharge.

Kaas agreed to amendment.

Kaas moved to amend the motion to not restrict building permits on any of the four parcels.

Hennlich agreed to the amendment.

Kaas stated if parties are interested in developing they know that this project is in the works.

Friday reminded the Board the assessment must be done via public hearing and assessments will then become immediately due when individual lots are sold. Also, individual lot elevations are the responsibility of the property owners and must be approved by the Plan Commission, so that they comply with the Park Drive study.

Friday questioned and the Board agreed the project cost amount after the special assessments will be the Village responsibility, as those costs benefit developed properties that have had use of the road and facilities for many years.

The motion as amended carried unanimously.

Kaas stated the drainage issue on Sunset Lake Ct. was not on the agenda and cannot be discussed.

Friday reported he intended to place that on the next agenda. Friday stated the study has been done and the preliminary cost was \$11,000. Friday informed the Board that they will see a copy of the study.

- e) *Resolution #03-2017: Use of 'General Purpose Revenues' to fund Wisconsin State Parks.*

Hennlich moved to approve Resolution #03-2017: Use of 'General Purpose Revenues' to fund Wisconsin State Parks, as presented. Kaas 2nd. Motion carried unanimously.

- 98) **Complaints & Compliments: None.**

Kaas stated he received a phone call from a neighbor adjacent to N409 Military Rd. to report concerns with a tree overhanging her garage and debris on the lot.

Friday stated the Village can deal with the tree if the Board directs and the weather has been messy and they will do the best they can.

Hennlich questioned if the lot requires a silt fence/sock and Friday replied yes.

- 99) **Correspondences:**

- a) *Monthly Report – February (Calumet County Sheriff's Dept.).*
- b) *Wisconsin's Tornado and Severe Weather Awareness Week (State of Wis. – Division of Emergency Management; March 22).*

Kaas questioned if the public will be notified and Friday stated he gave the information to the Office Coordinator to put on the Village facebook page and website.

- c) *Niagara Escarpment Film Festival (East Central Wisconsin R.P.C.; March 23).*

- 100) **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.

The Board chose not to go into Closed Session.

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

- 102) **Adjournment. – Kaas moved to adjourn at 9:09 p.m. Salo 2nd. Motion carried unanimously.**

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

Village Board Meeting Notice and Agenda

April 10, 2017

- 103) 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

Roger Kaas

Joyce Laus

David Miller

Jim Rath

Kathy Salo

Absent

None

Others Present

Randy Friday, Administrator

Steve Summers, PC Chair

Kathy Mader, Acting Clerk

- 104) Pledge of Allegiance – *Recited*

- 105) Approval of the Agenda – ***Benz moved to amend the agenda to advance item 12) e for discussion immediately following item 7 discussions. Laux seconded. Motion carried.***

- 106) Approval of Minutes: March 27 (Regular Meeting) – ***Salo approved the March 27, 2017 meeting minutes. Laux seconded. Motion carried. Benz, Miller, Rath abstained.***

- 107) Registered Citizen Comments on Agenda Items:

- *David Hopfensperger, W4905 Sunset Lake Ct, item 12) f*
- *Ken Herres, W4925 Sunset Lake Ct, item 12) f*
- *Gary Martell, N7576 Lower Cliff Rd, item 12) e*
- *Dan Stein, W5142 Park Drive, item 12) e*
- *Lee Fredericks, 1414 American Eagle Dr, Slinger, WI item 11) c*

Hopfensperger stated he built his house in 1997 and this is the third time, since building, he has approached the Village Board regarding drainage issues on Sunset Lake Ct. He feels residents of Sunset Lake Ct should be given the same consideration for their drainage issues in light of the Village Board approving \$103,000, at the previous meeting, for Park Drive drainage issues so four vacant lots can be built upon. He, also, referred to the 2017 scheduled re-ditching of Lake Breeze Dr. In his recollection, Lake Breeze Drive was not there when he moved into his house. Rath questioned Hopfensperger as to why he does not direct his sump pump to the pond in the back yard. Hopfensperger responded that he did have it draining to the pond until three years ago.

Herres distributed a hand-out which details, in his words, the ditch drainage problems on the south side of Sunset Lake Ct since he built his house in 1981 and moved into in 1982. He stated he is not happy with any the Cedar Corporation options (3) to improve the drainage issue, especially the option that would remove his 40 year old maple tree.

Martell questioned the letter of special assessment he received on 4/7/17 which indicates preliminary cost of \$36.75 per lineal foot versus the \$25 per lineal foot, approved at the previous Village Board meeting, for construction and engineering of the Park Drive ditch reconstruction. Kaas responded that he understood the \$25 per lineal foot cost approved was inclusive of costs for the project construction and engineering. Hennlich, Salo, and Laux agreed with Kaas. Friday stressed the way this project is being handled is not the

usual way a project is handled; no developer costs, no budgeted funds, etc. He explained the \$25 per lineal foot cost does not include the engineering costs and the \$36.75 per lineal foot is a preliminary assessment. Martell, also, questioned Friday's insistence of WDNR wetland delineation since his lot is less than one acre.

Stein stated the insistence for WDNR wetland delineation is unfounded because the lots have been four separate lots since 1956 and not one large parcel. He, also, questioned the preliminary special assessment letter he received on 4/7/2017. He does not understand the lineal footage breakdown for the property in which he resides (W5142 Park Dr). Friday explained the assessment breakdown is based on the proposed CSM discussion he (Stein) had with the Plan Commission (3/6/17). Stein questioned whether or not the assessments for the vacant lots, if not sold, are deferred. Friday explained the assessments will be per lot and the owner of the lot will have the option to pay in full or in five annual installments which can be rolled to the tax roll as a special charge for those five years. For the proposed ditch reconstruction, Stein requested a culvert not be installed, as suggested by Cedar Corp, so 15 inches of elevation may be gained.

Fredericks, referencing portion of 3/27/17 correspondence he received from Randy Friday, Village Administrator, stated this relates back to 2006 not just recent. In response, Rath stressed the lot in question was located in the Town of Harrison in 2006 when an annexation could have been requested.

108) Public Hearing: Ordinance Update(s): Municipal Code; Chapt. 13 – Stormwater Management (Updates) - ***Benz moved to postpone until 4/24/17 Village Board meeting. Miller seconded. Motion Carried.*** Friday reported the engineer was unable to attend the meeting this evening.

109) Report of the Plan Commission – Special Meeting (April 3)

a) Comprehensive Plan Update: Reviewed/Updated Ch. 1 & 2; 'Issues & Opportunities' and 'Population & Housing' – *Friday explained there will be chapter update discussions every other month and the approval for all will occur February 2018.*

b) Certified Survey Map (CSM#2017-01): A request to subdivide and re-create lands in advance of land donation (Stumpf) to the Village.

- (Lot #1) Tax ID #13690 = 15.06 acres lying adjacent to and south of Castle Drive) re-created as 13.5ac.
- (Lot #2) Re-created as 6.013 acres from three parcels and roadway remnant along Clifton Road.

Kaas moved to approve Certified Survey Map (CSM #2017-01). Benz seconded. Motion carried.

c) Park Drive Development: Consider building permit status, per Village Board direction (Martell; Forest Heights Subdivision – Lot #14; W5129 Park Drive; Tax ID #13925) – *Friday discussed the map of Park Drive, included in packet, which illustrates the wetland indicators soils for the lot(s) proposed to be developed.*

Benz moved to approve issuance of building permit to Gary Martell (Lot 14 Forest Park Heights Subdivision, Tax ID #13925) without WDNR wetland delineation. Kaas seconded. Motion carried. Hennlich – Nay, Laux – Nay, Rath – Nay.

d) Code Update Items: Drones; Gas-powered, model cars on streets – *Informational*

110) Report of Village Officers.

- a) Village President – *Rath announced this is his last meeting as Village President having served four years in the position. He said it has been his honor to serve on the Utility Commission, the Plan Commission, as Village Trustee and, currently, as Village President. He thanked several of the trustees present and wished his successor, Joyce Laux, best of luck. He, also, instructed Friday to visit Bob Anderson, N7829 S Niagara Ct, tomorrow (4/11/17) to discuss and resolve Bob's ditch issues.*
- b) Fox Cities Area Room Tax Commissioner – *Benz informed the trustees he was not present for the last Fox Cities meeting. He noted information from the 2016 Annual Report of the Fox Cities Area Room Tax Commission which is included in the packet.*
- c) Clerk/Treasurer
- i. Review/Approve financial reports – ***Benz moved to approve the financial reports. Laux seconded. Motion carried.***
 - ii. Operator's License
 - ***Brandi Jo Hughes - Salo moved to approve Operator's License for Brandi Jo Hughes. Miller seconded. Motion carried.***
 - ***Heidi Tease – Miller moved to approve Operator's License for Heidi Tease. Kaas seconded. Motion carried.***
- 111) Village Engineer and/or Utility Operator: Project Update(s).
- a) Monthly Report – Water Loss (March) – *Reviewed*
 - b) PSC approval to place AMR water meter system implementation (as requested) – *Reviewed*
- 112) Village Administrator: Project Update(s) – *Friday stated he is busy with storm water issues and new homes.*
- 113) Old Business:
- a) Land swap at Holes #13 & #14 of Village and HCGC properties (In progress) – *Friday said the information should be available for the 4/24/17 Village Board meeting.*
 - b) Water & Sewer services in western portion of Village (Pigeon Road & State Park Road) – *Friday anticipates tentative discussion available by the first Village Board meeting in May 2017.*
 - c) Notice of Circumstances of Claim and Claim – Requested connection to Sherwood water & sewer (Fredericks) – ***Kaas moved to approve Fredericks request to connect to Sherwood water & sewer (Parcel #6483 and CSM 2749) pending copy of building permit issued by the Village of Harrison and proof of payment for all related infrastructure and connection fees. Miller seconded. Laux - Nay***
- 114) New Business:
- a) Stormwater Ordinance Update(s): Second Reading regarding Municipal Code, Chapt. 13 adopting changes and updates (McMahon) – *Refer to item 6*
 - b) Palisades Pond Lake District – Dam Reconstruction Project (2017): Proposal for Engineering Services (Cedar Corp.).
 - Design/Bid/Permitting phase: Proposed min. \$13,800 to \$14,800.
 - Construction Phase: Prop. min. \$8,000 to \$9,000.

- Optional Services: Prop. min. \$1,450 to \$1,550.

Friday corrected, per packet information: Optional Services (2) breakdown: Inspection, Operation, and Maintenance Plan \$1,150 - \$1,450 and Verify property corners, for both sides of pond \$300 - \$400.

Laux moved to approve Design/Bid/Permitting Phase, Construction Phase, and Inspection, Operation, and Maintenance Plan proposal services. Hennlich seconded. Motion carried. Kaas abstained.

Benz suggested it was the proper time to form the resident board since the design/bid/construction stage of the District.

- c) (New) Water Meter tampering: Consider amended language on meter tags – ***Salo moved to approve new water meter tampering tag language as recommended. Hennlich seconded. Motion carried.***
- d) Resolution #04-2017: Annual Arbor Day Proclamation (Supports Tree City, USA status) – ***Hennlich moved to approve Resolution #4-2017: Annual Arbor Day Proclamation. Miller seconded. Motion carried.***
- e) Resolution #05-2017: Preliminary Resolution Declaring Intent to Levy Special Assessments against properties per Wis. Stats. §66.0703 (Park Drive ditch reconstruction) – ***Laux moved to reconsider motion from 3/27/17 approved Village Board minutes, item 13) d, contingency #1 ... “ditch reconstruction estimated cost \$25/lin. ft. ...” Salo seconded. Motion carried. Kaas – Nay, Hennlich, Nay***

Benz expressed his respect for the decision making of the four Village Board members present at the 3/27/17 meeting and for the Plan Commission decision making, as well. He stated he supports what Dan Stein and Gary Martell have requested. He said he had met with Stein on April 9th to inspect the vacant lots and spoke to Martell’s father-in-law who, also, lives in the Lower Cliff area. Benz suggested an option #4, instead of the Cedar Corp options (3). His option #4 would be to do minor improvements at lower cost.

Laux moved to special assess \$25/ lin. ft. construction costs plus assessable engineering costs for the Park Drive ditch reconstruction. Salo seconded. Motion carried. Benz – Nay, Hennlich – Nay, Kaas - Nay

- f) Sunset Lake Court – Drainage Study: Review and possible action – ***Kaas moved to reset culvert at W4895 Sunset Lake Ct and, if needed, contour ditch upstream to flow evenly at a cost not to exceed \$10,000. Miller seconded. Motion carried.***
Since Herres and Hopfensperger are opposed to the Cedar Corp options (3) presented, Kaas suggested a fourth lower cost option: fix the one high culvert and not include a swale or pipe to the back lots. Friday was instructed to discuss with the engineers.
- g) Request for unused Village property set for demolition:
 - i) Storage shed (Kloeppe) – *Friday reported Kloeppe was no longer interested.*
 - ii) Storage shed (Neuman [Seidel]) – ***Kaas moved to approve \$75 donation to the Wanick Park from Valerie Neuman for the shed subject to realtor knowledge and approval. Salo seconded. Motion carried.***

- iii) Screen door (Mueller) – *Trustees were in consensus to approve Mueller receiving the screen door for \$20; in lieu of cash, labor in kind.*
- h) ‘Sherwood Historical Books’: Request for contribution to off-set purchase cost (Friends of High Cliff – Advisory Board) – ***Kaas moved to approve equal split of \$631 cost between General Funds and CDA Matching Grant Funds with the profits benefitting Friends of High Cliff. Miller seconded. Motion carried.***
- 115) Complaints & Compliments:
- a) Storm water drainage ditch issue (N7845 Lakeshore Lane; Schwalbach) – *Friday explained this has been an ongoing issue. He will evaluate with the public works personnel.*
- 116) Correspondences:
- a) Fish for Kids – Request for Sponsorships and/or Volunteers (March 24; ‘Fish for Kids’) – *Rath suggested the Recreation Coordinator should reach out to the Lions and the Optimists for sponsorship and volunteers.*
- b) Monthly Report (March; Calumet County Sheriff’s Dept.) – *Reviewed with no questions.*
- c) Fredericks Property – Request for Detachment from Village of Harrison (April 6, V. of Harrison) – *Reviewed, no further discussion.*
- d) Application for AMR placement approved (April 6, Wisc. Public Service Commission) – *Friday stated the process will take three years to complete the village, approximately one third each year.*
- 117) 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. – ***Miller recommended motion to move into closed session at 10:18 p.m. per State Statute §19.85(1) (e). Seconded by Kaas. Motion carried unanimously.***
- Kaas moved to return to open session at 10:49 p.m. Benz seconded. Motion carried unanimously.***
- 118) Open Session: The Board may act on any item discussed in Closed Session – ***Kaas moved to approve sale of County M property (Parcel #13538) to Randy Friday for \$8,000. Miller seconded. Motion carried. Rath – Nay***
- 119) Adjournment – ***Miller moved to adjourn at 10:51 p.m. Benz seconded. Motion carried.***

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

Village Board Organizational Meeting Minutes
April 24, 2017

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

| | |
|-----------------------|--|
| <i>Present</i> | <i>Absent</i> |
| <i>Bob Benz</i> | <i>None</i> |
| <i>Joe Hennlich</i> | <i>Others Present</i> |
| <i>Roger Kaas</i> | <i>Randy Friday, Administrator</i> |
| <i>Joyce Laux</i> | <i>Susan Williams, Village Clerk-Treasurer</i> |
| <i>David Miller</i> | <i>Steve Summers, PC Chairman</i> |
| <i>Lisa Ott</i> | <i>Brenda Stumpf, Recreation Coordinator</i> |

121) Pledge of Allegiance. – *recited.*

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

123) Presentation of Approved Minutes: April 25, 2016 Organizational Meeting (informational).

124) Registered citizen comments on agenda items.

125) Review/Approval of Rules of the Village Board. – ***Benz moved to approve the Rules of the Village Board as presented. Miller 2nd. Motion carried unanimously.***

126) Election of Vice-President: *President Laux nominates Trustee Kaas to a one-year term ending April, 2018.*

Laux nominated Kaas for Village Vice President. Miller moved to close nominations. Hennlich 2nd. Kaas abstained. Motion carried.

127) Bi-Annual Village Board Appointments
a) Code Administrator

Hennlich nominated Randy Friday Code Administrator. Kaas 2nd. Miller moved to close nominations. Kaas 2nd. Motion carried unanimously.

b) Clerk/Treasurer

Benz nominated Susan Williams Clerk – Treasurer. Miller 2nd. Laux moved to close nominations. Miller 2nd. Motion carried unanimously.

c) Assessor

Benz moved to approve Associated Appraisal Consultants the Village Assessor. Miller 2nd. Motion carried unanimously.

128) Annual Appointment of Village Professionals
a) Accountant

Kaas moved to approve Schenck SC the Village Accounting firm. Benz 2nd. Motion carried unanimously.

- b) Attorney

Benz moved to approve Silton, Seifert, Carlson SC the Village Attorney. Miller 2nd. Motion carried unanimously.

- c) Engineering

Kaas moved to approve Cedar Corp. the Village Engineer. Hennlich 2nd. Motion carried unanimously.

129) Election by Village Board

- a) Community Development Authority/Trustee Member – President Laux nominates David Miller to a one year term ending April 2018.
- b) Community Development Authority Chairman/Trustee – President Laux nominates Roger Kaas to a one year term ending April 2018.
- c) Plan Commission/Trustee – President Laux nominates Joyce Laux to a one year term ending April 2018.
- d) PRUT Board/Trustee – President Laux nominates Joe Hennlich to a one year term ending April 2018.
- e) VB Trustee Office – President Laux nominates Kathy Salo to the remaining term of Joyce Laux ending April 2018.
- f) Plan Commission/Trustee – President Laux nominates Kathy Salo to a one year term ending April 2018.

Miller moved to approve the slate for Election by Village Board as presented. Benz 2nd. Motion carried unanimously.

11) Appointed by Village President/Confirmed by Village Board

- a) Plan Commission/Citizen Member Chairman – President Laux nominates Steve Summers for a three year term ending April 2020.
- b) Plan Commission/Citizen Member – President Laux nominates Bob Gillespie for a three year term ending April 2020.
- c) Plan Commission/Citizen Member – President Laux nominates Scott Sheppard for a three year term ending April 2020.
- d) Plan Commission/Citizen Member – President Laux nominates Jean Dekeyser for a three year term ending April 2020.
- e) PRUT Board/Citizen Member Chairman– President Laux nominates Tom Jack for a three year term ending April 2020.
- f) Board of Appeals/Citizen Member – President Laux nominates Travis Dudovick for a three year term ending April 2020.
- g) Board of Appeals/Citizen Member – President Laux nominates Jack Kruse for a three year term ending April 2020.
- h) Community Development Authority/Citizen Member – President Laux nominates Tom Boll for a four year term ending April 2021.
- i) Appointed by Village President/Confirmed by Village Board
 - i. Fox Cities Area Room Tax Commissioner – President Laux nominates Bob Benz.
 - ii. Appleton Redevelopment Authority Exhibition Center Advisory Board Member– President Laux nominates Bob Benz.
 - iii. Palisades Pond Lake District Board Member– President Laux requests the office remain vacant until resident board is formed.

Kaas moved to approve the slate of appointments by the Village President/confirmed by the Village Board as presented. Miller 2nd. Benz abstain. Motion carried.

130) Presentation of correspondence, resolutions, and related matters: None.

131) Adjournment. – ***Kaas moves to adjourn the meeting at 6:41 p.m. Hennlich 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

April 24, 2017

132) Call to Order and Roll Call. – *President Laux called the meeting to order at 6:42 p.m. with roll call:*

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laus

David Miller

Lisa Ott

Absent

Kathy Salo, excused

Others Present

Randy Friday, Administrator

Susan Williams, Village Clerk-Treasurer

Steve Summers, PC Chairman

Brenda Stumpf, Recreation Coordinator

133) Pledge of Allegiance. – *recited.*

134) Approval of the Agenda. – ***Benz moved to approve the agenda. Hennlich 2nd. Hennlich suggested amending the agenda to advance 10) a) to follow 6). Kaas moved to amend the agenda as suggested. Benz 2nd. Motion as amended carried unanimously.***

135) Approval of Minutes: April 10 (Regular Meeting). – ***Kaas moved to approve the Minutes of the Regular Meeting of the Village Board of April 10, 2017, as presented. Hennlich 2nd. Benz requested addition under 12) b) the suggestion of the formation of the resident board for the District. Motion as amended carried unanimously.***

136) Registered Citizen Comments on Agenda Items.

Chad Boesch, W394 Stumpf Ave., Sherwood – regarding unagendized item, selling of land on Cty. M and concerns of conflict of interest.

Jason Lemanski, W400 Stumpf Ave., Sherwood – regarding Sherwood Forest Golf Course (SFGC) drainage issues questioning if part of agenda item 6) and 10) a).

137) *Public Hearing:* Ordinance Update(s): Municipal Code; Ch. 13 – Stormwater Management (Nick Vande Hey – McMahan).

After 3 calls the Public Hearing opened at 7:05 p.m.

Kaas moved to close the public hearing at 7:31 p.m. Miller 2nd. Motion carried unanimously.

Kaas and Benz inquired how this study will address the SFGC issues and the Stephenson issues. Vande Hey responded that those cases can be addressed when the results of the study are completed and then becomes a funding question for the Board. Kaas questioned if the ponds in the Village receive credit in the calculation. Vande Hey stated if the Village either owns or has the authority then a credit would be applied. Kaas voiced concerns about the run off that pools in the State Park Ponds and Palisades Pond and questioned the ability of Sherwood to control. Vande Hey replied there could be a cost sharing approach but currently there is no Department of Natural Resources (DNR) regulation in place.

Laux questioned and Vande Hey responded he will work with Friday during the year, but will not return to the Board until the end of the year.

Friday questioned if there are projects that should be included in the budget process. Vande Hey responded he will provide information to him.

138) Report of the Community Development Authority (CDA) – Special Meeting (April 12)

- a) *Marketing Contract (Newmark, Grubb & Pfefferle):* Interest in W450 Clifton Road property.

Kaas reported after the contract was completed interested parties have come forward with a proposal.

- b) *Asbestos testing on residential properties set for demolition.*

Kaas asked Friday about the status and Friday replied that the two homes on Harrison Street have been inspected by both the testing firm and the DNR. Friday also reported that since the Village has agreed to allow the Calumet County Sheriff and Harrison Fire to conduct training there additional testing is required.

Benz suggested both entities name the Village of Sherwood as additional insured on their policies and if they are unable to do that to provide their certificates of insurance to prove their coverage is at least the same as Sherwood's.

- c) *50/50 Business Matching Grant Program (Absolute Wash; \$2,462).*

Kaas reported the CDA awarded a grant for sealing of their driveway and entrances.

- d) *50/50 Business Matching Grant Program (Sherwood Historical Books; \$307.50)*

Kaas stated the CDA awarded a grant for the printing of books.

- e) *Redevelopment – pending Agreement & Terms (W450 Clifton Road)*

Kaas reported the CDA received and approved an offer to purchase of W450 Clifton Road for \$50,000; with the development requiring much remediation of the building, with the target of a daycare center, with the Authority incenting the buyer with TIF funds matching in a 50/50 funds, pay as you go up to \$100,000. Kaas stated the buyer intends to have lessee under contract within 60 days and failure to do so will cancel the deal. Kaas reported the buyer intends to have work done by August to capture enrollments for this fall. Kaas stated the CDA is specifying at least \$100,000 be spent on exterior improvements.

139) Report of the Park, Rec. and Urban Tree (PRUT) Board (April 17)

- a) *Memorial Bench Program:* Possible recommendation forthcoming to Village Board regarding program parameters, including advertising.

Stumpf reported the PRUT is undertaking the development of a bench and tree memorial program implementing to be consistent with the equipment and trees currently at the park.

- b) *Wanick Park trail paving:* Per Budget, review paving costs for unfinished sections in Main Pavilion area.

Stumpf stated the trails were initially installed as gravel and the PRUT is researching the cost of finishing them off paved.

- c) *Easter Egg Hunt*: Update.

Stumpf reported 114 attended the event, of the group 95 were Village residents and the event went well.

- d) *Security System*: Purchase in progress, per Budget.

Stumpf stated the equipment should arrive May 18th.

- e) *Sherwood Lioness' donation* (\$2,500): Update.

Stumpf reported the donation has been received due to the dissolving of the group and the item to be purchased is under consideration.

- f) *Restroom Hand Dryer replacements*: Purchase in progress, per Budget

- g) *Maintenance/Incidents*: Updates.

Stumpf stated all incidents are being remedied.

- h) *Limited-term, Part-time employee hire*: Update.

Stumpf reported receiving 3 applications and will be reviewing them.

140) Report of Village Officers.

- a) Village President

Laux congratulated Ott and the others elected and Salo on her appointment to fill Laux's emaining now vacant term. Laux stated some daytime meetings she will not be able to attend and Kaas will attend those on her behalf beginning with one at Calumet County on May 3rd for the discussion of payments of (County) roadway costs and financial responsibility.

- b) Fox Cities Area Room Tax Commissioner

Benz reported the next meeting will be May 3rd and stated he had visited the hotel recently and was uncertain the status of the escalator repair since he found it was still boarded up.

- c) Clerk/Treasurer

- i. Review/Approve financial reports.

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

- ii. Operator's License
 - Hannah Moore

Benz moved to approve Hannah Moore's operator license application contingent upon receipt of a favorable background report. Kaas 2nd. Motion carried unanimously.

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

- a) *Stormwater Update(s)*: Ordinance Review; Annual Report; Water Quality Results; Local stormwater issues (McMahon).

Friday reported the commencement of the Automatic Meter Reading device installment scheduling.

142) Village Administrator: Project Updates – Ordinances (e.g. Plan Commission; trees in ROW, etc.).

Friday reports being very busy with projects, received the 18th building permit, and has had preliminary discussions with two different parties for new subdivisions for the Village.

Friday stated the other ordinances were being considered that the ROW topic was discussed a year and one half ago and it was agreed at that time to research and adopt.

143) Old Business:

a) *Land swap at Holes #13 & #14 of Village and HCGC properties (In progress).*

Friday reports receiving the documentation related to this topic and stated he will review to make sure it is as the Village requested.

b) *Water & Sewer services in western portion of Village (Pigeon Road & State Park Road).*

Friday stated he has contacted the property owners for a meeting the first week in May.

144) New Business:

a) *Contract A-17 (Lake Breeze Drive): Consider Bid Award for construction of Paving-Drainage Improvements (\$410,948.65; MCC).*

Friday reports this contract in addition to engineering costs and contingency makes this project come in under the budget of \$529,000 at \$494,000.

Kaas moved to approve Contract A-17 awarding the contract of \$410, 948.65 to MCC, Inc. as presented. Hennlich 2nd. Motion carried unanimously.

145) Complaints & Compliments: None.

146) Correspondences:

a) *Public Hearing Notice to amend Harrison Comprehensive Plan (April 20).*

147) Adjournment. – ***Miller moved to adjourn the meeting at 8:42 p.m. Hennlich 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

Monday, May 8, 2017

148) Call to Order and Roll Call. – *President Laux called the meeting to order at 6:42 p.m. with roll call:*

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Lisa Ott

Kathy Salo

Absent

none

Others Present

Randy Friday, Administrator

Susan Williams, Village Clerk-Treasurer

Steve Summers, PC Chairman

149) Pledge of Allegiance. – *recited.*

150) Approval of the Agenda. – ***Hennlich moved to approve the agenda with the advancement of agenda item 8) b) to follow 5). Benz 2nd. Motion as amended carried unanimously.***

151) Approval of Minutes:

a) April 24 (Organizational Meeting).

Benz moved to approve the Organizational Meeting of April 24, 2017, as presented. Miller 2nd. Motion carried unanimously.

b) April 24 (Regular Meeting).

Benz moved to approve the Regular Meeting of April 24, 2017, as presented. Miller 2nd. Motion carried unanimously.

152) Registered Citizen Comments on Agenda Items.

Roger Woelfel, N8105 Stommel Rd., Menasha – regarding agenda item 8) b) voiced concerns with recommendation from the Plan Commission to changing the proposed plan.

David Van Elzen, W5223 Schaefer Rd., Menasha – regarding agenda item 8) b) voiced concerns with recommendation from the Plan Commission to changing the proposed plan.

Bob Anderson, N7829 Niagara Ct. S. – regarding non - agenda item informed the Board of the Bob Jome memorial golf outing June 2017.

153) Presentation: FY2016 Audit Report (Schenck).

154) (Public Hearing) *RP#2017-01*: Village-initiated request to rezone parcels (#13553, 13558, 13762, 13763, 13764, 13765, 13766, 13767) in the ‘Historic Downtown’ area from Residential to C-1 (Commercial – Central Business District), per adopted ‘*Downtown Historic Master Plan*’, for area redevelopment. Parcels area Village-owned and include three single-family dwellings and one previously multi-family building.

After 3 calls, Laux opened the public hearing at 7:20 p.m.

After no comments, Hennlich moved to close the public hearing at 7:20 p.m. Miller 2nd. Motion carried.

155) Report of the Plan Commission (May 1)

- a) *RP#2017-01*: A request to rezone parcels (#13553, 13558, 13762, 13763, 13764, 13765, 13766, 13767) in the 'Historic Downtown' area from Residential to C-1 (Commercial – Central Business District).

Benz moved to approve RP#2017-01: A request to rezone parcels (#13553, 13558, 13762, 13763, 13764, 13765, 13766, 13767) in the 'Historic Downtown' area from Residential to C-1 (Commercial – Central Business District), as presented. Kaas 2nd. Motion carried unanimously.

- b) *Land Use Permit*: A request to expand the current 21'-wide Paved Harrison Boat Landing to 42'-wide.

Miller questioned if Van Elzen had been told the reason for the request to change the plan and Friday responded he would answer that after Van Elzen's time to speak.

Kaas questioned how long they had worked with the Department of Natural Resources (DNR) and Van Elzen replied over a year and one half.

Laux asked if the DNR and Army Corp of Engineers had researched the drainage pipe prior to approval and Van Elzen replied yes.

Friday stated the Village has had to discuss over 3 years the setting of MS4 status and that the Village of Sherwood is responsible for the lasting long term implications of this. Friday cautioned the Board that in 5, 10, 15 or more years in the future the Village of Sherwood has not jeopardized the stormwater system with the approval of this expansion.

Miller questioned and Friday confirmed if the culvert is the property of the Village of Sherwood.

Kaas moved to approve the Land Use Permit: A request to expand the current 21'-wide Paved Harrison Boat Landing to 42'-wide, as permitted. Miller 2nd. Motion carried unanimously.

- c) *Comprehensive Plan Update*: East Central Wisconsin Regional Planning – Next update scheduled = June 5.
- d) *Code Update Items*: Items added; Review to begin.
- e) *Calendar*: Review of (annual) Comprehensive Plan obligations.

156) Report of Village Officers.

- a) Village President

Laux thanked Salo for accepting her appointment to the Board and welcomed her.

- b) Fox Cities Area Room Tax Commissioner

Benz distributed the May 3rd meeting minutes of the Appleton Redevelopment Authority Advisory Committee and explained the additional document is the booking report. Benz stated the interested parties would like to see more of the center prior to booking and to address that concern there will be hard hat tours to show what is there. Benz reported neighboring facilities are increasing the competition through offering space without meeting rental fees. Benz stated the center will not be able to offer that and that the going rate is .25/sq. ft. Benz reported Pierce is the first booking and Pierce has made the commitment of future annual national sale meetings at the center. Benz reported the Paper Valley has progressed with the property improvement

plan and was happy to report the escalator is fixed. Benz stated the refinancing of the Radisson has been approved without any contingencies and the committee does not know who has the refinancing. Benz reported the refinancing was the trigger for the other renovations. Benz stated the design is slightly different than the committee suggested and the plan had to be modified due to the roof design.

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

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

- ii. Operator's License
 - McKenzie Clemons
 - Abigail Dorow

Salo moved to approve the operator licenses as presented. Kaas 2nd. Motion carried unanimously.

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

Friday reported the pre-construction meeting is May 24th, the meter head replacement has begun, and he has begun discussions with McMahon to begin the final year of the reed bed cleanout.

158) Village Administrator: Project Update(s).

Friday reports having discussions with Cedar Corp about lot #14 on Park Drive, has had an inquiry into another lot there, has fielded questions on the lot previously owned by Lee Fredericks and the A-17 project will begin after the pre-construction meeting. Friday stated the Village of Sherwood will be hosting a Calumet County inter-governmental meeting May 11th in this Board room. Friday reported W432 Clifton Rd. tenants are vacating May 19th, followed by asbestos testing, abatement, and finally local law and fire training. Friday stated the final steps are going forward in the sale of W450 Clifton Rd.

159) Old Business:

- a) *Land swap at Holes #13 & #14 of Village and HCGC properties (In progress).*
- b) *Water & Sewer services in western portion of Village (Pigeon Road & State Park Road).*

160) New Business:

- a) *Appointment to Community Development Authority/Trustee: President Laux nominates David Miller for a one-year term ending April, 2018.*

Laux nominated Miller for a one year Trustee term ending April 2018 to the Community Development Authority. Benz moved to approve the appointment. Kaas 2nd. Miller abstained. Motion carried.

- b) *Request to place plantings (living fence) in Village Right-of-Way: Mike Krueger (W4826 Questa Court) would place (at own cost) immediately inside R-O-W on opposite side of roadway abutting non-landscaped area on large, unbuildable parcel (W4808 Spring Hill Drive), using plantings similar to neighboring parcel(s).*

Friday displayed the property in question on the Board Room wall. Friday stated the request is to place plantings (at his own cost and to maintain) in the Village road right of way (ROW) in order to create a visual barrier. Friday reported the adjacent properties have done the same thing in the past without approval by the Village to his knowledge. Laux questioned if there are easements located there and Friday stated there could be and if so could be worked around. Kaas stated concern about the trimming and removal of trees on other properties, so questioned why he could not put them adjacent within the lot line. Friday stated Krueger does not own that property, he lives across the street. Laux questioned if the plantings would cause problems with water flow due to changing the pitch. Hennlich questioned if Marie Zimmerman had been contacted, if the plantings are allowed who will be responsible for maintaining and why aren't the plantings going on Krueger's property. Krueger replied it is meant to be a visual barrier and buffer between himself and Zimmerman. Krueger stated he is trying to mitigate the issues, he would not disclose them but suggested contacting the Calumet County Sheriff's department. Krueger reported there may be cable boxes in the ROW and with his development all the utilities are on the west side of the street. Salo questioned and Krueger agreed to maintain the plantings. Salo questioned what happens if that property owner does not want the plantings. Friday replied that if someone goes on public property it is against the law and would have to call the sheriff. Ott questioned why the property owner would not plant something there and Krueger did not want to respond. Kaas questioned if this would help the problem and Krueger responded if it is allowed to mature it could be helpful. Benz stated there is no way for the Village to enforce Krueger's agreement on future property owners. Krueger suggested he submit a plan. Benz questioned if the Village will speak with the neighbor. Friday questioned what the Board would like him to say. Ott stated that when the plan is received to show it to the neighbor. Hennlich questioned if the property owner would continue to maintain the ditch after the plantings and Friday replied yes. The Board directed Krueger to develop a plan, submit it to Friday, Friday to present it to the neighbor and report back to them at the next regular meeting.

161) Complaints & Compliments: None.

162) Correspondences: None.

163) *Closed Session: Request to purchase Village-owned parcel for 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 to go into Closed Session Per Wis. Stats. §19.85(1) (e) at 8:13 p.m. Hennlich 2nd. Motion carried unanimously.

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

Kaas moved to return to Open Session at 8:41 p.m. Benz 2nd. Motion carried unanimously.

165) Adjournment. – ***Kaas moved to adjourn at 8:41 p.m. Benz 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

May 22, 2017

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

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Lisa Ott

Kathy Salo

Absent

none

Others Present

Randy Friday, Administrator

Susan Williams, Village Clerk-Treasurer

Brenda Stumpf, Recreation Coordinator

167) Pledge of Allegiance. – *recited.*

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

169) Approval of Minutes: May 8 (Regular Meeting). – ***Benz moved to approve the minutes of the Regular Meeting of the Village Board meeting of May 8, 2017, as presented. Salo 2nd. Motion carried unanimously.***

170) Registered Citizen Comments on Agenda Items.

171) Report of the Community Development Authority (CDA) – Special Meeting (May 11)

a) *50/50 Business Matching Grant Program: Minor changes.*

Kaas reported the CDA changed the program to reflect monthly review of applications, eligibility requirements and a \$10,000 per year cap.

b) *Annual TIF Reporting: Joint Review Board (JRB) must meet annually to review finances, per Audit (May 11).*

Kaas stated the JRB per State Statute will be meeting annually for approval of the annual TIF reports.

c) *Property & business redevelopment: MOU drafted (and signed) advancing adaptive re-use of Sherwood Cliffs Apt. building for sale and renovation for use as daycare facility.*

Kaas reported Travis Dudovick is the buyer of W450 Clifton Road. Kaas stated the assistance the CDA approved is \$100,000 on a 50/50 cost share basis with the funds coming out of TIF #3. Kaas reported that proper documentation, a minimum of \$100,000 be spent on the exterior, and the property will remain for profit for 20 years were all stipulations that Dudovick was in agreement with. Kaas stated Dudovick has a letter of commitment from a daycare business.

Benz complimented the CDA on their efforts on the property.

Benz questioned the waiver and if it included the contingencies listed and Kaas responded the buyer accepted the contingencies.

Kaas questioned and Williams replied the Request for Proposals for the asbestos remediation and demolition of the 3 homes have been distributed with deadlines of May 31st and June 5th respectively.

172) Report of the Parks, Recreation and Urban Tree (PRUT) Board (May 15)

- a) *Park Rental with live (DJ) music. Afternoon, only. < 85 decibels.*

Stumpf reported the request was approved with the condition if the music is not kept low or there are complaints the music will be shut down. Benz suggested an additional fee could be charged.

- b) *Community Forest project.*

Stumpf stated it is a new program at the formerly known Dragotta property. Stumpf reported the intent is to encourage residents to participate.

- c) *Memorial Tree/Bench Program*

Stumpf stated she received another donation request and is working with Jack to reduce the options on the list to a workable number of tree species.

- d) *Coordinator Report.*

- i. *Sherwood Lioness' donation.*

Stumpf stated the donation is for a kaleidoscope planter.

- ii. *Hand dryer installation.*

- iii. *LTE (Summer) Employee.*

Stumpf reported hiring an employee with a start date in June.

- iv. *Splash Pad – Elm tree repair.*

Stumpf stated the repairs are being completed and some tasks are being implemented in order to reduce the possibility of future reoccurring damage.

- v. *Trail paving – Wanick Park*

Kaas questioned if the same residents are going to work on the flower beds at Wanick and Stumpf responded she has a group interested in helping. Stumpf stated last year it was maintained by one resident and the Board complimented the flower beds.

173) Report of Village Officers.

- a) *Village President*

- b) *Fox Cities Area Room Tax Commissioner*

- c) *Clerk/Treasurer*

- i. *Review/Approve financial reports.*

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

Williams reported receiving 40+ applications for the Reception/Office Coordinator recruitment with interviews to be held next week.

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

Friday presented the monthly water loss report and stated for April, 2017 it was 15.9%.

Friday reported that both the Utility Operator and the Recreation Coordinator will be presenting a monthly log similar to the Utility Log in the packet for future meetings.

Benz questioned and Friday responded that yes indeed on his Village rounds he does check for ordinance violations and informed the Board that potentially one in every three properties in the Village could be written up for some type of infringement. Friday stated his process to follow up when there are complaints.

175) Village Administrator: Project Update(s).

Friday informed the Board the FY2017 Paving Pre-Construction meeting will take place in the Village Board Room May 24th at 1:00 p.m. Friday stated MCC will begin finishing up on trail work leftover from last year.

176) Old Business:

- a) *Land swap at Holes #13 & #14 of Village and HCGC properties.*

Friday reported the final narrative is being worked out and will be presented to the Board soon. Friday stated he gave the golf course the approval for tree removal as previously approved.

- b) *Water & Sewer services in western portion of Village (Pigeon Road & State Park Road).*

Friday stated the property owners met with himself and Kaas earlier in the day. Friday reported the property owners Wittman, ~~Bowers~~ and Cznarik met with them and had a preliminary discussion. Friday stated those property owners will meet to discuss the topic.

- c) *Request to place plantings (living fence) in Village Right-of-Way: Mike Krueger (W4826 Questa Court) would place (at own cost) immediately inside R-O-W on opposite side of roadway abutting non-landscaped area on large, unbuildable parcel (W4808 Spring Hill Drive), using plantings similar to neighboring parcel(s).*

Friday distributed a plan submitted by Krueger and informed the Board he visited W4808 Spring Hill Drive to find out their thoughts on at least two occasions. Friday stated that if he will not be able to meet with that property owner he will make a copy of the plan and send it to them. Friday reported meeting with a neighbor to the north who is open to the proposed plan. Salo informed the Board the Plan Commission's homework assignment was to review whether or not fences in the right of way (ROW) should be allowed. Salo questioned what is considered a fence; plantings, hedges, wood, metal, trees, etc.? Salo cautioned that this discussion will set a precedent and questioned if there are utilities in that ROW. Laux, Miller and Kaas stated concern about making this decision. Benz suggested moving up the adoption of the ROW ordinance prior to making a decision on this situation. Friday stated he will still attempt to contact the property owner at W4808 Spring Hill Drive.

177) New Business:

- a) *Project B-16 – Change Order #4: Per approved FY2017 Budget, approve Wanick Park SRF expenditure (\$6,880; MCC Inc.) to pave interior park trail sections.*

Kaas moved to approve Project B-16 – Change Order #4: Per approved FY2017 Budget, approve Wanick Park SRF expenditure (\$6,880; MCC Inc.) to pave interior park trail sections. Benz 2nd.

Hennlich suggested installing pipe to stop individuals from driving on the trail.

Motion carried unanimously.

178) Complaints & Compliments: None.

Benz complimented Laux on her doing a wonderful job.

179) Correspondences:

a) *Monthly Activity Report (April; Calumet County Sheriff's Dept.).*

Benz questioned an incident with a weapon on April 9, 2017 and Friday responded he can reach out to the Sheriff department.

b) *Recycling Grants to Responsible Units (May 15, WisDNR).*

180) Adjournment. – ***Kaas moved to adjourn at 7:30 p.m. Benz 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

June 12, 2017

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

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Lisa Ott

Kathy Salo

Absent

none

Others Present

Randy Friday, Administrator

Susan Williams, Village Clerk-Treasurer

182) Pledge of Allegiance. – *recited.*

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

184) Approval of Minutes: May 22 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board on May 22, 2017. Hennlich 2nd. Kaas stated item 11) b) should be amended to remove Bowers. The motion as amended carried unanimously.***

185) Registered Citizen Comments on Agenda Items.

Dan Stein, W5142 Park Dr., Sherwood – regarding non-agendized item updated the Trustees on the development of his properties on State Park Road.

Corey Feller, 1016 Tana Lane, Menasha – regarding agenda item 6) requesting approval.

Evan Merkes, W4800 Spring Hill Dr., Sherwood – regarding agenda item 11) b) stated he is opposed to a living fence being installed in the right of way of another property owner's parcel.

Bill Zimmerman, W4808 Spring Hill Dr., Sherwood – regarding agenda item 11) b) stated he is opposed to a living fence being installed in the right of way of his mother's property parcel.

John McClusky, W4799 Spring Hill Dr., Sherwood – regarding agenda item 11) b) stated he is present in support of Merkes and Zimmerman opposed to a living fence being installed in the right of way of another property owner's parcel.

186) (Public Hearing) *CU#2017-01*: Request for a conditional use permit by Corey Feller on behalf of Drive Fore Success, LLC (d/b/a/ High Cliff Golf Course) to construct a golf teaching center on the golf course land (Tax ID# 13446), as is allowable in the 'IR-1' (Industrial Recreation-1) zoning district.

After three calls for the public hearing Laux opened the hearing at 6:39 p.m.

Friday introduced the application, explaining the process and requested Hennlich to share his knowledge on the potential restrictions an easement between the State Park and the golf course which could effect this application. Hennlich stated he was aware of an easement that dates back years but was unable to speak with the current Park Superintendent due to her being out of the office. Friday suggested conditional approval could be granted based on the golf course obtaining the proper authorization from the State.

Benz moved to close the Public Hearing at 6:51 p.m. Kaas 2nd. Motion carried unanimously.

Benz moved to approve the CU#2017-01: A 'Conditional Use Permit' application (Corey Feller; on behalf of Drive Fore Success, LLC, dba High Cliff Public Golf Course) for construction of a building to be used as a teaching center behind the High Cliff Supper Club on Parcel #13446, as allowable in the Industrial Recreation District IR-1 subject to approval by High Cliff State Park if a portion of the property is in the easement or recreational area of the State Park and approval if obtained be forwarded to the Village Board prior to any action, any building of any kind by Mr. Feller. Miller 2nd. Motion carried unanimously.

187) Report of the Plan Commission (June 5)

- a) *CU#2017-01: A 'Conditional Use Permit' application (Corey Feller; High Cliff Golf Course) for construction of a building to be used as a teaching center behind the High Cliff Supper Club on Parcel #13446.*

See item 6) above.

- b) *Daycare Center: Consider schedule for improvements, proposed building materials, future signage, etc.*

Friday stated the Community Development Authority requested the Plan Commission to review and approve the building materials and the Commission approved the materials submitted.

- c) *Code Update Items: Items added; Review to begin.*

Friday reported the Commission reviewed the first 9 items on the list accumulated and will continue with the next 10 through 18.

- d) *Calendar: Review of (annual) Comprehensive Plan obligations.*

Friday informed the Board of the progress of the Comprehensive Plan update, where the Commission reviewed 2 more chapters and addressed historical site standing of two of the three homes to be demolished.

Friday reported the Commission Chairman requested the Commissioners to come up with goals and not receiving any made the request again.

Friday stated the Commission is beginning the Subdivision Code review.

Friday reported the Commission discussed establishing a Vice-Chairman role, which the Commissioners choose not to create.

188) Report of Village Officers.

- a) Village President

Laux reported Jungen from the Park Recreation and Urban Tree Board (PRUT) is resigning and PRUT will be needing someone to fill that role.

- b) Fox Cities Area Room Tax Commissioner

Benz reported the next meeting will be June 19th and will report it that evening's Village Board meeting.

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

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

ii. Consent Agenda

Kaas moved to approve the Consent Agenda as presented. Hennlich 2nd. Motion carried unanimously.

iii. Renewal Alcohol Beverage License (Lug Nut Bar & Grill, LLC)

Salo moved to approve the Alcohol Beverage License of Lug Nut Bar & Grill as presented. Kaas 2nd. Motion carried unanimously.

Williams informed the Board that the staff at the Yard Waste Site are unable to work on July 4th and so if no one else comes forward it will be closed.

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

Friday presented construction meeting updates, and a field order that has been approved without any additional cost and informed the Board week three begins next week. Friday stated Chief Mikkelson will be coordinating the training and burning with the resurfacing of Harrison Street. Friday reported the home burn is scheduled either July 8th or 15th. Friday stated the numbers for work on Sunset Lake Court must be worked out.

Friday informed the Board the 3rd year and final bed of the reed bed will be cleaned out this year.

190) Village Administrator: Project Update(s).

Friday distributed options for remedying the situation on Sunset Lake Court. Friday reported he will contact the property owners in order to develop a plan that will be good for all parties, if that is not possible, then he will bring the topic back to the Board.

191) Old Business:

a) Land swap at Holes #13 & #14 of Village and HCGC properties (In progress).

Williams informed the Board that the Village Attorney must abandon the Meadowcliff Drive right of way of the parcel in the swap prior to finalizing the agreement.

b) Request to place plantings (living fence) in Village Right-of-Way: A request by Mike Krueger (W4826 Questa Court) would place (at own cost) immediately inside R-O-W on opposite side of roadway abutting non-landscaped area on large, unbuildable parcel (W4808 Spring Hill Drive), using plantings similar to neighboring parcels.

Miller moved to deny the request to place plantings (living fence) in Village Right-of-Way: A request by Mike Krueger (W4826 Questa Court) would place (at own cost) immediately inside R-O-W on opposite side of roadway abutting non-landscaped area on large, unbuildable parcel (W4808 Spring Hill Drive), using plantings similar to neighboring parcels. Benz 2nd.

Benz stated since the Village is in the process of developing a right of way ordinance that he is in agreement with the motion. Kaas and Miller voiced concern that approval of this request would be setting a precedent.

Motion carried unanimously.

192) New Business: None.

193) Complaints & Compliments:

a) *Speeding on Stommel Road at Sherwood-Harrison border (Sell; June 8).*

Friday suggested following through with his promise of a solar powered speed limit sign purchase. Kaas asked if the one from Calumet County could be used.

194) Correspondences:

a) *Sherwood- Harrison Intergovernmental Discussion: Consider further discussions (Village of Harrison; June 1).*

Laux questioned if the Board wanted to schedule a meeting. Miller suggested Sherwood should say yes to the meeting. Kaas stated the discussion should be limited to fire protection. Salo questioned the road topic. Kaas stated State Park Road is only road where it is spilt down the middle. Friday added that Kessler Road is spilt also.

Laux inquired if Friday will set up a meeting to discuss fire protection; Kaas and Miller agreed and suggested offering dates mid-July that do not conflict with Sherwood meetings.

b) *House-burning Planning Meeting – Notes (Harrison Fire Dept.; June 7).*

195) Adjournment. – *Hennlich moved to adjourn at 7:37 p.m. Benz 2nd. Motion carried unanimously.*

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

Village Board Meeting Minutes

June 26, 2017

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

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Lisa Ott

Kathy Salo

Absent

Randy Friday, Administrator, excused

Others Present

Susan Williams, Village Clerk-Treasurer

Brenda Stumpf, Recreation Coordinator

Thad Majkowski, Village Engineer

Josh Gerritts, Village Engineer

197) Pledge of Allegiance. – *recited.*

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

199) Approval of Minutes: June 12 (Regular Meeting). – ***Salo moved to approve the regular meeting of the Village Board of June 12, 2017 as presented. Benz 2nd. Motion carried unanimously.***

200) Registered Citizen Comments on Agenda Items.

201) Report of the Parks, Rec. & Urban Tree (PRUT) Board (June 19)

- a) *Splash Pad Clarifications/Time Change*-Change splash pad hours to 10a.m. to 8p.m. from 9a.m. to 9p.m. Also, if pad is shut down to inclement weather at 4:30 we will not be required to restart after business hours.

Benz moved to approve the PRUT recommendation; change of Splash Pad operating hours to 10 a.m. to 8 p.m., and if inclement weather occurs at or after 4:30 p.m. that it will not be restarted. Kaas 2nd. Motion carried unanimously.

- b) *Trail Replacement*-Replace the additional 250' of Nuthatch trail that was not originally included in contract.

Hennlich moved to approve the PRUT recommendation of replacing the additional 250' of Nuthatch Trail which was not originally included in the contract. Miller 2nd. Motion carried unanimously.

- c) Memorial Tree/Bench Program.

Stumpf reported PRUT has picked the options available for the program.

- d) Community Forest Program. - *on-going.*

- e) Park Rental-Cristen Gregorious, Park Rental 8-24-17, fee waiver request.

- f) Coordinator Report.

i. ice cream social

ii. Wanick Wednesday-Flag Making

iii. 50th Celebration

- May monthly activity log. – *Stumpf reported they will see this type of log monthly.*

202) Report of Village Officers.
a) Village President

Laux questioned the Board if they wanted to reconsider the action taken on the Conditional Use 2017-01 application from the June 12, 2017 Village Board Meeting due to the language (approval of State Park) in the motion.

Salo stated she understood the approval to come from the State Park. Kaas commented that since the easement states that the teaching center would be considered an appropriate use and there would not be any approval required.

Williams inquired if the Board wished to reconsider the action and they said no.

Kaas questioned if a map could be created from the legal language in Appendix A and Majkowski responded Cedar could provide that.

b) Fox Cities Area Room Tax Commissioner

Benz stated the last meeting of the Room Tax Commission took place June 19th. Benz informed the Board the financial report for the year 2016 stated \$5,800,000 was collected in room tax, the first quarter 2017 \$1,100,000 was collected. Benz reported the construction of the exhibition center is one week ahead of schedule. Benz commented the financing of the owner of the Radisson is close to being secured and the private financing of the exhibition center is over financed and will be completed by July 17th. Benz stated the Town of Grand Chute has offered to give 60 acres for the sports facility. Benz reported the wetlands delineation is currently being done. Benz stated that Ehler's projection was based on the room tax collected which meant a building could be constructed with the cost range of \$25,000,000. Benz reported a Florida Sports firm is working with them in order to create what the facility would look like. Benz stated new officers were elected and the same hotel representatives were approved.

c) Clerk/Treasurer

- i. Review/Approve financial reports.

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

- ii. Clerk's Consent Agenda.

Miller moved to approve the Clerk's Consent Agenda for Alcohol and Tobacco License applications as presented. Kaas 2nd. Benz – nay. Motion carried.

Williams reported the new Reception/Office Coordinator will start July 10th, there will be a below surface scan of the cemetery done the week of July 10th and she is on vacation the week of July 3rd.

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

Majkowski updated the Board on the A-17 project, stating ditching work continues, the project is one week behind due to weather, concrete curb and gutter will be the week of July 3rd and hoping for the asphalt pavement the week of July 17th.

Kaas questioned when Harrison Street will be repaved and Majkowski stated it will be done after the home burn, mid-July.

Benz questioned the barricade issue and Gerrits responded that they weighted the barricades so that they were more difficult to move.

Benz questioned about digging on Pigeon and Williams responded that the utility operator was in the field doing work and investigated and found a leak.

204) Village Administrator: Project Update(s).

205) Old Business:

a) *Land swap at Holes #13 & #14 of Village and HCGC properties (In progress).*

b) *Sunset Lake Court: Culvert reset project NTE \$10k to aid stormwater flow.*

Majkowski distributed a sheet from the engineer research and their proposal is to lower one culvert with 156 feet of ditching would result in a 2% drop, after which the water will drain, but the water will still sit. Majkowski stated one of the culverts in question is back pitched. Majkowski reported realigning one culvert will still have wet conditions with standing water. Majkowski suggested a total reconstruction in the future would solve the situation.

Kaas moved to postpone Sunset Lake Court culvert reset project to FY2018 and do a full reconstruction of the ditch. Miller 2nd. Motion carried unanimously.

Board requested Williams to notify the property owners.

206) New Business:

a) *Agreement for Professional Services – Reed Bed #1 Clean-out: Request to engage engineers for design, bid & construction services for final reed bed (\$12,200; McMahan).*

Hennlich questioned why the costs should not be lower yet; taking the same plan off the shelf and using it. Kaas stated the coordination of the contract, inspection of the work but it seems it would be proportionately less. The Board requested Williams to ask McMahan representative to appear at the next Village Board meeting July 10th with an explanation of the proposed contract cost.

b) *Resolution #06-2017: A Resolution reviewing & approving the Village of Sherwood 2016 Compliance Maintenance Annual Report (CMAR).*

Benz moved to approve Resolution #06-2017: A Resolution reviewing & approving the Village of Sherwood 2016 Compliance Maintenance Annual Report (CMAR). Miller 2nd.

Kaas stated the grade of F in the influent is from the lack of rerating.

Post meeting note: Williams questioned the MCO operator after the meeting about the rerating and the response was the process is costly and suggests the Village wait until the Department of Natural Resources forces to it to take place.

Motion carried unanimously.

c) *Permit approvals: Consider appointment of temporary Zoning Administrator powers during time(s) of vacation.*

Kaas moved in the absence of the Village Administrator that the Village Building Inspector be authorized to review and approve building permits provided he feels qualified. Benz 2nd. Motion carried unanimously.

- d) PRUT Board/Citizen Member – *President Laux submits name for consideration to fill term of resigning Susan Jungen ending April 2019.*

President Laux nominated Connie Bailey to the PRUT Board/Citizen Member to fill the remaining term of Susan Jungen ending April 2019. Miller moved to approve the nomination. Ott 2nd. Motion carried unanimously.

207) Complaints & Compliments:

Hennlich complimented the citizens of the Village working together to help out their fellow residents during the cleanup aftermath of recent storm.

Ott complained that during the recent storm the rate of the water flowing into Mustang Pond if it was due to the Lake Breeze re-ditching project. Majkowski stated that the area has been cleaned up and it may have been slower in the past due to the ditches being silted up.

208) Correspondences:

- c) *'U-CAN' Resource Guide: (June 13; Calumet County Activity & Nutrition Coalition).*
- d) *NEWSC Stormwater News: Spring Newsletter (June 14NEWSC).*
- e) *Monthly Activity Report (May; Calumet County Sheriff's Dept.).*
- f) *Monthly Activity Report (May; Harrison Fire & Rescue).*

Kaas complimented the Harrison Fire & Rescue on their post-incident review and dealing with their response time issues.

- 209) Adjournment. – ***Kaas moved to adjourn the meeting at 7:35 p.m. Benz 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

July 10, 2017

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

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Lisa Ott

Kathy Salo

Absent

none

Others Present

Randy Friday, Administrator

Susan Williams, Village Clerk-Treasurer

Chad Olsen, McMahan

211) Pledge of Allegiance. – *recited.*

212) Approval of the Agenda. – ***Benz moved to approve the amended agenda as presented. Salo 2nd. Motion carried unanimously.***

213) Approval of Minutes: June 26 (Regular Meeting). – ***Salo moved to approve the minutes of the regular meeting of the Village Board of June 26, 2017, as presented. Benz 2nd. Motion carried unanimously.***

214) Registered Citizen Comments on Agenda Items.

Dan Stein, W5142 Park Dr., Sherwood – regarding agenda item 6) a) and b) requesting approval of the Certified Survey Map and Site Plan.

215) Report of the Plan Commission (July3)

a. *CSM #2017-02: Certified Survey Map* request to combine lot 1 of Certified Survey Map no. 2693 (Tx ID 13921) and all of lot 183 of Windswept Shores II (Tx ID 25326) and create new lots 1, 2 and 3.

Kaas moved to approve CSM #2017-02 as presented. Benz 2nd. Motion carried unanimously.

b. *Site Plan Review:* Property Owner provided a grading plan and request for water and sewer services to future lot 3 of CSM #2017-2.

Salo stated the Commission separated out the grading plan from the request for water and sewer services.

Kaas moved to approve the request for water and sewer services to future lot 3 of CSM #2017-02, as presented. Benz 2nd. Motion carried unanimously.

Salo directed the Board to the June 27, 2017 e-mail from Cedar Corp. representative and stated the Commission approved the grading plan subject to compliance with the points noted within.

Kaas moved to approve the grading plan contingent upon compliance with the points in the June 27, 2017 e-mail from Cedar Corp., as presented. Hennlich 2nd. Motion carried unanimously.

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

Laux welcomed the Village's newest employee Bridgette O'Rourke and asked the Board to welcome her when they had occasion to speak with her.

- b) Fox Cities Area Room Tax Commissioner.
c) Clerk/Treasurer
i. Review/Approve financial reports.

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

- ii. Operator License Applications
• Rachael Arnoldussen
• Victoria Rojas

Benz moved to approve the operator license applications as presented. Salo 2nd. Motion carried unanimously.

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

Friday reported providing verbal agreement for the daycare next door to build a walking path between that property and the Village Administrative Office parking lot for overflow parking and a path for the future Village gym use.

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

- 219) Old Business:

- a) *Land swap at Holes #13 & #14 of Village and HCGC properties (In progress).*
b) *Agreement for Professional Services – Reed Bed #1 Clean-out: Request to engage engineers for design, bid & construction services for final reed bed (\$12,200; McMahan).*

The Board questioned why the fees have not gone down further and Olsen explained the process. Olsen offered to modify the contract to change the design phase to be charged out as time and expense.

Kaas moved to approve the Agreement for Professional Services – Reed Bed #1 Clean-out: Request to engage engineers for design, bid & construction services for final reed bed (\$12,200; McMahan), with the design services to be billed out on a time and expense basis not to exceed \$3,300 and the total contract not to exceed \$12,200. Hennlich 2nd. Motion carried unanimously.

- 220) New Business

- a) Consider/Approve Change Order #1 Contract A-17 2017 Paving – Drainage Improvements (combination of directive #1 – structure removal and pvc raiser pipe (\$1,039.50) and directive #2 – adjustment manhole 213 (\$1,020.00)) for a total increase of \$2,059.50 as presented.

Friday informed the Board he approved in the field changes related to drainage improvements.

Hennlich moved to approved the Approve Change Order #1 Contract A-17 2017 Paving – Drainage Improvements (combination of directive #1 – structure removal and pvc raiser pipe (\$1,039.50) and directive #2 – adjustment manhole 213 (\$1,020.00)) for a total increase of \$2,059.50 as presented. Miller 2nd. Motion carried unanimously.

- b) Consider/Approve Payment #1 Contract A-17 Contract A-17 2017 Paving – Drainage Improvements to MCC, Inc. in the amount of \$60,811.32 for work through June 16, 2017, as presented.

Benz moved to approve Payment #1 Contract A-17 Contract A-17 2017 Paving – Drainage Improvements to MCC, Inc. in the amount of \$60,811.32 for work through June 16, 2017, as presented. Miller 2nd. Motion carried unanimously.

221) Complaints & Compliments: None.

Benz complimented Williams handling of a resident complaint in the Administrator's absence, Benz also complimented President Laux, Administrator Friday and the Building Inspector in their timely and respectful response to the resident and complaint.

222) Correspondences:

- g) *Village of Harrison; Comprehensive Plan Amendment Public Hearing (June 16, 2017)*
h) *Sustain Rural Wisconsin Network; Request for Action (June 26, 2017).*

223) Adjournment. – ***Benz moved to adjourn at 7:21 p.m. Kaas 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

July 24, 2017

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

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Lisa Ott

Kathy Salo

Absent

None

Others Present

Randy Friday, Administrator

Susan Williams, Clerk-Treasurer

Steve Summers, Plan Comm. Chairman

Brenda Stumpf, Park and Rec Coor.

225) Pledge of Allegiance. – *Recited.*

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

227) Approval of Minutes: July 10 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board of July 10, 2017, as presented. Kaas 2nd. Motion carried unanimously.***

228) Registered Citizen Comments on Agenda Items.

229) Report of the Parks, Rec. & Urban Tree (PRUT) Board (July 17)

a) *PRUT Representative to Comp. Plan Update: Appoint Tom Jack.*

Miller moved to accept the appointment of Tom Jack to Comprehensive Plan Update Ad Hoc Committee. Salo 2nd. Motion carried unanimously.

b) *Sherwood Lions Football: Request for watering support (NTE \$300).*

Kaas moved to approve the support of water NTE \$300. Benz 2nd. Motion carried unanimously.

c) *Park Rental Fees (2018): Effective Jan. 1 increase non-resident fees.*

Benz moved to approve the increase in non-resident deposit fees for Village facilities to \$375 effective January 1, 2018. Miller 2nd. Motion carried unanimously.

d) *SplashPad Attendance Survey (June): 7.5% are Sherwood residents.*

e) *Movie Night: 150 attendees to ‘Sing’ (Optimists’ donation).*

f) *Dan Kirk – Sunday entertainment: Weather hindered turnout. 45 attended.*

g) *Wanick Wednesdays (Flower pots; Bird-houses & -feeders): Two-dozen plus attendees during two events.*

h) *Jeff McMullan – Sunday entertainment: Good weather = good turnout. 55 – 60 attended.*

- i) *Trails*: Ensure connection from Natures Way to Pigeon Road and updating trail map.
- j) *50th Anniversary Celebration*: Update; searching for Steering Committee Members, August 17th at 6-6:30 p.m. Sherwood Board Room is the initial committee meeting, everyone welcome, watch for e-mail with more details.

Stumpf stated Summerfest will have a balloon twister (noon – 3 pm), a photobooth (12:30 – 3:30 pm), Cinderella and Superman (12:30 – 2 pm), Spicy Tie Band (3 – 7 pm), Jededia acoustic and ThedaStar will be landing during the event. Stumpf requested volunteers contact her.

230) Report of Village Officers.

- a) Village President

- b) Fox Cities Area Room Tax Commissioner

Benz distributed a handout announcing Inner Circle placing \$3,000,000 in escrow for facility improvements at the Radisson. Benz stated concern has been expressed in meeting the convention center opening date in November. Benz reported due to lack of quorum the July and August meetings have been cancelled with the next meeting September 9th which will include a walk-through of the convention center. Benz stated the Appleton Redevelopment Authority has designated Mayor Hanna the Chair of the Advisory Committee with Marissa Downs as the Vice Chair of the Committee. Benz reported the construction borrowing of not more than \$31,000,000 has been approved and will close in August. Benz stated they will be requested to approve the borrowing. Benz reported the Radisson name will remain. Benz stated he has no further information on the sports complex on 60 acres in Grand Chute, but knows that negotiations are on-going.

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

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

- ii. Operator's License
 - Melissa Hammes

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

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

Friday reported the construction project is on schedule, finishing Lake Breeze, moving on to Harrison Street with the trail work to follow. Friday stated the Utility report includes the monthly water loss calculation (of 32%) and two incident reports.

232) Village Administrator: Project Update(s).

233) Old Business:

- a) *Land swap at Holes #13 & #14 of Village and HCGC properties (In progress).*

234) New Business:

- a) *Sherwood Lion's Football: Request for watering support (NTE \$300).*

Laux questioned and the Board agreed to the continued water support NTE \$300.

- b) *Request for Village support to relocate property pins (Boone; N7771 State Park Road).*

Friday presented the request indicating the resident is claiming previous road work caused the property pins to be removed and never reset thus the consideration to have the Village pay for a survey.

Salo stated she had experienced that when her street was constructed, Hennlich suggested it was a contractor issue, Laux stated it could be surveyed without the pins and Friday reported the right of way can be found through Calumet County mapping.

Kaas moved to reject the request from Richard Boone. Hennlich 2nd. Motion carried unanimously.

- c) *Palisades Pond Lake District: Consider Village Appointee (from within District).*

Williams informed the Board when the 2nd petition (for request for change of governance to a resident board) is received the Village will need to appoint either a Trustee or a Palisades Pond resident.

235) Complaints & Compliments: None.

236) Correspondences:

- i) *Monthly Activity Report (June; Calumet County Sheriff's Dept.).*
- j) *Monthly Activity Report (June; Harrison Fire & Rescue).*
- k) *Supreme Court Rules Homeowners can just Say "No" (League of Wis. Munis.; July 12).*

237) Adjournment. – ***Salo moved to adjourn at 7:42 p.m. Miller 2nd. Motion carried unanimously.***

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

Village Board Special Meeting Minutes

August 2, 2017

238) Call to Order and Roll Call. – *President Laux called the meeting to order at 8:11 a.m. with roll call:*

Present

Joe Hennlich

Joyce Laux

David Miller

Kathy Salo

Absent

Bob Benz, excused

Roger Kaas, excused

Lisa Ott, excused

Others

Susan Williams, Clerk-Treasurer

239) Pledge of Allegiance. – *Recited.*

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

241) Registered Citizen Comments on Agenda Items.

242) New Business:

- a) *Annual Parish Picnic (Aug. 5 & 6) – Temporary Class ‘B’ Retailer’s License (St. John Sacred Heart).*

Miller moved to approve the Temporary Class ‘B’ Retailer’s License for St. John Sacred Heart Annual Parish Picnic (Aug. 5 & 6), as presented. Salo 2nd. Motion carried unanimously.

Laux moved to direct Williams to bill St. John Sacred Heart for the Special Meeting fee according to current per diem rates. Salo 2nd. Hennlich waived his per diem for the meeting. Motion carried unanimously.

243) Adjournment. – ***Salo moved to adjourn the meeting at 8:19 a.m. Miller 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

Aug. 14, 2017

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

Present

Joe Hennlich

Roger Kaas

Joyce Laux

Lisa Ott

Kathy Salo

Absent

Bob Benz, excused

David Miller, excused

Others

Randy Friday, Administrator

Susan Williams, Clerk-Treasurer

Steve Summers, Plan Comm. Chair.

245) Pledge of Allegiance. – *Recited.*

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

247) Approval of Minutes:

a) July 24 (Regular Meeting).

Salo moved to approve the minutes of the regular meeting of the Village of Sherwood Board, July 24, 2017, as presented. Kaas 2nd. Motion carried unanimously.

b) Aug. 2 (Special Meeting).

Salo moved to approve the minutes of the special meeting of the Village of Sherwood Board, August 14, 2017, as presented. Hennlich 2nd. Motion carried unanimously.

248) Registered Citizen Comments on Agenda Items.

249) Public Hearings:

a) CU#2017-02: Request for a conditional use permit by Featherfield, LLC to construct a daycare center at W450 Clifton Road (Tax ID #13558), as is allowable in the ‘C-1’ (Central Business) zoning district.

Laux after three readings opened the public hearing at 6:32 p.m.

Hennlich moved to close the public hearing at 6:33 p.m. Kaas 2nd. Motion carried unanimously.

b) RP#2017-02: Request to rezone N275 Military Road (Tax ID #13885; S&JP Triquetra, LLP) from current R-1 (single-family residential) to C-2 (General Commercial) per *Future Land Use Map* and according to the adopted *Village of Sherwood Comprehensive Plan*.

Laux after three readings opened the public hearing at 6:35 p.m.

Salo moved to close the public hearing at 6:35 p.m. Hennlich 2nd. Motion carried unanimously.

250) Report of the Community Development Authority (July 26)

Kaas reported Newmark, Grubb & Pfefferle (NG & P) are very anxious to receive a copy of the Senior Housing Marketing Study to be completed by ECWRPC and informed him that the property behind the Village Hall building is the 6th most viewed property (land) listed for sale in the state of Wisconsin.

- a) *50/50 Business Matching Grant Program: Reimbursement approved (Absolute Car Wash; \$2,462).*
- b) *Senior Housing Market Study: Preliminary info. (ECWRPC).*

Kaas reported the Authority was updated on the status of the study, suggested changes and will review the final copy at the August CDA meeting.

- c) *Hotel Market Study: Update (Mike Lindner – Hotel R&D, LLC).*

Kaas reported the Authority was updated on the status of the study, suggested changes and will review the final copy at the August CDA meeting.

- d) *Village-owned property development: Housing density & type.*

Kaas stated the Authority heard a presentation on a proposal for the land behind the Village Hall Offices and suggested alternate parcels to the developer to research.

- e) *Offer to sell vacant lot to CDA/Village.*

Kaas reported the Authority reviewed an inquiry to the Village of purchasing a parcel across the street from the vet clinic. Kaas shared that the Authority determined until development occurs in the area, the Village would not be interested.

- f) *Request to extend water & sewer services to Harrison properties.*

Kaas stated the request for Village services was heard and the parties were informed about Sherwood Code.

- g) *50/50 Business Matching Grant Program: Request approved for roof replacement (Castle Square Condos; \$10k).*
- h) *Development proposal: Approved \$10k p/unit (7 units) at time of building permit approval, following prior Plan Commission approval and rezoning, as necessary (Van's Realty & Construction).*

Kaas reported the Authority approved the proposal by Van's Realty and Construction to develop the property at N502 Military Rd. (TX ID #13538) as seven standalone condos allowing grants of \$10,000 per unit at time of building permit contingent upon 3 units being completed by 12/31/18, 4 units being completed by 12/31/19, Sherwood Plan Commission approval and successful rezoning application.

Kaas reported having an interview that was videoed with In-Sight publication and the topics discussed were the TID's, RFP for housing, the sale of the apartments for the daycare, build out of Condon Road and the plans for senior housing.

251) Report of the Plan Commission (August 7)

- a) *CU#2017-02: 'Conditional Use Permit' application to construct a daycare center in the C-1 (Central Business) District at W450 Clifton Road (Tax ID #13558; Featherfield, LLC).*

Kaas moved to approve the CU#2017-02: 'Conditional Use Permit' application to construct a daycare center in the C-1 (Central Business) District at W450 Clifton Road (Tax ID #13558; Featherfield, LLC). Ott 2nd. Motion carried unanimously.

- b) *RP#2017-02: Request to rezone N275 Military Road (Tax ID #13885; S&JP Triquetra, LLP) from R-1 to C-2.*

Kaas moved to approve RP#2017-02: Request to rezone N275 Military Road (Tax ID #13885; S&JP Triquetra, LLP) from R-1 to C-2. Salo 2nd. Motion carried unanimously.

- c) *Comprehensive Plan Update – Presentations.*

- *Chapt. 4 – Utilities & Communications Facilities.*
- *Public Visioning Workshop (March).*
- *Senior Housing Study – Preliminary Report.*

- d) *Code Update Items: Reviewed; (new) Restrict parking (Castle Dr.).*

Summers stated the Commission requests the Village Board to address.

- e) *Ch. 24 – Subdivision Ordinance: Recommend final changes (Sept).*

- f) *Member goals: Updates*

- *Comp. Plan: Complete n/l/t Jan. 2 and forward to V. Board.*
- *Zoning Code: Complete 'Items for Change' by Sept. 5 or Oct. 2.*
- *Zoning Code: Assist staff hiring consultant by Nov. 13.*
- *Zoning Code: Complete by Sept. 4, 2018 and forward to V. Board.*

- g) *Business Signage: Ordinance conformance.*

- *Inventory: Oct. meeting.*
- *Status: Dec. meeting (conforming vs. non-conforming).*

252) Report of Village Officers.

- a) Village President

Laux encouraged all to attend the Summerfest this weekend.

- b) Fox Cities Area Room Tax Commissioner

- c) Clerk/Treasurer

- i. Review/Approve financial reports.

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

- ii. Operator Licenses.

- *Megan Hickinbotham.*
- *Wesley Pompa*

Hennlich moved to approve the operator licenses as presented. Kaas 2nd. Motion carried unanimously.

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

Friday reported the engineering items are in the New Business section. Friday stated the water pressure problem on Military Road has been solved with a new valve.

254) Village Administrator: Project Update(s).

Kaas questioned the pavement disturbance on Knight Drive and Friday stated it was from the new trail in Wanick where pavers were in and laid the trail. Friday reported Nuthatch Trail is paved.

255) Old Business:

a) *Land swap at Holes #13 & #14 of Village and HCGC properties (In progress).*

256) New Business:

a) *Contract A-17 – Change Order #2: Consider contract increase (\$288.94) to \$413,297.09 due to necessary CMP reducer (18” X 15”) found during field work.*

Kaas moved to approve Contract A-17 – Change Order #2: Contract increase (\$288.94) to \$413,297.09 due to necessary CMP reducer (18” X 15”) found during field work. Salo 2nd. Motion carried unanimously.

b) *Contract A-17 – Pay Request #2: Consider payment (\$246,777.04; MCC, Inc.) for work completed through July 21.*

Salo moved to approve Contract A-17 – Pay Request #2: payment (\$246,777.04; MCC, Inc.) for work completed through July 21. Hennlich 2nd. Motion carried unanimously.

c) *Palisades Pond Dam Reconstruction: Consider bid award (\$274,000; IEI General Contractors, Inc.).*

Kaas informed the Board the bid was \$235,000 for the dam reconstruction riprapping the embankment along Palisades Trail. Kaas stated that number was 100% higher than estimated which in part was due to a Wisconsin Department of Natural Resources (DNR) request to be able to substantially draw down the entire pond which would require installation of new a stop log to a greater depth. Kaas reported that will lead to an entire redesign of the front face causing the complexity of the project to be driven up considerably. Kaas stated the rest of the bid was \$39,000 for the culvert repair, which the Village will be responsible for whereas the dam reconstruction will be the Pond Lake District responsibility. Kaas informed the Board that Cedar Corp. suggests rejecting the bid and to begin conversations with the DNR to determine what can be done to simplify compliance with their request. Kaas suggested to Cedar to saw cut the front face to allow the opening for the stop logs. Cedar will research and report back. Kaas stated if the Board rejects the bid there will be rebidding at a future date.

Friday reminded the Board that up to \$100,000 was approved to be transferred to the Pond Lake District (with the understanding of repayment over time).

Salo moved to formally reject the bid of \$274,000 from IEI General, as presented. Ott 2nd. Kaas abstain. Motion carried.

Kaas requested Williams to schedule the Palisades Pond Lake District annual meeting at the next Village Board meeting.

257) Complaints & Compliments:

a) *Speeding on Stommel Road at Sherwood-Harrison border (Sell; Aug. 3).*

Friday reminded the Board of the approval of a radar controlled sign to be posted prior to opening of school, with placement on Pigeon Road, State Park Road and other dedicated roads.

Friday informed the resident that at the end of the year he would request of the Board's direction of additional purchases and if pleased with the placement and the length of time at each location.

258) Correspondences:

l) *Reed Bed #1 Clean-out – Project Schedule (McMahon; Aug. 2).*

m) *Request for local support regarding relief from phosphorus standards outlined in Clean Water Act (League of Wisconsin Municipalities; Aug 7.)*

259) Closed Session: *Property (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: Property (re-)development: Per Wis. Stats §19.85(1) (e) at 7:32 p.m. Ott 2nd. Motion carried unanimously.

260) Open Session: *The Board may act on any above-noted Closed Session item in Open Session*

Kaas moved to return to Open Session at 8:13 p.m. Salo 2nd. Motion carried unanimously.

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

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

Village Board Meeting Minutes

August 28, 2017

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

Present

Bob Benz
Joe Hennlich
Roger Kaas
Joyce Laux
Lisa Ott
Kathy Salo

Absent

David Miller, excused

Others

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

263) Pledge of Allegiance. – *recited.*

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

265) Approval of Minutes: April 14 (Regular Meeting). – ***Hennlich moved to approve the minutes of the Regular Meeting of August 14, 2017 as presented. Kaas 2nd. Motion carried unanimously.***

266) Registered Citizen Comments on Agenda Items.

Jack Kruse, W4873 Mustang Dr., Sherwood – regarding agenda item 6) requested the Village Board to take action to improve Mustang Pond appearance.

Donna Christie, N8007 Mustang Dr., Sherwood – regarding agenda item 6) requested the Village Board to take action to improve Mustang Pond appearance.

267) Presentation: MS-4 Stormwater Management Utility (Nick Vande Hey; McMahan).

268) Presentation: Resolution to Discontinue Meadowcliff Drive in the Village of Sherwood pursuant to Wis. Stats. §66.1003.

Williams informed the Board of the process and this meeting's presentation will be followed by a public hearing on October 9th.

269) Report of the Community Development Authority (CDA)
a) *Hotel Market Study* (Mike Lindner – Hotel R&D, LLC)

Kaas reported the final Hotel Market Study was presented at the CDA meeting. Kaas stated commercial demand, transient demand, leisure visitors and group demand were the categories the study was based on. Kaas reported Sherwood ranked high in the leisure visitors. Kaas stated due to the marginal results of the study the CDA chose not to do the second phase.

b) *Senior Housing Market Study* (Eric Fowle; ECWRPC)
Kaas reported the study shows a definite need for senior housing and there is a large demand for assisted living.

c) *Hotel Market Study – Phase II* (not approved)

- d) *Marketing of Village-owned properties (three razed homes)*

Kaas reported Newmark, Grubb and Pfefferle expressed interest in marketing the parcels at a \$10,000 per parcel fee and the CDA declined.

- e) *Historic Downtown Master Plan for Redevelopment*

- f) *50/50 Business Matching Grant Program*

Kaas stated the CDA approved two awards: LugNut Bar & Grill (parking lot asphalt) and the Corey Feller Golf Academy (facility).

270) Report of Village Officers.

- a) Village President

- b) Fox Cities Area Room Tax Commissioner

Benz reported the grand opening of the Exhibition Center is set for January 11, 2018 and the participating municipalities are invited. Benz stated the Center is on time, expected to be done in October and is on budget. Benz reported there will be a tour at the next meeting September 9th. Benz stated the Paper Valley has not begun their updates.

- c) Clerk/Treasurer

- i. Review/Approve financial reports.

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

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

Friday stated the Lake Breeze project is completed, developers are meeting for new subdivisions and the monthly water loss is at 18.6%.

272) Village Administrator: Project Update(s).

273) Old Business:

- a) *Land swap at Holes #13 & #14 of Village and HCGC properties (In progress).*

274) New Business

- a) *Reed Bed #1 Clean-out: Consider/Award bid (\$13,710; Peters Concrete Co.) as final cell clean-out.*

Benz moved to award the Reed Bed #1 Clean-out project to Peters Concrete Co in the amount NTE \$13, 710, as presented. Salo 2nd. Motion carried unanimously.

275) Complaints & Compliments:

- a) Building permit application for new construction on Windswept Lane (Benz).

Benz stated concern the Village Building Inspector not visiting the building site to verify the home is being built in accordance with the approved plan as promised.

- b) Future utility construction on State Park Road (Benz).

Benz stated concern that the developer is unable to get the contractor to return his call in regards to lateral installation.

276) Correspondences:

- n) *Monthly Activity Report* (July; Calumet County Sheriff's Dept.).
- o) *Village of Sherwood – Preliminary Estimate of Population* (Aug. 14; Dept. of Admin.).
- p) *Village of Sherwood – FY2017 Changes in Equalized Value* (Aug. 21; Dept. of Revenue).

277) Adjournment. – ***Salo moved to adjourn at 8:06 p.m. Kaas 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

Sept. 11, 2017

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

Present

Bob Benz

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Lisa Ott

Kathy Salo

Absent

none

Others

Randy Friday, Administrator

Susan Williams, Clerk-Treasurer

Steve Summers, Plan Comm. Chair.

279) Pledge of Allegiance. – *recited.*

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

281) Approval of Minutes: Aug. 28 (Regular Meeting). – ***Benz moved to approve the minutes of the regular Village Board meeting of August 28, 2017 as presented. Salo 2nd. Miller abstain. Motion carried.***

282) Registered Citizen Comments on Agenda Items.

283) Public Hearing: An application by the Village of Sherwood seeking a ROADWAY DISCONTINUANCE of MEADOWCLIFF DRIVE (property running along the eastern property line of Meadowcliff Condos) beginning at the intersection with Golf Course road and running northward for approximately 975 feet.

Laux informed the Board the Public Hearing is scheduled for October 9, 2017.

284) Report of the Plan Commission (Sept. 5)

- a) *CSM#2017-02: A request to adjust the lot lines between Lots #105 & 106 of State Park Estates IV (Tax ID #29336; #29338) at corner of Nature's Lane & Big Lake Court.*

Benz moved to approve the CSM#2017-02: A request to adjust the lot lines between Lots #105 & 106 of State Park Estates IV (Tax ID #29336; #29338) at corner of Nature's Lane & Big Lake Court. Miller 2nd. Motion carried unanimously.

b) *Member goals: Updates*

- *Comp. Plan: Complete by Jan. 2 and forward to V. Board.*
- *Zoning Code: Complete 'Items for Change' by Sept. 5 or Oct. 2.*
- *Zoning Code: Assist staff hiring consultant by Nov. 13.*
- *Zoning Code: Complete by Sept. 4, 2018 and forward to V. Board.*

c) *Business Signage: Ordinance conformance.*

- *Inventory: Complete by Oct. meeting.*
- *Status: Dec. meeting (determine conforming vs. non-conforming).*

d) *Signage Code – Compliance date: Consider time/date modification*

e) *Ch. 24 – Subdivision Ordinance:* Recommended final changes

285) Report of the Community Development Authority (Sept. 7 – Special Meeting)

a) *Closed Session: Property and business (re-)development in TID #3.*

Kaas reported the main purpose of the meeting was the discussion of property purchase. Kaas stated the property behind the Village Offices is now the 3rd most viewed property. Kaas reported there is an interested party and will view it after the housing study is complete. Kaas stated Newmark, Grubb and Pferffle expressed interest in listing the properties recently demolished, but the fee structure they suggested was too high and refused the Village's counter. Kaas reported Mary Kohrell (Calumet County Economic Development) is working with the Village to list the properties on the WHEDA Economic Development site and LUBENET with Randy Friday as the Village designated agent. Kaas stated InSight Business article on Sherwood was forwarded to the Board. Kaas reported the discussion that took place in Closed Session is still in negotiations.

286) Report of Village Officers.

a) Village President

b) Fox Cities Area Room Tax Commissioner

Benz reported taking a tour of the exhibition center site and stated the contractor giving the tour indicated the completion date would be closer to mid-December than October. Benz directed the Board to the projected booking document and the rendering of the reconstruction of the front entrance for their consideration. Benz reported it appeared no improvements had been started.

c) Clerk/Treasurer

i. Review/Approve financial reports.

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

ii. Operator Licenses.

- Kimberlee Wiley
- Aprill Rykal

Salo moved to approve Aprill Rykal's operator license application as presented. Hennlich 2nd. Motion carried unanimously.

Board requests Williams to invite Kimberlee Wiley to the next Village Board meeting.

287) Village Engineer and/or Utility Operator: Review proposed *Capital Improvement Projects*.

Friday stated the Board has the proposed Capital Improvement Project plan for FY2018 – 2022 documents in the meeting packet and encouraged the Board to review it and bring questions to the next Village Board meeting. Friday stated that if the Board approved the Condon Road extension the airplane next to the Community Center needs to be moved. Friday suggested it could be moved across the street and stated the cost of the move is not included in the engineer costs. Benz suggested moving it to Wanick Park. Friday stated that anything will have to run through the Department of the Air Force historical department.

Friday distributed a Wisconsin League of Municipalities e-mail received which informed him that quarry control was added to the state budget and if the Board wanted any input it must be done this

week. The Board directed Friday to draft a letter voicing concern about restrictions on local control.

Friday distributed e-signs; one current vendor and the other a potential new vendor. Friday stated the cost for the signs are the responsibility of the Village and the current vendor price has gone up to \$30. Friday reported staff researching and finding another vendor where the cost is \$14.

Kaas questioned the placement of the stormwater pond in the Condon Road extension project. Kaas states the location is on higher ground and feels it does not make sense to locate them at that elevation. Kaas reported it would be better placed in a lower elevation. Benz requested the question be posed to Cedar Corp. Kaas questioned if sewer and water were going to be placed in the road right of way. Friday responded it was included in the cost estimate. Benz requested the response from Cedar Corp to be e-mail to the Board and Friday concurred.

Kaas questioned the layouts for the Condon Road project and proposed accepting option #3 modified by looping to the south side of the water tower.

Friday guided the Board quickly through the roadway documents and reminded them that Cedar Corp will be in attendance at the next Village Board meeting.

Hennlich questioned if Meehl Street closure has been contemplated. Kaas stated it is in the Master Plan and Friday suggested coordinating that with another project when working with the Wisconsin Department of Transportation.

288) Village Administrator: Project Update(s).

289) Old Business:

a) Land swap at Holes #13 & #14 of Village and HCGC properties (In progress).

290) New Business:

a) Contract B-16 – Post Office Parking Lot & Nuthatch Trail Reconstruction Projects.

i. Change Order #5: Consider contract increase (\$6,352.65) to \$157,388.27 due to excavation and replacement of additional asphalt material along Nuthatch Trail.

Kaas moved to approve Change Order #5: Consider contract increase (\$6,352.65) to \$157,388.27 due to excavation and replacement of additional asphalt material along Nuthatch Trail. Benz 2nd. Motion carried unanimously.

ii. Pay Request #4 and Final: Consider payment (\$34,443.46; MCC, Inc.) for work completed through Aug. 18, including approval of Lien Waiver (General), Certificate of Substantial Completion (Schedule B), and Compliance with Prevailing Wage Rate Determination.

Hennlich moved to approve Pay Request #4 and Final: Consider payment (\$34,443.46; MCC, Inc.) for work completed through Aug. 18, including approval of Lien Waiver (General), Certificate of Substantial Completion (Schedule B), and Compliance with Prevailing Wage Rate Determination. Miller 2nd. Motion carried unanimously.

b) Contract A-17: Lake Breeze Paving & Drainage Improvements

i. Change Order #3: Consider contract decrease (-\$71,359.74) to \$341,937.35 due to non-usage of 'poor soils' excavation and replacement materials.

Kaas moved to approve Change Order #3: Consider contract decrease (-\$71,359.74) to \$341,937.35 due to non-usage of 'poor soils' excavation and replacement materials. Hennlich 2nd. Motion carried unanimously.

- ii. *Pay Request #3 and Final: Consider payment (\$34,348.99; MCC, Inc.) for work completed through Aug. 18, including approval of Lien Waiver (General), Certificate of Substantial Completion (Schedule A & B).*

Salo moved to approve Pay Request #3 and Final: Consider payment (\$34,348.99; MCC, Inc.) for work completed through Aug. 18, including approval of Lien Waiver (General), Certificate of Substantial Completion (Schedule A & B). Benz 2nd. Motion carried unanimously.

- c) *Municipal Code – Article II; Chapter 23-9 and 23-10: Consider change to Code regarding E911 signage design & installation.*

Friday stated if the Village changes the vendor, then the Code would require language changes to reflect. Kaas stated he would like to have the answer to better color match and why horizontal is not available. Salo questioned if one sided would be adequate. Benz voiced concern of the quality of the materials. Friday suggested that the annual review of the schedule of fees could include an increase to permit fees to absorb the change and stay with current vendor. Friday questioned if the consensus is to stay with the current vendor and if the questions still need answering and the Board agreed.

- d) *Annual Appreciation Dinner: Consider event date(s).*

Williams questioned the Board what date at the Granary work and the Board chose November 15th.

291) Complaints & Compliments: None.

292) Correspondences: None.

293) Closed Session: *Property (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 Per Wis. Stats §19.85(1) (e) at 7:30 p.m. Benz 2nd. Motion carried unanimously.

294) Open Session: *The Board may act on any above-noted Closed Session item in Open Session.*

Kaas moved to return to Open Session at 7:44 p.m. Benz 2nd. Motion carried unanimously.

295) Adjournment. – *Miller moved to adjourn at 7:45 p.m. Salo 2nd. Motion carried unanimously.*

The minutes submitted for review and approval by Susan Williams, Village Clerk-Treasurer

Village Board Meeting Minutes

Sept. 25, 2017

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

Present

*Bob Benz
Joe Hennlich
Joyce Laux
Roger Kaas
David Miller
Lisa Ott
Kathy Salo*

Absent

none

Others Present

*Randy Friday, Administrator
Susan Williams, Clerk
Steve Summers, Plan Comm. Chair.
Brenda Stumpf, Parks and Rec Coord.*

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Salo moved to approve the agenda as presented. Benz 2nd. Salo requested the advancement of agenda item 8) c) ii) item to follow agenda 5) and the rest as presented. Miller 2nd. Motion as amended carried unanimously.***
- 4) Approval of Minutes: Sept. 11 (Regular Meeting). – ***Benz moved to approve the minutes of the Regular Meeting of the Village Board on September 11, 2017, as presented. Salo 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Jon Van Deraa, W230 Kings Way, Sherwood – regarding agenda item 9) voiced concerns of water drainage from the vacant lot in his subdivision with the construction of the Condon Road extension.

Ken Herres, W4925 Sunset Lake Ct., Sherwood – regarding agenda item 9) voiced concerns of the Village not addressing drainage issue at his property.

Tony Mueller, W410 Veterans Ave., Sherwood – regarding agenda item 9) voiced concerns of road construction at Meehl Street and Condon Road extension.

- 6) Presentation: Introduction of Harrison Fire & Rescue Chief Amos Mikkelson and review of August (Monthly) Activity Report (see ‘Correspondences’).
- 7) Report of the Parks, Rec. & Urban Tree (PRUT) Board (Sept. 18)
- a. *Sherwood 50th Anniversary Celebration*: Request to set-aside unspent funds from 2017 SummerFest for next year’s event.

Hennlich moved to allocate \$15,000 from General Fund 100-00-55300 FY2017 to FY2018 for the 50th Anniversary Celebration. Miller 2nd. Motion carried unanimously.

- b. *Rental Protocol (2018)*: Change conditions favoring Village residents (first) rental of local facilities at beginning of year.

Benz moved to approve the recommendation to change the rental protocol allowing Village of Sherwood Residents preference each year during the first five business days in January to make reservations for Village facilities for that calendar year. Miller 2nd. Motion carried unanimously.

c. *Flag Pole (3) Donation:* Sherwood Lions.

Stumpf reported the Sherwood Lions making a donation of the installation of 3 flag poles behind the Wanick Park entrance stone with the understanding the Village will pay for the electricity and future flags after the initial installation.

d. *Damaged bleacher replacement:* Insurance claim (\$2,500 deductible).

Salo moved to approve the \$2,500 deductible for replacement of the damaged of the bleachers. Kaas 2nd. Motion carried unanimously.

e. *Fundraiser (Zoombathon):* Request to reserve facility pre-Jan. 1st. PRUT denied.

f. *Heart of the Valley YMCA:* Co-usage of soccer goals.

g. *Memorial Park Bench:* Smet family bench.

h. *Tennis Court backboard:* Test single-player backboard.

i. *Event Recap:* Summer events.

j. *SummerFest 2017:* Recap & Fire Dept. corn roast review.

k. *FallFest 2017:* Oct. 7 event line-up (15 vendors; music).

l. *Sherwood Community Forest:* Spring tree planting event.

m. *2018 Budget items:* Request for input.

8) Report of Village Officers.

a. Village President

b. Fox Cities Area Room Tax Commissioner

Benz reported on the 2nd quarter of 2017 Room Tax Collections, which continue to be strong. Benz stated during their most recent meeting, the topic of the bonds from the Performing Arts Center (PAC) was discussed; with planned pay off September 2017, which did not happen since the calling for an early pay off required certain notification by the City of Appleton which did not take place on time so the earliest they can be paid off is March of 2018. Benz reported during that discussion concern was voiced on the wording of who had the authority over the excess \$1,100,000 receipts generated by the delay in the pay off. Benz stated the City of Appleton believes it is under their control and the Room Tax Commission believes it is under their control. Benz reported the Commission has engaged Herrling Clark to review the PAC Bond documents to determine where any excess funds go. Benz stated Mayor Hanna requested a quick resolution of the question since the reserve in the PAC Bond collections was used by the City of Appleton as collateral for the financing of the exhibition center. Benz reported a task force was appointed from the Commission to meet with Herrling Clerk and Mayor Hanna to determine who has the authority over the funds. Benz stated the completion date of the exhibition center is December 17, 2017 (substantial complete). Benz reported the sports facility project has had no update.

Benz stated the Wisconsin Legislature passed a law that local Air B and B's are required to collect room tax from their guests and submit them to the local municipality.

c. Clerk/Treasurer

1. Review/Approve financial reports.

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

2. Operator Licenses.
 - Kimberlee Wiley

The Board directed Williams to contact Condon Oil and perform a background check in North Carolina for the application and allowed the provisional to be extended an additional 30 days.

- 9) Village Engineer and/or Utility Operator: Review & make recommendations of *Capital Improvement Road Projects* for FY2018 borrowing (Cedar Corp.).

Thad Majkowski and Jos Gerrits presented the plan for FY2017 and FY2018 for roadway construction based on the PASER rating and requested Board direction in order to finalize information for the budget and the next borrowing.

Benz asked about the PASER rating system and Gerrits responded visual inspections are performed to determine cracking from longitudinal (across the road - not significant failure) to alligator cracking (rating of 3 and below).

Friday questioned the Board if items on the proposed plan should be removed or modified prior to Cedar Corp proceeding with surveys and design.

Laux suggested the cost sharing projects (Kessler and State Park Road) should be held until discussions are held with the Village of Harrison. Laux questioned if the Clifton Road project should be held until the Condon Road extension is completed. Laux stated the Park Drive should be placed last and wait until after the homes are developed. Hennlich and Friday stated the Clifton Road project would begin at the quarry entrance and go south.

Majkowski responded the retention ponds for the Condon Road extension will be determined once all is worked out with the land owners.

Kaas suggested the Kessler Road project cost could be low and that the road must be raised.

Majkowski responded that the road cannot be raised to impede a floodway whereas an option is to expand the culvert and model the road to accommodate the Wisconsin Department of Natural Resources requirements.

Kaas stated that the Board has committed to the residents on Sunset Lake Court. Kaas reported that Escarpment Terrace does not have issues with the roadway, but the cul de sac has drainage issues. Kaas stated the water comes across the cul de sac and flows right into his property.

Kaas moved to modify the Escarpment Terrace project to limit it to resolving drainage issues only. Miller 2nd and agreed to by the Board.

Majkowski questioned if Sunset Lake Court is to be done in FY2018. The Board agreed.

Kaas requested the informational meeting for residents to be this fall for the roadwork in the Stumpf and Meehl Highlands Subdivision and Majkowski responded that without the survey work this fall the meeting would not be as effective since residents will ask questions that he would not have the survey information needed to respond.

Hennlich requested Majkowski to review the flow down County Road M into that subdivision.

Kaas moved to direct Cedar Corp to move forward with engineering of the option #1 for Condon Road extension roadway and option #2 for the stormwater retention pond. Benz 2nd. Motion carried unanimously.

Majkowski questioned if Condon Road extension is to be constructed in 2018 or 2019. *Friday stated that a lot of parts of the project needs to be worked out yet. Friday requested Majkowski to work on the engineering for Condon Road as soon as possible.*

10) Village Administrator: Project Update(s).

11) Old Business:

- a. *Land swap at Holes #13 & #14 of Village and HCGC properties (In progress).*

12) New Business:

- a. *Resolution #2017-07: Annual Resolution supporting 'International Migratory Bird Day'.*

Salo moved to approve Resolution #2017-07: Annual Resolution supporting 'International Migratory Bird Day'. Kaas 2nd. Motion carried unanimously.

- b. *Resolution #2017-08: A Resolution Authorizing a Pledge and Security Agreement with respect to the Fox Cities Exhibition Center Project.*

Benz state he attended the regular meeting where the documents were reviewed and posed the question to the meeting attendees wondering how the Village of Sherwood is to properly respond. Benz reported he was told that communication had happened with the Village of Sherwood Staff. Williams and Friday both disagreed with that comment that they were not informed of these documents. Benz stated that previously Sherwood had agreed to support the room tax and exhibition center and all the municipalities must agree to allow the 3% of the room tax go towards repayment of the exhibition center bonds. Benz reported those bonds are expected to be paid off in 17 years (4.19% interest). Benz stated he has spent time in meetings and reviewing the documents and feels comfortable with these documents and suggested the Board approve it. Benz reported that if Sherwood does have a facility which falls under the room tax requirements and if that entity does not remit their room tax Sherwood would have to make efforts to collect them.

Benz moved to approve Resolution #2017-08: A Resolution Authorizing a Pledge and Security Agreement with respect to the Fox Cities Exhibition Center Project, as presented. Salo 2nd. Laux – nay, motion carried.

- c. *Law Enforcement Services Contract renewal (Calumet County Sheriff's Dept.).*

Kaas moved to approve the Law Enforcement Services Contract renewal (Calumet County Sheriff's Dept. in the amount of \$19,270.16 for FY2018), as presented. Salo 2nd.

Benz stated the message from the Calumet County Sheriff's in our recent newsletter concerning cars speeding on Sherwood streets was cause for concern and maybe a discussion should take place with them.

Miller questioned Friday if the speed monitoring sign was ordered and Friday stated he was in the process of getting a solar, battery pack unit (one) for 2017 and one for 2018.

Motion carried unanimously.

d. *Request to sell pumpkins on Village property.*

Hennlich moved to allow the sale of pumpkins on the former Shenanigans property. Ott 2nd. Motion carried unanimously.

13) Complaints & Compliments: None.

14) Correspondences:

- a. *Monthly Activity Report (August; Harrison Fire & Rescue).*
- b. *Monthly Activity Report (August; Calumet County Sheriff's Dept.).*
- c. *Resident input regarding roadway project – Stumpf Ave area (Sept. 19; Deprez).*
- d. *Annual Tree City USA designation (Sept. 20; Arbor Day Foundation).*
- e. *2017 Park Award of Excellence Award (Sept. 14; Wis. Park & Rec Assoc.).*

15) Adjournment. – ***Salo moved to adjourn at 9:33 p.m. Hennlich 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

Oct. 9, 2017

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

Present

Bob Benz

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Lisa Ott

Kathy Salo

Absent

none

Others Present

Randy Friday, Administrator

Susan Williams, Clerk

17) Pledge of Allegiance. – *recited.*

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

19) Approval of Minutes: Sept. 25 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Village Board on September 25, 2017, as presented. Ott 2nd. Motion carried unanimously.***

20) Registered Citizen Comments on Agenda Items.

Travis Pompa, N433 Meehl St., Sherwood – non-agendized item, voiced concerns of Village plans to move the airplane and speaking on behalf of the Legion requested the Village to contact the Air Force prior to the move, pay for the move and pay the annual insurance on the plane as long as the Sherwood Legion Post continue operations.

Robert Wittman, W5146 Natures Way Dr., Sherwood – agenda item 8) b), requested the Board to approve the concept plan presented.

21) Public Hearing: An application by the Village of Sherwood seeking a ROADWAY DISCONTINUANCE of MEADOWCLIFF DRIVE (property running along the eastern property line of Meadowcliff Condos) beginning at the intersection with Golf Course Road and running northward for approximately 975 feet, pursuant to Wis. Stats §66.1003.

Laux after three calls opened the public hearing at 6:47 p.m.

Hennlich moved to close the public hearing at 6:48 p.m. Salo 2nd. Motion carried unanimously.

22) Report of the Community Development Authority (Sept. 27)

Kaas reported the Village is adding gravel to the lot at N409 Military to complete the parking lot.

Kaas stated the CDA will be receiving enhanced financial reports to have information for the year end funds.

- a. *Senior Housing Market (Final Report) – Accepted (ECWRPC).*

Kaas reported the study is completed and has distributed it to interested parties (Newmark, Pfeferle and Grubb and a representative from Keller and Associates). Kaas encouraged the Trustees to request a copy to review and requested the study be placed on the Village website under Village Reports and Plans section.

- b. *Request for Technical Assistance Projects (ECWRPC).*

Kaas stated Friday suggested to request the study potential roundabouts at Castle Drive and 114/55 and 114/55 spilt at the edge of the Village for potential plans during 2018.

- c. *(Re-)Development Projects: Update.*

Kaas reported the CDA has an accepted offer for the purchase of the former Shenanigan's property with a potential closing of 10/13/17. Kaas stated an allowance was negotiated for \$10,000 for asbestos remediation with a net cost of \$90,000. Kaas reported the equipment and assets in the building will be sold to wholesalers or auction dealers.

- d. *Resolution regarding remnant parcel (Crabtree; 5'X85' strip).*

Kaas stated this parcel is behind the old Maurer property and the title will be cleared with the approval of a resolution to authorize the Village Attorney to proceed with all legal actions possible.

23) Report of the Planning Commission (Oct. 2).

- a. *CSM #2017-03: Certified Survey Map combining two existing lots (Erdman; Tax IDs #14076 [0.43ac.] and #14077 [0.334ac.]).*

Benz moved to approve the CSM #2017-03: Certified Survey Map combining two existing lots (Erdman; Tax IDs #14076 [0.43ac.] and #14077 [0.334ac.]), as presented. Miller 2nd. Motion carried unanimously.

- b. *Consider Concept Plan for subdivision development: Preliminary consultation regarding possible land subdivision/development between Natures Way (LSE–East) terminus and Stommel Road (Wittman).*

Miller moved to accept the Plan Commission recommendation to approve the Concept Plan for subdivision development: Preliminary consultation regarding possible land subdivision/development between Natures Way (LSE–East) terminus and Stommel Road (Wittman). Hennlich 2nd. Motion carried unanimously.

- c. *Members' Goals: Input.*

- *Comp. Plan Update: Complete by Jan. 2.*
- *Zoning Code Update: Complete 'Items for Change' by Oct. 2.*
- *Zoning Code Update: Assist staff hiring consultant by Nov. 13, 2017.*
- *Zoning Code Update: Complete by Sept. 4, 2018 and forward to V. Board.*

- d. *Zoning Administrator: Business Signage*

- *Inventory signs: Complete by Oct. 2.*
- *Determine (Non-) Compliant signs: by Dec. 4.*

24) Report of Village Officers.

a. Village President

Laux requested to pause a moment to honor a long time Village resident who recently passed away, the 'unofficial Village Historian' Joe Diederich, "he would be able to tell you what anything was, what we became or what we had over time and he will be sadly missed'.

b. Fox Cities Area Room Tax Commissioner

c. Clerk/Treasurer

1. Review/Approve financial reports.

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

2. Operator Licenses.

- Kimberlee Wiley

Salo moved to approve the operator license application of Kimberlee Wiley, as presented. Benz 2nd. Motion carried unanimously.

25) Village Engineer and/or Utility Operator.

Friday reported Bruce Genskow the utility operator has been moving along and Benz agreed he had done a good job at his home that day and the Village needs more people like him. Friday projected about 375 Automatic Meter Reading installations were done to date.

26) Village Administrator: Project Update(s).

Friday reported the Fall Fest was held over the weekend and it went well even with the weather. Friday stated the Park Recreation and Urban Tree Board may consider admission fees for future events.

Friday stated he visited the new location of the community forest. Friday informed the Board the good mature trees were kept with brush and junk growth removed. Friday reported 75-85% has been seeded and laid out well.

27) Old Business:

- a. *Land swap at Holes #13 & #14 of Village and HCGC properties (In progress).*

28) New Business:

- a. *Resolution #2107-09: A Resolution to Discontinue Meadowcliff Drive in the Village of Sherwood pursuant to Wis. Stats §66.1003. This pertains to property beginning at the intersection of Golf Course Road across from Spurline Court and running along the eastern property line of Meadowcliff Condos and running north approximately 975 ft.*

Benz moved to approve Resolution #2107-09: A Resolution to Discontinue Meadowcliff Drive in the Village of Sherwood pursuant to Wis. Stats §66.1003, as presented. Kaas 2nd. Motion carried unanimously.

- b. *Agreement for Sale and Perpetual Care of Cemetery lot (Beran; two plots).*

Kaas moved to approve the Agreement for Sale and Perpetual Care of Cemetery lots for Beran family. Benz 2nd. Motion carried unanimously.

c. *5-Year Capital Improvements Plan (FY2018-2022):* Review and approval of projects.

Kaas questioned adding stormwater drainage issues in the cul de sac of Escarpment Terrace.

Hennlich suggested adding the Meehl – Stumpf subdivision water main reconstruction due to the age of the pipe in place while there is street construction planned for FY2018.

Kaas stated he reached out to Mary Kohrell to have an intergovernmental meeting with Harrison and will let the Trustees know when it is planned.

Benz moved to approve the 5-Year Capital Improvements Plan (FY2018-2022), as presented. Miller 2nd. Motion carried unanimously.

d. *Proposal for Engineering Services – FY2018 Roadway Construction Project(s):* As directed by Village Board at Sept. 25 Meeting (Cedar Corp.).

- Lower Cliff Road
- Spring Court
- Lake Breeze Drive
- Forest Avenue
- Escarpment Terrace
- Park Drive/ Pigeon Road intersection
- Sunset Lake Court (and review east side of Palisades at intersection area).
- Clifton Road

Kaas moved to approve the Proposal for Engineering Services – FY2018 Roadway Construction Project(s), as presented. Hennlich 2nd. Motion carried unanimously.

29) Complaints & Compliments: None.

30) Correspondences:

a) Discontinue usage of Legion Park horse arena (High Cliff Ridge Riders; Sept. 28).

31) Adjournment. – ***Benz moved to adjourn the meeting at 7:56 p.m. Laux 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

Oct. 23, 2017

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

Present

Bob Benz

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Lisa Ott

Kathy Salo

Absent

none

Others Present

Randy Friday, Administrator (arr.7:35)

Susan Williams, Clerk-Treasurer

Brenda Stumpf, Park and Rec. Coor.

33) Pledge of Allegiance. – *recited.*

34) Approval of the Agenda. – ***Hennlich moved to approve the agenda, as presented. Kaas 2nd. Motion unanimously approved.***

35) Approval of Minutes: Oct. 9 (Regular Meeting). – ***Benz moved to approve the regular minutes of the Village Board meeting for October 9, 2017, as presented. Salo 2nd. Motion carried unanimously.***

36) Registered Citizen Comments on Agenda Items. –

37) Report of the Parks, Rec. & Urban Tree (PRUT) Board

a. *Tennis Court backboard:* Test single-player backboard.

Salo moved to approve the PRUT recommendation to have Sherwood Public Works staff to construct and install a single player backboard spring 2018. Kaas 2nd. Motion carried unanimously.

b. *Halloween Event at Wanick:* Waive Lion's Club event fee.

Benz moved to approve the PRUT recommendation to waive the event fee for the Lion's Club Halloween event October 28, 2017. Miller 2nd. Motion carried unanimously.

c. *Flag Pole donation (Lion's Club):* Accept installation at north entrance. Village responsible for moving trees, lighting costs & flags.

Kaas moved to approve the PRUT recommendation to accept the Lion's Club donation of the 3 flag poles and direct Sherwood Public Works staff to move the trees, and the Village to accept the lighting and flag costs. Miller 2nd. Motion carried unanimously.

d. *FY2018 Budget items:* Accept as presented.

Stumpf presented the list the PRUT Board has requested; trail funding, redoing trails going out of Wanick Park, extend trails along Condon Road extension, rubber chips for the play areas, and 50th Anniversary Celebration.

Kaas requested future budget to include certified back-up personnel for the splashpad. Kaas stated he is still not convinced that the concession trailer is the right thing to do.

e. *Event Recap:*

- *Warrens Cranberry Fest Trip:* 29 participants.
- *FallFest:* Poor weather forced event to be moved to gymnasium. 21 vendors participated.

f. *Upcoming Events:*

- *50th Anniversary Celebration:* Update.
- *Halloween:* Events to be held on Friday & Saturday.

g. *Trail work in FY2018:* Work between Wanick toward neighborhoods.

Stumpf reported the trails that will be worked on are the extension from Wanick Park and the Condon Road extension area.

38) Report of Village Officers.

a. Village President

b. Fox Cities Area Room Tax Commissioner

Benz reported the October Tax Commission meeting was rescheduled to October 30th due to budget work and expecting extra attendance is relocating it to the Grand Chute municipal building. Benz stated due to the disagreement on which group has authority over the surplus funds (\$1,100,000) some municipalities have not signed the pledge agreement until the surplus funds are resolved. Benz requested the Trustees to share their thoughts on the subject with him.

c. Clerk/Treasurer

1. Review/Approve financial reports.

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

39) Village Engineer and/or Utility Operator.

40) Village Administrator: Project Update(s).

41) Old Business:

- a. *Land swap at Holes #13 & #14 of Village and HCGC properties (In progress).*

Williams reported waiting on the golf course owner's signatures in order to record the deeds.

42) New Business:

- a. *Resolution #2017-10: A Joint Resolution with the Village Board and Community Development Authority to Obtain Clear Title of Real Estate at 0 Harrison Street (Tax ID# 13763).*

Benz moved to approve Resolution #2017-10: A Joint Resolution with the Village Board and Community Development Authority to Obtain Clear Title of Real Estate at 0 Harrison Street (Tax ID# 13763), as presented. Miller 2nd. Motion carried unanimously.

- b. *Reed Bed Clean-out (Bed #1) – Pay Request #1 & Final:* Request for first and Final payment (\$13,710; Peters Concrete, Co.) for work performed thru Oct. 5.

Kaas moved to approve the Reed Bed Clean-out (Bed #1) – Pay Request #1 & Final: Request for first and Final payment (\$13,710; Peters Concrete, Co.) for work performed thru Oct. 5, as presented. Salo 2nd. Motion carried unanimously.

- c. *MCO Contract Extension (water & sewer):* Consider/Approve FY2019 Contract for Services.

Hennlich moved to approve the MCO Contract Extension FY2018 for services, as presented. Salo 2nd.

Benz questioned if the Village had looked into other options. Benz stated last year he approved the contract even though he thought it would be good for the Village to look into other options available to do their fiduciary responsibilities so to provide the best service at the best cost for the Village.

Benz moved to direct Village Administrator to look into other firms who provide this service and bringing the services back in house. Kaas 2nd.

Miller questioned the reasons for going with MCO. Kaas responded that with limited staffing internal coverage for 24/7 was considered difficult to do efficiently. Kaas stated when the original MCO contract was approved there was only one other firm who provided a proposal and it was considerably higher than MCO.

Kaas requested this information by June of 2018.

Motion to direct the Village Administrator to research and provide information to the Village Board carried unanimously.

The original motion to approve the contract extension carried unanimously.

- d. *Roadway projects:* Consider Harrison input regarding joint jurisdiction project(s).

Kaas informed the Trustees that Miller and himself will meet with Village of Harrison Officials on November 16th to discuss cost sharing roadway projects for State Park Road and Kessler Road. Kaas stated the Harrison offer has been to share the repaving costs of Kessler Road without any cost to Sherwood for culvert replacement and to defer payment until 2019.

- e. *FY2018 Annual Budget:* Presentation, only.

Williams distributed summary form created by the Village Administrator.

Benz questioned the proposed 2018 borrowing, where on the budget documents the repayments are and voiced concern of the magnitude of the borrowing total. Benz requested a 5 year projection of the Village's ability to repay that borrowing.

Kaas stated he recalled the Village Administrator informing the Trustees the level of debt in relation to the equalized value was low and the Village had room for additional debt.

Benz requested Williams to have Friday develop the projections.

Hennlich requested information on where the 50th Anniversary Celebration funding came from; Williams responded the FY2017 funds of \$15,000 were transferred to FY2018, the proposed budget includes \$20,000 and the remaining \$15,000 is coming from Fund Balance.

Williams stated another use of Fund Balance proposed was for the market revaluation to be done by the Village Assessor in the amount \$32,000.

Williams informed the Board the annual charge for garbage and recycling is proposed to increase due to Advanced Disposal increases anywhere from \$2 to \$5 per cart depending on the size of the ~~charge~~ cart.

Upon Friday's arrival, Williams revisited budget questions discussed so far in the meeting.

Friday stated with the Sherwood equalized value of \$277,152,000, the 5% debt limit would be \$13,857,600 and for year end 2017 the current debt will be \$2,500,000.

Benz voiced concern of the lack of available residential lots limiting the growth available.

43) Complaints & Compliments: None.

44)Correspondences:

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

45) *Closed Session:*

- a) *Usage of Village parcels (leased services).*

Per Wis. Stats. §19.85(1) (e), a governmental body may move to Closed Session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a Closed Session.

- b) *Personnel and Compensation Review for inclusion in FY2018 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.

Benz moved to go into Closed Session Per Wis. Stats. §19.85(1) (e) and §19.85(1) (e) at 7:56 p.m. Kaas 2nd. Motion carried unanimously.

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

Kaas moved to return to Open Session at 8:51 p.m. Benz 2nd. Motion carried unanimously.

47) Adjournment.

Miller moved to adjourn the meeting at 8:51 p.m. Kaas 2nd. Motion carried unanimously.

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

Village Board Meeting Minutes

Nov. 13, 2017

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

Present

*Bob Benz
Joe Hennlich
Joyce Laux
Roger Kaas
Lisa Ott
Kathy Salo*

Absent

*David Miller, excused
Others Present
Randy Friday, Administrator
Susan Williams, Clerk-Treasurer
Brenda Stumpf, Park and Rec. Coor.*

49) Pledge of Allegiance. – *recited.*

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

51) Approval of Minutes: Oct. 23 (Regular Meeting) – ***Benz moved to approve the regular meeting of the Village Board of October 23, 2017, as presented. Ott 2nd. Benz questioned 13) e) if the wording of the size of the charge should be the size of the cart. Motion as amended carried unanimously.***

52) Registered Citizen Comments on Agenda Items.

53) Public Hearing: *FY2018 Village Budget: Consider/Approve Resolution #2017-11 adopting the FY2018 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2018.*

After three (3) calls, President Laux opened the public hearing at 6:33 p.m.

Hennlich moved to close the public hearing at 6:33 p.m. Benz 2nd. Motion carried unanimously.

Laux stated the Park and Recreation Coordinator in FY2018 will be enrolling in health insurance according to the budget summary page. Friday replied the best estimate was taken for that line item.

Benz moved to approve FY2018 Village Budget Resolution #2017-11 as presented. Kaas 2nd. Motion carried unanimously.

54) Report of the Community Development Authority (Oct. 25)

- a. *Request to use Shenanigan's parking lot area (Country Auto Repair): Consider approval for usage of up to six (6) vehicle parking spaces at rear of building, with conditions (no liability, etc.).*

Kaas requested Village Board to approve the CDA recommendation to allow the use of parking lot for the vehicles storage.

Kaas stated the stipulations would be up to 6 spaces at the back side of the building, signing an agreement holding the Village harmless of any damage and in consideration of that they would plow the entire parking lot.

Friday requested if the sidewalk should also be included with the parking lot plowing, the Public Works Supervisor inquired if that would be possible.

Benz suggested in addition to a hold harmless agreement that the Village be added as an additional insured on their liability policy.

Friday added that the Village could abrogate any agreement at any time.

- b. *Redevelopment Property Listing(s): Working with Calumet County, WEDC website and private firm.*

Kaas updated the Board on the work with Mary Kohrell and Newmark, Pferffle and Grubb on the Village owned vacant lots.

- c. *Resolution #2017-10: Joint resolution w/ Village Board to gain 5' X 85' remnant piece adjacent to former Maurer home. Approved as presented.*

- d. *FY2018 CDA Budget: Approved as presented.*

Kaas stated the budget included funds for property acquisition, potential grants and maintaining the 50-50 Matching Grant program.

- e. *Van's Construction: Approved 1 unit (\$10k) incentive modification.*

Kaas reported this was a request to modify the original CDA approval, reducing the project by one unit, decreasing the total grant by \$10,000. Kaas stated the units would have a \$250,000 target value, giving it a two year payback through the increment and are expected to be completed by year end 2018.

- f. *Daycare Renovation: Approved grant award (\$100k) with proper Documentation of work completed at W450 Clifton Road.*

Kaas reported the daycare project is progressing well; new roof, new siding, new sidewalk, removed/trimmed trees, cleaned out the courtyard, etc. with an opening in January, 2018.

Laux questioned if the property on Military Road would have any additional improvements and Kaas replied that stumps will be removed and gravel will be laid when the quarry can get in there. Friday stated the fencing will not be installed until the parking lot is set. Friday reminded the Board they have control over the use of that lot and that it can be restricted.

55) Report of the Plan Commission (Nov. 6)

- a. *CSM #2017-04: A Certified Survey Map request to recreate lands at N465 Lorraine Street and N442 Stumpf Ave (Stumpf) into two (2) lots, 0.7ac. and 2.1ac. respectively. Requestor will submit rezoning petition for next P.C. meeting & V. Board review.*

Friday informed the Board that the request was complicated and will return with a rezoning request at a later time.

- b. *CSM #2017-05: Incomplete application resulted in no discussion*

- c. *Ch. 24 – Subdivision Ordinance: Recommend final changes (Dec.).*

- d. *Member goals: Updates*
- *Comp. Plan: Complete n/l/t Jan. 2 and forward to V. Board.*
 - *Zoning Code: 'Items for Change' complete.*
 - *Zoning Code: Assist staff hiring consultant by March, 2018.*
 - *Zoning Code: Complete by Sept. 4, 2018 and forward to V. Board.*
- e. *Business Signage: Ordinance conformance.*
- *Status: Dec. meeting (conforming vs. non-conforming).*

56) Report of Village Officers.

a. Village President

President Laux took a moment to recognize all the Veterans in Sherwood.

Laux informed the Board that the Appleton Cities Exhibition Center contacted her in order to have a representative from Sherwood walk in the Appleton Christmas Parade next week. Laux had previously asked Benz and he agreed. Benz stated it would be nice to have another person to help with the sign and Ott volunteered.

Laux requested Stumpf to share the park section design award that Sherwood received at a recent Wisconsin Park and Recreation Association Conference. Stumpf stated the plaque will be hung in the Village Office.

b. Fox Cities Area Room Tax Commissioner

Benz distributed a handout which amended the meeting minutes in the packet. Benz stated the resolution authorizing distribution of the excess PAC funds was approved. Benz reported the City of Appleton received \$750,000 for the exhibition center and the remaining balance is allocated to the sports facility fund. Benz stated he believes the sports facility will bring in a lot of people from outside the area and that a task force will be in place to determine what type of facility it should be.

Kaas stated the new facility on Lake Park Road is failing and voiced concern about another facility in the valley.

Benz replied that the task force and professional opinions that will come will assist that process.

Benz stated the Exhibition Advisory Committee meeting reported the project is on time, with substantial completion mid-December, the renovations of the Paper Valley has begun only on the first floor and the catering agreement has not been finalized. Benz reported the \$3,000,000 was escrowed for the current renovations and 4% of revenues will be set aside for future renovations.

c. Clerk/Treasurer

1. Review/Approve financial reports.

Kaas questioned the account charged for the East Central Wisconsin Regional Planning Commission Comprehensive Plan Update invoice. Williams stated it will be recoded to the proper General Fund.

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

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

58) Village Administrator: Project Update(s).

Friday stated he will be attending a Calumet County Highway meeting Tuesday where he will submit an application for \$37,500 for road work. Friday reported the installation of the automatic meter equipment for the year has finished. Friday stated Cedar has completed work for the pond dam project. Friday reported the Village server has been replaced.

59) Old Business: None.

60) New Business:

a. *Agreement for Sale and Perpetual Care of Cemetery lot (Hendrickson; one plot).*

Kaas moved to approve the sale of one Cemetery plot and Agreement for Perpetual Care to the Hendrickson family. Salo 2nd. Motion carried unanimously.

b. *Contract for Services – Palisades Pond Dam Reconstruction: Consider authorization for Re-design/Re-Bid and Grant Application Assistance (est. \$10,400).*

Kaas stated he met recently with the DNR and Cedar Corp and contrary to previous conversations that grants are available to share the project cost and the concept of using the existing walls as form for the reconstruction has been approved by the DNR and will make a considerable simplification of the process and reduce the costs.

Hennlich moved to approve the Contract for Services – Palisades Pond Dam Reconstruction: Consider authorization for Re-design/Re-Bid and Grant Application Assistance (est. \$10,400), as presented. Salo 2nd. Kaas abstained. Motion carried.

c. *Request to use Shenanigan's parking lot area (Country Auto Repair): Consider usage of up to six (6) vehicle parking spaces at rear of building, with conditions (no liability, etc.).*

Salo moved to approve the Country Auto Repair's request to use Shenanigan's parking lot for up to six (6) vehicle parking spaces at the rear of building contingent upon Country Auto Repair signing a hold harmless agreement, plowing the lot and sidewalk, listing the Village as an additional insured on their policy and to abrogate the agreement anytime on the Village's behalf. Kaas 2nd. Motion carried unanimously.

61) Complaints & Compliments: None.

62) Correspondences:

q) *'Thank You' from Sherwood Lions Football, Inc. regarding (non-)water usage support in FY2017 (VanElsen; Oct. 25).*

r) *Request to review Yard Waste Site operations later into the year (Bastjan; Nov. 1).*

The Board agreed to keep the schedule as it is.

63) Adjournment. – ***Kaas moved to adjourn the meeting at 7:37 p.m. Benz 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

Nov. 27, 2017

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

Present

*Bob Benz
Joe Hennlich
Joyce Laux
Roger Kaas
David Miller
Lisa Ott
Kathy Salo*

Absent

*none
Others Present
Randy Friday, Administrator
Susan Williams, Clerk-Treasurer*

65) Pledge of Allegiance. – *recited.*

66) Approval of the Agenda. – *Salo moved to approve the agenda as presented. Benz 2nd. Miller moved to advance agenda item 12) b) to follow Approval of the Minutes. Hennlich 2nd. Motion as amended carried unanimously.*

67) Approval of Minutes: Nov. 13 (Regular Meeting) – *Benz moved to approve the minutes of the regular meeting of the Village Board of November 13, 2017 as presented. Hennlich 2nd. Motion carried unanimously.*

68) Registered Citizen Comments on Agenda Items.

Vern Bastjan, W4879 Cliff View Dr., Sherwood – regarding 12) b) voiced concerns about the seasonal needs of the residents to adjust the yard waste site hours and suggestions as to use of the cell tower revenues.

69) Report of Village Officers.

a. Village President

Kaas reported on the inter-governmental meeting November 16th between himself, Miller and Harrison Trustees Hieptas and Lisowe. Kaas stated the meeting was productive and the topic primarily was the cost sharing of roadway projects State Park Road and Kessler Road. Kaas reported suggesting raising Kessler Road to avoid future flooding. Kaas stated the culverts have been purchased and are at the site. Kaas reported the Harrison Trustees would discuss with their roadway commissioner for FY2019. Kaas stated they agreed to meet next ~~May 17, 2018,~~ May 16, 2018.

b. Fox Cities Area Room Tax Commissioner

c. Clerk/Treasurer

1. Review/Approve financial reports.

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

2. Approval of Election Inspector & Special Election Deputy Appointments 2018-2019.

Kaas moved to approve the Election Inspector & Special Election Deputy Appointments 2018 – 2019, as presented. Hennlich 2nd. Motion carried unanimously.

Hennlich announced that he has filed the Notification of Non-Candidacy form and will not be running for re-election April 2018.

The Board applauded and thanked Hennlich for his service.

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

Friday stated the year to date water loss report from the Utility Operator is 15.3%. Friday informed the Board that is the on the high end of his comfort level and is encouraged the automated meter reader project is 1/3 complete.

Friday reported meeting with Cedar Corp for the initial FY2018 work. Friday stated he expects the public information meetings to take place in January – February 2018.

Friday stated he will meet with Cedar Corp and J & E representatives for the Condon Road extension to County B this week to begin initial roadway discussions.

Friday reported the Village Schedule of Fees will be presented at the December 11, 2017 Village Board.

71) Village Administrator: Project Update(s).

Friday stated the Plan Commission meeting December 4, 2017 will have a different concept plan for the new subdivision and the Comprehensive Plan update work. Friday stated he believes that the Comprehensive Plan update completion will be slightly delayed into early 2018.

Miller questioned Friday if the developers of the new subdivision are anxious to get going and Friday replied he believed so.

72) Old Business: None.

73) New Business:

a. *Agreement for Sale and Perpetual Care of Cemetery lot (Vannest; two plots).*

Kaas moved to approve the Agreement for Sale and Perpetual Care of Cemetery lot, as presented. Miller 2nd. Motion carried unanimously.

b. *Agreement for Maintenance Assessment Services; Consider contract FY2018 - \$10,500, FY2019 - \$10,550, FY2020 - \$10,600, FY2021 - \$10,650, and FY2022 - \$10,700.*

Williams distributed the cost pages of the agreements. Williams explained the agreement in the packet was for the next 5 years of maintenance whereas the pages distributed where a modification of that agreement and the market revaluation work agreement.

Laux stated the Assessor is an annual appointment.

Kaas reported if the agreement is approved the annual appointment would not be needed.

Benz questioned the extent of the FY2020 market revaluation and Williams stated the entire Village would be revalued.

Friday stated the Village is at 95% currently. Friday reported in addition to the software change, in FY2020 the Village maybe at the 90% level. Friday stated, per State Statute the Village must have this additional work done and this market revaluation is the most cost effective option.

Benz question when the Village is at 90% if the market valuation is an option and Friday agreed.

Salo questioned the pros and cons of having a contract. Williams replied she had reviewed the presented contracts and they appeared standard. Salo questioned if the contract is declined if the Village would be subject to price increases.

Miller asked if the Village has been satisfied with the services and the cost of those services why would a contract be needed.

Kaas questioned the language of the maintenance contract and asked if the contract can be cancelled.

Kaas moved to table Agreement(s) for Maintenance Assessment and Market Revaluation Services and requested Williams obtain clarification of contract language and to research other municipalities' services, costs, etc. Benz 2nd. Motion carried unanimously.

- c. Resolution #2017-12 Proposing Calumet County Abolish its existing Cost Sharing Joint Projects with Municipalities and Establish a New Policy. (Kaas and Laux).*

Kaas reported attending meetings since May 2017 on this topic and all Calumet County municipalities have attended the meetings. Kaas stated the Mayor of Chilton initiated this resolution and reported it passing. Kaas reported Chilton started this resolution due to Calumet County repairing County F with a cost to Chilton of \$600,000. Kaas distributed County policies from Calumet, Outagamie, Fond du Lac and Shawano. Kaas reported there is a significant difference be Calumet County and the other ones. Kaas stated Calumet County's policy charged Villages and Cities shared 50-50 costs with no costs to Towns.

Kaas reported the funds from the new ½% Calumet County Sales Tax initially were proposed to pay for roadway costs, but that was voted down and the funds will go into the County General Funds.

Benz and Kaas stated from the information presented in comparison to other counties there is not enough to convince them the existing Calumet County policy is in need of modification or replacement.

Laux questioned when the other municipalities will be considering the resolution.

Hennlich suggested understanding Calumet's policy, if Calumet is responsible for the entire travel lane and 50% of the parking lane prior to making a decision on the resolution.

Benz moved to table the resolution until the December 11, 2017 Village Board meeting. Miller 2nd. Motion carried unanimously.

Laux questioned if we can get clarification on the policy and Kaas replied he will prior to the December 11, 2017 Village Board meeting.

74) Complaints & Compliments: None.

75) Correspondences:

- s) *Calumet County Sheriff Department monthly report for October 2017.*
- t) *Yard Waste Site complaint of site conditions 11/18/17 (Bastjan; Nov. 20).*

Friday questioned if the Board had any response to the Yard Waste Site comments; Ott asked if the Village could staff it on Sundays, Friday responded that it is all about staffing.

Friday stated that 10+ years ago the Village paid \$12,500 a year for a dumpster for residents to drop off waste that was sent to Hickory Hills. Friday reports the annual tub grinding cost is \$7,600. Friday stated the total annual cost has not changed but the site is not available 24/7.

Benz questioned if the Village could use Outagamie County or other counties yard waste site. Friday responded that could be an option at what cost.

Hennlich suggested the attendants be trained to direct residents when certain weather conditions occur.

Benz stated when the consideration of a burning ordinance takes place, that the yard waste site's hours and staffing be part of the discussion.

Miller, Benz and Kaas agreed with Hennlich of having the residents dump so that Public Works can push it in where it belongs during certain weather conditions.

The Board agreed to keep the staffing and hours as is.

76) Adjournment. – ***Salo moved to adjourn the meeting at 7:44 p.m. Laux 2nd. Motion carried unanimously.***

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

- *Brooke Wirtz, N502 Military Rd re: 7) d*
 - *When asked, she said she did not have any further comments to add.*
- *Chad Boesch, W394 Stumpf Ave re: 7) d*
 - *Stated he had come before the board a few months ago to question the \$8,000 purchase by Mr. Friday of the property in discussion. He said, at that time, the board suggested he request copies of public information regarding the sale from the Village Clerk, which he stated he did.*
 - *Stated he feels it is a conflict of interest that Mr. Friday was able to purchase the property in the manner in which it was purchased. He suggested the board look at Wisconsin State Statute 175.10, 'Sale to employees prohibited'.*
 - *Questioned why village public works employees have been regularly cutting the property since Mr. Friday made the purchase. Inquired if this service is available to all village residents for no cost or only to Mr. Friday.*
- *Mitch Lautenschlager, N506 Military Rd re: 7) d*
 - *Stated he is against development of (3) twin-dominium development. He added that he will put his house up for sale if the property development is approved.*

Benz questioned the registered citizens if they knew the property was available if all would have been interested in purchasing and they replied yes.

301) Public Hearings:

- a) Comprehensive Plan – Future Land Use Map: A request (Enders) to change the Village Future Land Use Map at N613 Military Road (Tax ID #13531; 1.08 acres) along the railroad tracks and zoned for future ‘Industrial’ use, to ‘Agricultural’ use, matching the current zoning of adjacent, parent parcel (Note: formerly Erdman property).
*President Laux opened the hearing at 6:54 p.m. After three readings and hearing no comments, **Hennlich moved to close the hearing at 6:55 p.m. Salo seconded. Motion Carried.***
- b) Rezoning Petition #2017-03: Rezoning Petition (Enders) for a one lot rezoning (Tax ID #13531; 1.08 acres) from ‘Industrial’ to ‘Agricultural’ to match the abutting Agri. zoning.
*President Laux opened the hearing at 6:55 p.m. After three readings and hearing no comments, **Salo moved to close the hearing at 6:56 p.m. Benz seconded. Motion Carried.***

302) Report of the Plan Commission (Dec. 4)

- a) Comprehensive Plan – Future Land Use Map amendment: A request (Enders) to amend the Village Comp. Plan changing the Future Land Use Map at N613 Military Road (Tax ID #13531;) from ‘Industrial’ to ‘Agricultural’ zoning.
- b) RP#2017-03: A Rezoning Petition request (Enders) for a one lot rezoning (Tax ID #13531; 1.08 acres) from ‘Industrial’ to ‘Agricultural’ to match the surrounding Agri. zoning.
- c) CSM #2017-05: A Certified Survey Map request (Enders) combining one lot (Tax ID #13531; 1.08 acres) with land from adjacent parent parcel (N613 Military Road; 29 acres) and recreate N613 Military Road as one 5-acre, Agri-zoned parcel, with the remainder (Tax ID #13529) to continue in usage as undeveloped Agri. property.

Friday stated items 7) a through 7) c are in conjunction with one another.

Summers stated the Plan Commission recommends approval of the three items.

Friday suggested the Village Board approve CSM #2017-05 with the condition that access to the agricultural field be placed on Kesler Road and the egress portion to Cty M (Military Rd) be dissolved on submitted CSM map as the properties will have different and separate owners.

Benz moved to TABLE discussion and approval of items 7) a – 7) c and request the Plan Commission to reconsider their approval based on the Administrator’s suggestion to dissolve the egress portion of submitted CSM #2017-05 and place agricultural access from Kesler Rd. Kaas seconded. Motion Carried.

Kaas suggested the aerial view map of the proposed CSM property be included with the information sent back to the Plan Commission for consideration.

- d) CSM #2017-06: A Certified Survey Map request for a three-lot division of land (Tax ID # 13538; 2.34 acres) into Lot #1 (0.582 ac.), Lot #2 (0.582 ac.) and Lot #3 (1.181 ac.) for up to three twin-dominiums, as approved by the Community Development Authority.

Friday shared with the audience the timeline of how he came to purchase the property, Tax ID #13538, as recommended for approval by the Plan Commission and Community Development Authority. He began by explaining he had noticed this property for sale during the eight years he drove to work from the Green Bay area, and was always interested in the possibility of owning it. He stated that, approximately five years ago, he had approached then owner, Les Stumpf, about purchasing the property. He was informed by Mr. Stumpf that, for financial reasons, he decided to donate the land to the village. Friday stated this property and four other properties were donated to the village by Les Stumpf in 2016. He affirmed the Village Board requested RFPs be sent to members of the Fox Valley Home Builders Association, the RFP to be placed on the Village website, ads placed in the Post Crescent and Times Villager advertising the RFP and notices to be placed in the Village public places in June 2016 for consideration of development of the five properties; to be residential developments. The responses were to be in the form of a sealed bid. Friday stated no responses or bids were received by the July 2016 due date for the property, Tax ID #13538. Friday said he, then, submitted a sealed bid which was accepted by the Village Board. His purchase of the property took place in 2017. Friday confirmed the related notices and agendas were properly advertised and posted. Friday added that the Village Board did receive a legal opinion from Village counsel supporting his purchase of the property, citing no ethical or legal conflicts occurred.

Friday stated the other donated properties were sold for \$5,000 each; two lots each to two local builders.

Friday stressed this agenda item is not to discuss his purchase of the property; it is for discussion/approval of CSM request to divide the property into three lots. Friday verified the property is zoned IR-2 which allows for single family and two- family dwellings. He furthered, no property zoning can be changed without the property owner’s consent.

Paul Sternig, Van’s Realty and Construction, explained the proposed twin-dominiums are “high-end” association-type units with approximate value of two hundred sixty thousand each.

Kaas, Community Development Authority Chair, responded to statement that the now defunct low-housing apartment building (W450 Clifton Rd) was a failure. He stated the building was not a conventional apartment building. It was a subsidized apartment building which had long been under-used and did not fit the demographics of the village. In regard to the senior housing comment, Kaas said the property behind the village hall is listed with a realty firm and is intended for a 30-40-unit senior housing development. Kaas confirmed RFPs had been sent to one hundred and thirteen (113) Fox Valley Home Builder Association members to provide sealed bids for development of the five properties donated by Les Stumpf. Kaas stated Friday's sealed bid was accepted by the village board after no interest was received from the FVHBA members for the parcel and a legal opinion, with no objection, was received from the village attorney.

Kaas moved to TABLE discussion and approval to allow time to reconsider the whole situation; take into consideration input from the local residents; further discussion on how to move forward. Benz seconded. Motion Carried.

- e) Ch. 24 – Subdivision Ordinance: Recommend final changes.
- §24-24 Q. Cul-de-sac length.
 - §24-26 D. Cul-de-sac lot minimum frontage. – *Friday suggested language to reflect lot size and minimum frontage of the “bulb” lots.*
 - §24-33 Mailbox placement in road R-O-W. – *Kaas suggested language to clarify required only for new (future) subdivisions.*

Summers stated he expects the final overall revisions to be ready for review and approval by January or February 2018.

- f) Comprehensive Plan Update – Chapt. 8 (Land Use) – *Summers said East Central Wisconsin Regional Planning Commission representatives indicated a slight delay in their process which will delay final approve until March 2018.*
- g) Calendar: Annual Review of Plan Commission Obligations - *Okay*
- h) Business Signage: (current) Inventory & Compliance – *Summers stated the list of non-conforming businesses will be reviewed and further discussion and action will take place at the January 2018 meeting.*
- i) CSM #2017-04: A Certified Survey Map request to re-create lands at N465 Lorraine Street and N442 Stumpf Ave (Stumpf) into two lots, 0.7ac. and 2.1ac., respectively. Requestor to re-submit in January. – *Friday explained all the documents were not ready for the December meeting; documents will be presented at the January meeting.*
- j) Potential subdivision plat: Concept Plan (2nd submittal) for 20 acres adjacent to Miller Pond area with substantially altered street pattern – *Friday explained there are three basic steps in the approval process of a proposed subdivision: Concept, Preliminary, and Final. Summers stated the commission unanimously denied the re-submittal as presented due to proposed unsafe traffic flow design (straight), length of the cul de sac, smaller lots, and lack of conformance to the official map.*
- k) Member goals: Updates – *noted*
- .Comp. Plan: Complete and forward to V. Board.
 - Zoning Code: ‘Items for Change’ complete.
 - Zoning Code: Assist staff hiring consultant by March, 2018.

- Zoning Code: Complete by Sept. 4, 2018 and forward to V. Board.

303) Report of Village Officers.

a) Village President – *Nothing*

b) Fox Cities Area Room Tax Commissioner – *Benz summarized the information provided in the packet.*

c) Clerk/Treasurer

i. Review/Approve financial reports – ***Salo moved to approve the financial reports as provided. Benz seconded. Motion Carried.***

ii. Operator’s License application.

- Jeremy Ashauer – ***Salo moved to approve Operator’s License for Jeremy Ashauer. Ott seconded. Motion Carried.***

- Heather Keddell – ***Salo moved to approve Operator’s License for Heather Keddell. Kaas seconded. Motion Carried.***

304) Village Engineer and/or Utility Operator: Project Update(s) – *Nothing*

305) Village Administrator: Project Update(s) – *Nothing*

306) Old Business:

a) Contract for Services – Property Maintenance Assessment: Consider One-Year contract FY2018 = \$10,500 (Associated Appraisal Consultants; Note: Previously quoted amounts FY2019 (\$10,550); FY20 (\$10,600); FY21 (\$10,650); FY22 (\$10,700)).

Kaas moved to not approve the contract. Laux seconded. Motion carried.

Clerk is directed, prior to year-end, to clarify with Associated Appraisal whether contract to/from date is January 1 to December 31 or as of the Village Board Organizational meeting in April. In addition, request Associated Appraisal feedback regarding comparability of other municipalities annual assessor contracts (provided in this packet). Kaas recommended renegotiation of terms with the clear indication of begin/end dates of annual contract with no automatic renewal.

307) New Business:

a) Resolution #2017-12: A Resolution Proposing Calumet County abolish its existing Cost Sharing Joint Projects with Municipalities and Establish a New Policy. (Kaas and Laux).

Kaas opined there are big deficiencies in the new policy; policy does not define what county responsibilities are versus the responsibility of the municipalities. Kaas stated, while attending the meetings with other municipal leaders, it was believed the cost sharing was for the entire project. Quoting §83.025(2), Kaas feels this statute indicates the county is responsible for the travel lane and reconstruction. Through email correspondence with Kaas, Calumet County Administrator, Todd Romenesko, confirmed the county will follow the legal opinion and state statute; county will take care of the driving lanes only and the municipality will take care of the parking lanes.

Kaas continued that the 50/50 matching on the cost sharing agreement presented does not clearly define what will be or will not be cost shared by the county. Referring to the policy presented, Kaas indicated the county agrees to share half of the engineering costs, however,

the policy is not clear if for the travel lane or the parking lane. Kaas surmised the Memorandum of Understanding and Proclamation which came out of the policy was drafted based on the assumption the cost sharing was for the entire project which doesn't follow the state statute. Kaas recommended not approving the Resolution as presented to the village from the mayor of Chilton.

Kaas recommended, if decide to do anything, to make the following additions to the end of the Resolution and delete the three numerated items at the bottom of the original:

- *Whereas, the policy is not clear*
- *Want clear indication the county will comply with state statute and will take full responsibility for the travel lanes*
- *Clearly indicate in county policy what parts of road projects will or will not qualify for cost sharing*
- *If a negotiated process to establish the cost sharing, there should be a process that clearly defines the procedure.*

Benz moved to approve Resolution 2017-12 with the recommended addition of Whereas, current policy is not clear; replace the present Now Therefore it be Resolved... and the three current points with Now Therefore it be Resolved... with the three points recommended. Miller seconded. Motion Carried.

b) Agreement for Sale and Perpetual Care of Cemetery lot (Wnek; 7 plots) – *Miller moved to approve agreement for sale and perpetual care of seven lots at the cemetery. Hennlich seconded. Motion Carried.*

c) FY2018 Schedule of Fees: Annual review of Village 'Fee Schedule'. *Hennlich moved to approve with changes. Kaas seconded. Motion Carried.*

d) Shenanigan's parking lot area: Consider parking lot usage & restrictions – *Miller moved to close-off driveway access. Benz seconded. Motion Carried.*

308) Complaints & Compliments: *None*

309) Correspondences:

u) Monthly Activity Report (October; Harrison Fire & Rescue).

v) Concern regarding new home(s) behind existing residence (Dec. 7; Kress)

310) Adjournment – ***Benz moved to adjourn at 8:57 p.m. Salo seconded. Motion Carried.***

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

Village of Sherwood Village Board
MEETING NOTICE AND AGENDA
Monday, December 25, 2017- 6:30 pm
Sherwood Village Hall- W482 Clifton Road; Sherwood, WI 54169

NOTICE OF MEETING CANCELLATION

There will be no regular meeting of the Village Board on Monday, December 25, 2017. Please check back for postings regarding January 2018 meetings.