

Park, Recreation and Urban Tree Board Minutes
January 19, 2011

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

Present

Matt Gehl
Tom Jack
Frank Kirschling
Larry Miller
Chad Rucynski
Rich Storey

Absent

Carl Thomson, excused

Others Present

Randy Friday, Administrator
Susan Williams, Clerk-Treasurer

- 2) Pledge of Allegiance – *recited*
- 3) Approval of the Agenda – *Gehl moved to approve the agenda as presented. Storey 2nd. Motion approved unanimously.*
- 4) Approval of Minutes (Oct. 20, 2010) – *Rucynski moved to approve the minutes of the regular Park, Recreation and Urban Tree Board of October 20, 2010 as presented. Miller 2nd. Motion approved unanimously.*
- 5) Registered citizen comments on agenda items –

David Van Elzen, W5223 Schaefer Rd., Menasha – regarding agenda item 7) a
Dean Schmitt, N8255 Elm Rd., Hilbert – regarding agenda item 7) a
Vern Bastjan, W4879 Cliff View Dr., Sherwood – regarding agenda item 7 b) c),
Bob Giesen, W4871 Cliff View Dr., Sherwood – regarding agenda item 7 a),b),c),d)
Jeff Samida, N7847 Cliffwood Dr., Sherwood – regarding agenda item 7 b)

- 6) Old Business: None.
- 7) New Business:
a. Pavilion Improvements: Request by *Sherwood Lions Football* program (Dave Van Elsen) to replace bleachers using *Sherwood Football* funds (est. cost \$25k) and at shelter and turn over as asset to the Village of Sherwood –

Van Elzen and Schmitt presented bleacher information to the Board with the offer of \$25,000 donation to the Village for the Village to purchase replacement bleachers and the repair/replace the concrete slab at Legion Park with the stipulation that the Sherwood Lions Football program have priority access to the bleachers during their fall season.

Gehl recommends Sherwood Lions Football program perform further research for replacement of existing bleachers and concrete slab work (additional vendors and options) and return at April 2011 meeting PRUT Board.

- b. Miller Pond Trail Extension(s): Review Howitt property purchase and associated wetland delineation(s) to Pigeon Road and/or Golf Course Road (Dragotta purchase), and discuss next steps (trail configuration, tree clearing, etc.) –

Board recommends creating an asphalt trail connection from Miller Pond going west to Pigeon Rd through Howitt property.

Samida volunteered to assist Village in tree removal for trail work.

Friday inquired of Board for individuals to work as a team to establish the plan of the trail; Kirschling and Jack and volunteered.

- c. AT&T Cell Tower project: Establish landscape requirements (trees; shrubs) at Village-owned land (Miller Pond) on Stommel Road under consideration to be leased as a cellular tower site (80' X 80' area), per Village Board directive –

Storey reiterated objection to the building of a cell phone tower and compound on Village of Sherwood Municipal land in a residential neighborhood.

Kirschling moved to recommends the AT&T Cell Tower project landscape plan include combination of large black hills spruce, red cedar trees, service berries and native plants, trees minimum 8 ft height for foliage cover of fence and smaller plants at the base on the north and east edges. Miller 2nd. Motion approved unanimously.

- d. 'Bird City communities': Consider application and enrollment of Sherwood as a certified bird city, per Village Board directive –

Board recommends public advertisement to solicit individuals interested in committing to this program.

Storey moved to place 'Bird City' Community program information in next Village newsletter. Miller 2nd. Motion approved unanimously.

Chairman Jack informed the Board their next meeting is April 20, 2011.

- 8) Adjournment – ***Ruczinski moved to adjourn at 8:11 p.m. Gehl 2nd. Motion carried unanimously.***

Respectfully presented for review and approval by Susan Williams, Clerk.

Park, Recreation and Urban Tree Board Minutes
April 20, 2011

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

Present	Absent
Matt Gehl	Susan Williams
Tom Jack	
Frank Kirschling	Others Present
Larry Miller	Randy Friday, Administrator
Chad Rucynski	Carl Schwartz, Wis. Bird Cities
Rich Storey	

- 2) Pledge of Allegiance – Recited.

- 3) Approval of the Agenda – *Gehl moved to approve the agenda as presented. Miller 2nd the motion. Motion approved unanimously.*

- 4) Approval of Minutes (Jan. 19, 2011) – *Miller moved to approve the January 19th Minutes of the regular Park, Recreation and Urban Tree Board as presented. Gehl Miller 2nd the motion. Motion approved unanimously.*

- 5) Registered citizen comments on agenda items: None.

- 6) Presentation: Carl Schwartz, *Program Coordinator – Wisconsin Bird Cities*, presented a 75-slide *Power Point* presentation about this new organization (18 months) and its fast-growing membership of 22 member communities. He believes Sherwood could complete the membership initiative requiring compliance with seven (7) of twenty-two (22) criteria to join the organization.

- 7) Old Business: None.

- 8) New Business:
 - a. Pavilion Improvements: Request by *Sherwood Lions Football* program (Dave Van Elsen) to replace wooden bleachers using *Sherwood Football* funds (est. cost \$25k) and at shelter and turn over as asset to the Village of Sherwood.

Mr. Van Elzen was not present to discuss the matter. The Board reviewed and discussed information provided by Administrator Friday about transportable, aluminum bleachers as requested by the Board at its January meeting. The Board wishes Van Elsen to return to the July 20 PRUT Board meeting and present a recommendation of the three (3) best options for the Village to consider, including the bleacher type (aluminum versus wood and steel; side-fencing) and final cost estimates.

Gehl does not feel the concrete slab at the pavilion serving Legion Park has deteriorated to the condition Van Elsen described at the January PRUT meeting. Gehl noted minor work could be done to improve a small section of deteriorating concrete.

- b. Miller Pond trail extension: Update on extension of trail thru the former-Howitt property to Pigeon Road.

Kirshling stated he had not reviewed the potential trail lay-out due to the snowy & wet conditions of the property. He will mark a trail as soon as conditions permit using the wetland delineation provided by Staff as a guide, while also minimizing the cutting of old-growth trees.

- c. 'Bird City communities': Consider application and enrollment of Sherwood as a Wisconsin Bird City (per Village Board directive).

Friday noted the Village will ask for local residents' participation in the June Village Newsletter. Depending on the level of local participation, ability of the Village to fulfill the application criteria established by the Wisconsin Bird Cities organization, and the Village Board's desire to move forward with the project, Staff will then move forward with the application process.

Miller noted he plans to become more involved in the group once he retires in June, 2012.

Ruczinski moved to recommend to the Village Board that Sherwood become a Wisconsin Bird City member under the following two conditions: (1) Terri Welisek should act as the Village Board liaison between the group and Village; (2) a local group of residents must support the initiative so that this is not solely a Village undertaking. Kirschling 2nd the motion. Motion approved unanimously.

- 8) Adjournment – ***Ruczinski moved to adjourn at 8:15 p.m. Storey 2nd the motion. Motion carried unanimously.***

Respectfully presented by Randy Friday, Acting Clerk.

Park, Recreation and Urban Tree Board
July 20, 2011

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

Present	Absent
Jean DeKeyser	none
Matt Gehl	
Tom Jack	
Larry Miller	Others Present
Chad Rucynski	Randy Friday, Administrator
Rich Storey	Susan Williams, Clerk
Terri Welisek	

- 2) Pledge of Allegiance– *recited*
- 3) Approval of the Agenda – *Rucynski moved to approve the agenda as presented. Gehl 2nd. Motion approved unanimously.*
- 4) Approval of Minutes (April 20, 2011) – *Miller moved to approve the minutes of the regular April 20, 2011 meeting as presented with change to item #4 (Gehl 2nd). Storey 2nd. Motion approved unanimously.*
- 5) Registered citizen comments on agenda items – none
- 6) Presentation: Update of ‘Bird City communities’ application (Terri Welisek)

Trustee Welisek presented information on ‘Bird City Communities’, resident’s efforts and status on the Village’s application.

- 7) Old Business:
- a. *Sherwood Lions Football Program: Consider donation of bleachers to Village using \$25,000 of football program funds*

David Van Elzen, W5223 Schaefer Rd., Menasha, addressed the Board with information on bleachers for the football program and the donation the Sherwood Lions Football Program (SLFP) for the Village to purchase the bleachers.

Rucynski moved to recommend to the Village Board accept the SLFP \$25,000 donation to be used to purchase 3 sets of bleachers, 1 tow kit and shipping per Team Sporting Goods Inc. estimate presented by Van Elzen during the PRUT meeting, to be used by SLFP primarily, not to exceed \$25,000, with the remaining funds, if any, to be returned to the SLFP. Gehl 2nd. Motion approved unanimously.

- 8) New Business:

- a. *Sherwood Lions Football Program*: Annual request to place equipment shed under pavilion

Welisek moved to recommend to the Village Board honor SLFP annual request to place their portable equipment shed under the Village pavilion as requested, the Village to provide 3 sets of keys to SLFP. Storey 2nd. Motion approved unanimously.

- b. Miller Pond Trail: Update trail extension thru Howitt property to Pigeon Road

Administrator Friday presented information on the trail project status and a situation with 2 property owners effecting the trees and shrubs along the trail.

Welisek moved to recommend to the Village Board Administration engage Ranger Services to perform tree/shrub loss assessment and create correspondence to the property owners (W5031 Cherrywood Drive – Tressler; W5035 Cherrywood Drive – Buss) requesting restoration donation to the Village, each to pay ½ of Ranger Services assessment to restore area plus ½ of Ranger Services fees charged for the assessment (minimum of \$1,000 each). Storey 2nd. Motion approved unanimously.

- c. Park site: Replace mulch chips with rubber chips to Wanick Park (old playground area)

Miller moved to recommend to the Village Board purchase rubber chips and timbers to be placed at Wanick Park (under swing set) to replace wood chips for estimated \$4,595. Rucynski 2nd. Motion approved unanimously.

- d. *5-Year Capital Improvement Plan (FY2012-2016)*: Consider/Review projects for recommendations to Village Board (Note: Presentation & hand-outs at meeting)

Jack moved to recommend to the Village Board set the trail maintenance budgets for FY 2012 – FY 2016 (PR 8) at minimum of \$25,000 for each year. Miller 2nd. Motion approved unanimously.

9) Communications:

Jack presented follow up information on ice rink he performed through contacting the City of Appleton.

Jack stated the next PRUT meeting is October 19, 2011.

- 10) Adjournment – ***Rucynski moved to adjourn at 8:43 p.m. Miller 2nd. Motion approved unanimously.***

Respectfully presented for review and approval by Susan Williams, Clerk.

Park, Recreation and Urban Tree Board
Meeting Minutes
October 19, 2011

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

Present

Jean DeKeyser
Matt Gehl
Larry Miller
Rich Storey
Terri Welisek

Absent

Tom Jack, excused
Chad Rucynski, excused

Others Present

Randy Friday, Administrator
Susan Williams, Clerk

- 2) Pledge of Allegiance – *recited*

Clerk Williams requested a motion for an acting chairperson for the meeting.

Miller moved to nominate Storey to act as chairperson for the meeting. Gehl 2nd. Motion carried unanimously.

- 3) Approval of the Agenda – ***DeKeyser moved to approve the agenda as presented. Miller 2nd. Motion approved unanimously.***

- 4) Approval of Minutes (June 20, 2011) – ***Welisek moved to approve the minutes of the regular July 20, 2011 meeting as presented. DeKeyser 2nd. Motion carried unanimously.***

- 5) Registered citizen comments on agenda items – none

- 6) Old Business:

Welisek updated the Board with the status of the Bird City U.S.A. application and fee payment.

Administrator Friday updated the Board with the bleachers acquisition, the donation receipt from the Sherwood Lions Football, and the bleachers were ordered and received.

Welisek requested Friday to update the Board on the Butterfly Pond meeting October 11, 2011. Friday presented a map and brief description of the plan to be completed by summer 2012.

Miller requested an update to the trail encroachment by 2 property owners Friday stated that the Village Board directed the property owners with specific restoration instructions.

Board stated the trail extension work looks very good and complimented the Public Works employees on their efforts.

- 7) New Business:
 - a. Upper Wanick Park planning: Discuss local leadership group and hiring consultant to lead process in developing the park site

Friday presented the amended TIF #1 area and the project plans remaining items.

The Board discussed different aspects of the planning and determined the need for a special meeting to take place quickly.

Storey moved to direct Clerk Williams to coordinate special meeting after contacting Board members for their availability, the agenda to include consideration of engaging professional firm through a request for proposal (RFP) process and creation, direction, structure, timeline and purpose of the local leadership committee and to research other municipalities and organizations with assistance with the RFP. Miller 2nd. Motion carried unanimously.

- 8) Communications: None
- 9) Adjournment – ***Welisek moved to adjourn at 8:00 p.m. Gehl 2nd. Motion approved unanimously.***

Respectfully presented for review and approval by Susan Williams, Clerk.

**Special Meeting of the Park, Recreation and Urban Tree Board Minutes
November 2, 2011**

- 1) Call to Order and Roll Call – Clerk Williams called the meeting order at 10:00 a.m. with roll call:

Present	Absent
Jean DeKeyser	Tom Jack, excused
Matt Gehl	Rich Storey, excused
Larry Miller	Others Present
Chad Rucynski	Randy Friday, Administrator
Terri Welisek	Susan Williams, Clerk
	Joe Hennlich, Village Trustee
	Jim Rath, Village Trustee
	Steve Summers, Plan Comm. Chair

- 2) Pledge of Allegiance – *recited*

Clerk Williams requested a nomination for acting Chairperson for the meeting.

Miller moved to nominate Gehl to act as Chairman for the meeting. Rucynski 2nd. Motion carried unanimously.

- 3) Approval of the Agenda – ***DeKeyser moved to approve the agenda as presented. Miller 2nd. Motion carried unanimously.***

- 4) Registered citizen comments on agenda items – none

- 5) Old Business:

- a. Upper Wanick Park planning: Discuss local leadership group and hiring consultant to lead process in developing the park site

Board discussed modifications to draft Request for Proposal. Williams presented copies of modified version. Board requested special meeting for November 9, 2011 at 8 a.m., the agenda to include Final review and approval of Request for Proposal, define citizen committee composition and professional firm selection criteria.

- 6) New Business: none

- 7) Communications: None

- 8) Adjournment – ***Welisek moved to adjourn at 12: 13 p.m. Rucynski 2nd. Motion carried unanimously.***

Special Meeting of the Park, Recreation and Urban Tree Board Minutes November 9, 2011

- 1) Call to Order and Roll Call - *Clerk Williams called the meeting order at 8:00 a.m. with roll call:*

Present

Jean DeKeyser
Larry Miller
Chad Rucynski
Rich Storey
Terri Welisek

Absent

Tom Jack, excused
Matt Gehl, excused

Others Present

Randy Friday, Administrator
Susan Williams, Clerk
Joe Hennlich, Village Trustee
Jim Rath, Village Trustee
Steve Summers, Plan Comm. Chair

- 2) Pledge of Allegiance – *recited*

Clerk Williams requested a nomination for acting Chairperson for the meeting.

Storey moved to nominate Welisek to act as Chairman for the meeting. Rucynski 2nd. Motion carried unanimously.

- 3) Approval of the Agenda – *Miller moved to approve the agenda as presented. DeKeyser 2nd. Motion carried unanimously.*
- 4) Approval of minutes of Special Meeting of November 2, 2011– *Storey moved to approve the minutes of the Special Meeting of November 2, 2011 as presented. Welisek 2nd. Motion carried unanimously.*
- 5) Registered citizen comments on agenda items – none
- 6) Old Business:
- Upper Wanick Park planning: Final review and approval of Request for Proposal, define citizen committee composition and professional firm selection criteria

Board discussed and refined the Request for Proposal for the consulting firms for the Upper Wanick Park project.

Welisek moved to approve the RFP draft as presented. Storey 2nd. Motion carried unanimously.

Williams printed the approved RFP draft for all in attendance and requested final changes to be submitted no later than November 16, 2011. RFPs will be distributed to interested parties December 2, 2011.

Williams presented summary of comments on the citizen committee from November 2, 2011 Special PRUT meeting.

Miller suggested composition of citizen committee consist of one member of the Village Board, one member of the Plan Commission, two members of the PRUT Board and at least 7 residents.

Board members Storey, DeKeyser, Miller and Gehl are all to be considered as potential committee candidates.

January 18, 2012 PRUT Board agenda will include review of firm RFPs, review of committee candidate applications, consulting firm selection criteria and question matrix.

- 7) New Business: None
- 8) Communications: None
- 9) Adjournment – ***Rucynski moved to adjourn at 9:55 a.m. DeKeyser 2nd. Motion carried unanimously.***

Minutes presented for review and approval by Susan Williams, Village Clerk.