

**Village Board Meeting Minutes**  
April 23, 2018

1) Call to Order and Roll Call. – *President Laux called the meeting to order at 6:46 p.m. with roll call -*

***Present***

*Bob Benz  
Roger Kaas  
Joyce Laux  
Ned Marks  
David Miller  
Lisa Ott  
Kathy Salo*

***Absent***

*none  
**Others Present**  
Randy Friday, Administrator  
Susan Williams, Clerk-Treasurer  
Brenda Stumpf, Parks and Rec Coord.*

2) Pledge of Allegiance. – *recited.*

3) Approval of the Agenda. – ***Salo moved to approve the agenda as presented. Marks 2<sup>nd</sup>. Motion carried unanimously.***

4) Approval of Minutes: April 9 (Regular Meeting). – ***Kaas moved to approve the minutes of the regular Village Board meeting of April 9, 2018, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

5) Registered Citizen Comments on Agenda Items.

6) Report of the Parks, Rec. & Urban Tree (PRUT) Board (April 16)

a) *Soccer Field Rental (for LaCrosse) and food-vending.*

*Friday reminded the Board that when the park was developed, the ad hoc park committee and Village President at that time stated since the tax payers paid for the park, that concessions would be done by and through the Village of Sherwood so the money would stay here.*

*Kaas questioned Stumpf if the PRUT Board could run the concession for the lacrosse event and she replied it could be short notice but will inform the PRUT of the Village Board's suggestions.*

***Kaas moved to approve the denial pending the PRUT Board being able to run the concession stand out of the pavilion. Benz 2<sup>nd</sup>. Motion carried unanimously.***

b) *Free Day usage of Fox Cities Exhibition Center: Sat.; Dec. 1 event date.*

*Kaas suggested the appreciation dinner should be kept at the Village area restaurants and Miller agreed.*

***Salo moved to approve using the Village 'Free' day at the Fox Cities Exhibition on December 1<sup>st</sup>. Benz 2<sup>nd</sup>.***

*Stumpf requested the Board to provide ideas of what to use the facility for.*

***Motion carried unanimously.***

- c) *Easter Egg Hunt*: Discussed possible event expansion.

*Stumpf stated the weather did not cooperate, but the event went well. Stumpf informed the Board she will research new ideas for next year's hunt.*

- d) *50<sup>th</sup> Celebration*: Update.

- e) *Concession staffing for Mon./Tues. soccer games*

- f) *Conference Attendance Report – Spring Workshop; WPRA*

- 7) Report of Village Officers.

- a) Village President

*Laux reminded the Board to be cautious of walking quorums, agenda items are added with the approval of 2 Trustees and sometimes there are intense discussions and audience members must be recognized by the presiding chairman.*

*Miller welcomed Marks to the Board.*

- b) Fox Cities Area Room Tax Commissioner

- c) Clerk/Treasurer

- i. Review/Approve financial reports.

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

- ii. Operator's License

- Laurie K. Mayer
- Rebecca J. Ball

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

*Williams reminded the Board that the Board of Review is May 7, 2018 from 4 to 6 p.m. Williams informed the Board May 15, 2018 is a Primary Election.*

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

- a. *Monthly Water Purchase & Sales Report (March).*

Friday presented the March report and informed the Board of the year to date water loss has risen to 18.7%.

- b. *Maintenance Agreement between the Village of Sherwood and Palisades Pond Lake District for Schneider Dam: Consider/Approve.*

Friday reported this agreement is required by the Wisconsin Department of Natural Resources for the grant reimbursement. Friday stated the District will be charged any expenses incurred by the Village on the District's behalf.

Kaas stated this is the follow up to the Operation and Maintenance Plan previously approved.

Laux questioned when the District's governance is turned over to the resident board will the Village of Sherwood still have the maintenance agreement in place. Friday replied yes, that the DNR seems to require the municipal be involved.

Marks questioned the timeframe and Kaas stated he believed the change in governance will take place within the year.

**Ott moved to approve the maintenance agreement between the Village of Sherwood and Palisades Pond Lake District for Schneider Dam as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.**

- 9) Village Administrator: Project Update(s).
- 10) Old Business: None.
- 11) New Business:

Williams introduced the next two topics and informed the Board that the financing related to the Fox Cities Exhibition Center require the Board to approve them by the end of April. Williams stated that ordinances/code considerations require 2 presentations, so if the Board wishes to approve b) that they will need to suspend the Rules of the Village Board.

Benz stated the ordinance/code change is required due to a requirement by the bearer of the bonds (Baird) and since the original agreement was entered into several things have changed; Village of Fox Crossings was not in existence (previously Town of Menasha), the exhibition center is completed, reference to the bonds and finally Appleton had paid the costs of the center costs.

**Benz moved to suspend the Rules of the Village Board relative to the ordinance/code presentation. Kaas 2<sup>nd</sup>. Motion carried unanimously.**

- a) *Fox Cities Room Tax Fiscal Agency Agreement: Consider/Approve.*

**Benz moved to approve the Fox Cities Room Tax Fiscal Agency Agreement, as presented. Salo 2<sup>nd</sup>.**

Kaas questioned where the exhibit A was and Williams replied it will be presented.

***Benz modified his motion to include the contingency of receipt of the exhibit A and review and approval by the Village President and Trustee Benz. Salo agreed to this addition.***

*Marks questioned if the Village has a relationship with Air B and B and Williams replied she can look into.*

***Motion carried unanimously.***

- b) *Municipal Code Ch. 3, Art. III, Sect. 3-3 – Addition/Restatement: Consider/Approve Amended and Restated Ordinance imposing a Room Tax on the Privilege of Furnishing, at Retail, Except Sales for Resale, Rooms or Lodging to Transients.*

***Kaas moved to approve the Municipal Code Ch. 3, Art. III, Sect. 3-3 – Addition/Restatement, as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- c) *Contract for Sale and Perpetual Care of Cemetery lot (Beach; one plot).*

***Salo moved to approve the Sale and Perpetual Care of Cemetery lot (Beach; one plot), as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.***

- d) *Contract for Sale and Perpetual Care of Cemetery lot (Koslowski; two plots).*

***Salo moved to approve the Sale and Perpetual Care of Cemetery lot (Koslowski; two plots), as presented. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- e) *New subdivision development: Consider designation of ‘Regional Stormwater Pond’ from 20ac parcel (Wittman) and allow stormwater et. al. conveyance through Village property (spur line trail area) between the properties, as needed for development.*

*Friday alerted the Board of the claim by the new subdivision applicants to the designation of a pond in the Lakeshore Estates East and informed the Board that Village Staff will be researching to determine if there are any Village records to support the claim.*

*Friday reported the new subdivision owner has stated the stormwater from the new subdivision and the old Enola Miller property (north of Lakeshore Estates East) would be directed to the Lakeshore Estates East pond.*

***Kaas moved to direct Schuler and Associates to present their detailed stormwater plan for the entire area (Lakeshore Estates East, land north of Lakeshore Estates East and new subdivision) and an explanation of the history of the pond and conveyance and easements. Benz 2<sup>nd</sup>. Motion carried unanimously.***

12) Complaints & Compliments: None.

*Kaas requested and Friday responded he would be more diligent about more timely flying of the Village American flags at half-staff per State and Federal designations.*

*Miller reported receiving a call from an unhappy resident in regards to the automatic meter reading head replacement letter, the lack of flexibility of appointments and the tone of the Village Staff on the telephone. Friday responded that the letter is based on other local municipalities format and this is a large project and the Village attempts to work with resident's schedules.*

13) Correspondences:

- a) *Plan Approval for Reconstruction of Schneider Dam (Wis. DNR; April 11).*
- b) *High Cliff State Park – Dredging project (Johnston Pile Driving, LLC; April 13).*
- c) *FY2018 Recycling Grants to Responsible Units (Wis. DNR; April 16).*
- d) *Monthly Activity Report (March; Calumet County Sheriff's Dept.).*
- e) *Monthly Activity Report (March; Harrison Fire & Rescue).*

- 14) *Closed Session: Property redevelopment in Tax Increment District #3. 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.*

***Kaas moved to go into Closed Session: Property redevelopment in Tax Increment District #3. Per Wis. Stats §19.85(1) (e) at 8:24 p.m. Laux 2<sup>nd</sup>. Motion carried unanimously.***

- 15) *Open Session: The Board may act on any Closed Session item in Open Session.*

***Kaas moved to return to open session at 8:35 p.m. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- 16) *Adjournment. – Salo moved to adjourn the meeting at 8:35 p.m. Ott 2<sup>nd</sup>. Motion carried unanimously.*

*Minutes respectfully prepared for review and approval by Susan Williams, Village Clerk-Treasurer*