

**Park, Recreation and Urban Tree Board Special Meeting  
February 17, 2016**

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

***Present***

*Julie Brinkman*

*Stacy Gedman*

*Matt Gehl*

*Tom Jack*

*Larry Miller*

*Rich Storey*

*Ruth Sprangers*

***Absent***

*Kathy Mader, Finance/Utility Clerk*

***Others Present***

*Brenda Stumpf, Recreation Coordinator*

*Valerie Seidel, Office Coordinator*

- 2) Pledge of Allegiance.
- 3) Approval of the Agenda. – ***Gedman moved to approve the agenda. Sprangers seconded. Motion carried.***
- 4) Approval of Minutes: January 20, 2015 (Regular Meeting) – ***Gedman moved to approve the agenda. Miller 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 – *Recreation Coordinator attended monthly WPRA spinoff group (Northeast WI section) last month. Stumpf, along with cohorts, discussed a number of topics, including the struggles of starting and maintaining “friends of park” groups, since most are driven by a volunteer base (and donated monetary base). Most who “sign-on” are there for a particular event/purpose, and once purpose is fulfilled, they are no longer interested in participating in the group. Recreation Coordinator also mentioned the discussion of smoking in public parks (currently not regulated in Wisconsin). Gedman informed the collective that Portland Oregon now regulates where to smoke in municipal and state parks, due to state legislation that was passed.*
- b. Pickle Ball Survey-Newsletter - *Recreation Coordinator will insert pickleball (and day trip) survey in the April 2016 newsletter to help gauge Village resident interest in sport (and additional group activities). Jack added it would be essential to include an additional item gauging interest for those who would like to take on flower bed (beautifying) maintenance at Wanick Choute Park. Storey stated people may bypass the survey entirely because of their unfamiliarity with the sport, and the park may receive backlash after the fact.*
- c. Easter Egg Hunt - *Recreation Coordinator informed PRUT about March 26 egg hunt at Wanick Choute Park. Registration forms will be available online and at the Village*

*Office. Promotional posters will be displayed at local area businesses (and not in the Village newsletter this year, due to the event being earlier than when the periodical is normally released).*

d. Summer Amphitheater Entertainment – *Recreation Coordinator stated the family-friendly Sunday afternoon entertainment will include: 6/26 – Miller and Mike (juggling/comedic combo), 7/10 – Randy Peterson (children’s guitarist and entertainer), 7/24 – Mr. Billy (children’s entertainer/musician), and a T.B.D. performer on 8/14 to round out the series.*

8) Old Business:

a. PT Employee Job Description – *Recreation Coordinator presented current description. PRUT instructed Recreation Coordinator to outreach to Miller’s FVTC contact (FVTC instructor) about developing a credit (coursework) option through the institution’s Parks and Recreation program. PRUT Board made consensus that job description needs to be better tailored and be more direct about how the majority of job encompasses working at concession trailer (and minimally with recreation programming as an entry-level position).*

*Jack stated the importance to account for the financial and budgetary skills required of the position (cash handling, restocking, being responsible for product and finances of concession trailer). He continued on that the time frame and expectations of assistant should be stated clearly by next meeting.*

*Gehl stated that the position description is on the weak side, explaining the need to separate the description of the park from the summary of the job itself. Gehl continued on by stating the need of providing character qualities needed to fulfill the job such as being creative, upbeat personality, energetic, motivate, willing to coordinate and execute events under the direction of the Parks and Recreation Coordinator, good planning skills, the ability to work a variety of teams (office, youth, patrons, etc.), working works a degree in Parks and Recreation or have related coursework (high school diploma required), and stating it is an entry-level recreation position. In respect to compensation, Gehl’s research indicated that the pay rate is comparable to other park and recreation stipends for summer positions around the United States. Gehl also mentioned that his connection to the UW System would need to have this position February/March in order to properly recruit candidates.*

*Gedman stated it would be best to convey expectations of job first and then start recruitment (to gauge interest of possible candidates).*

*Sprangers stated although the concession cart is a majority of the position, the assistant would be able to oversee a program or youth function at the park in the early morning hours (before peak concession times).*

***PRUT made the consensus to recommended Recreation Coordinator to contact Miller's FVTC contact regarding coursework opportunity, along with updating the description for next meeting.***

b. Begin Review of Concession Stands; Trailer, equipment for Summer 2016 - Recreation Coordinator informed PRUT that the trailer company will customize the trailer to fit our needs for product we decide to distribute, and decisions about product will be sold and formatting of trailer need to be made to order the trailer.

Gehl recommended going to Appleton Truck Rally (held at Pierce Park) to view trailers of current vendors in the area. Recreation Coordinator explained that each cart is tailored to needs of vendor (and products being sold out of it) so it may not be the best option.

Recreation Coordinator stated WI State permits will need to be required for any products not pre-packaged and ready to go (such as [chili] hot dogs, pizza, unpackaged ice cream, etc.).

Jack extended option of outreaching to his concession stand contact to have conversation and possibly tour one of his trailers, so the PRUT has a better understanding on what would be the best layout for the trailer (and which goods would be best sold at the park).

Recreation Coordinator informed PRUT that an extra two (2) feet to the trailer would add-on only a \$500 cost; all members were in agreement of the additional investment to the concession trailer.

Recreation Coordinator recommended developing a subcommittee to help conduct research and determine the best trailer format (and product to have for sale) – Miller, Brinkman, and Jack volunteered to accompany Stumpf with this endeavor. The subcommittee will solicit advice from professionals which utilize concession carts, and inquire best product options for our park, and may even tour existing carts as part of the process.

***PRUT make consensus to develop subcommittee under Recreation Coordinator's guidance, which will provide a mock-up and recommendation for review/approval at next PRUT meeting.***

b. Summerfest Entertainment – Recreation Coordinator informed PRUT that Spicy Thai and Big Mouth and the Power Tool Horns will be working together (sharing one of their stages). As a result, transition from one band to the next will be seamless.

***No further action taken.***

9) New Business:

a. Sell Attraction Tickets-WPRA – Recreation Coordinator brought forth revenue-making option of selling recreational-based day-trip tickets through the Village Office.

*Profit would be 0.75 per ticket. Tickets unsold can be returned to WPRA at end of season (no charge for unsold tickets). Brinkman and Sprangers extended the idea of having Sherwood's Park and Recreation Department to include organizing a day-day trip through our Parks and Recreation Department (coach bus) to one of the destinations as well. Recreation Coordinator is looking into the possibly.*

***Sprangers moved to sell Noah's Ark, Milwaukee Zoo, and Six Flags-Any Day WPRA tickets through the Village Office for the 2016 season; Storey seconded. Motion carried for request sent to Village Board for review/approval.***

- b. Donation Recognition Procedure – *PRUT discussed various options, including, but not limited to, bench and picnic table dedications, pathway pavers, and utilizing the large rock near the open air shelter to display plaques of donors and level of monetary donations.*

***Recreation Coordinator assigned PRUT members to provide an example of a donor contribution level schema (bronze, silver, gold, platinum, diamond...) as well as a format of displaying said levels at next meeting.***

- c. Future Meetings - *Recreation Coordinator informed PRUT about the potential quarterly conflict with use of the Village Board Room, due to the quarterly CDA Business Matching Grant Program (special) meetings. As an alternative to not deal with the regular conflict, the PRUT can move their meetings to the third Monday of month (the former Utility Commission date/timeslot).*

***Jack moved to request official third Monday of the month slot for soon-to-be monthly meetings (starting next month). Miller seconded. Motion carried unanimously. Request sent to Village Board's Organizational Meeting in April.***

- d. Correspondences: *None.*

- b. Adjournment – *Gedman moved to adjourn at 7:54 PM. Brinkman seconded. Motion carried.*

Respectfully submitted for review and approval by Valerie Seidel, Acting Clerk.