

Village Board Meeting Notice and Agenda

Monday, April 27, 2020 – 6:30 pm
Sherwood Village Hall – W482 Clifton Rd., Sherwood, WI.

- 1) Call to Order and Roll Call.
- 2) Pledge of Allegiance.
- 3) Approval of the Agenda.
- 4) Approval of Minutes: March 9.
- 5) Registered Citizen Comments on Agenda Items.
- 6) Park, Rec. and Urban Tree Board Meeting (March 16)
 - a) *Easter Egg Hunt*: Cancelled.
 - b) *Soccer goal usage*: YMCA desire to use Village goals
 - c) *Daddy-Daughter Dance*: 92 attendees (excellent first-time event).
- 7) Report of Village Officers.
 - a) Village President.
 - b) Fox Cities Area Room Tax Commissioner.
 - c) Clerk/Treasurer.
 - i. Financial Reports.
 - ii. Operator's Licenses.
 - Thomas Gehrman
- 8) Village Engineer and/or Utility Operator: Updates.
- 9) Village Administrator: Updates.
- 10) Old Business:
 - a) Computer devices for Village Boards: Implementation update.
 - b) Fire Pit regulation: Update.
- 11) New Business:
 - a) *FY2020 Audit*: Consider Audit engagement with Clifton/Larsen/Allen, LLP [previously Schenck] (Note: Approved FY19 contract = NTE \$28,500. FY20 contract must also include WisDOR-mandated 'TID #1-Closure Audit' as additional work).
- 12) Complaints & Compliments: None.
- 13) Correspondences:
 - a) *Request to share soccer goals* (Randi Thurs – HOV YMCA; Feb. 10).
 - b) *Champion Center 'Thank You' and presentation* (Fox Cities CVB; March 4).
 - c) *Monthly Activity Report* (Calumet County Sheriff's Dept; March).
 - d) *Open burning input* (Kosiorek; April 9).
 - e) *'Safer At Home Order'* (League of Wis. Municipalities; April 16).
- 14) *Closed Session*: Clerk-Treasurer Hiring – Update; Consider hiring terms and conditions. Per Wis. Stats. §19.85(1)(c), the Village Board may move to a Closed Session when considering

Recommendation:
Board approved canx.
In progress.
Info, only.

Welcome to the Village Board Meeting! Please observe the following rules of conduct during the meeting:

1. Register to speak on the sign-in sheet on the table in the back of the room as you enter.
2. Speak only to issues on the Agenda.
3. Limit your presentation to three (3) minutes.
4. Do not address Trustees during deliberations unless requested to do so.
5. Any item listed on the Agenda may be acted upon by the Board.
6. A Quorum of any other Board or Commission is incidental to the V. Board meeting and no action shall be taken on their behalf.
7. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).

employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

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

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Village Board Meeting Minutes
March 9, 2020

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

<i>Present</i>	<i>Absent</i>
<i>Bob Benz</i>	<i>David Miller, excused</i>
<i>Roger Kaas</i>	<i>Others Present</i>
<i>Joyce Laux</i>	<i>Randy Friday, Administrator</i>
<i>Ned Marks</i>	<i>Kathy Mader, Acting Clerk</i>

2) Pledge of Allegiance – *Recited*

3) Approval of the Agenda – ***Benz moved to approve the agenda. Salo seconded. Motion carried unanimously.***

4) Approval of Minutes: Feb. 24 (Regular Meeting) – ***Salo moved to approve February 24, 2020 minutes with revisions. Kaas seconded. Motion carried unanimously.***

5) Registered Citizen Comments on Agenda Items – *None*

6) Report of the Community Development Authority (Feb. 26)

- a) Sherwood Developer Tour: Tentatively scheduled – June 9, 10, or 11.
- b) Condon Road extension: Plane removal and place ‘All Services’ monument.
Kaas provided overview of the meeting. No action taken.

7) Report of the Plan Commission (March 2).

- a) RP #2019-01: Request to rezone parcel #13425 (18th Hole; Parcel # 13425) from IR-1 to IR-2 zoning.
- b) PUD #2019-02: Request allowing 22 buildings (for duplex units) on 11.3acres (Hole #18; Parcel #13425).
- c) Concept Plan: Consider updated project plan on 18th hole.
- d) CPA #2020-01: A Comprehensive Plan Amendment in concert with requests noted above.
All items had been TABLED (see Note item 10) a). No action taken.

8) Report of Village Officers.

- a) Village President – *None*

- b) Fox Cities Area Room Tax Commissioner. - *Benz reported the Room Tax is in good standing and has two million in the bank to pay the 2020 Bond. The Fox Valley Exhibition Center Advisory Committee discussed at their 3/2/2020 meeting concerns regarding the effect the Corona Virus might have on bookings and hotel reservations. They, also, discussed 2018 and 2019 losses which were projected.*

- c) Clerk/Treasurer.

i. Financial Reports – ***Kaas moved to approve the Financial Reports. Salo seconded. Motion carried unanimously.***

9) Village Engineer and/or Utility Operator: *Updates.*

10) Village Administrator:

- a) NOTE: Items tabled at Plan Commission meeting due in part to a request for professional study and other legal input. Staff will seek V. Board guidance and approval(s) regarding engaging legal counsel and conducting a traffic study.

Friday requested and received consensus to engage former Village Clerk-Treasurer, Sue Williams, to assist in the 2019 audit.

All were in consensus to approve the new lawn mower purchase which was pre-approved in the FY20 budget.

11) Old Business:

- a) Computer devices for Village Boards: Update – *Kaas stated email options and packet distribution were discussed. Kaas met with the Village IT and recommendations will be presented at the next meeting on the afternoon of 3/10/2020.*
- b) Burning/Fire Pit regulation: Update – *Salo explained the time to respond has passed. She is working on compiling the information.*
- c) HVAC unit replacement at Community Center: In progress – *Nothing to report.*

12) New Business:

- a) Skidsteer Purchase: Approve (D&D Equipment; \$43,125) per FY20 Budget – ***Salo moved to approve the purchase of the skid steer from D&D Equipment in the amount \$43,125. Benz seconded. Motion carried unanimously.***
- b) Pond View Estates Utility connection: Request to open water valves connecting to Sherwood public water system – ***Kaas moved to approve the request from Schuler Associates (Van's Construction) to open water valves connecting to Sherwood water system. Benz seconded. Motion carried unanimously.***

13) Complaints & Compliments: *None.*

14) Correspondences:

- a) Expressing concerns about housing on 18th Hole (J. Troestler; Dec. 26).
- b) Sherwood Citizens' Concerns over Additional High-Density Village Housing (Anderson, Booher & Cook; Feb. 19).

Referring to the two High Cliff Golf Course related correspondences, as they relate to the Plan Commission, Benz questioned whether or not the Plan Commission or the Village Board is

allowed to request the Golf Course financial information? Benz expressed his opinion that the Village has done a lot to-date to support the golf course. Benz requests clarification on the standing of the agreement between the village and the golf course for the irrigation; CDA grants awarded to the golf course or related to the golf course; and specifics as to why the village has taken over the dam when the golf course wanted to take the dam out but residents wanted the dam. Benz stated he is impressed with the content of both of the letters.

c) Request to open water mains in new subdivision Pond View Estates and tie into Village system (Van's Construction via Jeff Rustick; March 6).

- 15) Closed Session: Clerk-Treasurer Hiring – Update; Consider hiring terms and conditions. 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 – ***Salo motioned to move into CLOSED Session at 7:16 p.m. Benz seconded. Motion carried. Benz – Aye, Kaas – Aye, Laux – Aye, Marks – Aye, Ott – Aye, Salo – Aye***
- 16) Open Session: The Village Board may act on any item discussed in Closed Session – ***Benz motioned to move into OPEN Session at 7:40 p.m. Marks seconded. Motion carried. Benz – Aye, Kaas – Aye, Laux – Aye, Marks – Aye, Ott – Aye, Salo – Aye.***
- 17) Adjournment – ***Hearing no objection, Laux moved to adjourn at 7:40 p.m. Motion carried unanimously.***

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

Park, Recreation and Urban Tree Board Meeting Report
March 16, 2020

1) ACTION ITEMS

- a) Public Healthy Emergency due to COVID-19 issued on March 12,2020-*The Easter Egg Hunt is scheduled for April 11, 2020. The PRUT board recommended that this event be cancelled.*

2) INFORMATION ITEMS

- a) Soccer goals – *It was mentioned that the issue with the soccer goals is still being worked on. Tom Jack will contact Tom Doughman in regards to finding out if he recalls what the arrangement was when SAYSO suspended the activities in Sherwood and when the YMCA took over.*
- b) Past & Upcoming Events – *Daddy Daughter was held on March 14th at High Cliff event Center. 101 tickets were sold for the event. In regards to the pandemic of the COVID-19 those that signed up were sent an email stating that with the current situation if they choose to not attend they would get a refund. We had 4 couples back out of the event. Ended up with 92 attending.*

Respectfully submitted for review and approval by Brenda Stumpf, Acting Clerk

Randy Friday

From: Randi Thurs <rthurs@ymcafoxcities.org>
Sent: Monday, February 10, 2020 1:15 PM
To: Randy Friday; Brenda Stumpf
Subject: FW: Scanned from a Xerox Multifunction Printer
Attachments: Scanned from a Xerox Multifunction Printer.pdf

Hello Randy and Brenda

Here is the proposed letter to share with the board. Please let me know if you have any questions and need anything else from us.

Thank you

Randi Thurs
Sports and Recreation Director
HEART OF THE VALLEY YMCA
225 W. Kennedy Ave. Kimberly, WI 54136
(P) 920-830-5709
(F) 920-830-3068
(E) rthurs@ymcafoxcities.org (W) www.ymcafoxcities.org The Y: We're for youth development, healthy living and social responsibility.

-----Original Message-----

From: copier <copier@ymcafoxcities.org>
Sent: Monday, February 10, 2020 1:07 PM
To: Randi Thurs <rthurs@ymcafoxcities.org>
Subject: Scanned from a Xerox Multifunction Printer

Please open the attached document. It was sent to you using a Xerox multifunction printer.

Attachment File Type: pdf, Multi-Page

Multifunction Printer Location:
Device Name: XRX9C934E9CC18A

For more information on Xerox products and solutions, please visit <http://www.xerox.com>

Village of Sherwood & The Heart of the Valley YMCA

The use of sharing and transportation of soccer goals

We believe that the soccer goals, nets, & equipment used for the soccer program that takes place in Sherwood should be available for the YMCA to use during the following times of the year:

Summer Soccer will run at the Heart of the Valley location from June- July and September- October. The reasons for this are as follows:

- With our past relationship between the Village of Sherwood and the Heart of the Valley YMCA, we would like to continue offering the Sherwood Resident Rate for families to register for Summer and Fall Soccer at the Heart of the Valley YMCA. The rate is subject to change each year, for 2020 the fee for Sherwood Residents would be \$34.00.
- By allowing the program to run at Heart of the Valley YMCA, Sherwood would not be responsible for upkeep of fields each week.
- YMCA staff are fully trained in mandated reporting, first aid and CPR. Hosting at the YMCA facility offers staff and participants easy access to an AED and necessary medical help.
- The former organization known as SAYSO, left permission to both the Village and the YMCA to have full use of equipment anytime of the year.
- The YMCA has purchased and replaced much of the equipment that was originally used and owned by SAYSO and has kept the equipment well maintained.
- Transportation will be equally shared between Heart of the Valley YMCA and the Village of Sherwood. Each program would be responsible for transportation of the goals.

Respectively Submitted:

Randi Thurs

Sports and Recreation Director, Heart of the Valley YMCA

Randi Thurs



MEMO

FM: Brenda Stumpf
TO: Village Board
RE: Parks & Recreation Update
Date: April 23, 2020

Dear Trustees,

Just a quick update in regards to the parks and recreational programming.

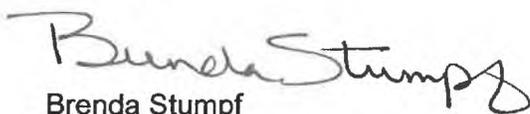
As of March 16th, all Village buildings were closed to the public until further notice. This includes cancelling park-related rentals, planned birthday and graduation parties, fitness programs, etc. The Calumet County *Meals On Wheels* program still delivers meals using the *Community Center* as a distribution point, but their group is not allowed to enter, eat in, or use the building. We will monitor future rental requests as they come in, but are not accepting any near-term applications.

The Gymnasium previously hosted all fitness-related classes. The *Strong Women* and *BootCamp* programs are sponsored by Calumet County. The *FitCamp* and *Zumba* classes are coordinated through the Village. The County discontinued its programming as we have. The *FitCamp* and *Zumba* classes were half-way through their rental periods. We pro-rated their fees and mailed refund checks to clean up our book-keeping until they are running again. A Saturday morning basketball group utilized the gym and we will reimburse them for unused time, as well as several reserved other basketball & pickleball dates. Finally, a *Home Alone/Babysitting* class scheduled for March 18th has been tentatively rescheduled for June 16th.

Our traditional *Easter Egg Hunt* at Wanick Park was cancelled. However, we had improvised and shuttled the Easter Bunny by pick-up truck around the Village for something a little different. It was very successful and we had many residents and children out greeting us during the tour, which covered virtually all of Sherwood. Registrants were refunded. One casualty of the shuttle tour was a rear window on a DPW pick-up truck was broken by the Easter Bunny's chair and has since been replaced. However, the cost to repair the window was less than we normally spend on purchasing and filling easter eggs for the children.

In short, while our buildings and park facilities are closed, the walking trails remain open and have been heavily used. The dog waste stations have also proved to be very popular and we have gotten numerous compliments for having these accommodations available.

Regards,


Brenda Stumpf

4/22/2020 4:05 PM

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ALL Checks by Payee
STATE BANK OF CHILTON - CHECKING ACCOUNT

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ACCT

Dated From: 4/28/2020 From Account:
Thru: 4/28/2020 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	4/28/2020	BADGER METER INC INV 80051367	
600-00-53700-682-700		OUTSIDE SERVICE: OTHER BEACON MOBILE HOSTING SERVICE UNIT	73.74
Total			73.74
	4/28/2020	BENT, MELISSA REFUND (COVID-19)	
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	12.00
Total			12.00
	4/28/2020	BMO HARRIS BANK N.A.-CREDIT CARD PAYMENTS 3/13/2020 - 4/7/2020	
100-00-51440-310-000		ELECTION: SUPPLIES CARSTENS - GLOVES (COVID19)	15.28
100-00-51440-310-000		ELECTION: SUPPLIES DICK'S FOODS - 4/7/2020 ELECTION	97.76
100-00-55200-340-000		PARKS: OP SUPPLIES GEMPLER - PET WASTE BAGS	470.95
100-00-51420-310-000		ADMIN OFFICE SUPPLIES & EXPENS COUNTRYSIDE BAR - "STAY-IN" LUNCH (COVID	60.07
100-00-51100-320-000		VILLAGE BOARD: DUES/SUBSCRIP WI GOV FIN OFFC ASSOC - KATHY MADER	25.00
Total			669.06
	4/28/2020	BRINKMAN, JULIE M REFUND (COVID-19)	
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH FIT CAMP	15.00
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	15.00
Total			30.00
	4/28/2020	CHRISTIANSO, TINA REFUND (COVID-19)	
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	15.00
Total			15.00

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Dated From: 4/28/2020 From Account:
Thru: 4/28/2020 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
4/28/2020 CLA - CLIFTON LARSON ALLEN LLP			
INV 2436102			
100-00-51510-210-000		FINANCIAL AUDIT	3,800.00
		PROGRESS BILLING FY19	2436102
600-00-53700-682-300		OUTSIDE SERVICE: AUDIT	1,500.00
		PROGRESS BILLING FY19	2436102
610-00-53700-682-300		OUTSIDE SERVICE: AUDIT	1,500.00
		PROGRESS BILLING FY19	2436102
100-00-51510-210-000		FINANCIAL AUDIT	340.00
		TECHNOLOGY & CLIENT SUPPORT FEE	2436102
			Total 7,140.00
4/28/2020 COMMERCIAL RECREATION SPECIALISTS			
INV 0014523			
100-00-55200-390-000		PARKS: EQUIP MAINTNCE/SUPPLIES	2,965.17
		WANICK SPLASHPAD - REPLACE PART RECOMMEN 0014523	
			Total 2,965.17
4/28/2020 COPELAND, SARAH			
REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE	15.00
		FEBRUARY - MARCH ZUMBA	
			Total 15.00
4/28/2020 COURNOYER, HEATHER LEA			
FEBRUARY/MARCH 2020			
100-00-55300-000-000		RECREATION PROGRAMS & EVENTS	67.50
		FIT CAMP INSTRUCTOR	
			Total 67.50
4/28/2020 DUSHENSKI, DIANE			
REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE	12.00
		FEBRUARY - MARCH ZUMBA	
			Total 12.00
4/28/2020 ERDAHL, KIM			
REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE	12.00
		FEBRUARY - MARCH FIT CAMP	

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Dated From: 4/28/2020 From Account:
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Voucher Nbr	Check Date	Payee	Amount
Total			12.00
4/28/2020 FORNECK, CATHRYN REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	12.00
Total			12.00
4/28/2020 GENISOT, KATIE REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	12.00
Total			12.00
4/28/2020 GENISOT, TONY OR JULIE REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	12.00
Total			12.00
4/28/2020 GRENZER, ANDREA REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH FIT CAMP	15.00
Total			15.00
4/28/2020 GRENZER, JOEL J OR MICHELLE REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH FIT CAMP	12.00
Total			12.00
4/28/2020 HAWKINS, INC INV 4692882			
600-00-53700-630-000		CHEMICALS FREIGHT CHARGE	10.00
600-00-53700-630-000		CHEMICALS CLEARITAS	684.45
600-00-53700-630-000		CHEMICALS LPC-132	139.10

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Dated From: 4/28/2020 From Account:
Thru: 4/28/2020 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
Total			833.55
4/28/2020 HEIMER, MICHELLE REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	15.00
Total			15.00
4/28/2020 HOKS, LISA REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	15.00
Total			15.00
4/28/2020 HOPFENSBERGER, THOMAS OR BETH REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH FIT CAMP	12.00
Total			12.00
4/28/2020 JACOB, WENDY FEBRUARY/MARCH 2020			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE ZUMBA INSTRUCTION	200.25
Total			200.25
4/28/2020 KEHL, LINDSAY REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH FIT CAMP	12.00
Total			12.00
4/28/2020 MICKE, LAUREN REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	15.00
Total			15.00
4/28/2020 MICKE, NANCI REFUND (COVID-19)			

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Dated From: 4/28/2020 From Account:
Thru: 4/28/2020 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	15.00
Total			15.00

4/28/2020 NEWS PUBLISHING CO, INC
MARCH 2020

100-00-51440-320-000		ELECTION: PUBLIC NOTICE ELECTION PUBLIC TESTING	39.78
100-00-51420-325-000		GEN GOV: PUBLIC NOTICE/RECORDS SEASONAL HELP AD - PARKS	158.00
Total			197.78

4/28/2020 OAKASON, TRISTA
REFUND (COVID-19)

100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	12.00
Total			12.00

4/28/2020 PRINCIPAL LIFE INSURANCE CO
INV

100-00-51430-133-000		ADMINISTRATOR LIFE/ADD/LTD INS	112.59
100-00-51432-133-000		FINANCE CLERK LIFE/DISABILITY	4.61
100-00-51433-133-000		OFFICE COORDIN LIFE/ADD/DIS	37.36
100-00-53100-133-000		PUBLIC WORKS: LIFE/DISABIL INS	191.94
100-00-55300-133-000		REC PROG/EVENTS: LIFE/DISABIL	71.41
403-00-51430-133-000		ADMINISTRATIO: LIFE/DISABIL	32.26
600-00-53700-686-300		LIFE/DISABILITY INSURANCE	105.47
610-00-53700-686-300		LIFE/DISABILITY INSURANCE	105.47
Total			661.11

4/28/2020 ROEHRBORN, LYNN OR SOPHIA
REFUND (COVID-19)

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Dated From: 4/28/2020 From Account:

Thru: 4/28/2020 Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	15.00
Total			15.00
4/28/2020 ROEHRBORN, LYNN OR SOPHIA REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	15.00
Total			15.00
4/28/2020 RUCYNSKI, SHANNON REFUND (COVID-19)			
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH FIT CAMP	12.00
Total			12.00
4/28/2020 STAPLES ADVANTAGE INV 3444091340, 3443757625			
100-00-51420-310-000		ADMIN OFFICE SUPPLIES & EXPENS SUPPLIES	25.42
100-00-51440-310-000		ELECTION: SUPPLIES SUPPLIES/ THROW AWAY PENS (COVID19)	64.90
Total			90.32
4/28/2020 TIME WARNER CABLE - SPECTRUM PHONE/INTERNET BUSINESS INTERNET			
100-00-51420-220-000		ELECTRONIC COMMUNICATION BUSINESS INTERNET	79.98
100-00-51600-220-000		COMM. CNTR: UTILITIES/TELEPHON PHONE/VOICE SERVICE	62.27
100-00-53000-220-000		PW GARAGE: UTILITIES/TELEPHONE PHONE/VOICE SERVICE	62.27
100-00-55100-220-000		VILL HALL: UTILITIES/TELEPHONE PHONE/VOICE SERVICE	62.27
Total			266.79
4/28/2020 TOWN COUNSEL LAW & LITIGATION LLC INV 405			
260-00-51420-310-000		ADMIN. EXPENSES GOLF COURSE/ DAM MATTER	453.75

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Dated From: 4/28/2020 From Account:
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Voucher Nbr	Check Date	Payee	Amount
100-00-51300-210-000		LEGAL: CONSULTING CONFERENCE/CORRESPONDENCE W/ ADMINISTRAT	206.25
100-00-51300-210-000		LEGAL: CONSULTING HIGH CLIFF GOLF COURSE MATTER	1,072.50
		Total	1,732.50
<hr/>			
	4/28/2020	VANDEN OEVER, JILL REFUND (COVID-19)	
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	15.00
		Total	15.00
<hr/>			
	4/28/2020	ZARTNER, SANDRA REFUND (COVID-19)	
100-00-55300-340-000		REC. PROG/EVENTS: OPER SUPPLIE FEBRUARY - MARCH ZUMBA	15.00
		Total	15.00
		Grand Total	15,224.77

4/22/2020 4:05 PM

In Progress Checks - Full Report - ALL
ALL Checks by Payee
STATE BANK OF CHILTON - CHECKING ACCOUNT

Page: 8
ACCT

Dated From: 4/28/2020 From Account:
Thru: 4/28/2020 Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	10,620.53
Total Expenditure from Fund # 260 - LAKE DISTRICT	453.75
Total Expenditure from Fund # 403 - TIF #3	32.26
Total Expenditure from Fund # 600 - WATER FUND	2,512.76
Total Expenditure from Fund # 610 - SEWER FUND	1,605.47
Total Expenditure from all Funds	15,224.77

Kristy Van Hefty

From: Eric Voland <Eric.Voland@calumetcounty.org>
Sent: Thursday, April 23, 2020 12:31 PM
To: Kristy Van Hefty
Subject: RE: Can you please complete a background check for someone needing an Operator's License?

Thomas does not have any alcohol violations and no local police contacts.

Eric Voland
Lieutenant
Calumet County Sheriff's Office



206 Court St | Chilton, WI 53014
Phone (920) 849-2335 | Toll-Free (800) 442-9878
Fax (920) 849-1431 | www.calumetcounty.org

Confidentiality Notice: Calumet County is subject to Wisconsin's Public Records Law. However, if the information in this e-mail is confidential, it may not be subject to disclosure under the Public Records Law or other applicable law. This e-mail is intended for the specific delivery to and use by the person(s) to whom it is addressed. If you have received this e-mail in error, you are notified that any disclosure, copying, distribution and use of this e-mail or any attachment is prohibited. Please reply to the sender immediately if you have received the e-mail in error, and delete the original and any copy from your computer. Thank you.

From: Kristy Van Hefty <officecoordinator@villageofsherwood.org>
Sent: Thursday, April 16, 2020 3:13 PM
To: Eric Voland <Eric.Voland@calumetcounty.org>
Subject: Can you please complete a background check for someone needing an Operator's License?

**** This message was sent from an external source. ONLY open attachments or click on links from known senders. ****

Can you please complete a background check for someone needing an Operator's License?

Thanks

Kristy Van Hefty
Office Coordinator
Village of Sherwood
W482 Clifton Road – P.O. Box 279
Sherwood, WI 54169
(920) 989-1589
officecoordinator@villageofsherwood.org
www.villageofsherwood.org

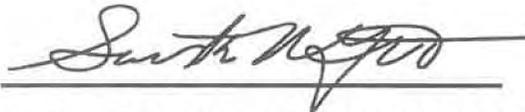
WISCONSIN SELLER / SERVER CERTIFICATION

Trainee Name: Thomas Gehrman

School Name: 360training.com, Inc.

Date of Completion: 04/02/2020

Certification #: WI-110329

I, 

**Certify that the above named person
successfully completed an approved
Learn2Serve Seller/Server course.**

COMPLIES WITH WISCONSIN STATUTES 125.04, 125.17,134.66

**learn²
serve**

Corporate Headquarters

6801 N Capital of Texas Hwy, Bldg 1,
Suite 250, Austin, TX 78731
P: 877.881.2235



W482 Clifton Road
P. O. Box 279
Sherwood, WI 54169-0279

Tel: 920-989-1589
Fax: 920-989-4084
www.villageofsherwood.org

FM: Brenda Stumpf
TO: Randy Friday, Administrator
RE: 2015 Ford 2-250 Window Replacement
Date: April 15, 2020

MEMO

Below you will find the outreach to 3 different glass companies to replace the window on the back of the 2015 Ford F-250 that was broken.

Safelite Auto Glass	\$573.02-includes on site replacement
Tri-City Glass	\$420.39-includes on site replacement
Bartlett Auto Glass	Closed until further notice due to COVID-19

Tri-City said if ordered today, they could possibly come and fix by Friday or by at least early next week. Safelite couldn't give me an exact day and time of replacement as I talked to a call center and said that I would have to book the appointment online. Bartlett was contacted and according to there answering machine they are closed at this time due to the COVID-19.

Please note that the window has a slider in it and only the panel behind the driver is broken but the whole window needs to be replaced for insurance and liability reasons, and per WisDOT safety standards, according to Horn Ford of Brillion, who was also consulted.

Brenda Stumpf
Recreation Coordinator

NOTE: See incident attached incident report



Incident Report Form

Statement of Purpose: This form serves as written documentation between Village Employee(s) and/or its Contractor(s) and the Village Administrator regarding non-typical occurrences of 'special significance' involving the Village's material assets, such as water and sewer main breaks, vehicle accidents, building damage, etc. It may be reproduced for distribution, such as to aid an insurance investigation, or inform the Village Board or Utility Commission.

Please be complete and concise with your remarks when describing the event(s) that occurred. Sign & date the report, and forward to the Administrator within 48 hours of occurrence.

Incident (provide brief description): Broken back window on 2015 Pickup Truck

Department: Park and Recreation Incident Date: 11-Apr, 2020

Employee: Brenda Stumpf Incident Time: 10:30 a.m.

Were other Village personnel or contractors involved: No / Yes (if 'Yes', who?) Yes, present at the time of incident was Ruth Sprangers, PRUT commission member

Describe the incident & your involvement, including times (use additional paper as necessary):

The Easter Egg Hunt for 2020 had been cancelled due to the COVID-19 situation. So, instead we took the Easter Bunny on a tour of Sherwood. In regards to doing something like this, I did get verbal approval from the PRUT chairman and written approval from the Village President prior to the event. The Easter Bunny (Ruth Sprangers) was in the back of the truck sitting on a folding chair, which happened to push back into the window of the pickup truck causing it to shatter. We were only traveling at 5mph. I was driving the pickup truck.

Employee: Brenda Stumpf
Submit date: 4-16-20

Administrator: [Signature]
Receipt date: 04/16/2020

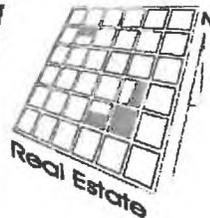
**AGREEMENT FOR
MAINTENANCE
ASSESSMENT SERVICES**

Prepared for the
Village of Sherwood
Calumet County

By

***Associated Appraisal
Consultants, Inc.***

Appleton ■ Hurley ■ Lake Geneva



**1314 W. College Avenue | P.O. Box 2111
Appleton, WI 54912-2111
Phone (920) 749-1995/Fax (920) 731-4158**

Lake Geneva Office
Walworth County
P.O. Box 1114
Lake Geneva, WI 53147-1114

Ironwood, Michigan Office
N10257 Lake Road
Ironwood, MI 4993

Hurley Office
Iron County
P.O. Box 342
Hurley, WI 54534-0342

AGREEMENT FOR MAINTENANCE ASSESSMENT SERVICES

This Agreement is by and between the **Village of Sherwood, Calumet County, State of Wisconsin**, a municipal corporation (hereafter "Municipality") and **ASSOCIATED APPRAISAL CONSULTANTS, INC.**, with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter "Assessor") as follows:

I. SCOPE OF SERVICES. All services rendered shall be completed in full accordance and compliance with Wisconsin Statutes, the *Wisconsin Property Assessment Manual* and all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue as of the date of this agreement. Additional scope of services performed by the Assessor are further described in Appendix A that is attached hereto and incorporated herein by reference.

INSPECTIONS. The following inspection cycle is to be completed by the Assessor annually:

- 1) New construction, annexed properties, and properties with a change in exemption status shall be physically inspected, and the property record card prepared or updated as needed.
- 2) Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected.
- 3) Improved properties under construction over a period of years shall be re-inspected.
- 4) All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure a fair assessment.
- 5) Requests for review by property owners, made after the close of the municipal Board of Review, and prior to signing the affidavit for the next assessment roll, shall be physically inspected during the current assessment cycle.
- 6) A classification review shall be conducted annually to determine eligibility for agricultural use value assessment and the assessment of agricultural forestland and undeveloped land.

A. PARCEL IDENTIFICATION. The legal description and size of each land parcel shall be contained in the existing property records. The drawings and measurements of each primary improvement shall be contained in the existing property records. For all new records, the Assessor shall provide digital drawings and digital photographs of each primary improvement. In the event of a discrepancy found in existing records, the Assessor shall investigate and correct the record.

B. PREPARATION OF RECORDS. Appropriate records shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessor shall supply to the Municipality a complete set of property records in a computer readable format compatible with the Municipality's computer system and update records within fourteen (14) days of final

adjournment of the Board of Review. Records shall be updated prior to open book and again to reflect any changes made at Board of Review.

C. APPROACH TO VALUE. Assessor shall assess all taxable real estate according to market value, as established by professionally acceptable appraisal practices, except where otherwise provided by law. Assessor shall consider the sales comparison approach, the cost approach and the income approach in the valuation of all property.

- 1) **Sales Comparison Approach.** Assessor will collect, compile and analyze all available sales data for the Municipality in order to become familiar with the prevailing market conditions and activity. A detailed analysis of sales data will be prepared, including a picture book of recent residential and agricultural sales. Vacant land sales will also be compiled and analyzed. In valuing property by the sales comparison approach, subject properties will be appraised through a detailed comparison to similar properties that have recently sold, making careful consideration of similarities and differences between the subject and comparable sale properties.
- 2) **Cost Approach.** The cost approach to value will be considered for all taxable improved property. Replacement costs for residential and agricultural improvements will be calculated per Volume II of the *Wisconsin Property Assessment Manual*. Replacement costs for commercial improvements will be calculated using Marshall & Swift valuation service. All accrued depreciation, including physical deterioration, functional obsolescence, and economic obsolescence will be accurately documented and deducted from current replacement costs.
- 3) **Income Approach.** Consideration of the income approach to value will be made when the income or potential income generated by the real estate is deemed likely to affect the property's resale value. Data to be analyzed will include economic rents, typical vacancy rates and typical operation expense ratios. In the valuation of property by the income approach, adequate records will be prepared, showing a reconstruction of income and expenses, as well as all calculations used to arrive at market value, including formulas and capitalization rates as appropriate to the type of property being appraised.

D. OPEN BOOK CONFERENCE. Upon completion of the Assessor's review of assessments and prior to completion of the assessment roll, the Assessor shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values. The Assessor shall mail a notice of assessment for each taxable parcel of property whose assessed value has changed from the previous year. The notice form used shall be that prescribed by the Department of Revenue, and include the time and place the open book conference(s) will be held. Mailing shall not be less than fifteen days prior to the first day of the conference for the convenience of property owners. The Assessor shall take the phone calls to schedule appointments for the open book conference as needed. The assessor shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two hours or as needed. Assessor shall provide the necessary staff to handle the projected attendance.

E. COMPLETION OF ASSESSMENT ROLL AND REPORTS. The Assessor shall be responsible for the proper completion of the assessment roll in accordance with current

statutes and the *Wisconsin Property Assessment Manual*. The Assessor shall provide final assessment figures for each property to the Municipality, and the roll shall be totaled to exact balance. Assessor shall prepare and submit all reports required of the Assessor by the Wisconsin Department of Revenue including: Municipal Assessment Report (MAR), the Tax Incremental District Assessment Report (TAR), and The Annual Assessment Report (AAR). Assessor shall follow the Uniform Standards of Professional Appraisal Practice (USPAP) as required by the Wisconsin Property Assessment Manual; postage is at the Municipality's expense.

F. BOARD OF REVIEW ATTENDANCE. Assessor shall attend all hearings of the Municipal Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Wisconsin Department of Revenue or a Circuit Court, Assessor shall be available upon request of Municipality to furnish testimony in defense of the values determined for up to eight employee hours per parcel. Testimony in excess of eight employee hours will require an addendum to this agreement. Assessor shall arrange and provide the Personal Property and Real Estate Assessment Roll for viewing by the public as prescribed in Chapter 5 of the Wisconsin Property Assessment Manual, as amended each year, and adhere to any county or Municipality business requirements as prescribed under Wis. Stat. § 70.09(3)(c). Any outside counsel services shall be provided and paid for by the Municipality as agreed upon by both parties.

G. PERSONAL PROPERTY ASSESSMENTS. The Assessor shall prepare and distribute annual personal property statements to all businesses; postage is at the Municipality's expense. By May 1st each year the Assessor will review statements and follow up with un-filed or incorrect statements. The Assessor shall determine the appropriate assessment. The Assessor shall exercise particular care so that personal property as a class on the assessment roll bears the same relation to statutory value as real property as a class.

H. PUBLIC REQUESTS. The Assessor shall timely respond to all open records requests received by the Assessor. In so doing, the Assessor shall comply with the confidentiality provisions of the law, including sec. 70.35(3), regarding the personal property return; sec. 70.47(7)(af), regarding income and expense information provided to the assessor and board of review; and sec. 77.265, the real estate transfer return.

I. AVAILABILITY. The Assessor shall maintain telephone service to receive calls from the Municipality or property owners five days a week from 8:00 a.m. to 4:30 p.m. excluding holidays and company paid time off. Internet communication is available twenty-four hours per day. The Assessor shall timely respond to all telephone inquiries within two working days or sooner. The Assessor shall copy the municipal clerk on those issues that have been raised to the clerk or board and subsequently passed on to the Assessor. Assessor shall be available to attend Village meetings at the request of the Municipality for up to two (2) hours annually not including annual assessment required meetings. Any additional meetings the Assessor shall be asked to attend beyond two (2) hours shall be compensated at the customary rates charged by the Assessor.

J. MUNICIPAL RECORDS. The Municipality shall allow access and make available to the Assessor municipal records such as, but not limited to, previous assessment rolls and records, sewer and water layouts, permits, tax records, records of special assessments, plats, and any other maps currently in the possession of the Municipality at no cost.

K. MAPS. Municipality shall provide at no cost to Assessor any plat maps, zoning maps, cadastral maps, or other maps currently in the possession of the Municipality. If such maps

necessary for our work are not in the possession of the Municipality, Assessor shall obtain them from the County surveyor, Register of Deeds, or other sources at the Municipality's expense.

II. GENERAL REQUIREMENTS

A. **OATH OF OFFICE.** As the Assessor is a corporation, the person designated as responsible for the assessment shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to Section 19.01, Wis. Stats. and be filed with the Municipal Clerk prior to commencing duties. Assessor shall assume the appointed office of Village assessor as per Wisconsin Statutes 70.05 (1) for the duration of this contract and shall perform all statutory duties appertaining to such office. As such the Municipality shall hold harmless the Assessor from all claims and liabilities relating to the assessment or taxation of property, including but not limited to claims made under Statutes 74.35, 74.37 and circuit court claims, unless otherwise specified in this agreement and except for liabilities incurred pursuant to Wis. Stats. s. 70.501 relating to fraudulent valuations.

B. **QUALIFICATIONS AND CONDUCT OF PERSONNEL.** The Assessor shall provide at its own expense any personnel necessary and shall comply with the following:

- 1) All personnel providing services shall be currently certified in compliance with Sec. 70.05 and 73.09, Wis. Stats. and the administrative rules prescribed by the Wisconsin Department of Revenue.
- 2) Assessor's field representatives shall carry photo identification cards.
- 3) All employees, agents, or representatives of the Assessor shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
- 4) The Assessor shall review any complaint relative to the conduct of the Assessor's employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessor's employees unsatisfactory, the Assessor shall, for good cause, remove such employees from work upon written request by Municipality.

C. **ASSESSOR PROVIDED INSURANCE AND INDEMNITY.** The Assessor agrees as follows:

- 1) The Assessor shall obtain and maintain during the term of this contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include:
 - (a) Workers Compensation State of Wisconsin requirements
 - (b) General Liability

General Aggregate	\$ 2,000,000
Products/Completed Operations	\$ 1,000,000
Each Occurrence	\$ 1,000,000
Personal & Advertising	\$ 1,000,000

Fire Damage \$ 100,000
Medical Expense \$ 10,000

(c) Comprehensive Auto Liability

Combined Single Limit \$ 1,000,000

- 2) The Assessor shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day advance notice of cancellation to the Municipality. The Assessor shall timely pay all insurance premiums.
- 3) Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessor within the Municipality shall be assumed by that Assessor.

D. OWNERSHIP OF RECORD. All records prepared or maintained in connection with assessments in the Municipality shall at all times be and remain the sole property of the Municipality, including (a) all records prepared in connection with assessments in the Municipality including, but not limited to property records, personal property forms, maps, and any other schedules or forms, (b) all records and materials obtained from the municipality and not previously returned to include maps, and Assessor's records, and (c) materials specifically obtained and/or used for performance of assessment work for the Municipality, to include aerial photos, maps, depth factor tables, copies of leases, correspondence with property owners, sales data, copies of real estate transfer returns, and operating statements of income property, and (d) if the record system is computerized, at a minimum, provide that the software be able to create an exportable text file of data.

III. TERM AND TERMINATION

A. TERM. The term of this Contract is for the 2020 assessment year. The assessor shall have completed all work under this agreement on or before the fourth Monday in April or 45 days thereafter, excluding appearances beyond the Board of Review. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.

B. TERMINATION. Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract upon sixty (60) days written notice to the other party. Upon termination by either party, Assessor shall deliver to the Municipality all records and materials in Assessor's possession used or created during this Contract. During the 60-day wind down period, both Assessor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

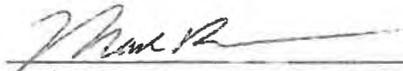
C. AUTOMATIC RENEWAL. This Agreement will automatically renew for successive annual assessment years unless either party, on or before July 1 of the preceding year, notifies the other party by certified mail of their desire to non-renew

per Village Board Stanke TTC.
Mtg - 10/14/2019 "Auto Renewal" RGF

IV. COMPENSATION

- A. The Municipality shall pay the Assessor **Ten Thousand Six-Hundred Dollars (\$10,600.00) for the 2020** assessment year for maintenance services; plus, **Ten Dollars (\$10.00)** for each personal property account.
- B. The compensation due the Assessor shall be paid in monthly installments throughout the 2020 assessment year.
- C. The Municipality shall not be billed for mileage, supplies or travel expenses unless otherwise specified in this agreement and/or addenda. Invoicing for personal property accounts will be sent in December each year. All postage costs shall be at the Municipality's expense.
- D. Additional compensation that may be due to the Assessor as a result of services that are beyond the scope of this agreement will be invoiced in the month subsequent to the month in which the services were provided.
- E. **Optional Website Posting:** The Municipality shall have the option to post their assessment data on our website for an additional cost of a penny and a half per parcel per month ($\$0.015 * 1,635 = \24.53) payable to a third-party vendor. Should the parcel count change, this cost would decrease or increase at the rate of \$.015 per parcel. ***** Please initial yes or no to post data to the website. *****
Yes EBF . No

V. SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

04/22/2019
Date



Authorized Signature
Village of Sherwood

10-14-19
Date

**APPENDIX A
ADDITIONAL SCOPE OF SERVICES**

This Appendix A is attached to and incorporated into the agreement for maintenance assessment services made by and between the **Village of Sherwood, Calumet County, State of Wisconsin**, a municipal corporation (hereafter "Municipality")

AND

ASSOCIATED APPRAISAL CONSULTANTS, INC., with its principal office at 1314 W. College Avenue, Appleton, WI 54914 (hereafter "Assessor").

In consideration of the promises and agreements hereinafter set forth, and in consideration of the execution of those promises, both parties agree to the following:

2020 INTERIM MARKET UPDATE

- I. **SCOPE OF SERVICES.** This optional service shall be provided only upon request by the Municipality. Assessor shall perform an interim market update revaluation of all taxable real estate for the 2020 assessment year during this additional scope of services agreement.

- II. **DURATION.** Assessor shall complete all work on or before September 30th of the year in which the interim market revaluation service is conducted. If unforeseen circumstances delay the completion of work, an extension will be granted upon mutual agreement.

- III. **COMPENSATION**
This additional scope of services agreement runs simultaneously with the 2020 Agreement for Maintenance Assessment Services. The Municipality shall pay the Assessor an additional Twenty-Four Thousand Dollars (\$24,000.00) during the interim market update revaluation assessment year.
 - A. The compensation due the Assessor shall be paid in monthly installments throughout the interim market revaluation assessment year.

SIGNATURES



Mark Brown
President
Associated Appraisal Consultants, Inc.

4/22/2019

Date



Authorized Signature
Village of Sherwood

10-14-19

Date

Randy Friday

From: bobmarbenz7@aol.com
Sent: Wednesday, March 04, 2020 1:51 PM
To: jlaux2@new.rr.com; Randy Friday
Subject: Fwd: Champion Center Thank You

Randy, will you include on the agenda for 4/13?

-----Original Message-----

From: Pam Seidl <pseidl@foxcities.org>
To: bobmarbenz7 <bobmarbenz7@aol.com>
Sent: Wed, Mar 4, 2020 11:33 am
Subject: Re: Champion Center Thank You

OK. Soooooo, I'm booked a lot of the Mondays in March, how about Monday, April 13th?

Pam

Pam Seidl

Executive Director
Fox Cities Convention & Visitors Bureau
3433 W. College Ave, Appleton, WI 54914
920.734.3358 | 800.236.6338 | foxcities.org

GREATER **FOX**
CITIES
■ APPLETON WI



On Wed, Mar 4, 2020 at 8:30 AM <bobmarbenz7@aol.com> wrote:
See the response from Joyce.

-----Original Message-----

From: Joyce Laux <jlaux2@new.rr.com>
To: bobmarbenz7 <bobmarbenz7@aol.com>
Sent: Tue, Mar 3, 2020 8:51 pm
Subject: RE: Champion Center Thank You

Bob,

I think it would be great to hang the framed poster at the village office in one of the hallways. I think it would also be great for Pam to present it at one of our board meetings. Be sure it is a meeting that you are in attendance as well.

Thanks for asking.

From: bobmarbenz7@aol.com [mailto:bobmarbenz7@aol.com]
Sent: Monday, March 02, 2020 1:04 PM
To: jlaux2@new.rr.com
Subject: Fwd: Champion Center Thank You

Joyce, any suggestions?

-----Original Message-----

From: Pam Seidl <pseidl@foxcities.org>
To: bobmarbenz7 <bobmarbenz7@aol.com>
Sent: Wed, Feb 19, 2020 5:48 pm
Subject: Champion Center Thank You

Hi Bob,

I have a framed poster from the ribbon cutting of the Community First Champion Center as a thank you to the Village of Sherwood.

I've been reaching out to all 10 municipalities regarding presentation. I can just drop it off to you or bring it to a Board meeting and thank the Board in public comments -- whatever you want really.

I don't think it needs to be a formal presentation by any means, but I've been letting the municipalities take the lead on how they want it presented. Several have asked that I come to a meeting to present.

Please let me know your preference.

Thanks,

Pam

Pam Seidl

Executive Director

Fox Cities Convention & Visitors Bureau

3433 W. College Ave, Appleton, WI 54914

920.734.3358 | 800.236.6338 | foxcities.org

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CITIES**
■ APPLETON WI



SHERWOOD MARCH 2020

2020	841	842	824	826	827	829	834	835	838	839	840	TOTAL	MARCH	COMPLAINTS:	
HOURS WORKED	3.5	2.5	3	3.3	1.5	1.8	5.6	2.5	1	4.9	2	31.6	HOURS WORKED	SUSPICIOUS VEHICLE	1
DAILY MILES	27	24	22	22	19	16	19	9	7	28	17	210	DAILY MILES	ORDINANCE	1
COMPLAINT HRS	0.3	0.1		0.4						0.3	0.2	1.3	COMPLAINT HRS	RECKLESS DRIVER	1
FOLLOW UP HRS												0	FOLLOW UP HRS	HAZARD	1
ACCIDENT INV HRS												0	ACCIDENT INV HRS	ANIMAL	1
ACC FOLLOW UP HRS												0	ACC FOLLOW UP HRS	SUSPICIOUS SITUATION	1
AGENCY ASSIST HRS												0	AGENCY ASSIST HRS		
SHERIFF COMPL. INV.	2	1		1						1	1	6	SHERIFF COMPL. INV.		
SHERIFF FOLLOW UP												0	SHERIFF FOLLOW UP		
SHERIFF ASSIST												0	SHERIFF ASSIST		
REPORT ACCIDENT												0	REPORT ACCIDENT		
NONREPORTABLE												0	NONREPORTABLE		
ACCIDENT FOLLOW UP												0	ACCIDENT FOLLOW UP		
ACCIDENT ASSIST												0	ACCIDENT ASSIST		
AGENCY ASSISTS												0	AGENCY ASSISTS		
CITIZEN ASSIST												0	CITIZEN ASSIST		
MOTORIST ASSIST												0	MOTORIST ASSIST		
PROPERTY CHECKS		1	2		2					3		8	PROPERTY CHECKS		
ARRESTS												0	ARRESTS	ARRESTS:	
WARRANT ATTEMPT												0	WARRANT ATTEMPT		
TRAFFIC CITS.	1											1	TRAFFIC CITS.		
ORD. CITS.												0	ORD. CITS.		
JUV ALCOHOL CITS.												0	JUV ALCOHOL CITS.		
O. W. I. ARRESTS												0	O. W. I. ARRESTS		
WRITTEN WARNINGS	2		1									3	WRITTEN WARNINGS		
15 DAYS												0	15 DAYS		
PARKING CITS.												0	PARKING CITS.		
HOUSE ALARM												0	HOUSE ALARM		
BUSINESS ALARM												0	BUSINESS ALARM		
ALARM ASSIST												0	ALARM ASSIST		
AMB. ASSIST												0	AMB. ASSIST		
FIRE ASSIST												0	FIRE ASSIST		

P 28

Agencies: CA
 Start Date: 3/1/2020 12:00:00 AM
 End Date: 4/1/2020 12:00:00 AM

Incident Search & Group by City

Data from FoxComm and Calumet systems (4/8/2014 9:55 am to Present)

City/Town(s): VILLAGE OF SHERWOOD
 Type(s): Various

Incident	Incident Date	Location	City	Incident Type	Primary	Area	All Dispos
CA20030100002290	3/1/2020 11:57:51 AM	W5154 NATURES WAY DR	VILLAGE OF SHERWOOD	DAMAGE	C840WP	CAN	003
CA20030100002307	3/1/2020 8:58:34 PM	W471 VETERANS AV	VILLAGE OF SHERWOOD	SUSVEH	C844GB	CAN	003
CA20030500002409	3/5/2020 8:59:00 AM	N312 MILITARY RD	VILLAGE OF SHERWOOD	CIVILP	C826JH	CAN	007, 003
CA20030700002496	3/7/2020 7:56:54 AM	N506 MILITARY RD	VILLAGE OF SHERWOOD	911HAN		CAN	003
CA20030700002501	3/7/2020 10:48:51 AM	PIGEON RD / FOX LN	VILLAGE OF SHERWOOD	TSTOP	C844GB	CAN	005
CA20030700002502	3/7/2020 11:26:58 AM	W4690 CASTLE DR	VILLAGE OF SHERWOOD	ORDINA	C844GB	CAN	003
CA20030700002503	3/7/2020 12:04:21 PM	N561 ROBINHOOD WAY	VILLAGE OF SHERWOOD	911HAN	C844GB	CAN	003
CA20030700002520	3/7/2020 9:39:29 PM	W4945 SUNSET LAKE CT	VILLAGE OF SHERWOOD	WELFAR	C829SF	CAN	003, 003, 003
CA20030900002581	3/9/2020 3:02:54 PM	W4890 BRIDLE RD	VILLAGE OF SHERWOOD	CIVILP	C829SF	CAN	007, 007, 003
CA20030900002582	3/9/2020 3:49:30 PM	N7663 PIGEON RD	VILLAGE OF SHERWOOD	ASSTCITIZ		CAN	003
CA20030900002583	3/9/2020 7:08:49 PM	N7630 STATE PARK RD	VILLAGE OF SHERWOOD	ASSTAGENCY	C829SF	CAN	003
CA20031000002623	3/10/2020 5:11:56 PM	MILITARY RD / CTH B	VILLAGE OF SHERWOOD	ACCIDE	C824JM	CAN	010
CA20031000002639	3/10/2020 10:37:36 PM	W4865 GUERNSEY DR	VILLAGE OF SHERWOOD	WELFAR	C842JF	CAN	003, 003
CA20031100002678	3/11/2020 9:01:13 PM	HWY 114 / HIGH CLIFF RD	VILLAGE OF SHERWOOD	TSTOP	C840WP	CAN	006
CA20031100002679	3/11/2020 9:19:01 PM	W4958 GOLF COURSE RD	VILLAGE OF SHERWOOD	911AST	C840WP	CAN	003
CA20031200002692	3/12/2020 7:21:01 AM	W4690 CASTLE DR	VILLAGE OF SHERWOOD	SUSPER	C834DK	CAN	002
CA20031300002714	3/13/2020 3:15:53 AM	N7601 LOWER CLIFF RD	VILLAGE OF SHERWOOD	HAZARD	C842JF	CAN	003
CA20031400002763	3/14/2020 9:08:05 AM	HWY 55 / HWY 114	VILLAGE OF SHERWOOD	LOSTFO		CAN	007
CA20031400002767	3/14/2020 11:05:40 AM	N7510 HWY 114	VILLAGE OF SHERWOOD	JUVENI	C825JT	CAN	003
CA20031400002769	3/14/2020 12:59:53 PM	W4920 SUNSET LAKE CT	VILLAGE OF SHERWOOD	WELFAR	C834DK	CAN	003
CA20031400002782	3/14/2020 7:53:47 PM	VETERANS AV / CASTLE DR	VILLAGE OF SHERWOOD	TSTOP	C824JM	CAN	006
CA20031500002808	3/15/2020 11:43:15 AM	W4734 PALMER CT	VILLAGE OF SHERWOOD	911HAN		CAN	003
CA20031500002811	3/15/2020 12:31:37 PM	N7705 PIGEON RD	VILLAGE OF SHERWOOD	ANIMAL	C826JH	CAN	003
CA20031600002847	3/16/2020 5:00:16 PM	N7630 STATE PARK RD	VILLAGE OF SHERWOOD	MOTOR	C827JK	CAN	003
CA20031700002866	3/17/2020 7:46:38 AM	W4945 SUNSET LAKE CT	VILLAGE OF SHERWOOD	DOMEST	C821BK	CAN	005
CA20031800002911	3/18/2020 3:29:17 PM	W443 VETERANS AV	VILLAGE OF SHERWOOD	FRAUD	C832ME	CAN	010
CA20031800002916	3/18/2020 11:02:50 PM	W180 KINGS WAY	VILLAGE OF SHERWOOD	MEDICA		CAN	003
CA20032000002963	3/20/2020 1:12:27 PM	N8016 PIGEON RD	VILLAGE OF SHERWOOD	CIVIL	C825JT	CAN	003, 003

Report Name: /Custom Reports/CAD Reports/Incident Lists/Incident Search and Group by City
 Run Date: 4/20/2020 11:09:56 AM

Agencies: CA
 Start Date: 3/1/2020 12:00:00 AM
 End Date: 4/1/2020 12:00:00 AM

Incident Search & Group by City

Data from FoxComm and Calumet systems (4/8/2014 9:55 am to Present)

City/Town(s): VILLAGE OF SHERWOOD

Type(s): Various

CA2003200002976	3/20/2020 8:53:03 PM	W4834 QUESTA CT	VILLAGE OF SHERWOOD	FIRECA	C827JK	CAN	003
CA20032100002984	3/21/2020 7:53:03 AM	W471 VETERANS AV	VILLAGE OF SHERWOOD	SUSPER	C834DK	CAN	003
CA20032100003000	3/21/2020 8:02:52 PM	HWY 114 / HIGH CLIFF RD	VILLAGE OF SHERWOOD	MOTOR	C844GB	CAN	003, 007, 003
CA20032200003012	3/22/2020 8:32:16 AM	W5129 PARK DR	VILLAGE OF SHERWOOD	911AST		CAN	003
CA20032200003015	3/22/2020 11:05:01 AM	W420 STUMPF AV	VILLAGE OF SHERWOOD	MOTOR		CAN	003
CA20032200003021	3/22/2020 3:57:15 PM	N7630 STATE PARK RD	VILLAGE OF SHERWOOD	ANIMAL	C840WP	CAN	004
CA20032200003026	3/22/2020 6:04:37 PM	N7630 STATE PARK RD	VILLAGE OF SHERWOOD	SUSSIT	C839KM	CAN	003
CA20032200003033	3/22/2020 9:28:20 PM	N7630 STATE PARK RD	VILLAGE OF SHERWOOD	SUSSIT	C840WP	CAN	003
CA20032300003052	3/23/2020 4:25:06 PM	N7630 STATE PARK RD	VILLAGE OF SHERWOOD	MOTOR	C824JM	CAN	003
CA20032400003074	3/24/2020 12:08:15 PM	HIGH CLIFF RD / HWY 114	VILLAGE OF SHERWOOD	TSTOP	C844GB	CAN	006
CA20032400003086	3/24/2020 6:21:23 PM	W5261 ARBOR VITAE CT	VILLAGE OF SHERWOOD	MEDICA	C836CH	CAN	003
CA20032400003089	3/24/2020 9:00:44 PM	W4823 CLIFFVIEW DR	VILLAGE OF SHERWOOD	FIRECA	C839KM	CAN	003
CA20032600003137	3/26/2020 8:54:12 PM	N7839 LAKESHORE LN	VILLAGE OF SHERWOOD	911AST	C844GB	CAN	003
CA20032600003139	3/26/2020 9:30:36 PM	LAKE BREEZE DR / PALMER CT	VILLAGE OF SHERWOOD	TSTOP	C844GB	CAN	003, 005
CA20032700003153	3/27/2020 4:31:21 PM	N286 MILITARY RD	VILLAGE OF SHERWOOD	MEDICA		CAN	004
CA20032800003169	3/28/2020 3:24:41 AM	N583 MILITARY RD	VILLAGE OF SHERWOOD	911HAN	C820DG	CAN	003
CA20032800003177	3/28/2020 2:23:46 PM	W479 CLIFTON RD	VILLAGE OF SHERWOOD	LOSTFO	C824JM	CAN	010, 003
CA20032900003202	3/29/2020 4:30:31 PM	N7630 STATE PARK RD	VILLAGE OF SHERWOOD	MOTOR		CAN	003, 003
CA20033000003210	3/30/2020 6:59:32 AM	N7630 STATE PARK RD	VILLAGE OF SHERWOOD	DAMAGE	C834DK	CAN	001
CA20033100003224	3/31/2020 8:30:00 AM	W5035 BIRCHWOOD DR	VILLAGE OF SHERWOOD	911HAN		CAN	003
CA20033100003225	3/31/2020 9:52:05 AM	N7725 PALISADES TR	VILLAGE OF SHERWOOD	MEDICA	C826JH	CAN	003

Total City Count: 49

49

P 30

March 29, 2020

Village of Sherwood
W482 Clifton Rd
Sherwood, WI 54169

To:
Randy Friday, Village Administrator
Village Trustees
Plan Commission Members

RECEIVED

APR 9 2020

V. SHERWOOD TREASURER

(Handwritten mark)

Note: Received post-submittal date for open-burning request to K-Saldos (11)

As Sherwood residents since the early 1980's, we have watched our Village grow from a rural setting to one that is now predominantly residential. The plans for future development will encourage more residential growth. The Village has codes in place regarding public nuisances (including those affecting health) and loud and unnecessary noise. As more residents will be living in close proximity to their neighbors, we believe that it is time to seriously consider enacting legislation regarding open fires within the Village limits.

(Handwritten mark)

As much as we would like to address the Planning Committee and the Village Board in person, the current Wisconsin Safer at Home order makes that impossible. Being in an older age demographic with pre-existing medical conditions has put one of us in precautionary at-home quarantine (now in week 4), and has had the other of us practicing safe social distancing with limited exposure to other people. Therefore, we are submitting this letter in hopes that our thoughts on the subject be brought to the attention of Village officials that will take them into consideration for the betterment of the community as a whole.

It was good to see the code reminders listed in the April 2020 edition of the Village of Sherwood News. Although the reminder to be courteous to your neighbors with regard to nuisances and smoke is commendable, we don't think it has much merit as there is nothing in the current code specific to recreational fires. We would love to be able to keep windows open to enjoy the fresh air during the warmer months, but have been forced to spend more time than we would like closed up in the house or in air conditioning because of smoke and its associated smell permeating the air.

When people have recreational fires in their yard, it's common practice to sit upwind and not in the path of the smoke. Winds often move smoke to a neighbor's yard, where they generally do not have the option of moving out of the path of the smoke. We have good neighbors that always check weather, wind speed and direction before starting a fire. We also have neighbors that seem to be oblivious to weather conditions and the comfort of their neighbors when lighting their recreational fires. We have spoken with them about the situation to no avail. One conversation ended when we were instructed to go into our house, close the windows and quit complaining if we didn't like their fire. On two occasions we contacted the Sheriff's Department regarding a neighbor's fire that forced us to go indoors and close all of the windows to escape from the smoke permeating our yard and home. The deputy's response on both occasions was that there

was nothing that they could do about it other than to speak with the neighbors because there is no specific ordinance in place regarding recreational fires.

We think that residents should be able to have recreational fires in their yards. We also think that residents should be able to sit outside in their yards and enjoy the fresh air without having to deal with inhaling wood smoke from a fire not of their making. These things don't necessarily have to be mutually exclusive if some common sense measures are addressed in the Village Code.

We are familiar with the open burning ordinances in-force in our neighboring communities of Little Chute, Appleton, Menasha and Neenah. Consideration might be given to the following items when compiling a code for open burning within the Village limits:

- Requiring a fee for burning permits
- Structural specifications for portable or permanent fire pits
- Specification for placement of fire pits away from buildings and other structures
- Acceptable hours for burning
- Weather restrictions, particularly a maximum wind speed for allowed burning
- A caveat that a recreational fire not create a nuisance for neighboring property owners

We would appreciate it if appropriate consideration be given to adding a section to the current municipal code that specifically addresses guidelines for open burning and recreational fires within the Village limits.

Sincerely,
Thomas and Mary Jo Kosiorek
W200 Kings Way
Sherwood, WI 54169
(920) 858-8457

Gov. Evers Directs DHS to Extend Wisconsin's Safer at Home Order

MADISON — Gov. Tony Evers today directed Wisconsin Department of Health Services (DHS) Secretary-designee Andrea Palm to extend the Safer at Home order **from April 24, 2020 to 8 a.m. Tuesday, May 26, 2020, or until a superseding order is issued**. The order implements some new measures to ensure safety and support the progress we've made in containing COVID-19, but also allows certain activities to start up again. The order is available [here](#).

"A few weeks ago, we had a pretty grim outlook for what COVID-19 could mean for our state, but because of the efforts of all of you, Safer at Home is working. That said, we aren't out of the woods just yet," said Gov. Evers. "As I've said all along, we are going to rely on the science and public health experts to guide us through this challenge. So, as we extend Safer at Home, I need all of you to continue doing the good work you've been doing so we can keep our families, our neighbors, and our communities safe, and get through this storm together."

"Before we lift Safer at Home, the steps of testing and more robust public health measures must be in place," explained Secretary-designee Palm. "These steps will help us reduce the risk of a second wave of the virus. If we open up too soon, we risk overwhelming our hospitals and requiring more drastic physical distancing measures again."

The extension of the Safer at Home order includes a few changes. Some changes allow more businesses and activities to open back up, while other changes help make businesses safer for employees and customers. The changes in this order include:

Businesses and activities ramping up service and operations:

- Public libraries: Public libraries may now provide curbside pick-up of books and other library materials.
- Golf Courses: Golf courses may open again, with restrictions including scheduling and paying for tee times online or by phone only. Clubhouses and pro shops must remain closed.
- Non-essential Businesses: Non-essential businesses will now be able to do more things as Minimum Basic Operations, including deliveries, mailings, and curbside pick-up. Non-essential businesses must notify workers of whether they are necessary for the Minimum Basic Operations.
- Arts and Crafts Stores: Arts and craft stores may offer expanded curbside pick-up of materials necessary to make face masks or other personal protective equipment (PPE).
- Aesthetic or Optional Exterior Work: Aesthetic or optional exterior law care or construction is now allowed under the extended order, so long as it can be done by one person.

Safe Business Practices:

- Safe Business Practices for Essential Businesses and Operations: Essential Businesses and Operations must increase cleaning and disinfection practices, ensure that only necessary workers are present, and adopt policies to prevent workers exposed to COVID-19 or symptomatic workers from coming to work.

- Safe Business Practices for Retailers that Essential Businesses and Operations: Retail stores that remain open to the public as Essential Businesses and Operations must limit the number of people in the store at one time, must provide proper spacing for people waiting to enter, and large stores must offer at least two hours per week of dedicated shopping time for vulnerable populations.
- Supply Chain: Essential Businesses and Operations that are essential because they supply, manufacture, or distribute goods and services to other Essential Businesses and Operations can only continue operations that are necessary to those businesses they supply. All other operations must continue as Minimum Basic Operations.

Other changes include:

- Schools: Public and private K-12 schools will remain closed for the remainder of the 2019-2020 school year.
- Local parks and open space: Local health officials may close public parks and open spaces if it becomes too difficult to ensure social distancing or the areas are being mistreated.
- Travel: People are strongly encourage to stay close to home, not travel to second homes or cabins, and not to travel out-of-state if it is not necessary.
- Tribal Nations: Tribal Nations are sovereign over their territory and can impose their own restrictions. Non-tribal members should be respectful of and avoid non-essential travel to Tribal territory. Local government must coordinate, collaborate, and share information with Tribal Nations.
- Duration: The changes in this order go into effect on April 24, 2020. The order will remain in effect until 8 a.m. on May 26, 2020.

If you have questions, a Frequently Asked Questions (FAQ) document is available [here](#) for your review.

The public should continue to follow simple steps to avoid exposure to the virus and prevent illness including:

- Avoiding social gatherings with people of all ages (including playdates and sleepovers, parties, large family dinners, visitors in your home, non-essential workers in your house);
- Frequent and thorough hand washing with soap and water;
- Covering coughs and sneezes;
- Avoiding touching one's face; and
- Staying home.

This is a rapidly evolving situation, and we encourage you and the public to frequently monitor the [DHS website](#). We encourage you to follow @DHSWI on [Facebook](#), [Twitter](#), or dhs.wi on [Instagram](#). Additional information can be found on the [CDC website](#). Read Emergency Order #28 - Safer at Home [here](#).

Emergency Order #28 FAQs [here](#).

This information will be added to the [League's Emergency Orders - State page](#).

Received/Printed/Posted: April 16, 2020