

## **Park, Recreation and Urban Tree Board**

**Wednesday, January 15, 2014 – 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 Special Meeting Minutes

February 19, 2014

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

**Present**

Stacy Gedman  
Tom Jack  
Larry Miller  
Rich Storey

**Absent**

Jean DeKeyser, excused  
Chad Ruczinski, excused  
Matt Gehl, excused

**Others Present**

Randy Friday, Administrator  
Susan Williams, Clerk

- 2) Pledge of Allegiance. – recited.
- 3) Approval of the Agenda. – *Storey moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes: Oct. 16, 2013 – Regular Meeting. – *Miller moved to approve the minutes of the regular meeting of the PRUT Board on October 16, 20-13, as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered citizen comments on agenda items.:

Ann Barker, W4722 Nicklaus Ct., Sherwood – regarding agenda item 6) a)

Chrystal Reichard, W4722 Nicklas Ct., Sherwood – regarding agenda item 6) a)

Citizen comments were concerns of residents taking care of walking paths, unleashed dogs, and unsupervised children and the enjoyment of their property after the completion of park.

- 6) Old Business:
  - a. *Park Operating Procedures:* Begin review of Village park and trail policies and procedures regulating usage, especially Wanick Park, including shelter usage & rental, pavilion usage & rental, performance venue usage & rental, etc.

*Board reviewed other municipality regulations and began developing the new policy.*

- 7) New Business: None.
- 8) Communications: None.

Next meeting March 19, 2014 at 6:30 p.m.

- 9) Adjournment. – *Storey moved to adjourn the meeting at 8:50 p.m. Gedman 2<sup>nd</sup>. Motion carried unanimously.*

Presented for review and approval by Susan Williams, Village Clerk.

# Park, Recreation and Urban Tree Board Special Meeting Minutes

March 19, 2014 – 6:30 p.m.

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

**Present**

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

**Absent**

none

**Others Present**

Randy Friday, Administrator  
Susan Williams, Clerk  
Jim Rath, Village President

- 2) Pledge of Allegiance. – recited.
- 3) Approval of the Agenda. – *Storey moved to approve the agenda as presented. DeKeyser 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes: Feb. 19 – Special Meeting. – *Miller moved to approve the minutes of the special meeting of the Park, Recreation and Urban Tree Board on February 19, 2014 as presented. Storey 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered citizen comments on agenda items.
- 6) Old Business:
  - a. *Park Operating Procedures:* Review Village park and trail policies and procedures regulating usage, especially Wanick Park, including shelter usage & rental, pavilion usage & rental, performance venue usage & rental, etc.

*The Board reviewed the procedures (in progress), made changes and will continue discussion at the next meeting.*

- 7) New Business:
  - a. *Park Usage:* Consider ‘Concert Series’ at Performance Venue.

*Village President Rath presented basic information on concert series to take place Summer of 2014. Board encouraged further research on the options.*

- b. *Financial support:* Consider current funding and funding mechanisms for future programming.

*Rath presented additional information on other programming options from local businesses. Board encouraged further research on the options.*

*Administrator Friday suggested developing bequeath policy.*

- 8) Communications: None.

*Jack stated next scheduled meeting is April 16, 2014 at 6:30 pm*

- 9) Adjournment. - ***Gehl moved to adjourn the meeting at 8:58 p.m. Rucynski 2<sup>nd</sup>. Motion carried unanimously.***

Presented for review and approval by Susan Williams, Village Clerk.

## Park, Recreation and Urban Tree Board Meeting Minutes

April 16, 2014

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

**Present**

Stacy Gedman  
Matt Gehl  
Tom Jack  
Larry Miller  
Rich Storey

**Absent**

Jean DeKeyser, excused  
Chad Rucynski, excused

**Others Present**

Randy Friday, Administrator  
Susan Williams, Clerk  
Joe Hennlich, Trustee

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Jack proposed advancing agenda item 7)a) before 6), Gehl moved to approve the agenda as amended and the rest as presented. Storey 2<sup>nd</sup>. Motion carried unanimously.*

- 4) Approval of Minutes: March 19 – Special Meeting. – *Miller moved to approve the minutes of the special meeting of the Park, Recreation and Urban Tree Board on March 19, 2014 as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.*

- 5) Registered citizen comments on agenda items:

Carl Reichwald, N500 Military Rd., Sherwood – regarding agenda item 7) b).

- 6) Old Business:

a. *Park Operating Procedures:* Review Village park and trail policies and procedures regulating usage, especially Wanick Park, including shelter usage & rental, pavilion usage & rental, performance venue usage & rental, etc. – *Board reviewed procedures and will work on finalizing at future meetings.*

*Storey moved to increase park facility key deposit to \$200 and increase non-resident daily fees for park facilities to \$100. Miller 2<sup>nd</sup>. Motion carried unanimously.*

- 7) New Business:

a. *State law changes regarding hunting on private- & public- owned land(s) within a municipality* (WisDNR).

Ryan Propson, WisDNR presented facts on 2013 Wisconsin Act 71 and Village options for local regulations.

b. *Snowmobile trail allowance(s):* Discuss snowmobile usage within the Village and possible trail location changes.

*The Board discussed the topic and possible alternatives.*

- 8) Communications:
  - a. *Snowmobile trail routes* (Reichwald – Calumet Sno-trails Club; March 21). – *reviewed.*
  - b. *Volunteer help organizing parks' Usage, Rules & Regulations* (Judd – Chair, Sport Science & Management, Cardinal Stritch University; April 8). – *reviewed.*

*Next meeting is scheduled for Wednesday May 21<sup>st</sup> at 6:30 p.m.*

- 9) Adjournment. - ***Storey moved to adjourn the meeting at 9:01 p.m. Gehl 2<sup>nd</sup>. Motion carried unanimously.***

Presented for review and approval by Susan Williams, Village Clerk.

# Park, Recreation and Urban Tree Board Special Minutes

May 21, 2014

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

**Present**

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

**Absent**

Stacy Gedman, excused

**Others Present**

Randy Friday, Administrator  
Susan Williams, Clerk  
Joe Hennlich, Trustee

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Storey moved to approve the agenda as presented. Gehl 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes: April 16 – Regular Meeting. – *Miller moved to approve the minutes of the regular Park Recreation Urban Tree Board meeting April 16, 2014, as presented. Rucynski 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered citizen comments on agenda items.
- 6) Old Business:
- a. *Park Operating Procedures: Review Village park and trail policies and procedures regulating usage, especially Wanick Park, including shelter usage & rental, pavilion usage & rental, performance venue usage & rental, etc.*

*Hennlich commented on language of section #14 Horse and Carriages and references to Village Board.*

*Storey moved to have Village Attorney review the Park Operating Procedures section #14 Horse and Carriages. DeKeyser 2<sup>nd</sup>. Motion carried.*

- 7) New Business:
- a. *Fee Structure for large group events: Review local municipalities' existing policies & develop Sherwood policy /regulation. – reviewed.*
- 8) Adjournment. – *Rucynski moved to adjourn the meeting at 8:27 p.m. DeKeyser 2<sup>nd</sup>. Motion carried unanimously.*

Presented for review and approval by Susan Williams, Village Clerk.



# Park, Recreation and Urban Tree Board Special Meeting Minutes

June 18, 2014

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

**Present**

Jean DeKeyser  
Stacy Gedman  
Matt Gehl  
Tom Jack  
Larry Miller  
Chad Rucynski

**Absent**

Rich Storey, excused

**Others Present**

Randy Friday, Administrator  
Susan Williams, Clerk  
Brenda Stumpf, Recreation Programming

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – *Miller moved to approve the agenda as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes: May 21 – Special Meeting. – *Gehl moved to approve the minutes of the special Park Recreation Urban Tree Board meeting May 21, 2014, as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered citizen comments on agenda items.
- 6) Old Business:
  - a. *Park Operating Procedures: Finalize Village park and trail policies and procedures regulating usage, especially Wanick Park, including shelter usage & rental, pavilion usage & rental, performance venue usage & rental, etc.*

*Jack moved to recommend approval the Park Operating Procedures modified during the meeting and the rest as presented. DeKeyser 2<sup>nd</sup>. Motion carried unanimously.*

- b. *Fee Structure for large group events: Finalize local policy and regulation.*

*Miller moved to accept the Fee Structure Schedule modified during the meeting. DeKeyser 2<sup>nd</sup>. Motion carried unanimously.*

*Jack moved to separate fees generated by park to offset park operating costs. Miller 2<sup>nd</sup>. Motion carried unanimously.*

- 7) New Business:
  - a. *Resolution Authorizing Sale of Malt Beverages at Village Sponsored Events - #08-2014 – Consider/Approve.*

***Jack moved to approve #08-2014 Resolution Authorizing Sale of Malt Beverages at Village Sponsored Events. Rucynski 2<sup>nd</sup>. Motion carried unanimously.***

*Administrator Friday introduced Stumpf as new Recreation Programming and requested Stumpf to update the Board on the status of Wanick Park.*

*Miller and Gehl voiced their displeasure with the current status of Wanick Park and concern of its completion. The Board requested SAA representative Thiesen to be in attendance at the next meeting to discuss the project.*

*Jack stated the next meeting is July 16<sup>th</sup>.*

- 8) Adjournment. – ***Rucynski moved to adjourn the meeting at 8:43 p.m. Gehl 2<sup>nd</sup>. Motion carried unanimously.***

Presented for review and approval by Susan Williams, Village Clerk.

# Park, Recreation and Urban Tree Board Meeting Minutes

July 16, 2014

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

**Present**

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

**Absent**

Stacy Gedman, excused

**Others Present**

Randy Friday, Administrator  
Susan Williams, Clerk  
Brenda Stumpf, Recreation Programming

- 2) Pledge of Allegiance. – *recited.*
- 3) Approval of the Agenda. – ***Gehl moved to approve the agenda as presented. DeKeyser 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: June 18 – Special Meeting. – ***Miller moved to approve the minutes of the special meeting of June 18, 2014 as presented. Rucynski 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered citizen comments on agenda items.
- 6) Old Business:

*Jack inquired of Williams the Village Board approval of the park regulations. Williams reported minor language change and approval July 14, 2014.*

Blake Theisen (SAA) distributed financial handout and provided project status report. Theisen responded to Board Member questions and reported the general contractor final work to be completed by August 8, 2014.

- 7) New Business:
  - a. *Trail signage: Consider/Approve signage type.*

*Board directed Stumpf to mock up signs and distribute options to Board members for prioritization with final decision to be made at the next Board meeting.*

- b. *Park signage: Consider/Approve signage type.*

***Storey moved to approve purchase of two (2) green double sided large message center with literature rack. Miller 2<sup>nd</sup>. Motion carried unanimously.***

c. *Picnic tables: Consider/Approve picnic table purchases.*

***DeKeyser moved to approve purchase two (2) 8 foot handicap accessible picnic table picnic table and two (2) 8 foot handicap accessible hexagon picnic table picnic table purchase, cedar top dark bottom color dependent on that being compatible with existing benches. Storey 2<sup>nd</sup>. Motion carried unanimously.***

8) *Park Kick-Off Event (August 17<sup>th</sup>): Consider/Approve event programming, elements, set-up, etc.*

*Stumpf presented draft grand opening schedule and requested volunteers for sub-committee to continue event work. Sub-committee will meet July 22, 2014 (2<sup>nd</sup> meeting tentatively July 29<sup>th</sup>) at Village Hall Board Room.*

*Next special meeting for PRUT Board on August 6, 2014 at 6:30 p.m.*

9) Adjournment. – ***Storey moved to adjourn at 8:41 pm. Rucynski 2<sup>nd</sup>. Motion carried unanimously.***

Presented for review and approval by Susan Williams, Village Clerk.

# Park, Recreation and Urban Tree Board Special Meeting Minutes

August 6, 2014

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

**Present**

Stacy Gedman  
Matt Gehl  
Tom Jack  
Larry Miller  
Chad Ruczynski  
Rich Storey

**Absent**

Jean DeKeyser (Excused)

**Others Present**

Randy Friday; Administrator  
Brenda Stumpf; Recreation Programming  
Jim Rath; Village President

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – **Motion to approve by Storey. Seconded by Gehl. Unanimously approved.**
- 4) Approval of Minutes – July 16 (Regular Meeting) *Minutes.* **Motion to approve by Gedman. Seconded by Ruczynski. Unanimously approved.**
- 5) Registered citizen comments on agenda items. None.
- 6) Old Business:
  - a. *Park Kick-Off Event-August 17<sup>th</sup> (Sub-committee): Consider/Approve event programming, elements, set-up, etc.*

An informational discussion was held including the following elements: *Staff shirts (30); Tee-shirt sales (200); Banners placed (3) and yet-to-place (4); Port-o-Lets (10); Wounded Warrior trailer; Theda-Star helicopter appearance; Gold Star EMS appearance; Fish Boil start time (Noon); Food preparation & sales (hamburgers; brats; burgers); Music start time (3pm); 50/50 Raffle (Lion's Club); Acknowledgement of volunteers and donors; Volunteer set-up & take-down times.*

b. *Trail Signage-Mock Designs: Consider/Approve.*

The Board reviewed six (6) trail signage examples for placement throughout the trail system submitted by *Brush Boy Customs.*

**Motion to approve sign Option #2-V (vertical; reflective) made by Miller. Seconded by Storey. Unanimously approved.**

- 7) New Business:  
a. *Park finalization: Consider/Approve final purchases (i.e. picnic tables, etc.).*

Discussion included purchase of ten (10) new picnic table frames for the existing outdoor pavilion. Frame price is approximately \$2,700, not including wooden planks and painting necessary to match the table style of existing tables. Additional items needed to order include an approved *First Aid Kit, Bio-Hazard Kit; Pool Rule signage; durable blankets; water testing kits, and an in-line thermometer for the Splash Pad pumphouse. Splash Pad fencing is an item not previously known as needed by the Board. Faux wrought iron, galvanized cyclone fencing, and rubber-coated cyclone fencing styles were discussed, as well as design lay-outs. The benefits of ordering fencing versus 'staffing' the Splash Pad was discussed, as well as the necessity to order the fencing as soon as possible due to the pending closure of Tax Increment District #1 in late-September.*

**Motion to approve purchase of ten (10) picnic table frames for \$2,700 and additional items as necessary made by Gehl. Seconded by Gedman. Unanimously approved.**

**Motion to conditionally approve final fence design, placement and cost as determined by PRUT Board Chair Jack, Administrator Friday, and Rec. Coordinator Stumpf made by Miller. Seconded by Ruczynski. Unanimously approved.**

- b. *Splash Pad Rules: Consider/Approve.*

The Park Rules were discussed and slightly modified based on Staff review and State of Wisconsin input during the Park approval process.

**Motion to approve modified Rules made by Gedman. Seconded by Gehl. Unanimously approved.**

- 8) Adjournment.  
**At 8:32pm, motion to adjourn made by Ruczynski. Seconded by Gehl. Unanimously approved.**

Presented for review and approval by Randy Friday, Acting Clerk.

# Park, Recreation and Urban Tree Board Special Meeting Minutes

September 17th, 2014

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

## **Present**

Jean DeKeyser  
Stacy Gedman  
Matt Gehl  
Tom Jack  
Larry Miller  
Rich Storey

## **Absent**

Chad Rucynski, excused

## **Others Present**

Randy Friday; Administrator  
Brenda Stumpf; Recreation Programming  
Susan Williams; Clerk

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Storey moved to approve the agenda as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes: Aug. 6th – Special Meeting. – *Gehl moved to approve the minutes of the special meeting of August 6, 2014 as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered citizen comments on agenda items.

Joe Hennlich, W410 Margaret Ct., Sherwood – regarding agenda item 7) a).

- 6) Old Business:
  - a. *Wanick Park – Final Work Items:*
    - i. Consider and clarify final ‘Punch List’ items prior to Village Board submittal for final approval & pay-out (SAA).

*Administrator Friday reported that items remain to be resolved and are being worked on.*

Blake Theisen (SAA) reported to the Board that area along the asphalt path was repaired, curb heads (3) will be fixed by Martel, the prairie areas will develop over the next couple of years, the water loss situation at the splash pad is unresolved after confirming testing and checking lines, and explained the outstanding change order.

*Friday questioned Theisen if the splash pad is being winterized what will happen in 2015.*

Theisen replied that Karls Mechanical and Janke work is covered under warranty.

Recreation Programming Stumpf reported the tennis courts need striping and sink in utility room is leaking.

*Miller reported small pavilion with handicap picnic table cement pitch holding water.*

Stumpf replied it is on the punch list and will be taken care of.

*Gehl stated 2 clean outs in swing area need to be lowered.*

Theisen responded that they will be dropped.

*Gehl reported moisture at the base of the spider web and playground equipment.*

Theisen replied that under drain was installed and had suggested to Friday to increase the fabric.

Stumpf stated a 5 foot chain link fence, matching the tennis courts will be installed around the splash pad to comply with current State Statutes.

Theisen stated the location of the fence must be outside a 5 foot dry area around the splash pad.

***DeKeyser moved to modify the splash pad fencing layout to relocate it to grass area inside the stepping stones and outside the seating stones. Gehl 2<sup>nd</sup>. Motion carried unanimously.***

***Storey moved to accept final outstanding change order in the amount of \$14,000 and includes no cost for an additional year warranty on the splash pad concrete through the year end 2016. DeKeyser 2<sup>nd</sup>. Motion carried unanimously.***

- ii. Consider 'liquidated damages' (per prior meeting discussion; SAA).

Theisen reported reviewing the contract language related to damages, substantial completion and lost days.

*Gehl questioned and Theisen concurred that the contract references are substantial completion and the Village would not have any legal option.*

*Friday suggested the Board proceed with the reduced change order and additional warranty.*

***Gehl moved to acknowledge the Village may have recourse in liquidated damages, however the Board is willing to use that as incentive to motivate the contractor to accept the reduced dollar amount on the change order with the additional year of warranty for no additional cost (agenda 6) a) i). Storey 2<sup>nd</sup>. Motion carried unanimously.***

- iii. Consider additional year (thru 2016) for Splash Pad concrete warranty due to lack of usage in FY2014.

*Item discussed in agenda item 6) a) i).*

- b. *Park Dedication – Wrap-up discussion, overview & critique* (Please come with list of pro's, cons, areas of improvement, etc. for future programming).

*Board will discuss at the next meeting.*

- 7) New Business:
  - a. *Halloween in Wanick Park*: Request (Sherwood Lion's Club – John Zornow; Joe Hennlich) to hold event on Oct. 25<sup>th</sup> (previously held at State Park).

Hennlich informed the Board that the Lions Club has been handling Halloween festivities in the Village for the last 45 years, of them 20 years at the High Cliff State Park. Hennlich requests moving this year to Wanick Park and the plan is to start out small with pumpkin carving, costume contest, clown with balloons and possible bouncy house.

***Miller moved to support the Lions Club Halloween festivities and approve the event contingent upon Lions Club securing all required permits and paying all fees for the event to take place at Wanick Park in 2014. Storey 2<sup>nd</sup>. Motion carried unanimously.***

- b. *Final Wanick Park procurement(s)*: Update.
- 8) Correspondence
    - a. *Pets in the park* (Aug. 11, Colwell). – *Reviewed.*
    - b. *Problems at night in the park* (Aug. 11<sup>th</sup>, Iwanski). – *Reviewed.*
    - c. *Tennis/Basketball Lights* (Aug. 14, Iwanski). – *Reviewed.*
    - d. *Emerald Ash Borer in Calumet County* (Sept. 11; WisDNR). – *Reviewed.*
  - 9) Adjournment. – ***Storey moved to adjourn at 9:19 p.m. DeKeyser 2<sup>nd</sup>. Motion carried unanimously.***

Presented for review and approval by Susan Williams, Village Clerk.

# Park, Recreation and Urban Tree Board Meeting Minutes

October 15, 2014

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

**Present**

Stacy Gedman  
Matt Gehl  
Tom Jack  
Larry Miller

**Absent**

Jean DeKeyser, excused  
Chad Rucynski, excused  
Rich Storey, excused

**Others Present**

Randy Friday; Administrator  
Brenda Stumpf; Recreation Programming  
Susan Williams; Clerk  
Steve Summers, Plan Commission Chair.

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – *Miller moved to approve the agenda as presented. Gedman 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes: Sept. 17 – Special Meeting. – *Gehl moved to approve the minutes of the Special Meeting September 17, 2014 as presented. Miller 2<sup>nd</sup>. Motion carried unanimously.*
- 5) Registered citizen comments on agenda items.

Lori Hiland, N8045 Lake Breeze Drive, Sherwood – regarding agenda item 7) a)

- 6) Old Business:  
a. *Wanick Park – Project Update (Splash Pad; fencing; final item procurement).*

Stumpf updated the Board with on-going work to solve water loss problem.

*Board directed Stumpf to draft a correspondence with SAA and Splash Pad vendor to address this situation, request reimbursement of utility billing and responsibility to return in spring as needed.*

- b. *Park Dedication – Wrap-up discussion, overview & critique* (Please come with list of pro's, cons, areas of improvement, etc. for future programming).

Stumpf inquired of the Board. their impressions of the day and planning for next year.

*Miller reported being pleased with the ThedaStar appearance, heard positive comments from public, thinks it was well attended suggested for next year more kid activities and beginning the planning earlier to capture public relations from the radio stations and other media outlets. Gehl reported it was a wonderful event, well-staffed, and great local entertainment.*

- c. *Halloween in Wanick Park: Request* (Sherwood Lion's Club – John Zornow; Joe Hennlich)

Stumpf updated the Board and reported the event is progressing with the Sherwood Lions Club.

7) New Business:

- a. *Trail disturbance (N8025 Lake Breeze Drive; Hiland):* Consider impact and remedy of private property construction project on public trail system.

*Administrator Friday presented photos and information on the situation to the Board.*

***Miller moved to recommend contractor repairing, replacing and restoring damage to Village trail, returning it to Village standards. Gehl 2<sup>nd</sup>. Motion carried unanimously.***

- b. *Trail reconstruction in FY2015:* Consider segment(s) for reconstruction.

Stumpf presented trail conditions throughout the Village and requested direction from Board in long term planning of trail maintenance.

*Board directed Stumpf to prioritize trails and make plan for long term budgeting.*

- c. *FY2015 Capital Reserve Expenditures:* Consider Parks & Rec. programming expenditures, possibly including Wanick Park stormwater pond.

*Friday inquired of the Board of budget considerations for FY2015.*

*Board agreed to discuss item in January 2015.*

- d. *Fall & Winter Event Programming:* Issues; Staffing; ‘Winter Solstice Event – Dec. 20<sup>th</sup>.

Stumpf updated the Board on canvas walls for Wanick Park Pavillion, suggesting installation in 2015. Stumpf reported walls will be installed for summer season and removed for winter season. Stumpf stated the Winter Solstice will be held December 20, 2014, and asked Board members for assistance staffing the event.

8) Correspondences:

*Jack reported receiving calls about Village plan for Emerald Ash Bore, and suggested treating the trees affected. Jack offered his professional opinion of planting other than Ash and treat those Ash trees affected in the Village.*

*Jack questioned the repaving of Spring Hill Drive. Friday responded that the Village Engineer Schaff oversaw the paving and per her the aerial photography of the existing road was followed. Schaff at the Village Board meeting 10/13/14 had reported that the road was paved based on the original footprint with shouldering. Friday reported that the repaving was a change to the existing road and that change took place without the Village Board knowledge.*

*Jack reported January 21, 2015 will be the next regular meeting.*

9) Adjournment.

***Gehl moved to adjourn the meeting at 9:06 p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***

Presented for review and approval by Susan Williams, Village Clerk.



# Park, Recreation and Urban Tree Board Special Meeting Minutes

**Tuesday, November 18, 2014 – 6:30 p.m.**

**Sherwood Village Hall  
W482 Clifton Road, Sherwood, WI**

- 1) Call to Order and Roll Call.-*Chairman Jack called the meeting to order at 6:32 with Roll Call:*

**Present**

Jean DeKeyser  
Rick Storey  
Tom Jack  
Larry Miller

**Absent**

Matt Gehl, Excused  
Chad Ruscynski, Excused  
Stacy Gedman, Excused

**Others Present**

Brenda Stumpf;Recreation Programming  
Stuart Boerst;McMahon

- 2) Pledge of Allegiance.-Recited
- 3) Approval of the Agenda.-*Storey moved to approve the agenda as presented. DeKeyser 2<sup>nd</sup>. Motion carried unanimously.*
- 4) Approval of Minutes: Oct. 15<sup>th</sup>
- 5) Registered citizen comments on agenda items.

Brian Breckheimer, N7935 Ridgeview Ct., Sherwood  
Carolyn McNown, N8008 Mustang Dr., Sherwood-regarding agenda item 7)c)  
Lori Hiland, N8025 Lake Breeze Dr., Sherwood-regarding agenda item 7)c)

- 6) Coordinators report

*Stumpf reported that she had attended the WPRA conference and trade show and also that she has obtained the CPO certification. She was asked about the splash pad problem and reported that the major water loss has been found and is now dealing with a small water loss rate yet.*

- 7) Old Business:  
a. *Wanick Park: Aquatic Plantings – (Stuart Boerst-McMahon)  
Stuart Boerst from McMahon presented the aquatic plantings process for the Wanick Park Stormwater Pond*

- b. *Miller Pond*: Reforestation – (Stuart Boerst-McMahon)

*Stuart Boerst from McMahon presented the reforestation project to be done in 2015. Storey made a motion to go ahead with the project and DeKeyser 2<sup>nd</sup>. Motion carried unanimously.*

- c. *Trail Disturbance (N8025 Lake Breeze Drive; Hiland)*: Consider remedy as per approved

Board directed Stumpf to obtain information on that trail so that a pro-rating type formula can be used to resolve. Will have for January meeting

- d. *Winter Solstice Event*: Issues; Staffing; Ideas, etc.

Stumpf reported that a sub-committee should be formed for the event. She was directed to do so.

- 8) New Business:
  - a. *Future programming ideas* (events, garden clubs, friends of park, etc.)

Stumpf asked the board what kind of activities the board would like to see in the future. It was brought up that maybe we should ask the community as well to see what they would like. Dekeyser mentioned doing a survey.

- 9) Correspondences: Hiland

- 10) Adjournment.

***Dekeyser moved to adjourn the meeting at 7:49p.m. Miller 2<sup>nd</sup>. Motion carried unanimously.***