

Park, Recreation and Urban Tree Board Special Meeting Minutes

January 16, 2013

- 1) Call to Order and Roll Call: *Chairman Jack called the Special Meeting to order at 5:30 with Roll Call:*

Present

Jean DeKeyser
Matt Gehl
Joe Hennlich
Tom Jack
Larry Miller
Chad Ruczinski
Rich Storey

Absent

Susan Williams – Excused

Others Present

Randy Friday – Administrator
Blake Theisen – SAA Design Group

- 2) Pledge of Allegiance: *Recited.*
- 3) Approval of the Agenda: *Motion to approve the Agenda as presented made by Jennlich, seconded by Miller. Approved unanimously.*
- 4) Approval of Minutes:
 - a. Oct. 17, 2012 – Regular Meeting: *Motion to approve the Minutes of Oct. 17, 2012 made by Miller, seconded by Gehl. Approved unanimously.*
 - b. Nov. 28, 2012 – Regular Meeting: *Motion to approve the Minutes of Nov. 28, 2012 made by Storey, seconded by Hennlich. Approved unanimously.*
- 5) Registered citizen comments on agenda items: *None.*
- 6) Old Business:
 - a. *Wanick Park Development Plan* – Final Plan considerations and approvals prior to plans being submitted for construction drawings.

Blake Theisen of SAA Design Group, Inc. played and narrated a video detailing the *Pre-Final Park Development Plan* to the Board. Conceptually, the entire project was reviewed, after which he informed them that updated construction figures are now at \$3.6M, versus the approved \$3.2M budget.

This is due in part to higher material costs and additions to the *Preliminary Park Development Plan*, including the expanded footprint of the performance (amphitheater) building and the need for more fill to re-grade the entire park area due to park-wide stormwater issues.

To hold the timeline for park construction the next step is to identify potential project cuts, opportunities for more funding, and staging of work by the Village or other

groups, so that the *Final Park Development Plan* can go out for construction drawings in the next two weeks. This will allow for early bidding by end-February.

The Board broadly discussed potential project cuts and funding opportunities, including recruiting donors, forming a 'Wanick Park Friends Group', selling 'donor bricks', obtaining donated fill for the amphitheater, reducing the 'stone blocks' budget, reducing 'lighting fixtures' expenses, tree procurement, trail construction by the Village, etc.

The Board agreed to individually review potential cost savings and funding opportunities and communicate these to the Administrator. The Administrator will gather this information and as best possible, establish a list of savings/opportunities for the entire Board to review at a *Special Meeting* to be held on Friday, Jan. 25th at 5pm.

The intent of the *Special Meeting* is to prioritize and give options to the Village Board for final budget consideration and approval at their Monday, Jan. 28th *Regular Meeting*. Theisen will be in attendance at the Jan. 28th meeting.

- 7) New Business: None.
- 8) Communications: None.
- 9) Adjournment: ***Motion to adjourn at 8:10pm made by Storey, seconded by Hennlich. Approved unanimously.***

Presented for review and approval by Randy Friday, Village Administrator.

**Park, Recreation and Urban Tree Board Special Meeting Minutes
January 25, 2013**

- 1) Call to Order and Roll Call – *Chairman Jack called the Special Meeting to order at 5:00 p.m. with Roll Call:*

Present:

Jean DeKeyser
Matt Gehl
Tom Jack
Larry Miller
Chad Rucynski
Rich Storey

Absent:

Joe Hennlich, excused

Others Present:

Randy Friday – Administrator
Susan Williams – Clerk

- 2) Pledge of Allegiance – *Recited.*

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

- 4) Approval of Minutes:
a. Jan. 16, 2013 – Special Meeting

Rucynski moved to approve the minutes of the special meeting January 16, 2013 as presented. Storey 2nd. Motion carried unanimously.

- 5) Registered citizen comments on agenda items – none.

- 6) Old Business:
a. *Wanick Park Development Plan* – PRUT Board *Final Plan* project element recommendations for approval by Village Board, and prior to *Final Plan Set* submittal for construction drawings.

Miller moved to recommend approval of the Wanick Park Development Plan final project costs of \$4,022,868 (SAA project costs as of January 16, 2013 of \$3,610,827, remaining SAA fees \$231,500 and 5% contingency \$180,541), with the application of all TIF #1 funds, \$100,000 Village Parkland funds and the following list of cuts:

<i>Metal roof</i>	<i>\$10,000</i>
<i>Painting</i>	<i>1,500</i>
<i>Trellis</i>	<i>21,000</i>
<i>Stone budget (reduce 25%)</i>	<i>45,000</i>
<i>Landscaping budget (reduce 20%)</i>	<i>80,000</i>
<i>Asphalt cost (\$85/pton vs \$80/pton)</i>	<i>10,000</i>
<i>NE Corner walking path</i>	<i>10,000</i>
<i>Volleyball courts (2)</i>	<i>10,000</i>
<i>Picnic shelters</i>	<i>82,000</i>

<i>Adventureland playground area</i>	<i>110,000</i>
<i>Horse pits (2)</i>	<i>3,000</i>
<i>Tennis courts (2)</i>	<i>55,400</i>
<i>Event shelter</i>	<i>237,000</i>

as presented and contingent upon actual project costs. Storey 2nd. Motion carried unanimously.

Board will look at potential of accepting donations from friends group, donors and other fundraising opportunities.

Chairman Jack stated the next regular meeting April 17, 2013.

- 7) New Business: None.
- 8) Communications: None.
- 9) Adjournment – *Storey moved to adjourn at 7:09 p.m. DeKeyser 2nd. Motion carried unanimously.*

Respectfully presented for review and approval by Susan Williams, Clerk

Park, Recreation and Urban Tree Board

Wednesday, April 17, 2013 – 6:30 p.m.
Sherwood Village Hall
W482 Clifton Road, Sherwood, WI

Due to lack of business to discuss, the quarterly PRUT Board meeting has been cancelled.

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

Wednesday, July 17, 2013 – 6:30 p.m.
Sherwood Village Hall
W482 Clifton Road, Sherwood, WI

Due to lack of business to discuss, the quarterly PRUT Board meeting has been cancelled.

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.
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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
October 16, 2013**

- 1) Call to Order and Roll Call – *Chairman Jack called the Special Meeting to order at 6:30 with Roll Call:*

Present

Jean DeKeyser
Matt Gehl
Tom Jack
Larry Miller
Rich Storey

Absent

Chad Ruczinski, excused
Stacy Gedman, excused

Others Present

Randy Friday, Administrator
Susan Williams, Clerk

- 2) Pledge of Allegiance – recited.
- 3) Approval of the Agenda – *Gehl moved to approve the agenda as presented. Storey 2nd. Motion carried unanimously.*
- 4) Approval of Minutes:
a. Nov. 28, 2012 – Special Meeting – *approved January 16, 2013.*
b. Jan. 25, 2013 – Special Meeting

Miller moved to approve the minutes from the special meeting of the PRUT board on January 25, 2013 as presented. DeKeyser 2nd. Motion carried unanimously.

- 5) Registered citizen comments on agenda items:

Robert Wittman, W5146 Natures Way Dr., Sherwood – regarding agenda item 7) a).

- 6) Old Business: None.
- 7) New Business:
a. *Parkland:* Consider developer proposal to sell Village raw land (Wittman) for future park.

Wittman presented his proposal of land for future park to the board and answered their questions.

Miller moved to table topic until regular PRUT Board April 2014 meeting. DeKeyser 2nd. Motion carried unanimously.

- b. *Parkland:* Consider vacant lot in King’s Way area as potential connector to Wanick Park.

Storey moved to research additional options for parkland at vacant lot in Kings Way area. Miller 2nd. Motion carried unanimously.

- c. *Capital Improvements Plan:* Consider equipment purchases for Wanick Park maintenance (e.g. Utility Bobcat for snowplowing, mowing, etc.; Gator vehicle for light maintenance projects; Light truck for medium-duty maintenance and security patrol; Zero-turn mower.)

Gehl suggested and Board concurred that Friday direct Public Works staff to develop priority list of equipment needed to handle park needs.

- d. *Park Operating Procedures:* Discuss need for review and/or overhaul of (at least) Wanick Park policies and procedures, including shelter usage & rental, pavilion usage & rental; performance venue usage & rental, etc.

Board agreed that additional meetings will be required during winter in order to establish park policies.

Next regular meeting is January 15, 2014.

- 8) Communications: None.
- 9) Adjournment – ***DeKeyser moved to adjourn at 8:23 p.m. Gehl 2nd. Motion carried unanimously.***

Presented for review and approval by Susan Williams, Clerk.