

## Village Board Meeting Minutes Sept. 23, 2019

- 1) Call to Order and Roll Call: President Joyce 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 Park and Recreation Coordinator Brenda Stumpf, 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 made a motion to approve the agenda. Trustee Salo seconded the motion. Motion carried, 7-0.
- 4) Approval of Minutes: Sept. 9 (Regular Meeting): Trustee Benz made a motion to approve the agenda. Trustee Salo seconded the motion. Motion carried, 7-0.
- 5) Registered Citizen Comments on Agenda Items: None
- 6) Report of the Parks, Rec. and Urban Tree (PRUT) Board (Sept. 16)
  - a) *Comprehensive Outdoor Recreation Plan (CORP)*: Update: Park and Recreation Coordinator Brenda Stumpf stated the meeting last week was uneventful and mainly informational. A discussion was held on what should be included in the CORP and some items listed were benches along trails, a map of the parks, tennis courts, over-seeding the soccer field, and an addition to the Wanick storage garage. The topic of allowing UTV's on the roadways came up and Stumpf informed the PRUT that this is not a PRUT responsibility, but for either Plan Commission or Village Board.
  - b) *Budget*: Provide trail paving costs for FY19 & projected FY20: Stumpf indicated the PRUT budget was included in the meeting packet and includes expenses for upgrading certain trail segments.
  - c) *Splash Pad Maintenance Inspection*: Budget annually: Stumpf informed the Board the maintenance inspection was completed noting the Report states the system is in good shape for its age (7 seasons), but is showing signs of age. A list of items was provided for required maintenance, with the cost of the parts (\$1,500). Stumpf stated they will be ordered and installation before beginning next season.
- 7) Report of Village Officers.
  - a) Village President-None
  - b) Fox Cities Area Room Tax Commissioner: Trustee Benz updated the 2019 room tax revenues noting the amount is exceeding expectations. Two hotels have not paid the room tax. The Red Lion owes \$166,000 and the other hotel name and amount has not been verified. Benz noted the Red Lion has filed Chapter 11 bankruptcy.

Benz reported on the exhibition center, noting 2019 bookings are good and 2020 bookings are weak. The committee is unsure of the cause. FY18 drew 58 events. FY19 had 57. FY20 has 13 large events booked.

Benz reported the financials are more robust than expected, according to Appleton Mayor Tim Hanna. The plan anticipated a loss for the first three years.

The Fox Cities Champion Sports Center will host a ribbon cutting on November 14<sup>th</sup> or 21<sup>st</sup>. October 25<sup>th</sup> is set as the substantial completion date. Benz noted summer and weekday rentals are weak.

i. Clerk/Treasurer-Consent Agenda

(a) Financial Reports: Funds 100, 200, 210, 260, 403, 410, 600, 610 for a total amount of \$93,437.26.

(b) New Operator License Application for Heather Karisny.

Clerk/Treasurer Lesser indicated the amount of checks for approval in the packet at \$93,437.26. The background check was completed for Heather Karisny and is satisfactory.

Motion to approve the consent agenda made by Kaas, seconded by Benz and carried unanimously.

Clerk/Treasure Lesser reported attending the annual conference for the Wisconsin Municipal Clerks Association. Highlights were election training provided by Wisconsin Elections Commission, white collar crime provided by an FBI Investigator, and a class discussing the signs of dementia and how to deal with those affected by the disease.

8) Village Engineer and/or Utility Operator Updates.

*Water Utility:* Administrator Friday explained the monthly *Water Loss Report*. August water loss is at 18.1% and declined from the previous month.

*Contract B-19 (Meehl-Stumpf Subdivision):* The project is on schedule and should be wrapping up in the next two weeks, wet weather is a factor and may cause final paving and landscaping delays.

Recent high rain volumes impacted the Sundown Court emergency culvert repair project. MCC, contractor for the project, released a portion of the Village contract they held due other contractual obligations and J & E Construction Company assisted to restore the washed out culvert & roadway.

9) Village Administrator: Project Updates:

WisDNR field visit for storm water management controls: Administrator Friday noted spending all day Sept. 23 with WisDNR representatives inspecting the Yard Waste site, Stumpf/Meehl subdivision and Pond View Estates projects, Miller and Mustang storm water ponds, and municipal grounds. The WDNR wants silt depths reported from a couple storm water ponds. Friday stated they were impressed with the tree reforestation project which has planted 9,000-plus seedlings in the past decade as a reaction to oak wilt, emerald ash borer and other diseases affecting area tree populations.

Palisades Pond: Friday stated he is working on obtaining easements from two property owners regarding work on the dam structure. *Friday shared that Michelle Hase (DNR) had stated Sherwood can begin construction work without the grant, but will need legal documentation to obtain the grant share.* Concern was noted regarding moving forward and Friday expressed a need to have something in writing from the DNR, or DNR representation at a meeting to discuss this issue more in-depth.

Trustee Marks stated he feels there is a need to have the Village Attorney's opinion with regards to not having all the easements signed or that it is not a flood plain. There is concern about prolonging the construction. The contractor previously agreed to a one-year extension. The fear is the Village will get sued for breach of contract. Friday noted the contract was at the request of the Pond District with the Board agreement stating all related costs would ultimately be District responsibility, and not the Village's. Trustee Marks feels the Palisades Pond Association should hold a meeting and weigh-in on the issue.

10) Old Business:

a) *Cemetery:* Platting & Record-keeping: Nothing to report.

b) *Zoning & Municipal Code:* Proposed ordinance changes: Waiting for Plan Commission input.

11) New Business:

a) *WisDOT Disaster Damage Aids (DDA):* Direct Staff to submit financial assistance paperwork regarding recent storm damage, including *Sundown Court* and *Natures Way*, as allowable: Administrator Friday informed the Board of a grant from the WDOT to help offset costs to correct the problem on Sundown Court. With Board approval, he will fill out the application and send it in with the require documentation. It was the agreement of the Village Board for Staff to apply for the disaster funds without an official motion.

12) Complaints & Compliments: None.

13) Correspondences:

a) *2019 League Annual Conference* (League of Wis. Municipalities; Sept. 11).

b) *PFAS Rulemaking* (Legislative Bulletin; Sept. 16).

These items were reviewed, there was no discussion to report.

- 14) Closed Session: President Laux read the following notice: *Personnel discussion*: Per Wis. Stats. §19.85(1)(c), the Village Board may move to a Closed Session when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. *Clerk/Treasurer*: At 7:41pm, trustee Salo made a motion to enter *Closed Session*. Trustee Benz seconded the motion. Roll call vote: Trustee Benz; Aye. Trustee Kaas; Aye. Trustee Ott; Aye. President Laux; Aye. Trustee Miller; Aye. Trustee Salo; Aye. Trustee Marks; Aye. Motion carried by unanimous voice vote.

At 9:31 pm, Trustee Miller motioned to reconvene in *Open Session*. Trustee Salo seconded the motion. Motion carried, 7-0.

- 15) Open Session: The Board may act on any item discussed in Closed Session: Trustee Benz made a motion to regretfully accept the resignation of Clerk/Treasurer Jo Ann Lesser. Her last day will be October 8<sup>th</sup>. Trustee Miller seconded the motion. Motion carried, 7-0.

Administrator Friday was directed to assemble a tentative timeline for advertising the Clerk/Treasurer position with related Job Description and salary considerations to fulfill the Interim Clerk/Treasurer position, as well as a long-term replacement hiring. Members Laux, Kaas, and Miller will represent the Board. The Administrator will be present during the process.

Board Member Kaas volunteered to work with the Village *Information Technology* provider, A.I.T., to address and update secure e-mail access for Board members.

- 16) Adjournment: The meeting adjourned at 9:31 pm.

Respectfully submitted,

Jo Ann Lesser, CMC, WCMC  
Clerk/Treasurer