

# Park, Recreation and Urban Tree Board Meeting

**Monday, October 19, 2020 – 6:30 p.m.**

**Sherwood Village Hall**

**W482 Clifton Road, Sherwood, WI**

To 'join' the meeting at 6:30pm via Webex: Go to the Village home page at [www.villageofsherwood.org](http://www.villageofsherwood.org).

The Webex meeting link is located in the upper right-hand side of your computer screen. You may print or save a copy of the complete meeting packet.

Join via telephone (without video): Tel #: 1-408-418-9388. Access Code: 628 186 722# Attendee ID: 51#

- 1) Call to Order and Roll Call
- 2) Pledge of Allegiance
- 3) Approval of the Agenda
- 4) Approval of Minutes: September 21, 2020
- 5) Registered Citizen Comments on Agenda Items
- 6) Chair's Report
- 7) Recreation Coordinator Report
  - a) Monthly Activity Log
  - b) Past & Upcoming Events
- 8) Old Business:
  - a) Trail Mapping (Cedar Corp) Info Only
  - b) Playground Drainage/Rubber Mulch Info Only
  - c) Park Impact Fee Study Consider/Recommend
- 9) New Business:
  - a) Budget Consider/Recommend
- 10) Correspondences
  - a) Zumba inquiry-Email 10-16-20
  - b) Public Healthy Alert
- 11) Adjournment

Welcome to the Park, Recreation and Urban Tree (PRUT) 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 Board Members during their 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 this 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).

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**September 21, 2020**

1) Call to Order and Roll Call — *Chairman Jack called the meeting to order at 6:30 p.m.*

*with roll call:*

**Present**

*Connie Bailey*

*Ashley Baldwin*

*Bob Gillespie*

*Tom Jack*

*Ruth Sprangers*

*Rich Story*

**Absent**

*David Miller*

**Others Present**

*Brenda Stumpf Acting Clerk & Rec Cor.*

*Randy Friday, Administrator*

*Christine DeMaster, Trilogy, LLC.*

2) Pledge of Allegiance — *Recited*

3) Approval of the Agenda — *Moved to amend agenda item 9a to be place after item number 6. Sprangers moved to approve the agenda. Gillespie seconded. Motion carried unanimously.*

4) Approval of Minutes: August 17, 2020 — *Gillespie moved to approve the August 17, 2020 minutes. Bailey seconded. Motion carried unanimously.*

5) Registered Citizen Comments on Agenda Items — *none*

6) Chair's Report — *Nothing to report*

7) Recreation Coordinator Report

a) Monthly Activity Log — *reviewed.*

b) Past & Upcoming Events — *Stumpf reported that Fallfest is to be held on October 3, 2020. She stated that currently there are 12 vendors signed up with a couple more that she is waiting on. She also mentioned that she would like to have it at the main pavilion where the vendors can set up around the path that goes around the great lawn. The bathrooms would also be close as well as cover incase of inclement weather.*

8) Old Business:

a) Trail Mapping (Cedar Corp) — *Stumpf showed the additions that have been sent to Cedar Corp to include in the trail mapping.*

b) Playground Drainage/Rubber Mulch- *Stumpf and Scott from DPW met with Matt from Trench All Trenching on September 16, 2020 to review the plan to put in the drainage and to place the matting. Work should begin the first week of October pending the weather.*

- c) Halloween – After much discussion and consideration the board has chosen not to decorate the trails this year due to the COVID-19 situation. Given the time and effort to decorate and not knowing what kind of participation there will be **Sprangers motioned to not to decorate the trails and parks as in previous years seconded by Gillespie. Motion carried unanimously.** Stumpf will work on virtual options.
  
- 9) New Business:
  - a) Park Impact Fee Study — Christine DeMaster from Trilogy, LLC along with Randy Friday were on hand to discuss the Park Impact Fee Study. Christine explained the 2 different models that she had put together. One option was the basic impact fee with very limitations in relation to areas to use it. The other is a more open option with more flexibility in regards. After much discussion with everyone we are heading in the direction of using Option 2. We will continue to work in this direction.
  
  - b) Request from the Optimist Club – **Sprangers motioned to allow the Optimist Club to have Santa tour the Village in replace of there annual Lunch with Santa on December 12, 2020. Storey seconded. Motion carried unanimously.**
  
- 10) Correspondences
  - a) Letter from Anonymous Resident dated 9-13-20
  
- 11) Adjournment — *Baldwin moved to adjourn at 7:51 p.m. Sprangers seconded Motion carried unanimously.*

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

# Park and Recreation

## Sept-20

### Day Monthly Activity Log

Tuesday	1	Cleaned bathrooms. Scanned in all voters to start to close the August election.
Wednesday	2	Cleaned bathrooms. Worked on closing the election. Numbers were not coming out. Took pickleball net to park for the pickleball group. Set up dates for pop up library.
Thursday	3	Cleaned bathrooms. Still closing election. Found some problems in regards and fixed. Restarted monthly forms. Submitted first step to return WPRA tickets.
Friday	4	Cleaned bathrooms. Ordered tennis cabling and straps.
Saturday	5	Cleaned bathrooms
Sunday	6	Cleaned bathrooms and took out garbage
Monday	7	Cleaned bathrooms
Tuesday	8	Cleaned bathrooms. Started to unwinterized splash pad to be able to get it up and running. Met with Ken's Plumbing to replace water heater. Worked on Fallfest.
Wednesday	9	Cleaned bathrooms. Went to Chilton to verify absentee ballots. Finished and closed out the Partisan Primary election. Replied to fallfest emails and msgs. Started a spread sheet for vendors. Sent out reminders for Pop Up Library through email and facebook.
Thursday	10	Cleaned Bathrooms. Continued with FallFest. Inquiries, messages, phone calls etc. Set up band for FallFest. Fallfest poster. Took WPRA survey. Looked into DOA grant.
Friday	11	Cleaned Bathrooms. Took out garbage for pickup. Off.
Saturday	12	
Sunday	13	Checked park.
Monday	14	Cleaned bathrooms. Submitted WPRA return tickets. Put together absentee ballots. Contacted BSN in regards to tennis net order. Contacted trilogy in regards to Park Impact Fee Study. Contacted Trench all Trenching in regards to the park drainage by playground. Reprogrammed bathroom timers as they were out because of power outage.
Tuesday	15	Cleaned bathrooms. Worked on splash pad all day. Looked for new chemical controller
Wednesday	16	Cleaned bathrooms. Checked the updated absentee ballot list. Contacted Shayla for W9. Met with Matt from Trench all Trenching and Scott in regards to plan for drainage at park. Had Zoom meeting with Christine from trilogy in regards to park impact fee. Re-ordered Tennis net parts.
Thursday	17	Cleaned bathrooms. Attended NEWPRO meeting through Zoom. Wrote of PRUT minutes from last months meeting. Put together agenda packet for this months meeting. Went through the updated absentee ballots.
Friday	18	Finished PRUT packet. Cleaned bathrooms. Updated absentee ballots and gathered things to start sending out. Delivered PRUT packets.
Saturday	19	
Sunday	20	Cleaned and checked park
Monday	21	Cleaned and checked park. Gathered information needed for PRUT meeting tonight. Sent out a handful of absentee ballots. PRUT meeting.

# Park and Recreation

Sept-20

**Day**

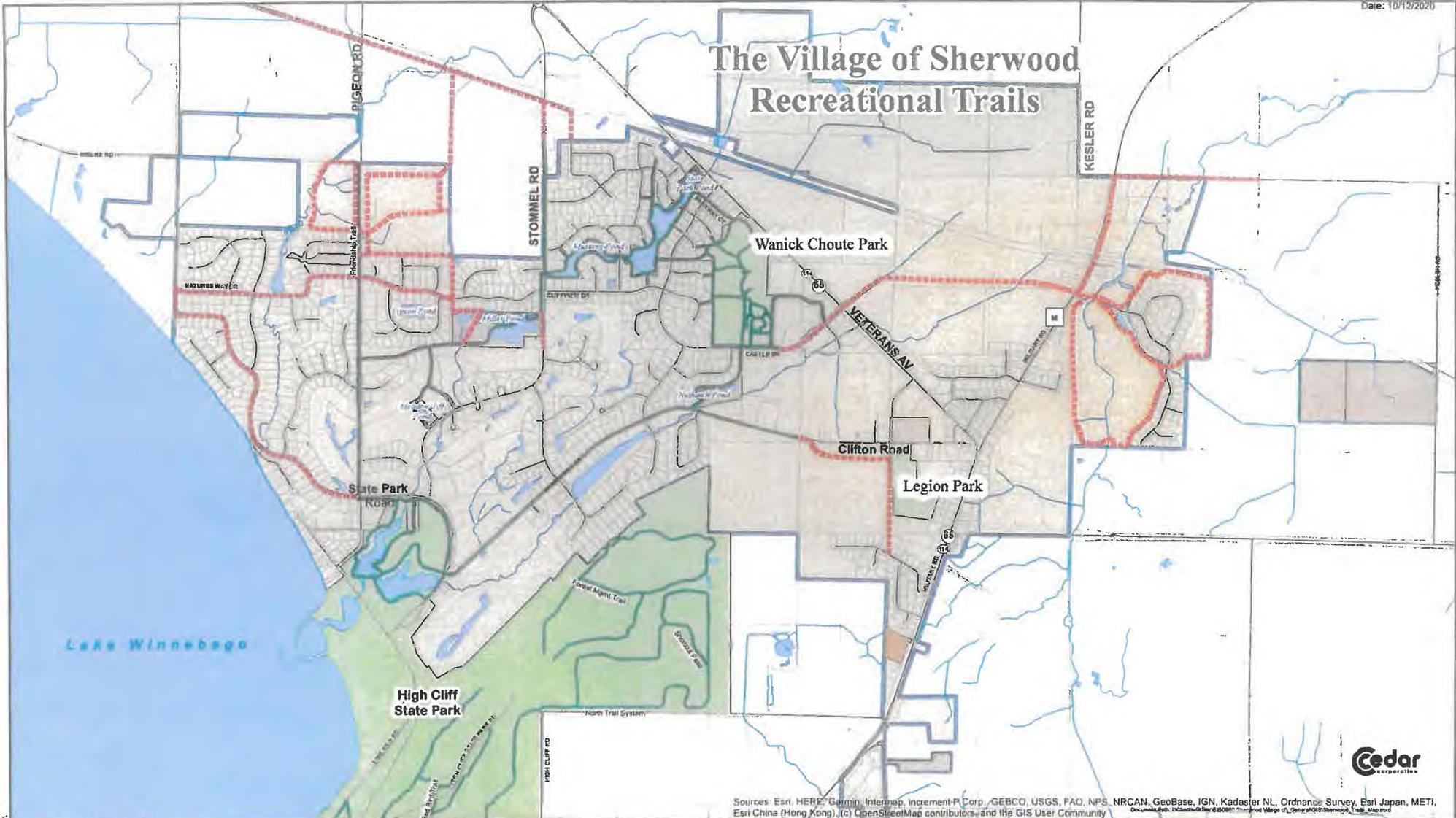
**Monthly Activity Log**

Tuesday	22	Cleaned and checked park. Wrote of PRUT report and minutes from the meeting last night. Sent out some more absentee ballots.
Wednesday	23	Cleaned bathrooms. Sent out absentee ballots. Put in new chemical injector pump. Discovered there is another issue with splash pad.
Thursday	24	Cleaned bathrooms. Sent out absentee ballots. Met Chris in regards to new motor for chemical pump. Talked with Vortex in regards to the issue of not working. Need new Becys system. Ordered it.
Friday	25	Cleaned bathrooms. Worked on CDA report, VB minutes and PPLD report for Village Board packet. Switched numbers on Fallfest signs.
Saturday	26	
Sunday	27	Worked on absentee ballots
Monday	28	Picked up park. Blew rubber chips. Finished absentee ballots up to date. Put Fallfest Signs out and about. Posted posters for Fallfest. Put together vendor list.
Tuesday	29	Went to Haens to pick up the pulled pork. Sent out the absentee ballots and recorded those that came in.
Wednesday	30	Reshared facebook for fallfest. Updated vendor list with last minute vendor additions. Submitted change order. Recabled tennis net and put back up.

**Brenda Stumpf**  
Recreation Coordinator

**Date: September 30, 2020**

# The Village of Sherwood Recreational Trails



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community  
 Document Path: C:\GIS\2020\10\12\2020\TheVillageofSherwood\GIS\Map\_Sherwood\_Trails\_10\_12\_2020.mxd



### Land Information

- Colored Camp Municipal Facilities
- Sherwood Municipal Property
- Parks

### Trail System

- Existing Trails
- Proposed Trails

### Other Mapped Features

- Wetlands
- Fields
- Large Ponds
- Small Ponds





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[www.villageofsherwood.org](http://www.villageofsherwood.org)

**FM: Brenda Stumpf-Rec. Coordinator**

**TO: PRUT Board**

**RE: Budget 2021**

**Date: October 15, 2020**

# MEMO

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As you are well aware it is time to put our budget together for 2021. I have included what I have put together in regards to all the programming, activities, etc. Please take a look at it and feel free to come to meeting with any other items that you think should be added. If there is a maintenance item or something with significant cost, please try to have documentation to verify the cost.

Thank you,

**Brenda Stumpf  
Rec. Coordinator**

# PARKS & RECREATION

FY2020 Proposed ( PRUT )

10/21/2019

## Estimated Expenses

### Programming/Events/Maintenance & Supplies

Account

<i>Splash Pad Maintenance</i>	Sand Filter Change-out; Yearly inspection	\$	4,000	#100-55200-290
<i>Curtain Maintenance</i>		\$	1,000	
<i>Main Pavillion Stain</i>		\$	1,500	#100-55200-350
<i>Sherwood Community Forest</i>	Development	\$	500	#100-55200-360
<i>Conferences/Training/Classes &amp; Re-Certifications</i>		\$	2,000	#100-55300-160
<i>Movie Nights (4)</i>	(Copyrights)	\$	2,000	#100-55300-290
<i>Amphitheater Entertainment</i>	(4-Entertainers)	\$	2,000	
<i>Music License</i>	(Sesac, Ascap, BMI)	\$	1,200	
<i>Travel</i>	Supply pick-ups; Conference travel	\$	1,000	#100-55300-330
<i>Summerfest</i>	( Annual ) (Food, Beverage \$3,000), (\$12,000 Bands, Kids Acts.)	\$	15,000	#100-55300-340
<i>Fall Festival</i>	(Food, Beverage \$1,000)( Entertain. \$500)	\$	1,500	
<i>Winter Solstice</i>	(Food Beverage, \$500)	\$	500	
<i>Ice Cream Socials</i>	(2-Socials)	\$	300	
<i>Miscellaneous Activities</i>	(Various programs - Father/Daughter Dance, Community Bus Trip, Family Fun, SOS, Dance Party, etc.)	\$	5,000	
<i>Adopt a Flower Garden</i>		\$	800	
<i>Art in the Park Series</i>	( 6 events)	\$	600	
<i>Easter Egg Hunt</i>	( Annual )	\$	500	
<i>Halloween</i>	( Annual )	\$	1,000	
	<b>Total Program expenses =</b>	<b>\$</b>	<b>40,400</b>	

### Capital Improvements

Legion Park - upgrade		\$	10,000	
	<b>Total 'SRF' Funds expenses =</b>	<b>\$</b>	<b>10,000</b>	'Parks' - SRF-220
Condon Road - Trail contribution		\$	40,000	
	<b>Total Capital Improvement expenses =</b>	<b>\$</b>	<b>40,000</b>	'Trails' - SRF 210

### Budget Request

Trails	General Fund	\$	25,000	'Trails' - SRF 210
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Park Impact Fees will yield 'X' per new home lot build. Place Revenue in 'Parks' SRF.  
Seasonal Employee - \$13.00 for 32 hours (or equivalent )

## Brenda Stumpf

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**From:** Wendy Jacob <wendyjacob15@gmail.com>  
**Sent:** Friday, October 16, 2020 8:59 AM  
**To:** Brenda Stumpf  
**Subject:** Zumba

Last night was amazing! Those tarps are great, but the class is really getting worried about class and are really hoping we can continue.

is there anyway the Village will open up the gym?

I can teach from the stage and we can tape Xs on the floor to have them 6 feet apart. if I need to wipe down anything before we leave I am more than happy to do that.

Other gyms are open and they are using equipment. There is no equipment for Zumba which you know.

Just wanted to get the conversation started as I told them I would.

Thanks!

Wendy

10-2-20



## FOR IMMEDIATE RELEASE

### Public Health Emergency COVID-19 Alert

#### Very High COVID-19 Activity Levels – Take Action to Stop the Spread

City of Appleton, City of Menasha, Calumet, Outagamie, and Winnebago County Health Departments

Very high levels of COVID-19 cases are resulting in increased COVID-19 related hospitalizations and deaths. Public health officers are issuing a **Public Health Emergency COVID-19 Alert**. Due to escalation in cases, public health is not able to notify positive cases and their close contacts in a timely manner. This severely limits efforts to contain the virus. Hospitals are enacting emergency plans. Public health implores everyone to take actions to stop uncontrolled community spread.

#### Take Action Now - Stop the Spread

- Physically distance at least 6 feet from people with whom you do not live.
- Wear a cloth face mask, unless unable to wear one for medical reasons.
- Wash your hands frequently with soap and water or use hand sanitizer with at least 60% alcohol.
- Indoors, do not gather with people outside of your household.
- Outdoors, limit gatherings to 10 people or fewer, physically distance and wear face coverings.
- Self-monitor for symptoms of COVID-19 for 14 days after return from travel.
- If symptomatic, call your health care provider, get a test, and stay home while awaiting results.
- Cooperate with public health officials if you have tested positive or are a close contact.

**During this very high rate of transmission of COVID-19, we encourage the following strategies as found in the Wisconsin Department of Health Services [COVID-19 Data and Mitigation Strategies to Aid Local Communities](#).**

**Businesses and community organizations** use [WEDC Guidelines](#).

**Community Gatherings:** Do not hold indoor gatherings. Limit outdoor gatherings to 10 people or fewer; physically distance and wear face coverings.

**Restaurants, Bars:** Offer take-out, curbside pick-up or delivery only. Close indoor bars.

**Salons, Spas, Gyms:** Provide minimum operations only.

**Offices, Workplaces:** Keep only essential workforce on-site; symptom monitor; use precautions.

**Grocery Stores, Pharmacies:** Remain open, with no dine in, self-service or customer dispensing.

**Retail:** Use mail delivery and curbside pick-up options. Limit the number of patrons who enter.

**Hotels, Lodging:** Use strict sanitation protocols.

**Concerts, Festivals, Sporting Events:** Do not hold these events at this time.

For more information on cases in your area and COVID-19 recommendations, visit your local health department's website.

###

**References:**

Wisconsin Department of Health Services, *COVID-19 Activity Level by Region or County*. 2020  
Retrieved on September 30, 2020 from: <https://www.dhs.wisconsin.gov/covid-19/local.htm>

Wisconsin Department of Health Services, *COVID-19 Data and Mitigation Strategies to Aid Local Communities*, 2020. Retrieved on September 30, 2020 from:  
<https://www.dhs.wisconsin.gov/news/releases/093020.htm>