

Village Board Meeting Minutes

March 28, 2016

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

Present

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

Absent

Joyce Laux, excused,

Others Present

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

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

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

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

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

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

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

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

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

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

Stumpf replied nothing more at this time.

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

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

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

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

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

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

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

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

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

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

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

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

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

The motion as amended carried unanimously.

b) Concession trailer and equipment – FY16 purchase & operation

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

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

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

Kaas 2nd.

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

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

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

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

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

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

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

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

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

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

Benz called the question.

Motion carried unanimously.

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

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

Stumpf reported topics of recent meeting she attended.

- d) Easter Egg Hunt – Update

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

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

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

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

Rath introduced Julie Brinkman PRUT Member to the Board.

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

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

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

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

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

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

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

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

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

- b) Fox Cities Area Room Tax Commissioner

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

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

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

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

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

iii. MS-4 Audit Reporting: Update.

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

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

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

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

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

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

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

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

10) Village Administrator: Project Update(s).

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

11) Old Business:

- a) 'Palisades Pond Lake District'

12) New Business:

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

Hennlich moved to approve resolution #03-2016 Arbor Day Proclamation. Miller 2nd. Motion carried unanimously.

13) Complaints and Compliments: None.

14) Correspondences: None.

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

15) *Closed Session*: Per Wis. Stats. §19.85(1)(e), a governmental body may move to Closed Session when deliberating or negotiating the purchase of public properties, investing public funds, or conducting other public business whenever competitive or bargaining reasons require a Closed Session.

Miller moved to go into Closed Session: Per Wis. Stats. §19.85(1) (e) at 8:16 p.m. Kaas 2nd. Motion carried unanimously.

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

Hennlich moved to return to open session at 8:41 p.m. Miller 2nd. Motion carried unanimously.

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

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

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