

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**January 20, 2016**

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

<b>Present</b> <i>Julie Brinkman</i> <i>Stacy Gedman</i> <i>Tom Jack</i> <i>Larry Miller</i> <i>Ruth Sprangers</i>	<b>Absent</b> <i>Matt Gehl</i> <i>Rich Storey</i> <b>Others Present</b> <i>Randy Friday, Administrator</i> <i>Brenda Stumpf, Recreation Coordinator</i> <i>Kathy Mader, Finance/Utility Clerk</i>
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- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – *Gedman moved to approve the agenda. Sprangers seconded. Motion carried.*
  
- 4) Approval of Minutes: November 18, 2015 (Regular Meeting) – *Miller moved to approve the November 18, 2015 minutes. Gedman seconded. Motion carried.*
  
- 5) Registered citizen comments on agenda items – *None*
  
- 6) Chairperson Report: Info only – *Jack stated the scheduled 2015 Winterfest was cancelled due to warm and wet weather and is not expected to be rescheduled.*
  
- 7) Recreation Coordinator Report: Info Only
  - a) Wanick Park Pond Aerator-Test Results – *Per invoice (12/17/15), Aquatic Biologists, Inc. noted on invoice that at current date no aeration is needed to sustain fish but does recommend a winter site visit to complete another Dissolved Oxygen Profile.*
  
  - b) Facility Usage FY2015 – *Reviewed usage breakdown of the facilities.*
  
  - c) AED Update - *Stumpf said that she received information from a representative of Gold Cross Ambulance Service as to recommendation for AED. Stumpf reported that the village has received donated funds to purchase one of the AED. Stumpf will request Gold Cross Ambulance Service representative to suggest where to place the AED at the Wanick Choute Park Pavilion.*
  
  - d) Pickleball-Survey – *Stumpf stated that the request to place the survey in the December newsletter was not timely. The survey will be placed in the 2016 second quarter newsletter (April – June) which will be mailed the latter part of March.*
  
- 8) Old Business:
  - a) PT Employee Job Description - *Stumpf was instructed to remove “indoor” referenced information from the work environment portion of the Job Description, add age requirement (18 +) to the Job Description if deemed required by insurance to drive*

*village equipment (i.e. food truck), and a wage of \$10 was suggested. PRUT members were requested to send any other suggestions to the Recreation Coordinator so the Job Description can be finalized at the February meeting.*

b) Begin Review of Concession Stands; Trailer, equipment for summer 2016 - *Stumpf shared photos of a trailer she visited (specs of trailer included in packet). Stumpf suggested the PRUT consider what concessions they suggest be sold from the food truck, the storage needed, and preference of electric versus gas. Jack stated that he spoke to a local carnival vendor and received several good food and beverage suggestions for the food truck. Jack also stated the local carnival vendor stressed the probable requirement to involve the Wisconsin Department of Health and related training dependent upon food choices to sell.*

9) New Business:

a) Wanick Park Tree Planting: Consider Wolfrath's final billing & Donation – ***Miller moved to approve to accept the \$2500 donation and approve the \$2874.03 balance due amount. Brinkman seconded. Motion carried.***

b) Signage for Miller Pond Reforestation Project - *Commission agreed the presented "sign" information is too wordy. Stumpf instructed to bring updated design to the February meeting; suggested wording, "Replanted with Native Species, Watch Your Forest Grow".*

c) Trail Connection (Forest Subdivision to American Legion Park) - *Friday stated this is for discussion only at this time. Friday will speak to representatives of J & E Construction regarding the possible purchase of land which, currently, separates the two village parcels shown.*

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Discussion not on agenda - Stumpf posed the possibility of moving the PRUT meeting to the third Monday of the month since the Utility Commission was dissolved. The item will be placed on the February agenda. No action taken.

10) Correspondences – *None*

11) Adjournment – ***Brinkman moved to adjourn at 8:29 p.m. Sprangers seconded. Motion carried.***

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<b>Present</b>	<b>Absent</b>
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Discussion not on agenda - Stumpf posed the possibility of moving the PRUT meeting to the third Monday of the month since the Utility Commission was dissolved. The item will be placed on the February agenda. No action taken.

10) Correspondences – *None*

11) Adjournment – ***Brinkman moved to adjourn at 8:29 p.m. Sprangers seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk