

Village Board Meeting Minutes

January 11, 2010

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

- 1) Call to Order and Roll Call – President Miller called the meeting to order at 6:31 p.m.

Present

Joe Hennlich
Roger Kaas
Joyce Laux
David Miller
Jim Rath
Carl Thomson

Absent

Bill Barribeau, excused

Others Present

Randy Friday, Administrator
Susan Williams, Clerk/Treasurer
Jennifer Schaff, Village Engineer

- 2) Pledge of Allegiance
- 3) Approval of the Agenda – *Kaas moved to approve the agenda. Thomson 2nd. Motion carried.*
- 4) Approval of Minutes – *Hennlich moved to approve the minutes of December 14, 2009. Laux 2nd. Motion carried.*
- 5) Registered Citizen Comments on Agenda Items

Jeff Weyenberg, W4878 Forest Lane, Sherwood – regarding unpublished agenda item for #12 Mr. Weyenberg verbalized his displeasure in the continued vacancies occurring on the PRUT and Board of Appeals.

Robert Wittman, W5146 Nature's Way, Sherwood – regarding agenda item 6 c.

Joseph Schwalbach, N7845 Lakeshore Lane, Sherwood – regarding agenda items 6 a & b.

David Wagner, Ehlers & Associates, 375 Bishop's Way, Brookfield, WI – regarding agenda item 11 b.

- 6) Report of the Plan Commission: Jan. 4, 2010
 - a) CSM2010.1: Certified Survey Map request (Schwalbach) to recreate Lots 28 & 29 on Lakeshore Lane (Lakeshore Estates II subdivision) and recreate as one new lot, in conjunction w/CSM2010.2.

Village Board Action: *Hennlich moved to approve certified survey map CSM2010.1 recreating lots 28 & 29 on Lakeshore Lane as one new lot in conjunction with CSM2010.2. Kaas 2nd. Motion carried.*

- b) CSM2010.2: Certified Survey Map request (Vande Hey) to recreate Lots 30 & 31 on Bluffside Court (Lakeshore Estates II subdivision) and recreate as one new lot, in conjunction w/CSM2010.1.

Village Board Action: *Laux moved to approve certified survey map CSM2010.2 recreating lots 30 & 31 on Bluffside Court as one new lot in conjunction with CSM2010.1. Hennlich 2nd. Motion carried.*

- c) CSM2010.3: Certified Survey Map request (Lakeshore Estates, Ltd.) to create 1.0 acre lot from pre-existing 39-acre parcel (former Enola Miller farm) on easterly side of Pigeon Road using current residence and detached garage for the 1-acre lot.

Village Board Action: *Hennlich moved to approve certified survey map CSM2010.3 creating 1- acre lot from pre-existing 39-acre parcel on easterly side of Pigeon Road using current residence and detached garage for the 1-acre lot. Kaas 2nd. Motion carried.*

- 7) Report of Village Officers
 - a) Village President – No report
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports

Kaas moved to approve payment of invoices and claims as presented. Rath 2nd. Motion carried.

Laux moved to accept the governmental fund balance sheet reports as presented. Thomson 2nd. Motion carried.

Clerk Williams briefly updated the Board that the rental property at N409 Military was rented the week before Christmas.

- 8) Village Engineer:

Project update: Engineer Schaff reported to the Board on the construction of the Appleton – Sherwood transmission main. Pipe installation - 69% complete. The Bore and jack casing pipe - 70% complete. The air relief manholes - 50% complete.

Other construction milestones are:

Precision Drilling completed the direction boring work north of the railroad tracks on Pigeon Road on December 24, 2009. Precision Drilling began the directional bore on the south side of tracks on December 28th. They plan to begin pulling pipe on Tuesday, January 5, 2010. Completion of this bore is expected by Thursday January 7, 2010. Hietpas is continuing to install 16” water main on the Appleton portion of the project. This crew is almost to Midway Road with pipe installation. A third crew is making connections between borings and the open cut pipe. Hietpas plans to add another crew week of January 11, 2010, starting on Midway Road heading east.

- 9) Village Administrator
 - a) Project update: Windmill placement on Mustang Pond to control algae growth

Administrator Friday presented the letter and resident responses regarding the placement of the windmill at Mustang Pond. Friday sent 20 letters and received 7 responses. All responses were in favor.

- b) Consider/Approve *Collective Bargaining Agreement (3-years)* with Bargaining Unit (AFSCME; Local 1362)

Laux moved to approve the Collective Bargaining Agreement (3-years) with Bargaining Unit (AFSCME; Local 1362) as presented. Miller 2nd. Motion carried.

10) Old Business: None

11) New Business:

- a) Transmission Main Project: Consider/Approve *Pay Request #3* as partial payment for work completed (\$424,316.83; Don Hietpas & Sons, Inc.)

Kaas moved to consider/approve pay request #3 as partial payment for work completed (\$424,316.83; Don Hietpas & Sons, Inc.). Thomson 2nd. Motion carried.

- b) *Resolution #01-2010: Consider/Approve An Initial Resolution Authorizing the Sale and Issuance of not to Exceed \$1,760,000 General Obligation Promissory Notes, and Certain Related Details*

David Wagner presented the report of proposed 2010 financing and related documents to the Board.

Laux moved to approve Resolution #01-2010 an Initial Resolution Authorizing the Sale and Issuance of not to Exceed \$1,760,000 General Obligation Promissory Notes, and Certain Related Details. Rath 2nd. Roll Call Vote; Barribeau – absent, Hennlich- aye, Laux- aye, Kaas – aye, Miller – aye, Rath- aye and Thomson – aye. Motion carried.

12) Complaints and Compliments: Distribution of snow on lots from street (Horn; Dec. 28)

13) Correspondences: Approval to place culvert on Lower Cliff Drive (WisDNR; Dec. 16)

14) Adjournment - Thomson ***moved to adjourn at 7:58 p.m. Rath 2nd. Motion carried.***

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

Village Board Meeting Minutes

January 25, 2010

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

- 1) Call to Order and Roll Call – President Miller called the meeting to order at 6:31p.m.

Present

Bill Barribeau

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Carl Thomson

Absent

None

Others Present

Cheryl Dewing, CDA

Steve McGrath, CDA

Randy Friday, Administrator

Susan Williams, Clerk/Treasurer

Jennifer Schaff, Village Engineer

- 2) Pledge of Allegiance

- 3) Approval of the Agenda - *Miller moved to amend the agenda to move item 11 c, up in the order of the meeting. Thomson 2nd. Motion carried.*

- 4) Approval of Minutes – January 11, 2010 - *Barribeau moved to approve the minutes of the January 11, 2010 Village Board meeting. Thomson 2nd. Motion carried.*

- 5) Registered Citizen Comments on Agenda Items

Phil Cossons, Ehlers & Associates, 375 Bishop's Way, Brookfield, WI – regarding agenda item 11 c.

Jeff Weyenberg, W4878 Forest Lane, Sherwood – regarding agenda item #14. Mr. Weyenberg verbalized his displeasure in the Village Board's interest in acquiring properties in the Downtown area.

Lieutenant Brett Bowe, Calumet County Sheriff Department – regarding agenda item 9.

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|--|----------------------------|
| 6) Report of the Utility Commission – Jan. 18 | <u>Recommended Action:</u> |
| a) Water pipeline project: Update | Info. only |
| b) Aerator reconfiguration: Discuss funding mechanism | Tabled |
| c) Cover for aeration basin: Discuss alternative designs | Tabled |
| d) Consider purchase of approved GIS information & equipment in FY2010 | Tabled |
| cost split between FY2010 Water & Sewer Utility Budgets | Tabled |
| e) Replace water line serving High Cliff Marina and concession area | Tabled |
| f) Consider update to 'On-Site System Condition Assessment' for properties along lakeshore on Fire Lanes 12 & 13 | Tabled |

Barribeau moved to approve the Utility Commission report from the January 18, 2010 meeting. Thomson 2nd. Motion carried.

7) Report of Village Officers

- a) Village President – President Miller requests to agendaize nomination for PRUT Board and Board of Appeals vacancy for the February 8, 2009 Village Board meeting
- b) Clerk/Treasurer
 - i. Review/Approve financial reports

Barribeau moved to approve the checks in progress list as presented. Rath 2nd. Motion carried.

Kaas moved to approve the governmental funds balance sheet as presented. Thomson 2nd. Motion carried.

Clerk Williams requested Board input to clarify the Village's responsibility for a Single Audit in 2009 due to the ARRA funding for the Water Transmission Main project. Board directed Williams to draft letter to Mr. Brinson, Capital Finance Officer.

8) Village Engineer: Project updates (Water pipeline)

Village Engineer Schaff reported the following major construction categories completion percentages; pipe installation 80%, bore and jack casing pipe 75% and air relief manholes 75%.

Monthly construction progress: Precision Drilling completed the direction boring work on Pigeon Road. Hietpas has two crews continuing to install 16" water main on the Appleton portion of the project, one crew is on the west end of Midway Road installing water main to the east and the other crew is on the east end installing water main to the west.

Construction look-ahead: Miron Construction submitted exterior finishing samples and colors for the metering station. Selections will need to be made by the Village. The selections will be forwarded to the Town of Harrison for review.

No current project concerns to report at this time.

9) Village Administrator

10) Old Business: None

11) New Business:

- a) Letter of Engagement for services relating to GO Promissory Notes, Series 2010A: Consider/Approve contract with Foley & Lardner (est. \$5,000) to act as bond counsel related to approved 5-Year Capital Improvement Plan borrowing (\$1.76M)

Rath moved to approve the contract of engagement for services relating to the GO Promissory Notes, Series 2010A with Foley & Lardner (est. \$5,000) to act as bond counsel related to approved 5-year Capital Improvement Plan borrowing (\$1.76M). Laux 2nd. Motion carried.

Village Board Meeting

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- b) Lease of Village-owned lands for farm purposes: Consider/Approve lease (land contract) in FY2010 to allow agricultural usage of 14.47 acres (previously RBH land)

Barribeau moved to approve one year contract with Tindale Cropping for the lease of Village owned lands for farm purposes (agricultural usage) of 14.47 acres (previously RBH land-Parcel ID #s 13605 and 13609). The contract is for 2010. Tindale Cropping will pay the Village \$75 per acre for a total of \$1,085.25. Kaas 2nd. Motion carried.

- c) Tax Increment Finance District(s): Consider possible TIFD closure and opening of second TIFD in downtown area relative to future project(s) and tax rate(s)

Kaas moved to instruct Village Administrator to determine the requirements (property and land values) for closing all but 5% of the TIFD. Thomson 2nd. Motion carried.

12) Complaints and Compliments: None

13) Correspondences: None

14) *Closed Session:* Discuss property purchases in downtown area per approved 5-Year Capital Improvements Plan (including, but not limited to W415 & W432 Veteran's Ave; N407 & N417 Harrison St.) – Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

Miller moved to go into closed session Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session at 8:25 p.m. Kaas 2nd. Motion carried.

15) *Return to Open Session:* Consider property purchase(s) per approved 5-Year Capital Improvements Plan (including, but not limited to W415 & W432 Veteran's Ave; N407 & N417 Harrison St.)

Barribeau moved to return to open session at 9:14 p.m. Hennlich 2nd. Motion carried.

16) Adjournment - ***Barribeau moved to adjourn at 9:15 p.m. Thomson 2nd. Motion carried.***

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

Village Board Meeting Minutes

February 8, 2010

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

- 1) Call to Order and Roll Call – Vice President Laux called the meeting to order at 6:31 p.m.

Present

Bill Barribeau
Joe Hennlich
Roger Kaas
Joyce Laux
Jim Rath
Carl Thomson

Absent

David Miller, excused

Others Present

Randy Friday, Administrator
Susan Williams, Clerk-Treasurer
Jennifer Schaff, Village Engineer

- 2) Pledge of Allegiance
- 3) Approval of the Agenda – *Barribeau moved to approve the agenda. Thomson 2nd. Motion carried.*
- 4) Approval of Minutes – Regular Meeting (Jan. 25, 2010) - *Barribeau moved to approve the minutes of the January 25, 2010 Village Board Meeting. Hennlich 2nd. Motion carried.*
- 5) Registered Citizen Comments on Agenda Items

Jeff Weyenberg, W4878 Forest Lane, Sherwood – regarding agenda item 11 b and 14.

Dennis Marks, 1106 Sterling Heights Drive, Menasha – regarding agenda item 11 a.

David Wagner, Ehlers & Associates, 375 Bishop’s Way, Brookfield, WI – regarding agenda item 10.

Kaas moved to advance agenda item 10 in the order of the meeting. Rath 2nd. Motion carried.

- 6) Report of the Plan Commission: No meeting held in February
- 7) Report of Village Officers
 - a) Village President
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports - *Kaas moved to approve the list of checks in progress as presented. Thomson 2nd. Motion carried.*

Laux moved to approve the governmental fund balance sheet as presented. Hennlich 2nd. Motion carried.

- 8) Village Engineer
 - a) Project update: Water transmission main

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Village Engineer Schaff reported the pipe installation has 700 feet to completion, the bore and jack casing pipe has 100 feet to completion and air relief manholes are 95% complete.

Monthly construction progress-Schaff stated Hietpas has two crews continuing to install 16" water main on the Appleton portion of the project. One crew is in the process of installing the last bore and jack. The pipe line crew is making connections to the bore and jack installations. 1,500 feet of main has been fill from the connection point to the Appleton system. The section of the main was successfully pressure tested the week of Feb. 1, 2010. Pressure testing is on-going on Midway Road.

Construction Look Ahead

Miron Company submitted exterior samples for finishing of the metering station to the Village and selections have been forwarded to the Town of Harrison for review.

- b) Plat of Survey: Approve at homesite (STH 114 & CTH 'N') to place transmission main

Schaff reports that the property purchased by the Wisconsin Department of Transportation (WDOT) at STH 114 and CTH N has an issue with the depth of the property corresponding to the location of the water main route. Schaff stated that if we hold the water main 10 feet west of the property line, this will put the construction within the trees/brush and possibly within or near the building ruins. WDOT will provide clarification on the building/foundation locations as well as permission to move the water main alignment to a constructible location within the parcel.

Laux moved to engage McMahon to perform Plat of Survey at homesite (STH 114 & CTH 'N') not to exceed \$1,200 to be included in contingency portion of contract. Rath 2nd. Motion carried.

Schaff stated that they are moving ahead with 2010 paving program, advertisement for bids will be published February 10th and 17th.

9) Village Administrator

10) Old Business

- a) Tax Increment District: Consider/Approve TID 'subtraction' reducing valuation from 45% to approximately 5% of Village Equalized Value, including impact on future project(s), financing, and the process to guide 'subtraction' (Ehler's; Dave Wagner)

Mr. Wagner presented options, costs and benefits to the Board in consideration of the closing of the Tax Increment District. Option 1 – Close the district by May 15, 2010. Option 2 – close the district by May 15, 2011. Option 3 – Amend (reduce) the district area down to 5% of the Village valuation in 2010 and close the district after 4 years.

Friday presented a proposed map of TIF properties after amendment.

Kaas stated it is almost impossible to accomplish option 1 by the May deadline. Rath acknowledged the recent purchase of future park land moves the Board towards option 2A. Hennlich added that option 2A provides time to complete projects in a responsible manner.

11) New Business

- a) Building permit fee: Request for reimbursement of \$1744 from building permit issued to Dennis Marks Builders in Feb., 2005 (Dennis Marks; Shelley Uttecht)
- b) Consider/Approve 3-year appointments to *Boards*:
 - i. Richard Storey (PRUT – Member; BOA – Alternate)

Kaas moved to approve 3-year appointment of Richard Storey to the PRUT Board as citizen member and to the Board of Appeals as Alternate #1. Hennlich 2nd. Motion carried.

- ii. Larry Miller (BOA – Member)

Kaas moved to approve 3-year appointment of Larry Miller to the Board of Appeals as citizen member. Hennlich 2nd. Motion carried.

- c) Consider/Approve *Agreement for Stormwater Pond Management*, per FY2010 Budget (\$22,050; McMahan)

Hennlich suggested investigation of alternatives for service of ponds. Board directs Administrator Friday to contact FVTC and DNR for options to McMahan services.

12) Complaints and Compliments: None

13) Correspondences:

- a) Calumet County proposal regarding FOXCOMM 700MHz communication system (Village of Hilbert President Kenneth Stenklyft; Jan. 15)
- b) Open House invitation regarding proposed new Highway Garage facility (County Administrator Shambeau; Jan. 27)

- 14) *Closed Session*: Discuss property purchases in downtown area per approved *5-Year Capital Improvements Plan* (including, but not limited to W415 & W432 Veteran's Ave; N407 & N417 Harrison St.) – Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

Barribeau moved Per Wis. Stats. 19.85(1)(e) at 8:07 p.m. to go into closed session to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Rath 2nd. Motion carried.

- 15) *Return to Open Session:* Consider/Approve property purchase(s) per approved *5-Year Capital Improvements Plan* (including, but not limited to W415 & W432 Veteran's Ave; N407 & N417 Harrison St.)

Barribeau moved to return to open session at 8:40 p.m. Rath 2nd. Motion carried.

- 16) Adjournment – ***Hennlich moved to adjourn at 8:50 p.m. Barribeau 2nd. Motion carried.***

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

Village Board Meeting Notice and Agenda

February 22, 2010

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

- 1) Call to Order and Roll Call – President Miller called the meeting to order at 6:31p.m.

Present

Bill Barribeau
Joe Hennlich
Roger Kaas
Joyce Laux
David Miller
Jim Rath
Carl Thomson

Absent

None

Others Present

Randy Friday, Administrator
Susan Williams, Clerk-Treasurer
Jennifer Schaff, Village Engineer

- 2) Pledge of Allegiance

- 3) Approval of the Agenda – *Barribeau moved to approve the agenda. Thomson 2nd. Motion carried.*

- 4) Approval of Minutes – February 8, 2010 - *Barribeau moved to approve the regular meeting of the Village Board February 8, 2010. Kaas 2nd. Motion carried.*

Rath moved to advance agenda item 12 c in the order of the meeting. Barribeau 2nd. Motion carried.

- 5) Registered Citizen Comments on Agenda Items

Robert Wittman, 5146 Natures Way Drive, Sherwood, WI – regarding agenda item 6

Jeff Weyenberg, W4878 Forest Lane, Sherwood, WI – regarding agenda item 15

Phil Cosson, Ehlers & Associates, 375 Bishop’s Way, Brookfield, WI – regarding agenda 12 c

- 6) Public Hearing: Consider change(s) to the Village of Sherwood *Trails Map* –

After three readings for public hearing Miller announced the hearing open at 6:52 p.m.

Mr. Wittman presented to the Board his request to amend the Official Village of Sherwood Trails Map by removing the future park designation on the properties bordering the west and east sides of Pigeon Road, and to reduce all proposed trails through those two properties except for one east west trail through the eastern parcel.

Administrator Friday presented additional proposed trails along recently acquired Village land adjacent to the High Cliff Golf Course 13th fairway and 14th t-box with connections to the north to trails and south to Golf Course Road.

*Miller moved to approve the Official Sherwood Village Trails Map amended as follows:
- remove future park and trail designations from undeveloped parcels owned by Lakeshore Estates LTD, on east & west side of Pigeon Road, north of Blue Heron Court; except a future*

Village Board Meeting

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trail transecting the center of the parcel on the east side of Pigeon Road and north of the Lakeshore Estates East Subdivision.

and

-add trail links from Miller Pond to Golf Course Road and Pigeon Road through east west trail adjacent to High Cliff Golf Course 13th fairway and 14th t-box.

Hennlich 2nd. Motion carried.

Miller announced the public hearing closed at 7:33 p.m.

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| 7) | Report of the Utility Commission – Feb. 15 | <u>Action:</u> |
| | a) Consider new chlorine contact points at WWTF | Tabled |
| | b) Increased compensation to MCO for performing new DNR-mandated cross-connection checks in all buildings provided public water by local municipalities | Tabled |
| | c) GIS equipment & data upgrades to water & sewer system (\$24,700) | Approved |
| | d) Funding options for aerator at WWTF | Tabled |
| | e) Cover for aerator basin (oxidation ditch) | Tabled |
| | f) Update to ‘On-Site System Condition Assessment’ for properties along lakeshore on Fire Lanes 12 & 13 (nte \$2400) | Approved |
| | g) Water main replacement project(s): <i>Land Surveying & Engineering Services Contract</i> (2 sections; \$21,700) | Approved |
| | h) High Cliff Marina: Request for temporary water service | Approved |
| | i) Collective Bargaining Agreement (3-year union contract) | Approved |

Administrator Friday briefly presented the informational Utility Commission report.

Rath moved to approve the February 15, 2010 Utility Commission report as presented. Kaas 2nd. Motion carried.

- 8) Report of Village Officers
- a) Village President
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports - **Rath moved to approve the checks in progress list as presented, subject to the approval of agenda item 12 d. Hennlich 2nd. Motion carried.**

Laux moved to approve the general government fund balance sheet as presented. Thomson 2nd. Motion carried.

- ii. Consider/Approve request for Class ‘B’ Retailer’s License (Beer & Wine): St. John/Sacred Heart Parish Fish Fry on March 12 – **Rath moved to approve the application for Class “B” and “Class B” Retailer’s License (Beer & Wine) for St. John/Sacred Heart Parish Fish Fry on March 12, 2010. Hennlich 2nd. Motion carried.**

- 9) Village Engineer: Project updates (Water pipeline) – Village Engineer Jennifer Schaff reported of the major construction categories of the Transmission Water Line Project; the pipe installation of main line is 400 from completion, the bore and jack casing pipe is complete and the air relief manholes is 95% complete.

Schaff further reported installation of the main complete on Midway Road, main has been successfully pressure tested on Midway Road, pressure testing will continue on CTH N, McMahon completed the plat of survey required by the Wisconsin Department of Transportation (WDOT) for installation of the water main on their parcel at the corner of CTH N and STH 114, and a Hietpas crew began installing the water main on the WDOT parcel on February 15, 2010 with an anticipated complete this last 400 feet of the mainline by February 17, 2010.

Schaff stated the exterior finishing recommendations the Village made have been submitted to the Town of Harrison (TOH) for review, the TOH Planning Commission will review March 2, 2010 with the TOH Board reviewing March 30, 2010. Schaff reported that the road review by the TOH was not stipulated as to how that would occur.

The pipe work is 100% complete between Sherwood and Appleton, with some miscellaneous work to be done, the metering station installation, and modifications at well #5 and #6. Water line is within 10 feet of the building at well #5 and #6.

The 2-inch water line as an alternate bid to the project has not started yet. The property owners were notified. Speedy Clean must clean the line prior to Heitpas installation and testing. The connection to the main line will occur after that. A Speedy Clean crew was not available as anticipated, so the start has been delayed.

- 10) Village Administrator

Friday stated there is a problem with adequate heating of the office space and the lounge room of the new municipal garage. The heating equipment (PTAC) is not performing as expected. Insulation is being installed by Village Public Works employees and they will study the performance of the current equipment.

Miller asked if we received what we paid for with the equipment.

Rath stated the plans were State approved and does not understand how the plans were approved with the office/lounge areas not adequately being heated with this equipment.

Schaff will have Tom Olson will look at the garage situation and report back to staff and the Board.

- 11) Old Business:

a) *Agreement for Storm Water Pond Management, per FY2010 Budget (awaiting 2nd quote)*

- 12) New Business:

- a) *Resolution #02-2010: Consider/Approve Preliminary Resolution #02-2010 Declaring Intent to Exercise Special Assessment Powers relative to FY2010 Asphalt Paving Program: Lakeshore Estates West II and Farmington Meadows*

Administrator Friday and Clerk Williams presented this resolution and project work. Friday stated that the Board may want to reconsider the Village's position on road construction and related assessment process.

Barribeau moved to approve Resolution #02-2010: Consider/Approve Preliminary Resolution #02-2010 Declaring Intent to Exercise Special Assessment Powers relative to FY 2010 Asphalt paving Program: Lakeshore Estates West II. Hennlich 2nd. Motion carried.

- b) Consider/Approve *Contract for Services* for FY2010 Asphalt Paving Program: Lakeshore Estates West II and Farmington Meadows (McMahon; \$37,220)

Administrator Friday inquired of Engineer Schaff about the on-site project representation portion of the agreement for \$20,000. Schaff stated this is the first time a subdivision has been done this way and depending on the on-site needs of the project will dictate how much time will be required.

Rath suggested to Schaff to organize a project pre-construction meeting with residents to discuss concerns, questions.

Miller moved to approve McMahon Contract for Services for FY 2010 Asphalt Paving Program: Lakeshore Estates West II and Farmington Meadows for \$37,220. Rath 2nd. Motion carried.

- c) *Resolution #03-2010: Consider/Approve a Resolution Authorizing and Providing for the Sale and Issuance of \$1,760,000 [Taxable] General Obligation Promissory Notes, Series 2010A, and All Related Details*

Mr. Cosson presented information related to the note issuance and rating process. Standard and Poor's rated the Village at AA-. Cosson stated that is very good for a first time rating.

Barribeau moved to approve Resolution #03-2010 Authorizing and Providing for the Sale and Issuance of \$1,745,000 (taxable) General Obligation Promissory Notes. Series 2010A. Thomson 2nd. Miller called for voice vote- Barribeau – aye, Hennlich – aye, Kaas – aye, Laux – aye, Miller – aye, Rath – aye and Thomson – aye. Motion passed.

- d) Water Main Project: Consider/Approve *Certificate of Payment # 4* (\$520,358.75; Hietpas & Sons, Inc.) for partial payment of work completed through Feb. 2010

Rath moved to approve Certificate of Payment #4 (\$520,358.75) to Hietpas & Sons, Inc., for partial payment of work completed through February 2010 on Transmission Water Main project McM No. S0011-990270.20-A. Thomson 2nd. Motion carried.

- e) Recycling services:

- i. Consider/Approve *5-Year Contract for Services Extension w/ Veolia Environmental Services* (per *East Shore Recycling Commission Sub-Committee* recommendation)

Rath moved to approve the 5-year contract for services extension w/Veolia Environmental Services (per East Shore Recycling Commission Sub-Committee recommendation). Hennlich 2nd. Motion carried.

- ii. Consider/Approve By-Law changes to *East Shore Recycling Commission Intergovernmental Cooperation Agreement* between Calumet County municipal members

Kaas moved to approve the By-Law changes to East Shore Recycling Commission Intergovernmental Cooperation Agreement between Calumet County municipal members. Thomson 2nd. Motion carried.

13) Complaints and Compliments: None

14) Correspondences:

- a) Sheriff's Dept – Monthly Report: January (Capt. Paul Rusch; Feb. 9, 2010)

Administrator Friday presented the Sheriff's Department first report. Kaas suggested staff to update the Village web page with Sheriff's Department services and eliminate outdated references.

- b) FoxComm communication system discussion on Feb. 24 (Calumet County Clerk; Feb. 18)

15) *Closed Session:* Discuss property purchases in downtown area per approved *5-Year Capital Improvements Plan* (including, but not limited to W415 & W432 Veteran's Ave; N407 & N417 Harrison St.) – Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

Kaas moved Per Wis. Stats. 19.85(1)(e) at 8:06 p.m. to go into closed session to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Hennlich 2nd. Motion carried.

16) *Return to Open Session:* Consider/Approve property purchase(s) per approved *5-Year Capital Improvements Plan* (including, but not limited to W415 & W432 Veteran's Ave; N407 & N417 Harrison St.)

Rath moved to return to open session at 8:39 p.m. Kaas 2nd. Motion carried.

Laux moved to purchase property at N417 Harrison St, Tx ID #s 13766, 13765, 13767 in the amount of \$126,750, seller to incur closing costs. Kaas 2nd. Motion carried.

17) Adjournment – Miller moved to adjourn at 8: 42 p.m. Thomson 2nd. Motion carried.

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

Village Board Minutes

March 8, 2010

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

- 1) Call to Order and Roll Call – President Miller called the meeting to order at 6:31 p.m.

Present

Bill Barribeau

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Carl Thomson

Absent

None

Others Present

Randy Friday, Administrator

Susan Williams, Clerk-Treasurer

Jennifer Schaff, Village Engineer

- 2) Pledge of Allegiance

- 3) Approval of the Agenda – *Barribeau moved to approve the agenda. Hennlich 2nd. Motion carried.*

- 4) Approval of Minutes – Regular Meeting (Feb. 22, 2010) – *Barribeau moved to approve the February 22, 2010 Village Board minutes as presented. Thomson 2nd. Motion carried.*

Miller moved to advance agenda item 11 a in the order of the meeting. Rath 2nd. Motion carried.

- 5) Registered Citizen Comments on Agenda Items

Stuart Boerst, McMahan Group, 1445 McMahan Drive, Neenah, WI – agenda item 10 a
Gary Rosenbeck, McMahan Group, 1445 McMahan Drive, Neenah, WI – agenda item 9 a
Gloria West, Midwest Sports Events, 2079 Lawrence Drive, DePere, WI – agenda item 11 a

- 6) Report of the Plan Commission: No meeting held in February

- 7) Report of Village Officers

a) Village President – no report

b) Clerk/Treasurer

i. Review/Approve financial reports

Rath moved to approve the checks in progress list as presented. Hennlich 2nd. Motion carried.

Kaas moved to approve the balance sheet of governmental funds as presented. Rath 2nd. Motion carried.

ii. Consider/Approve application for *Server's License* (Kerri Krueger)

Thomson moved to approve the Operator's License for Kerri Krueger as presented. Barribeau 2nd. Motion carried.

- 8) Village Engineer
a) Project update: Water transmission main

Engineer Schaff reports major construction categories as follows: pipe installation complete, bore and jack casing pipe complete and air relief manholes 95% complete.

Schaff stated monthly construction progress water main has been successfully pressure tested. Tracer wire testing is occurring. A Hietpas crew began work to install the 2" water line on Clifton Road. It is anticipated that all underground work will be completed the week of March 8, 2010. Temporary asphalt patches will be installed with final restoration occurring in spring. Construction look ahead; Miron Construction submitted exterior finishing samples and colors for the metering station. The Village made selections that were forwarded to the Town of Harrison. The Town of Harrison Planning Commission approved the selected colors on March 2, 2010. The Town of Harrison Board will review the color selections on March 30, 2010. Hietpas anticipates completing the interconnection work once the frost is out of the ground, likely in two to three weeks. This work will occur at the intersection of Timberline Drive and Clifton Road and the intersection of Springhill Drive and Palisades Trail. Water main interconnections will be installed at these intersections to add redundancy into the system.

Schaff presented information on the installation of 2" PE Waterline on Clifton Road.

- 9) Village Administrator
a) Public Works Garage heating unit: Update

Administrator Friday presented information on actual temperatures occurring at the garage since installation of the insulation and discussions with McMahon.

Gary Rosenbeck reported to the Board the Public Works Garage facility assessment. Rosenbeck stated the original design was not appropriate for the current use. Rosenbeck presented to the Board an offer from McMahon Group to install a forced air gas system with ducting, work to be done by Baumgart Heating, at no cost to the Village.

Kaas moved to approve and accept the offer from McMahon Group for Baumgart Heating to install a forced air gas system with ducting at no cost to the Village. Miller 2nd. Motion carried.

- 10) Old Business
a) Stormwater Pond Management (aquatic plants): Consider/Approve *Contract for Services for Stormwater Pond Management*, per FY2010 Budget

Friday stated five companies were contacted to submit proposals for stormwater pond management services for FY2010. One did not respond and a second responded they do not provide this type of work. The proposals received were Lakeshore Cleaners for \$37,388, Martinsen & Eisle for \$28,377 and McMahon for 22,050.

Barribeau moved to approve the stormwater pond management services agreement with McMahon per FY2010 Budget for \$22,050. Thomson 2nd. Motion carried.

- b) High Cliff Golf Course: Pending Tax Increment District-funded improvements (irrigation system) and land conveyance(s) to the Village

Administrator Friday presented a letter and irrigation installation agreement submitted by Corey Feller. Laux inquired if this project is open ended; wondering what happens if the price goes above the presented \$349,000. Kaas stated that the scope of the project should be clearly defined. The Board further discussed the project and it was suggested President Miller be involved in the bidding process.

Kaas moved the Village facilitate a competitive sealed bid process where the bids are returned to the Village Office. Miller 2nd. Six votes in favor, Laux oppose. Motion carried.

The Board directed staff to invite Mr. Feller and Mr. Vemuri to attend the next regular Village Board meeting March 22, 2010.

11) New Business

- a) 7th Annual High Cliff Triathlon: Consider/Approve *Special Event Permit* request to conduct High Cliff Triathlon (Midwest Sports Events, Inc.)

Gloria West, representing Midwest Sports Events presented the 7th Annual High Cliff Triathlon special event permit application and plan.

Rath moved to approve 7th Annual High Cliff Triathlon Special Event Permit as presented. Miller 2nd. Motion carried.

b) FY2010 Asphalt Paving Program

- i. Lakeshore Estates West II: Consider/Approve re-bidding roadway urbanization contract (curb & gutter; McMahon Contract #S0017-900190-A) due to higher than anticipated costs

Friday presented memo in regards to the FY2010 paving contracts. The low bidder of the Lakeshore Estates West II paving project came in \$112,000 over budgeted figures. Friday's suggestions are to re-bid with bid alternates, approve the project as is and be over budget or to designate the over budget to contingencies portion of the 2010 borrowing.

Miller moved to re-bid roadway urbanization contract (curb & gutter; McMahon Contract #S0017-900190-A) Lakeshore Estates West II. Rath 2nd. Motion carried.

- ii. Farmington Meadows: Consider/Award chip-seal contract (McMahon Contract #S0017-900190-B) to Scott Construction, Inc. (\$41,176)

Barribeau moved to award chip seal contract (McMahon Contract #S0017-900190-B) to Scott Construction, Inc. for \$41,176. Rath 2nd. Motion carried.

- c) Consider/Approve *Municipal Code Ordinance #10-104: An Ordinance regulating the employment of elected officials and their immediate family members as part of the Village workforce*

Village Board Meeting

March 8, 2010

Rath moved to approve Municipal Code Ordinance #10-104: An Ordinance regulating the employment of elected officials and their immediate family members as part of the Village workforce. Miller 2nd.

Kaas moved to amend motion to change language of ordinance presented in Section 2 (B) as follows:

(B). Family Members of Public Officials – To preclude the occasion of a conflict of interest that would arise in the event a family member (father; mother; son; daughter; including any “-in law” or “step-“ relationship thereto) wishes to become a member of the Village workforce, excluding independently contracted services, employment with the Village of an elected official’s family member shall be prohibited until such time as at least two (2) years have elapsed from the last date said elected official is no longer an elected representative of the Village. Barribeau 2nd. Amendment motion carried.

Main motion: Rath moved to approve Municipal Code Ordinance #10-104: An Ordinance regulating the employment of elected officials and their immediate family members as part of the Village workforce as amended. Miller 2nd. Main motion carried.

- d) Consider/Approve re-appointment of Village Administrator as Sherwood Representative to Calumet County Local Emergency Planning Commission

Barribeau moved to appoint Village Administrator as Sherwood Representative to Calumet County Local Emergency Planning Commission. Hennlich 2nd. Motion carried.

- e) FY2009 Budget Amendment: Consider/Approve budget amendment to FY2009 budget figures per discussions with auditors (Note: Information to be presented at meeting)

Barribeau moved to approve FY Budget Amendment as presented (2nd amendment for FY2009). Laux 2nd. Motion carried.

12) Complaints and Compliments: None

13) Correspondences: *Proposed irrigation system* project (High Cliff Golf Course; March 2)

14) Adjournment - **Rath moved to adjourn at 7:38 p.m. Kaas 2nd. Motion carried.**

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

Village Board Minutes

March 22, 2010

Sherwood Village Hall – W482 Clifton Road; Sherwood, WI.

- 1) Call to Order and Roll Call – President Miller called the meeting to order at 6:33 p.m.

Present

Bill Barribeau
Joe Hennlich
Joyce Laux
David Miller
Jim Rath
Carl Thomson

Absent

Roger Kaas, absent excused

Others Present

Randy Friday, Administrator
Susan Williams, Clerk-Treasurer
Jennifer Schaff, Village Engineer

- 2) Pledge of Allegiance
- 3) Approval of the Agenda – ***Barribeau moved to approve the agenda. Laux 2nd. Motion carried.***
- 4) Approval of Minutes – Regular Meeting (March 8, 2010) - ***Barribeau moved to approve the regular meeting of the Village Board on March 8, 2010. Rath 2nd. Motion carried.***
- 5) Registered Citizen Comments on Agenda Items - None
- 6) Report of the Utility Commission – March 15, 2010 Recommended Action:
- | | |
|---|-------------------|
| a) Well #5/Pumphouse: Consider system changes, to include amending current <i>Water Transmission Main</i> project plans | Approve as needed |
| b) Approved <i>Contract for Services (\$2,400)</i> regarding update to <i>Fire Lane 12 & 13 on-site sewer system report from FY2001</i> | Info. only |
| c) Approved <i>Contract for Services</i> (at no cost) to replace fire hydrant rods | Info. only |
| d) WWTF aerator replacement: Approved using <i>cash-on-hand</i> | Info. only |
| e) WWTF oxidation ditch cover: Discussion | Info. only |
| f) Cross-connections in water system: Discussion | Info. Only |

Administrator Friday stated the Utility Commission report from March 15, 2010 is primarily informational, but the Commission just held a special meeting earlier today and Gary Rosenbeck is present to discuss 6 a.

Gary Rosenbeck addressed the Board and stated the original Well #5 Pumphouse and water main project included re-use of existing booster pump. He went on to say, 2 weeks prior to this meeting that pump failed. The Utility Commission recommends purchasing a new pump. Rosenbeck recommended servicing and checking out the 20 year old motor prior to use with the new pump.

Barribeau moved to amend the current Water Transmission Main project plans with changes to Well #5 Pumphouse system to purchase new pump not to exceed \$12,028. Miller 2nd. Motion carried.

Board refers the action on the motor; re-use existing 20 year old motor or purchase of new motor, back to the Utility Commissions.

Friday briefly presented the rest of the Utility Commission report from March 15, 2010.

7) Report of Village Officers

a) Village President – *President Miller received positive comments from participants of the Calumet County Strong Women program. The participants appreciated the Village providing space in the gym for this program.*

b) Clerk/Treasurer

i. Review/Approve financial reports – ***Laux moved to approve the checks in progress list as presented. Thomson 2nd. Motion carried.***

Laux moved to approve the general fund balance sheet as presented. Rath 2nd. Motion carried.

Thomson moved to review the general fund balance sheets quarterly. Miller 2nd. Motion carried.

ii. *Resolution #04-2010: Review/Approve update to Organization Borrowing Resolution*

Barribeau moved to approve Resolution #04-2010; update to Organization Borrowing Resolution. Hennlich 2nd. Motion carried

iii. Village Board Rules: Review (only)

Clerk Williams presented the current rules of the Village Board to request review and input from the Board in advance of the organizational meeting in April, 2010.

Williams updated the Board with rental status of the Harrison Street property, it is rented and the tenants have moved in.

8) Village Engineer

a) Project update: Water transmission main

No official engineer report was provided to the Board. Engineer Schaff reports the Town of Harrison meeting to approve the colors at the Metering Station is scheduled for March 30, 2010. Following that approval the building permit will be filed. Schaff stated construction is at a standstill with the road weight limits imposed until the frost comes out of the ground.

9) Village Administrator

a) *American Red Cross Emergency Shelter Agreement: Consider/Allow Administrator to enter into agreement allowing Village buildings (Village Hall; Community Center) to be used as emergency shelter(s)*

Board directed Administrator Friday to enter into the American Red Cross Emergency Shelter Agreement as presented allowing Village buildings (Village Hall and Community Center) to be used as emergency shelters.

10) Old Business

- a) High Cliff Golf Course: Pending Tax Increment District-funded improvements and land conveyance to the Village

Khris Vermeri and Corey Feller addressed the Board and stated the land given in consideration to the Village are currently held as collateral on existing loans and discussed that land could be offered in the form of an easement to be assumed as Village property upon satisfaction of the loan. Vermeri and Feller stated that time is of the essence with the pending golf season opening the beginning of June.

Administrator Friday stated that the Board has directed staff to proceed with a sealed bid process that includes a clearly stated scope of the project.

Rath encouraged the High Cliff Golf Course to work cooperatively with Sherwood Forest Golf Course.

Friday requested direction from the Board as to proceed with project oversight due to the specialized nature of the irrigation construction.

Hennlich voiced concerned about the increasing cost of the project.

Barribeau moved to proceed with the High Cliff Golf Course irrigation project and direct Administrator Friday to research professionals to oversee the project. Hennlich 2nd. Laux opposed. Motion carried.

- b) Consider/Approve Municipal Code Ordinance #10-104 (2nd Reading): *An Ordinance regulating the employment of elected officials and their immediate family members as part of the Village workforce*

Hennlich suggested adding the word spouse in Section 2 B as follows:

(B). Family Members of Public Officials – To preclude the occasion of a conflict of interest that would arise in the event a family member (spouse; father; mother; son; daughter; including any “-in law” or “step-“ relationship thereto) wishes to become a member of the Village workforce, excluding independently contracted services, employment with the Village of an elected official’s family member shall be prohibited until such time as at least two (2) years have elapsed from the last date said elected official is no longer an elected representative of the Village.

After the second reading of the Ordinance #10-104: An Ordinance regulating the employment of elected officials and their immediate family members as part of the Village workforce, Rath

moved to amend presented ordinance to include the word spouse to the presented ordinance. Hennlich 2nd. Motion carried.

11) New Business

- a) *Pay Request #5* (Water transmission main project): Consider/Approve partial payment for services (\$92,776.17; Hietpas & Sons, Inc.) regarding water main placement

Rath moved to approved pay request #5 (Water transmission main project) partial payment for services (\$92,776.17; Hietpas & Sons, Inc.) regarding water main placement. Laux 2nd. Motion carried.

- b) *Resolution #05-2010*: Consider/Approve annual *Arbor Day Proclamation*

Barribeau moved to approve resolution #05-2010 2010 Arbor Day Proclamation. Thomson 2nd. Motion carried.

12) Complaints and Compliments: None

13) Correspondences:

- a) February Activity Summary (Calumet County Sheriff's Department; March 8)
b) Request to form *Recreation Center* (Ian McCurdie; March 10)
c) Request to form *Recreation Center* (Savanah Riemer; March 10)
d) Request to form *Recreation Center* (Halie Dederling; March 10)

Rath commended the students for their requests. Miller suggested handing the requests over to the YMCA for possible implementation.

14) Adjournment – ***Rath moved to adjourn at 7:45 p.m. Barribeau 2nd. Motion carried.***

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

Village Board Meeting Minutes

April 12, 2010

- 1) Call to Order and Roll Call – *President Miller called the meeting to order at 6:45 pm.*

Present

Bill Barribeau
Joe Hennlich
Roger Kaas
Joyce Laux
David Miller
Jim Rath
Carl Thomson

Absent

None

Others Present

Randy Friday, Administrator
Jennifer Schaff, Village Engineer
Terri Welisek
Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance
- 3) Approval of the Agenda – *Barribeau moved to approve the agenda. Thomson 2nd. Motion carried.*
- 4) Approval of Minutes
 - a) Special Joint Meeting – Village Board & Community Development Authority (March 22)
 - b) Regular Meeting (March 22) –

Barribeau moved to approved the Special Joint Meeting – Village Board & Community Development Authority March 22, 2010 and the regular Village Board meeting March 22, 2010. Hennlich 2nd. Motion carried.

- 5) Registered Citizen Comments on Agenda Items

Art Wittman, W5144 Blue Heron Ct., Sherwood – regarding agenda item 6 –questioned assessment of lots bordering the pond.

Todd Mielke, N7981 Waterview Dr., Sherwood – regarding agenda item 6 – questioned public hearing process and present figures compared to estimates given by prior Coordinator.

Alex Kowalski, W5285 Waterview Dr., Sherwood – regarding agenda item 6 – questioned linear footage calculation and use of property taxes collected over last 5 years.

Darren Bornemann, N7924 Creekside Dr., Sherwood – regarding agenda item 6 – questioned the curb and gutter aspect of the project and actual charge if replacement does not take place.

Ryan Raatz W5174 Natures Way Dr., Sherwood - regarding agenda item 6 – questioned the frontage calculation, pond property assessment and assessment powers.

Camie Ferrier, W5279 Arbor Vitae Ct., Sherwood - regarding agenda item 6 – questioned assessment of future improvements and payment plans available and when it will be billed.

Rick Reinholz, N7941 Windsong Ct., Sherwood – regarding agenda item 6 – questioned curb and gutter being installed.

Scott Hackell, N7952 Creekside Dr., Sherwood – regarding agenda item 6 – questioned the calculation of the frontage.

Gregory Canner, N8001 Creekside Dr., Sherwood – regarding agenda item 6 – questioning the apron finishing of resident driveways.

Carl Schweiner, N7923 Creekside Drive, Sherwood – regarding restrooms at Wanick Park.

- 6) Public Hearing: Consider/Approve levying of special assessments related to Village Board-approved FY2010 paving projects (Lakeshore Estates West II subdivision)

After three readings for public hearing Miller announced the hearing open at 6:48 pm.

Rath moved to close the public hearing closed at 7:23 p.m. Kaas 2nd. Motion carried.

- 7) Report of the Plan Commission: No meeting held in April

- 8) Report of Village Officers

- a) Village President – President Miller presented a plaque to Bill Barribeau that stated:

“In appreciation of your committed leadership on behalf of the Village of Sherwood for service on the Village Board, Planning Commission and Board of Review 1998 – 2010.”

- b) Clerk/Treasurer

- i. Review/Approve financial reports – ***Rath moved to approve the checks in progress list and quarterly comparison reports as presented. Laux 2nd. Motion carried.***

- 9) Village Engineer

Project update: Water transmission main – Engineer Schaff distributed her engineering report to the Village Board. The report stated the pipe installation is complete, the bore and jack casing pipe are complete, and air relief manholes are 95% complete. Color samples were approved and the Town of Harrison issued the Conditional Use Permit. Miron will make application for the building permit. A coordination meeting is scheduled for Wednesday April 14th; representatives from the City of Appleton, McMahan and Miron will attend to work out the details of installation of the telemetry system. This system allows the City to remotely monitor the metering station. Hietpas anticipates completing the interconnection in two to three weeks. This work will occur at the intersection of Timberline Drive and Clifton Road and at the intersection of Springhill Drive and Palisades Trail. Water main interconnections will be installed at these intersections to add redundancy into the system.

- 10) Village Administrator

Administrator Friday presented a current map and pictures of the Village Cemetery. The Board discussed the current situation of the cemetery, the southern and western borders are severely overgrown and the proposed plot lies in the most south west corner.

- a) High Cliff Cemetery: Consider ‘Sale of plots’ (Milheiser) - no action taken
- b) High Cliff Cemetery: Consider ‘Agreement for Perpetual Care (ibid) – no action taken

- c) High Cliff Cemetery: Consider directing Staff to make certain improvements to cemetery in advance of future plot sales, to include expending 'cemetery-related' funds for professional services (e.g. surveying; plot marking; tree stump removal)

Board instructed Staff to encourage the purchasers to another part of the cemetery.

Gary Rosenbeck stated that McMahon had provided an estimate in the past for services at the cemetery and requested Schaff to research and bring back to the board.

Rath inquired as to pricing of the plots in comparison of other cemeteries.

Staff will present comparable pricing in the future.

Friday stated that he will bring to the Board at the next meeting reimbursement request from a health insurance cost passed on to two union employees that should not have been passed on.

11) Old Business

- a) *Resolution #2010-07: Consider/Approve resolution Authorizing The Making of a Grant To and the Executing of a Redevelopment Agreement with High Cliff Golf Course, Inc. in connection with the Implementation of the Project Plan for Tax Incremental District No. 1*

Administrator Friday presented the preliminary TIF plan, summary of the CDA creation and development and information on work done and funds expended in the past.

Friday stated that the CDA earlier this evening approved Resolution #2010-06: Making Various Findings with respect to a Redevelopment Agreement relating to High Cliff Golf Course and Approving Redevelopment in Accordance with Said Agreement, which gives the Board the authority to act on this project.

David Farwell, Foley & Lardner, 777 East Wisconsin Ave, Milwaukee, WI, addressed the Board to explain the redevelopment agreement. Farwell stated this agreement is between the Village and High Cliff Golf Course, all terms and obligations are between these two parties, and basically states the Village will put \$318,000+ into the improvements of private property of the golf course irrigation system and the golf course in exchange will provide trail easements, 2 one acre parcels deeded outright to the Village, and golf course fee considerations for the Village. Farwell went on to briefly outline some issues and options for the Village to protect its interests.

Kaas inquired as to what protection the Village has in the event that in 5 years the golf course is sold.

Farwell stated that this agreement is binding on the current and all future golf course owners.

Laux asked in respect of the TIF reduction, the original project plan, the original budget, the value today, if the Village is within the dollar limits not to exceed the project category with this expenditure.

Farwell responded in his legal opinion that the plan has considerations for inflation and the actual amounts spent to date, the Village is well within the budget constraints for this category.

Village Board Meeting

April 12, 2010

Friday interjected that Dave Wagner our financial advisors along with our auditors have stated in the past that we are well within the approved TIF expenditures and categories.

Farwell briefly presented what this redevelopment agreement means to the Village. Farwell stated that in his opinion, the Village in approving the agreement as presented is sufficiently protecting their interests in respect of receiving the benefit of the bargain for the public dollars being spent. Farwell went on to say that the particulars of the easement documents are not presented, the details are being worked out, the consent and non-disturbance from the lender will give the Board the assurance in the event of default of the loan.

Rath questioned Farwell, if the golf course sells, if the Village should receive any depreciated value back.

Farwell explained that part of the agreement (section 4 (b)) states that the golf course will operate no less than 25 years as such.

Miller requested clarification on the difference in the 2 quotes (\$318,000 to \$349,000).

Ryan Kerber, Commercial Irrigation & Turf, 109 Commercial Dr., East Peoria, IL, addressed the Board. Kerber stated that the original quote from fall of 2009 was lower due to a significant drop in material prices and they asked their manufacturers to hold to the lower figures. Kerber further stated that the prices last fall began to rise and by the time the 2010 quote was generated the prices were back up to where they were before the drop.

Kaas asked Kerber what is being done to protect ductile pipe from the corrosive soil in the Village.

Kerber responded that they have never had problems with their powder coated pipe.

Friday stated that local ordinance mandates that all pipe fittings be powder coated and poly wrapped. Friday stated there was a question as to the 2 inch SDR 21 and piping.

Kerber responded this is a standard they use and do not believe there will be any problems with the soil.

Kim Van Osdol, Community First Credit Union, 2626 S Oneida St., Appleton, WI stated that the bank does not have any concerns beyond what Farwell spoke of earlier. Van Osdol went on to say that the easements connecting the 2 lots on the north should not impact anything from the bank's position.

Friday inquired of Van Osdol if he was aware of the easement on hole #1 to the Village's storm water pond.

Van Osdol responded that he was not aware of it, is not concerned about it; that is just part of what needs to be done.

Friday inquired of the work around the roadways that the contractor is aware that all work will be boring and no clear cuts of roadways of any kind.

Kerber stated he is aware of roadway boring requirement and agrees there will be no clear cuts done.

Corey Fellner, High Cliff Golf Course, W5075 Golf Course Rd., Sherwood, WI stated the project will take 6 weeks.

Farwell stated the payment plan will be 2 steps, with Board approval, 1/3 up front, the rest of it to come with substantial completion. Farwell further stated the Village Engineer will be required to verify construction was correctly and completely done. Farwell also stated the funds are distributed to the golf course since the agreement is between the Village and golf course and that if funds were distributed to the developer, public bidding process and prevailing wage rates would be required.

Kris Vermuri, High Cliff Golf Course, W5075 Golf Course Rd., Sherwood, WI stated that a separate escrow account can be set up at the credit union specifically for this project. Farwell indicated this would be an additional control for the Village.

Rath totaled expenses of the project; \$349,000 for the irrigation materials and installation, \$25,000+ other costs related to the project to date. Friday suggested there will be more; legal, irrigation project contract professional (to oversee the project) and others related to the project.

Kaas stated that the fee concession section of the agreement should maintain fairness with local competitors.

Engineer Schaff brought up the subject of insurance. Farwell stated in the agreement Section 4 (d) indemnifies the Village from all claims from the redeveloper and contractor and if the contractor failed to provide proper bonding and certificate of insurance that would not be acceptable.

Friday suggested inserting \$2,000,000 for the insurance wording for the contractor required by the Village.

Barribeau moved to approve Resolution #2010-07: Authorizing The Making of a Grant To and the Executing of a Redevelopment Agreement with High Cliff Golf Course, Inc. in connection with the Implementation of the Project Plan for Tax Incremental District No., with the amount in section 1 (e) amended to not exceed \$349,000 and Exhibit E amended to state the fee concession of #2 Reduced fees for Village Residents (not to be less than the rates offered by local competitors (e.g. Sherwood Forest Golf Course) only. Kaas 2nd. Roll call vote: Barribeau – aye, Hennlich – aye, Kaas – aye, Laux – nay, Miller – aye, Rath – aye, Thomson – aye. Motion carried.

Van Osdol stated that the credit union will not have formal approval of the agreement until their meeting on Monday April 19, 2010.

- b) (Re-bid) FY2010 Asphalt Paving Program (Lakeshore Estates West II): Consider/Award roadway urbanization contract for (base bid) \$390,923.40 (MCC, Inc.).

Rath moved to approve FY2010 Asphalt Paving Program (Lakeshore Estates West II): Consider/Award roadway urbanization contract for (base bid) \$390,923.40 (MCC, Inc.) with 2nd year warranty of \$10,061.34. Kaas 2nd. Motion carried.

Rath requested Schaff to contact MCC, Inc. to request reduction in cost of the 2nd year warranty.

12) New Business

- a) Contract for Services: Consider/Approve contract to retain Ehler's for professional services related to Tax Increment District 'subtraction' in end-FY2010 (NTE \$13,500)

Rath moved to approve contract for services to retain Ehler's for professional services related to Tax Increment District 'subtraction' in end – FY2010 (NTE\$13,500). Miller 2nd. Motion carried.

- b) Facility Rental Policy: Consider/Approve changes to current rental policy (rates; usage)

Laux moved to approve changes to current rental policy as follows:

If a Resident agrees to sign off so a friend gets the cheaper rate, the rental agreement must be in the Resident's name, the payments must come from the Resident, and the Resident is responsible for picking up and returning the key. The Resident is thereby liable for any damages, non-sufficient fees (NSF), and expenses that could arise from the rental.

And

Raise deposit to \$150, if call-in is due to renter negligence, the deposit is forfeited.

And

Deduct \$10 per day (from the deposit) after 1st business day the key is not returned to the office.

And

All users charge \$10/hour (resident) \$20/hour (non-resident) before the event whether they use the facilities or not

Rath 2nd. Motion carried.

13) Complaints and Compliments: None

14) Correspondences:

- a) Village Credit Profile: Long-term rating of AA/Stable (Standard & Poor's; Feb. 19)
- b) Plum Hill Run/Walk for Leukemia (April 1)
- c) Tree City USA award (Arbor Day Foundation; April 1)
- d) Monthly (March) Activity Summary (Calumet County Sheriff's Dept.; April 7)
- e) US10 & WIS 114 Corridor Study (Wis. Dept. of Transportation; April 7)

15) Adjournment - ***Barribeau moved to adjourn at 9:55pm. Kaas 2nd. Motion carried.***

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

Village Board Organizational Meeting Notice and Agenda

Monday, April 26, 2010 Time: 6:30 p.m.

Sherwood Village Hall – W482 Clifton Road, Sherwood, WI.

- 1) Call to Order and Roll Call
- 2) Pledge of Allegiance
- 3) Approval of the Agenda
- 4) Presentation of Approved Minutes – April 27, 2009 Organizational Meeting
- 5) Registered citizen comments on agenda items
- 6) Review/Approval of Rules of the Village Board
- 7) Election of Vice-President
- 8) Bi-Annual Village Board Appointments
 - a) Code Administrator
 - b) Clerk/Treasurer
 - c) Assessor
- 9) Annual Appointments of Village Professionals
 - a) Accountant
 - b) Attorney
 - c) Engineer
- 10) Election by Village Board
 - a) Community Development Authority/Trustee Member – concurrent with Trustee term of office replaces Trustee Barribeau
 - b) Plan Commission/Trustee Member – 1 year term ending April 2011 – replacing Trustee Barribeau
 - c) PRUT Board/Trustee Member – 1 year term ending April 2011 – Currently seated, Carl Thomson
 - d) Utility Commission/Trustee Member – 1 year term ending April 2011 – Currently seated, Roger Kaas
- 11) Appointed by Village President/Confirmed by Village Board
 - a) Board of Appeals/Citizen Member – 3 year term ending April 2013 – Currently seated, Tom Jack
 - b) Community Development Authority/Citizen Member – 4 year term ending April 2014 – Currently seated, Cheryl Dewing
 - c) Plan Commission/Citizen Member – 3 year term ending April 2013 – Currently seated, Kathy Salo
 - d) PRUT Board/Citizen Member – 3 year term ending April 2013 – Currently seated, Matt Gehl
 - e) Utility Commission/Citizen Member – 5 year term ending April 2015 – Currently seated, Milan Deprez
- 12) Presentation of correspondence, resolutions, and related matters
- 13) Adjournment

Welcome to the Village Board Organizational Meeting

To assist the Board in conducting its business, we ask that you observe the following:

1. Please register to speak on the sign-in sheet on the table in the back of the room as you enter.
2. Please speak only to issues on the agenda.
3. Please limit your presentation to three (3) minutes.
4. Please do not address the Trustees during their deliberations unless requested to do so.
5. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).

Village Board Meeting Minutes

April 26, 2010

- 1) Call to Order and Roll Call - Vice President Laux called the meeting to order at 7:34 p.m.

Present

Joe Hennlich
Roger Kaas
Joyce Laux
Jim Rath
Terri Welisek

Absent

David Miller, excused
Carl Thomson, excused

Others Present

Randy Friday, Administrator
Jennifer Schaff, Village Engineer
Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance
- 3) Approval of the Agenda - *Kaas moved to approve the agenda. Rath 2nd. Motion carried.*
- 4) Approval of Minutes – Regular Meeting (April 12) - *Rath moved to approve the regular meeting of the Village Board April 12, 2010. Hennlich 2nd. Welisek abstain. Motion carried*
- 5) Registered Citizen Comments on Agenda Items

Kris Vermuri, 1427 Palisades Drive, Appleton – regarding agenda items 6 a and 12 a
Lt. Brett Bowe, Calumet County Sheriff Department – regarding non-agenda item

- 6) Report of the Community Development Authority – April 12
 - a) Approved *Resolution #2010-06* making findings relative to financially supporting placement of an irrigation system at High Cliff Golf Course using TID funds
- 7) Report of the Utility Commission – April 19
 - a) Well #5/Pumphouse: Agreed w/ Village Board motion to consider purchase of new motor, versus reconditioned motor (\$14,570)

Hennlich moved to approve purchase of new motor for Well #5/Pumphouse not to exceed \$14,570. Rath 2nd. Motion carried.

- b) High Cliff Golf Course: Approve request by High Cliff Restaurant to pay costs to abandon test well (C&C Water = low estimate; \$2,722.50)

Hennlich moved to approve payment to High Cliff Restaurant for costs of abandonment of test well (C&C Water \$2,722.50). Kaas 2nd. Motion carried.

- c) Water Pipeline: Update
- d) Consider replacement of Well #5 pump (Engineer will bring info.)
- e) Approved proposed engineering fees to replace aerator at WWTF (McMahon)
- f) Repairs to utility truck (accident)
- g) Fats, Oils, and Grease policy reviewed (FOG)

- 8) Report of the PRUT Board (Parks, Rec. & Urban Trees) – April 21

Village Board Minutes

April 26, 2010

a) Trail construction in FY2010 – Extend Miller Pond section – *Administrator Friday briefly presented information on a proposed purchase of property or easement. Board directed Staff to obtain an appraisal of TX ID # 13429 (4.609 acres, located on the east side of Pigeon Rd, north of Lakeshore Estates South).*

Rath moved to table discussion. Laux 2nd. Motion carried.

- b) High Cliff Golf Course irrigation system
- c) Trail Maintenance Program in FY2010

9) Report of Village Officers

a) Village President: Wis. DOT Transportation Planning Meeting (April 22) – *Vice President Laux presented basic information on what was discussed at the meeting. Board suggested inviting WDOT representative to next Village Board meeting.*

b) Clerk/Treasurer

- i. Review/Approve financial reports- ***Kaas moved to approve the checks in progress list as presented. Rath 2nd. Motion carried.***
- ii. Cliff Cemetery: Consider ‘Sale of plots’ (Palm; Milheiser) - ***Kaas moved to approve the Palm plot sale. Rath 2nd. Motion carried.***

Kaas moved to approve the Milheiser plot sale. Hennlich 2nd. Motion carried.

- iii. Cliff Cemetery: Consider ‘Agreement for Perpetual Care (ibid) - ***Kaas moved to approve the agreement for perpetual care for Palm plot. Hennlich 2nd. Motion carried.***

Kaas moved to approve the agreement for perpetual care for Milheiser plot. Hennlich 2nd. Motion carried.

10) Village Engineer

- a) Project update: Water transmission main

Engineer Schaff reported the pipe installation and bore and jack casing pipe are 100% complete, while the air relief manholes is 95% complete. Schaff further reported the following:

- City of Appleton will be retaining a consultant to determine the antenna needed for the metering station monitoring and that instrumentation personnel indicated a poured concrete foundation base will be needed to support the antenna.
- restoration activities are on-going. Gus Hanold from the WDOT and Mike Mischnik from Calumet County toured the project April 20, 2010. Project landscapers Stumpf Creative and Vosters have been on site working in dry areas.
- Hietpas planned to install the driveway culvert and tracking pad at the metering station property week of 4/19/2010.

- Miron plans to install stainless steel piping through the reservoir at the well 5/6 on April 22, 2010. The aeration system is down while the reservoir is out of service. The pipe supports will be poured on Friday April 23, 2010. By the end of the day on Friday the reservoir should be sanitized. Two safe samples, 24-hours apart, are needed to bring the reservoir back on line. The system should be back on line Wednesday, 4-28-10.
- Hietpas anticipates completing the interconnection week of April 26, 2010. This work will occur at the intersection of Timberline Drive and Clifton Road and at the intersection of Springhill Drive and Palisades Trail. Water main interconnections will be installed at these intersections to add redundancy into the system. The work will require road closure on Clifton Road at Timberline Drive on 4-27-10. A second road closure will occur on Palisades Trail on the north side of the intersection at Springhill Drive on 4-28-10 or 4-29-10.
- Miron will begin work at the metering station at the end of the month.
- Schaff will discuss Pigeon Road with the Town of Harrison in the next few weeks.

11) Village Administrator

- a) Community Development Authority: Increasing role of this agent as *downtown re-development* begins, relative to establishment of Tax Increment District #2

Administrator Friday presented the agenda item and asked for Board input. Kaas stated he was surprised at lack of CDA information on the Village website, encouraged the CDA to take on a leadership role, to identify local individuals and municipalities who have experienced success in development and start to meet regularly.

12) Old Business

- a) TID funding of irrigation system at High Cliff Golf Course (Resolution #2010-07): Consider/Approve ‘material changes’ to Agreement between parties Authorizing The Making of a Grant To and the Executing of a Redevelopment Agreement with High Cliff Golf Course, Inc. in connection with the Implementation of the Project Plan for Tax Incremental District No.1

Recognizing the seven material points in the April 23, 2010 memo from Administrator Friday presented to the Board which states 1) option to purchase – the Village is not in the business of running a municipal golf course, 2) fee concession – if something happens with the current ownership, the next owner cannot be held responsible, 3) 25 year covenant – the land is zoned IR-1 and will continue as a golf course, 4) woodland & trail easements/ownership – the Village is at risk if the loan is not paid off, 5) stormwater easements – the Village has mitigated the stormwater issues with pond and ditch construction, 6) x-skiing easements – this can be worked out locally and 7) payment not to exceed \$2,500 for legal fees – Kris Vermuri stated he would pay these fees; Kaas moved to proceed with the Redevelopment Agreement with the material changes presented between High Cliff Golf Course Inc. and the Village to implement the TID funding of the irrigation system noting:

-this redevelopment agreement does not supersede existing easements of High Cliff Golf Course lands, and

*- Village uses TID funds to pay off the outstanding High Cliff Golf Course, Inc. \$60,000 (approximate) loan with Community First Credit Union, and
-High Cliff Golf Course, Inc. enter into a repayment agreement to repay the \$60,000 (approximate) plus interest (rate calculated as the current interest rate + 1%) to the Tax Increment District over the next 4 years, and
-Kris Vermuri pays the legal fees of Community First Credit Union (estimate \$2,500). Hennlich 2nd. Voice vote; Hennlich, Kaas and Rath ayes, Laux and Welisek nays, motion carried.*

b) Facility Rental Policy: Consider usage and charges for church groups (non-profits)

Rath moved to table discussion. Hennlich 2nd. Motion carried.

13) New Business

a) Park Restroom Access: Consider/Approve purchase of programmable entry keys for park restrooms (2 sets)

Kaas provided information to Friday related to keyless access for Village facilities. Board directed Staff to acquire costs and return to the Board.

b) Health insurance reimbursement(s): Payment to two employees for overcharges by Provider in FY2009 (Note: Item rectified in the FY2010 thru FY2012 Union contract)

Administrator Friday stated two employees were overcharged by the health insurance provider (\$1,262.01) from 2007 through 2009. Friday went on to say the costs should have been charged to the Village and Friday requested the Board consider reimbursement to the employees.

Rath moved to reimburse the employees totaling \$1,262.01 (\$130/\$1,132.01) for overcharge from health insurance provided between FY 2007 – 09. Hennlich 2nd. Motion carried.

14) Complaints and Compliments: Too many turkeys (Smercek; April 21)

Administrator Friday requested Engineer Schaff research and report back on the Golf Course Road construction relative to a citizen complaint reported to the Board by Welisek regarding the road not being built for truck traffic.

15)

Correspondences:

- a) KHS Soccer Booster Club: Donation request (April 8)
- b) Public Administration Assoc: New associate (Jackson Kinney; April 12)
- c) Fire Lane #12 & 13 as part of *Sherwood Sewer Service Area Study* (Waverly Sanitary District; April 19)
- d) Possible Tax Increment District improvements at HCGC (Van Lieshout; April 20)
- e) Conditions regarding TID improvements at HCGC (Van Lieshout; April 22)

16) Adjournment - ***Kaas moved to adjourn at 9:55 p.m. Rath 2nd. Motion carried.***

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

Village Board Minutes

April 26, 2010

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Village Board Meeting Minutes

May 10, 2010

- 1) Call to Order and Roll Call – *President Miller called the meeting to order at 6:31 p.m.*

Present

Joe Hennlich

Roger Kaas

David Miller

Joyce Laux

Jim Rath (arr 8:14 pm)

Carl Thomson

Terri Welisek

Absent

None

Others Present

Randy Friday, Administrator

Jennifer Schaff, Village Engineer

Tom Boll

Steve McGrath

Gary Rosenbeck

Kathy Salo

Rich Storey

Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance
- 3) Approval of the Agenda - Hennlich *moved to approve the agenda. Thomson 2nd. Motion carried.*
- 4) Approval of Minutes
 - a) Organizational Meeting – April 26
 - b) Regular Meeting – April 26

Laux moved to approve the April 26, 2010 Organizational Meeting of the Village Board minutes and April 26, 2010 Regular Village Board minutes. Kaas 2nd. Motion carried.

- 5) Registered Citizen Comments on Agenda Items

Dick Austin, N7988 Mustang Dr., Sherwood – regarding agenda item 12 b)

Jeff Dercks, N7547 Lower Cliff Rd., Sherwood – regarding agenda item 12 a)

Carla Engelhardt, N7567 Lower Cliff Rd., Sherwood - regarding agenda item 12 a)

John Engelhardt, N7567 Lower Cliff Rd., Sherwood - regarding agenda item 12 a)

Dan Stein, W5142 Park Dr., Sherwood - regarding agenda item 12 a)

Rich Storey, W4773 Nature Ln., Sherwood – regarding agenda item 6

Carl Boucher, N7577 Lower Cliff Rd., Sherwood - regarding agenda item 12 a)

Dan Vanden Heuvel, N7585 Lower Cliff Rd., Sherwood - regarding agenda item 12 a)

Lisa Ott, N7987 Mustang Dr., Sherwood - regarding agenda items 10 b) and 12 b)

Frank Matejov, N7571 Lower Cliff Rd., Sherwood - regarding agenda item 12 a)

Jeff Weyenberg, W4878 Forest Ln., Sherwood – regarding agenda item 13

- 6) Presentation: WisDOT Project Leader Tammy Rabe will present and discuss potential alternative transportation routes in & around Sherwood as WisDOT studies future traffic growth and possible traffic patterns, including STH 114 – Ms. Rabe presented video on the growth on the Hwy 10 and Hwy 114 corridor and the study being conducted to plan for future demands. Ms. Rabe stated that that resident input is being solicited and encouraged interested

parties to complete a comment form and mail it in. A question and answer period followed her presentation.

- 7) Report of the Plan Commission: No meeting held in April
- 8) Report of Village Officers
 - a) Village President
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports - ***Kaas moved to approve the checks in progress list as presented. Thomson 2nd. Motion carried.***
 - ii. High Cliff Cemetery: Consider 'Sale of plot' (Palm) – ***Hennlich moved to approve the Palm plot sale. Laux 2nd. Motion carried.***
 - iii. High Cliff Cemetery: Consider 'Perpetual Care Agreement' (ibid) – ***Laux moved to approve the agreement for perpetual care for Palm plot. Hennlich 2nd. Motion carried.***
 - iv. Operator's License
 - Elizabeth Mary Ditter (renewal)
 - Elizabeth Marie Hammen (renewal)
 - Elizabeth Ann Plath (renewal)
 - Amanda Marie Pyke (new)
 - Michelle A Sieckert (renewal)
 - Rachel Elizabeth Strelow (renewal)
 - Amanda R. Swedberg (renewal)
 - Kim Marie Van Rossum (renewal)
 - Allison Beth Verhagen (renewal)
 - Tami Dianne Verhagen (renewal)

Kaas moved to approve the list as a whole Operator License applications as presented. Thomson 2nd. Motion carried.

Clerk Williams informed the Board that the 2009 Audit was complete and the Financial Statements are being printed and will be available for presentation. Williams requested input from the Board whether to invite Baker Tilly Virchow Krause in for a 2010 Board meeting, the schedule has been every other year and they were in 2009. The Board wishes to stay on the schedule and will see them next year.

- 9) Village Engineer
 - a) Project update: Water transmission main – Engineer Schaff reported pipe installation complete, bore and jack casing pipe complete and air relief manholes are 95% complete, the City of Appleton consultant determined a Rohn 25 tower is needed for the antenna at the metering station, a poured concrete foundation base will be needed to support the antenna, the City is considering contracting directly with Miron for that base, Miron installed

stainless steel piping through the reservoir at well 5/6 on 4/22/10, the aeration system was down while the reservoir was out of service, the pipe supports were poured on 4-24-10, 2 safe samples, 24 hours apart were needed to bring the reservoir back on line, the system was back on line 4-28-10, Hietpas completed the inter connection last week, water main interconnections were installed to add redundancy into the system, the existing water main on Timberline Drive was much deeper than anticipated and was found on the south side of the sanitary sewer, additional bends were needed to provide proper clearance, an existing valve was also replace, Miron anticipates completing the foundation concrete pours at the metering station the week of 5-3-10, and Miron will begin block work at the metering station.

10) Village Administrator

- a) Howitt property: PRUT Board recommendation to purchase land (appraisal ordered)

Administrator Friday stated that an appraisal of the property is in process and will be presented when complete.

- b) Trail placement: Local residents' input regarding asphaltting new trail segments
c) FY2010 Recycling Grant Award

Friday stated that the Village will receive \$10,771.66 grant for 2010 recycling program.

11) Old Business

- a) Facility Rental Policy: Consider rental charge for annual SJSH Church picnic

No motion was made to change policy for SJSH Church picnic.

12) New Business

- a) High Cliff State Park (Marina) discharge into Lake Winnebago: Village role regarding water circulation from State Park Marina affecting private properties along Lower Cliff Road residences, et. al.

Mr. Derck presented to the Board photos and information about a situation that he and his fellow neighbors have been experiencing for the last 4 years. Mr. Derck stated that the State Park replaced a pump (which had been in place since 1973) in 2006 which pumps from the Marina and discharges into Lake Winnebago. Mr. Derck further stated this pumping is causing a buildup of pollutants along the residential lakeshore.

Mr. Engelhardt presented a video of the lakeshore along his and neighboring properties, the State Park pump and Marina.

Mr. Vanden Heuvel stated that the pump is causing a stench and obnoxious noise.

Mr. Derck informed the Board that he and other residents have been trying to resolve this with the State Park unsuccessfully for 4 years and requested the Board's assistance in this issue.

Administrator Friday stated the Village Attorney's opinion is that this is a civil matter between the residents and State Park; due to the fact the Village does not have an ordinance in place prohibiting/ regulating this type of situation.

Miller moves to instruct Staff to draft letter on behalf of the Board to the State Park to inquire their current stand on the algae pollution of the Sherwood property owners. Kaas 2nd. Motion carried.

Welisek will contact the Harbor House Commission to find out who was responsible for the pump installation and report back to the Board.

- b) Fishing at Village Ponds: Request by local residents to restrict fishing on Village stormwater ponds

Mr. Austin requested the Board to restrict fishing on Village public ponds to Village residents and to eliminate night fishing.

Board directed Staff to draft ordinance that will set fishing hours on Village ponds from 8 am to dusk.

- c) *Resolution #09-2010: Resolution Authorizing a Grant to the Community Development Authority of the Village of Sherwood for the Purposes of Making a Loan to High Cliff Golf Course, Inc. in Connection with a Redevelopment Agreement Relating to Tax Incremental District No. 1*

Administrator Friday stated the Community Development Authority which met earlier this evening had approved Resolution #08-2010 Consider/Approve Resolution Authorizing the Acceptance of a Grant from the Village of Sherwood and the Making of a Loan to High Cliff Golf Course, Inc. in Connection with a Redevelopment Agreement Relating to Tax Incremental District No.1.

Friday informed the Board that the Village disbursed \$116,321.70 on May 7, 2010.

Kaas moved to approve Resolution #09-2010: Resolution Authorizing a Grant to the Community Development Authority of the Village of Sherwood for the Purposes of Making a loan to High Cliff Golf Course, Inc. in Connection with a Redevelopment Agreement Relating to Tax Incremental District No. 1. Rath 2nd. Motion carried.

- 13) Complaints and Compliments: Yoga class cancellation (Matthias; April 29)
- 14) Correspondences:
 - a) Roadway Urbanization for Lakeshore Estates West II – Residents' letter (MCC; May 6)
 - b) Letter of Appreciation (High Cliff Golf Course; May 7)
- 15) Adjournment – ***Hennlich moved to adjourn at 9:15 p.m. Laux 2nd. Motion carried.***

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

Village Board Meeting Minutes

Monday, May 24, 2010

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

Present

Roger Kaas
David Miller
Joyce Laux
Jim Rath
Carl Thomson
Terri Welisek

Absent

Joe Hennlich, excused

Others Present

Randy Friday, Administrator
Tony Kappell, Engineer
Frank Kirshling, PRUT
Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – recited
- 3) Approval of the Agenda – *Rath moved to approve the agenda as presented and amended. Thomson 2nd. Motion carried.*
- 4) Approval of Minutes: Regular Meeting – May 10 - *Kaas moved to approve the regular meeting of May 10, 2010 as presented. Laux 2nd. Motion carried.*
- 5) Registered Citizen Comments on Agenda Items

Eugene Beauchaine, N7779 Spurline Ct., Sherwood – regarding agenda item 12 a)

Tom Herrmann, N7782 Spurline Ct., Sherwood – regarding agenda item 12 a)

- 6) Report of the Community Development Authority – May 10, 2010 - *Resolution #2010-08: Authorize the Acceptance of a Grant from the Village of Sherwood and make a Loan to High Cliff Golf Course, Inc. in Connection with a Redevelopment Agreement Relating to Tax Incremental District No. 1- information only*
- 7) Report of the Utility Commission – May 17, 2010
- a) Replace Well #5 pump (back-up water supply)

Laux moved to approve purchase of new pump; Replace Well #5 pump (backup-up water supply) for \$15,322 and new moisture sensor not to exceed \$2,500. Rath 2nd. Welisek – nay. Motion carried.

- b) Chlorine Scale Purchase – Change Order # 2, (\$2551.97; Hawkins Chemical, Inc.)

Miller moved to approve Change Order #2; Chlorine Scale Purchase for \$2,511.97 (Hawkins Chemical, Inc.). Thomson 2nd. Motion carried.

- c) Replace Well #5 Pump Motor – Change Order #1, (\$14,569.70; Miron Construction)

Kaas moved to approve Change Order #1; Replace Well #5 Pump Motor for \$14,569.70 (Miron Construction). Rath 2nd. Welisek – nay. Motion carried.

d) Red Flag Rules (Identity Theft Protection Policy) - Clerk Williams presented the policy.

Rath moved to approve Red Flag Rules as presented. Miller 2nd. Motion carried.

- e) Water Main Break (Sunset Lake Court)
- f) Water Main replacement (grant application)

8) Report of Village Officers

- a) Village President
- b) Clerk/Treasurer

i. Review/Approve financial reports - ***Laux moved to approve the checks in progress list as presented. Rath 2nd. Motion carried.***

ii. Operator's License

- Whitney J. Krueger
- Rebecca Mader (renewal)

Rath moved to approve the operators' licenses as presented. Welisek 2nd. Motion carried.

9) Village Engineer

a) Project update: Water transmission main – report from May 19, 2010 stated the final completion date of the water main line and substantial completion of metering station is 7/31/10, pipe installation and bore/jack casing pipe are 100% complete, the air relief manholes are 95% complete, Miron began block work at the metering station, 5/24 Miron will install the new booster pump and motor causing the treatment system and reservoir to be down for 3-4 days, residents will be notified, after disinfection, 2 safe samples 24 hours apart the system will be back on line, a poured concrete foundation base will be need to support the City's antenna tower, a change order for \$1,919.89 will be added to Miron's contract to construct the foundation base, the Village will bill back the cost of the base to the City of Appleton including an additional \$200 for analyzing the antenna bracing to the building, McMahon will invoice the Village for the \$200 fee, the City of Appleton has requested piping modifications at the metering station, a change order is in process for this work for \$1,035.00, the original piping plan was reviewed and approved by the City prior to bidding, Miron received an invoice for \$1,721.40 from WE Energies for the installation of the new electrical service to the metering station, a change order for \$721 will be forthcoming to adjust the \$1,000 allowance for the electrical service included in the contract, Miron anticipates completing the metering station building May 31, 2010, the mechanical contractor will install piping after the building is constructed.

Rath moved to direct the Administrator to contact the City of Appleton in regards to the change order (\$1,035.00) for the piping modifications at the metering station (original plan was reviewed and approved by the City prior to bidding). Thomson 2nd. Motion carried.

b) Golf Course Road: Review roadway concern (Welisek; Road specs. to follow)

Board directed Staff to research special assessments projects charged to Golf Course Road residents and report back.

Administrator Friday requested Engineer to provide information on the road standard.

- 10) Village Administrator
 - a) Weekend break-ins: Reminder to public to lock homes, vehicles, and valuables
 - b) Large item pick-up: Tires dumped on private property
- 11) Old Business: None
- 12) New Business
 - a) Request to place memorial bench in Spurline Court greenspace (Beauchaine)

Miller moved to approve placement of memorial bench and beautification of Spurline Court green space (as presented) with work to be performed and green space continue to be maintained by residents without cost to Village. Thomson 2nd. Motion carried.

- b) Street Address: Developer request for Village to pay for address change at W4921 Carrington Court (Jedar Development)

Rath moved to deny reimbursement cost of address change at W4921 Carrington Court. Laux 2nd. 3 – aye, 3 – nay, tie vote. Motion fails.

Kaas moved to table. Miller 2nd. Motion carried.

Board directed Staff to research and report back.

- c) Ordinance #10-105: Consider limiting fishing on Village-owned stormwater ponds and vehicles on Village-owned trail facilities

Administrator Friday presented draft of Ordinance #10-105, Board will review and discuss along with the first reading of the ordinance at June 14, 2010 Village Board meeting with public hearing at the June 28, 2010 Village Board meeting.

- d) Appointments to Village Boards & Commissions-consider/approve appointments to Village Boards and/or Commission(s): Per Village Policies the Village President will present candidates for various openings on Boards and Commissions to be considered by full Board for approval.

The agenda was amended Saturday May 22, 2010 at 10 pm with item 12 d), with proper posting and notification of media.

President Miller presented the following candidates for consideration:

-Pat Schuster candidate for Citizen Member of Board of Appeals, 3 year term 2010 – 2013
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-Todd Thiel candidate for Citizen Member of Community Development Authority, 4 year term 2010 – 2014

-Bob Gillespie candidate for Citizen Member of Planning Commission, 3 year term 2010-2013

-Steve Summer candidate for Citizen Member of Planning Commission, 3 year term 2010-2013

-Larry Miller candidate for Citizen Member of Park Recreation and Urban Tree Board, 3 year term 2010-2013

Rath moved to confirm appointments presented by President Miller. Thomson 2nd. Motion carried.

- e) Consider/Approve Change Order #1 Consider/Approve Change Order #1 for 2010 Paving Program, S0017-900190.02 for curb and gutter removal, (MCC, Inc. \$2,578.00)

The agenda was amended Monday, May 24, 2010 at 3 pm with item 12 e), with proper posting and notification of media.

Friday presented the change order and background information provided to the Village on Monday, May 24, 2010 at 2 pm.

Rath moved to approve Change Order #1 for 2010 Paving Program, S0017-900190.02 for curb and gutter removal, \$583 (estimate) to be paid by the Village for work on Creekside and \$1,999 (estimate) to be part of Lakeshore Estates West II project for work on Nature's Way. Miller 2nd. Motion carried.

13) Complaints and Compliments:

- a) Request for Village to have 'Large Item Collection' done differently (McClone; May 17)
- b) Tires dropped off illegally during 'Large Item Collection' (Amrhein; May 17)

Rath complimented President Miller on his selection of candidates for the Village Commissions and Boards.

14) Correspondences:

- a) Sheriff's Department – April Report (C.C.S.D.; May 18)
- b) Notice of Hearings regarding *Wind Siting Rules* (State of Wis. Public Service Commission; May 19)

Friday presented to the Board a letter sent out to High Cliff State Park regarding the State Park (Marina) discharge into Lake Winnebago which was discussed at the May 10, 2010 Board meeting. Friday stated no response has been received yet.

Welisek stated that she has contacted the Harbor House Commission they are willing to come in to talk to the Village Board in regards to the Marina pump permits.

Village Board Meeting
May 24, 2010

15) *Closed Session: Review appraisal of Howitt property discussed for possible purchase or attainment of easement on property for placement of recreation trail connecting to Pigeon Road trail, relative to April recommendation by Parks, Recreation & Urban Tree (PRUT) Board. Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session*

Kaas moved to go into closed session at 8:09 p.m. Per Wis. Stats. 19.85(1)(e) Review appraisal of Howitt property discussed for possible purchase or attainment of easement on property for placement of recreation trail connecting to Pigeon Road trail, relative to April recommendation by Parks, Recreation & Urban Tree (PRUT) Board. Rath 2nd. Motion carried.

Kaas moved to return to open session at 8:44 p.m. Rath 2nd. Motion carried.

16) *Open Session: Consider/Approve action (Howitt property; 4.609 acres) relative to purchase or easement attainment to place recreation trail connecting to Pigeon Road trail.*

No action taken.

17) Adjournment – ***Thomson moved to adjourn at 8:45 p.m. Kaas 2nd. Motion carried.***

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

Village Board Meeting Minutes

June 14, 2010

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

Present

Joe Hennlich
Roger Kaas
David Miller
Joyce Laux
Jim Rath
Carl Thomson
Terri Welisek

Absent

none

Others Present

Randy Friday, Administrator
Jennifer Schaff, Engineer
Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – recited
- 3) Approval of the Agenda - ***Kaas moved to approve the agenda. Thomson 2nd. Motion carried.***
- 4) Workshop: Village Board training was conducted by UW-Extension Mary Kohrell
- 5) Approval of Minutes – Regular Meeting – May 24 - ***Rath moved to approve the Village Board regular meeting of May 24, 2010 as presented. Kaas 2nd. Motion carried.***
- 6) Registered Citizen Comments on Agenda Items –

Jim Welisek, W4923 Golf Course Rd., Sherwood – regarding agenda items 10 b & 7 f

Jenna Canino, W4916 Golf Course Rd., Sherwood – regarding agenda item 14 a

Tony Reese, N585 Castle Dr., - unpublished agenda item

Marilyn Nettekoven, N606 Knight Dr., - unpublished agenda item

- 7) Report of the Plan Commission: June 7, 2010
 - a) CSM2010.4: Certified Survey Map request (Kuritz) to combine Lots #1 & #2 of Lake Shore Estates – South and recreate as new Lot #1 (35,006 sq. ft.)

Village Board Action: *Kaas moved to approve CSM2010.4 Certified Survey Map request (Kuritz) to combine Lots #1 & #2 of Lakes Shore Estates – South and recreate as new Lot #1 (35,006 sq. ft.). Hennlich 2nd. Motion carried.*

- b) CSM 2010.5: Certified Survey Map request (Village of Sherwood) to create Outlot #1 (1.1 acres; 13th Hole) transferring ownership from High Cliff Golf Course to the Village of Sherwood

Village Board Action: *Hennlich moved to approve CSM 2010.5: Certified Survey Map request (Village of Sherwood) to create Outlot #1 (1.1 acres; 13th Hole) transferring ownership from High Cliff Golf Course to the Village of Sherwood. Rath 2nd. Motion carried.*

- c) *Tax Increment Financing District* revised ‘Project Plan’ options

Village Board Meeting

June 14, 2010

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Administrator Friday briefly presented the original Tax Increment Financing District #1 plan and the proposed revised plan to the Board.

Village Board Action: Hennlich moved to approve Tax Increment Financing District revised 'Project Plan' as presented. Laux 2nd. Motion carried.

- d) Set *Public Hearing* (Aug. 2nd) to review and approve 'Revised Project Plan' and 'TIFD Boundary' w/ Plan Commission

Village Board Action: Miller moved to set Public Hearing (Aug. 2, 2010) to review and approve 'Revised Project Plan' and 'TIFD Boundary' w/Plan Commission. Welisek 2nd. Motion carried.

- e) Membership of Joint Review Board (TIFD)

Village Board Action: Kaas moved to confirm the Citizen representative appointment of Scott Amrhein and Village representative appointment of Randy Friday, Village Administrator to the Tax Increment Finance District Joint Review Board. Rath 2nd. Motion carried.

- f) Local group seeks Sherwood Dog Park – informational

Administrator Friday briefly presented information on the resident group, the information they have presented to the Village and potential sites in the Village.

Kaas referred to door hangers that the resident group is distributing to the Village residences which states that the local group desires the Village to fund the project. Kaas inquired of Friday what kind of funding the Village has access to for this type of project. Friday responded that a legal opinion would be needed to know if TIF funds are an option. The Board directs Staff and resident group to provide more information.

- g) Request to place landscaping in/near established easement areas along Pigeon Road (Lake Shore Estates – East; Wittman) – Plan Commission tabled – informational

Welisek moved to advance agenda item 14 a. Hennlich 2nd. Motion carried.

8) Report of Village Officers

- a) Village President

- b) Clerk/Treasurer

- i. Review/Approve financial reports - **Miller moved to approve the financial reports as presented. Rath 2nd. Motion carried.**

9) Consent Agenda

- a) Application for Cigarette & Tobacco Products License
 - Jeanne's Bar
 - Sherwood Mobil Mart

Village Board Meeting

June 14, 2010

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Miller moved to approve the Applications for Cigarette & Tobacco Products Licenses as presented. Hennlich 2nd. Motion carried.

- b) Application for Renewal of Alcohol beverage License
 - i. Class A Malt Beverage, Liquor & Wine
 - Condon Oil Co., Inc., dba Sherwood Mobil Mart, Kraig Bauman, Agent

Rath moved to approve the Application for Renewal of Class A Malt beverage, Liquor and Wine License as presented. Thomson 2nd. Motion carried.

- ii. Class B Malt Beverage, Liquor & Wine
 - Wanda Loise Schabow, dba The Granary Supper Club, Wanda Schabow, Agent
 - Jean M. Sprangers, dba Jeanne's Bar
 - Sherwood Forest Golf Club, Inc., dba Sherwood Forest Golf Club/Hacker's Pub, Steven A. Pfile, Agent
 - The Cliffs of Sherwood, Ltd., dba High Cliff Restaurant, Charles F. Schuster, Agent

Laux moved to approve the Applications for Renewal of Class B Malt Beverage, Liquor and Wine Licenses as presented. Rath 2nd. Motion carried.

- c) Application for Temporary 'Class B' Retailer's License: Annual Parish Picnic

Hennlich moved to approve the Temporary 'Class B' Retailer's License application as presented. Welisek 2nd. Motion carried.

- d) Application for Operator's License
 - Corey Alan Feller
 - Lauren Elyse Grube
 - Megan Rose Kiefer
 - Luann Mae Koch
 - Erik Jay Mayer
 - Kirk E Schneider
 - Brandon Lee Vender Heiden
 - Sasha Marie Vanden Heuvel
 - Christopher M Schleis
 - Lynn Ann Guerts
 - Joel Benjamin Pethan
 - Gregory J Underwood
 - Tom John Lammi

Rath moved to approve the Operator's Licenses as presented. Kaas 2nd. Motion carried.

10) Village Engineer

- a) Project update: Water transmission main – Engineer Schaff reported on June 9, 2010, pipe installation and bore and jack casing pipe complete, with air relief manholes being 95% complete, Hietpas continues to work on restoration, Miron has completed the block work at

the Metering Station and installed new booster pump/motor the week of May 24, 2010, the City of Appleton has agreed to reimburse the Village \$1,035 for additional piping needed at the Metering Station, the construction schedule is set the start date for water from Appleton is July 1st date, the ability to meet this date is dependent on the flowmeters arriving on June 22nd, and a meeting has been schedule for construction progress update and discussion of start-up steps on June 10, 2010 at the Village Offices.

- b) Golf Course Road: Roadway concerns, specifications, and *special assessments* (Welisek)

Administrator Friday presented information from Village files.

Engineer Schaff presented a letter outlining the Golf Course project, resident responses and elements of construction.

Kaas explained the differences in construction processes of new roads versus existing roads.

11) Village Administrator

- a) Howitt property: PRUT Board recommendation to purchase land

Administrator Friday informed the Board that their proposal was presented to the owners and he is waiting for a response.

- b) Local Emergency Planning Committee (LEPC): Emergency siren testing
- c) County/Municipal Intergovernmental Meeting: County capital projects overview (Highway Maintenance Facility; Radio System Upgrade; *5-Year Capital Plan*)
- d) Request (City of Chilton) to have Village of Sherwood pass local *Resolution* stating position relative to construction of a new, single County Highway Dept. facility

Miller moved to deny ~~the request to write a letter opposing resolution #1581 (City of Chilton Resolution)~~ responding to the City of Chilton letter to the Village to address the question of construction of a single county highway facility in Calumet County. Laux 2nd. Motion carried.

12) Old Business

- a) Street Address: Developer request for Village to pay for address change at W4921 Carrington Court (Jedar Development)

Clerk Williams presented information researched from Village files and inquiries to Calumet County to the Board.

13) New Business

- a) Ordinance #10-105: Consider limiting fishing on Village-owned stormwater ponds and vehicles on Village-owned trail facilities (first reading)

Village Board Meeting

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Hennlich moved to prohibit swimming in any Village stormwater detention ponds. Miller 2nd. Motion carried.

The Ordinance #10-105 with the additional language prohibiting swimming was read for the first time.

- b) *Change Order #3 to Meter Station & Well House #5 projects: Consider/Approve increase for antennae tower base (\$1919.89; Miron Construction). Back-bill City of Appleton*
- c) *Change Order #4 to Meter Station & Well House #5 projects: Consider/Approve increase to allowance for electrical system (\$721.40; Miron Construction)*
- d) *Change Order #5 to Meter Station & Well House #5 projects: Consider/Approve increase to add piping at station (\$1,035; Miron Construction. Back-bill City of Appleton*

Kaas moved to approve Change Order #3 to Meter Station & Well House #5 projects: project increase for antennae tower base (\$1919.89; Miron Construction) and back billing to City of Appleton (\$1,919.89) plus Engineering fees (\$200), Change Order#4 to Meter Station & Well House #5 projects: project increase to allowance for electrical system (\$721.40; Miron Construction) and Change Order #5 to Meter Station & Well House #5 projects: project increase to add piping at station (\$1,035; Miron Construction and to Back-bill City of Appleton. Rath 2nd. Welisek – nay. Motion carried.

- e) *Dog Park: Request to use portion of \$1k donation to purchase support materials*

Kaas moved to approve purchase of “So You Want to Build a Dog Park?” (Dogparks USA/Susan Stecchi), using donation funds. Welisek 2nd. Motion carried.

14) **Complaints and Compliments:**

- a) *Snow-plowing route for veterinary hospital on Knight Drive (Canino; May 26)*

15) **Correspondences:**

- a) *Upgrade to electrical distribution system (WE Energies; May 28)*
- b) *Stakeholder’s Meeting for STH 55/114 & US10 Corridor Study (WisDOT; June 1)*
- c) *Fund-raising request (Appleton Jaycee’s; June 3)*
- d) *Fund-raising request (Kaukauna Girls Basketball Assoc.; June 8)*

Rath moved to deny fund-raising requests from Appleton Jaycee and Kaukauna Girls Basketball Assoc. Laux 2nd. Motion carried.

Rath encouraged fund-raising requesters to forward their requests along with the Village participant information to the Village Lions and the Sherwood/Darboy Optimists.

16) **Adjournment - Rath moved to adjourn at 10:24 p.m. Kaas 2nd. Motion carried.**

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

Village Board Meeting

June 14, 2010

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Village Board Meeting Minutes

June 28, 2010

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

Present

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Carl Thomson

Terri Welisek

Absent

Jim Rath, excused

Others Present

Jennifer Schaff, Engineer

Brett Bowe, Calumet County Sheriff's Dept

Randy Friday, Administrator

Kathy Mader, Finance/Utility Clerk

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda. Thomson second. Motion carried.***
- 4) Approval of Minutes: Regular Meeting – June 14 – ***Laux moved to approve the June 14, 2010 minutes as amended. Thomson second. Motion carried.***

Discussion: Regarding wording of the minutes for item 11) d, Laux commented the minutes should reflect that the board did not take a stance rather than “deny the request.” All present were in agreement the minutes should reflect the change.

- 5) Registered Citizen Comments on Agenda Items
- *Wendy Tumey, W4919 Spring Hill Dr, re item 13)c*
 - *Brian Klapperich, W4863 Forest Ln, re item 13)b*

Kaas moved to discuss items 13) b and 13) c before item 6. Hennlich second. Motion carried.

- 6) (Public Hearing) Proposed Ordinance #10-105: *Regulating Usage of Village-owned Stormwater Pond areas and related Village-owned Recreation Paths- Having read the first and second reading, and hearing no comments, Miller declared the public hearing closed.*
- 7) Report of the Utility Commission – June 21
- a) Replace Well #5 pump (back-up water supply): Consider/Approve additional expense (est. \$10k increase, to \$26,600)
- Hennlich moved to approve additional expense to replace Well #5 pump. Thomson second. Motion carried. Welisek nay.***

- b) *Change Order #6: Consider/Approve Town of Harrison permit fee reimbursement (\$756.45; Miron Constr.)
Welisek moved to approve Change Order #6 for permit fee reimbursement to Miron Construction in the amount \$756.45. Miller second. Motion carried.*
 - c) *Change Order #7: Consider/Approve added wiring at well house (\$1091.25; Miron Constr.)
Kaas moved to approve Change Order #7 for added wiring at the well house to Miron Construction in the amount \$1,091.25. Thomson second. Motion carried. Welisek nay.*
 - d) *Change Order #8: Consider/Approve upsizing transformer & circuit panel capabilities (\$3,074.39; Miron Construction)
Hennlich moved to approve Change Order #8 for upsizing transformer and circuit panel capabilities to Miron Construction in the amount \$3,074.39. Laux second. Motion carried. Welisek nay.*
 - e) *Change Order #9: Consider/Approve replacing corroded stainless steel pipe drop at well house (\$549.34; Miron Constr.) – Miller moved to approve Change Order #9 replacing corroded stainless steel pipe drop at well house to Miron Construction in the amount \$549.34. Thomson second. Motion carried.*
 - f) *Public Fire Protection (fire hydrant rental): Consider/Approve annual rate paid by Water Utility versus tax levy (currently \$164,900 – 100% tax levy; Increase to \$204,000 – 100% levy) – Hennlich moved to approve eighty percent (80%) of the fire hydrant rental be paid by the Village tax levy and twenty percent (20%) be paid by the water utility. Laux second. Motion carried.*
 - g) *Annual Consumer Confidence Report: Consider/Approve – Miller moved to approve the 2009 Consumer Confidence Report. Welisek second. Motion carried.*
 - h) *Resolution #10-2010: Consider/Approve 2009 CMAR Report – Welisek moved to approve Resolution #10-2010 for the 2009 CMAR. Kaas second. Motion carried.*
- 8) Report of Village Officers
- a) Village President – *Nothing to report.*
 - b) Clerk/Treasurer
 - i) Review/Approve financial reports – *Kaas moved to approve financial reports as presented. Thomson second. Motion carried.*
 - ii) High Cliff Cemetery: Consider ‘Sale of plot’ (Schuster) – *Kaas moved to approve sale of plot to Schuster. Laux second. Motion carried.*
 - iii) High Cliff Cemetery: Consider ‘Agreement for Perpetual Care (ibid) – *Kaas moved to approve agreement for perpetual care for Schuster. Laux second. Motion carried.*

Discussion: Thomson suggested review of cemetery and perpetual costs.

9) Consent Agenda

a) Schedule for Appointment of Agent By Corporation

- i) The Outpost Pub & Provisions, LLC appoints Marilyn Nettekoven, Agent
Laux moved to approve Marilyn Nettekoven as Agent for the Outpost Pub & Provisions, LLC. Hennlich second. Motion carried.

b) Alcohol Beverage License Approval

i) Class B Malt Beverage

- High Cliff Golf Course, Inc., Corey A. Feller, Agent
Hennlich moved to approve Class B Alcohol Beverage License for High Cliff Golf Course, Inc, Corey A. Feller, Agent. Welisek second. Motion carried.

ii) Class B Malt Beverage, Liquor & Wine

- Crabby Julie's Bar & Grill, LLC., Julie Ann Roovers, Agent
- Duncliffe, Inc., dba Shenanigans, Rick Dunnum, Agent
- Outpost Pub & Provisions, LLC, Marilyn Nettekoven, Agent (Reserve License)
Laux moved to approve Class B Malt Beverage, Liquor & Wine License for Crabby Julie's Bar & Grill, LLC, Julie Ann Roover, Agent, Duncliffe, Inc, dba Shenanigans, Rick Dunnum, Agent, and Outpost Pub & Provisions, LLC, Marilyn Nettekoven, Agent. Hennlich second. Motion carried.

c) Operator's License

- Jacob Robert Kramer
- Ashley Lynn Schroeder
- Curtis Michael Mader
- Rachelle Lea Deprez
- Nicole Jean Van Haren
- Tara Ann Brooks
- Kaylyn Marie Kasper
- Nicole Rae Lecker
- Amy Beth Kuhn
- Dale John Albers
- Hayden Garrett Thiel
- Kelsey Kroll
- Jodi Jacobs Hammen
- Mollie Nackers
- Pam Fredericks
- Rick Dunnum
- Christian Robert Cole
- Erich James Duecker

Laux moved to approve the Operator's License as presented. Kaas second. Motion carried.

10) Village Engineer

- a) Project update: Water transmission main – *Reviewed the June 23, 2010 Construction Meeting Report. Schaff stated the next progress meeting is scheduled for June 29, 2010. Schaff handed-out an updated report of the water line project.*

Related Discussion: Miller directed Friday to include on the July Utility Commission agenda a discussion item regarding the possibility of surrounding the meter station located on County N with a chain-linked fence.

- b) Lakeshore Estates–South: Subdivision punch list status (update) – *Friday reported the Village has not received any further information from Lakeshore Estates-South representatives.*
- c) Culvert replacement on Lower Cliff Road: Consider/Approve approving contract (\$12,090) per Development Agreement (Resolution #2007-06) w/ landowner (Huss) to engage for services to place culvert between two parcels, replacing old culvert - ***Kaas moved to increase budget amount of \$10,000 to \$12,090 for replacement of the culvert on Lower Cliff road, not to include additional cost to replace culvert under Lower Cliff Road. Thomson second. Motion carried.***

11) Village Administrator – *Friday reported fire contract discussions will be held after the new administrator is placed at the Town of Harrison.*

12) Old Business: *None*

13) New Business

- a) *Ordinance #10-105: Regulating Usage of Village-owned Stormwater Pond areas and related Village-owned Recreation Paths - **Laux moved to approve Ordinance #10-105: Regulating Usage of Village –owned Stormwater Pond areas and related Village-owned Recreation Paths. Kaas Second. Motion carried unanimously.***
- b) Request to repair driveway & storm drain inlet at residence: Request that Village make repairs (Klapperich; W4863 Forest Lane) – *No action taken. Friday will contact Klapperich for further discussion.*
Discussion: Schaff distributed a hand-out which details the history regarding the Klapperich driveway and requests.
Klapperich suggests the drain stay but be extended up with a cover and out with a six inch (6”) extension for drainage from neighbor.
- c) Citizen request to improve stormwater drainage along easterly side of Spring Hill Drive (Tumey; W4919 Spring Hill Drive) – *Tumey distributed a hand-out detailing their recollection of the project time-line, their concerns, and recommendations regarding ditch drainage in front of their house and presented a slide-show of the ditch area.*

Friday explained the Village contracted with Calumet County in 2008 for excavation in the Village right-of-way.

Tumey suggested possible legal action if matter not resolved to property owner satisfaction.

- d) Citizen request to place *No Outlet* sign on Sundown Court: Consider request (Emmons) to place sign at head of roadway intersection w/ Spring Hill Drive – *No action taken. Friday suggested a traffic sign map could aid in the decision of appropriate signage.*
- e) New Meter Station & Well #5 Pumphouse Modifications: Consider/Approve *Certificate for Payment #1* (\$43,983.10; Miron Constr.) for work completed thru April 30 – ***Kaas moved to approve Certificate for Payment #1 to Miron Construction in the amount \$43,983.10 for work completed through April 30. Hennlich second. Motion carried. Welisek nay.***
- f) Watermain Project: Consider/Approve *Certificate for Payment #6* request for partial payment (\$26,054.95; Hietpas & Sons, Inc.) for work thru June 2 – ***Hennlich moved to approve Certificate for Payment #6 to Hietpas & Sons, Inc in the amount \$26,054.95 for work through June 2. Thomson second. Motion carried.***
- g) Watermain Project: Consider/Approve *Change Order #2* request (\$3,906.25; Hietpas & Sons, Inc.) relative to locating & repairing watermain in April – ***Kaas moved to approve Change Order #2 in the \$3,906.25 for Hietpas & Sons, Inc relative to locating and repairing water main in April. Welisek second. Motion carried.***
- h) Lakeshore Estates West II urbanization: Consider/Approve *Certificate for Payment #1* (220,008.94; MCC) for work thru June 18 – ***Laux moved to approve Certificate for Payment #1 to MCC in the amount \$220,008.94 for work through June 18. Hennlich second. Motion carried.***
- i) Lakeshore Estates West II: Consider/Approve MCC request for *time extension* (weather conditions) moving completion date to July 16 – ***Welisek moved to approve MCC request for time extension, moving completion date to July 16. Laux second. Motion carried.***
- j) Request to attend training: Economic Visioning(Welisek) – *Consensus to discuss at the next Village Board meeting whether or not a representative from the Plan Commission or CDA would be interested in attending.*
- k) Emergency messaging system (Nixle): Discuss/Consider possible inclusion in emergency messaging system for Village and residents – *Discussed. Bowe stated further understanding of the capabilities is required.*
- l) Sheriff’s Dept. Monthly report: Representative may be present to discuss (May, 2010) – *Bowe discussed incidents of burglaries and break-ins and thefts in the area. Bowe requests instruction from the Village Board regarding stray dogs, previously taken care of by the constable.*

14) Complaints and Compliments: *None*

Village Board Meeting Minutes

June 28, 2010

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15) Correspondences:

- a) Sponsorship request: Fox Cities Convoy of hope – *Denied.*
 - b) Irrigation well pump replacement assistance request: Sherwood Forest Golf Course – *No action taken. Friday will consult with attorney.*
- 16) *Closed Session: Review appraisal of Howitt property discussed for possible purchase or attainment of easement on property for placement of recreation trail connecting to Pigeon Road trail, relative to April recommendation by Parks, Recreation & Urban Tree (PRUT) Board. Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Friday stated there is nothing to report or discuss.*
- 17) *Open Session: Consider/Approve action (Howitt property; 4.609 acres) relative to purchase or easement attainment to place recreation trail connecting to Pigeon Road trail. – No Discussion or action taken.*
- 18) *Adjournment – Kaas moved to adjourn at 10:15 p.m. Thomson second. Motion carried.*

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

Village Board Meeting Minutes

July 12, 2010

- 1) Call to Order and Roll Call – *President Miller called the meeting to order at 6:30 pm with roll call:*

Present	Absent
Joe Hennlich	none
Roger Kaas	
Joyce Laux	Others Present
David Miller	Randy Friday, Administrator
Jim Rath	Jennifer Schaff, Engineer
Carl Thomson	Susan Williams, Clerk-Treasurer
Terri Welisek	

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda - ***Hennlich moved to approve the agenda as presented. Rath 2nd. Motion carried.***
- 4) Approval of Minutes: Regular Meeting – June 28 – ***Laux moved to approve the minutes as presented. Kaas 2nd. Motion carried.***
- 5) Registered Citizen Comments on Agenda Items – no citizens present
- 6) Report of the Plan Commission: No meeting held in June
- 7) Report of Village Officers
- a) Village President – *President Miller reported receiving positive response from citizens in regards to the connection to Appleton water.*

Rath moved to advance agenda item 11 a). Thomson 2nd. Motion carried.

- b) Clerk/Treasurer –
- i. Review/Approve financial reports – *Clerk Williams presented the Board members with the list of checks in progress. Kaas moved to approve the financial reports as presented. Laux 2nd. Motion carried.*
 - ii. Operator's License
 - Phyllis A. Bethke
 - Gregory W. Martin
 - Kathryn M. Guyette
 - Jessica H. Kersten
 - Jessica M. Stupsky
 - Joshua G. Tysver

Rath moved to approve the operator licenses of Bethke, Martin, Guyette, Kersten, Stupsky and Tysver as presented. Laux 2nd. Motion carried.

- Maria Huneycutt

Rath moved to approve the operator license of Huneycutt as presented. Hennlich 2nd. Motion carried.

8) Village Engineer

- a) Project update: Water transmission main – Engineer Schaff reported flushing was completed and bacteriological tests passed allowing the Village to receive Appleton water on July 1, 2010, Heitpas continues work on restoration, some of the boring pits remain soft, but crews are trying to complete restoration efforts, additional work remains at Well 5/6 pump house, Miron is anticipating the arrival of a check valve the week of July 19th which is needed to complete the piping work, the electrician will follow with wiring and installation of the transformer and electrical panel, the dehumidifier will be installed and the surfaces prepared for painting.

Board members commended Schaff on keeping the project on track.

9) Village Administrator

- a) *Tax Increment District 'Subtraction'*: Target date of Aug. 2 meetings & public hearing

Administrator Friday presented briefly the plan and background information on the TID Subtraction plan.

- b) Snowplowing: Staff response to Knight Drive complaint (Canino; June 28)

Friday presented information from staff in regards to procedures of snowplowing.

10) Old Business

- a) Request to repair driveway & storm drain inlet at residence: Request that Village make repairs (Klapperich; W4863 Forest Lane)

Miller moved to deny request to repair driveway and storm drain inlet at residence at W4863 Forest Lane. Rath 2nd. Motion carried.

Kaas moved to authorize resident to make repairs to driveway and storm drain inlet at W4863 Forest Lane subject to Village Engineer approval and the cost (repairs and engineer services) to be paid by the resident. Rath 2nd. Motion carried.

- b) Request to improve stormwater drainage along easterly side of Spring Hill Drive (Tumey; W4919 Spring Hill Drive): To Plan Commission
- c) Request to attend training: Economic Visioning (Welisek)

No action taken.

11) New Business

- a) Garbage/Refuse Contract Extension Proposal (Veolia): Consider proposal to extend garbage pick-up contracted services for Fiscal Years 2011-2013

Friday presented history of contract terms beginning with 2005 and proposed preliminary 3 year contract for 2011, 2012 and 2013. 2011 no change in rates, bulk pick up charges of \$3,000 (2 occurrences), fuel surcharge applies when diesel raises above \$3.50. 2012 and 2013 rates change minimum of 2.5% min to 5% max CPI, and the bulk pick up charges of \$3,000 (2 occurrences), fuel surcharge applies when diesel rises above \$3.50.

Scott Van Haveren, Veolia Environmental Services, Sheboygan, WI. - Van Haveren presented to the Board information relative to the proposal and answered questions.

Welisek inquired with the size of the contract whether bids should be solicited.

Thomson stated he believes that the services could be done for less, but questioned the quality of those services.

Miller stated satisfaction with current services provided.

Miller moved to approve a 3 year contract extension with Veolia Environmental Services for Fiscal Years 2011-2013 with terms of:

***-2011 no increase from 2010 rates, \$3,000 bulk pick up charge (2 occurrences), fuel surcharge if fuel raises above \$3.50 and governmental fees/mandates would be passed on to the Village;
-2012 and 2013 rate increase of 3% CPI, \$3,000 bulk pick up charge (2 occurrences), fuel surcharge if fuel raises above \$3.50 and governmental fees/mandates would be passed on to the Village. Thomson 2nd.***

Roll call vote; Hennlich – aye, Kaas – aye, Laux – aye, Miller – aye, Rath – aye, Thomson – aye, Welisek – nay. Motion carried.

12) Complaints and Compliments: None

13) Correspondences:

- a) Perceived Algae Problem at High Cliff State Park (Arnie Lindauer – WisDNR; July 8)

Welisek inquired of the Sherwood Forest Golf Course irrigation pump replacement assistance request status from prior Board meeting Friday responded that he is doing research on it and at this point does not know if there is support for it and is waiting for feedback.

14) Adjournment - ***Thomson moved to adjourn at 7:55 p.m. Rath 2nd. Motion carried.***

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

Village Board Meeting Minutes

July 26, 2010

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

Present

Joe Hennlich
Roger Kaas
Joyce Laux
David Miller
Jim Rath
Terri Welisek

Absent

Carl Thomson, excused

Others Present

Randy Friday, Administrator
Jennifer Schaff, Engineer
Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda. Rath 2nd. Motion carried.***
- 4) Approval of Minutes: Regular Meeting (July 12) – ***Laux moved to approve the minutes of the regular July 12, 2010 Village Board minutes as presented. Hennlich 2nd. Motion carried.***
- 5) Registered Citizen Comments on Agenda Items –

Craig Moore, 805 Matthew Ln., Kaukauna - regarding agenda item 10)

Jeff Weyenberg, W4878 Forest Ln., Sherwood – regarding agenda item 15) – voiced concerns of the Village purchasing properties for the downtown development.

David Van Elzen, W5223 Schaefer Rd., Menasha - regarding agenda item 12) a)

Hennlich moved to advance agenda item 12 a). Rath 2nd. Motion carried.

- 6) Report of the Utility Commission: July 19, 2010
- a) Annual Water Request: Sherwood Lions Football Program request for *Utility* support for watering football field (NTE \$300)
- b) *Pay Request #2* – Meter Station & Well # 5 modifications: Approve for work thru May 31 (Miron Constr.; \$79,478.89)

Village Board: Miller moved to approve pay request #2 – Meter Station & Well #5 modifications, for approval of work through May 31, 2010 (Miron Construction \$79,478.89). Kaas 2nd. Motion carried.

- c) *Change Order #2* – Water Transmission Main: Approve for work locating water main at Timberline Drive (Hietpas; \$3,906.25)

Village Board: Rath moved to approve change order #2 – Water Transmission Main: approval for work locating water main at Timberline Drive (Hietpas \$3,906.25). Welisek 2nd. Motion carried.

- d) Aerator procurement (WWTF): Tabled to August
 - e) Water Rate Structure: Recommended changes to Wis. PSC
 - f) Fencing at new Meter Station in Harrison: Directed engineers to get firm bid prices and re-agendize
 - g) Replacement water meter sets: Approved purchase of 600 sets
 - h) Water main replacement projects:
 - STH 55/114 (to Forest Ave.): Awarded to PTS (\$128,965)
 - Clifton Road: Award if new PSC rate structure is approved
 - i) Sewer manhole replacement (Timberline Dr; Sundown Ct.): Tabled
- 7) Report of the PRUT Board (Parks, Rec. & Urban Tree): July 21
- a) (Presentation) Citizen group advocating for Sherwood Dog Park:
 - Group will continue assembling information for Oct. meeting
 - b) Trail extension (Howitt property): Contact property owner
 - c) *FY2011-14 Capital Improvement Projects*: Updated status & info.
 - d) *Annual Survey*: Add 'ice rink' & 'dog park' as survey items
- 8) Report of Village Officers
- a) Village President – *President Miller reports many calls from residents enjoying the Appleton water.*
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports

Kaas moved to approve the checks in progress list as presented. Rath 2nd. Motion carried.

- 9) Village Engineer
- a) Project update: Water transmission main project is in the final stages, a check valve was installed at the Well 5/6 pump house week of July 19, 2010, dehumidifier is installed and running, Hietpas is continuing work on restoration, some of the boring pits remain soft, but crews are trying to complete restoration efforts, the electrician will install the transformer and electrical panel, painting surfaces in the pump house are yet to occur.
 - b) Road Projects: Paving contract and chip seal work complete.

10) Village Administrator

Administrator Friday introduced Craig Moore who was in attendance to present a proposal for a memorial 5K run/walk through the Village to benefit the Pancreatic Cancer Action Network.

Moore presented preliminary plans, map and information on the event planned for September 18, 2010.

The Board encourages Moore and his group to proceed with the event planning; once the group has firm numbers of participants to notify the Village Administrator. At that point in time if numbers warrant, Moore understands the conditions and requirements of Village Ordinance #05-91 Special Events Permit will be applicable.

- 11) Old Business: None
- 12) New Business
 - a) Sherwood Lions Football Program
 - i. Annual request for Village support to water football field
 - ii. Request for 3 keys to pavilion area
 - iii. Request to place shed structure for equipment storage

Rath moved to approve annual request for Village support to water football field (NTE \$300), request for 3 keys for pavilion and request to place shed structure for equipment storage. Laux 2nd. Motion carried.

Van Elzen addressed the Board and stated the Lions are interested in helping with the replacement of the concrete at the pavilion and bleachers. *The Board encouraged the Lions to present a plan at the next PRUT Board meeting in October.*

- b) Water Transmission Main: Approve request by contractor (Hietpas) for time extension due to wet weather conditions

Kaas moved to approve request by contractor (Hietpas) for time extension to August 25, 2010 due to wet weather conditions. Miller 2nd. Motion carried.

- c) *Resolution #11-2010: Consider/Approve Resolution Electing Direct Charge of Public Fire Protection (\$163,200 = General Fund; \$40,772 = Water Utility)*

Kaas inquired if this charge was a fixed amount only for 2010, he understood that the specific wording of the motion approved stated 80% Village/20% Utility, not a dollar amount.

Clerk Williams stated the wording of the PSC from their letter dated July 12, 2010 (which read):

“Our proposed charge for public fire protection service is \$203,972. At your request, the annual municipal charge to the Village of Sherwood will be set at \$163,200 and the remainder will be collected through direct charges on the water utility bills of general service customers using the Equivalent Meters Method, in conformance with Wis. Stat. § 196.03(3) (b).”

Kaas moved in consideration of the PSC letter dated July 12, 2010 to approve Resolution #11-2010: Consider/Approve Resolution Electing Direct Charge of Public Fire Protection (\$163,200=General Fund;\$40,772=Water Utility). Rath 2nd. Motion carried.

- d) Solicitation for artist rendering of Sherwood: Consider (unsolicited) request

The Board does not have interest at this time to engage in these services.

- 13) Complaints and Compliments: None
- 14) Correspondences: *Calumet County Sheriff's Dept. – Monthly Activity Report (June)*

15) *Closed Session:* Consider property purchase(s) in downtown area per approved *5-Year Capital Improvements Plan* (including, but not limited to W404, W410 Veteran's Ave.; W415 & W432 Clifton Road; N407 Harrison St.) – Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

Kaas moved to go into closed session at 8:12 p.m. to consider property purchase(s) in downtown area per approved 5-Year Capital Improvements Plan (including, but not limited to W404, W410 Veteran's Ave.; W415 & W432 Clifton Road; N407 Harrison St.) – Per Wis. Stats. 19.85(1) (e). Rath 2nd. Motion carried.

16) *Return to Open Session:* Consider property purchase(s) per approved *5-Year Capital Improvements Plan* (including, but not limited to W404, W410 Veteran's Ave.; W415 & W432 Clifton Road; N407 Harrison St.)

Kaas moved to return open session at 9:28 pm. Rath 2nd. Motion carried.

17) Adjournment - ***Rath moved to adjourn at 9:29p.m. Kaas 2nd. Motion carried.***

Minutes respectfully presented for review and approval by Susan M. Williams, Village Clerk.

Joint Village Board & Plan Commission Meeting Minutes

Aug. 2, 2010

1. Call to order – *Village Clerk Williams called the meeting to order with roll call at 6:04 p.m.:*

Village Board

Present

Joe Hennlich

Roger Kaas

Joyce Laux

Jim Rath

Carl Thomson

Terri Welisek

Absent

David Miller, excused

Others Present

Randy Friday, Administrator

Susan Williams, Clerk-Treasurer

Dave Wagner, Ehlers

Plan Commission

Present

Tom Boll

Bob Gillespie

Joe Hennlich

Kathy Salo

Scott Sheppard

Steve Summers

Absent

David Miller, excused

2. Pledge of Allegiance – *recited*
3. *Election of chairman – Hennlich moved to elect Kaas chairperson. Welisek 2nd. Motion carried.*
4. *Approval of the Agenda – Hennlich moved to approve the agenda as presented. Thomson 2nd. Motion carried.*
5. Citizen comments on agenda items – none
6. Public Hearing regarding the proposed project plan amendment of boundaries and project plan for Tax Incremental District No. 1 (See the Public Hearing Notice which was published on July 17, 2010 & July 24, 2010).

After three readings for public hearing Chairman Kaas announced the hearing open at 6:06 p.m.

Wagner presented briefly basic information on the Tax Incremental District No. 1 amendment noting additional funds (\$2,300,000) for Wanick Park development beyond the projects listed in the presented plan.

Gillespie inquired as to the Wanick Park road project listed in the plan of \$1,000,000. Friday responded with the basic elements of the project; complete road construction of entry way via Knight Drive extension, continuing north into the parkland, and exit way out via Castle Drive.

Salo posed the question of the tennis/basketball project at Wanick Park. Friday stated the project is currently in the approved capital project plan, and continues to be under consideration.

Wagner continued on presenting the development and value change assumptions, stating the District created \$107,379,300 in value, the proposed amendment will reduce the District by \$95,379,300, resulting in \$12,000,000 value remaining.

Wagner stated if the Village does not incur any more debt (TID #1), the funds available over and above the currently outstanding projects is \$2,300,000.

Kaas asked and Wagner confirmed the Village could close the TID #1 in 2014 with a projected balance of \$2,313,476 for projects with contracts in place for Wanick Park.

Wagner stated at the end of the TID #1, the funds left over (without commitment to open projects) are distributed to the overlaying taxing jurisdictions in the rate of the applicable tax percentages for that year.

De Bonis stated that with the subtraction, \$95, 379,300 will be on the tax roll which will reduce the overall tax rate, but the portion available to the County (and other taxing jurisdictions) will be restricted by levy limits.

Gillespie inquired as to when the district closes what will be the effect on taxes. Wagner stated that the largest impact will be on the Village taxes, possibly be \$1/1,000.

Friday stated that February 2010, the Village Board decided to reduce the district in 2010 and close it completely in 4 years.

Summers moved to close the public hearing at 6:45 p.m. Salo 2nd. Motion carried.

7. Consideration of “Resolution Designating Proposed Amended Boundaries and Approving a Project Plan Amendment for Tax Incremental District No. 1, Village of Sherwood, Wisconsin”.

Plan Commission Action: Summers moved to approve Resolution #12-2010; Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 1 with the addition of \$2,300,000 to the project plan for Wanick Park development (exhibit B). Sheppard 2nd. Motion carried.

8. Adjourn - Hennlich ***moved to adjourn at 6:59 p.m. Boll 2nd. Motion carried.***

Respectfully submitted for review and approval by Susan Williams, Clerk

Village Board Meeting Minutes

Aug. 2, 2010

1. Call to order – *Vice President Laux called the meeting to order at 8:02 p.m. with roll call:*

Present

Joe Hennlich
Roger Kaas
Joyce Laux
Jim Rath
Carl Thomson
Terri Welisek

Absent

David Miller, excused

Others Present

Randy Friday, Administrator
Susan Williams, Clerk-Treasurer

2. Pledge of Allegiance – *recited*
3. Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Welisek 2nd. Motion carried.*
4. Citizen comments on agenda items - none
5. Consideration of “Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 1, Village of Sherwood, Wisconsin”.

Welisek moved to approve Resolution #13-2010 Resolution Approving an Amendment to the Project Plan and Boundaries of Tax Incremental District No. 1. with with the project plan as amended to add \$2,300,000 to the project plan for Wanick Park development. Kaas 2nd. Motion carried.

6. Adjourn - *Hennlich moved to adjourn at 8:04 p.m. Kaas 2nd. Motion carried.*

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

Village Board Meeting Minutes

August 9, 2010

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

Present	Absent
Joe Hennlich	none
Roger Kaas	
Joyce Laux	
David Miller	Others Present
Jim Rath	Randy Friday, Administrator
Carl Thomson	Jennifer Schaff, Village Engineer
Terri Welisek	Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Rath 2nd. Motion carried.*
- 4) Approval of Minutes
- Regular Meeting – July 26 - *Kaas moved to approve the minutes of the regular meeting of the Village Board July 26, 2010 as presented. Thomson 2nd. Miller abstains. Motion carried.*
 - Joint Village Board & Plan Commission Meeting – Aug. 2 – *Kaas moved to approve the minutes of the joint meeting of the Village Board and Plan Commission August 2, 2010 as presented. Thomson 2nd. Miller abstains. Motion carried.*
 - Special Village Board Meeting – Aug. 2 – *Rath moved to approve the special meeting of the Village Board August 2, 2010 as presented. Laux 2nd. Miller abstains. Motion carried.*
- 5) Registered Citizen Comments on Agenda Items - none
- 6) Closed Session: Consider property purchase(s) in downtown area per approved 5-Year Capital Improvements Plan (including, but not limited to W404, W410 Veteran’s Ave.; W415 & W432 Clifton Road; N407 Harrison St.) – Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

Administrator Friday stated the closed session is cancelled and is rescheduled for the next Village Board meeting in 2 weeks due to illness of guest who was to be in attendance.

- 7) Return Open Session: Consider property purchase(s) per approved 5-Year Capital Improvements Plan (including, but not limited to W404 & W410 Veteran’s Ave.; W415 & W432 Clifton Road; N407 Harrison St.)

- 8) Report of the Utility Commission: July 23 – Special Meeting
 - a) Consider PSC-recommended water rate p/1000 gallons, effective Sept. 1 (Note: Public Hearing on Aug. 16)
- 9) Report of the Plan Commission: Aug 2
 - a) *Tax Increment District (#1) – Reduced TID Project Plan and Boundaries –*
 - b) Stormwater Management – Wendy Tumey (W4919 Spring Hill Dr.) request for further work in Village stormwater drainage area

Board directs Friday to send letter to property owner to allow repairs/adjustments to property for stormwater drainage, subject to approval of Village Engineer at the property owner's expense.

- c) ZOA2010-01: Zoning Ordinance Amendment request to change local zoning ordinance (Article 4-1E5) allowing placement of 110' cell tower on Village-owned land at Miller Pond
 - d) CU2010-01: Conditional Use request to allow construction of 100' cell tower antenna (site) on Village-owned land
 - e) Site Plan Review: Cell tower site plan at Miller Pond
- 10) Report of Village Officers
 - a) Village President – no report
 - b) Clerk/Treasurer

- i. Review/Approve financial reports

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

- ii. Operator's Licenses
 - David John Breckheimer
 - Amy Jo Breckheimer

Rath moved to approve the Operator's License applications as presented. Hennlich 2nd. Motion carried.

- 11) Village Engineer
 - a) Project update: Water transmission main - Piping is complete at the Well 5/6 pumphouse, Hietpas continues to work on restoration, some boring pits still remain soft, but crews are trying to complete restoration efforts, Hietpas and Miron are in the process of completing the final ARRA paperwork and finalizing quantities, painting of surfaces at Well 5/6 pumphouse remain to be completed, the electrical change order #9 (new transformer and electrical panel) and Well 5 change order #10 (new check valve, flow meter and piping to provide reliable backup) remain to be completed. Air relief manholes will be completed soon; some insulation must be sprayed internally. Fencing quote for metering station was \$5,100 (original projection \$9,100), this can be done under existing permit, barbed wire is not allowed, other options for the barbed wire will be considered. Friday instructed Schaff to inquire if this would be a request for variance procedure.

- b) Project update: LSE West II roadway urbanization (see *Correspondence* below) - MCC completed contract work in Lakeshore Estates West II, repair to one sign is pending, quantities are being finalized for final payment, Scott Construction plans to complete chip seal work in Farmington Meadows week of August 2 depending on weather.

Board directs Village Engineer to inform the paving and restoration contractors of LSE West II that this was presented to the Board and no action was taken on the request.

Aerator Project

Plans and specifications are complete, bidding process is under way with opening of bids August 12, 2010, and direct purchase of aerator is next which has 6 month lead time.

Schaff responding to Laux's concern of the lead time of 6 months stated that it is mostly an internal job.

2010 Water Main Replacement Project

Contract A & B awarded to PTS Construction, contracts under review, followed by signatures, and contractor intends to start mid to late August.

12) Village Administrator

Friday reported Community Center power outage from storm Saturday night, knocked air conditioning out, and repairs completed.

Friday went on to say he received reports the emergency siren by Well 5/6 did not sound on Saturday (even after a 40 foot extension was installed). Friday stated that he is still working with Calumet County Emergency Government to uncover the problem of inconsistent sounding of the sirens.

Travis Parish, new Town of Harrison Administrator first day on job today, Friday spoke with him and will meet with him soon.

Friday added he is having on-going discussions with Craig Moore, in regards to the 5K Run/Walk Benefit scheduled for September. Friday informed the Board he cautioned Moore about the Village Ordinance #05-91 Special Events Permit being applicable if the numbers warrant.

Lastly Friday stated he has received some calls about the increase in the water bills.

13) Old Business: None

14) New Business:

- a) Consider/Approve allowance to engage UW-Madison Landscape Architecture student for community-focused look at downtown redevelopment. If grant is awarded, student works for up to 600 hours on Sherwood project towards 'Senior Thesis/Capstone Project'

Miller moves to approve allowance to have Administrator Friday to apply for grant to engage UW-Madison Landscape Architecture student for community focused look at downtown

development, in which student works up to 600 hours on Sherwood project towards 'Senior Thesis Captone Project'. Rath 2nd. Motion carried.

15) Complaints and Compliments: None

16) Correspondences:

- a) LSE West II – Roadway Urbanization Project: Request for additional project payment (Superior Lawn & Landscape; July 30) – see 11 b) Board direction.

17) Adjournment - ***Thomson moved to adjourn at 7:13 p.m. Rath 2nd. Motion carried.***

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

Village Board Meeting Minutes

August 23, 2010

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

Present	Absent
Joe Hennlich	none
Roger Kaas	
Joyce Laux	
David Miller	Others Present
Jim Rath	Randy Friday, Administrator
Carl Thomson	Jennifer Schaff, Village Engineer
Terri Welisek	Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Thomson 2nd. Motion carried.*
- 4) Approval of Minutes – Regular Meeting (Aug. 9) – *Rath moved to approve the regular meeting of August 9, 2010 as presented. Thomson 2nd. Motion carried.*
- 5) Registered Citizen Comments on Agenda Items –

Geoff Mueller, 1824 Marquette St., Appleton – regarding agenda item 6

- 6) (6:35) Closed Session: Consider property purchase(s) in downtown area per approved 5-Year Capital Improvements Plan (including, but not limited to W404, W410 Veteran’s Ave.; W415 & W432 Clifton Road; N407 Harrison St.) – Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

Rath moved at 6:33 p.m. to go into closed session per – Per Wis. Stats. 19.85(1) (e), Consider property purchase(s) in downtown area per approved 5-Year Capital Improvements Plan (including, but not limited to W404, W410 Veteran’s Ave.; W415 & W432 Clifton Road; N407 Harrison St.). Thomson 2nd. Motion carried.

- 7) Return Open Session: Consider property purchase(s) per approved 5-Year Capital Improvements Plan (including, but not limited to W404 & W410 Veteran’s Ave.; W415 & W432 Clifton Road; N407 Harrison St.)

Rath moved to return to open session at 8:07 p.m. Thomson 2nd. Motion carried.

Miller moved to present offer to purchase of Mueller Properties, Tx ID #s 13749, 13750, 13753, 13554, 13755 and 13756, for \$250,000 with the following conditions:

- *Current tenants (Tony and Mary Jo Mueller) may continue to reside at property for up to but not to exceed 1 year from the date of closing*
- *Current tenants are responsible for all occupancy costs during their tenancy (i.e. utility costs; maintenance, etc.)*
- *Sellers (Mueller family et al) will remove all materials to bare wall condition prior to vacating property, any property remaining will be ownership of Buyer (Village)*
- *Items of historic importance, so deemed by Geoff Mueller, may be received by the Village for future (historical) use.*
- *Buyer will insure building, current tenants will insure personal property*
- *Current tenants may continue using property as retail space on first floor and residence on second floor*

Laux 2nd. Roll call vote; Hennlich – aye, Kaas – aye, Laux – aye, Miller – aye, Rath – aye, Thomson – aye, Welisek – aye. Motion carried.

8) Report of the Utility Commission: Aug. 19 – Special Meeting

- a) Water Transmission Main: Request for sign off on ‘Certificate of Substantial Completion’ (Miron Constr.)

Kaas moved to approve the recommendation of the Utility Commission request for sign off on ‘Certificate of Substantial Completion’ (Miron Constr.). Rath 2nd. Motion carried.

- b) Change Order #11: Request to approve lighting replacement at Well #5 (\$813.14)

Rath moved to approve the Change Order #11: Request to approve lighting replacement at Well #5 (\$813.14). Hennlich 2nd. Motion carried.

- c) Change Order #13: Request to approve billing thru Miron Construction for booster pump repair (\$1,964.05)

Kaas moved to approve Change Order #13: Request to approve billing thru Miron Construction for booster pump repair (\$1,964.05). Rath 2nd. Welisek nay. Motion carried

Miller questioned what would happen if there was a failure of the new water system and the Village would have to use well #5/6, Engineer Schaff stated that if needed, the backup system is set up to be ready for use and the Utility Commission is reviewing the backup system plan. Rath stated in the case of an emergency an order would go into effect where permission would be granted to use the backup system. Friday added if needed that there is 24 hours of holding in water system already and then water from the wells 5/6 would be treated and pumped through the system. Kaas went on to say the backup system needs the booster pump is.

- d) Change Order #10: Request to change rating of fuses and grading changes at no contract price change (\$0)

Hennlich move to approve Change Order #10: Request to change rating of fuses and grading changes at no contract price change (\$0). Thomson 2nd. Motion carried.

- e) *Change Order #12*: Request to approve exhaust fan Replacement (\$2,667.16) – *Utility Commission is reviewing*
- f) Well components: Request to approve additional well components expenses at an increased cost to keep Wells #5 & 6 active – *Utility Commission is reviewing*
- g) Aerator replacement: Approved direct purchase of units by the Village (\$128,000) and installation awarded to August Winter & Sons (\$82,651) – *informational*
- h) Fencing at meter station: Continuing discussion w/ Harrison regarding allowable types of fences – *informational*
- i) Billing procedures: Village will continue billing on a quarterly basis, with no changes reported to the PSC– *informational*

9) Report of the Joint Review Board: Aug. 18 – Special Meeting

- a) Approved *Resolution #14-2010*: TID #1 Reduction

Friday presented to the Board the agenda and resolution approved for the TID #1 Reduction.

10) Report of Village Officers

- a) Village President – no report
- b) Clerk/Treasurer
 - i. Review/Approve financial reports - ***Welisek moved to approve the financial reports as presented. Rath 2nd. Motion carried.***
 - ii. Operator’s Licenses
 - Tami Lynn Loose
 - Whitney Rose Stecker

Kaas moved to approve Operator’s License applications as presented. Thomson 2nd. Motion carried.

- iii. *Report of Equalized Values* (Aug. 13, 2010 – Wis. Dept. of Revenue) – *reviewed*

11) Village Engineer

- a) Project update: Water transmission main - Hietpas continues to work on restoration, some boring pits still remain soft, but crews are trying to complete restoration efforts, work continues on STH 114 and State Park Road intersection, Hietpas and Miron are in the process of completing the final ARRA paperwork and finalizing quantities, painting of surfaces at Well 5/6 pumphouse remain to be completed, the electrical change order #9 (new transformer and electrical panel) remain to be completed, change order related to backup system of Appleton water is being re-considered.
- b) Monthly Construction Report: Other projects

2010 *Paving Projects* - MCC completed contract work in Lakeshore Estates West II, final payment will be issued when all lien waivers are received, Scott Construction will complete chip seal work in Farmington Meadows week of August 16 depending on weather.

Aerator Project – Bids were opened August 12, 2010, Utility Commission reviewed bids and awarded project to August Winter contingent upon clarification of EIMCO warranty (equipment supplier), direct purchase of aerator is next step, lead time is 6 months.

Water Main Reconstruction – Bids were opened July 15, 2010, Utility Commission reviewed bids and awarded project to PTS Construction, contracts are in process of review and finalization, pre-construction meeting held August 16, 2010, construction commencement dependent on WDOT permit, contractor intends to begin ASAP.

- c) Request for time extension: Hietpas requests time extension to Sept. 25

Kaas moves to approve request for time extension to Hietpas until September 25, 2010 for completion of Appleton – Sherwood Water Main project. Thomson 2nd. Motion carried.

12) Village Administrator

- a) *Water Rate Case (Public Hearing – Aug. 16th)*

Friday anticipates receipt of order within time to implement September 1, 2010.

Friday stated he met with golf course professional for the review of irrigation project work nearing completion at the High Cliff Golf Course,

Friday informed the Board and presented pictures of work performed at the Village Cemetery, and briefly provided information on additional work that will be needed.

13) Old Business: None

14) New Business:

- a) LSE West II (Roadway urbanization project) – *Change Order #2: Consider request to decrease contract amount from \$393,501.40 to \$364,575.34 (-\$38,926.06)*

Laux moved to approve LSE West II (Roadway urbanization project) – Change Order #2: request to decrease contract amount to \$364,575.34 (-\$38,926.06). Hennlich 2nd. Motion carried.

- b) LSE West II (Roadway urbanization project) – Pay Request #2: Consider request by MCC, Inc. (\$126,337.63) as partial payment for services provided thru July 14, 2010

Rath moved to approve LSE West II (Roadway urbanization project) – Pay Request #2: Consider request by MCC, Inc. (\$126,337.63) as partial payment for services provided thru July 14, 2010. Thomson 2nd. Motion carried.

15) Complaints and Compliments:

- a) Thanks for usage of *Community Center* (Paper Valley Garden Club; Aug. 12)
- b) Request to place street light at intersection of Lake Breeze Drive & STH 55/114 (Ray Geweke; Aug. 19)

Board directs Administrator to inquire of the State's jurisdiction, cost and details of moving the street light and report back.

16) Correspondences:

- a) *Prelim. Estimate of January 1, 2010 Population* (Wis. Dept. of Admin; Aug. 10)
- b) Legal opinion supporting *Project Plan* as part of TID #1 Reduction (Attorney Carlson; Aug. 13)

17) Adjournment - ***Rath moved to adjourn at 9:08 p.m. Thomson 2nd. Motion carried.***

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

Village Board Meeting Minutes

September 13, 2010

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

Present	Absent
Joe Hennlich	none
Roger Kaas	
Joyce Laux	
David Miller	Others Present
Jim Rath	Randy Friday, Administrator
Carl Thomson	Jennifer Schaff, Village Engineer
Terri Welisek	Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Thomson 2nd. Motion carried.*
- 4) Approval of Minutes – Regular Meeting (August 23) – *Rath moved to approve the regular meeting of the Village Board minutes of August 23, 2010 as presented. Laux 2nd. Motion carried.*
- 5) Registered Citizen Comments on Agenda Items –

Alden Ferguson, W4858 Forest Ln. Sherwood – regarding agenda item 11 b)

- 6) Report of the Plan Commission: Sept. 7
- a) ZOA2010-01: Zoning Ordinance Amendment request to change local zoning ordinance (Article 4-1E5) allowing placement of 100’ cell tower (antenna) on Village-owned land(s) – *Plan Commission recommends approval of Zoning Ordinance Amendment to Article 4-1E5 allowing cell tower (antenna) construction up to 100 ft. in height on village owned land.*

Administrator Friday briefly presented the application, proposed tower construction details, proposed site location, and related zoning ordinance amendment.

- b) CU2010-01: Conditional Use request to allow construction of 100’ cell tower antenna (site) on Village-owned land in Miller Pond area, according to radio frequency coverage study provided by applicant – *Plan Commission recommends approval of conditional use permit CU2010-01 to allow construction of cell tower (antenna) on public land either at Miller Pond or Dragotta property, with extra photo simulation and more extensive notification of abutting property owners.*

Friday briefly presented the request, additional information and stipulation by the Plan Commission to increase the resident notification beyond the standard 100 feet of property line of the location under consideration.

Kaas stated that the wording shall be only placed on Village land.

Rath requested Friday check with his fellow administrators for municipalities in regards to ordinance exemptions.

Welisek inquired as to the financial benefit for the Village. Friday stated in general terms, since his return to Wisconsin (3 years ago) he has seen contracts as low as \$200/month, up to \$2,200/month, predicting Sherwood to be in the middle.

Friday presented photo simulations of the proposed tower from different angles in the Village.

Friday stated this application was submitted by Begley Wireless Consulting Services, LLC representing AT & T (an outside party).

Miller inquired if approving one tower will permit additional towers. Friday responded this is a conditional use request, the Board exercises control with each application presented.

- c) Site Plan Review: Cell tower site plan at Miller Pond – *Plan Commission tabled*

Laux moved to direct staff to set the public hearing(s) for CU2010-01: Conditional Use request and ZOA2010-01: Zoning Ordinance Amendment request and authorize the Village Administrator to negotiate the tower agreement. Rath 2nd. Motion carried.

7) Report of Village Officers

a) Village President – nothing to report

b) Clerk/Treasurer

i. Review/Approve financial reports – ***Rath moved to approve the financial reports as presented. Hennlich 2nd. Motion carried.***

ii. Election Inspector appointments

- Laurie Raab (W4485 Sunset Lake Court)
- Penny Gorniak (W4839 Cliffview Drive)

Kaas moved to approve the Election Inspectors presented for appointment for 2010-11. Thomson 2nd. Motion carried.

8) Village Engineer

a) Project update: Water transmission main – Hietpas continues to work on restoration, some boring pits still remain soft, but crews are trying to complete restoration efforts, work has been done on STH 114 and State Park Road intersection, but not completed, walk through of the project occurred on August 26, 2010, Hietpas is working to complete identified punch list items, electrical change order #9 is complete, Miron is working on punch list items, they anticipate completion of punch list work the week of September 20, 2010, painting of surfaces at the well 5/6 pump house remain to be completed, it is anticipated to occur the week of September 13, 2010, change order related to backup system of Appleton water is being re-considered, additional information will be presented to the Utility Commission at their September 20, 2010 meeting.

b) Monthly update: Other projects

2010 *Paving Projects* - MCC completed contract work in Lakeshore Estates West II, final payment will be issued when all lien waivers are received, Scott Construction completed chip seal work in Farmington Meadows.

Board directs Schaff and staff to move forward with the final engineer report and special assessment roll for presentation at the next Village Board meeting (9/27/10).

Aerator Project – Bids were opened August 12, 2010, Utility Commission reviewed bids and awarded project to August Winter contingent upon clarification of EIMCO warranty (equipment supplier), direct purchase of aerator is next step, lead time is 6months, pre-construction meeting is scheduled for September 10, 2010.

Water Main Reconstruction – Bids were opened July 15, 2010, Utility Commission reviewed bids and awarded Contracts A & B to PTS Construction, pre-construction meeting held August 16, 2010, WDOT permit received, PTS installed the mainline pipe on Clifton Rd., crews are in the process of testing, upon completion of successful testing, crews will make connections to existing services and existing mains, Clifton Rd. area will be cleaned and crews will move to work on STH 114-55.

2010 Street and Trail Re-surfacing – Palisades Circle and Pigeon Road (State Park Road to Lower Cliff Road) are the streets identified for resurfacing, Nuthatch Trail (segment off of Castle Drive) is included with this work, all of these projects are identified in the Capital Improvements plan and budgeted (respectively) for 2010, and bids opened September 8, 2010.

9) Village Administrator

a) Land Acquisition: Transfer complete as portion of 'Irrigation System' project

Friday presented the basic elements of the transaction related to the irrigation project of High Cliff Golf Course. Friday went to say that PW employees have begun cutting in trails and Friday outlined basic details of future trail development.

b) Resident request to place light at Lake Breeze Drive & STH 55/114 intersection

Friday stated that he communicated with We Energies and reviewed the initial resident e-mail received and is still waiting for additional information from We Energies on making a change/switch to the fixture.

Rath suggested future developer agreements include language that the developer is responsible for the lights and lighting related costs should be assessed to the development.

Hennlich asked if the Village would be responsible for a new pole. Friday replied that he is looking into switching with an existing light first.

Miller inquired if the WDOT has the responsibility to adequately light intersections with state highways.

Kaas asked about the Village having the jurisdiction to construct the light to shine on the highway or if the State has control. Friday responded that the State will allow the Village to light up their highway.

Kaas stated his understanding is that the Village does not require a State permit, it is subject to State standards and would be at Village cost. Friday will present to State to assure proper handling.

c) Budget(s): Timelines for 5-Year Capital Improvement Projects and Annual Budget review(s) and workshop(s) – reviewed

10) Old Business: None

11) New Business:

a) Village of Sherwood 2010 Street & Trail Resurfacing Bid Award: Consider/Approve bid award for Pigeon Road, Palisades Circle & Nuthatch Trail projects to *Badger Highways Co* (\$87,848.99)

Hennlich inquired of Schaff if the trail repair would incorporate the areas where the water pools. Schaff replied the scope of the project is the first 450 ft of the trail, the areas in question are beyond. Hennlich stated drain tiles could be utilized.

Kaas requested information on this project being on budget, Friday and Schaff stated they are within the capital and budgeted amounts.

Kaas moved to approve Sherwood 2010 Street & Trail Resurfacing Bid Award for Pigeon Road, Palisades Circle & Nuthatch Trail projects to Badger Highways Co (\$87,848.99). Welisek 2nd. Motion carried.

b) Request to use *Tax Increment Finance District* funding for ‘Dog Park’ (Alden Ferguson)

Ferguson requested Board to research the Village use of TID #1 funds for an unleashed dog park.

Friday stated this is a proper request. Friday went on to say the Village is coming to the end of TID #1 and it is important to make sure legal counsel concurs with use of funds. Friday added that the TID #1 was developed to create a better recreational experience and briefly outlined locations and actions taken by the proponents of the dog park.

Ferguson inquired if there are plans for the recently acquired lands adjacent to Wanick Park. *Friday stated the Park Recreation Urban Tree Board is tasked with developing the plan for the land adjacent to Wanick Park, including improvements and trails.*

Friday indicated that the original plan of TID #1 did not specifically identify a dog park.

Friday added the fall Village newsletter is being distributed which includes a resident survey with some questions about dog park development.

Rath inquired if Ferguson had contacted the State Park about locating the dog park there and the viability of that area as a shared tax base.

Ferguson stated he sent correspondence to and received communication back from the superintendent.

Rath inquired of Ferguson the expectations of the group in favor of the dog park; who is responsible for cleaning up after the dogs and will there be a board overseeing the park.

Ferguson is uncertain if there will be a board right now, he went on to say that there will be rules and regulations; for instance, dogs under 4 months old will not be allowed since they will not be vaccinated.

Welisek stated that she would prefer to wait for the newsletter survey response. Friday stated that compilation of feedback to the survey will be ready for first meeting in November.

12) Complaints and Compliments: None

13) Correspondences:

- a) *Calumet County Sheriff's Department – Monthly Report (July, 2010) - reviewed*
- b) *Village of Sherwood facilities used for emergency shelter – American Red Cross; Outagamie Chapter (Sept. 3)*
- c) *Implementation of new water rates – Wis. Public Service Commission (Sept. 3)*

14) Adjournment – Rath ***moved to adjourn at 8:00 p.m. Hennlich 2nd. Motion carried.***

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

Village Board Meeting Minutes

September 27, 2010

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

Present

Joe Hennlich
Roger Kaas
Joyce Laux
David Miller
Carl Thomson
Terri Welisek

Absent

Jim Rath, excused

Others Present

Randy Friday, Administrator
Jennifer Schaff, Village Engineer
Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda. Kaas 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Regular Meeting (Sept. 13) – *Laux moved to approve the regular Village Board minutes of September 13, 2010 as presented. Hennlich 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items – None
- 6) Report of the Utility Commission: Sept. 20
- a) Well House: Consider/Approve replacement components (Miron) – Change Order #13: Electric Heater (\$1,412.96), Change Order #14: Air release valve and pressure gauge (\$756.14)

Hennlich moved to approve replacement components (Miron) – Change Order #13: Electric Heater (\$1,412.96). Kaas 2nd. Motion carried unanimously.

Kaas moved to approve Change Order #14: Air release valve and pressure gauge (\$756.14). Thomson 2nd. Motion carried unanimously.

- b) Well(s) as emergency back-up water source: Well #6, only – Change Order #16: Abandon well #5; Remove piping; Replace flowmeter (\$8,538.29)

Welisek moved to approve Well(s) as emergency back-up water source: Well #6, only – Change Order #16: Abandon well #5; Remove piping; Replace flowmeter (\$8,538.29). Miller 2nd. Motion carried unanimously.

- c) Water Main Transmission Project: Consider/Approve *Pay Request #3* (Miron Constr; \$99,362.01) as partial payment Approve for work completed thru June 30.

Kaas moved to approve Water Main Transmission Project Pay Request #3 (Miron Constr; \$99,362.01) as partial payment approve for work completed thru June 30. Hennlich 2nd. Motion carried unanimously.

- d) Water Main Transmission Project: Consider/Approve *Pay Request #4* (Miron Constr; \$14,356.26) as partial payment for work completed thru July 31

Laux moved to approve Water Main Transmission Project Pay Request #4 (Miron Constr; \$14,356.26) as partial payment for work completed thru July 31. Thomson 2nd. Motion carried unanimously.

- e) Water Main Transmission Project: Consider/Approve *Pay Request #7* (Hietpas & Sons; \$56,041.90) as partial payment for work completed thru August 18

Kaas moved to approve Water Main Transmission Project Pay Request #7 (Hietpas & Sons; \$56,041.90) as partial payment for work completed thru August 18. Miller 2nd Motion carried unanimously

- f) Clifton Road water main replacement: Approved partial payment for work completed (PTS Contractors, Inc.) – *informational*

- g) Water main breaks & repairs: Sunset Lake Court (3 in 5 months) – *informational*

7) Report of Village Officers

- a) Village President – no report

- b) Clerk/Treasurer

- i. Review/Approve financial reports – ***Laux moved to approve the financial reports as presented. Kaas 2nd. Motion carried unanimously.***

- ii. Operator's Licenses

- Aaron John Vanden Heuvel
- Julie Anita Randerson
- MaryJo Louise Landskron

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

8) Village Engineer

- a) Monthly construction update: Various projects

2010 *Paving Projects* – MCC completed contract work in Lakeshore Estates West II, final payment will be issued when all lien waivers are received, Scott Construction completed chip seal work in Farmington Meadows.

Aerator Project – Bids were opened August 12, 2010, Utility Commission reviewed bids and awarded project to August Winter contingent upon clarification of EIMCO warranty (equipment supplier), direct purchase of aerator is next step, lead time is 6months, pre-construction meeting is scheduled for September 10, 2010.

Water Main Reconstruction – Bids were opened July 15, 2010, Utility Commission reviewed bids and awarded Contracts A & B to PTS Construction, pre-construction meeting held August 16, 2010, WDOT permit received, PTS installed the mainline pipe on Clifton Rd., crews completed testing, restoration will follow, crews anticipate completing pipe installation on STH 114-55 week of September 27, 2010.

2010 Street and Trail Re-surfacing – Palisades Circle and Pigeon Road (State Park Road to Lower Cliff Road) are the streets identified for resurfacing, Nuthatch Trail (segment off of Castle Drive) is included with this work, all of these projects are identified in the Capital Improvements plan and budgeted (respectively) for 2010, and bids opened September 8, 2010, contract awarded to Badger Highway, preconstruction meeting will occur the week of September 27, 2010.

9) Village Administrator

- a) *5-Year Capital Improvement Projects Budget*: Presentation of budget for Board review. Adoption scheduled for Oct. 11 – *Administrator Friday presented the budget.*

10) Old Business: None

11) New Business:

- a) *Resolution #15-2010: Final Resolution Authorizing Public Improvements and Levying of Special Assessments against Benefiting Properties (Lakeshore Estates West II – Roadway urbanization)*

Laux moved to approve Resolution No. 15-2010 and to establish the final assessment rates per frontage foot as concrete curb and gutter at \$11.11, upper and lower asphalt pavement at \$30.71 and chip seal at \$3.67. Special assessments shall be due within 30 days of billing or in 5 annual installments placed on the next and succeeding tax rolls. Installment balances shall bear interest from the date of billing at 4.59% per year with installments not paid when due to bear interest at 1% over the above rate. Hennlich 2nd. Motion carried unanimously.

12) Complaints and Compliments: None

13) Correspondences:

- a) *Calumet County Sheriff's Department – Monthly Report (August, 2010)*

14) Adjournment – ***Laux moved to adjourn at 7:28 p.m. Kaas 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

October 11, 2010

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

Present

Joe Hennlich
Roger Kaas
Joyce Laux
David Miller
Jim Rath (arr 7:26 p.m.)
Carl Thomson
Terri Welisek

Absent

none

Others Present

Randy Friday, Administrator
Jennifer Schaff, Village Engineer
Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda - *Hennlich moved to approve the agenda as presented. Thomson 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Regular Meeting (Sept. 27) - *Laux moved to approve the minutes of the regular meeting September 27, 2010 as presented. Kaas 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items

Lawrence Delaney, W5012 Golf Course Rd. #625, Sherwood – regarding agenda item 7) - questioned why the tower would be located next to the ridge

Cindy Krueger, W5007 Cherrywood Dr., Sherwood – regarding agenda item 7) - questioned the health effect on individuals

Robert Gillespie, N7886 Lakeshore Ln., Sherwood – regarding agenda item 7) - stated concern over the placement of tower in Village

Judy Vallier, W5016 Golf Course Rd. #617, Sherwood – regarding agenda item 7) - read letter from condo association president (Meadowcliff Estates) and personally commented on the health effect on individuals

Kenneth Vallier, W5016 Golf Course Rd. #617, Sherwood – regarding agenda item 7) - concerned on the health effects on individuals

Rich Storey, W4773 Natures Way Ln., Sherwood – regarding agenda item 7) - questioned the towers currently in the Village and technology advancement

Ray Bartman, N7790 Spurline Ct., Sherwood – regarding agenda item 7) - questioned which site is most suited to AT & T and the number of complaints

Val DeRuiter, W5012 Golf Course Rd., Sherwood – regarding agenda item 7) - questioned the health effect on individuals

Zeb Green W5055 Natures Way Ln., Sherwood – regarding agenda item 7) - voiced concerned tower effect on home values

Terry Krueger, W5007 Cherrywood Dr., Sherwood – regarding agenda item 7) – inquired about improved land line availability

- 6) Report of the Plan Commission: No meeting held in October

Village Board Meeting Minutes

October 11, 2010

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- 7) Public Hearing:
- i. ZOA2010-01: Consider/Approve Plan Commission recommendation to amend local Zoning Ordinance Article 4-1E5 allowing cell tower (antenna) construction up to 110 ft. in height on public land (Shane Begley – Begley Wireless Consulting for AT&T)
 - ii. CU2010-01: Consider/Approve Plan Commission recommendation to approve Conditional Use permit for construction of cell tower (antenna) on public land (Miller Pond on Stommel Road, or former-Dragotta property on Golf Course Road)
 - iii. Site Plan Review: Consider/Approve site plan for proposed cell tower (antenna) construction at Miller Pond area, or former-Dragotta property (village-owned lands)

After three readings for public hearing Vice President Laux announced the hearing open at 6:36 p.m.

Shane Begley, Begley Wireless Consulting for AT & T, 14114 South Country Circle, Gordon, WI, presented information on the tower, the purpose, the construction, cell technology and responded to resident questions.

Administrator Friday presented to the Board copies of the Village of Sherwood Year 2030 Comprehensive Plan section 4.19 Utilities and Community Facilities Policies and Recommendation Objectives #2 which read:

“Seek to balance desired service levels with potential negative community impacts when reviewing the proposed design and location of telecommunication, wind energy, or other utility towers.”

Welisek inquired as to benefit to the Village

Friday informed the Board that the options are \$8,000 per year for AT & T as one tenant and the Village locate 2 other tenants or AT & T would secure all 3 tenants for \$18,000 per year with 3 % increase with each year. Non-benefit is proximity to another municipality if Village does not allow tower.

Begley stated that environmental studies are required prior to construction.

Welisek moved to close the public hearing at 8:04 p.m. Kaas 2nd. Motion carried unanimously.

Laux moved to approve ZOA2010-01: to amend local Zoning Ordinance Article 4-1E5 allowing cell tower (antenna) construction up to 110 ft. in height on public land. Kaas 2nd.

Hennlich is concerned about the advancement of technology and this being the first of many towers.

Begley responded that the coverage maps indicate a present need that will be filled with this tower; he cannot anticipate advancement of technology and predicts this tower can serve present technology for the next 10 years.

Friday inquired as to the tower accommodating future emergency services needs.

Laux called for a voice vote; Hennlich – aye, Kaas – aye, Laux – aye, Miller – recused, Rath – aye, Thomson – aye, Welisek – aye. Motion carried.

Kaas moved to approve CU2010-01: Conditional Use permit approved for construction of 100 feet cell tower on public land (Tax ID #25206; Miller Pond) subject to approval of lease agreement terms negotiated by Village Administrator Friday, including items discussed during the meeting (annual lease revenue, annual increase, tear down provision, etc.). Laux 2nd.

Welisek voiced concern over health risk and legal issues caused by the tower construction.

Friday responded Village is properly insured and likelihood of litigation from tower construction would be considered low.

Begley stated litigation responsibility would fall to AT&T and FCC if tower is operated within established standards.

Kaas stated that he is unaware of verification or documentation to support the claim of health risks from cell towers.

Laux called for a vote; Hennlich – aye, Kaas – aye, Laux – aye, Miller – recused, Rath – aye, Thomson – aye, Welisek – aye. Motion carried.

Friday stated the site plan will go back to the Plan Commission for final review and requested input from the Board.

Miller moved to advance agenda item 12 a). Kaas 2nd. Motion carried unanimously.

8) Report of Village Officers

a) Village President – *requests all Board members to view Hawkinson property so to agendize this item for the next Village Board meeting*

b) Trustee Welisek: Summary of conclusions from *Economic Summit Series – summit material discussed*

c) Clerk/Treasurer

i. Review/Approve financial reports - ***Laux moved to approve the financial reports as presented. Rath 2nd. Motion carried unanimously.***

ii. Operator's License Applications

- Elizabeth M. Cotton
- Jamie Lynn Franzen

Rath moved to approve the Operator's License applications as presented. Kaas 2nd. Motion carried unanimously.

Clerk Williams presented letters drafted to developers regarding special assessments outstanding for Board's information.

Village Board Meeting Minutes

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9) Village Engineer

a) Project update: Water transmission main – Pipe installation, bore/jack casing pipe and air relief manholes are 100% completed, Hietpas restoration work is complete, walk through of the project occurred on August 26th, Hietpas completed punch list items, McMahon will verify all items are completed, Miron has completed majority of the punch list items, McMahon reviewed punch list during a site visit October 4th, work to be finished includes: site grading, restoration at well house/metering station, asphalt repair at well house and touch up painting at metering station, WDNR will be making final project walk through this month, change orders 13, 14 and 15 approved at Utility Commission meeting and Village Board meeting are being officially processed for inclusion in the contract.

b) Monthly update: Other on-going projects

2010 Paving Projects – MCC completed contract work in Lakeshore Estates West II, final payment will be issued when all lien waivers are received, Scott Construction completed chip seal work in Farmington Meadows, pay request will be presented at next Board meeting.

Aerator Project – Bids were opened August 12, 2010, Utility Commission reviewed bids and awarded project to August Winter contingent upon clarification of EIMCO warranty (equipment supplier), aerator purchase contract signed by all parties, pre-construction meeting held September 10, 2010.

Water Main Reconstruction – Bids were opened July 15, 2010, Utility Commission reviewed bids and awarded Contracts A & B to PTS Construction, pre-construction meeting held August 16, 2010, WDOT permit received, PTS installed the mainline pipe on Clifton Rd., testing completed, restoration will follow, paving tentatively planned for week of October 11th, crews anticipate completing pipe installation on STH 114-55 week of October 11th.

2010 Street and Trail Re-surfacing – Palisades Circle and Pigeon Road (State Park Road to Lower Cliff Road) are the streets identified for resurfacing, Nuthatch Trail (segment off of Castle Drive) is included with this work, all of these projects are identified in the Capital Improvements plan and budgeted (respectively) for 2010, bids opened September 8, 2010, contract awarded to Badger Highway, contracts are in the review/signature process.

10) Village Administrator

a) Capstone Project (Mike Mliner) information – *Friday presented information on assignment and Mliner background information*

11) Old Business: None

12) New Business:

a) *Agreement for Special Law Enforcement Services* between Village & Sheriff's Dept. in FY2011: Consider/Approve service contract (\$16,056.04) – *reviewed reports and agreement*

Miller moved to approve the Agreement for Special Law Enforcement Services between Village & Sheriff's Dept. in FY2011 service contract (\$16,056.04). Hennlich 2nd. Motion carried unanimously.

- b) Pay Request & Lien Waiver: Consider/Approve Lien Waiver and Pay Request #5 (Miron Constr.; \$12,746.95) as partial payment for work completed thru August 31, in conjunction w/ New Meter Station & Well #5 pumphouse modifications

Rath moved to approve lien waiver and pay request #5 (Miron Constr.; \$12,746.95) as partial payment for work completed thru August 31, in conjunction w/ New Meter Station & Well #5 pumphouse modifications. Miller 2nd. Motion carried unanimously.

- c) Budget: Consider/Approve 5-Year Capital Improvement Projects Budget

Friday presented budget for review.

Hennlich inquired as to use of County equipment and pay rental, as an option to outright purchase. Friday stated that Hennlich could assist him in identifying cost savings, if available.

Kaas requested that the large vehicle replacement move to FY2012.

Board directs Friday to include new plow in FY2011 for estimated \$7,000.

Hennlich suggested soccer field drainage expenditures (FY2012) prior to the basketball and tennis courts improvements (FY2011), switching fund years.

- d) Budget: FY2011 Annual Budget (informational, only)

Friday presented summary information on highlights compared to FY2010.

13) Complaints and Compliments: U.S. Census Bureau – Dept. of Commerce (Sept. 17)

14) Correspondences: Request to reduce amount billed for landscape restoration on LSE West – II roadway urbanization project (Reinholz N7941 Windsong Ct.) – Schaff presented letter , no action taken

15) *Closed Session:*

- a) *Review request by local property owner to consider purchase of property in the downtown area (N397 Military Road) Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session*

Rath moved to go into closed session Per Wis. Stats. 19.85(1)(e) at 10:02 p.m. Thomson 2nd. Motion carried unanimously.

- b) *Personnel & Compensation Review (Village Clerk) Note: Per Wis. Stats. 19.85(1)(c) the board may move to close session when considering employment,*

promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

Kaas moved to return to open session at 10:58 p.m. Thomson 2nd. Motion carried unanimously.

16) *Return to Open Session:*

- a) *Review request by local property owner to consider purchase of property in the downtown area (N397 Military Road) Consider purchase – no action taken*
- b) *Personnel & Compensation Review (Village Clerk) Consider compensation for Clerk in FY2011*

Kaas moved to set Village Clerk compensation at \$42,640 for FY2011. Thomson 2nd. Motion carried unanimously.

17) *Adjournment - Thomson moved to adjourn at 11:00 p.m. Kaas 2nd. Motion carried unanimously.*

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

Village Board Meeting Minutes

October 25, 2010

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

Present

Roger Kaas
Joyce Laux
Jim Rath
Carl Thomson
Terri Welisek

Absent

Joe Hennlich, excused
David Miller, excused

Others Present

Randy Friday, Administrator
Jennifer Schaff, Village Engineer
Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Kaas moved to approve the agenda as presented. Thomson 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Regular Meeting (Oct. 11) – *Thomson moved to approve the minutes of the regular meeting of October 11, 2010 as presented. Kaas 2nd. Motion carried unanimously.*

- 5) Registered Citizen Comments on Agenda Items –

Camie R. Ferrier, W5279 Arbor Vitae Ct., Sherwood – regarding agenda item 12 a)
Bernie Hackel, W5283 Arbor Vitae Ct., Sherwood – regarding agenda item 12 a)
Linda Zakowski, N406 Robinhood Dr., Sherwood – regarding agenda item 7 b)
Alden Ferguson, W4858 Forest Ln., Sherwood – regarding agenda item 7 b)

Rath moved to advance agenda item 12 a). Laux 2nd. Motion carried unanimously.

- 6) Report of the Utility Commission: Oct. 18, 2010
- a) *5-Year Capital Improvements Plan: Water & Sewer Utility Projects sked between FY2011-FY2015 – Kaas moved to approve the Water and Sewer Utility Commission 5-Year Capital Improvements Plan as presented. Thomson 2nd. Motion carried unanimously.*
- b) *Water Main Transmission Project: Approved Pay Request #5 (Miron Constr.; \$12,746.95) as partial payment for work completed thru August 31 – previously approved by VB October 11, 2010 – agenda item 12 b).*
- c) *Protection at Meter Station on CTH ‘N’: Reviewed 4 options – informational*
- d) *Clifton Road watermain replacement: Approved Change Order #1 (PTS Constr.; \$1,584.52) – informational*
- 7) Report of the Parks, Rec. & Urban Tree Board (PRUT): Oct. 20, 2010
- a) *Howitt Property: Update regarding connection to Pigeon Road– to be discussed in closed session – Friday presented information on PRUT Board activity; originally considering offer*

in light of appraisal supported by Village Board, owner was not receptive, owner returned with offer of easement and Board now recommends purchase.

- b) Proposed 'Dog Park': Update (costs, location, etc.) – *informational*
 - c) Miller Pond Trail: Update progress on trail extension– *informational*
 - d) Annual Survey: Review and discuss– *informational*
- 8) Report of Village Officers
- a) Village President – *no report*
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports

Kaas moved to approve the financial reports as presented with additional invoice payable to Clem Kelly in the amount of \$2,700. Rath 2nd. Motion carried unanimously.

- 9) Village Engineer
- a) Monthly construction update: Various projects – Engineer Schaff reports:

2010 Paving Projects – MCC completed contract work in Lakeshore Estates West II, final payment will be issued when all lien waivers are received.

Aerator Project – Bids were opened August 12, 2010, Utility Commission reviewed bids and awarded project to August Winter contingent upon clarification of EIMCO warranty (equipment supplier), project is on-hold until spring.

Water Main Reconstruction – Bids were opened July 15, 2010, Utility Commission reviewed bids and awarded Contracts A & B to PTS Construction, pre-construction meeting held August 16, 2010, PTS has completed the installation of waterline, crews anticipate completing restoration the week of October 25, 2010.

2010 Street and Trail Re-surfacing – Palisades Circle and Pigeon Road (State Park Road to Lower Cliff Road) are the streets identified for resurfacing, Nuthatch Trail (segment off of Castle Drive) is included with this work, all of these projects are identified in the Capital Improvements plan and budgeted (respectively) for 2010, Badger Highways completed trail and Pigeon Road paving and the first layer on Palisades Circle.

Recent water main break occurred at Hwy 114 and Forest Lane, it was repaired and restoration to take place week of 10/25/10.

- 10) Village Administrator
- 11) Old Business:
- a) *5-Year Capital Improvement Projects Budget*: Final review and adoption

Friday presented information on small capital purchases (chipper and stump grinder) research from Board direction.

Kaas inquired as to need to replace truck and snow plow Friday responded that discussion previously was not to purchase plow.

Laux moved to approve the 5-year Capital Improvement Projects Budget as presented. Rath 2nd. Welisek – nay. Motion carried.

b) *FY2011 Annual Budget: Review of budget specific items (Adoption sked Nov. 8)*

Kaas inquired as to the effect of change in equalized value and assessment value on the Village budget. Friday replied a decrease in valuation will affect the Village based on changes in the global economy. Rath stated since we share school districts if the property values in those school districts decrease more than the Village that will adversely affect our taxpayers.

Kaas inquired as to line item labeled 59200 transfer to other funds, proposed for FY2011–\$200,517. Friday replied that number is composed of 2 items, repayment from General Fund to TID #1 and debt principal and interest.

Welisek suggested not to pass on a 2.4% increase to residents, but work to have a 3% decrease.

Rath directed staff to present the effects on the Village of 3% increase, remaining level and 3% decrease.

12) New Business:

a) Request to tap into Village stormwater system infrastructure (Ferrier – W5279 Arbor Vitae Court; Hackel – W5283 Arbor Vitae Court)

Ferrier presented request to tap into the Village stormwater system.

Friday presented overview of the driveway and culvert permit application submitted by Ferrier and Hackel.

Schaff reported that she has reviewed the application and has no objection to the under drain, but has caveats to the project; 1) no connections to roof drains, 2) no sump pump hard lined to under drain, and 3) maintenance agreement between Ferrier property and Hackel property.

Friday stated there should be a differentiation between private and public sections of the drainage system and raised the issue of engineering costs involved.

Rath added the maintenance agreement between the property owners should have language to hold the Village harmless.

Rath moved to approve request to tap into Village stormwater system as presented, subject to engineer plan approval, residents financially responsible for project, and residents provide copy of executed maintenance agreement to Village. Kaas 2nd. Motion carried unanimously.

b) Pay Request: Consider *Pay Request #1 & Final* (\$41,176; Scott Constr.) for full payment related to FY2010 chip-sealing (Farmington Meadows subdivision)

Kaas moved to approve Pay Request #1 & Final to Scott Construction for full payment related to FY2010 chipsealing in Farmington Meadows subdivision. Rath 2nd. Motion carried unanimously.

- c) Future 55/114 corridor development: Consider WisDOT request to allow access to Village properties for the purpose of *Phase 1* Archaeological Survey - reviewed

Rath moved to table item until more specific proposal pertaining to land within the Village is presented. Thomson 2nd. Motion carried unanimously.

- d) *Schedule of Fees*: Consider changes to fee schedule for FY2011

Thomson moved to set Village cemetery fees beginning in FY2011 for non-residents \$300 for cemetery plot and \$300 for perpetual care, and resident fees \$200 for cemetery plot and \$200 for perpetual care. Kaas 2nd. Motion carried unanimously.

Kaas moved to change Temporary Class B License for sale of beer or wine fees to \$20 beginning in FY2011. Thomson 2nd. Motion carried unanimously.

Rath moved to increase State Seal Cost to \$33 beginning in FY2011 (to reflect State increase to Village). Kaas 2nd. Motion carried unanimously.

13) Complaints and Compliments: None

14) Correspondences:

- a) *Calumet County Sheriff's Department – Monthly Report* (Sept., 2010) – reviewed

15) *Closed Session*:

Consider PRUT Board recommendation by purchase property (Howitt–4.6 acres; Pigeon Road) to extend Miller Pond trail, per approved 5-Year Capital Improvement Plan. Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session

Laux moved to go into closed session Per Wis. Stats. 19.85(1) (e) to Consider PRUT Board recommendation by purchase property (Howitt–4.6 acres; Pigeon Road) to extend Miller Pond trail, per approved 5-Year Capital Improvement Plan at 8:20 p.m. Kaas 2nd. Motion carried unanimously.

Kaas moved to return to open session at 8:37 p.m. Rath 2nd. Motion carried unanimously.

16) *Action on PRUT Board recommendation by purchase property (Howitt–4.6 acres; Pigeon Road) to extend Miller Pond trail, per approved 5-Year Capital Improvement Plan.*

Rath moved to table item. Kaas 2nd. Motion carried unanimously.

Friday presented additional item from PRUT Board meeting; PRUT Board recommended purchasing ice rink system with TID #1 funds for approximately \$3,000 for location at Wanick Park.

Board voiced concerns as to cost of water and maintenance being burden on Village.

17) Adjournment – ***Kaas moved to adjourn at 8:58 p.m. Welisek 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

November 8, 2010

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

Present

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Jim Rath

Carl Thomson

Terri Welisek

Absent

none

Others Present

Randy Friday, Administrator

Jennifer Schaff, Village Engineer

Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda - ***Hennlich moved to approve the agenda as presented with the advancement of agenda item #12 a). Laux 2nd. Motion carried unanimously.***
- 4) Approval of Minutes – Oct. 25 Regular Meeting – ***Kaas moved to approve the minutes of the regular Village Board meeting October 25, 2010 as presented. Rath 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items

Ron Wenzel, N7751 Windswept Ln., Sherwood - regarding agenda item 6) – concerned about TIF program negative impact on taxes and expectation of reduction of county taxes

Don Mielke, N8127 State Park Rd., Menasha – regarding agenda item 12 a)

- 6) (Public Hearing) FY2011 Village Budget: *Consider/Approve Resolution #16-2010 Adopting the FY2011 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2011.*

After three readings for public hearing President Miller announced the hearing open at 6:33 p.m.

Rath moved to approve the FY2011 Village Budget as presented with Resolution #16-2010 Adopting the FY2011 Village Budget and Appropriating necessary funds for Operation and Administration of the Village of Sherwood for Fiscal Year 2011. Miller 2nd. Roll call vote: Hennlich–aye, Kaas–aye, Laux–aye, Miller–aye, Rath–aye, Thomson–aye, Welisek–nay. Motion carried.

Friday presented the proposed FY2011 budget for the general fund with highlights of changes to revenues and expenses in comparison with FY2010. Welisek posed questions on various line items including stating a 13.7% increase in revenues and equal amount increase in expenses does not mean holding the budget, and desired a way to reduce taxes. Friday provided reasoning behind each account amount in question.

Kaas moved to approve the FY2011 Village Budget as presented for Funds 200-210-220-230-300-400-410-420 as presented. Laux 2nd. Welisek – nay. Motion carried.

Friday continued the budget presentation with the remaining Village funds.

7) Report of the Plan Commission: Nov. 1, 2010

- a) Extra-territorial review: Consider CSM request (Gebhart) to split Parcel #7072 (N6835 Kees Road) from 15.1 acres into two parcels, 1.5 acres (home) and 13.6 acres (farm field)

Village Board: Hennlich moved to approve without objection to the Extra-territorial Certified Survey Map request by Dennis Gebhart to subdivide Town of Harrison parcel #7072 at N6835 Kees Road from 15.1 acre parcel into two parcels of 1.5 acres (home) and 13.6 acres (farm field). Rath 2nd. Motion carried unanimously.

- b) Site Plan Review for cellular tower site (AT&T) – informational

8) Report of Village Officers

- a) Village President – *received feedback from individuals in regarding notice of cell tower public hearing.*

Clerk Williams stated that the Plan Commission directed staff to enlarge the list of property owners notified beyond the Village requirements (within 100 feet of the property in question); 81 letters were sent out, the property owners notified began with Joan Petrie on Stommel Road, going south along Golf Course Road to High Cliff Villas, then north to southeast edge of Lakeshore Estates East subdivision, in addition the legal publication of the public hearing and ordinance amendment was done on a proper and timely basis.

b) Clerk/Treasurer

- i. Review/Approve financial reports - ***Welisek moved to approve the financial reports as presented. Kaas 2nd. Motion carried unanimously.***
- ii. Outstanding Developer Special Assessments: Consider repayment terms (Hopfensberger; Wittman)

Kaas moved that Clerk-Treasurer contact Hopfensberger and Wittman by phone to inform them in lieu of payment full by Friday November 12, 2010, the assessments would be placed on an installment plan of 4 years (with 4.38% interest) and one year installment will be transferred to the tax roll. Rath 2nd. Motion carried unanimously.

Clerk Williams presented information on the 2010 Village Appreciation Dinner options.

9) Village Engineer:

- a) Project Updates

2010 Paving Projects – MCC completed contract work in Lakeshore Estates West II, final payment will be issued when all lien waivers are received.

Aerator Project – project is on-hold until spring.

Water Main Reconstruction – PTS has completed the installation of waterline, project walkthrough scheduled for Nov. 3.

2010 Street and Trail Re-surfacing –Badger Highways completed paving Nuthatch trail, Pigeon Road Palisades Circle, restoration and shouldering remain to be completed.

Water transmission main – Hietpas completed punch list items, Miron has completed majority of punch list items, WDNR final project walkthrough on Nov. 11, change orders 13, 14 and 15 are being processed for inclusion in contract, ADT will provide security services pricing for metering station.

Schaff handed out letter received from the Town of Harrison Road Superintendent, Bob Kesler stating after completion of the water main project, he performed an inspection of Pigeon Road and found that there was no damage to the road, and therefore Donald Hietpas and Sons should be released from any future expenses in conjunction with the project on Pigeon Road.

- b) Curb & gutter assessment: Consider modification of price charged to residence (Raatz; W5174 Nature's Way Drive)

Board directs staff to charge the \$134.25 to General Fund street paving account for the cost of the credit for overcharge for frontage of W5174 Nature's Way Drive special assessment.

10) Village Administrator: Annual Survey results - *reviewed*

11) Old Business:

- a) Future STH 55/114 corridor development: Consider WisDOT request to allow access to Village properties for the purpose of *Phase 1* Archaeological Survey

Board directs Administrator to sign form.

12) New Business:

- a) Signage (deer hide donations for children): Consider temporary sign exemption – Mielke presented information on sign exemption request.

Welisek moved to approve exemption to the Sherwood Village sign ordinance to place Sherwood Lions sign for collection of deer hides (to benefit the Wisconsin Lions Camp for disabled children) in backyard of private residence at W4698 Parkway Ct. from November 10 through December 10, 2010. Miller 2nd. Hennlich abstain. Motion carried.

- b) *Contract for Services Agreement (McMahon): McMahon to complete engineering & administration related to roadway and trail resurfacing projects (\$13,400)*

Schaff handed out accounting of 2010 street and trail resurfacing to date.

Hennlich moved to approve McMahon contract for services agreement to complete engineering and administration related to roadway and trail resurfacing projects not to exceed \$13,400. Kaas 2nd. Motion carried unanimously.

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- c) *Lower Cliff Road Culvert Replacement Project*: Approve amending budget to include engineering costs (previous cost \$12,090)

Schaff updated the Board on the status of the project and provided the engineering cost related to the project.

Laux moved to amend the budget to include engineering costs of \$858.85 for Lower Cliff Road culvert replacement. Hennlich 2nd. Motion carried unanimously.

- d) Request to return funds related to ‘dog park’: Approve request to return funds previously accepted by Village Board as partial support for dog park creation

Kaas moved to approve return of remaining funds to dog park supporter donor (approximately \$925). Welisek 2nd. Motion carried unanimously.

- e) Request by PRUT Board for ‘ice rink’: Consider request for purchase of ice rink for placement at Wanick Park using TID funding

Rath moved to table issue until Administrator can contact other municipalities for feedback. Motion fails for lack of 2nd.

Hennlich moved to place ice rink on frozen ground at Wanick Park. Laux 2nd.

Kaas stated that the water amount required for a rink would be substantial and expensive, and the cost of this should not be charged to the utility but on the Village budget.

Rath suggested the Board consider the proposals presented by the citizen boards in the Village.

Hennlich inquired as to requesting the golf course to set up a community ice rink.

Thomson reported on discussion at October 2010 PRUT Board meeting and the consensus of the PRUT Board was that ~~the Village~~ residents would want a rink.

Welisek commented that the ice rink on the fall Village newsletter survey did not receive significant support.

All opposed. Motion failed.

13) Complaints and Compliments: None

14) Correspondences: None

15) *Closed Session: Consider PRUT Board recommendation by purchase property (Howitt–4.6 acres; Pigeon Road) to extend Miller Pond trail per approved 5-Year Capital Improvement Plan. Note: Per Wis. Stats. 19.85(1)(e), the Board may move to closed session when deliberating or negotiating the purchase of public properties, the investing of public funds, or*

conducting other specified public business, whenever competitive or bargaining reasons require a closed session

Miller moved to go into closed session per Wis. Stats. 19.85(1)(e) at 9:28 p.m. Laux 2nd. Kaas absent from Board chambers. Motion carried.

16) *Return to Open Session: Resolution #17-2010 – Consider/Approve purchase of Real Estate (Howitt property; 4.6 acres on Pigeon Road to connect Miller Pond trail to existing Pigeon Road trail, per approved 5-Year Capital Improvement Plan*

Rath moved to return to open session per Wis. Stats. 19.85(1)(e) at 10:10 p.m. Thomson 2nd. Motion carried unanimously.

17) Adjournment – ***Kaas moved to adjourn at 10:11 p.m. ~~Kaas~~-Thomson 2nd. Motion carried unanimously.***

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

Village Board Meeting Minutes

November 22, 2010

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

Present

Joe Hennlich
Roger Kaas
Joyce Laux
David Miller
Jim Rath
Carl Thomson
Terri Welisek

Absent

none

Others Present

Randy Friday, Administrator
Jennifer Schaff, Village Engineer
Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Thomson 2nd. Motion carried unanimously.***
- 4) Approval of Minutes – Regular Meeting (Nov. 8) – ***Laux moved to approve the regular Village Board meeting of November 8, 2010 with changes as discussed. Hennlich 2nd. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items – no public present
- 6) Report of the Utility Commission: Nov. 15
- a) Protection method for CTH ‘N’ meter station (micro-fencing; \$7,172)

Laux moved to approve micro-fencing for the Metering Station on CTH N in the amount of \$7,172.00. Welisek 2nd. Motion carried unanimously.

- b) New Meter Station & Well #5 Pumphouse Modifications: Consider Pay Request #6 (\$7,207.76; Miron Constr.) as partial payment for work completed thru Sept. 30

Miller moved to approve New Meter Station & Well #5 Pumphouse Modifications Pay Request #6 (\$7,207.76; Miron Constr.) as partial payment for work completed thru Sept. 30. Rath 2nd. Motion carried unanimously.

- c) Water Main Transmission Project: Consider Change Order #3 (decrease \$255,393.74; Hietpas & Sons, Inc.) reducing contract from \$2,263,881.65 to \$2,008,487.91

Schaff presented change order #3, highlighting several line items. Welisek requested McMahon consider negotiating the cost for lowering water main. Schaff responded it was an omission not an error, which took place during construction without the need for corrections and if concessions are to be considered that other line items should be reviewed. Rath stated the Village Board has held firm to contracts approved and that the EPA through the DNR required the Village to move forward as quickly as possible. Schaff added that the budget included a contingency.

Hennlich moved to approve Water Main Transmission Project Change Order #3 (decrease \$255,393.74; Hietpas & Sons, Inc.) reducing contract from \$2,263,881.65 to \$2,008,487.91. Kaas 2nd. Welisek nay. Motion carried.

- d) Water Main Transmission Project: Consider Pay Request #8 (\$169,843.13; Hietpas & Sons, Inc.) as partial payment for work completed thru Sept 29, including lien waivers

Kaas moved to approve Water Main Transmission Project Change Pay Request #8 (\$169,843.13; Hietpas & Sons, Inc.) for work completed through September 29. Thomson 2nd. Motion carried unanimously.

- e) Clifton Road Watermain Reconstruction: Consider Pay Request #2 (\$46,878.23; PTS Contractors, Inc.) as partial payment for work completed thru Sept. 30 – *informational*
 - f) STH 55/114–Watermain Reconstruction: Consider Pay Request #1 (\$107,015.53; PTS Contractors, Inc.) as partial payment for work completed thru Sept. 30 – *informational*
- 7) Report of Village Officers
- a) Village President
 - b) Clerk/Treasurer
 - i. Review/Approve financial reports – ***Welisek moved to approve the financial reports as presented. Laux 2nd. Motion carried unanimously.***

Rath inquired as to the status of the Public Works garage door. Friday reported the company that performed the garage door repairs stated the bumper springs were not installed. Friday requested Schaff to research and report back.

Clerk Williams informed Board the status of the outstanding developer special assessments and the appreciation dinner details.

- 8) Village Engineer
 - a) Monthly construction update: *discussed with other agenda items*

- 9) Village Administrator

Friday informed the Board of communication from residents about the cell tower to date; 10 residents attended public hearing in October, and in addition 8 negative and 2 positive comments have been received.

Welisek stated that most of the comments she received were related to health concerns, response to a letter written by a resident and distributed in the village, more communication about the topic and the actual design tower.

- 10) Old Business: None

- 11) New Business:

- a) Request to exceed noise parameters for wedding planned on Sept. 24, 2011, at High Cliff Restaurant (Krystal Krueger and Derrick Gossen)

Welisek moved to deny request (Krystal Krueger/Derrick Gossen; September 24, 2011) to exceed noise ordinance #52 – 7 Loud and Unnecessary Noise Prohibited 2) Radios, phonographs, similar devices. Kaas 2nd. Motion carried unanimously.

- b) 2010 Street and Trail Resurfacing: *Pay Request #1* (\$70,426.10; Badger Highway) as partial payment for work completed thru Nov. 12

Kaas moved to approve 2010 Street and Trail Resurfacing Pay Request #1 (\$70,426.10; Badger Highway) as partial payment for work completed through November 12th. Laux 2nd. Motion carried unanimously.

- c) New Meter Station & Well #5 Modifications: *Change Order Request #13* (\$420.14; Miron Constr.) to install air release valve & pressure gauge on back-up booster pump piping, increasing total contract from \$273,985.84, to \$274,404.73

The Board questioned and discussed the process of change order items presentation.

Rath moved to approve New Meter Station & Well #5 Modifications; amended Change Order Request #13 (\$420.14; Miron Constr.) (previously approved 9/27/10 under change order request #14) to install air release valve & pressure gauge on back up booster pump piping, increasing total contract from \$273,985.54 to \$274,404.73. Miller 2nd. Motion carried unanimously.

- d) Upper Wanick Park Drive: *Contract for Services* (\$2,440; River Valley Testing) to conduct soil borings in advance of park entrance road construction, per 5-year *Capital Improvements Plan* using *Tax Increment District* cash-on-hand

Kaas moved to approve River Valley Testing contract for services in the amount of \$2,440 for upper Wanick Park Drive for soil borings in advance of park entrance road construction per 5-year Capital Improvements Plan using Tax Increment District cash on hand. Rath 2nd. Motion carried unanimously.

- e) *Resolution #17-2010*: Purchase 4.609 acres along Pigeon Road (Parcel #13429; Howitt) per 5-year *Capital Improvements Plan* as connector to trail system between Pigeon Road and both Miller Pond (Stommel Road) and planned Golf Course Road trail extension, using *Tax Increment District* cash-on-hand

Hennlich moved to approve Resolution #17-2010: Purchase 4.609 acres along Pigeon Road (Parcel #13429; Howitt) per 5-year Capital Improvements Plan as connector to trail system between Pigeon Road and both Miller Pond (Stommel Road) and planned Golf Course Road trail extensions using Tax Increment District cash on hand. Miller 2nd. Roll call vote: Hennlich – aye, Kaas – aye, Laux – nay, Miller – aye, Rath – aye, Thomson – aye, Welisek – nay. Motion carried.

12) Complaints and Compliments: None

- 13) Correspondences:
 - a) *Calumet County Sheriff's Department – Monthly Report (Oct., 2010) – reviewed*
- 14) Adjournment – ***Thomson moved to adjourn at 8:01p.m. Rath 2nd. Motion carried unanimously.***

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

Village Board Minutes

December 13, 2010

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

Present

Joe Hennlich

Roger Kaas

Joyce Laux

David Miller

Carl Thomson

Terri Welisek

Absent

Jim Rath, excused

Others Present

Randy Friday, Administrator

Jennifer Schaff, Village Engineer

Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Thomson 2nd. Motion carried unanimously.*
- 4) Approval of Minutes – Regular Meeting (Nov. 22) - *Kaas moved to approve the minutes of the regular Village Board for November 22, 2010 as presented. Laux 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items

Vern Bastjan, W4879 Cliff View Dr., Sherwood – regarding agenda item 6 b) multiple concerns voiced, not in favor of tower

Bob Giesen, W4871 Cliff View Dr., Sherwood – regarding agenda item 6 b) multiple concerns and questions posed, not in favor of tower

Terry Krueger, W5007 Cherrywood Dr., Sherwood – regarding agenda item 6 b) concerned about representation in tower issue, not in favor of tower

Gary Evenson, W5018 Birchwood Dr., Sherwood – regarding agenda item 6 b) interested in another location for cell tower

John Sharer, W5011 Cherrywood Dr., Sherwood – regarding agenda item 6 b) questioned the legal status of the cell tower

- 6) Report of the Plan Commission: Dec. 6
- a) Extra-territorial Review: Consider CSM request (Schulz) to split Parcel #6876 (High Cliff Road) from 39.832 acres into two parcels, 3.26 acres and 36.568 acres

Village Board: *Hennlich moved to approve without objection the extra-territorial CSM request (Schulz) to split Parcel #6876 (High Cliff Road) from 39.832 acres into two parcels, 3.26 acres and 36.568 acres as presented. Laux 2nd. Motion carried unanimously.*

b) Site Plan Review: AT&T cell tower at Miller Pond (Stommel Rd.) – *informational*

- 7) Report of Village Officers
- a) Village President – *President Miller commented the Village Public Works employees performed a good job clearing the streets during past weekend's snow storm.*

Village Board Minutes

December 13, 2010

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- b) Clerk/Treasurer Review/Approve financial reports – ***Laux moved to approve the financial reports as presented. Thomson 2nd. Motion carried unanimously.***

Miller moved to direct staff to pay bills that would incur penalties if left unpaid prior to January 10, 2011 Village Board meeting. Hennlich 2nd. Motion carried unanimously.

- 8) Village Engineer – Engineer Schaff reported approaching end of transmission main project, Miron is completing their punch list, final change orders are being completed, Hietpas’ portion of contract is complete and final pay request is agenda item 11 a), 2010 Paving contractor MCC is working out final details of contract.
- 9) Village Administrator – *Administrator Friday stated TID #1 Amendment application will go to the State later this week.*
- 10) Old Business: None
- 11) New Business:
- a) Water Transmission Main: Consider *Certificate of Payment #9 (Final)* (Hietpas & Sons, Inc.; \$1,004.24) regarding transmission main construction (lien waivers previously approved)

Kaas moved to approve Certificate of Payment #9 (Final) (Hietpas & Sons, Inc.; \$1,004.24) regarding transmission main construction (lien waivers previously approved). Hennlich 2nd. Motion carried unanimously.

- b) *Single Audit* for Water Main project: Consider audit award to Baker Tilley (est. \$6,500 - \$7,500) to conclude project & federal (grant) audit requirements

Laux moved to award professional services contract to Baker Tilley (est. \$6,500 - \$7,500 basic fees + extra/travel expenses) to conduct Single Audit to comply with project & federal (grant) audit requirements. Miller 2nd. Motion carried unanimously.

- c) High Cliff Cemetery: Consider ‘Sale of Plot’ and ‘Contract for Perpetual Care’ (Beck)

Hennlich moved to approve ‘Sale of Plot’ and ‘Contract for Perpetual Care’ (Beck) at High Cliff Cemetery. Thomson 2nd. Motion carried unanimously.

- d) High Cliff Cemetery: Consider ‘Sale of Plot’ and ‘Contract for Perpetual Care’ (Christenson)

Hennlich moved to approve ‘Sale of Plot’ and ‘Contract for Perpetual Care’ (Christenson) at High Cliff Cemetery. Thomson 2nd. Motion carried unanimously.

- e) Lakeshore Estates–South subdivision: Consider acceptance of public infrastructure related to (9 lots; Pigeon Road)

Kaas moved to approve acceptance of Lakeshore Estates–South subdivision: public infrastructure related to (9 lots; Pigeon Road) contingent on Utility Commission on December 20, 2010. Laux 2nd. Motion carried unanimously.

12) Complaints and Compliments: None

13) Correspondences:

- a) Wis 114 Stakeholder Meeting on Thursday; Dec. 16th (WisDOT; Nov. 30)
- b) Cell Tower opposition (Verhagen; Dec. 7)
- c) 'Formidable Neighborhood Exercise' flyer (Cal. County Emergency Mgmt.; Dec. 8)

14) Adjournment - ***Kaas moved to adjourn at 7:51 p.m. Thomson 2nd. Motion carried unanimously.***

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