

**Village Board Meeting Minutes
October 10, 2016**

- 1) Call to Order and Roll Call – *President Rath called the meeting to order at 6:39 p.m. with roll call:*

Present	Absent
<i>Bob Benz</i>	<i>None</i>
<i>Stacy Gedman</i>	Others Present
<i>Joe Hennlich</i>	<i>Randy Friday, Administrator</i>
<i>Roger Kaas</i>	<i>Kathy Mader, Finance/Utility Clerk</i>
<i>Joyce Laux</i>	
<i>David Miller</i>	
<i>Jim Rath</i>	

- 2) Pledge of Allegiance – *Recited*

- 3) Approval of the Agenda – ***Benz moved to approve the agenda as presented. Kaas seconded. Motion carried.***

- 4) Approval of Minutes: Sept. 26 (Regular Meeting) – ***Benz moved to approve the September 26, 2016 minutes. Miller seconded. Motion carried.***

- 5) Registered Citizen Comments on Agenda Items – *None*

- 6) Presentation: Update – Sherwood-Harrison inter-municipal project cooperation (Mary Kohrell) – *Kohrell stated that she will be acting as the facilitator for meetings between Sherwood representatives, Miller and Kaas, and Harrison representatives, Lisowe & Hietpas. She reported, as a result of the two hour meeting last week, the representatives have decided to concentrate on the fire protection contract at this time. Kohrell will take the lead for preparation of a fire protection workshop in future. She will be at the Harrison meeting tomorrow evening to give the same report.*

- 7) Presentation: Update – Fox Cities Exhibition Center (Mayor Tim Hannah) – *Mayor Hannah stated the City of Appleton had closed on the intended land, previously owned by Outagamie County, in November 2015. The official groundbreaking took place on September 29, 2016. Hannah reported that Miron Construction has been name Construction Management at Risk; Zimmerman Architectural Studios, Inc, Mike Winter, will be the designer; completion of project is expected by Fall 2017. Hannah provided a video of the proposed design which will have the main exhibition center area level with Jones Park (below street level) with a grand stairs outside the building leading to an open reception area at street level. The proposed exhibition center will be sixty-five thousand square feet of which thirty thousand square feet will be exhibition area. Karen Harkness, Director of Community Development, also, was present to answer any questions.*
Hannah explained, many have questioned how the current Radisson Hotel will be incorporated into the proposed exhibition center. Hannah shared that the current agreement the City of Appleton has with the Radisson is that the hotel shall maintain a three star level. For now, the Radisson has asked to be excluded from the process of negotiating and determining what is best for the proposed exhibition center. Hannah felt confident enough to inform the village board that the Radisson brand would soon be sold to HNA, a Chinese company. It is still to be

determined whether or not the owners of the hotel would break from the Radisson brand and become an independent hotel. According to Hannah, the hotel owners have guaranteed the City of Appleton that they plan to make repairs to the escalator on North Superior Street, update the hotel to the 3 star standards, and make the look of the hotel comparable to the end result of the exhibition center.

Hannah expressed embarrassment by the unwelcoming behavior the Village of Sherwood has received from the Room Tax Commission. He and Harkness assured the board that the Village of Sherwood is fully accepted and an appreciated member of the Room Tax Commission and the Exhibition Center Advisory Committee of which Benz has been the village representative. In parting, Hannah was happy to announce that he does not anticipate a rate increase for the water for the next few years.

- 8) Report of the Community Development Authority (Sept. 28)
 - a) Joint Marketing Contract: Engage private real estate firm to list properties for sale - *Kaas reported that Newmark Grubb Pfefferle contacted him about interest in property for a clinic facility. Kaas and their representative toured the W450 Clifton Road property. They provided the listing with a potential client and brought forth an agreement that Friday is currently reviewing. No name of the potential client is being released at this time.*
 - b) Housing Market Study: Submit application to East Central Regional Planning Commission to conduct study – *Kaas stated that he, Todd Thiel, and David Miller toured the Chilton “Uptown Commons” facility and were very impressed with the options provided to residents. Kaas reported that the Authority has authorized him to complete the application.*
- 9) Report of the Planning Commission (Oct. 10 – Joint Special Meeting)
 - a) Comprehensive Plan Update: Consider East Central Wisconsin Regional Planning Commission Proposal (\$15,000) for Comp. Plan Update (begin Jan., 2017) – ***Benz moved to approve \$15,000 proposal for Comp Plan Update to begin January 2017 from East Central Wisconsin Regional Planning Commission. Miller seconded. Motion carried.***
 - b) Pond dewatering (Aschenbrener; W4890 Bridle Road) – ***Kaas moved to approve Aschenbrener request to dewater pond at W4890 Bridle Road subject to DNR permitting and site plan approval. Benz seconded. Motion carried.***
 - c) Future Zoning Code update(s) – *Nothing*
 - d) Calendar: On-going Review of Comprehensive Plan obligations – *Summers reminded the board of consideration to appoint adhoc community citizens to review the comprehensive plan.*
- 10) Report of Village Officers.
 - a) Village President – *Rath complimented the Public Works employees, the Recreation Coordinator, Friday and Kaas for their assistance in making the Fallfest a success. He, also, thanked Adam Siebeck, Sam’s Club and village resident, for the pork donation. Rath reported that he will be meeting with videographers on October 14th to discuss videoing Sherwood and residents for the 50th Anniversary of Sherwood incorporation. Rath commended Cedar Corp for the Post Office project as it relates to the long range plans for the historic downtown improvements.*

- b) Fox Cities Area Room Tax Commissioner – *Benz reported that at the October 6th meeting the commission viewed a video produced by Inner Circle which depicted the current Radisson hotel owners’ intent to completely renovate the lobby and guest rooms. Benz stated many of the commission members are concerned whether or not the hotel will be at performance and renovation expectations at time the exhibition center is scheduled to open.*
- c) Clerk/Treasurer
- i) Review/Approve financial reports – *Benz moved to approve the financial reports as presented. Kaas seconded. Motion carried.*
 - ii) Operator’s License(s)
 - Hillary Hoffman – *Kaas moved to approve the operator’s license for Hillary Hoffman. Laux seconded. Motion carried.*
- 11) Village Engineer and/or Utility Operator: Project Update(s) - *Nothing.*
- 12) Village Administrator: Project Update(s) – *Friday shared that the weekly update can be found in the packet. He reported that a couple trees may need to be removed to place signage for traffic flow on Clifton Road at the completion of the Post Office project. Friday would like to have further discussion to consider a two-step swap of proposed 2017-2018 street capital projects.*
- 13) Old Business:
- a) Palisades Pond Lake District – *Friday requested an email received by the Village Clerk today be added to the packet. Michelle Hase, DNR, informed the clerk that the application for dam transfer has been received and she will work on the public notice and issue permit 30 days after it is published.*
 - b) Request to drain private pond into public storm sewer system (Ashenbrenner; W4890 Bridle Road) – *approval was given at Special Meeting of Village Board and Plan Commission held prior to this meeting.*
- 14) New Business:
- a) Contract B-16 – Nuthatch Trail: Consider contract extension due to wet weather conditions allowing contractor to excavate in winter and pave in Spring/Summer, 2017 – *Kaas moved to approve contract extension subject to mutually agreed upon closing date between Village Administrator and contractor. Benz seconded. Motion carried.*
 - b) Contract B-16 – Change Order #1: Request to approve Change Order (\$3,816.01) for extra materials and work needed to complete post office portion of project, increasing base contract from \$138,680.09 to \$142,496.10 (Note: Joint Village/CDA project). – *Benz moved to approve Change Order in the amount \$3,816.01 for extra materials and work needed to complete post office portion of project, increasing base contract from \$138,680.09 to \$142,496.10. Hennlich seconded. Motion Carried.*
 - c) Contract B-16 – Pay Request #1: Request payment (\$51,460.19; MCC, Inc.) for work completed thru Sept. 23 – *Laux moved to approve Pay Request # 1 in the amount \$51,460.19 to MCC, Inc for work completed through September 23, 2016. Miller seconded. Motion Carried.*

- d) East Shore Recycling Commission – Internship Program: As necessary, allow Village of Sherwood to act as lead for grant program, including grant-funding, payroll, etc. – ***Hennlich moved to approve allowing the Village of Sherwood to act as lead for grant program, including grant-funding, payroll, etc. Gedman seconded. Motion carried.***
 - e) Agreement for Sale and Perpetual Care of Cemetery lot (Payne-Schwarz; W4841 Bridle Road) – ***Kaas moved to approve agreement for sale and perpetual care of cemetery lot for Payne-Schwarz. Benz seconded. Motion carried.***
 - f) Appreciation Dinner: Consider/Approve annual event date – ***Consensus to hold the Appreciation Dinner on Thursday, November 3, 2016 at High Cliff Restaurant.***
 - g) *FY2017-2021 – 5-Year Capital Improvement Plan*: Consider/Introduction of plan for capital projects and future debt borrowing (Final review and approval Oct. 24) – *Reviewed.*
- 15) Complaints and Compliments: *None.*
- 16) Correspondences:
- a) Nuthatch Trail Renovation (Kroll – 4701 Windsor Court; Sept. 23) – *Reviewed. No further action to be taken.*
 - b) Celebrate Tree City USA in Wisconsin (League of Wis. Municipalities; Sept. 27) – *Reviewed.*
- 17) Adjournment – ***Kaas moved to adjourn at 9:28 p.m. Laux seconded. Motion carried.***

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