

Park, Recreation and Urban Tree Board Special Meeting Minutes
March 21, 2016

- 1) Call to Order and Roll Call – *Chairman Jack called the meeting to order at 6:31 p.m. with roll call:*

<i>Present</i> <i>Julie Brinkman</i> <i>Stacy Gedman</i> <i>Tom Jack</i> <i>Larry Miller</i> <i>Ruth Sprangers</i> <i>Rich Storey</i>	<i>Absent</i> <i>Matt Gehl</i> <i>Others Present</i> <i>Brenda Stumpf, Recreation Coordinator</i> <i>Randy Friday, Administrator</i> <i>Kathy Mader, Finance/Utility Clerk</i>
--	---

- 2) Pledge of Allegiance – *Recited*

- 3) Approval of the Agenda – *Miller moved to approve the agenda. Gedman seconded. Motion carried.*

- 4) Approval of Minutes: February 17, 2016 (Special Meeting) – *Sprangers moved to approve the February 17, 2016 minutes. Brinkman seconded. Motion carried.*

- 5) Registered citizen comments on agenda items – *None*

- 6) Chairperson Report: Info only – *None*

- 7) Recreation Coordinator Report: Info Only
 - a) NEWPRO Mtg-Recap – *Stumpf reported that discussion included AEDs, Text Alert Systems, and information regarding seasonal and part-time employees.*

 - b) Easter Egg Hunt – *Stumpf stated seventy participants are registered as of today's date.*

- 8) Old Business:
 - a) PT Employee Job Description – *Consensus that Stumpf did a good job completing the job description requirements. Miller moved to recommend Village Board approval of the PT Employee Job Description as presented. Sprangers seconded. Motion carried. Miller requested Stumpf, if approved by Village Board, to send the approved description to Fox Valley Technical College for advertisement/student consideration.*

 - b) Concession Stands; Trailer, equipment for Summer 2016 (Background, Projections, Operating Budget, WPRA survey-Concessions revenues, Notes from a local concessionaire, Additional items needed, Weather stats for last 5 years.) – *Sprangers moved to recommend Village Board approval of purchase of 16' food trailer, per approved 2016 budget; to be designed and outfitted to sell intended concession items at the Wanick Choute Park. Miller seconded. Motion carried. Further*

discussion included possible job description for individual to be exclusive concession worker in the trailer. Gedman opined this position could be self-supporting. Friday stated items will be purchased locally if financially feasible but suggests best price comparison. Stumpf stated that she had previously spoken to representatives of Dick's Family Foods and was told that they cannot compete with wholesale store prices for candy.

Stumpf was directed to inquire with the County Health and Ag Departments to verify whether or not not-for-profit have direct scrutiny regarding food sales.

Stumpf requested PRUT members to be present for the March 28, 2016 Village Board meeting in support of the food trailer approval. Several members said they would be present.

9) New Business – *None*

10) Correspondences - *N/A*

11) Adjournment – ***Sprangers moved to adjourn at 8:15 p.m. Gedman seconded. Motion carried.***

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