

## Village Board Meeting Minutes June 22, 2020

NOTE: Due to COVID-19 restrictions, residents are **not** allowed in the Village Hall but may 'join' the meeting at 6:30pm via Webex meeting home page at [www.villageofsherwood.org](http://www.villageofsherwood.org). On the upper right-hand side of your computer screen you will see the link to join the Webex meeting. You may also print or save a copy of the complete meeting packet.

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

<b>Present</b>	<b>Absent</b>
<i>Bob Benz (virtual)</i>	<i>None</i>
<i>Paul Grube (virtual)</i>	<b>Others Present</b>
<i>Roger Kaas</i>	<i>Kathy Mader, Acting Clerk</i>
<i>Joyce Laux</i>	<i>Brenda Stumpf, Recreation Coordinator</i>
<i>David Miller</i>	<i>Craig Hamilton, AIT (virtual)</i>
<i>Lisa Ott (virtual)</i>	<i>Thad Majkowski, Cedar Corp (virtual)</i>
<i>Kathy Salo (virtual)</i>	
  
- 2) Pledge of Allegiance – *Recited.*
  
- 3) Approval of the Agenda – ***Kaas moved to approve the agenda. Miller seconded. Motion carried unanimously.***
  
- 4) Approval of Minutes: June 8 (Regular Meeting) – ***Salo moved to approve the June 8 minutes with noted change. Benz seconded. Motion carried unanimously.***  
*Salo noted the minutes should reflect “...Fire Pit regulations are being brought forward for approval by the...” Plan Commission not by “the Village Board.”*
  
- 5) Registered Citizen Comments on Agenda Items –
  - Bob Anderson N7829 S Niagara Ct Re item 13  
*Anderson stated his complaint is the decision by the Village Board to hold the July 13 Public Hearing virtually. He suggests the Village Board consider a combination virtual/live attendance.*
  
- 6) Report of the Parks, Rec. and Urban Tree (PRUT) Board (June 15)
  - a) Trail Mapping (Cedar Corp) – ***Salo move to recommend Village Board approval of Trail Mapping to be completed by Cedar Corp at a cost not to exceed \$750. Kaas seconded. Motion carried unanimously.***
  
  - b) Splash Pad; Touch Pad Controller(CRS) – *No motion at this time.*  
*Stumpf reported a Touch Pad Interface was purchased (\$1,162.18) for existing issue. If the issue continues, CRS has recommended she purchase the Maestro Controller (\$7,440). Stumpf stated, since the PRUT meeting, she has installed the interface and it is working. Stumpf was directed to take splash pad out of winterization mode, install the meter and run the system regularly for a short period each time.*

- c) Opening of Parks and Recreational Spaces – Re: Wanick Park and Legion Park – Gym and Village offices to remain closed until further notice.
- Playground/Courts – PRUT recommends approval to open the playgrounds and basketball and tennis courts with COVID – 19 Safety Guidelines signage posted.  
***Salo moved to accept PRUT Recommendation to open the playgrounds and courts starting July 1, 2020. Ott seconded. Motion carried unanimously.***
  - Bathrooms – PRUT recommends approval to open the bathrooms with revised hours, 10 am to 5 pm, with routine cleaning every morning before opening and midday, no water fountain will be on, and COVID-19 restroom recommendation signage posted on doors.  
***Kaas moved to accept PRUT Recommendation to open the bathrooms with the revised hours, routine cleaning as stated and no water fountain on. Miller seconded. Motion carried unanimously.***
  - Park Rentals – PRUT recommends existing rentals to be allowed, new rentals for residents only and all sign an Assumption of Risk and Waiver of Liability Relating to COVID-19. –  
***Miller moved to accept PRUT Recommendation for 2020 Park rentals. Benz seconded. Motion carried unanimously.***
  - Splash Pad – PRUT recommends the splash pad remain closed with the potential to revisit at July meeting.  
***Benz moved to accept PRUT Recommendation to keep the Splash Pad closed. Salo seconded. Motion carried unanimously.***
  - Planned Activities –
    - Sunday Afternoon Entertainment – Recommend Approval
    - Ice Cream Social – Recommend Cancel
    - Movie Night – Recommend Approval with possible additional movies
    - Summerfest – Recommend Cancel
    - Tennis Lessons – Recommend Approval for July session, limited number and signed waiver
    - Fitness Classes – Zumba and Fit Camp – Recommend approval at park with signed waiver.***Salo moved to accept PRUT Recommendation to hold the Sunday Afternoon Entertainment, cancel the Ice Cream Socials, hold the Movie Nights, cancel the Summerfest, allow tennis lessons and hold fitness classes at park. Benz seconded. Motion carried unanimously.***
  - Pop up Library visit to Sherwood (Kaukauna Library) – ***Kaas moved to accept PRUT recommendation to allow Pop up Library. Ott seconded. Motion carried unanimously.***

7) Report of Village Officers.

- a) Village President – *Laux stated she has received concerned calls regarding the July 13 Public Hearing being held virtually. She conferred with the village attorney for alternative options. The following options will be allowed for the public hearing:*
- 1) *If resident does not have access, they are encouraged to write comments and bring to the village office.*
  - 2) *Recommend allowing one person at a time into the board room during the public hearing for the allotted three minutes.*
  - 3) *Call in*
  - 4) *Access via internet*
- b) Fox Cities Area Room Tax Commissioner – *Benz reported a virtual meeting was held on June 15<sup>th</sup>. Room tax receipts are down \$191,000 this year from 2019. Obviously, Covid has played a factor. Receipts have been received from Air bnb's for the first time. Practice sessions have resumed at the sports center.*
- c) Clerk/Treasurer.
- i. Financial Reports.
    1. Consent Agenda (Financials; License requests)
    2. Operator License Application 32
    3. Operator License Application 1

***Salo moved to approve the Consent agenda including the financials, new Alcohol and renewal Alcohol licenses, tobacco licenses, 32 operator licenses and not renew operator license for Malorie Drago. Benz seconded. Motion carried unanimously.***  
*Salo suggests Drago visit the next VB meeting virtually to discuss her operator license application.*
- 8) Village Engineer and/or Utility Operator: FY17, 18 & 19 Road Projects – Warranty Work – *Majkowski reported MCC crews were in the village to clean up the 2019 warranty work. MCC has hired a landscaping company to complete the 2017 and 2018 warranty work. Laux inquired if all the electric poles are done on Margaret Court. Majkowski will look into why the one pole is still without a light.*
- 9) Village Administrator: Updates – *Nothing.*
- 10) Old Business:
- a) Computer devices for Village Boards: Update – *Nothing.*
- 11) New Business:
- a) Pond View Estates subdivision: Consider acceptance of public infrastructure and fulfillment of conditions to allow issue building permits.
    - i) Accept public improvements by Resolution (per Developer Agreement §9b).  
***Miller moved to accept public improvements by Resolution 2020-03. Kaas seconded. Benz – Aye, Grube – Aye, Kaas – Aye, Laux – Aye, Miller – Aye, Ott – Aye, Salo – Aye.***  
*Majkowski confirmed the improvements have been inspected and he has submitted a letter of acceptance for Pond View Estates in order for the developer to obtain building permits (June 18, 2020).*

- ii) Establishment of Escrow Account per Developer Agreement: Request to establish account funding roadway construction (\$282,851.70) for purposes of obtaining building permits (per Developer Agreement §3).  
***Kaas moved to approve Establishment of Escrow Account per Developer Agreement to establish account funding roadway construction in the amount \$282,851.70 for purposes of obtaining building permits. Miller seconded. Motion carried unanimously.***
- iii) Developer payment for Street Trees (\$19,500; per Developer Agreement §21) – ***Miller moved to approve Developer payment for street trees in the amount \$19,500 per developer agreement. Kaas seconded. Motion carried unanimously.***

12) Clerk-Treasurer Hiring Process: Discuss Hiring Committee continuance of review process, interviews, and reporting back to Village Board – *Laux stated the subcommittee will meet after this evening's meeting.*

13) Complaints & Compliments: *None.*

14) Correspondences:

- a) Notice of Levy Limit Violation [\$6,998] (Wis. Dept. of Revenue; June 5) – *Staff directed to contact the WDOR to request details and explanation.*
- b) T-33 Airplane (American Legion Post #496 – Meeting Minutes (June 8).

15) Adjournment – ***Salo moved to adjourn at 7:32 p.m. Kaas seconded. Motion carried unanimously.***

Respectfully submitted for review and approval by Kathy Mader, Acting Clerk