

# Village Board Meeting Minutes

January 9, 2012

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

**Present**

Bob Benz  
Joe Hennlich  
Joyce Laux  
Roger Kaas  
Jim Rath  
Terri Welisek  
Jeff Weyenberg

**Absent**

none

**Others Present**

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

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented and to advance agenda item #15 to follow agenda item #4. Rath 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – December 12 (Regular Meeting) – *Benz moved to approve the regular meeting of the Village Board on December 12, 2011 as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.

Bob Giesen, W4871 Cliffview Drive, Sherwood – regarding agenda item #6 and #15

Joan Petrie, 425 W Kennedy Ave. apt 219, Kimberly – regarding agenda item #6

- 6) Public Hearings:

- a) Request by Jedar Development regarding *Sherwood Estates (Carrington Court) Final Plat* changing previously-approved development standards (2007).

*After three readings for public hearing President Weyenberg announced the hearing open at 6:48 p.m.*

*Friday stated that the cul de sac is short and that mail boxes placed in a central location would help with snowplowing (due to narrow lots).*

Julie Jebwabny, 3119 N. Division, Appleton addressed questions from the Board and public.

David Miller, W4887 Spring Hill Dr., Sherwood stated that the developer has addressed all issues.

*With hearing no objection, President Weyenberg closed the public hearing at 7:05 p.m.*

- b) RP#2011-01: Request by the Village to rezone commercial & public lots referenced in approved CSM #2011-01 for placement of new public roadway in conjunction with

changes in lot ownership and development of *Upper Wanick Park* ['C-1' – Commercial; 'Con' – Conservancy].

*After one reading for public hearing at 7:04 p.m., Administrator Friday presented information on one of the principles of the project. Friday stated that at this time one of the banks in the situation will not proceed and the Village will not proceed as originally intended.*

***Weyenberg moved to table the public hearing until February 13, 2012. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 7) Report of the Plan Commission: Jan. 3, 2011.
  - a) Final Plat Review – *Sherwood Estates* PUD subdivision:
    - Removes *Condo-ownership* model of ownership in development.
    - Creates 11, single-family lots (eliminates duplex lots).
    - Changes side-yard setbacks on certain lots.
    - Placed 'Sherwood Estates' signage at entrance to development.

***Benz moved to approve the final plat of the Sherwood Estates PUD subdivision, removing condo-ownership, creating 11 single family lots, eliminating duplex lots, changing setbacks as presented and placement of Sherwood Estates signage on lot 11 with signage maintenance the responsibility of the homeowner association. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) Wayfinding Signage Program –

*Weyenberg stated that the program is currently tabled due to WDOT requirements to deal with. Weyenberg went on to say that he has contacted the Town of Harrison for interest in participating in the program.*

- c) Discuss Plan Commission *Work Projects* list – reviewed

- 8) Report of the Utility Commission: Dec. 19, 2011.
  - a) FY2012 – *Annual Budget (Approved)* – reviewed
  - b) FY12–16 *5-Year Capital Improvements Plan (Utility-related)* – reviewed.
  - c) Metered water pumpage & sales– reviewed

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

*Weyenberg stated that he attended a Fox Cities Chamber meeting on Governmental Issues featuring the Secretary of Wisconsin Department of Revenue who addressed items from Act 10 and changes to Wisconsin Economic Development Corporation.*

*Weyenberg went on to say that in future meetings he will propose changes, looking at the organizational ordinances concerning the makeup and of structure Village Board and Commissions. Weyenberg stated he believes there is area to clarify and to make sure they follow legislative intent and regular practices and procedures.*

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

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

- 10) Village Engineer: Project Update(s) – will be discussed under agenda item #13
- 11) Village Administrator: Project Update(s).

*Friday stated that approximately 12 contractors bid on the Knight Drive extension project and anticipates over 15 firms to submit proposals for the Upper Wanick Park project later this week.*

*Friday went on to say that the Bird City USA application was approved. Welisek thanked the committee for their efforts.*

- 12) Old Business: None.
- 13) New Business:
  - a) *Knight Drive Extension (Upper Wanick Road):* Approve initial TID fund expenditures to secure roadway construction rights and property transfer(s).

*Friday updated the Board on the project stating one financial institution has not signed off on the CSMs.*

*Friday stated he had met with the Village Attorney and his opinion is to initiate a relocation order and easement to allow the Village to proceed with the alignment of the Knight Drive intersection for the project.*

*Friday further stated that the rezoning petition was not acted upon at this time since the property exchanges will not take place until the process is worked out.*

*Engineer Schaff stated she will discuss delay with the contractor and report back to the Board. Schaff reminded the Board that the contract was awarded with contingencies which included DNR permitting, of which the application is in process.*

- 14) Complaints and Compliments: Against Upper Wanick Park development (Kress; Dec. 30) – *reviewed*
- 15) Correspondences: Monthly Report – November (Calumet County Sheriff's Dept.)

Lt. Matuszak presented the monthly report, responded to questions from public and the Board and stated that the on-going property situation has shown improvements.

- 16) Adjournment – ***By unanimous consent, the meeting adjourned at 7:59 p.m.***

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

## Village Board Meeting Minutes

January 23, 2012

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

<b>Present</b>	<b>Absent</b>
Bob Benz	none
Joe Hennlich	
Joyce Laux	<b>Others Present</b>
Roger Kaas	Jennifer Schaff, Engineer
Jim Rath	Randy Friday, Administrator
Terri Welisek	Susan Williams, Clerk
Jeff Weyenberg	

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – January 9 (Regular Meeting) – ***Benz moved to approve the regular meeting of the Village Board on January 9, 2012 as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items – none
- 6) Report of the Utility Commission: Jan. 16<sup>th</sup>  
FY12–16 5-Year Capital Improvements Plan (Utility-related) – *reviewed*
- 7) Report of Village Officers.  
a) Village President.  
  
b) Clerk/Treasurer.  
i. Review/Approve financial reports.

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

*Williams stated that the law governing beer sales changed in December 2011 (sale hours 6 am – midnight) and inquired of the Board if they wish to keep with State law or enact an ordinance to declare hours different than stipulated in State law. The Board did not direct an ordinance to be drafted.*

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

Engineer Schaff reported that the Knight Drive extension project is pending the roadway land acquisition, David Tenor Corporation holding the bid amount awarded and DNR completion of the permitting process.

9) Village Administrator: Project Update(s).

*Administrator Friday reported that the PRUT Board reviewed 15 proposals for the professional firm selection of Upper Wanick Park development and selected 4 firms to interview on February 1, 2012 (SAA, SEH, Schaefer Land Design and OMNNI). Friday stated that the proposal fees ranged from \$15,840 to \$60,000.*

*Friday went on to say that he is in contact with an individual from the grocery industry. Friday stated that the industry contact reviewed the market analysis and indicated that the Village could support up to a 20,000 sq. ft. store. Friday submitted in the packet a term sheet example from Village of Johnson Creek for review by the Board and consideration for future grocer development proposals.*

*Friday reported attending human resource conference in Madison last Thursday and Friday for work that is required from the State law changes last year (union elimination).*

*Friday suggested that the Village needs to look at naming and maps of the trails and the items in the Board room (sign, garbage can and bench) are for the PRUT to start considering options.*

10) Old Business: None.

11) New Business:

- a) *FY2011 Budget Amendment: Approve FY2011 Budget reconciliation.*

*Clerk Williams presented for consideration and approval the amendment to FY2011 Budget.*

***RathKaas moved to approve the FY2011 Budget Amendment as presented with the increase of \$918 for the account 100-00-53440-210 Storm sewer Engineering. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Plow Truck purchase: Award bid to Peterbilt (\$116,007) for replacement of International 4900 truck per approved FY2012-16, 5-Year Capital Improvement Plan.*

***Kaas moved to award International 4900 truck replacement bid to Peterbilt for (not to exceed) \$116,007 per approved FY2012-16 5 - year Capital Improvement Plan. Rath 2<sup>nd</sup>. Motion carried unanimously.***

12) Complaints and Compliments:

- a) *Lost dog (Dushenski; Jan. 13) – reviewed*  
b) *Snow plowing on Lower Cliff Road (Dercks; Jan. 13) – reviewed*

*Benz commented that Friday should instruct Public Works employees about the Dercks complaint.*

- c) *Consider plowing trail section along Pigeon Road (Evenson; Jan. 17) – reviewed*

13) Correspondences: None.

- 14) *Closed Session: Consider purchase of property to facilitate location of Knight Drive Extension (Upper Wanick Park roadway). 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.*

***Benz moved at 7:21p.m. to go into Closed Session per Wis. Stats. 19.85(1) (e) for the consideration of property purchase to facilitate location of Knight Drive Extension (Upper Wanick Park roadway). Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

***Kaas moved at 7:59 p.m. to return to open session. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- 15) *Open Session: Purchase of property to facilitate location of Knight Drive Extension (Upper Wanick Park roadway).*

***Rath moved to pay BMO/M & I Bank to acquire property through certified survey map necessary for Knight Drive Extension roadway alignment in the amount of \$24,570.87 (plus any additional interest accrued), along with a written agreement with the property owner to repay \$500 per month for 24 months, and subject to the property being clear of any other outstanding issues. Weyenberg 2<sup>nd</sup>. Welisek – nay. Motion carried.***

***Hennlich moved to recommend approval of Resolution #01-2012 Relocation Order to facilitate Roadway Relocation and provide for Stormwater Management regarding Knight Drive road extension and provide Stormwater Management regarding Knight Drive road extension, with the acknowledgement that if no public taking is necessary, this resolution will serve as an exhibit for future proceedings (certified survey map). Rath 2<sup>nd</sup>. Motion carried unanimously.***

- 16) Adjournment – ***By unanimous consent, the meeting adjourned at 8:04 p.m.***

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

# Village Board Meeting Minutes

February 13, 2012

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

**Present**

Bob Benz  
Joe Hennlich  
Joyce Laux  
Roger Kaas  
Jim Rath  
Terri Welisek  
Jeff Weyenberg

**Absent**

none

**Others Present**

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

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

Approval of Minutes – Jan. 23 (Regular Meeting) – *Benz moved to approve the regular meeting of the Village Board on January 23, 2012 with the addition of language under item 12) b) Benz commented that Friday should instruct Public Works employees about the Derck’s complaint and change motion under item 11) a) to read Kaas moved, the remaining minutes as presented. Kaas 2<sup>nd</sup>. The motion to approve the minutes as modified carried unanimously.*

- 4) Registered Citizen Comments on Agenda Items – none
- 5) Presentation: Recognition of historic photo donations to Village Hall (Joe Diederich and Dick Zahringer)

*Clerk Williams introduced Mr. Diederich and Mr. Zahringer and informed the Board of their work with the Village photos on display in the Board room. Williams invited both men to speak about the photos.*

*Weyenberg presented a plaque to Mr. Diederich thanking him for his work and dedication to the preservation of Village history.*

- 6) Public Hearing: (Note: Likely following *Open & Closed Sessions*)
- a) Continuation of RP#2011-01: Village Request to rezone lots for placement of new public roadway in conjunction with developing *Upper Wanick Park*.

*After the first reading for public hearing Administrator Friday updated the Board on the status of the process. Friday stated the rezoning petition was dependent on the negotiations in 2011 but not completed due to outstanding issues discussed at the January 23, 2012 Board meeting and will be discussed in closed session tonight.*

**Weyenberg moved to suspend the public hearing until after item 16). Kaas 2<sup>nd</sup>. Motion carried unanimously.**

- 7) Report of the Parks, Rec. & Urban Tree Board: Jan. 18
  - a) Purchase 3 dog waste stations at parks/trails (TID expense)

*Kaas stated he recalled the reaction by residents to the placements of waste containers a few years ago, but is in favor of the locations presented.*

**Welisek moved to approve purchase of 3 dog waste stations (Schneider Park, Wanick Park and Miller Pond) (TID expense). Kaas 2<sup>nd</sup>. Motion carried unanimously.**

- b) Wanick Park usage for two additional sports camps – *reviewed*
  - c) *Upper Wanick Park: Citizen Committee – Appoint to PRUT members – reviewed*
  - d) *Upper Wanick Park: Citizen Committee – Appoint 9 resident members – reviewed*
  - e) *Upper Wanick Park: Consultants reviewed – 4 finalists selected – reviewed*
- 8) Report of the PRUT Board: Feb. 1 (*Special Meeting*)
    - a) *Upper Wanick Park: Four consultants interviewed & firm selected. PRUT Board recommends entering contract services agreement (SAA Design Group; \$28,780 base) with option to purchase:*
      - (i). DNR grant application services.
      - (ii). Aerial view design lay-out.

*Friday provided the interview presentation and American Institute of Architects (AIA) agreement of SAA Design Group and identified a few additional items to consider in regards to services and grant opportunities.*

***Benz moved to approve SAA Design Group for professional services contract of the Master Plan development of TIF funded Upper Wanick Park in the amount of \$28,780, optional preparation of a grant application of WI DNR stewardship fund for a lump sum fee of \$1,800 and optional separate mailing of community survey for lump sum of \$950 and advise SAA Design Group at a later date the Village may reconsider the aerial view design for an additional \$2,400. Weyenberg 2<sup>nd</sup>.***

*Welisek questioned and voiced concerns of certain sections of the AIA agreement. (reimbursable expenses, 10% add on, payment terms, etc.)*

*Rath inquired of Engineer Schaff of industry practices as to the AIA agreement presented by SAA Design Group.*

Schaff stated that each firm generates their respective schedules and it varies from 10 to 15%, as a standard.

***Laux – nay. Motion carried.***



- 9) Report of Village Officers
  - a) Village President
    - i. Re-align Sherwood Planning Commission pursuant to Wis. Stats 62.23(1)(a)

*Weyenberg presented additional documents for Board consideration of changes to Plan Commission Ordinance 16-2004. Weyenberg stated he would like more community involvement, citizen members, flexibility in the makeup of Boards/Commissions, clarification and alignment with State Statutes.*

*Friday voiced communication concerns between the Plan Commission and Village Board without that Trustee member component(s).*

*Benz directed the Board to the rules of the Village Board and noted the sections on Committee and Commission reports and if those sections were observed the communication concerns may be addressed.*

*Rath would like to know what other municipalities are doing and will do more research.*

*Kaas stated he would not feel comfortable without Village Board representation on the Plan Commission. Kaas agreed that the wording in the current ordinance should be modified to have at least one but no more than 2 representatives of the Village Board.*

*Friday went on to say that in zoning matters municipalities must be very careful. Friday informed the Board currently the Village Plan Commission is very youthful, inexperienced and due to this when significant topics are presented more time will be needed for the Commission to properly address issues.*

*Weyenberg concluded the topic stating that he will incorporate the input from the Board and present another draft at the next Board meeting.*

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

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

- ii. Sherwood Cliffs Apartments: Update.

*Clerk Williams presented recent communications concerning unpaid 2010 Payment In Lieu Of Taxes (PIOLT).*

*Friday suggested to the Board that the Clerk regularly communicate with the apartment association/owners/management company and inform them of the Board's requests/actions following meetings. The Board requested Williams obtain the current occupancy rate and what actions they are taking in order to make payment on the PILOT.*

*Rath inquired if the High Cliff Golf Course repayment status could be agendized for the next Village Board meeting.*

- iii. Old Bank building (Benz).

*Benz questioned the scheduling of the building's razing and inquired when the Downtown Marketing Study will be complete.*

*Friday reminded the Board that Weyenberg's motion to raze the Old Bank Building was made in order to show progress in the Downtown development plan.*

- iv. Tax reduction initiative (Benz).

*Benz suggested a tax reduction initiative should be considered a regular item.*

- 10) Village Engineer: Knight Drive Extension – Contract issuance.

Engineer Schaff stated the contract issuance request of the Board is to direct her when to proceed with the construction contract process and suggested delaying the discussion until after the closed session agenda item 16.

***Weyenberg by unanimous consent moved the engineer discussion until after agenda item 16.***

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

*Friday reported the Community Center updating continues with painting to compliment the new flooring, Public Work employees have laid wooden bridges at the trails, and since the Upper Wanick Park process has started, the Request For Proposal for the Downtown Marketing Study is being completed and will be out within 30 days.*

- 12) Old Business: None.

- 13) New Business:

- a) *Clean Sweep Program*: Additional funds requested from Calumet County municipalities for recycling and electronics pick-up due to State funding cuts (NTE \$521.42).

*Friday presented a memo from Calumet County requesting funds for the County Clean Sweep Program fiscal shortfall.*

***Hennlich moved to approve non-budgeted expense of \$521.42 for the Village portion of the County Clean Sweep Program charging it to the recycling account. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 14) Complaints and Compliments: 'Thank You' regarding public hearing (Bastjan; Jan. 19) – *reviewed*

- 15) Correspondences:

- a) End-of-Year Activity Report (Calumet County Sheriff's Dept; FY2011) – *reviewed*

*Rath suggested that the County include addresses and remove the names of individuals on the reports.*

b) Monthly Activity Report (Harrison Fire Dept.; January.) – *reviewed*

16) *Closed Session: Consider land swap to facilitate location of Knight Drive Extension (Upper Wanick Park roadway). 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 at 8:38 p.m. to go into Closed Session per Wis. Stats. 19.85(1) (e) Consider land swap to facilitate location of Knight Drive Extension (Upper Wanick Park roadway) after a short break. Rath 2<sup>nd</sup>. Motion carried unanimously.***

17) *Open Session: Decision on land swap to facilitate location of Knight Drive Extension (Upper Wanick Park roadway).*

***Rath moved at 9:15 p.m. to return to open session. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

***Rath stated after a year's effort by the Board and Staff trying to move forward on the Knight Drive Extension that the Board directs Staff to proceed with the resolution #01-2012 Purchase of Real Estate to Facilitate Roadway Relocation and Provide for Stormwater Management regarding Knight Drive in Sherwood, Wisconsin (approved January 23, 2012). Weyenberg 2<sup>nd</sup>. Motion carried unanimously.***

***Welisek moved to resume the rezoning public hearing at 9:16 p.m.. Benz 2<sup>nd</sup>. Motion carried unanimously.***

***Weyenberg hearing no comments from the public or Board the public hearing was closed at 9:17 p.m.***

***Kaas moved to deny the rezoning petition RP #2011-01 Request by the Village to rezone commercial & public lots referenced in CSM #2011-01 for placement of new public roadway to new, proper ownership. Rath 2<sup>nd</sup>. Motion carried unanimously.***

***Benz moved to direct McMahon to execute construction contracts for the Knight Drive Extension project. Welisek 2<sup>nd</sup>. Motion carried unanimously.***

*Board instructs Schaff and Friday to meet with Tenor Construction to discuss and begin roadway construction.*

18) Adjournment – ***By unanimous consent, the meeting adjourned at 9:21 p.m.***

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

## Village Board Meeting Minutes

February 27, 2012

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

**Present**

Bob Benz  
Joe Hennlich  
Joyce Laux  
Roger Kaas  
Jim Rath  
Terri Welisek  
Jeff Weyenberg

**Absent**

none

**Others Present**

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

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Weyenberg moved to advance agenda item 7) b) iv) to follow agenda item 6) and the rest of the agenda as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – Feb. 13 (Regular Meeting) – *Benz moved to approve the minutes of the regular Village Board meeting February 13, 2012 as presented. Rath 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items:

Kris Vemuri, High Cliff Golf Course, W5055 Golf Course Road, Sherwood – regarding agenda item 15).

Chris Hand, Wisconsin Management Company, Madison – regarding agenda item 7) b) iv).

- 6) Presentation: Judge Jeffrey Froelich.
- 7) Report of Village Officers
- a) Village President: *Plan Commission composition* – Consider realignment of membership & appointment pursuant to Wis. Stats 62.23(1) (a) (Weyenberg).

*Weyenberg presented a draft of the proposed ordinance amendment including changes previously suggested by Trustees.*

*Laux stated she researched the history of the Plan Commission ordinance and found it was amended 4 times since its adoption in 1982 and voiced concern over the proposed change.*

*Hennlich added that his concern of the Village Board being removed from representation on the commission and lack of Board approval of appointments.*

*Kaas stated that the Board approval of appointments language is not included in the ordinance.*

*Rath presented information on last year's appointment process and agreed with Hennlich on the proposed changes.*

*Kaas added that the changes to the ordinance that he would support would be the addition of language in regards to the approval of the appointments and clarification on the selection/approval of the chairperson. Kaas requested Board consensus prior to the first reading of the ordinance.*

*Weyenberg stated he will draft the suggested amendments for the next Board meeting.*

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

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

- ii. Review investment information – *reviewed*
- iii. Operator's License request (Christopher James Kosmosky).

***Benz moved to approve the operator license of Christopher James Kosmosky as presented. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- iv. Sherwood Cliffs Apartments: Update (Chris Hand; Guy Gossens).

Hand informed the Board that the property continues to remain financially challenged. Hand stated the 2011 plan did not achieve the desired results and another plan was presented to the USRDA this month which requests changing the demographics to family (ages 18 and over), debt forgiveness of \$150,000 and to re-amortize the loan. Hand further stated that if this plan is not successful the property will go into foreclosure. Hand also stated there are currently 6 properties similar to Sherwood Cliffs in Calumet County and 5 of them are in the same financial shape.

*The Board requested Hand to update the Village on the status of the property.*

*The Board directed Friday to continue pursuing legal action with the property in the current financial situation (unpaid PILOT), if the plan is not successful and it goes into foreclosure and the Village rights in the change of tenant demographics.*

*The Board denied Hand's request to waive the interest charged on the outstanding 2010 PILOT.*

- 8) Village Engineer: Knight Drive Extension – Update.

Engineer Schaff distributed a chart on the permits required for the project and the status that 3 permits remain pending. Schaff stated that she expects all permits to be received by March 12<sup>th</sup> and that there is a preconstruction meeting scheduled for March 1<sup>st</sup>.

- 9) Village Administrator
  - a) Local Emergency Planning Committee (Feb. 15) – *reviewed*
  - b) Calumet County – All Hazards Mitigation Committee Meeting (Feb. 28<sup>th</sup>) – *reviewed*

- c) Upper Wanick Park Development – Citizen Committee Kick-Off Meeting (Feb. 28<sup>th</sup>) – reviewed
- d) Placement of ‘flag drop box’ on Village Hall property

*Board approved by unanimous consent placement of the flag drop box in the front of the Village Hall.*

10) Old Business: None.

11) New Business:

- a) *Ordinance #2012-109 (Records Retention):* An ordinance regulating the Retention and Destruction of Village of Sherwood Public Records (Clerk).

***Kaas moved to proceed with publication of the notice for the Ordinance #2012-109 and schedule the public hearing for March 26, 2012. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- b) *FY2012 Roadway Reconstruction:* A request to conduct additional borings to better determine the base material prior to asphaltting (\$835; River Valley Testing).

***Kaas moved to approve additional borings for FY2012 Roadway Reconstruction so to better determine the base material prior to asphaltting in an amount not to exceed \$835, work to be performed by River Valley Testing. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

12) Complaints and Compliments: None.

13) Correspondences:

- a) *Monthly Activity Report – January* (Calumet County Sheriff’s Dept.; Feb. 14) – reviewed

14) *Closed Session: High Cliff Golf Course – Financial status and Village-related property & financial interest(s)* 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 at 8:25 p.m. to go into Closed Session per Wis. Stats. 19.85(1) (e) High Cliff Golf Course – Financial status and Village-related property & financial interest(s) after a 5 minute break. Benz 2<sup>nd</sup>. Motion carried unanimously.***

15) *Open Session: High Cliff Golf Course – Consider financial plan provided by Owner, if any.*

***Kaas moved at 10:09 p.m. to return to open session. Benz 2<sup>nd</sup>. Motion carried unanimously.***

16) Adjournment – ***By unanimous consent, the meeting adjourned at 10:10 p.m.***

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

## Village Board Meeting Minutes

March 12, 2012

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

**Present**

Bob Benz  
Joe Hennlich  
Joyce Laux  
Roger Kaas  
Jim Rath  
Terri Welisek  
Jeff Weyenberg

**Absent**

none

**Others Present**

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

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – Feb. 27 – ***Laux moved to approve the minutes of the regular Village Board meeting February 27, 2012 as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items – none
- 6) Report of the Plan Commission: Jan. 3, 2011. (March 5, 2012)
  - a) 2030 Sewer Service Area Plan Update

*Administrator Friday presented the plan update and informed the Board the status of the plan and timeline for 2012 meetings/public hearings/plan approval.*

*Kaas inquired of the parcels that were excluded from the plan.*

*Friday stated he will be meeting with Joe Huffman of East Central Wisconsin Regional Plan Commission (ECWRPC) to work out issues and the plan is still process and will be brought back to the Village.*

*Benz questioned Friday in regards to discussing the Fire Line 12 and 13 study with ECWRPC, Friday reminded Benz that a meeting took place with himself, Engineer Schaff, Gary Rosenbeck, Joe Huffman and Eric Fowle (ECWRPC staff). Friday stated minor changes were made at the meeting with the understanding that the Waverly District ~~performs work on their side~~ conducts their own independent study.*

- b) Plan Commission ‘Work Items’

*After Friday presented the memo from PC Chairman Summers Weyenberg provided additional insight on the ‘Work Items’ and PC discussion.*

*Kaas questioned the PC reviewing the Village Comprehensive Plan and Village Ordinances.*

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

*Weyenberg provided drafts of the Plan Commission (PC) Ordinance language changes.*

*Rath inquired if Weyenberg would consider the Village President role on the PC be 'ex officio'.*

*Kaas stated that all appointments by Village President should be confirmed by the Village Board and citizen members may not be an employee of a firm which provides professional services to the Village. Kaas distributed copies of his proposal to the Trustees.*

*Friday questioned when the Board would like to have the final reading, public hearing and vote.*

*Weyenberg, Benz and Kaas stated agreement to vote on the amendment prior to the April 2012 election.*

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

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

- ii. Operator's Licenses
  - Kaitlyn Jean Ortlieb
  - Brittany Wyn Fielder

***Kaas moved to approve the operator license applications as presented. Laux 2<sup>nd</sup>.***

*Rath inquired if Kaas would separate the applications, Kaas declined.*

***Benz – nay, Rath – nay. Motion carried.***

- iii. *Sherwood Cliffs Apartments: Update – reviewed*

*Rath would like the Wisconsin Management Company to treat the Sherwood property separate from the Brillion market. Rath encourages the management to utilize the Post Crescent and Times Villager for advertisement.*

*Welisek inquired as to action the Village Attorney is undertaking with the unpaid PILOT. Friday responded that the Attorney is researching a similar case in order to understand the Village's options.*

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

Engineer Schaff reported Knight Drive preconstruction meeting took place March 1<sup>st</sup>, the contractor is processing contract drawings, signatures are being executed on the contract books, Army Corp



permit has been received, the DNR sanitary sewer permit is to be issued, and waiting on the response for the public hearing, WE Energies will be doing preliminary relocate work, the construction schedule will be available next meeting and no response from the RVT core samples.

9) Village Administrator: Project Update(s).

*Friday reported that the roadway relocation for Knight Drive re-alignment work has begun, the draft RFP for the Downtown Market Analysis is being finalized to be distributed later in the week (completion date July 2012), selection committee for the professional firm will include members of the Village Board (Laux volunteered to be a member of the committee), Plan Commission and/or Community Development Authority, Sewer Service update plan timeline is in packet (discussed earlier) and finally the Upper Wanick Park DNR grant application requires for update the Comprehensive Outdoor Recreation Plan for the Village.*

10) Old Business: None.

11) New Business:

- a) Sherwood appointment to *Calumet County Local Emergency Planning Committee*

***Rath moved to appoint Village Administrator to the Calumet County Local Emergency Planning Committee as Village of Sherwood appointee. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Plan Commission composition* – Consider realignment of membership & appointments pursuant to Wis. Stats 62.23(1) (a) (Weyenberg).

*Rath suggested using the document submitted by Kaas' and the Board could go through the document line by line. Consensus of the Board was to begin with that document.*

***Working with Kaas' proposal, Weyenberg questioned 1) a) if there was support on the Board of one Trustee on the Commission, 3 votes in favor, 4 votes opposed (2 Village Trustees language retained).***

***Weyenberg questioned 1) a) as submitted. 6 votes in favor, 1 vote opposed.***

***Kaas moved to retain 1) b) as submitted. Benz 2<sup>nd</sup>. Motion carried unanimously.***

***Benz moved to retain 3) a) as submitted. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

***Weyenberg by unanimous consent approved 3) b) as stated with nominated used in place of appointed.***

***Weyenberg by unanimous consent approved 3) c) as stated with nominated used in place of appointed, shall used in place of will with the notation of the replacement of appointees are respective of office vacated (Trustee/Citizen).***

***Kaas moved to state 4) with language of Meetings shall be conducted in accordance with Wis. Stat §62.23 by a chairperson appointed by the Village President and confirmed by the Village Board. Welisek 2<sup>nd</sup>. Motion carried unanimously.***

*Weyenberg will work with Kaas to finish the amendment and provide a copy for the next Board meeting.*

12) Complaints and Compliments:

Rich Moore, W5142 Shorewood Ct., Sherwood appeared in front of the Board commenting on the Upper Wanick Park Master Plan survey.

13) Correspondences:

a) 2030 Sherwood Sewer Service Area Plan update(s) – Timeline of Events (East Central Regional Planning Commission; Feb. 28) – *reviewed*

b) \$3,000 donation to *Upper Wanick Park Development* (Sherwood Lioness'; Feb. 28) – *reviewed*

c) Monthly Activity Report (Harrison Fire Dept.; February) – *reviewed*

14) *Closed Session: High Cliff Golf Course – Financial status and Village-related property & financial interest(s)* 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.

***Benz moved at 8:03 p.m. to go into Closed Session per Wis. Stats. 19.85(1) (e) High Cliff Golf Course – Financial status and Village-related property & financial interest(s) following a 5 minute break. Kaas 2<sup>nd</sup>.***

*Rath suggested that David Miller, potential future Board Trustee (April 3, 2012 Election) be invited to stay for the closed session since he will be in office during the time the topic will be on-going and due to his historical knowledge.*

*The Board concurred.*

***Motion carried unanimously.***

15) *Open Session: High Cliff Golf Course – Consider financial plan provided by Owner, if any.*

***Weyenberg moved at 8:50 p.m. to return to open session. Welisek 2<sup>nd</sup>. Motion carried unanimously.***

16) Adjournment – ***Weyenberg moved to adjourn at 8:51 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

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

## Village Board Meeting Minutes

March 26, 2012

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

**Present**

Bob Benz  
Joe Hennlich  
Joyce Laux  
Roger Kaas  
Jim Rath  
Terri Welisek  
Jeff Weyenberg

**Absent**

Jennifer Schaff, Engineer

**Others Present**

Randy Friday, Administrator  
Susan Williams, Clerk

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Weyenberg moved to amend the agenda to advance item #14 to follow #5. Hennlich 2<sup>nd</sup>. Amendment carried unanimously. Approval of the agenda as amended and remaining as presented approved by unanimous consent.*
- 4) Approval of Minutes – March 12 – *Benz moved to approve the minutes of the regular Village Board meeting March 12, 2012 with the following changes:*

*#6 remove performs work on their side add in that place conducts their own independent study and*

*#14 add potential in between future and Board and add and due to his historical knowledge after on-going*

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

*Weyenberg inquired if there were any other changes to the minutes, hearing no other, the minutes were approved as amended.*

- 5) Registered Citizen Comments on Agenda Items – none
- 6) Public Hearing: Consider *Ordinance #2012-109* regulating the retention and destruction of public documents (Clerk Williams)

*After 3 calls for the public hearing, Weyenberg opened the public hearing opened at 6:47 p.m.*

*Weyenberg inquired if the public or Board had any questions or comments, hearing none, he closed the hearing at 6:48 p.m.*

*Benz moved to approve the Ordinance #2012-109 Ordinance Regulating the Retention and Destruction of Village of Sherwood Public Records. Welisek 2<sup>nd</sup>. Motion carried unanimously.*

- 7) Report of the Utility Commission: March 19
  - a) Ordinance Amendment: Private Well operating permits – *reviewed*

- b) Amend 'FOG' policy (Fats, Oils & Grease) – *reviewed*
  - c) Create 'Cross-Connection' ordinance – *reviewed*
  - d) Water system loss report & leak detection – *reviewed*
- 8) Report of Village Officers.
- a) Village President – none
  - b) Clerk/Treasurer.
    - i. Review/Approve financial reports.

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

- ii. *Alcohol Beverage License Holder* – Change to *entity organization* (re-file 'original application'; 'agent designation'; 'auxiliary questionnaire' – The Outpost, LLC).

***Kaas moved to approve the alcohol beverage license application as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- iii. Operator's Licenses
  - Joyce M. Huss
  - Georgina K. Deeley

***Benz moved to approve the operator's licenses applications as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- iv. *Sherwood Cliffs Apartments*: Update.

*Clerk Williams informed the Board there is no update to report, but the Board requested this item as a regular agenda item.*

- 9) Village Engineer: Project Update(s) – *Friday briefly presented the Engineer's report and timeline (submitted in the packet) which stated information as; preconstruction meeting on March 1<sup>st</sup>, staking is done and work has begun.*
- 10) Village Administrator: Project Update(s) – *Administrator Friday reminded the Board of the Wanick Park development workshop March 27<sup>th</sup> 4 to 8 p.m. in the Village Hall Gym, Friday shared some information on the workshop format, the RFP for the downtown market analysis has been distributed, and finally he is working on the comprehensive outdoor recreational plan for the DNR grant deadline.*
- 11) Old Business: None.
- 12) New Business:
  - a) *Election Inspector Appointments (2012 – 2013): Approve (5).*

***Benz moved to approve the Election Inspector Appointments (2012 – 2013) applicants as presented. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Plan Commission composition – Consider Amendment to Ordinance #16-2004 regarding Plan Commission make-up and membership (Weyenberg).*

*Clerk Williams presented information after consulting with Village Attorney Carlson and responded to Trustee questions.*

*Kaas requested Williams to research how the citizen appointments became aligned as they are presently and to propose final language addressing the citizen alignment of a term less than 3 years.*

- 13) Complaints and Compliments: None.
- 14) Correspondences: *Monthly Activity Report* (Sheriff's Dept; Feb, 2012)
- 15) *Closed Session: High Cliff Golf Course – Financial status and Village-related property & financial interest(s)* 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 reminded the board that they requested this agenda item remain as a regular item and added that there is nothing to update the board with at this time.*

*Rath requested to keep it as a regular item.*

*Kaas stated he did not see the need for it unless there was new information for the board.*

*Weyenberg hearing no motion for the closed session continued to adjournment.*

- 16) *Open Session: High Cliff Golf Course – Consider financial plan provided by Owner, if any.*
- 17) ***Adjournment – By unanimous consent, the meeting adjourned at 7:21 p.m.***

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

## Village Board Meeting Minutes

April 9, 2012

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

<b>Present</b>	<b>Absent</b>
Bob Benz	none
Joe Hennlich	
Joyce Laux	
Roger Kaas	<b>Others Present</b>
Jim Rath	Randy Friday, Administrator
Terri Welisek	Susan Williams, Clerk
Jeff Weyenberg	Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – March 26 – *Benz moved to approve the minutes of the regular Village Board meeting March 26, 2012 as presented. Rath 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.

Brian Sanders, 439 Paul Ct., Combined Locks – regarding agenda item 11) d)

John Elrick, 501 Appletree Ln., Little Chute – regarding agenda item 11) d)

- 6) Public Hearing: Consider *Ordinance #16-2012* regulating Plan Commission membership & appointments pursuant to Wis. Stats 62.23(1) (a) (Weyenberg).

*After 3 calls for the public hearing, Weyenberg opened the public hearing at 6:32 p.m.*

*Weyenberg inquired if the public or Board had any questions or comments, hearing none, he closed the hearing at 6:33p.m.*

*Weyenberg moved to approve the amendment to Ordinance #16-2004, now 16-2012 regulating Plan Commission membership & appointments pursuant to Wis. Stats 62.23(1) (a). Benz 2<sup>nd</sup>.*

*Rath inquired as to the staggering of citizen appointments. Weyenberg stated that a current standing citizen member will be reappointed to properly stagger the terms.*

***Motion carried unanimously.***

- 7) 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. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- ii. *Sherwood Cliffs Apartments: Update – reviewed*

*Clerk Williams presented the tabular statement of the municipal offices from the April 3, 2012 Election.*

8) Village Engineer: Project Update(s).

Engineer Schaff stated that the Knight Drive project crews are moving along and have approximately 40% of the pipe material in the ground, survey crews staked water main and storm sewer, Tenor crews completed sanitary sewer installation/began water main installation/replaced a sanitary manhole, and WE Energies continues work to remove an existing concrete “splice box” within the new road right of way.

Schaff reported that looking ahead, crews will complete water main work west of Outpost and Best Advantage, the remain will occur after property acquisition is complete, storm sewer work within the right of way and Village property will commence and Martenson and Eisele is working with the Outpost to determine location of their driveway.

Schaff handed out a site plan from Martenson and Eisele for the Board to review.

*Friday reminded Schaff to present to the Board the issue of stock piling of project materials.*

Schaff stated that River Valley Testing has completed their second set of testing and she will review that information.

9) Village Administrator: Project Update(s)

*Friday presented the timeline of the Upper Wanick Park project, information on the DNR stewardship grant, and timeframe on the update of the Comprehensive Outdoor Recreation Plan.*

*Administrator Friday requested additional discussion with Schaff to review the Outpost driveway placement on the site plan provided.*

*Friday encouraged the Board to use the SAA Design Group website to see the survey and resident comments.*

10) Old Business: None.

11) New Business:

- a) *Knight Drive Extension: Pay Request #1 (\$58,733.98; David Tenor Corp.) as partial payment for work completed thru March, 30.*

***Rath moved to approve pay request #1 as partial payment for work completed through March 30, 2012 to David Tenor Corporation in the amount of \$58,733.98 as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Harrison Street property rental (residential): Request by tenant to have a 3-month lease (as compared to standard 1-year lease obligation), thru June, 2012.*

***Benz moved to approve a 3-month lease extension for the current tenants of the Harrison Street rental property (April 1, 2012 – June 30, 2012). Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- c) *Arbor Day Proclamation: Annual request in support of Arbor Day.*

***Hennlich moved to approve Resolution #02-2012 – Arbor Day Proclamation: Annual proclamation in support of grant of Tree City Award. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- d) *Land Acquisition from Village: Potential site/design of daycare (Kidzland Child Care Center)*

*Brian Sanders addressed the Board presenting a daycare development for their consideration to be located adjacent to Legacy Communications.*

*The Board posed and Sanders responded to various questions in regards to the project.*

*Friday inquired of the Board if they wish to place this topic on the next agenda, hearing no opposition it will be on the April 23, 2012 Village Board meeting.*

12) Complaints and Compliments: none

13) Correspondences:

- a) Monthly Activity Report (Harrison Fire Dept.; March, 2012) – *reviewed*
- b) Request for property transfer by Village (Legacy Communications; March 28) – *reviewed*

14) *Closed Session: High Cliff Golf Course – Financial status and Village-related property & financial interest(s) 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.*

15) *Open Session: High Cliff Golf Course – Consider financial plan provided by Owner, if any.*

*Friday stated that if there is not any business that the closed session related to the High Cliff Golf Course will not be on future agendas. The Board concurred.*

*Weyenberg and Benz acknowledged and recognized Trustee Welisek's efforts on the Board.*

16) Adjournment – ***By unanimous consent, the meeting adjourned at 7:56 p.m.***

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



## Village Board Meeting Minutes

April 23, 2012

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

<b>Present</b>	<b>Absent</b>
Bob Benz	none
Joe Hennlich	
Joyce Laux	<b>Others Present</b>
Roger Kaas	Steve Summers, Plan Comm. Chair.
David Miller	Randy Friday, Administrator
Jim Rath	Susan Williams, Clerk
Jeff Weyenberg	Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – April 9 – *Benz moved to approve the minutes of the regular Village Board meeting April 9, 2012 as presented. Kaas 2<sup>nd</sup>. Miller abstained, motion carried.*
- 5) Registered Citizen Comments on Agenda Items.

John Sharer, W5011 Cherrywood Dr., Sherwood – regarding agenda item 11) a)  
Wesley Pompa, N9477 Harwood Rd., Kaukauna – regarding agenda item 7) b) ii  
Carolyn Morgen, N7630 State Park Rd., Sherwood – regarding agenda item 6)  
Aaron Olson, W5029 Nature’s Way Dr., Sherwood – regarding agenda item 11) a)  
Gary Evenson, W5018 Birchwood Dr., Sherwood – regarding agenda item 11) a)

- 6) Presentation: High Cliff State Park Master Plan Update & dam re-construction project (Park Superintendent Carolyn Morgen) – Superintendent Morgen presented the Master Plan to the Board and responded to Trustee questions.
- 7) Report of Village Officers.
- a) Village President – *Weyenberg welcomed Miller back the Board and looks forward to working with the Board this year.*
- b) Clerk/Treasurer.
- i. Review/Approve financial reports.

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

- ii. Operator’s Licenses
- Wesley Pompa

***Rath moved to approve the operator license application of Wesley Pompa. Miller 2<sup>nd</sup>. Motion carried unanimously.***

iii. *Sherwood Cliffs Apartments: Update.*

*Clerk Williams informed the Board that a \$1,161.44 utility payment had been received since the e-mail correspondence included in the packet.*

- 8) Village Engineer: Project Update(s) – Knight Drive roadway (extension): Consider street lighting – Engineer Schaff stated that the Knight Drive project has completed 65% of pipe installation, Tenor crews installed all utilities possible up to this point, waiting for the condemnation process on the right away which should occur by mid May, RC Excavating will begin cutting in the roadways and pond construction in the next few weeks depending on the weather, Tenor will pressure test water main installed thus far, change order will be forthcoming due to the sanitary manhole replacement, WE energies is finished with their work, stockpiling of materials will be placed north of water main installation, sledding hill will remain, proposed entrance of Outpost will be reviewed at the next Plan Commission meeting, street lighting options from WE Energies for LED will not be ready for the Knight Drive project, and the Upper Wanick Park development committee must communicate the design for the lighting.

Schaff also stated that due to conditions found in the boring tests the contracts are being developed in order to have on site availability for possible over excavation if needed for the Kings Way utility and street construction this year.

Schaff reminded the Board the projects for 2012 are: water main replacement on Sunset Lake Court and Kings Court, street resurfacing on State ~~Par~~ Park Road from Pigeon Road to High Cliff Park entrance , Queens Court, Kings Way, Kings Court, Royal Court and Sunset Lake Court, Miller Pond trails extension and Nuthatch Trail, and storm water work on Kings Way and at Sherwood Forest Golf Course.

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

*Administrator Friday reports the cell tower construction is proceeding, the downtown market RFPs are due April 25, 2012 at 4 p.m. with interviews to follow and selected consultant presented to the Board on May 14, 2012, and County Administrator stated that after meeting with WDOT the Hwy 114/55 expansion has been removed from the WDOT list of long range plans.*

- 10) Old Business: None.

- 11) New Business:

- a) *Request to place permanent bituminous pavement roadway in Lakeshore Estates – East subdivision (Amendment to Village Roadway Paving Policy discussed as part of subdivision development – Sharer; W5011 Cherrywood Drive)*

Scharer requested Friday to read the petition submitted at the meeting. 22 residents out of 72 lots request amendment to Village Roadway Paving Policy.

***Kaas moved to refer issue to Plan Commission to review current policy and return to the Village Board with a proposal which addresses the concerns of the residents and protects the Village***

*from undue damage to the roadway during construction processes, once a revised policy is in place than the Village may consider moving forward with paving plans for Lakeshore Estates East subdivision. Miller 2<sup>nd</sup>.*

*Rath requested Friday find out how other municipalities are handling this situation.*

***Motion carried unanimously.***

- b) *Resolution #03-2012: Grant Resolution supporting Village pursuit of State of Wisconsin Stewardship Funds to off-set funding costs associated w/ Upper Wanick Park development (50-50 cost-share).*

***Rath moved to approve Resolution #03-2012: Grant Resolution supporting Village pursuit of State of Wisconsin Stewardship Funds to off-set funding costs associated w/ Upper Wanick Park development (50-50 cost-share). Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 12) Complaints and Compliments: None.
- 13) Correspondences: *Monthly Activity Report* (Sheriff's Dept; March, 2012) – *reviewed*
- 14) *Closed Session: Request by Kidzland Child Care Center to acquire land from Village in lower Wanick Park area (grocery store site). 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.*

***Benz moved to go into closed session at 9:01 p.m. to consider request by Kidzland Child Care Center to acquire land from Village in lower Wanick Park area (grocery store site). Note: Per Wis. Stats. 19.85(1) (e), with a 5 minute break in between. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

*Rath requested Summers, Plan Commission Chairperson to attend the closed session, Weyenberg hearing no opposition invited Summers to join.*

***Benz moved to return to open session at 9:56 p.m. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- 15) *Open Session: Consider by Kidzland Child Care land acquisition request.*

***Weyenberg moved to direct Village Administrator Friday to develop survey for distribution in the lobby of the June 5, 2012 Election to gauge resident needs/wants of commercial property located adjacent to Wanick Park and to direct Friday to contact Kidzland Child Care Center developers with alternate Village property site lot east of Village Hall property. Motion carried unanimously.***

- 16) Adjournment– ***By unanimous consent, the meeting adjourned at 9:59 p.m.***

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

**Village Board Organizational Meeting Minutes**  
**April 23, 2012**

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

<b>Present</b>	<b>Absent</b>
Bob Benz	none
Joe Hennlich	
Joyce Laux	
Roger Kaas	<b>Others Present</b>
David Miller	Randy Friday, Administrator
Jim Rath	Susan Williams, Clerk
Jeff Weyenberg	Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda –

*Weyenberg requested the nominations of the Plan Commission Chairperson and Plan Commission Citizen member be on the next Village Board agenda.*

***Kaas moved to approve the agenda as presented. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- 4) Presentation of Approved Minutes – April 25, 2011 Organizational Meeting – *reviewed*
- 5) Registered citizen comments on agenda items – none
- 6) Review/Approval of Rules of the Village Board – Clerk Williams presented proposed changes.

***Benz moved to approve the Rules of the Village Board with the proposed changes. Laux 2<sup>nd</sup>. Motion carried unanimously.***

***Weyenberg moved to change 4) k) from Old Business to Unfinished Business. Motion failed for lack of second.***

- 7) Election of Vice-President

***Miller moved to nominate Laux Vice President. Rath 2<sup>nd</sup>. Laux abstained. Motion carried.***

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

***Kaas moved to appoint Administrator Randy Friday Code Administrator. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- b) Clerk/Treasurer

***Miller moved to appoint Susan Williams Clerk-Treasurer. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- c) Assessor

***Kaas moved to appoint Associated Appraisal Consultants, Inc. Village Assessor. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 9) Annual Appointments of Village Professionals
  - a) Accountant

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

- b) Attorney

***Rath moved to appoint Silton, Seifert, Carlson, Gamble SC Village Attorney. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- c) Engineer

***Benz moved to re-appoint McMahon Village Engineer. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- 10) Election by Village Board

- a) Community Development Authority/Trustee Member – 1 year term ending April 2013 – Currently seated, Joe Hennlich.

***Miller nominated Hennlich to the Community Development Authority/Trustee Member for 1 year term ending April 2013. Kaas 2<sup>nd</sup>. Hennlich abstained, motion carried.***

- b) Plan Commission/Trustee Member – 1 year term ending April 2013 – Currently seated, Joyce Laux.

***Hennlich nominated Miller to the Plan Commission/Trustee Member for 1 year term ending April 2013.***

***Weyenberg nominated Laux to the Plan Commission/Trustee Member for 1 year term ending April 2013.***

***Kaas stated the Plan Commission Ordinance stipulated the Trustee Member is nominated by the Village President.***

***Weyenberg restated his nomination of Laux to the Plan Commission/Trustee Member for 1 year term ending April 2013. Laux abstained, motion carried.***

- c) PRUT Board/Trustee Member – 1 year term ending April 2013 – replacing Terri Welisek.

***Rath nominated Hennlich to the PRUT Board/Trustee Member for 1 year term ending April 2013. Miller 2<sup>nd</sup>. Hennlich abstained, motion carried.***

- d) Utility Commission/Trustee Member – 1 year term ending April 2013 – Currently seated, Roger Kaas

***Rath nominated Kaas to the Utility Commission/Trustee Member for 1 year term ending April 2013. Benz 2<sup>nd</sup>. Kaas abstained, motion carried.***

11) Appointed by Village President/Confirmed by Village Board

- a) Community Development Authority/Citizen Member – 4 year term ending April 2016 – Currently seated, Steve McGrath.

***Weyenberg nominated Steve McGrath to the Community Development Authority/Citizen Member for a 4 year term ending April 2016. Nomination carried unanimously.***

- b) Plan Commission/Citizen Member – 3 year term ending April 2015 – Currently seated, Kathy Salo.

***Weyenberg nominated Kathy Salo to the Plan Commission/Citizen Member for a 3 year term ending April 2015. Nomination carried unanimously.***

- c) PRUT Board/Citizen Member – 3 year term ending April 2015 – Currently seated, Chad Rucynski.

***Weyenberg nominated Chad Rucynski to the PRUT Board/Citizen Member for a 3 year term ending April 2015. Nomination carried unanimously.***

- d) Utility Commission/Citizen Member – 5 year term ending April 2017 – Currently seated, Jim Rath.

***Weyenberg nominated Rath to the Utility Commission/Citizen Member for a 5 year term ending April 2017. Rath abstained. Nomination carried ~~unanimously~~.***

11) Presentation of correspondence, resolutions, and related matters – none

12) Adjournment – ***By unanimous consent, the meeting adjourned at 6:58 p.m.***

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

## Village Board Meeting Minutes

May 14, 2012

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

<b>Present</b>	<b>Absent</b>
Bob Benz	none
Joe Hennlich	
Joyce Laux	<b>Others Present</b>
Roger Kaas	Steve Summers, Plan Comm. Chair.
David Miller	Randy Friday, Administrator
Jim Rath (arr. 7:25pm)	Susan Williams, Clerk
Jeff Weyenberg	Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes
  - a) Organizational Meeting: April 23

***Benz moved to approve the minutes of the organizational meeting of the Village Board April 23, 2012 with the addition of Rath abstained on page 3 item 11) d) and elimination of the word unanimously and the remaining as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- b) Regular Meeting: April 23

***Hennlich moved to approve the minutes of the regular meeting of the Village Board April 23, 2012 with the addition of Miller Pond extension to page 2 the 3<sup>rd</sup> paragraph of item 8 and the remaining as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items – none.
- 6) Presentations:
  - a) FY2011 Audit (Schenck – Mike Konecny) – Konecny presented the management communication to the Village Board and responded to the Trustee’s questions.
  - b) Village-owned power line on CTH ‘M’ & STH 55/114 (We Energies – Doc Musekamp) – Musekamp presented an existing situation of an electric line and requested the Village address the situation. *The Village Board requested Administrator Friday to research information on the holiday decorations and bring back for discussion at the next Village Board meeting.*
- 7) Report of Parks, Rec. & Urban Tree (PRUT Board)
  - a) *Resolution #03-2012: Support Village request to pursue Wis DNR Stewardship grant funding for Upper Wanick Park development – Village Board approved April 23, 2012 regular meeting.*

*Trustees reviewed and discussed selected pages of the grant application.*

b) *Upper Wanick Park: Update of Citizen Committee work – reviewed.*

Next public information meeting Tuesday May 22, 2012 in the Village Hall Gym, 6:30 – 8:30 p.m.

8) Report of the Plan Commission: May 7, 2012.

a) 2030 Sewer Service Area Plan Update: Discuss *Final Draft* and upcoming Public Hearing (East Central Wis. Regional Plan Commission [ECWRPC]) – *reviewed*

An ECWRPC representative will appear before the Utility Commission at the next regular meeting, May 21, 2012.

b) Future ‘work items’ determined by Plan Commission membership – *reviewed.*

c) Sign request (currently *Sherwood Family Restaurant*) – *reviewed.*

d) *Knight Drive Extension: Consider Outpost entrance/exit and coordinated lighting (per V. Board directive) – reviewed.*

*Friday presented the site plan as modified by the Plan Commission.*

e) *Subdivision Roadway Improvement Policy: Recommend update to current policy [65%] (per V. Board directive) – reviewed*

*Friday presented roadway policies from other Wisconsin municipalities.*

9) Report of Village Officers.

a) Village President – no report.

b) Clerk/Treasurer

i. Review/Approve financial reports.

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

ii. Operator’s Licenses

- Joel Benjamin Pethan
- Kerri Jo Krueger
- Thomas John Lammi
- Amy Beth Kuhn

***Hennlich moved to approve all the operator license renewal applications as presented. Rath 2<sup>nd</sup>. Motion carried unanimously.***

iii. *Sherwood Cliffs Apartments: Update – reviewed*



*Clerk Williams presented recent communications with the owner/management of the property and reported the outstanding water/sewer bill is being resolved with a deferred payment plan.*

iv. *Investment Information: Update – reviewed*

*Rath requested Williams to inquire of Calumet County Bank the possibility of additional earning opportunities on Village funds.*

10) Village Engineer: Project Update(s)

Engineer Schaff provided an update on the Knight Drive extension project; RC Excavating has installed some roadway and started on the pond project, materials continue to be stockpiled, and utility work is on hold until the condemnation process is complete.

*Friday questioned the timing of the existing sled hill relocation related to the roadwork and storm water pond development.*

***Miller moved to approve costs of relocating the sled hill, an unbudgeted item to be determined. Laux 2<sup>nd</sup>. Motion carried unanimously.***

Schaff stated that a soft spot was found along the north edge of the roadway between the farmed area and the existing ski hill and excavation below sub-grade was required.

11) Village Administrator: Project Update(s)

*Friday updated the Board in the Knight Drive extension land acquisition process; the appraisal for the land in question resulted in a valued of \$27,550, the cost of the appraisal is \$2,750, the legal fees to date \$3,106 and engineering fees \$3,360.*

*Friday went on to say that the Utility Commission will deal with at least one claim from the recent storm where Fox Lane properties experienced problems.*

*Public information meeting for the Upper Wanick Park development will take place in the Village Hall Gym, Tuesday May 22<sup>nd</sup> 6:30 – 8:30p.m..*

12) Old Business: None.

13) New Business:

- a) *Holiday lighting: Consider unbudgeted expense to address deficient power feed along CTH 'M' (see presentation *We Energies* above).*

*Friday stated he will research and bring back information for the Board to review.*

- b) *Knight Drive Extension: Consider Change Order #1 (+\$400; David Tenor Corp.) increasing contract price to \$663,399.55.*

***Benz moved to approve Knight Drive extension change order #1 - \$400 David Tenor Corp. increasing contract price to \$663,399.55. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- c) *Knight Drive Extension*: Consider *Payment #2* (\$170,811.62; David Tenor Corp.) as partial payment for work thru April 26, 2012.

***Kaas moved to approve Knight Drive extension project payment #2 in the amount of \$170,811.62 to David Tenor Corp., as partial payment for work through April 26, 2012. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- d) *Knight Drive property development*: Establish ad hoc committee and working parameters regarding potential supermarket location development.

*Weyenberg suggested the development of a search committee to research the grocery use of the commercial area along the Knight Drive property and invited the Trustees to comment.*

*Miller concurred and offered his name for the committee.*

*Kaas suggested this is the Community Development Authority's (CDA) role.*

*Weyenberg responded that some Trustees may have interest in being part of this process.*

*Rath offered his name for the committee and work with/on the CDA.*

*Hennlich stated that the committee would be better suited from the experience of Miller and Rath and that the CDA has been inactive.*

*Laux concurred with Hennlich.*

*Friday stated the committee should stay small and be active.*

*Weyenberg responded the concept is to set the search committee's task to pursue grocery opportunities at the Knight Drive commercial site, bring those opportunities back to the CDA, use 3 Village Board members, set a timeline to dissolve the committee (September 2013) so to have adequate time, use TIF funds and segregate expenses related to the search committee's work, and using administrative/staff resources.*

*Friday stated that approval must be obtained from the Joint Review Board for use of the TIF funds for this type of expenditure.*

*Benz offered his name for the committee.*

*Laux stated with her focus on the downtown study she is not interested in being considered for a committee position.*

*Weyenberg inquired of the Board if it would be best to create the committee at this meeting or the next meeting.*

***Weyenberg moved to create an ad hoc search committee to pursue the development opportunities to build a supermarket at the Village owned commercial property at the site known as Knight Drive extension and to refer such opportunities to the CDA, the committee will consist of 3***

***Village Board Trustees, the committee will dissolve when a developer agreement for a supermarket at the Village owned commercial property at the site known as Knight Drive extension is approved by the Village Board, committee expenses will be segregated and reviewed quarterly, the committee may utilize any resources available; administrative staff or expertise on the Village Board or committees as needed. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

*Miller read the mission statement of the Downtown Redevelopment Group.*

*Weyenberg stated he would like to nominate the members at the next meeting.*

*Weyenberg inquired if Kaas had interest in the committee, Kaas replied he was interested but that his time commitment may change in the future.*

*Weyenberg stated that there are four interested parties for the committee and requested this topic be on the next agenda.*

- e) *Downtown Market Analysis & Strategy: Award contract (\$ \_\_\_\_\_; firm name) recommended by ad hoc Steering Committee (Laux; Summers; McGrath).*

*Summers stated that SEH was the only firm to utilize a transportation consultant, niche marketing firm and use empirical data supporting retail solutions of other Wisconsin municipalities. Laux concurred and stated that the SEH was very familiar with Sherwood and the nearby communities.*

***Rath moved to award contract for Downtown Market Analysis & Strategy study to SEH in the amount NTE of \$34,000. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- f) *Plan Commission Appointments (Recommendation – Weyenberg):*
  - i. Chair appointment: Steve Summers.

***Weyenberg moved to appoint Steve Summers to be the Chairperson of the Plan Commission. Rath 2<sup>nd</sup>. Appointment carried unanimously.***

- ii. Member appointment: Jeff Weyenberg.

***Weyenberg moved to submit his name to be the member appointment to the Plan Commission.***

*Rath requested Miller be considered for the member appointment.*

***Weyenberg restated his motion to submit his name to be the member appointment to the Plan Commission. Weyenberg abstained, Miller – nay, Rath – nay. Appointment carried.***

- g) *Professional Services Agreement – 2012 Asphalt Paving Program bidding & construction services (includes Water Utility water main replacement work projects on Queens Court & Sunset Lake Court; McMahan – NTE \$38,300).*

***Kaas moved to approve professional services agreement for the 2012 Asphalt Paving Program bidding and construction services to McMahan Group NTE \$38,300. Benz 2<sup>nd</sup>. Motion carried unanimously.***

14) Complaints and Compliments: None.

15) Correspondences:

a) League of Wisconsin Municipalities – Regional Meeting for elected leaders (Invitation).

*Friday stated if any Trustees were interested in attending they should contact Williams.*

*Weyenberg inquired of Friday if additional information was received to go into closed session.*

*Friday stated that he had communicated the Board's direction of the alternate Village property to the owners of Kidzland and as of the meeting had not heard back from them.*

*Weyenberg stated the closed and open session agenda items were not needed.*

16) *Closed Session: Request by Kidzland Child Care Center to acquire land from Village*

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 – *Board determined closed session was not needed.*

17) *Open Session: Consider by Kidzland Child Care land acquisition request – Board did not leave open session.*

*Williams stated the Board of Review will take place May 21, 2012 from 5 p.m. to 7 p.m.*

18) Adjournment – ***By unanimous consent, the meeting adjourned at 10:00 p.m.***

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

## Village Board Meeting Minutes

May 29, 2012

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

**Present**

Bob Benz(arr. 6:59pm)none

Joe Hennlich

Joyce Laux

Roger Kaas

David Miller

Jim Rath (arr. 6:55pm)Susan Williams, Clerk

Jeff Weyenberg

**Absent**

**Others Present**

Steve Summers, Plan Comm. Chair.

Randy Friday, Administrator

Susan Williams, Clerk

Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Weyenberg moved to advance agenda item 11) a) to follow agenda item 5) and approve the rest of the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – May 14 – *Miller moved to approve the minutes of the regular meeting of the Village Board May 14, 2012 as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.

Les Stumpf, N465 Lorraine St., Sherwood – regarding agenda item 11) a)

Sally Leopold, W428 Margaret Ct., Sherwood – regarding agenda item 11) a)

- 6) Report of the Utility Commission: May 21
- a) ‘Cross-Connections’: Create ordinance request Village Board; Set *Public Hearing*.

*Board discussed the amendment and set the public hearing for June 25, 2012.*

- b) *Sewer Service Area: Update & amend current SSA map plan – reviewed*
- c) *Amend ‘FOG’ policy (Fats, Oils & Grease): Create ordinance – reviewed*
- d) *Contract for Engineering Services (Queen’s Ct.; Sunset Lake Ct.): Water Main replacement (\$17,000; McMahan) – reviewed*
- e) *Meehl Street water main replacement: Consider future capital project – reviewed*
- f) *Water system loss: Leak detection report (MCO) – reviewed*
- g) *Sewer system back-ups: Two claims for reported losses (Fox Lane) – reviewed*
- 7) Report of Village Officers.
- a) Village President.
- b) Clerk/Treasurer.

- i. Review/Approve financial reports.

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

- ii. Operator's Licenses
  - Heidi Alicia Bourassa
  - Kira Alis Krueger
  - Elizabeth Mary Ditter
  - Amber Ramona van Grinsven
  - Mashel Lee Griem
  - Tami D Verhagen
  - Nicole Marie Specht
  - Cole Robert Garrow

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

- iii. *Application for Temporary Class 'B' Retailer's License* (St. John – Sacred Heart Parish Annual Picnic)

***Hennlich moved to approve the application for temporary Class 'B' retailer's license for St. John – Sacred Heart Parish Annual Picnic as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- iv. *Election Inspector Appointment:* Jack Kruse (W4873 Mustang Drive)

***Kaas moved to approve the Election Inspector appointment of Jack Kruse W4873 Mustang Drive for the 2012 – 13 Election Cycle. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- v. *Sherwood Cliffs Apartments:* Update – reviewed

8) Village Engineer: Project Update(s)

Engineer Schaff presented a printed report to the Board and explained the Knight Drive extension project is at 80% pipe installation; Tenor Corporation has installed all main and sanitary sewer main that can be until the condemnation process is complete, pond construction is 90% complete, outlet structure must be installed, roadway construction is at 60%, everything is installed up to the west edge of the Outpost property line.

*Miller inquired as to the length of the condemnation process.*

Schaff replied that there is a 60 day window during which the property owner has to respond (May 15, 2012 is the beginning of the window timeframe); if they do not respond the Village pays the amount of the appraisal.

Schaff stated that Tenor is expected to return to the project in August.

*Kaas questioned if the stockpiles of dirt should be fenced.*

*Friday stated that it will be fenced and seeded for grass.*

9) Village Administrator: Project Update(s).

*Friday reported the Downtown Steering Committee met earlier today and identified 2 focus groups, one business individuals and one government individuals.*

*Friday stated the public information meeting of the Upper Wanick Park development went well with resident attendance and reminded the Board that the SAA Design Group website has information on the process.*

*Friday suggested the Board considers the stormwater issues along the western edge of the Upper Wanick Park area in the near future due to the problems with major storms over the last few years.*

*Friday announced that Beth Lautenschlager, Office Coordinator is retiring and her last day in the office is Friday June 1, 2012, in the interim a resident college student will fill in, and the recruitment process will begin as soon as possible for Beth's replacement,*

10) Old Business:

- a) *Holiday lighting:* Consider items related to unbudgeted expense to address deficient power feed along CTH 'M'/55-114, double-billing by We Energies, potential future lighting fixture costs.

*Friday presented an e-mail from Doc Musekamp, in which Musekamp requests Board to table topic since additional research is on-going.*

***Weyenberg moved to table topic. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Knight Drive property development:* Establish ad hoc committee regarding potential supermarket site development.

***Weyenberg moved to nominate Miller as Chairman, Benz, and Rath to the ad hoc committee for the commercial development of the Knight Drive property. Miller abstain, Rath abstain, nominations carried.***

11) New Business:

- a) *Ordinance Amendment – Private Wells:* Amend current ordinance making well-owner responsible for sampling costs.

*Friday questioned the Board if they wish to inform the private well owners. The Board concurred and requested Williams to send out notices of the public hearing. The Board set June 25, 2012 as date for public hearing.*

- b) *Request for Children at Play sign – Nicklaus Court (Richter; W4709 Nicklaus Ct.)*

*Friday stated that the Board should look to him to annually review the Village's street map and signage.*

*Benz inquired if the Board allows individual residents to place signs.*

*Kaas and Rath stated that the Board must be cautious with residents placing their own signs.*

12) Complaints and Compliments: None.

13) Correspondences:

- a) *Monthly Activity Report (Sheriff's Dept; April) – reviewed*
- b) *Monthly Activity Report (Fire Dept; May) – reviewed*
- c) *Investment Rate of Return (Brad Grant – Calumet County Bank; May 21) – reviewed*

***Kaas moved at 7:46 p.m. to go into closed session per Per Wis. Stats. 19.85(1) (e). Laux 2<sup>nd</sup>. Motion carried unanimously.***

14) *Closed Session: High Cliff Golf Course – Update financial status & consider potential Village action* 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 at 7:55 p.m. to return to open session. Rath 2<sup>nd</sup>. Motion carried unanimously.***

15) *Open Session: Consider financial information and/or any Village action related to possible foreclosure of High Cliff Golf Course.*

16) Adjournment – ***Miller moved to adjourn at 7:56 p.m. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

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



# Village Board Meeting Minutes

June 11, 2012

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

**Present**

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

**Absent**

none

**Others Present**

Steve Summers, Plan Comm. Chair.  
Randy Friday, Administrator  
Susan Williams, Clerk  
Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – May 29 (Regular Meeting) – *Rath moved to approve the minutes of the regular meeting of the Village Board May 29, 2012 as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.

Robert Wittman, W5146 Natures Way Dr., Sherwood – regarding agenda item 6) a)

- 6) Report of the Plan Commission: June 4, 2012.
  - a) *Subdivision Roadway Improvement Policy*: Update current policy [65%] (per V. Board directive)

*Summers presented information on the proposed policy changes and additions (i.e. developer's agreement).*

*Friday explained the sample developer's agreement included in the meeting packet.*

*The Board set the public hearing for consideration of the Subdivision Roadway Improvement Policy changes for July 9, 2012 at 6:30 p.m.*

- b) Plan Commission Work Items – *reviewed*
- 7) Report of Village Officers.
  - a) Village President
  - b) Clerk/Treasurer
    - i. Review/Approve financial reports.

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

- ii. Operator's Licenses
  - Amanda R. Swedberg
  - Rebecca Mader
  - Lynn A. Guerts
  - Kaylyn M. Kasper
  - David J. Breckheimer
  - Amy J. Breckheimer
  - Adam Ashauer

*The Board questioned Ashauer in regards to his application.*

***Rath moved to approve the operator license applications of Swedberg, Mader, Guerts, Kasper, Breckheimer and Breckheimer as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

*Rath requested Ashauer application to be held until after the alcohol license renewals were addressed.*

- iii. Consent Agenda
  - *Cigarette & Tobacco licenses.*
  - *Alcohol beverage license renewals.*

*The Board questioned Laughrin in regards to Almost Johnny's renewal application.*

*Miller questioned the High Cliff Golf Course renewal application.*

***Weyenberg moved to approve the cigarette, tobacco and alcohol beverage renewal license applications as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- iv. *Sherwood Cliffs Apartments: Update – reviewed*

*Williams reported that 1,503 votes were cast with an 84% turnout as calculated from the number of registered voters as of the printing of the poll book.*

***Rath moved to approve the operator license application of Ashauer as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

8) Village Engineer: Project Update(s).

Engineer Schaff reported that the Knight Drive extension project is on hold dependent on the condemnation process completion, the 2012 water main reconstruction and paving bid opening will take place June 20, 2012, and the bid results will be presented at the following Village Board meeting.

9) Village Administrator: Project Update(s).

*Administrator Friday presented the results of the survey conducted during the June 5, 2012 Election for the commercial development along the Knight Drive extension (loop from Castle Drive). Friday stated the top five responses beginning with most desirable was grocery store, pharmacy, hardware store, café/restaurant and then fast food.*

*Friday went on to say that the downtown market analysis firm (SEH) is conducting meetings of focus groups; civic and business, SEH will then take that information and work through the process.*

*Friday stated the Harrison Street property tenant vacated over the weekend without notice and there will be work to do prior to renting.*

*Friday finished his section with information on the WDOT public meeting June 7, 2012 on the roundabout construction.*

*Rath stated he attended the roundabout construction meeting and that the Village as well as local businesses should contact the State for permits to place signs on the detour route directing public into the Village.*

10) Old Business:

- a) *Holiday lighting:* Consider unbudgeted expense to address deficient power feed along CTH 'M' and/or STH '55'/'114'

*Friday presented an e-mail from Doc Musekamp explaining his absence from the meeting and partial information on the project.*

***Benz moved to approve unbudgeted spending of \$393.53 to share the cost of the 8 village owned outlets. Miller 2<sup>nd</sup>.***

***Miller withdrew his 2<sup>nd</sup>.***

***Benz withdrew his motion.***

*Board directed Friday to reagendaize when Musekamp is available and provides complete cost information.*

11) New Business:

- a) *Knight Drive Extension:* Consider Payment #3 (\$105,739.18; David Tenor Corp.) as partial payment for work thru May 30, 2012.

***Rath moved to approve payment #3 \$105,739.18 to David Tenor Corp. as presented for partial payment of work through May 30, 2012. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) *High Cliff Cemetery – Plot sale (Laux; Lot 14; Block 'C').*

***Hennlich moved to approve the sale of deed and perpetual care of lot 14 block C to Joyce Laux. Rath 2<sup>nd</sup>. Laux abstain. Motion carried.***

- c) *TID #1 Tax Audit*: Consider auditing services proposal for timeframe of inception to mid-2012 (Schenck; \$11,500).

***Weyenberg moved to approve non-budgeted item of TID #1 audit to Schenck for \$11,500 as presented. Miller 2<sup>nd</sup>. Benz – nay. Motion carried.***

12) Complaints and Compliments:

- i. *Illegal Activities in Wanick Park after dark* (Iwanski; June 5) – *reviewed*

13) Correspondences: None.

14) Adjournment – ***Miller moved to adjourn at 7:56 p.m. Rath 2<sup>nd</sup>. Motion carried unanimously.***

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

## Village Board Meeting Minutes

June 25, 2012

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

<b>Present</b>	<b>Absent</b>
Bob Benz	none
Joe Hennlich	
Joyce Laux	<b>Others Present</b>
Roger Kaas	Steve Summers, Plan Comm. Chair.
David Miller	Randy Friday, Administrator
Jim Rath	Susan Williams, Clerk
Jeff Weyenberg	Jennifer Schaff, Engineer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Rath moved to advance agenda item 10) b) iii) to follow agenda item 5) and approve the agenda as presented. Weyenberg 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes – June 11– Rath *moved to approve the minutes of the regular meeting of the Village Board June 11, 2012 as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items.

LES STUMPF, N465 LORRAINE ST., SHERWOOD – regarding agenda item 6)

JAMES ASCHENBRENER, W4890 BRIDLE RD., SHERWOOD – regarding agenda item 6)

STEVE PFILE, N580 ROBINHOOD DR., SHERWOOD – regarding agenda item 6)

DAVE MAIER, 520 S COVENANT, APPLETON – regarding agenda item 6)

- 6) Public Hearing: Consider *Ordinance Amendment #42A –Private Wells*: Amend current ordinance making well-owner responsible for annual sampling costs.

*After 3 calls for the public hearing, Weyenberg opened the public hearing at 6:34 p.m. to consider Amendment to #42A-Private Wells.*

*Engineer Schaff stated DNR regulations have changed and are more stringent possibly due to some private wells experiencing issues (not within the Village at the current time).*

*Benz stated the Village has retained one well to provide a back up water source and the Village must protect that infrastructure from contamination of any private wells.*

*Kaas stated that the water from the village well required a more expensive treatment in order to be within the acceptable range of trihalomethans*

*Weyenberg hearing no opposition closed the public hearing at 7:13p.m.*

***Kaas moved to approve the amendment #42A-Private Wells as presented. Benz 2<sup>nd</sup>.***

*Weyenberg questioned the appropriateness of the amendment.*

*Kaas stated the testing is more frequent due to the possibility of cross connection (drinking water) and ground water contamination.*

*Hennlich and Miller questioned the frequency of the testing.*

*Hennlich questioned the arsenic testing. Genskow replied that was to be in line with Appleton.*

***Roll call vote: Benz – aye, Hennlich – aye, Kaas – aye, Laux – nay, Miller – nay, Rath – aye and Weyenberg – nay. Motion carried.***

7) Public Hearing: Consider *Ordinance Amendment #18–Cross Connections*: Amend current ordinance mandating inspections, per revised State codes (NR 810; COMM 82).

*After 3 calls for the public hearing, Weyenberg opened the public hearing at 7:25 p.m. to consider Amendment #18–Cross Connections.*

*Weyenberg hearing no opposition closed the public hearing at 7:26 p.m.*

***Benz moved to approve the amendment #18–Cross Connections as presented. Kaas 2<sup>nd</sup>. Laux – nay. Motion carried.***

- 8) Report of the Utility Commission: June 18
  - a) *FY2011 Compliance Maintenance Annual Report (CMAR) – reviewed*
  - b) *FY2011 Audit Report: Schenck presentation – reviewed*
  - c) *Amend ‘FOG’ policy (Fats, Oils & Grease): Create ordinance – reviewed*
  - d) *Meehl Street water main replacement: Consider future capital project – reviewed*
  - e) *Sewer system back-ups: Two claims ‘denied’ for reported losses – reviewed*
- 9) Report of the Parks, Rec. & Urban Tree Board (PRUT): June 20
  - a) *Upper Wanick Park Citizen Committee: Review Committee’s three (3) project plans – reviewed*
  - b) *Upper Wanick Park – Plan Recommendation – reviewed*
- 10) Report of Village Officers.
  - a) Village President.
  - b) Clerk/Treasurer.
    - i. Review/Approve financial reports.

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

- ii. Renewal Alcohol Beverage License Application – Shenanigan’s.

***Rath moved to approve the alcohol beverage license renewal application of Shenanigan’s as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- iii. Operator’s Licenses

- Austin G. Krusen
- Amber L. Kiefer
- Kim M. Van Rossum
- Jodi Lynn Jacobs-Hammen
- Maria Huneycutt

***Rath moved to approve the operator’s license applications as presented. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- iv. *Sherwood Cliffs Apartments*: Update – reviewed

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

Schaff reported the Knight Drive extension project remains on hold pending the conclusion of the condemnation process.

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

*Friday reported the Grocery Store Ad Hoc Committee has started to meeting and the Board will be kept updated.*

- 13) Old Business:

- a) *Holiday lighting*: Consider unbudgeted expense to address deficient power feed along CTH ‘M’ and/or STH ‘55’/’114’.

*Friday presented in Doc Musekamp’s absence his (Musekamp’s) recent communication that WE’s replacement of 17 fixtures, where the Village pays under \$400 for 9 fixtures (cost sharing between WE, Time Warner and Village less the refund due) and WE will be responsible for the cost of the remaining 8 fixtures.*

***Benz moved to approve the WE project to replace the holiday lighting fixtures for unbudgeted FY2012 expenses as presented. Laux 2<sup>nd</sup>.***

*Rath stated as the Village accepts WE’s proposal that a challenge is extended to Doc Musekamp to consider a donation from the WE Foundation for the Upper Wanick Park development.*

***Motion carried unanimously.***

- 14) New Business:

- a) *Bid Award* – FY2012 Asphalt projects (\$470,419.39; Badger Highways Co.).

*Schaff stated that June 20, 2012, the bid opening took place and 3 companies provided bids.*

***Hennlich moved to award FY2012 Water Main Reconstruction and Asphalt Paving projects to Badger Highway Company NTE \$470,419.39. Rath 2<sup>nd</sup>. Motion carried unanimously.***

b) *2011 Compliance Maintenance Annual Report (CMAR): Approve report.*

***Benz moved to approve Resolution #2012-04: Review and Approval of the Village of Sherwood 2011 CMAR (Compliance Maintenance Annual Report). Miller 2<sup>nd</sup>. Motion carried unanimously.***

15) Complaints and Compliments: None.

16) Correspondences:

a) *Monthly Activity Report (Sheriff's Dept; May) – reviewed*

b) *Request for Letter of Support – Fox Wisconsin Heritage Parkway National Heritage Area (Candice Mortara; June 19) – reviewed*

17) Adjournment – ***By unanimous consent the meeting was adjourned at 8:06 p.m.***

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



# Village Board Meeting Minutes

July 9, 2012

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

**Present**

*Joe Hennlich  
Joyce Laux  
David Miller  
Jim Rath  
Jeff Weyenberg*

**Absent**

*Bob Benz, excused  
Roger Kaas, excused*

**Others Present**

*Jennifer Schaff, Engineer  
Steve Summers, Plan Commission Chair  
Randy Friday, Administrator  
Kathy Mader, Finance/Utility Clerk*

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Hennlich moved to forward agenda item 12) a) to follow agenda item 6) and approved the agenda as amended. Laux seconded. Motion carried.***
- 4) Approval of Minutes – June 25 (Regular Meeting) – ***Laux moved to approve the June 25, 2012 minutes as presented. Miller seconded. Motion carried.***
- 5) Registered Citizen Comments on Agenda Items.
- *Bob Wittmann, W5146 Natures Way Dr, Sherwood – re item 6*
  - *Dave Van Elzen, W5223 Schaefer Rd, Menasha – re item 12) a*
- 6) Public Hearing: *Subdivision Roadway Improvement Policy*: Consider amending Village policy per recommendation of Plan Commission.

*After three (3) calls for the public hearing, Weyenberg opened the public hearing at 6:33 p.m. to consider amendment to the Subdivision Roadway Improvement Policy.*

*Wittmann inquired whether or not the existing subdivisions will be affected by proposed policy amendment. In response, Weyenberg stated existing subdivisions will not be affected by this proposed policy amendment but amendments to existing subdivision policies may be on future agendas.*

*Hearing no opposition, Weyenberg closed the public hearing at 6:35 p.m.*

*Weyenberg moved to approve the policy with the Plan Commission recommended changes. Laux seconded.*

*Discussion:*

*Friday suggested the board review 1) b of the policy in regard to the thickness requirement and 2) c of the policy in regard to who shall bear the cost of the chip seal process i.e. the Village through a Deferred Billing process or the Developer.*

*After discussion, Hennlich and Rath requested the policy be redirected to the Plan Commission for consideration of suggested changes.*

*Schaff stated, prior to the next meeting, she could be contacted via email if any board members have specific questions regarding road paving policies.*

***Weyenberg moved to amend the original motion and to postpone consideration of the proposed Subdivision Roadway Improvement Policy until the July 23, 2012 meeting. Laux seconded. Motion carried.***

- 7) Report of the Plan Commission: July 2, 2012.
- a) Plan Commission Work Items
  - b) Lighting on Knight Drive (possibly into *Upper Wanick Park*)
  - c) Request to move signage (Head Insurance)
  - d) Request for 'Off-premise signage' (Pet Cemetery)

*Summers presented the report. No questions or comments.*

- 8) Report of Village Officers.
- a) Village President – *Weyenberg stated he had nothing to report.*
  - b) Clerk/Treasurer
    - i) Review/Approve financial reports – ***Rath moved to approve the financial reports with the addition of the \$500 check to Postage Reserve. Miller seconded. Motion carried.***
    - ii) Operator's Licenses
      - Christopher M. Schlies
      - Nicole R. Lecker
      - Julie A. Randerson

***Hennlich moved to approve all the operator's licenses presented. Rath seconded. Motion carried.***

- iii) *Sherwood Cliffs Apartments: Update. – Nothing to report.*

- 9) Village Engineer: Project Update(s) – *Regarding the Knight Drive project, Schaff reported they are still waiting for the condemnation process to be completed. Schaff, also, reported Badger Highways had been awarded the 2012 paving project.*

- 10) Village Administrator: Project Update(s) – *Wanick Park: Friday stated the next PRUT meeting is scheduled for Wednesday, July 18, 2012 for further discussion of the project options. "Old Bank" building: Friday explained the raising of the building is budgeted for this year. Board members were in agreement with Friday to sign the \$19,000 contract (barring asbestos costs) with Statewide Raising to complete the project after August 1.*

11) Old Business: *None.*

12) New Business:

- a) Annual request to support Sherwood Lions football program (NTE \$300) – ***Miller moved to approve the annual request as stated. Laux seconded. Motion carried.***

13) Complaints and Compliments: *None.*

14) Correspondences:

- a) WRS Employer & Employee Retirement Contribution(s) Increase (League of Wisconsin Municipalities; June 23)
- b) Fire Dept. Monthly Activity Report (May/June)

*Reviewed. No discussion.*

15) Adjournment – ***Hearing no further discussion or objection, Weyenberg adjourned the meeting at 7:26 p.m.***

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

# Village Board Meeting Minutes

July 23, 2012

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

**Present**

Bob Benz  
Roger Kaas  
Joyce Laux  
David Miller  
Jim Rath  
Jeff Weyenberg

**Absent**

Joe Hennlich, excused

**Others Present**

Jennifer Schaff, Engineer  
Steve Summers, Plan Commission Chair  
Randy Friday, Administrator

- 2) Pledge of Allegiance – *recited*

- 3) Approval of the Agenda –

*Weyenberg inquired of the Board to advance agenda item 16) a) to follow 5) and switch items 6) and 7).*

***Miller moved to approve the agenda as amended and the remaining as presented. Laux 2nd. Motion carried unanimously.***

- 4) Approval of Minutes – July 9 (Regular Meeting) – ***Rath moved to approve the regular meeting July 9, 2012 minutes as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items.

Bonnie & Dave Erickson, W4720 Nature Ct., Sherwood – regarding agenda item 16) a)

- 6) Public Hearing: (Continuation from July 9) Village of Sherwood *Roadway Improvement Policy* for new subdivision development.

*Kaas questioned if the policy being amended was referring to existing developments.*

*Friday replied the Plan Commission review of the policy was addressing future developments, the paving policy references section 6) e) of Ordinance 38.*

*Kaas stated that the majority of the communities around Wisconsin hold the developer for paving and that is the approach Sherwood should adopt.*

*Kaas proposed revising the policy presented to remove the wording or sooner in 1) b) and replace it with when 65% developed.*

*Weyenberg replied that if the wording or sooner remained that a developer could skip the chip seal and install final pavement.*

*Kaas countered that Ordinance 38 6) e) would not allow that.*

*Weyenberg suggested to withdraw the second, motion and create a sub-committee.*

*Kaas submitted his name for the committee.*

*Engineer Schaff requested participation in the committee.*

*Rath submitted his name for the committee.*

*Laux withdrew the second in the action in item 6) of Village Board meeting July 9, 2012.*

*Weyenberg withdrew the motion in item 6) of Village Board meeting July 9, 2012.*

***Weyenberg moved to create a two person road paving policy sub-committee, with the task of analyzing fiscal alternatives to the existing road paving policy, referencing Ordinance 38 6) e), and offer comprehensive policy and ordinance changes using the recommendations provided from the Plan Commission to the Board.***

*Kaas suggested the committee have representation from the Plan Commission.*

***Weyenberg amended the motion to include a comprehensive policy for existing developments.***

***Weyenberg amended the motion to state two Village Board members, one Plan Commission member and the Village Engineer. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

*Weyenberg stated the committee will consist of Kaas, Rath, Summers and Village Engineer Schaff.*

- 7) Presentation: *Downtown Market Analysis and Strategy: Interim Report (S.E.H.) – Consultant to review of key findings from Market Analysis and discuss Opportunity Matrix.*

Andrew Dane (SHE Inc., Appleton, Wisconsin) and David Milder (DANTH Inc., Kew Gardens, New York) presented the Sherwood Downtown Market Analysis and Strategy Interim Report and responded to Trustee questions; with the final report to be presented at the regular Village Board meeting August 13, 2012.

- 8) Report of the Utility Commission: July 16
- a) 'FOG' policy (Fats, Oils & Grease): Create ordinance (Eateries) – reviewed
  - b) 'FOG' policy (Fats, Oils & Grease): Create ordinance (Vehicles) – reviewed

***Benz moved to set the Public Hearing for the FOG Policy Ordinances. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- c) Consider water main replacement project (Meehl, Stumpf, et. al) – reviewed
- d) Annual request for water support (Sherwood Lions Football – reviewed

- 9) Report of the Parks, Rec. & Urban Tree Board (PRUT): July 18

a) *Upper Wanick Park – Plan Recommendation* NOTE: Presentation to V. Board for acceptance in August. *Option ‘B’ (\$3,075,095) – reviewed*

b) *Resolution #05-2012: Comprehensive Outdoor Recreation Plan – reviewed*

*Rath suggested the PRUT Board set a schedule to regularly review and update the CORP as part of their duties.*

10) Report of Village Officers.

a) Village President.

b) Clerk/Treasurer.

i. Review/Approve financial reports.

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

ii. Operator’s Licenses

- Amy Redeker
- Elizabeth M. Foth

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

iii. *Sherwood Cliffs Apartments: Update.*

11) Village Engineer: Project Update(s).

Schaff reported the Knight Drive extension project continues to be on hold due to the completion of the condemnation process, a pre-construction meeting took place July 19, 2012 for the 2012 water main reconstruction and paving, construction schedule will be provided, contractor will begin water main reconstruction in August with paving to follow, the exception is State Park Road which will occur after Labor Day, and residents along the construction route were informed of the project through a direct mailing.

12) Village Administrator: Project Update(s).

*Friday continued with the Knight Drive extension project update; Village Attorney continues to work in the condemnation process and the most recent communication is that the parties accept the jurisdictional offer of \$27,500 or they provide an appraisal dependent upon filing of court paperwork, in either case the Village should anticipate the project to continue September 3, 2012 with the Village Engineer informing the contractor of this fact. Friday informed Summers the Village received a request for placement of driveways.*

*Friday reported that he attended meetings with attorneys, bank CFO and principle members in the High Cliff Golf Course foreclosure; during that meeting documents were shared that the Trustees will want to convene a special meeting to review.*

*Weyenberg set the meeting on August 8, 2012 at 6 pm for a closed session meeting to discuss this matter.*

13) Old Business: None.

14) New Business:

a) *Resolution #05-2012: Comprehensive Outdoor Recreation Plan*

***Weyenberg moved to approve Resolution #05-2012: Comprehensive Outdoor Recreation Plan as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

15) Complaints and Compliments: None.

16) Correspondences:

a) *Request by Nature Court residents to enclose grass stormwater swale (Erickson; July 13)*

***Miller moved to postpone action until Upper Wanick Park development plan is finalized and address Nature Court's status at that time.***

*Weyenberg stated no action would be needed.*

*Kaas inquired if McMahon should be directed to do elevation testing.*

***Miller withdrew the motion.***

*Board directed Village Engineer to perform elevation testing on both sides of Nature Court.*

b) *Request for US 41 panelists (WisDOT – Tammy Rabe; July 18) – reviewed*

c) *Monthly Report (Harrison Fire Dept; July 19) – reviewed*

17) Adjournment – ***By unanimous consent the meeting was adjourned at 9:20 p.m.***

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

# Village Board Meeting Special Meeting Minutes

August 8, 2012

- 1) Call to Order and Roll Call – *President Weyenberg called the meeting to order with roll call at 6:00 p.m.:*

**Present**

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

**Absent**

**Others Present**

Randy Friday, Administrator  
Sue Williams, Clerk

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Hennlich moved to approve the agenda as presented. Benz 2<sup>nd</sup>. Kaas moved to amend agenda to waive agenda items 4) through 12). Motion carried unanimously.*
- 4) Approval of Minutes: None.
- 5) Registered citizen comments on agenda items.
- 6) Report of Village Officers.  
a) Village President.  
b) Clerk/Treasurer.
- 7) Village Engineer: Project Update(s).
- 8) Village Administrator: Project Update(s).
- 9) Old Business: None.
- 10) New Business: None.
- 11) Complaints and Compliments: None.
- 12) Correspondences: None.
- 13) *Closed Session:*

***Benz moved at 6:02 p.m. to go into closed session per Wis. Stats. 19.85(1) (e). Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- a. *High Cliff Golf Course – Update financial status & consider potential Village action*  
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.

*The Board discussed the proposal presented.*

- b. *Commercial Development within Knight Drive Extension area – Discuss request for development incentives.*

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.

*The Board discussed the proposal presented.*

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

14) *Open Session:*

- a. *High Cliff Golf Course: Consider financial information and/or any Village action related to possible foreclosure of High Cliff Golf Course – no action at this time.*

- b. *Development within Knight Drive Extension area – Consider development incentives.*

*Miller moved to allow ad hoc committee and village staff to negotiate developers incentive agreement not to exceed \$400,000 of TIF #1 funds for incentive payment and also included but not limited to include land transfer fees, land development fees, storm water fees, etc., for development of grocery store in current TIF #1 district with 10 year guarantee of minimum \$10,000 Village share for tax payment regardless of ownership, this authorization expires December 31, 2012. Rath 2<sup>nd</sup>. Motion carried unanimously.*

15) ***Adjournment – By unanimous consent the meeting was adjourned at 8:23 p.m.***

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

# Village Board Meeting Minutes

August 13, 2012

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

***Present***

*Bob Benz*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*Jim Rath*

*Jeff Weyenberg*

***Absent***

*David Miller, excused*

***Others Present***

*Jennifer Schaff, Engineer*

*Randy Friday, Administrator*

*Kathy Mader, Finance/Utility Clerk*

*Steve Summers, Plan Commission Chair*

- 2) Pledge of Allegiance – *recited*

- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda. Laux seconded. Motion carried.***

- 4) Approval of Minutes – July 23 (Regular Meeting) – ***Rath moved to approve the July 23, 2012 minutes as presented. Benz seconded. Motion carried.***

- 5) Registered Citizen Comments on Agenda Items –

- *Ron Wenzel N7751 Windswept Ln, Sherwood, WI Item 7*

*Wenzel voiced his opposition of the Village Board approval to use TID funds to further enhance the Wanick Choute Park.*

- 6) Presentation: Sherwood Market Analysis & Strategy – Final Report (S.E.H.) – *Trevor Frank and Andrew Dane, SEH representatives, presented a pre-draft of the final market analysis report which will be made available after one more meeting with the park committee. The key findings indicated by Frank and Dane are that Sherwood has a lot of traffic flow through the village from Calumet County residents, however, there is, currently, a lack of commercial area available. Their findings, also, indicate that Sherwood is a desirable location to live for families. Their final recommendations will include the village attempting to have open dialogue with the WiDOT regarding future STH 114/55 planning as well as improving the historic downtown area.*

A short break was taken.

- 7) Presentation: *Upper Wanick Park Design – Green Valley Concept (S.A.A.) – Dave Schreiber and Blake Theisen of SAA presented the concept of the final master plan and announced that the village could receive a \$143,000 DNR grant for the project. Weyenberg moved to accept the concept as presented. Hennlich seconded. Motion carried.*

*Discussion: Kaas expressed concern regarding water costs and man-hour costs for the proposed splash pad. Benz added concern about the maintenance and replacement costs.*

- 8) Report of the Plan Commission: Aug. 6, 2012.
  - a) Extra-territorial CSM (Sprangers): Request to divide parent parcel (ID #5927; 15 acres) and re-create as two lots; Lot #1 (2.324 acres) and Lot #2 (12.519 acres) – **Hennlich moved not to object to the Extra-territorial CSM (Sprangers) request to divide the parent parcel into the two described lots. Kaas seconded. Motion carried.**
  - b) Plan Commission Work Items
  - c) Lighting on Knight Drive (possibly into *Upper Wanick Park*).
  - d) Site Plan Review: Request to (re-)locate driveway entrance(s).
  - e) Proposed Road Paving Policy changes: Ad hoc committee (Kaas; Rath; Summers) discussed revised *Subdivision Ordinance* and implications for current and future subdivisions. Commission supports recommendations, with the exception of final paving timing, to be determined (by Village Board).

*Summers reviewed items b through e. No action taken.*

- 9) Report of Village Officers.
  - a) Village President – *None*
  - b) Clerk/Treasurer
    - i) Review/Approve financial reports – **Rath moved to approve the financial reports as presented. Laux seconded. Motion carried.**
    - ii) Operator’s Licenses
      - Samantha Hawkinson – **Benz moved to approve the operator’s license for Samantha Hawkinson. Rath seconded. Motion carried.**
    - iii) Sherwood Cliffs Apartments: Update – *reviewed.*
    - iv) Election Inspector candidates for 2012-13 Election cycle for review and approval – **Benz moved to approve the Election Inspector candidate for 2012-13 Election cycle as presented. Rath seconded. Motion carried.**

10) Village Engineer: Project Update(s) – *Schaff distributed updated construction reports for the 2012 water main reconstruction and paving program. Schaff, also, reported that she has not received any further information regarding the condemnation process for the Knight Drive extension project.*

11) Village Administrator: Project Update(s) – *Friday reported that the trail path has been asphalted and looks pristine. Friday, also, stated several applications have been received for the administrative assistant/receptionist position and inquired whether any of the village board members would consider being part of the hiring panel. Kaas will assist Friday and the Clerk/Treasurer with the interview/hiring process.*

12) Old Business: *None*

13) New Business:

- a) Consider/Accept (S.E.H.) *Sherwood Market Analysis & Strategy* report – ***Benz moved to accept the (S.E.H.) Sherwood Market Analysis & Strategy report. Laux seconded. Motion carried.***

*Discussion: Kaas expressed concern as to how to implement the report which he felt was excellently presented. Kaas suggested strategy prioritization and making the CDA more useful in the decision process through the guidance and consent of the Village Board.*

- b) Consider contract for services regarding traffic study on Clifton Road (S.E.H.) – ***Rath moved to approve \$3,000 contracted services by S.E.H. regarding traffic study on Clifton Road. Laux seconded. Benz voted nay. Motion carried.***

*Discussion: Kaas and Benz questioned timing of study for and believe should be done after the Hwy 114/55 detour is complete to ensure accuracy. Board agreed Friday will have discretion in determining when S.E.H. will conduct the study.*

- c) Consider/Approve (S.A.A.) *Upper Wanick Park Design (Green Valley – Option ‘B’)* contract extension for design and engineering services – ***Kaas moved to approve request proposal for S.A.A. contract extension for design and engineering services of the Upper Wanick Choute Park Design (Green Valley – Option ‘B’). Rath seconded. Motion carried.***

*Discussion: Board requested S.A.A. to submit proposal by the next meeting.*

14) Complaints and Compliments: *None*

15) Correspondences:

- a) Sheriff’s Dept. Monthly Activity Report (June) – *reviewed.*
- b) *Draft Master Plan* (High Cliff State Park): Meeting Sept 20; 7pm (Carolyn Morgen; July 30) – *reviewed.*
- c) Economic Development Event (Chilton): August 23, 2012 3:30 p.m. (Julie Schmelzer; Aug. 8) – *reviewed.*
- d) Resident road paving policy concerns (Kuritz; July 21) – *reviewed, no further discussion.*

16) Adjournment – ***By unanimous consent the meeting was adjourned at 9:45 p.m.***

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

# Village Board Meeting Minutes

August 27, 2012

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

***Present***

*Bob Benz*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

*Jeff Weyenberg*

***Absent***

*none*

***Others Present***

*Jennifer Schaff, Engineer*

*Randy Friday, Administrator*

*Sue Williams, Clerk*

*Steve Summers, Chair. Plan Comm.*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Rath 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes
- a) Aug. 8 – *Special Meeting*

***Rath moved to approve the minutes of the special meeting of the Village Board on August 8, 2012. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- b) Aug. 13 – *Regular Meeting*

***Rath moved to approve the minutes of the regular meeting of the Village Board on August 13, 2012 as presented. Laux 2<sup>nd</sup>. Kaas stated that item 13) c) motion should be amended to request proposal. Motion carried unanimously as amended.***

- 5) Registered Citizen Comments on Agenda Items.

Paul Rusch, Christ the King Church, Sherwood – regarding agenda item 6)

Larry Trucco, High Cliff Restaurant, Sherwood – regarding agenda item 6)

- 6) (Public Hearing) *Fats, Oils and Grease Ordinance – Restaurants: Consider Ordinance #2012-110, establishing regulations regarding food facility discharges into the public sewerage system and wastewater treatment facility.*

*After 3 calls for the public hearing, President Weyenberg opened the hearing at 6:34 p.m.*

*Friday stated MCO (village treatment plant operator) has reported foaming which indicates excessive grease in the system and in order for the Village to have the ability to hold users responsible this type of policy must be in place.*

*Miller inquired if it would be beneficial to request the health department reports prior to adoption of the proposed ordinance.*

*Rath inquired of Trucco if the health department regulating them was the State.*

*Weyenberg hearing no objection closed the public hearing at 6:40 p.m.*

***Kaas moved to table until review of the health department requirements. Miller 2<sup>nd</sup>.***

*Rath suggested requesting reports of the appropriate health department.*

*Hennlich stated some businesses are seasonal in nature and twice a year report maybe excessive.*

*Kaas responded that the Utility Commission discussed this and under section 3 of the policy the control plan of the individual establishment would be appropriate for its facility.*

***Miller withdrew his 2<sup>nd</sup>.***

***Kaas withdrew his motion.***

- 7) (Public Hearing) *Fats, Oils and Grease Ordinance – Vehicle Maintenance Facilities: Consider Ordinance #2012-111, establishing regulations regarding vehicle service station discharges into the public sewerage system and wastewater treatment facility.*

*After 3 calls for the public hearing, President Weyenberg opened the hearing at 6:54 p.m.*

*Weyenberg hearing no objection closed the public hearing at 6:55 p.m.*

*Rath stated it would be in the best interests of the Village to keep both ordinance actions together and to take no action at this time.*

- 8) Report of the Utility Commission: Aug. 20  
a) Consider water main replacement project (Meehl Street area) – *reviewed.*
- 9) Report of Village Officers.  
a) Village President – *Weyenberg reported attending the League of Wisconsin Municipalities conference August 22 – 24.*  
b) Clerk/Treasurer.  
i. Review/Approve financial reports.

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

- ii. Operator's Licenses
- Diana C. Hernandez
  - Christopher C. Kaye

***Rath moved to approve the operator license applications presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- iii. *Sherwood Cliffs Apartments: Update.*

*Williams updated the Trustees of receipt of the \$500 payment towards their outstanding balance.*

10) Village Engineer: Project Update(s).

Schaff reported on the 2012 watermain reconstruction and paving program; crews installed the water main on Queens Ct., culvert replacement and installation on Kings Way and Royal Ct., Badger Highways began pulverizing and grading work, River Valley Testing is witnessing the proof roll and will advise the Village of which areas need excavation of soil, Bowers excavated at Sunset Lake Ct. and found the pipe at the point of connection is in poor condition requiring additional excavation, the Royal Ct/Kings Way/ Queens Ct area paving work to begin late this week or beginning of next, Knight Drive condemnation process is coming to an end with work to begin in September and survey work for that area and the park is finishing up.

**Schaff indicated that a culvert will be placed under State Park Road during the paving repair.**

**Kaas questioned the type of back fill to be used during the culvert replacement.**

**Schaff assured the Trustees that a special back fill will be used to prevent settling over the culvert.**

11) Village Administrator: Project Update(s).

*Friday informed the Trustees that new tenants are in the Harrison Street property, the bank building was inspected by Eagle Environmental and asbestos was found, soliciting quotes from firms for the removal with razing to follow, mustang pond required some clean up from cottonwood trees, cell tower is in the 90% completion stage.*

12) Old Business: None.

13) New Business:

- a) *Consider Contract Extension for Upper Wanick Park development – SAA to provide final design development, engineering & construction management services (\$297,529).*

Blake Theisen, SAA presented project schedule and scope of services of the contract extension for Upper Wanick Park development.

***Weyenberg moved to approve awarding contract extension to SAA for Upper Wanick Park development final design development, engineering & construction management services NTE \$297,529 using TIF funds. Miller 2<sup>nd</sup>. Motion carried unanimously.***

14) Complaints and Compliments: None.

15) Correspondences:

- a) *Population Estimate – Jan. 1, 2012 (Wis. Dept. of Administration; Aug. 13) – reviewed*
- b) *Equalized Valuation FY2012 (Wis. Dept. of Revenue; Aug. 15) – reviewed*
- c) *State Park Master Plan Meeting Cancellation (WisDNR; Aug. 22) – reviewed*
- d) *Monthly Police Report (Calumet County Sheriff's Dept; Aug. 23) – reviewed*

e) *Asbestos Demolition Inspection* (Eagle Environmental Testing; Aug. 23) – *reviewed*

16) Adjournment – ***By unanimous consent the meeting was adjourned at 7:40 p.m.***

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



## Village Board Meeting Minutes

September 10, 2012

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

***Present***

*Bob Benz*

*Roger Kaas*

*Joyce Laux*

*Jim Rath*

*Jeff Weyenberg*

***Absent***

*Joe Hennlich, excused*

*David Miller, excused*

***Others Present***

*Randy Friday, Administrator*

*Sue Williams, Clerk*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Kaas moved to approve the agenda as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – Aug. 27 (Regular Meeting) – ***Rath moved to approve the minutes of the regular Village Board meeting on August 27, 2012 as presented. Laux 2<sup>nd</sup>. Kaas moved to amend the minutes to include the following language at item 10):***

***Schaff indicated that a culvert will be placed under State Park Road during the paving repair. Kaas questioned the type of back fill to be used during the culvert replacement. Schaff assured the Trustees that a special back fill will be used to prevent settling over the culvert.***

***Weyenberg inquired of the Board of any opposition to the amendment. Hearing none, the motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items:

Jon Van Deraa, W230 Kings Way, Sherwood – regarding agenda item 7) d).

Chris Sacotte, W275 Kings Way, Sherwood – regarding agenda item 7) d).

Stacey Bower, W275 Kings Way, Sherwood – regarding agenda item 7) d).

Elise Hallock, 264 Fort Dr., Neenah – regarding agenda item 7) d).

Amanda VandenWyngaard, N312 Military Rd., Sherwood – regarding agenda item 7) d).

Dale DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 7) d).

Dale Albers, N245 Kings Ct., Sherwood – regarding agenda item 9)

Joe Giese, W205 Kings Way, Sherwood – regarding agenda item 9)

Eric Olson, W190 Kings Way, Sherwood – regarding agenda item 9)

Rick Warrens, N530 Royal Ct., Sherwood – regarding agenda item 9)

Dan Leffler, N515 Royal Ct., Sherwood – regarding agenda item 9)

Dean Vander Heiden, W195 Kings Way, Sherwood – regarding agenda item 9)

Brian Sticka, N242 Forest Ave., Sherwood – regarding agenda item 9)

John Hauser, W210 Kings Way, Sherwood – regarding agenda item 9)

- 6) Report of the Water & Sewer Utility Commission: Aug. 29
  - a) Request to relocate fire hydrant on Queens Ct. as part of Queens Ct. watermain replacement project – *reviewed*
- 7) Report of the Plan Commission: Sept. 4
  - a) *CSM Request #2012-01 (Wesener): Request to combine lots #66 & #67 (Lake Shore Estates – East) into new Lot #1 totaling 30,040 sq. ft.*

***Benz moved to approve CSM Request #2012-01 (Wesener): Request to combine lots #66 & #67 (Lake Shore Estates – East) into new Lot #1 totaling 30,040 sq. ft. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) Plan Commission Work Items – *reviewed*
- c) Site Plan Review: Request to (re-)locate driveway entrance(s) – *reviewed*
- d) Discussion: Regulation of animals in *Residential Districts*.

***Kaas moved to refer the question of chickens and animals (not pets) to the Plan Commission for consideration and review other ordinances within the metropolitan area (to be consistent). Benz 2<sup>nd</sup>.***

*Rath suggested the Village research other communities for the licensing of these types of animals and review the potential of increase of fees as the number of animals in households increase.*

***Motion carried unanimously.***

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

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

- ii. Operator's Licenses
  - Sasha Swetkovich

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

- iii. *Sherwood Cliffs Apartments*: Update.

*Williams updated the Trustees of receipt of \$300 payment towards their outstanding balance.*

*Williams stated the Village Trick or Treat hours are set for October 27, 2012 from noon to 2 p.m.*

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

Engineer Schaff was not present at the meeting.

*Administrator Friday informed the Board the FY2012 paving project required additional excavation and filter fabric placement which results in additional funds being expended within the contingency category.*

*Friday reported he received numerous phone calls from residents of Sherwood Forest subdivision on September 7, 2012 in regards to the paving project on-going in the area. Friday stated he visited the project and measured 24 feet road width at one point in the subdivision. Friday indicated the construction documents included a 22 foot wide roadway with a 1 foot shoulder. Friday requested financial information from Village Engineer to pave the 24 foot width (in kind), but due to her unavailability prior to and as of the time of the meeting, the information was not present.*

***Rath moved to authorize revision to FY2012 paving program of Sherwood Forest subdivision to extend roadway width pavement to 24 foot (pavement in kind) for an amount NTE \$20,000. Benz 2<sup>nd</sup>. Motion carried unanimously.***

*Kaas stated that the process must be reviewed to eliminate design oversight issues in the future.*

*Clerk Williams stated the list of all residents of the subdivision was provided to the Village Engineer for the project mailing.*

*Rath suggested all future projects have resident meetings.*

10) Village Administrator: Project Update(s).

*Friday reported that the Village Attorney processed the Award of Damages for the Knight Drive Condemnation process and construction contractor has been contacted that work at the site can resume.*

*Friday distributed correspondence in regards to the paving policy that will follow under Old Business.*

11) Old Business:

a) *Paving Policy: Review info and move to Public Hearing*

*Kaas presented packet documents, information from previous meetings, and the process of the paving policy review and recommendation.*

*Kaas stated the ad hoc committee's recommendation was to set to aside the existing paving policy for the existing developments and to set a schedule for the paving of those developments (Lakeshore Estates East in 2013, Lakeshore Estates South and Mustang Acres II in 2014 and Farmington Meadows in 2015).*

*Kaas went on to say the second part of the committee's recommendation was regarding future development's paving; ~~the proposal~~ **was to revise ordinance #38 to require the developers to assume all costs of paving, install** chipseal in the first year ~~after Village acceptance of~~ **construction**, address repairs from settling in the second year and complete curb/gutter/two course of paving in the third year*

*Kaas stated this proposal along with proper backfill should help in the settling issues that the Village has experienced.*

*Benz inquired if costs of the proposed paving plans for 2013 – 2015 have been calculated.*

*Kaas replied that estimates should be available prior to approval of the paving plans (within the capital budget).*

*Weyenberg questioned if the intent is to repeal the road paving policy and to revise Ordinance 38.*

*Williams inquired if the Village Attorney will review the recommendations and suggest language changes prior to setting the date for the public hearing.*

12) New Business:

- a) *Pay Request #4 (Knight Drive Extension):* Approve pay request (\$10,220; David Tenor Corp.) as partial payment for work completed thru Aug. 29.

***Benz moved to approve Pay Request #4 (Knight Drive Extension) \$10,220; David Tenor Corp. as partial payment for work completed thru Aug. 29, 2012. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Pay Request #1 (FY2012 Water Main replacement and Paving):* Approve pay request (\$58,320.23; Badger Highways) as partial payment for work completed thru Aug. 28.

***Kaas moved to approve pay request #1 (FY2012 Water Main replacement and Paving) \$58,320.23 to Badger Highways as partial payment for work completed through August 28, 2012. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- c) *Request to amend Municipal Code* allowing bow-hunting for deer (Mielke) – *no action taken.*

- d) *Request for funds to replace Community Center refrigerator* (Calumet County ADRC Supervisor, Joann Dewhurst)

***Rath moved to approve unbudgeted expenditure up to 50% of the total cost of a new energy-star refrigerator and subject to the discretion of the Village Administrator. Weyenberg 2<sup>nd</sup>. Motion carried unanimously.***

- e) *FY2013 Recycling Consolidation Grant – Cooperative Agreement:* Authorize East Shore Recycling Commission Rep. (Friday) to apply for grant-funding on Village's behalf.

***Benz moved to authorize Administrator Friday as the Village representative in the FY2013 Recycling Consolidation Grant – Cooperative Agreement. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

13) Complaints and Compliments: None.

14) Correspondences:

- a) Fire Dept. Monthly Activity Report – August (Harrison Fire Dept.) – *reviewed*

- b) *Draft Master Plan* (High Cliff State Park): Meeting Oct. 23; 4 – 7pm (Carolyn Morgen)  
– *reviewed*
- c) Explore possibility of creating a countywide *First Responder* service (City of Chilton;  
Sept. 4) – *reviewed*

15) Adjournment – ***By unanimous consent the meeting was adjourned at 8:21 p.m.***

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

**Village Board Meeting Minutes**  
September 24, 2012

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

***Present***

*Bob Benz*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

*Jeff Weyenberg*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator*

*Sue Williams, Clerk*

*Jennifer Schaff, Engineer*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – Sept. 10 (Regular Meeting) – ***Benz moved to approve the minutes of the regular meeting of September 10, 2012 as presented. Rath 2<sup>nd</sup>.***

***Kaas moved to amend item 11) a) in the paragraph that began with; Kaas went on to say***

*remove 's paving; the proposal*

***add was to revise ordinance #38 to require the developers to assume all costs of paving, install***

*remove -after Village acceptance*

***add of construction***

***Hearing no opposition to the language changes, minutes were approved as amended ~~with Kaas abstaining.~~***

- 5) Registered Citizen Comments on Agenda Items – none
- 6) Report of the Utility Commission: Sept. 17
- a) *Fats, Oils & Grease Ordinance – reviewed and Board directs public hearing set for October 8, 2012.*
- b) *Water System usage versus loss report – reviewed.*
- c) *Pay Request #1 – FY2012 Water Main Replacement Project (\$21,230; Badger Highways) – reviewed.*
- d) *Influent sample purchase: Approved – reviewed*
- 7) Report of Village Officers.

- a) Village President – none
- b) Clerk/Treasurer.
  - i. Review/Approve financial reports.

***Rath moved to approve the financial reports as presented along with a \$274.67 check to Postmaster for mailing of the village newsletter. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- ii. *Sherwood Cliffs Apartments*: Update – no new update.

*Williams requested the Board to review their calendars to set the annual appreciation dinner.*

8) Village Engineer: Project Update(s)

Schaff reported the FY2012 Paving and Water Main replacement project with pipe installation at 90%, Sherwood Forest subdivision paving is complete with shouldering work to finish within the week, trail paving is 100% complete, Sunset Lake Ct water main work is complete and crews will begin pulverizing those streets, Roger Bowers & Sons will begin culvert replacement on State Park Rd., the replacement work will be done in two steps to minimize roadway delays.

*Laux inquired of Schaff if the paving installed in the Sherwood Forest subdivision was in kind.*

Schaff reported measurements and topographic surveys were performed and it was found the roadways were variable in width; the width chosen allowed a gravel shoulder on either side of the roadway, the shoulder over time had deposition of materials.

*Friday reported the additional cost to the project for the paving work (22ft to 24ft) was \$5,680.*

*Rath reported receiving many calls prior to the September 10, 2012 Village Board meeting, and had not received any since the Board addressed the resident concerns.*

Schaff distributed a revised schedule for the Knight Drive extension project indicating David Tenor will return to the site October 10<sup>th</sup>; to complete 200 ft water main, storm sewer and culvert replacement work.

Schaff stated that R. C. Excavating will be prepping the roads for the Knight Drive extension project from where the work left off through to the intersection with Castle Drive, gravel will be installed and the project will cease until spring.

Schaff finished up with the Knight Drive extension project reporting a communication being sent to PAT Investments in regards to a light pole requiring relocation.

9) Village Administrator: Project Update(s).

*Friday reported the 4<sup>th</sup> quarter newsletter will be out the end of the week, the office is working one person short for a period of 2 weeks, the Village Attorney sent a letter in regards to the Board's question of paving village roads (existing subdivisions without final paving) and inquired if the*

*Board would direct the Village Engineer to develop cost estimates to paving those roads. The Board concurred.*

*Friday went on to present a resolution drafted by the Friends of High Cliff Park requesting the Board to consider action in regards to allowing year round hunting, trapping and fishing on public lands. Friday stated he will draft a document for consideration of Village properties for the next meeting.*

10) Old Business: None.

11) New Business:

- a) *Resolution #06-2012: Recycling Consolidation Grant* in conjunction with East Shore Recycling Commission.

***Rath moved to approve Resolution #06-2012: Recycling Consolidation Grant in conjunction with East Shore Recycling Commission. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Discuss/Consider adopting Village 'Project Management Process' procedure(s).*

*Friday presented a draft document to develop a process to address resident concerns.*

*Kaas stated the document was drafted in order to have a good model for project communication with the community and residents. Kass presented the form in a detailed manner in order for the Board to understand the process proposed.*

*Board requested Schaff to provide information on fees for Village project updates online (McMahon website) and project management process procedures.*

12) Complaints and Compliments: None.

13) Correspondences:

- a) *Act 10 (portions) overturned* (Buelow Vetter; Sept. 17; Capital Buzz – Sept. 18) – reviewed
- b) *State Park Master Plan Meeting: Tuesday, Oct. 23; 5-7pm* (WisDNR; Sept. 19) – reviewed
- c) *Monthly Activity Report* (Harrison Fire Dept.; Sept. 19) – reviewed

14) Adjournment – ***By unanimous consent the meeting was adjourned at 7:34 p.m.***

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



# Village Board Meeting Minutes

October 8, 2012

- 1) Call to Order and Roll Call – *President Weyenberg called the meeting to order at 6:33 p.m. with roll call:*

***Present***

*Bob Benz*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

*Jeff Weyenberg*

***Absent***

*none*

***Others Present***

*Randy Friday, Administrator*

*Sue Williams, Clerk*

*Jennifer Schaff, Engineer*

*Bruce Genskow, MCO*

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda– ***Benz moved to approve the agenda as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – Sept. 24 (Regular Meeting) – ***Benz moved to approve the minutes of the regular Village Board meeting of September 24, 2012. Miller 2<sup>nd</sup>. Kaas stated he did not abstain in agenda item 4). Motion carried unanimously as amended.***
- 5) Registered Citizen Comments on Agenda Items:

*Mara Snedeker, N7955 Pigeon Rd., Sherwood* – regarding agenda item 9) a)

*Lee Fredericks, N8079 Stommel Rd., Sherwood* – regarding agenda item 9) a)

*Marilyn Nettekoven, N696 Knight Dr., Sherwood* – regarding agenda item 7)

- 6) Harrison Fire Department presentation – Chief Kevin Kloehn
- 7) (Public Hearing) *Fats, Oils and Grease Ordinance – Restaurants: Consider Ordinance #2012-110*, establishing regulations regarding food facility discharges into the public sewerage system and wastewater treatment facility.

*After 3 calls for the public hearing for Fats, Oils and Grease Ordinance – Restaurants: Consider Ordinance #2012-110 Weyenberg opened the hearing at 6:56 p.m.*

*Hennlich inquired if the ordinance copy in the packet reflected the revisions previously discussed.*

*Weyenberg closed the hearing at 7:06 p.m.*

***Hennlich moved to approve the Fats, Oils and Grease Ordinance – Restaurants: Ordinance #2012-110, establishing regulations regarding food facility discharges into the public sewerage system and wastewater treatment facility. Benz 2<sup>nd</sup>.***

*Kaas stated the ordinance wording had been revised and the packet information does not reflect those revisions.*

***Weyenberg moved to amend motion to include revisions discussed (according to the control plan wording) and remove the wording and after its passage and posting as provided by law and replace it to say January 1, 2013.***

*Kaas suggested the control plans should be in place by the first of the year.*

***Weyenberg moved to amend the amendment to read this ordinance shall take effect with control plans in place and be enforced January 1, 2013. Kaas 2<sup>nd</sup>.***

***Amendment to the motion carried unanimously.***

***The motion to approve the ordinance as amended carried unanimously.***

- 8) (Public Hearing) *Fats, Oils and Grease Ordinance – Vehicle Maintenance Facilities: Consider Ordinance #2012-111, establishing regulations regarding vehicle service station discharges into the public sewerage system and wastewater treatment facility.*

*After 3 calls for the public hearing for Fats, Oils and Grease Ordinance – Vehicle Maintenance Facilities: Consider Ordinance #2012-111 Weyenberg opened the hearing at 7:13 p.m.*

*Weyenberg closed the hearing at 7:14 p.m.*

***Benz moved to approve the Fats, Oils and Grease Ordinance – Vehicle Maintenance Facilities: Ordinance #2012-111, establishing regulations regarding vehicle service station discharges into the public sewerage system and wastewater treatment facility. Miller 2<sup>nd</sup>.***

*Kaas questioned what was published.*

*Williams replied the publication was the notice of the public hearing.*

*Kaas stated the ordinance wording had been revised and the packet information does not reflect those revisions.*

***Weyenberg moved to amend the motion to include revisions discussed (according to the control plan wording), to read this ordinance shall take effect with control plans in place and be enforced January 1, 2013. Kaas 2<sup>nd</sup>. Motion carried as amended unanimously.***

- 9) Report of the Plan Commission: Oct 1
- a) *CSM (Fredricks): Request to divide parent parcel (N8079 Stommel Road; 3.32 acres) as two parcels (Lot 1 = Home; 1.7533 ac.; Lot 2 = vacant land; 1.571 ac.). Note: Parent parcel has outstanding, deferred special assessment from Stommel Road urbanization project.*

*Williams presented legal options to the Trustees from conversation with village counsel - 1) deferred assessment is due, 2) amend the final resolution or 3) continue deferral.*

*Miller inquired if the property owners would agree to pay the concrete curb and gutter portion of the deferred assessment at the time of the transfer of the property and continue to defer the storm sewer and water laterals portion.*

*Rath stated with the additional 38 feet which would calculate to \$2,738.71.*

*Kaas stated the owners are benefiting from the storm sewer but not from the water or sanitary lateral, and suggested including the storm sewer portion in the amounts due at the time of the transfer of the property and defer the sewer and water laterals.*

*Weyenberg questioned the timing of the deferred status.*

*Kaas replied the deferred status was until annexation.*

***Miller moved to approve without objection extra-territorial CSM (Fredricks): Request to divide parent parcel (N8079 Stommel Road; 3.32 acres) as two parcels (Lot 1 = Home; 1.7533 ac.; Lot 2 = vacant land; 1.571 ac.), contingent upon the footage recalculation of the assessment, payment of the curb & gutter and storm sewer assessments within 30 days of closing of the property and the water and sanitary sewer assessments continue to be deferred until the ~~property is sold, subdivided, or~~ request for services is received (annexation). Rath 2<sup>nd</sup>.***

Fredericks and Snedeker agreed to the terms of the motion.

***Kaas moved to amend the motion to add upon written approval of the Village Attorney. Rath 2<sup>nd</sup>.***

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

- b) Plan Commission Work Items – reviewed
- c) Discussion: Regulation of animals in Residential Districts – reviewed
- 10) Report of Village Officers.
  - a) Village President
  - b) Clerk/Treasurer
    - i. Review/Approve financial reports.

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

- ii. Operator's Licenses
  - Kelsie Thiel
  - Josephine Spierings

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

- iii. Sherwood Cliffs Apartments: Update – reviewed

- iv. 2012 Appreciation Dinner scheduling.

*Miller suggested Wednesdays and Thursdays, Weyenberg suggested December 5, 2012 and the Board agreed.*

- v. Quarterly investment memo – reviewed

11) Village Engineer: Project Update(s).

Schaff reported the Knight Drive extension project has achieved 80% pipe installation, 90% pond construction, 60% roadway construction, water main complete west of the Outpost and Best Advantage Credit Union, RC Excavating completed cutting in roadway and placing gravel to west of the Outpost, RC Excavating completed the pond excavation, condemnation process is complete and contractor returns October 10, 2012 to complete utility installation and install the road gravel base, paving of the streets will be postponed until 2013.

Schaff stated she met with Martenson & Eisle, and found the Outpost has not directed them to design the entrance. Schaff requested direction from the Board in order to continue process with the project.

*Friday reminded the Board the special assessment discussion with the Outpost; 50%/75%/100%, storm sewer (50%/75%)/asphalting (100%), Outpost reports within the last 10 days having a contract with Badger Highway to do the asphalting, and so would appear to have the assessment forgiveness in place.*

Schaff stated the Outpost plan does not address drainage or curbing/wheel stop of the parking stalls.

*Kaas directed Schaff to send Outpost correspondence addressing the property access design, grading and the timing of the project with a copy to Martenson & Eisle.*

*Weyenberg questioned Schaff if Legacy Communication approval had been given on their driveway plans.*

*Friday replied that they failed to appear at the meetings where the plans were presented.*

*Weyenberg inquired as to the default position for Legacy access.*

Schaff replied that in spring she will need to address this issue with the Board.

Schaff went on to report on the FY2012 Water Main Reconstruction, Paving and Trail project has achieved 90% pipe installation, 50% roadway paving, 100% trail paving, Badger Highway completed shouldering on Royal Ct./Queens Ct./Kings Way/Kings Ct., completed pulverizing and proof rolling of State Park Rd., and Sunset Lake Ct., Roger Bowers and Sons completed water main installation and began culvert replacement on State Park Rd., Badger Highway will return to complete paving work on State Park Road and Sunset Lake Ct. following week weather permitting.

*Kaas questioned if Schaff had done work on the project management process procedures.*

- 12) Village Administrator: Project Update(s).
- i. Budget update; annual capital improvements plan

*Friday reports working on the budget, the 5 year capital plan will include the road paving for the remaining subdivisions and funding for downtown if the Board requests, schedule of fees will be reviewed for changes (culvert permit increase from increase in Village expenses) and information on the law enforcement contract was included in the packet.*

- 13) Old Business:

*Rath presented information on a street light at the intersection of Castle Drive and Knight Drive behind Head Insurance which appears to be on all the time and power poles leaning on Trevino Ct and requested staff to contact WE Energies to investigate.*

- 14) New Business:

- a) *Resolution #07-2012: Supporting Restricting Year-Round Hunting & Fishing in High Cliff State Park land within the Village of Sherwood.*

***Benz moved to approve Resolution #07-2012: Supporting Restricting Year-Round Hunting & Fishing in High Cliff State Park land within the Village of Sherwood amending resolution to substitute trapping for the fishing. Weyenberg 2<sup>nd</sup>. Benz – aye Weyenberg – aye, Hennlich – nay, Laux – nay, Miller – nay, Rath – nay Kaas – nay. Motion failed.***

- b) *Pay Request #2 (2012 Water Main Reconstruction & Paving Program): Approve pay request (\$130,825.95; Badger Highways.) as partial payment for work completed thru Sept. 24.*

***Kaas moved to approve Pay Request #2 (2012 Water Main Reconstruction & Paving Program): Approve pay request (\$95,813.10 (General Fund portion); Badger Highways.) as partial payment for work completed thru Sept. 24. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- c) *Change Order #1 (FY2012 Water Main replacement and Paving): Approve change order request (\$7,080.28; Badger Highways) increase in contract per attached.*

***Miller moved to approve Change Order #1 (FY2012 Water Main replacement and Paving \$7,080.28; Badger Highways) increase in contract per attached. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- d) *Facility Rental Question (Dustin Winnekens – Oct. 4): request to use Village facilities.*

- 15) Complaints and Compliments: None.

- 16) Correspondences:

- a) *Monthly Activity Report – (August 2012 Sheriff Dept.) – reviewed*
- b) *Dale Albers (Sept. 26) – Roads at Kings Ct. – reviewed*
- c) *Joann Dewhurst ( Sept. 21) – Calumet County sharing cost of CC refrigerator – reviewed*

- 17) *Closed Session: Personnel & Compensation Review (Village Administrator; Village Clerk).*  
Note: Per Wis. Stats. 19.85(1)(c) the Board may move to a closed session when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

***Kaas moved at 8:48 p.m. to go into closed session Personnel & Compensation Review (Village Administrator; Village Clerk). Note: Per Wis. Stats. 19.85(1) (c). Rath 2<sup>nd</sup>. Motion carried unanimously.***

- 18) *Open Session: Personnel & Compensation Review (Village Administrator; Village Clerk).*  
Consider compensation for Administrator and Clerk in FY2013.

***Kaas moved to return to open session at 12:00 a.m. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- 19) Adjournment – ***Miller moved to adjourn at 12:10 a.m. Rath 2<sup>nd</sup>. Motion carried unanimously.***

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

## Village Board Meeting Minutes

October 22, 2012

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

***Present***

*Bob Benz*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

*Jeff Weyenberg*

***Absent***

*Joe Hennlich, excused*

***Others Present***

*Jennifer Schaff, Engineer*

*Randy Friday, Administrator*

*Sue Williams, Clerk*

*Steve Summers, Plan Comm. Chair.*

- 2) Pledge of Allegiance – *recited*

- 3) Approval of the Agenda – *Weyenberg moved to advance agenda item 14) a) to follow item 6) and to advance item 12) b) to follow immediately after and approve the rest of the agenda as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.*

- 4) Approval of Minutes – Oct. 8 (Regular Meeting) – *Rath moved to approve the minutes of the regular Village Board meeting as presented on October 8, 2012. Benz 2<sup>nd</sup>.*

*Kaas stated agenda item 9) a) language was inconsistent with resolution #09-2012 and suggested removing property is sold, subdivided, or.*

*Rath amended the motion to remove the stated language. Benz 2<sup>nd</sup>.*

*Motion as amended carried unanimously.*

- 5) Registered Citizen Comments on Agenda Items.

Joe Brantmeier, N7592 Hwy 55 & 114, Town of Harrison, WI – regarding agenda item 10) i).

- 6) Presentation: *Calumet County Sheriff's Dept – FY2013 Contract for Services Proposal*

Lt. Matuszak presented information on the Calumet County Sheriff's Department activity and FY2013 contract of services.

*Miller moved to approve the Calumet County Sheriff's Dept. FY2013 Contract for Services Proposal. Rath 2<sup>nd</sup>. Motion carried unanimously.*

*Weyenberg suggested advancing agenda item 10) i) to follow immediately, no objection was voiced.*

- 7) Report of the PRUT Board: Oct 17

a) *Upper Wanick Park: Design concepts discussion (elements) – reviewed.*

b) *New Park request: Resident request to site neighborhood park along Golf Course road on former-Dragotta property – reviewed.*

c) *Mustang Pond*: Discuss cottonwood tree growth/eradication – *reviewed*.

8) Report of Village Officers.

a) Village President – *no report*.

b) Clerk/Treasurer

i. Review/Approve financial reports.

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

ii. Operator's Licenses

- Jedediah J. Tuyls

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

iii. *Sherwood Cliffs Apartments*: Update – no update.

9) Village Engineer: Project Update(s).

Schaff presented and explained engineering reports; Knight Drive project, David Tenor Corporation is completing water main and most of the storm sewer, cross culvert will be replaced at the intersection of Castle and Knight Drives, handout included driveway/entrance details for Outpost provided by Martenson and Eisle, FY2012 water main replacement and road paving project, culvert installation and paving is complete on State Park Rd., paving is complete on Sunset Lake Ct., and have dealt with some shoulder paving complaints on Sunset Lake Ct., Badger Highway will be directed to shoulder according to the project specifications.

10) Village Administrator: Project Update(s).

i. Potential annexation due to septic system failure.

Brantmeier addressed the Board with an annexation proposal for a portion of his Town of Harrison property.

*The Board encouraged Brantmeier to proceed with the annexation process.*

ii. Budget updates & discussion (Materials presented at meeting)

*Friday presented draft of FY2013 budget.*

*Board would like to schedule a special meeting early 2013 to discuss special reserve funds and date for special meeting will be set at a future meeting.*

11) Old Business: None.

12) New Business:

a) *Resolution #08-2012: Supporting International Migratory Bird Day*



***Benz moved to approve Resolution #08-2012: Supporting International Migratory Bird Day. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Resolution #09-2012: Change Special Assessments regarding Stommel Road reconstruction project for certain Town of Harrison properties (N8079; Fredericks)*

***Kaas moved to approve Resolution #09-2012: Change Special Assessments regarding Stommel Road reconstruction project for certain Town of Harrison properties (N8079; Fredericks). Benz 2<sup>nd</sup>. Motion carried unanimously.***

13) Complaints and Compliments:

*Rath informed the Board that he received a complaint of individuals tying their dogs to playground equipment at Wanick Park.*

14) Correspondences:

- a) Monthly Activity Report (Sheriff's Dept; Sept, 2012) – *reviewed.*
- b) Holiday Lighting *Refund* (We Energies – Doc Musekamp; Oct. 8) – *reviewed.*

*Rath suggested a communication be directed to WE Energies to solicit from their foundation for funds for the Wanick Park project, Rath further suggested to add Veolia to the list to solicit project funds from.*

- 15) *Closed Session: Personnel & Compensation Review (Village Administrator; Village Clerk). Note: Per Wis. Stats. 19.85(1)(c) the Board may move to a closed session when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

***Benz moved at 8:09 pm to move into closed session for personnel & compensation review (Village Administrator; Village Clerk). Note: Per Wis. Stats. 19.85(1) (c). Rath 2<sup>nd</sup>. Motion carried unanimously.***

*Friday and Williams were dismissed from the Board Room at 8:10 p.m.*

- 16) *Open Session: Personnel & Compensation Review (Village Administrator; Village Clerk). Consider compensation for Administrator and Clerk in FY2013.*

***Miller moved to return to open session at 9:20 pm. Rath 2<sup>nd</sup>. Motion carried unanimously.***

***Weyenberg moved to set the FY2013 compensation for the Village Administrator to be 2% increase and performance bonus for yearly salary of \$95,600 and the Village Clerk to be 2% increase and performance bonus for yearly salary of \$46,600. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- 17) Adjournment – ***By unanimous consent the meeting was adjourned at 9:23 p.m.***

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

# Village Board Meeting Minutes

November 12, 2012

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

**Present**

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

**Absent**

*Jeff Weyenberg, excused*

**Others Present**

*Jennifer Schaff, Engineer  
Randy Friday, Administrator  
Sue Williams, Clerk  
Steve Summers, Plan Comm. Chair.  
John Sharer, PC Commissioner*

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Rath 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – Oct. 22 (Regular Meeting) – ***Kaas moved to approve the minutes of the regular Village Board meeting on October 22, 2012 as presented. Rath 2<sup>nd</sup>. Hennlich abstained, motion carried.***
- 5) Registered Citizen Comments on Agenda Items:

Robert Wittman, W5146 Natures Way Dr., Sherwood – regarding agenda item 7).

- 6) (Presentation) *5-Year Capital Improvements Budget (FY2013-2017) – Administrator Friday presented the budget and responded to questions.*
- 7) (Public Hearing) *FY2013 Village Budget: Consider/Approve Resolution #10-2012 Adopting the FY2013 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2013.*

*After 3 calls, Laux opened the public hearing at 7:16 p.m.*

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

***Miller moved to approve FY2013 Village Budget: Resolution #10-2012 Adopting the FY2013 Village Budget and Appropriating Necessary Funds for the Operation and Administration of the Village of Sherwood for Fiscal Year 2013 as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- 8) Report of the Plan Commission: Nov. 5
- a) *(Sub-committee) Review Plan Commission Training Procedures – reviewed.*
- b) *(Sub-committee) Review of Comprehensive Plan – Chs. 1 & 2. – reviewed.*

c) *(Sub-committee) Review of Nuisances and Regulation of Animals – reviewed.*

9) 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. Benz 2<sup>nd</sup>. Motion carried unanimously.***

ii. Operator's License: Emma Harris.

***Hennlich moved to approve the operator's license application as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

iii. *Sherwood Cliffs Apartments: Update – reviewed.*

10) Village Engineer: Project Update(s).

Engineer Schaff distributed reports on the Village projects.

Schaff stated the FY2012 Water Main Reconstruction & Paving Program is 100% complete and project walk-through is scheduled for November 20<sup>th</sup>.

Schaff continued with the Knight Drive Extension update; pipe installation is at 98% completion, pond construction is at 90%, and roadway construction is at 60% completion. Schaff stated that RC Excavating plans to be on site the week of November 12<sup>th</sup> to complete cutting in the roadway, placing gravel, culvert replacement will take place at that time, and street paving will be postponed until 2013.

11) Village Administrator: Project Update(s).

*Friday reports a grocery chain communication as of this afternoon stated they will be providing a reply to the offer submitted by the Subcommittee on behalf of the Village.*

*Friday went on to say that no communication has been received from Appleton in regards to a change in water rates and the absence of this information indicates there will not be a Utility Commission meeting on Monday.*

12) Old Business: None.

13) New Business:

a) *Pay Request #3 – FY2012 Water Main Reconstruction and Paving: Consider request for payment (\$188,639.21; Badger Highways, Co.) as partial payment for work done thru Oct. 31, 2012.*

***Rath moved to approve the Pay Request #3 – FY2012 Water Main Reconstruction and Paving: Consider request for payment (\$188,639.21; Badger Highways, Co.) as partial payment for work done thru Oct. 31, 2012, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- b) *Pay Request #5 – Knight Drive Extension: Consider request for payment (\$28,766.40; David Tenor Corp) as partial payment for work done thru Oct. 31, 2012.*

***Rath moved to approve Pay Request #5 – Knight Drive Extension: Consider request for payment (\$28,766.40; David Tenor Corp) as partial payment for work done thru Oct. 31, 2012 as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

- c) *High Cliff Cemetery: Consider ‘Sale of Plot’ and ‘Agreement for Perpetual Care’ (Henrickson)*

***Benz moved to approve sale of plot and agreement for perpetual care for David Henrikson as presented. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- d) *Schedule of Fees: Consider annual update to Fee Schedule.*

***Kaas moved to approve the Village Schedule of Fees as presented for FY2013. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- e) *Emergency warning siren: Request to amend cell tower agreement allowing current siren placement in exchange for compensation to Village, due to hardship mounting siren to tower.*

*Board agreed to the terms of the amendment and directed Friday to obtain proposed amendment to cell tower agreement allowing current siren placement in exchange for compensation to Village due to hardship in mounting siren to tower prior to approval.*

14) Complaints and Compliments: None.

15) Correspondences:

- a) Monthly Activity Report (Fire Dept; Sept, 2012) – reviewed

*Rath reported that Hennlich, Miller and himself attended a meeting at FVTC the previous Thursday of ACT 168, the law is in effect, citizens have the opportunity to express opinions and stated that the Village has in place an ordinance prohibiting hunting within the Village limits.*

16) Adjournment – ***Laux hearing no objection moved to adjourn at 8:16 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

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

## Village Board Meeting Minutes

Monday, Nov. 26, 2012

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

***Present***

*Bob Benz*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jim Rath*

*Jeff Weyenberg*

***Absent***

*none*

***Others Present***

*Jennifer Schaff, Engineer*

*Randy Friday, Administrator*

*Sue Williams, Clerk*

*Steve Summers, Plan Comm. Chair.*

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes – Nov. 12 (Regular Meeting) – ***Benz moved to approve the minutes of the regular Village Board meeting on November 12, 2012 as presented. Kaas 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items:

Robert Wittmann, W5156 Natures Way, Sherwood – regarding agenda item 10) a)

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

***Kaas moved to approve the financial reports as distributed (Drew Hicks \$200 and Veolia \$10,016.99). Rath 2<sup>nd</sup>. Motion carried unanimously.***

ii) *Sherwood Cliffs Apartments: Update.*

*Clerk Williams informed the Board that a communication was received from Wisconsin Management Company late and that will be in the December 10, 2012 Village Board packet.*

*Williams reminded the Board that it has been the practice that the 2<sup>nd</sup> December Village Board meeting has not been held due to the holidays and lack of business.*

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

Engineer Schaff stated the walk through for the FY2012 Paving and Water Main Reconstruction project occurred the week of November 19, 2012 with punch list from remaining items being issued November 27, 2012 (most due to restoration – completion to occur in spring 2013).

Schaff continued with the Knight Drive extension project; David Tenor crews are on site and have begun the cross culvert installation at the intersection of Knight Drive and Castle Drive, driveway entrance discussions have taken place with Outpost owner, a meeting for further Outpost discussion will be planned for week of November 26, 2012, and that the transition area between the Knight Drive road work and the Outpost parking lot will be facilitated by McMahon. Schaff predicts that the work on the eastern access to Knight Drive to be complete by November 30, 2012 (provided no unforeseen items). Schaff reported the signage for detouring of Legacy/Outpost traffic is in place.

8) Village Administrator: Project Update(s).

*Administrator Friday stated the Ad Hoc Grocery Store Committee will meet Tuesday November 27, 2012 at 1 pm in Board room.*

9) Old Business:

- a) *Cell Tower Agreement Amendment*: Request to amend agreement allowing current siren placement in exchange for compensation to Village, due to hardship mounting siren to tower.

***Kaas moved to authorize completion of the Cell Tower Agreement Amendment, contingent upon Village Attorney approval and any additional clauses relative to two way indemnification. Miller 2<sup>nd</sup>. Motion carried unanimously.***

10) New Business:

- a) *Lake Shore Estates – East (subdivision) roadway urbanization in FY2013*: Consider developer request to extend financing terms beyond historical 5-year period.

***Miller moved to approve 10-year repayment period for special assessments billed to Wittmann. Laux 2<sup>nd</sup>. Kaas moved to amend to extend the 10-year option to all property owners in Lakes Shore Estates East subdivision. Weyenberg 2<sup>nd</sup>. Hearing no objection to the amendment of the motion, the amendment carried unanimously. Motion carried unanimously.***

- b) *Crossing Guard position funding*: Consider fiscal worthiness to continue funding position.

*Weyenberg distributed ordinance #56.*

*Board directs Williams to begin the process to rescind Ordinance #56.*

11) Complaints and Compliments: None.

12) Correspondences:

- a) *Notice of Sheriff's Sale – High Cliff Golf Course (Calumet County Circuit Court; Oct. 19) – reviewed.*

*Rath requested that Friday attend the proceedings and report back to the Board.*

b) *Monthly Activity Report (Calumet County Sheriff's Dept.; Nov. 20) – reviewed.*

13) Adjournment – ***Weyenberg hearing no objections adjourned the meeting at 7:15 p.m.***

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

## SPECIAL Village Board Meeting Minutes

Thursday November 29, 2012

- 1) Call to Order and Roll Call – *President Weyenberg called the meeting to order at 12:00 p.m. with roll call:*

***Present***

*Bob Benz*

*Joe Hennlich*

*Roger Kaas*

*David Miller*

*Jim Rath*

*Jeff Weyenberg*

***Absent***

*Joyce Laux, excused*

***Others Present***

*Randy Friday, Administrator*

*Sue Williams, Clerk*

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: None.
- 5) Registered citizen comments on agenda items: None.
- 6) New Business:
  - a) *Commercial Development within Knight Drive Extension area – Discuss/consider negotiations for development incentives.*

*Administrator Friday presented and discussed 2 documents; the approved minutes of the Village Board from August 8, 2012 and an offer sheet from the interested grocer company.*

*Kaas questioned where the outlot was for sign purposes. Friday replied that McMahon staff (Dough Wells) stated the outlot will be created through another property process (certified planning instrument).*

*Weyenberg inquired if the market analysis costs were included in the \$425,000. Friday responded the Village has agreed to share that cost up to \$1,750 and that amount is included in the \$425,000.*

***Miller moved to proceed with the offer sheet presented by Dick's Family Foods as quickly as possible. Rath 2<sup>nd</sup>. Motion carried unanimously.***

- 7) Old Business: None.
- 8) Complaints and Compliments: None.
- 9) Correspondences: None.
- 10) Adjournment – ***Weyenberg hearing no objection adjourned the meeting at 12: 13 p.m.***



# Village Board Meeting Minutes

Dec. 10, 2012

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

***Present***

*Bob Benz*

*Joe Hennlich*

*Roger Kaas*

*Joyce Laux*

*David Miller*

*Jeff Weyenberg*

***Absent***

*Jim Rath, excused*

***Others Present***

*Jennifer Schaff, Engineer*

*Randy Friday, Administrator*

*Sue Williams, Clerk*

*Steve Summers, Plan Comm. Chair.*

- 2) Pledge of Allegiance – *recited.*
- 3) Approval of the Agenda – ***Hennlich moved to approve the agenda as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes
- a) Nov. 26 (Regular Meeting)

***Benz moved to approve the minutes of the regular meeting of the Village Board on November 26, 2012 as presented. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- b) Nov. 29 (Special Meeting)

***Benz moved to approve the minutes of the special meeting of the Village Board on November 29, 2012 as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items:

Dale DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 7) a)

Schila DeCoursin, N505 Royal Ct., Sherwood – regarding agenda item 7) a)

Chris Sacotte, W275 Kings Way, Sherwood – regarding agenda item 7) a)

Stacey Bower, W275 Kings Way, Sherwood – regarding agenda item 7) a)

Dale Albers, N245 Kings Ct., Sherwood – regarding agenda item 7) a)

Amanda VandenWyngaard, N312 Military Rd., Sherwood – regarding agenda item 7) a)

- 6) Report of the Parks, Rec. & Urban Tree Board: Nov. 28
- a) *Upper Wanick Park Development Plan Review: Discuss and consider Village Board-approved ‘Green Valley’ design concept features (e.g. structures, lighting fixtures, seating, etc.) – reviewed.*
- 7) Report of the Plan Commission: Dec. 3
- a) *Ordinance Revision Recommendation: Nuisances and Regulation of Animals*

*Summers, Plan Commission Chairman presented the proposed ordinance, the sub-committee work and the commission discussion.*

*After discussion the Board requested the topic be on the next Village Board meeting agenda (January 14, 2013).*

*The Board directed the Clerk to provide the ordinances proposed to be repealed to the Trustees prior to the next meeting packet.*

- b) *CSM #2012-01 (Village of Sherwood): Request to approve Certified Survey Map re-creating Lower Wanick Park (23 acres) into four lots to be used as park land, commercial development, and stormwater retention pond.*

***Benz moved to approve CSM #2012-01 (Village of Sherwood): Request to approve Certified Survey Map re-creating Lower Wanick Park (23 acres) into four lots to be used as park land, commercial development, and stormwater retention pond. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- c) *(Sub-committee) Review Plan Commission Training Procedures – reviewed.*
  - d) *(Sub-committee) Review of Comprehensive Plan – Chap. 1 – reviewed.*
  - e) *Lighting along Knight Drive complementary to Park project approved – reviewed.*
- 8) Report of Village Officers.
- a) Village President
  - b) Clerk/Treasurer
    - i. Review/Approve financial reports.

***Laux moved to approve the financial reports as presented. Hennlich 2<sup>nd</sup>. Weyenberg amended the motion to include the SAA invoice in the amount of \$48,149.02. Hennlich 2<sup>nd</sup>. Amendment carried unanimously. Main motion carried unanimously.***

- ii. Operator's License:
  - Katie Gehl
  - Heidi Schaefer

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

- iii. *Sherwood Cliffs Apartments: Update (see New Business item a.) – reviewed.*

*The Board set January 9, 2013 at 6:30 p.m. for special meeting of the Village Board for downtown prioritization.*

*Williams reminded the Trustees that there will not be a 2<sup>nd</sup> Village Board meeting in December.*

9) Village Engineer: Project Update(s).

Engineer Schaff reported that trucks will continue to bring in dirt for the sledding hills, continues to have meetings with the owners of Outpost and their engineer in regards to driveway entrances, grading options and loss of parking stalls, curb and gutter will be added to capture the runoff from the parking lot, and inlets will be installed to collect where the curb and gutter drop the water.

*Friday reported speaking with an individual from the snowmobile group in regards to changes occurring with the Knight Drive project Friday informed him that the following year after construction is complete the group will need to work with the Village and the grocer.*

Schaff continued that the agent working for the grocery store has requested information such as site layout and set back discussions working towards a site plan.

Schaff stated she is communicating with SAA for park development purposes.

10) Village Administrator: Project Update(s).

*Friday reports working on the Water and Sewer budgets for Utility Commission meeting.*

*Kaas stated the Village is trending towards higher billing rate (90%) excluding unbilled usage that the utility operator may have for flushing, etc.*

*Friday stated he was at Calumet County Emergency Government meeting earlier in the day.*

11) Old Business: None.

12) New Business:

a) *Request to waive all penalties & delinquent PILOT payments (Sherwood Cliff Apartments) – no action take.*

b) *Consider rescinding Ordinance #95-56 – Appointment of Crossing Guard.*

***Kaas moved to suspend the rules of the Village Board in order to take action on the Ordinance #2012-113. Benz 2<sup>nd</sup>. Motion carried unanimously.***

***Kaas moved to approve the Ordinance #2012-113 Repeal Ordinance 95-56 Appointment of Crossing Guard. Benz 2<sup>nd</sup>. Motion carried unanimously.***

c) *Pay Request #4 – FY2012 Water Main Reconstruction and Paving: Consider request for payment (\$26,149.94; Badger Highways, Co.) as partial payment for work done thru Nov. 30, 2012.*

***Benz moved to approve Pay Request #4 – FY2012 Water Main Reconstruction and Paving \$26,149.94; Badger Highways, Co. as partial payment for work done thru Nov. 30, 2012. Hennlich 2<sup>nd</sup>. Motion carried unanimously.***

- d) *Change Order #2 – FY2012 Water Main Reconstruction and Paving:* Decrease contract amount (-\$50,126.74) with Badger Highways, Co. from \$477,499.67 to \$427,372.93.

***Benz moved to approve Change Order #2 – FY2012 Water Main Reconstruction and Paving: Decrease contract amount (-\$50,126.74) with Badger Highways, Co. from \$477,499.67 to \$427,372.93. Kaas 2<sup>nd</sup>. Motion carried unanimously.***

13) Complaints and Compliments: None.

14) Correspondences:

- a) Monthly Activity Report (Cal. County Sheriff's Dept.; Nov., 2012) – *reviewed.*
- b) Monthly Activity Report (Fire Dept; Oct., 2012) – *reviewed.*
- c) Cancellation of stormwater project at Sherwood Forest Golf Course (Pfile; Dec. 4) – *reviewed.*

*Hennlich stated he understands that High Cliff State Park will be going to an archery only season and that he can't attend the DNR meeting on December 11, 2012.*

*Weyenberg stated he will attend the meeting and speak for himself (as a private citizen).*

15) Adjournment – ***Weyenberg hearing no objections to adjournment adjourned the meeting at 8:03 p.m.***

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