

Village Board Meeting Minutes

March 25, 2019

- 1) Call to Order and Roll Call: President Laux called the meeting to order at 6:30 pm. Trustees present were Bob Benz, Roger Kaas, Lisa Ott, David Miller, Kathy Salo, and Ned Marks. Also in attendance was Times-Villager Reporter Tom Collins, Administrator Randy Friday, and Clerk/Treasurer Jo Ann Lesser.
- 2) Pledge of Allegiance: All those present stood to recite the Pledge of Allegiance.
- 3) Approval of the Agenda: Trustee Benz motioned to approve the agenda. Trustee Salo seconded the motion. Motion carried, 7-0.
- 4) Approval of Minutes: March 11, 2019: Trustee Salo motioned to approve the agenda. Trustee Benz seconded the motion. Motion carried, 6-0.
- 5) Registered Citizen Comments on Agenda Items: None
- 6) Report of the Parks, Recreation and Urban Tree (PRUT) Board (Mar. 18)
 - a) *Village of Sherwood 'Free Date' usage of Fox Cities Exhibition Center*: Brenda Stumpf Parks and Recreation Coordinator explained to the Village Board that there was a request from the Appleton Group LLC to utilize the free day offered to the Village. The subject of Appleton Group, LLC is a summit discussing sustainable growth. Stumpf noted the fee of \$500 will be paid by the group. Trustee Kaas made a motion to allow the Appleton Group LLC to utilize the Village of Sherwood's free day. Trustee Miller seconded the motion. Motion carried, 6-1.
 - b) *Update: Village Facility Usage – Annual Report*: Park and Rec Coordinator Stumpf updated the Board with a calendar of events for Wanick Park. Stumpf also presented a 2018 facility usage report with comparisons to 2017.
 - c) *Upcoming Major Events: Easter Egg Hunt* (Sat., April 20 – 10am start): Informational only.
- 7) Report of Village Officers.
 - a) Village President: President Laux extended her condolences with regards to the passing of Les Stumpf and Tom Boll.
 - b) Fox Cities Area Room Tax Commissioner: Trustee Benz explained the lack of payment from hotels in the area for the fourth quarter of 2018 room tax. There are discussions by the group on how to collect the money owed. Benz reported one hotel in Appleton owes \$143,000 for 4th quarter of 2018. Benz also related that the year end of 2018 is 4% ahead of 2017. Trustee Benz reported that the group will be having a presentation from another vendor with regards on how to detect offenders of the room tax, people who rent out their homes for a week, weekends, etc., on sites like Airbnb. The vendor costs \$2,500 annually to work with municipalities to detect the offenders. Benz reported on who the winner is for the naming rights of the Sports Center, it was Community First Credit Union. The new name will be Community First Champion Center. It was reported the center is on schedule, the building has been enclosed and has heat. Benz also noted there was discussion by the group to obtain a beer and wine license.
 - c) Clerk/Treasurer
 - i. Consent Agenda (Financial Report; Operator's Licenses): Clerk/Treasurer Lesser asked if there were any questions with regards to the voucher list. There were none. Trustee Kaas made a motion to approve the vouchers and checks, check #38795-38856 totaling \$205,547.49. Trustee Salo seconded the motion. Motion carried, 7-0. Lesser submitted the operator license application for Vanessa Willoquette, noting the criminal background check was completed and is satisfactory. Trustee Kaas made a

motion to approve the operator license. Trustee Miller seconded the motion. Motion carried, 7-0.

- 8) Village Engineer and/or Utility Operator: Project Update(s): Administrator Friday stated that discussion continue on the Stumpf/Meehl subdivision and the storm water on County Road M. Thad Majkowski held a conversation with the County Highway Commissioner and it was agreed on a 50/50 split for including storm inlets on County Road M.

Friday mentioned the unsold/unaccounted water amount for the last 2 month is at 4.2%.

- 9) Village Administrator: Project Update(s): Friday discuss an email he received from the WDOT regarding the Hwy 55/114 construction questioning about the parking lanes. Friday stated the Board has a few options to choose from; 1. Do nothing, 2. Resurface the parking lanes, or 3. Remove the parking in spot locations to reduce the estimated cost of \$35,000 to resurface the parking lanes.

10) Old Business:

- a) *Resolution #2019-01: Final Resolution Authorizing Public Improvement and Levying of Special Assessments Against Benefitted Property on Park Drive, per Wis. Stats:* Clerk/Treasurer Lesser explained the previous assessments were done at a 5 year annual payment schedule and the interest rates were 1% over the borrowed rate and the penalty rate is 10% based on state statute. Lesser informed the Board the current borrowed interest rate is 4%. Trustee Salo made a motion to approve the resolution with the repayment plan of 5 years with an interest rate of 5% with the penalty interest rate of 10%. Trustee Miller seconded the motion. Motion carried, 7-0.
- b) *Inter-municipal jurisdiction of Road Construction projects (Kesler Road; State Park Road):* Consider Inter-municipal Agreement and methodology for road construction projects scheduled for FY19 (Kaas): Trustee Kaas gave an update on the Kesler Road and State Park Road project by stating he and Administrator Friday prepared a mutual agreement to present to the Village of Harrison. It detailed a 50/50 share and that each municipality would contribute to an escrow account set up by the Village of Sherwood to pay the billing invoices based on the calculations of #5 & #6 in the agreement. Kaas also reported the escrow account would be administered by Sherwood and charge \$500 to Harrison for the administrative costs. Harrison sent an acknowledgement of receipt of the agreement and their monthly meeting is this week. Trustee Kaas made a motion to approve the cost sharing agreement but hold on the engineering services agreement. Trustee Miller seconded the motion. Motion carried, 6-1.
- c) *Update: Contract 'A-19' – Meehl-Stumpf subdivision:* Consider adding in current contract cost to replace overhead power lines with underground facilities: Administrator Friday informed the Board of the cost for burying the electrical lines is \$100,000, property owners would need to contract with a licensed electrician to complete the connection on their property at their cost and possibly upgrade service as well. Trustee Kaas made a motion to continue with overhead utility lines. Trustee Benz seconded the motion. Motion carried, 7-0.

11) New Business:

- a) *Request to use Village Hall parking spaces (Play & Grow Learning Center; Hodkiewicz):* Jason Hodkiewicz explained about the Head start program at Kaukauna School District will be losing its location during renovations and they are looking for a temporary location and his building has the room, just not the available parking. Hodkiewicz was inquiring about the parking area on the north end of the village property. The need would be for employee parking and after hours of two buses, one small and one large bus. Administrator Friday was concerned about the winter snow removal, the parking lot has the snow pushed to that area

and when Public Works has time they will plow that area. The area would need to be moved up on the priority list and is that possible. Friday also reviewed the agreement that Hodkiewicz submitted and noted there wasn't a termination or end date to the agreement and feels there should be one. It was also noted that the walking path will need to be maintained in winter and it should be the daycare center's responsibility.

Friday also stated that the agreement should be reviewed by the Attorney. Trustee Kaas made a motion to table this item until a review of the agreement by the Village Attorney can be completed. President Laux seconded the motion. Motion carried, 7-0.

Complaints & Compliments: Trustee Benz took a complaint from a resident about their new home construction and the run-off with regards to a letter received from the Village to get into compliance. After talking with staff at the village hall, Benz stated he was impressed with the efforts and the documentation he was given to corroborate the letter to the resident.

- a) Lakeside Court drainage issue (Pingel; March 11).
- b) Lakeside Court drainage issue (Matz; March 11).

Administrator Friday stated Lakeside Court will be placed on the capital improvements project list and this is the first time hearing about these complaints.

12) Correspondences:

- a) *Monthly Report* (Calumet County Sheriff's Dept.; Feb.)
- b) *Monthly Report* (Harrison Fire & Rescue; Feb.)
Items A & B were informational only.
- c) Request by non-resident to use *Sherwood Community Center* for 'Budget Listening Session' (Tusler; March 14): This item is no longer an issue, the requester found another location. No decision was made by the Village Board.
- d) *Local Officials Meeting regarding STH 55-114*: FY2019 Roadway reconditioning & resurfacing (WisDOT; March 20): Administrator Friday confirmed the meeting is on April 1st at 5:00 pm.

13) Closed Session: President Laux read the closed session statement below.

- a) *Condon Road Extension*: Per Wis. Stats. §19.85(1)(e), the Village Board may move to a Closed Session when deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Trustee Salo made a motion to enter into closed session at 8:05 pm. Trustee Kaas seconded the motion. Motion carried, 7-0.

14) Open Session: The Board did not enter back into open session.

15) Adjournment: The Board adjourned at 9:03 pm in closed session.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC
Clerk/Treasurer