

**Village Board Meeting Minutes**  
Sept. 24, 2018

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

***Present***

*Bob Benz*

*Roger Kaas*

*Joyce Laux*

*Ned Marks*

*David Miller*

*Lisa Ott*

*Kathy Salo*

***Absent***

*none*

***Others Present***

*Susan Williams, Clerk-Treasurer*

*Randy Friday, Administrator*

- 2) Pledge of Allegiance. – recited.
- 3) Approval of the Agenda. – ***Benz moved to approve the agenda as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: Sept. 10 (Regular Meeting). – ***Benz moved to approve the minutes of the regular meeting of the Sherwood Village Board of September 10, 2018 as presented. Salo 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items.

Dan Stein, W5142 Park Dr., Sherwood – regarding the Village Board not making the Park Drive residents to pay for more road work.

- 6) Report of the Parks, Recreation and Urban Tree (PRUT) Board
- a. 50<sup>th</sup> Celebration: (Millennium Marketing) Board tabled payment disbursement until detailed invoice is provided (time breakdown, etc.)

*Laux and Kaas suggested improved lighting in the pavilion where the food was cooked.*

*Kaas stated the lack of recognition for the members of the original Village Board during the event was unfortunate and should not have happened.*

*Stumpf reported the process on the Millennium Marketing payment and informed the Village Board she was still waiting for more details on the work that was done.*

- b. Request to waive Wanick Park rental fee (Harbor House)

***Kaas moved to approve the waiving of the rental fees for Harbor House event at Wanick Park on October 1, 2018. Benz 2<sup>nd</sup>. Motion carried unanimously.***

- c. Exhibition Center usage in FY18 (Dec. 1)

*Stumpf reported the PRUT Board declined organizing a community due to the efforts used for the 50<sup>th</sup> Celebration.*

*Kaas questioned if failing to use the free day in 2018 will affect future ability to use the free days and Benz stated it would not.*

*The Board directed Stumpf to contact the Sherwood Optimists, Sherwood Lions and Harbor House to use the Exhibition Center December 1, 2018.*

- d. FY19 Budget: Input solicited from Board Members

- e. New PRUT Member introduced (Ashley Baldwin)

7. Report of Village Officers.

- b. Village President

- c. Fox Cities Area Room Tax Commissioner

*Benz reported attending the Room Tax Commission meeting September 17, 2018 and at the meeting the following was presented:*

- 1) *1 % increase in room tax revenues was realized when you compare June 30<sup>th</sup> 2017 to 2018.*
- 2) *The bonds issued anticipated a 2% increase, but the bond can be paid off on time with the 1% actual increase (financials are favorable).*
- 3) *Due to the Room Tax Treasury being in excess of \$15,000 no municipalities will have to pay the annual \$300 per member contribution for 2019.*
- 4) *Kaukauna is proceeding with legal action to collect their 2018 past due room tax.*
- 5) *Review of the \$33,340,000 revenue bond issue with the Grand Chute CDA was presented by Baird. Based on the 2% increase the bonds will be paid off in 2044.*

*Benz presented to President Laux a hockey stick and puck from the Sports Complex groundbreaking ceremony.*

- 6) *Housing market services (which identify the Air BnB and those type of businesses and collect the room tax for each municipality) will make a presentation at their December meeting.*

*Marks questioned the 1% increase not being adequate since the projections were based on a 2% increase.*

*Benz distributed minutes of the Appleton Redevelopment Authority Exhibition Center Advisory Committee meeting he attended earlier in the day and at the meeting the following was presented:*

- 1) The Red Lion runs the day to day management activities of the exhibition center.*
- 2) The booking summary indicates the actual bookings exceeds projections through 2020.*
- 3) Phase One of the renovations will be completed in three weeks (new lighting, new carpeting, outside façade, new beds, etc.) with Phase Two to begin after which includes upgrades to guest rooms.*
- 4) Response from current bookings indicates base pricing is competitive, whereas add-ons such as carpeting, staging, chairs and tables is not.*
- 5) Current bookings have requested carpeting, which the exhibition center rents when reservations have requested.*

*Marks questioned the numbers on the occupancy rate, actual bookings and what portion of the facility has been rented. Benz stated he has information on how many bookings and would get the information out to him as soon as he can locate it.*

- 6) Additional items are required to run the facility (floor scrubber, cleaning items, etc.) and those items were not included in the original funding and the City of Appleton will work with the Red Lion to make sure they have what they need in order to keep up the facility.*

*Benz located data on bookings and informed the Board, 53 events have been booked for 2018.*

d. Clerk/Treasurer

- 1. Financial Reports: Review/Approve.*

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

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

*Friday reported attempting to get the status of the bagged hydrant on Hwy 55/114 and the cause of wavy road in the parking lane in front of Froggs and MCO representative responded that Hieptas was busy. Friday stated that claritus is in the system and the automatic meter reading system is approximately 2/3 through the 2<sup>nd</sup> year of the 3 year project.*

g. Village Administrator: Project Update(s).

*Friday reported the next bi-weekly construction meeting is Tuesday September 25, 2018 and the following week will be the button up construction meeting. Friday stated a 6 foot sink hole has been identified and filled in in the Sherwood Forest subdivision and will be watched to determine if additional work is needed.*

*Friday reported attending an East Central Regional Recycling meeting and questioned the Board if they were in agreement of charging residents for excess cart changes, such as \$25 if more than one change is made each year and the Board approved.*

*Friday stated the annual tire event will take place once again June 1, 2019 in Hilbert and New Holstein.*

h. Old Business: None.

8. New Business:

- a. *Law Enforcement Service Contract (FY19): Consider/Approve annual contract (+2.7%). (Note: \$19,270 in FY18; \$19,791 in FY19 = 2.7% increase.)*

Chief Deputy Brett Bowe addressed the Board and responded to Trustee questions.

***Benz moved to approve the Calumet County Sheriff Law Enforcement Service Contract for FY2019 NTE \$19,791, as presented. Kaas 2<sup>nd</sup>. Benz moved to amend his motion to include modification to section 4 a. of the contract to read 4 c. not 5 c., and the rest of the contract as presented. Kaas agreed to the amendment. Motion as amended carried unanimously.***

- b. *Municipal Appointment to the Fox Cities 'Sports Facility Advisory Committee' (Benz). Consider/Approve.*

***Laux nominated Benz to the Municipal Appointment to the Fox Cities Sports Facility Advisory Committee. Kaas moved to approve the nomination. Marks 2<sup>nd</sup>. Benz – abstain. Motion carried.***

- c. *MT Solutions Updated Business Plan and Liquor License: Consider/Approve time extension.*

***Kaas moved to approve an extension to MT Solutions Liquor License application to October 22, 2018 contingent upon presentation of fully executed lease between MT Solutions and Andres Castellano, both parties to file proper paperwork with the Village due to that lease agreement and the business plan. Salo 2<sup>nd</sup>. Marks – nay. Motion carried.***

9. Complaints & Compliments: None.

*The Board approved the request by Judy Mader to place a wagon load of pumpkins at the former Wink Mark lot.*

10. Correspondences:

- a. *Monthly Activity Report (Aug.; Harrison Fire & Rescue).*  
b. *ISO (Fire) Rating (Aug. 17; Harrison Fire & Rescue).*  
c. *Focus on Calumet – Economic Development (Sept. 17; Calumet Co. Econ. Development).*  
d. *Municipal Appointee to Sports Facility Advisory Committee (Sept. 19; Fox Cities Sports Development, Inc.).*  
e. *Liquor License for MT Solutions (Sept. 20; Tony Genisot).*

11. Closed Session:
- a. *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.

***Kaas moved to go into Closed Session Per Wis. Stats. §19.85(1) (c) at 7:59 p.m. Ott 2<sup>nd</sup>. Motion carried unanimously.***

*The Board dismissed Williams and she left the Board Room.*

12. Open Session: The Board may act on any item discussed in *Closed Session*.

***Salo moved to return to Open Session at 8:55 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

13. Adjournment. – ***Salo moved to adjourn the meeting at 8:56 p.m. Ott 2<sup>nd</sup>. Motion carried unanimously.***

*Minutes presented for review and approval by Susan Williams, Village Clerk-Treasurer.*