

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**January 20, 2016**

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

<b>Present</b> <i>Julie Brinkman</i> <i>Stacy Gedman</i> <i>Tom Jack</i> <i>Larry Miller</i> <i>Ruth Sprangers</i>	<b>Absent</b> <i>Matt Gehl</i> <i>Rich Storey</i> <b>Others Present</b> <i>Randy Friday, Administrator</i> <i>Brenda Stumpf, Recreation Coordinator</i> <i>Kathy Mader, Finance/Utility Clerk</i>
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- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – *Gedman moved to approve the agenda. Sprangers seconded. Motion carried.*
  
- 4) Approval of Minutes: November 18, 2015 (Regular Meeting) – *Miller moved to approve the November 18, 2015 minutes. Gedman seconded. Motion carried.*
  
- 5) Registered citizen comments on agenda items – *None*
  
- 6) Chairperson Report: Info only – *Jack stated the scheduled 2015 Winterfest was cancelled due to warm and wet weather and is not expected to be rescheduled.*
  
- 7) Recreation Coordinator Report: Info Only
  - a) Wanick Park Pond Aerator-Test Results – *Per invoice (12/17/15), Aquatic Biologists, Inc. noted on invoice that at current date no aeration is needed to sustain fish but does recommend a winter site visit to complete another Dissolved Oxygen Profile.*
  
  - b) Facility Usage FY2015 – *Reviewed usage breakdown of the facilities.*
  
  - c) AED Update - *Stumpf said that she received information from a representative of Gold Cross Ambulance Service as to recommendation for AED. Stumpf reported that the village has received donated funds to purchase one of the AED. Stumpf will request Gold Cross Ambulance Service representative to suggest where to place the AED at the Wanick Choute Park Pavilion.*
  
  - d) Pickleball-Survey – *Stumpf stated that the request to place the survey in the December newsletter was not timely. The survey will be placed in the 2016 second quarter newsletter (April – June) which will be mailed the latter part of March.*
  
- 8) Old Business:
  - a) PT Employee Job Description - *Stumpf was instructed to remove “indoor” referenced information from the work environment portion of the Job Description, add age requirement (18 +) to the Job Description if deemed required by insurance to drive*

*village equipment (i.e. food truck), and a wage of \$10 was suggested. PRUT members were requested to send any other suggestions to the Recreation Coordinator so the Job Description can be finalized at the February meeting.*

b) Begin Review of Concession Stands; Trailer, equipment for summer 2016 - *Stumpf shared photos of a trailer she visited (specs of trailer included in packet). Stumpf suggested the PRUT consider what concessions they suggest be sold from the food truck, the storage needed, and preference of electric versus gas. Jack stated that he spoke to a local carnival vendor and received several good food and beverage suggestions for the food truck. Jack also stated the local carnival vendor stressed the probable requirement to involve the Wisconsin Department of Health and related training dependent upon food choices to sell.*

9) New Business:

a) Wanick Park Tree Planting: Consider Wolfrath's final billing & Donation – ***Miller moved to approve to accept the \$2500 donation and approve the \$2874.03 balance due amount. Brinkman seconded. Motion carried.***

b) Signage for Miller Pond Reforestation Project - *Commission agreed the presented "sign" information is too wordy. Stumpf instructed to bring updated design to the February meeting; suggested wording, "Replanted with Native Species, Watch Your Forest Grow".*

c) Trail Connection (Forest Subdivision to American Legion Park) - *Friday stated this is for discussion only at this time. Friday will speak to representatives of J & E Construction regarding the possible purchase of land which, currently, separates the two village parcels shown.*

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Discussion not on agenda - Stumpf posed the possibility of moving the PRUT meeting to the third Monday of the month since the Utility Commission was dissolved. The item will be placed on the February agenda. No action taken.

10) Correspondences – *None*

11) Adjournment – ***Brinkman moved to adjourn at 8:29 p.m. Sprangers seconded. Motion carried.***

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<b>Present</b>	<b>Absent</b>
<i>Julie Brinkman</i>	<i>Matt Gehl</i>
<i>Stacy Gedman</i>	<i>Rich Storey</i>
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10) Correspondences – *None*

11) Adjournment – ***Brinkman moved to adjourn at 8:29 p.m. Sprangers seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

**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.

**Park, Recreation and Urban Tree Board Special Meeting Minutes**  
**March 21, 2016**

- 1) Call to Order and Roll Call – *Chairman Jack called the meeting to order at 6:31 p.m. with roll call:*

<i><b>Present</b></i> <i>Julie Brinkman</i> <i>Stacy Gedman</i> <i>Tom Jack</i> <i>Larry Miller</i> <i>Ruth Sprangers</i> <i>Rich Storey</i>	<i><b>Absent</b></i> <i>Matt Gehl</i> <i><b>Others Present</b></i> <i>Brenda Stumpf, Recreation Coordinator</i> <i>Randy Friday, Administrator</i> <i>Kathy Mader, Finance/Utility Clerk</i>
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- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – *Miller moved to approve the agenda. Gedman seconded. Motion carried.*
  
- 4) Approval of Minutes: February 17, 2016 (Special Meeting) – *Sprangers moved to approve the February 17, 2016 minutes. Brinkman 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 – *Stumpf reported that discussion included AEDs, Text Alert Systems, and information regarding seasonal and part-time employees.*
  
  - b) Easter Egg Hunt – *Stumpf stated seventy participants are registered as of today's date.*
  
- 8) Old Business:
  - a) PT Employee Job Description – *Consensus that Stumpf did a good job completing the job description requirements. Miller moved to recommend Village Board approval of the PT Employee Job Description as presented. Sprangers seconded. Motion carried. Miller requested Stumpf, if approved by Village Board, to send the approved description to Fox Valley Technical College for advertisement/student consideration.*
  
  - b) Concession Stands; Trailer, equipment for Summer 2016 (Background, Projections, Operating Budget, WPRA survey-Concessions revenues, Notes from a local concessionaire, Additional items needed, Weather stats for last 5 years.) – *Sprangers moved to recommend Village Board approval of purchase of 16' food trailer, per approved 2016 budget; to be designed and outfitted to sell intended concession items at the Wanick Choute Park. Miller seconded. Motion carried. Further*

*discussion included possible job description for individual to be exclusive concession worker in the trailer. Gedman opined this position could be self-supporting. Friday stated items will be purchased locally if financially feasible but suggests best price comparison. Stumpf stated that she had previously spoken to representatives of Dick's Family Foods and was told that they cannot compete with wholesale store prices for candy.*

*Stumpf was directed to inquire with the County Health and Ag Departments to verify whether or not not-for-profit have direct scrutiny regarding food sales.*

*Stumpf requested PRUT members to be present for the March 28, 2016 Village Board meeting in support of the food trailer approval. Several members said they would be present.*

9) New Business – *None*

10) Correspondences - *N/A*

11) Adjournment – ***Sprangers moved to adjourn at 8:15 p.m. Gedman seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

**Park, Recreation and Urban Tree Board Special Meeting Minutes**  
**April 18, 2016**

- 1) Call to Order and Roll Call – *Chairman Jack called the meeting to order at 6:33 p.m. with roll call -*

<b><i>Present</i></b>	<b><i>Absent</i></b>
<i>Julie Brinkman</i>	<i>Matt Gehl (excused)</i>
<i>Tom Jack</i>	<i>Stacy Gedman (excused)</i>
<i>Larry Miller</i>	<b><i>Others Present</i></b>
<i>Ruth Sprangers</i>	<i>Brenda Stumpf, Recreation Coordinator</i>
<i>Rich Storey</i>	<i>Kathy Mader, Finance/Utility Clerk</i>
	<i>Jim Rath, Village President</i>
  
- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – ***Storey moved to approve the agenda. Brinkman seconded. Motion carried.***
  
- 4) Approval of Minutes: March 21, 2016 (Special Meeting) – ***Miller moved to approve the March 21, 2016 minutes. Brinkman seconded. Motion carried.***
  
- 5) Registered citizen comments on agenda items - *None*
  
- 6) Chairperson Report: Info only – *Nothing to report.*
  
- 7) Recreation Coordinator Report: Info Only
  - a) Easter Egg Hunt – *Stumpf reported that 80 children participated. The hunt took place on the great lawn and the hill. Positive feedback was received though there was still some snow on the ground.*
  
  - b) Signage at Miller Pond – *Recreation Coordinator stated the sign has been placed at Miller Pond.*
  
- 8) Old Business:
  - a) Pickle Ball Survey/Comments, Consider – *Stumpf reported that, of the approximately eleven hundred quarterly newsletters mailed in mid-March, only eight responses were in favor of pickle ball. The commission agreed not to accommodate a pickle ball court at the Wanick Choute Park tennis courts at this time. The back lot of the village offices parking lot was suggested as an alternative temporary site. **Miller moved to recommend the Village Board approve a temporary Pickle ball Court to be placed in the far north corner of the Village offices parking lot (W482 Clifton Rd) ; expenses for the net, posts, sleeves, and tape or paint are not to exceed \$600. Sprangers seconded. Motion carried.***

*Discussion not on agenda – Rath requested the PRUT consider, in the future, placing a 4' fence around the basketball court.*

- b) PT Employee Job Description Changes, Consider - *Stumpf explained the word “stand” has been removed throughout, per Village Board recommendation, due to denial of concession trailer purchase. Commission requested the updated job description be sent to Fox Valley Technical College and UW La Crosse. Storey moved to recommend the Village Board approve the Village Administrator and the Recreation Coordinator handle the hiring process. Brinkman seconded. Motion carried.*
- c) Concession Stand Discussion – *Stumpf informed the commission that the VB has denied the purchase of a trailer due to start-up costs and potential competition to local businesses.*
- 9) New Business:
- a) Recreation Coordinator Job Description, Review - *Reviewed. No further discussion or suggestions.*
- b) “Adopt a Flower Bed” Consider – *Sprangers approved the Recreation Coordinator to move forward with this project; suggested seeking a florist discount. Storey seconded. Motion carried.*
- c) Trail Reconstruction - *Storey moved to recommend the Village Board approve FY2016 asphalt of the trail extension from Wanick Choute Park to Lake Breeze Drive and both three hundred foot sections of Nuthatch Trail suggested by engineer, per 4/13/16 email (packet). Miller seconded. Motion carried. Note: Commission opined potential future damage from trucks, etc. may occur if both sections of Nuthatch Trail are not done at the same time.*

10) Correspondences - N/A

*Discussions not on agenda –*

- *Miller announced that this evening would be his last PRUT meeting. Rath accepted Miller’s resignation and expressed appreciation for Miller’s contributions to the Village.*
- *All were in agreement of Rath’s suggestion to engage the Board of Appeals members to work in association with the PRUT commission for the Village’s fiftieth anniversary activities in 2017.*

11) Adjournment – *Miller moved to adjourn at 7:52 p.m. Storey seconded. Motion carried.*

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk.

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**May 16, 2016**

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

<b>Present</b>	<b>Absent</b>
<i>Julie Brinkman</i>	<i>None</i>
<i>Stacy Gedman</i>	<b>Others Present</b>
<i>Matt Gehl</i>	<i>Brenda Stumpf, Recreation Coordinator</i>
<i>Tom Jack</i>	<i>Kathy Mader, Finance/Utility Clerk</i>
<i>Susan Jungen</i>	<i>Jim Rath, Village President (arrived ~ 7:00 p.m.)</i>
<i>Ruth Sprangers</i>	
<i>Rich Storey</i>	
  
- 2) Pledge of Allegiance – *Recited.*  
  
*Jack introduced Susan Jungen as the newest PRUT member.*
  
- 3) Approval of the Agenda – ***Storey moved to approve the agenda. Gedman seconded. Motion carried.***
  
- 4) Approval of Minutes - April 18, 2016 (Special Meeting) – ***Gedman moved to approve the minutes of the April 18, 2016 meeting. Brinkman seconded. Motion carried.***
  
- 5) Registered citizen comments on agenda items –
  - *Michael Cook, N7770 Palisades Trail, Re Item 8)*
  
- 6) Chairperson Report: Info only – *Nothing to report.*
  
- 7) Recreation Coordinator Report: Info Only
  - a) NEWPRO Mtg. 4-21-16 – *Stumpf reported placement of cameras in parks with feed to official cell phones was discussed as well as municipal special events.*
  
  - b) WOFV initiative – *Reviewed.*
  
  - c) SESAC - *Stumpf explained SESAC is one of three music licensing companies. Village is required to pay the annual fee.*
  
- 8) Old Business:
  - a) Pickle Ball, Consider/Recommend – ***Storey moved to recommend VB approve taping one of the Wanick Choute Park tennis courts, temporarily, for pickle ball as a test run this summer to determine interest. Gehl seconded. Motion carried unanimously.***

*Discussion: Cook discourages the PRUT and Village Board from approving funds for placement of a pickle ball court on the upper parking lot of the village offices building. Cook advised safety issues and possible disillusionment of the sport as reasons for not placing the temporary pickle ball court at this site. Cook stated he had spoken to Rath after the May 9, 2016 Village Board meeting. He said Rath had suggested to him that a couple possible alternative sites for placement of the pickle ball court, beside the requested use of one tennis court, would be the basketball court or the Wanick Choute upper parking lot. Cook reiterated his preference to use one of the tennis courts with a specific time set aside for pickle ball. However, if they do use the basketball court, a portable indoor/outdoor net would be required and they would play east to west on half the court. Cook is not interested in use of the Wanick Choute upper parking lot.*

*Use of the village gym for a pickle ball court was also suggested since it could be used during inclement weather year-round. Cook stated he prefers to play outdoors though the gym would be a good alternative site with a portable indoor/outdoor net. Jungen suggested the village purchase four pickle ball paddles and some pickle balls to be on a check-out/check-in system from the office for those who are interested in playing but do not have equipment.*

*Though commitment of specific days and times for pickle ball was suggested, it was opined that, unless the courts are reserved, tennis and pickle ball play will be on a first come, first serve basis.*

9) New Business:

- a) Farmers Market/Chubby Seagull, Consider/Recommend - *Notification only, nothing to consider or recommend at this time. Recreation Coordinator stated that timely information was not received from requestor for the packet.*

10) Correspondences: Zika and Parks (WPRA-May 2016) – *Reviewed.*

July is Recreation and Park Month (WPRA-May 2016) – *Reviewed.*

11) Adjournment – ***Sprangers moved to adjourn at 7:57 p.m. Jungen seconded. Motion carried***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

**Park, Recreation and Urban Tree Board Meeting Minutes  
June 20, 2016**

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

<b><i>Present</i></b>	<b><i>Absent</i></b>
<i>Julie Brinkman</i>	<i>None</i>
<i>Matt Gehl</i>	<b><i>Others Present</i></b>
<i>Stacy Gedman</i>	<i>Brenda Stumpf, Recreation Coordinator</i>
<i>Tom Jack</i>	<i>Kathy Mader, Finance/Utility Clerk</i>
<i>Susan Jungen</i>	<i>Jim Rath, President</i>
<i>Ruth Sprangers</i>	
<i>Rich Storey</i>	
  
- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – ***Gehl moved to approve the agenda. Gedman seconded. Motion carried.***
  
- 4) Approval of Minutes: May 16, 2016 – ***Sprangers moved to approve the May 16, 2016 minutes. Brinkman 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. May 19, 2016 (Town of Fox Crossing) – *Stumpf inquired if there were any questions related to the meeting minutes presented. Board requested more information regarding discussion of Email Marketing and Active Net for Online Facility Reservations.*
  - b) Miller Pond Burn – *Stumpf reported the burn went well and the fee was \$900 paid to Fox Valley Technical College.*
  - c) Ice Cream Social – *Stumpf stated the event was successful. There were 215 sundaes served and the attendees enjoyed the addition of the onsite farm equipment they were allowed to climb into..*
  - d) Upcoming Events; Movie Night (6-24), Miller & Mike (6-26), Randy Peterson (7-10), etc. – *Noted.*
  - e) Lake Breeze to Wanick Park Trail – *Jack stated this item should be considered part of the Old Business in item 8). Stumpf shared pictures of a few issues in regard to the paving; a portion of the trail (curve) is paved close to the grass on one side though the lines indicated where the paving was to be poured, a resident has planted a row of trees close to the R.O.W., and drainage pipes from two residences are draining close to the trail.*
  
- 8) Old Business:

a) Pickle Ball - *Stumpf verified the gym has been lined and the net is in place for play.*

9) New Business:

a) Security Systems - *Recreation Coordinator said that she had spoken to the local security company, Legacy, and they are not interested in bidding. Recreation Coordinator was instructed to ask the interested bidders to be present at the next meeting if they'd like to explain their bid.*

b) Wanick Park Visitors Survey – *Board suggested adding to the survey the following:*

- *Do you have ideas for the park?*
- *What was your form of transportation i.e. walk, bike, car/van, bus?*

Non-Agenda Discussion - Board requested the current park policies and rental agreement be added as line items for discussion on the July agenda. One consideration the Board would like to discuss is allowing the rental of the “Farmer’s Market” area for reasons other than for a farmer’s market. Also, consider the purchase of tables for the “Farmer’s Market” site. Jungen would like the Board to consider allowing grills in the park, as well. Jungen stated she has witnessed the use of grills at the park. If grill’s not allowed, the Board instructed Stumpf’ to check if “No Grills Allowed” is referenced on the rental agreement. If grills are allowed, is there a policy related?

10) Correspondences - *None*

11) Adjournment – ***Gehl moved to adjourn at 7:33 p.m. Gedman seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**July 18, 2016**

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

<b><i>Present</i></b>	<b><i>Absent</i></b>
<i>Matt Gehl</i>	<i>Julie Brinkman - Excused</i>
<i>Tom Jack</i>	<i>Stacy Gedman</i>
<i>Susan Jungen</i>	<i>Rich Storey</i>
<i>Ruth Sprangers</i>	

***Others Present***  
*Brenda Stumpf, Recreation Coordinator*  
*Valerie Neuman, Acting Clerk*
- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Gehl moved to approve the agenda. Jungen seconded. Motion carried.***
- 4) Approval of Minutes: June 20, 2016 – ***Sprangers moved to approve the June 20, 2016 minutes. Gehl seconded. Motion carried.***
- 5) Registered citizen comments on agenda items – *None.*
- 6) Chairperson Report: Info only – *Jack mentioned how his family frequents Wanick Choute Park and how he receives rave reviews about the splash pad.*
- 7) Recreation Coordinator Report: Info Only –
  - a) Recap of Events Held – *Stumpf relayed information on the family fun series at the Wanick Park amphitheater. She stated the Miller & Mike (6/26) comedic jugglers drew a 35 person crowd, the Minions movie showing (6/24) drew 52 people (and sold concessions beforehand), and Randy Peterson children’s entertainer (7/10) had a 15-family crowd with about 50 people.*
  - b) Upcoming Events – *A U-Paint opportunity is scheduled at the park pavilion on 7/20, where participants are to pre-register on its website. Other upcoming events include children’s entertainer, Mister Billy (7/24), the second ice cream social of the season (7/26), which is sponsored by the Village’s Chubby Seagull, two (2) Art in the Park Series – tie dying (8/3), and bird house painting (8/17), Inside Out movie showing (8/12), and the N.E.W. Zoo’s Zoomobile (8/14).*
  - c) Wanick Park June Survey – *Stumpf reported the surveys conducted were over eleven (11) randomly-selected weekdays; no tennis lessons or YMCA programs are involved with the statistics. Collectively, the Board decided a weekend or weekend date would be most preferable for comparison purposes. Stumpf will organize a weekend date for the August sampling.*

8) Old Business:

- a) Security Systems – Stumpf requested vendors who submitted bids to attend the meeting to help explain the bids for the security systems.

*R. Jack of Sentinal Security, LLC spoke to explain the quotes submitted for the security cameras at Wanick Choute Park. Cameras are analog 1080 eye cameras only, with one standard view, color recording, no audio, and no capabilities to rotate view or to zoom at the immediate time or after-the-fact.*

*The first one is for the main pavilion site, where two (2) cameras would be stationed by the splash pad area, one (1) at the picnic tables in the pavilion, and one (1) in the soffit for the pavilion restrooms. A 10' pole would be required (provided by the Village) to position the camera on top of to attain proper viewing of splash pad area. (Currently, there is a 4' pole where the emergency phone is on – replacing this pole with a taller one would make economic and space sense for the camera, since the current pole would not work with the tree growth over the next few years). The digital video recorder (DVR) would be placed in the concessions room of the pavilion up high and would have to be taken out in the wintertime (say unless the protector box, heater, and fan are purchased - \$900 additional investment).*

*The Board requested Stumpf to evaluate humidity in concessions room on 7/21 or 7/22 to evaluate conditions of building in summer heat. DVR system can be accessed remotely if high speed internet is connection available. Alternatively, a USB memory stick can be inserted into the recorder and user can record any span of time in between dates. DVR takes upwards to a month of data prior to overwriting existing data recording; it only records when activity is sensed by cameras (saving space); equipment and installation estimated at \$5,225. DVR capabilities can record up to four (4) cameras only.*

*The second quote is for the amphitheater space for three (3) cameras – one stationed in front of skating rink, one looking out to amphitheater space/sidewalk, and one positioned on play area. Conduit piping would be needed to reach outside rear of building. This DVR could record year-round, since warming shelter mechanical room is heated.*

*Jack mentioned importance of hiding DVR box and monitor to reduce tampering, and to have both DVRs to record year-round. Sprangers agreed \$900 is a small investment for maintaining equipment against environmental factors and possible tampering.*

*Gehl mentioned the parking lot is missed by current proposal placement of cameras, also basketball and tennis courts are missed.*

*Mega pixel cameras are an alternative option where user can zoom-in on areas on recording after-the-fact; Jungen and Gehl requested cost comparison. Jungen additionally requested side-by-side comparison of 1080 (analog) camera, with a*

*mega pixel camera (which is not quoted and is more expensive). A DVR may also be needed to accommodate mega pixel camera requirements; Jungen stressed the importance of ensuring the Village attains the best option for the park's needs.*

*R. Jack will provide follow-up with answers to requested information to Stumpf for further consideration after it is ready.*

*Martin Security Systems out of Green Bay, WI provided quote for security camera system, but did not go on premises to evaluate needs (looked on Google Earth to determine quote). Quote for main pavilion is \$3,219.40 and for the amphitheater space, \$6,338.80.*

*Board directed Stumpf to request Martin Security Systems to attend next meeting to discuss submitted quote.*

- b) *Lake Breeze to Wanick Park Trail – Stumpf updated the Board about the status of this year's restoration project of Nuthatch Trail. Cedar Corporation will need to trim the base of the path, fix the width differentiation in one spot, and the section of trail will have a minimum 2-year warranty, but may possibly have a 5-year warranty (Majkowski – Village Engineer could not confirm duration of warranty at this time). Finish work is to be done by Public Works.*

*Stumpf also stated the concern and need of addressing two residential properties on Palmer Court are causing swamp-like areas on Village property due to extended drain tile. Homes were not "grandfathered" permission to place drain tile beyond their property lines and onto Village road right-of-way (ROW). Board stated it would be best to inform residents that their drain tile needs to be removed.*

*Gehl requested Stumpf to ask Village Administrator how first phase of homes of Nuthatch Pond were treated for the trail restoration. Gehl urged the importance of having a consistent message for all homeowners before any notification to current owners in violation are dealt with.*

***The Board collectively decided Stumpf to inquire about notification requirements and protocol about trail work to property owners that are near it by asking the Village Administrator. The Board requests to provide a consistent message to all homes along the trail line restoration project(s). Thereafter, a letter is to be drafted and sent out to all homeowners on Palmer Court regarding stormwater drainage guidelines.***

*Stumpf stated Lake Breeze section of trail is still undergoing maintenance and no official timeline there is no completion date set.*

- 9) **New Business:**
  - a) **Park Regulations – Stumpf stated current park regulations state no personal grills are permitted of any kind (charcoal or gas) unless in designated picnic areas. No**

*designated picnic areas were established at any park at this point. Two (2) years ago, the Parks & Recreation Department purchased four (4) industrial grills to use for Village-sponsored events, but with also for the intent of renting out the grills to pavilion renters.*

*Stumpf urged the Board to maintain the current regulation wording and just specify designated picnic areas at Legion and Wanick Choute Park. Additionally, she stated the importance of regulating grills by only allowing the rentable grills in designated picnic areas (for they are gas). The Village Parks & Recreation Department does not have the man power to oversee charcoal “dumping sites” at the park. Stumpf stated pavilion rental applications could be altered to have an “interested in renting a grill” option, whereupon a propane gas rental agreement would need to be completed (along with the \$25 rental fee-per day and \$25 rental deposit).*

*Stumpf continued that grills can be positioned in secure locations at Legion Park (locked in bathroom) and Wanick Choute Park (in concessions room) and dropped off in area before date of rental. Renters are responsible for cleaning and securing grill after use. Stumpf would remove grill if subsequent renter did not request grill to maintain consistency.*

*Gehl agreed the importance of updating the park regulations to include what areas are considered to be designated picnic area, but it is hard to dictate what is acceptable/not accepted as a grill within the park areas – park goers will bring a charcoal even they say it is a gas grill; hard to mandate regulations and stopping those from bringing personal grills.*

*Jack agreed to limit type of grill only to gas/propane grills due to charcoal mess.*

*Sprangers stated signs would be needed to reflect strict changes throughout the park. Enforcing personal grill use to be prohibited would be hard to do without adequate staff and monitoring.*

*Jungen uncertain why open air shelter cannot be designated picnic area –a few unbolted tables under main pavilion could be moved to accommodate another picnic area near a parking lot. Another gathering spot for when the main pavilion is rented would be helpful for other park goers; Gehl agreed.*

***The Board collectively agreed to have Stumpf research other local municipalities and how they currently present grill use procedures – whether if the municipality rents grills at all, supplies grills for public use, has restrictions associated with gas and/or charcoal grills, and if their regulations include designated picnic area spaces. Stumpf is to report back at next meeting with findings, whereupon Board is to decide on providing updated regulations and procedures for grill usage and have policy update for Village Board review/approval at their early November meeting. Intent is to have policies updated for 2017 rentals.***

b) Facility Reservation Applications – *Stumpf included applications as part of subsequent materials to Board to show current formatting of forms and how they do not include grill information.*

10) Correspondences – *None.*

11) Adjournment – ***Gehl moved to adjourn at 8:30 PM. Jungen seconded. Motion carried unanimously.***

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

## Park, Recreation and Urban Tree Board Meeting Minutes

August 15, 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*

*Matt Gehl*

*Tom Jack*

*Susan Jungen*

*Rich Storey*

***Absent***

*Stacy Gedman - Excused*

*Ruth Sprangers - Excused*

***Others Present***

*Brenda Stumpf, Recreation Coordinator*

*Jim Rath, Village President*

- 2) Pledge of Allegiance. – *Recited.*
- 3) Approval of the Agenda. – **Jungen moved to approve the agenda as presented. Storey 2<sup>nd</sup>. Motion carried unanimously.**
- 4) Approval of Minutes: July 18 (Regular Meeting). – **Brinkman moved to approve the minutes of the Regular Meeting of the Park, Recreation and Urban Tree Board of July 18, 2106 as presented. Jungen 2<sup>nd</sup>. Motion carried unanimously.**
- 5) Registered Citizen Comments on Agenda Items. –

Jack Kruse, W4873 Mustang Dr., Sherwood – voiced concerns regarding goose nuisance; increasing numbers, many birds do not migrate, birds are becoming too familiar with people and experiencing some birds being aggressive.

- 6) Chair's Report

*Jack reported receiving resident concerns of safety on Spring Hill Drive and stated he directed them to the Village Administrator and the Village is working on it.*

- 7) Recreation Coordinator Report: Updates.

- a. Event Recap: U-Paint (7-20)

Stumpf reported the event was moved to the Village Gym due to the humidity with 12 participants and \$5 of each fee was paid to the Park.

Mister Billy (7-24)

Stumpf stated the event had approximately 30 people an hour before, but due to the heat only 4 remained for the show.

Ice Cream Social (7-26)

Stumpf reported the event was sponsored by the Chubby Seagull, with a donation of 3 5-gallon tubs of ice cream. Stumpf stated without baseball or soccer served 167 people.

Art in the Park-Tie Dying (8-3)

Stumpf reported 40 participants, dying t-shirts, pillow cases and sheets.

Movie Night (8-12)

Stumpf stated 25 participants with iffy weather.

Zoomobile (8-14)

Stumpf reported a big event with about 100 people.

- b. Upcoming Events: Art in the Park-Birdhouse Painting (8-17).

Stumpf stated based on the response to the event will dictate next year's programming.

- c. Sherwood Summerfest.

Stumpf requested more help at the event and most all details are handled. Stumpf stated if anyone is interested in helping to contact her.

- d. Wanick Park

- i. User Survey (July).

Stumpf shared 14 days of park usage information for July.

- ii. Splash Pad State Inspection.

Stumpf reported passing the State inspection with the report later in the packet. Stumpf stated one gate was not operating properly so that will be fixed and the chlorine was high so she shocked it to bring it down.

- iii. Pond – Muskrat removal.

Stumpf stated 11 muskrats were removed from Wanick Pond.

- e. Nuthatch Pond Trail – Reconstruction schedule.

Stumpf reported the trail work will commence shortly.

- f. 6-acre undeveloped park land (adjacent to 13<sup>th</sup> Hole of HCGC).

- i. Buckthorn Treatment & Control in October.

- ii. Future land preparation for tree replanting.

- iii. Consider naming area and/or existing natural trail sections.

Stumpf shared the plan for the area with the Board. Jack suggested tordan is a better product and more effective than the McMahan quote. Stumpf stated she will consult with Village Administrator Friday with that information.

- 8) Old Business:

- a. Security Systems.

A Martin System Representative presented their product and services to the Board.

Stumpf reported that Legacy Communications will be presenting information.

Jack requested to hold the topic until the third quote is received.

b. Lake Breeze to Wanick Park Trail.

Stumpf stated that Gehl had a question related to other residents along Village Trails which may have similar drainage devices impeding the trails.

Jack suggested sending letters to all residents. Jack requested Stumpf to review the Nuthatch Trail and report back.

c. Park Regulations – Grilling.

Stumpf stated the only park that rented grills was in Green Bay and included that communication in the packet.

Jungen commented expecting the research was going to be about how parks handled grills, not just rented grills.

Stumpf replied that her impression was that Village Public Works Staff were not going to be tasked with policing grill clean up. Stumpf stated she was to find out more on rental grills in order to change the Village Park Regulations.

Stumpf stated the grills are down at the shed at Wanick Park, pulled out for rentals and returned to the shed after the reservation. Stumpf described the area where the grilling is allowed, with gravel and posted.

Rath questioned if the grills available are able to be used in one specific spot or anywhere in the park.

Brinkman stated that the language would be need to be specific.

Stumpf replied that the language would be rented grills (from the Village only) and the areas available for grilling are at Wanick Park main pavilion and amphitheater and Legion Park.

Jack suggested those three places and revisit the open air pavilion.

Stumpf stated tables could be purchased for the open air pavilion.

**Storey moved to allow Village rented gas grills at the designated grilling areas at Wanick and Legion Park. Gehl 2nd. Motion carried unanimously.**

Board questioned Stumpf on the farmers market at the Chubby Seagull and Stumpf reported that she had not seen a lot of business and weather has been an issue some Thursdays.

Stumpf reported on the Fall Fest status; set for October 1<sup>st</sup>, 2 to 6 pm, music, Rollins Brewery and 10 vendors (with a maximum of 20 spots).

- 9) New Business:  
a. Halloween – Sherwood Lions Park Rental.

Stumpf reported the Lions reserved the Pavilion for October 29<sup>th</sup> and their request is to have the rental fee waived. Stumpf stated they will provide the insurance certificate.

**Storey moved in light of the previous and continuing support of Wanick Park to waive the rental fees for the Lions on October 29, 2016. Jungen 2<sup>nd</sup>. Jack abstained. Motion carried.**

- 10) Correspondences:  
a. Recreational Water Establishment Inspection Report (Wis. DNR – 8/12/2016).

Jack questioned Stumpf how the Splash Pad is operating in 2016. Stumpf replied that the middle section is having issues with the electric and will deal with that after the season.

Jack stated the next meeting will be September 19, 2016.

Gehl questioned a page in the packet where grills were referenced and Jack requested the language be revamped.

**Jungen moved to recommend amending language of 19-22 G of the Municipal Code removing 1) except in personal grills or designated fireplaces, removing 2) Personal, adding Village rented prior to grills, removing 3) picnic, removing rest of paragraph 4) The use . . . property. Storey 2<sup>nd</sup>. Motion carried unanimously.**

- 11) Adjournment. – **Jungen moved to adjourn at 8:00 p.m. Gehl 2<sup>nd</sup>. Motion carried unanimously.**

Presented for review and approval by Susan Williams, Clerk-Treasurer.

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**September 19, 2016**

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

<b>Present</b> <i>Julie Brinkman</i> <i>Matt Gehl</i> <i>Tom Jack</i> <i>Susan Jungen</i> <i>Ruth Sprangers</i>	<b>Absent</b> <i>Stacy Gedman, excused</i> <i>Rich Storey, excused</i> <b>Others Present</b> <i>Jim Rath, Village President</i> <i>Brenda Stumpf, Recreation Coordinator</i> <i>Kathy Mader, Finance/Utility Clerk</i>
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- 2) Pledge of Allegiance – *Recited.*
  
- 3) Approval of the Agenda – ***Brinkman moved to approve the agenda as presented. Jungen seconded. Motion carried.***
  
- 4) Approval of Minutes: August 15, 2016 (Regular Meeting) – ***Sprangers moved to approve the August 15, 2016 minutes. Brinkman seconded. Motion carried.***
  
- 5) Registered Citizen Comments on Agenda Items – *None*
  
- 6) Chair’s Report – *Regarding geese complaints, Jack reported that he had spoken to Tom Sturdivant, Calumet County Sheriff’s Department, since local DNR rep, Ryan Propson, has taken a new position within the DNR agency. Sturdivant shared that geese complaints are actually a specialty of the USDA Wildlife Services and information has been requested.*
  
- 7) Recreation Coordinator Report: Updates.
  - a) Event Recap: Art in the Park-Birdhouse Painting (8-17), Summerfest (8-21) – *Stumpf said there was an impressive turnout for the birdhouse painting event, 30 participants. Stumpf reported that the early hours of the Summerfest had spurts of rain. However, overall, the Summerfest was a good day, a nice crowd and the kids’ activities were well received. Members requested a complete breakdown of all expenses, revenues, and donations of this year’s Summerfest in comparison to previous years.*
  
  - b) Upcoming Events: Fall Fest (10-1) – *Stumpf stated that she has 19 unique vendors signed up for the Farmer’s/Craft Market. Stumpf, also, shared that there will be a blue grass band entertaining the crowd for a few hours; Rowland’s seasonal beer will be available for purchase as well as pork sandwiches. Rath informed the members that the pork has been donated by Sam’s Club and will be prepared that day.*

- c) User Survey (August) – *Stumpf indicated, per verbal survey results, in addition to Sherwood residents, Darboy residents have the highest attendance numbers for use of the splash pad.*
- 8) Old Business:
- a) Security Systems – *All members requested the bids be presented at the next meeting in a comparable format.*
  - b) Trails
    - i) Nuthatch Pond Trail - *Stumpf informed the PRUT that the property owners on Nuthatch Pond Trail have cut back their drainage to their property lines as instructed by the Village.*
    - ii) Big Lake Court - *Stumpf presented pictures of flooding which has occurred on the trail due to new home construction. PRUT discussed the possible recommendation to have the Village set grades for new homes or set lot grading guidelines which should alleviate further flooding of existing trails. It was, also, suggested that the Plan Commission and Zoning Administration be informed of the approved recommendation, if applicable, so all are informed at the same time. At the suggestion of the Rath, since presented on this agenda as “Info Only”, the item will be on the next agenda for recommendation.*
    - iii) Lake Breeze to Wanick Park - ***PRUT was in consensus to recommend to the Village Board that a formal letter be written to the property owners in question; inform the property owners that they are required to cut off their drainage system at their property line or at the easement, if applicable, whichever comes first. A copy of the drainage plan should be included with the letter which indicates their parcel and illustrates the easement and their property line.***
- 9) New Business:
- a) Proposed Basketball Area-Horizon Court - *Though the offer is appreciated, the PRUT will not recommend the proposed basketball area based upon probable liability to the Village.*
  - b) Community Center Rental-Alvarez, 8-27-16 – *Stumpf described the deplorable condition the renters (Alvarez) had left the community center after their use and the time and costs related to clean and repair the destruction. Stumpf informed the members that Alvarez is not a resident of Sherwood.*
    - i) Review Current Center Rental Agreement – ***Sprangers moved to recommend the Village Board approve increasing non-resident deposit to \$375 for the Community Center and the Rec Center/Gym, effective January 1, 2017. Jungen seconded. Motion carried.***
  - c) Signage for Wanick Park and Grilling Areas - *Stumpf was instructed to create a template of proposed signage and present at next meeting.*

- d) ActiveNetFY2017 Budget Items - *All were in agreement that the service is not cost effective at this time.*
- e) FY2017 Budget Items
  - i) Trails - *Stumpf was requested to present proposed trail map at the next meeting. Jungen inquired whether or not the Village could encourage easy connection of trail system to Darboy from Sherwood.*
  - ii) Park needs - *Jungen requests tables at the open air shelter at Wanick Park.*
  - iii) Other items - *Stumpf invited email suggestions.*
- 10) Correspondences:
  - a) Stuart Boerst-Garlon vs Tardon use – *reviewed.*
  - b) Facebook Review – *reviewed.*
- 11) Adjournment – ***Sprangers moved to adjourn at 8:09 p.m. Brinkman seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**October 17, 2016**

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

<b>Present</b> <i>Julie Brinkman</i> <i>Matt Gehl</i> <i>Tom Jack</i> <i>Susan Jungen</i> <i>Ruth Sprangers</i>	<b>Absent</b> <i>Stacy Gedman</i> <i>Rich Storey</i> <b>Others Present</b> <i>Randy Friday, Administrator</i> <i>Brenda Stumpf, Rec Coordinator</i> <i>Kathy Mader, Finance/Utility Clerk</i> <i>Jim Rath, Village President</i>
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- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – ***Gehl moved to approve the agenda. Jungen seconded. Motion carried.***
  
- 4) Approval of Minutes: September 19, 2016 (Regular Meeting) – ***Brinkman moved to approve the September 19, 2016 minutes. Sprangers seconded. Motion carried.***
  
- 5) Registered Citizen Comments on Agenda Items – *None*
  
- 6) Chair’s Report – *Jack thanked Stumpf for the amber light info for the geese problem. Gehl suggests investigating a coyote decoy that moves with the wind and may help. Friday reminded the PRUT board that anything regarding managing the geese must go through Village Board approval.*
  
- 7) Recreation Coordinator Report: Updates.
  - a) Event Recap: Fall Fest (10-1) – *Stumpf reported, despite inclement weather, that, overall, the event was well received. Of the 19 scheduled vendors, sixteen vendors participated. The venue was moved from the open air shelter to the pavilion due to the rain. The event will be on the docket for 2017.*
  
  - b) Upcoming Events: Halloween (10-29). Winter Solstice (12-17) – *Halloween (10/29), Stumpf stated the Village is working in collaboration with the Lions to make this a successful annual event the Lions can, in the future, do on their own. This year there will be a spook trail scavenger hunt for the kids as well as hot dogs and hot chocolate. Winter Solstice (12-17), Stumpf is still working on plans for this event.*
  
- 8) Old Business:
  - a) Security Systems - *Stumpf was instructed to contact FVTC security to request they provide an impartial third-person review of the Sentinel Security and Martin Security proposals; provide FVTC with break-down information only, not company names.*

- b) Trails
  - i) Nuthatch Pond Trail - *Stumpf explained the project has been suspended until the ground is frozen. The trail remains closed.*

9) New Business:

- a) Signage for Wanick Park and Grilling Areas – *PRUT Board suggests “Welcome to the Village of Sherwood Park Systems, For the enjoyment of all, the Village of Sherwood requests that you follow the rules” as the heading for the proposed park sign; include the village website address, “villageofsherwood.org” after “...Code Chapter 19...”; and include the village logo at the bottom of the sign.*

*PRUT board requested Stumpf to bring a prototype of both signs (Rules & Grill) to the next meeting.*

- b) Park Rules: Annual Review - Code Change recommendation (Public Hearing) – ***Sprangers recommends to the Village Board adding the following language “except when expressed written approval of the PRUT Board or its designee is first obtained” to Chapter 19. Parks and Recreation Article IV. Park Regulations, §19-22. Regulations and Requirements, I. Gehl seconded. Motion carried.***

c) FY2017 Budget Items

- i) Trails - ***In addition to the FY2016 Nuthatch Trail funds carried over, Jungen recommend to the Village Board an additional \$25,000 be added to the special reserve fund. Gehl seconded. Motion carried.***

*The gravel area of the “great lawn” at Wanick Choute Park and the gravel trail from the pavilion to the splash pad were suggested to be blacktopped.*

- ii) Park needs - ***Sprangers recommends the Village Board approve \$24,070 be added to the Wanick Park Fund. Brinkman seconded. Motion carried. Stumpf listed three flag poles, 80” TV, security system, (6) picnic tables, and bathroom hand dryers as park needs. Sprangers suggested adding a glass door refrigerator/cooler for the kitchen.***

- iii) FT & PT Employee(s) – ***Sprangers recommends Village Board approval of the FY2017 increase/decreases for General Fund accounts related to the Rec Prog/Events line items. Brinkman seconded. Motion carried.***

*Administrator explained the Stumpf would be employed full-time by the Village of Sherwood, 52 weeks per year, 40 hours per week (flexible hours requested with consideration made for hours worked between Memorial Day and Labor Day), and \$16.50 per hour.*

*Recreation Coordinator stated a part-time employee employed for 10 weeks, 20 hours per week, \$10 per hour would be adequate; needed for movie nights, ice cream socials, Art in the Park series (6), and the Summerfest.*

*Recreation Coordinator plans to adjust the time for the Art in the Park series from late afternoon to late morning. PRUT suggests the “where you are from” survey be done on weekends not just week days; per survey, 95% of splash pad attendance during week is by out-of-towners, PRUT predicts weekend survey results will show more residents visit the splash pad on weekends.*

10) Correspondences:

a) *None*

PRUT board was in consensus for approval to cancel the November meeting at the request of Chairman Jack. The next meeting will be December 19, 2016.

11) Adjournment – ***Gehl moved to adjourn at 9:21 p.m. Jungen seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk

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

**Monday, November 21, 2016**

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

Due to lack of business to discuss, the regularly-scheduled 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 Meeting Minutes**  
**December 19, 2016**

- 1) Call to Order and Roll Call – *Chairman Jack called the meeting to order at 6:30 p.m. with roll call:*
- |                       |   |
|-----------------------|---|
| <b>Present</b>        | <b>Absent</b>                               |
| <i>Julie Brinkman</i> | <i>Stacy Gedman</i>                         |
| <i>Matt Gehl</i>      | <b>Others Present</b>                       |
| <i>Tom Jack</i>       | <i>Brenda Stumpf, Contr.Rec Coordinator</i> |
| <i>Susan Jungen</i>   | <i>Jim Rath, Village President</i>          |
| <i>Ruth Sprangers</i> | <i>Kathy Mader, Finance/Utility Clerk</i>   |
| <i>Rich Storey</i>    |   |

*Mader informed the PRUT board that Mr. Gedman had resigned from the Village Board, effective after the December 12, 2016 meeting and, therefore, will no longer be a PRUT board member. According to Rath, the position will be appointed by the incoming Village Board president in April.*

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – ***Gehl moved to approve the agenda as presented. Jungen seconded. Motion carried.***
- 4) Approval of Minutes: October 17, 2016 (Regular Meeting) – ***Sprangers moved to approve the minutes of the October 17, 2016 meeting. Brinkman seconded. Motion carried.***
- 5) Registered Citizen Comments on Agenda Items – *None*
- 6) Chair’s Report – *Jack stated that he heard several positive remarks regarding the Winter Solstice and apologized that he was unable to attend.*
- 7) Recreation Coordinator Report: Updates.
- a) Event Recap: Halloween (10-29), Winter Solstice (12-17) – *Stumpf recapped the Halloween event, sponsored with the Sherwood Lions, by saying the good weather encouraged great participation and positive feedback, especially the “find-it” game along the trail way, along with the pumpkin carving and costume contest. Considering the weather forecasted for the Winter Solstice, Stumpf said participation was very good. Many compliments on the pictures with Santa, keepsake frame and decorating the cutout cookies. Stumpf requested the PRUT Board suggest where to take the donated food items. The PRUT suggested to take them to St. Joe’s Pantry in Menasha.*
- b) 2017 New Events – *Stumpf stated she would like to expand the Wednesdays in the Park Series that was introduced last year to seven or eight times through the summer. The hours would possibly be different than last year.*

*Stumpf is planning on at least two bus trips next fall. The first bus trip is planned for the Warren Cranberry Festival which will be Saturday September 23, 2017. The second bus trip is planned for the first Saturday in December 2017 to the Gurnee Mills Outlet Mall.*

c) Upcoming Events

- i) Easter Egg Hunt (4-15) – *Stumpf explained the non-resident cost will increase to \$4 per participant and the resident cost will remain at \$2 per participant.*
- ii) Summerfest (8-20) – *Stumpf stated she has a tentative agreement with Spicy Tie to return at a cost of \$3,000. Stumpf shared that the band is, again, willing to provide the stage, sound equipment, and are building a canopy for the stage.*

*Rath stated that he had been approached by Mike Bailey of the Vic Ferrari Band to play at the 2017 Summerfest and the 2018 – Village of Sherwood- 50 Years celebration. Rath said no cost has been established for either proposed performance by Vic Ferrari. Stumpf informed the PRUT board that she budgeted \$6000 for the 2017 Summerfest bands and that we should get a confirmed contract from Vic Ferrari as soon as possible if we are to go this route. Rath volunteered to solicit donations, if needed.*

*Stumpf expressed her desire to have whatever additional band is booked to go on as the first act.*

*Rath suggested Stumpf contact Mike Bailey regarding the possibility of booking the Vic Ferrari Band for the 2017 and 2018 celebrations and get signed quotes for each performance, if applicable.*

8) Old Business:

- a) Security Systems – *Stumpf explained that her attempts to contact someone from the Fox Valley Technical College and Heartland Business Systems were not successful. Stumpf, however, found a third party that created a hand-out (to be included in file) of questions for Stumpf to put forth to Martin System and Sentinel Security regarding their quotes. Responses from Martin and Sentinel will be discussed at the next meeting.*
- b) Signage for Wanick Park and Grilling Areas – ***Jungen moved to recommend the Village Board approve three “Welcome to the Village of Sherwood Park System” signs, one for the Legion Park and two for the Wanick Choute Park, to be placed at each parking lot, and two “Designated Grilling Area” signs for Wanick Choute Park. Storey seconded. Motion carried.***  
*PRUT board was in consensus of removing the word “molesting” from the proposed “Welcome” sign; add a white border; high gloss lettering.*

9) Trail Maintenance Update: B-16 Nuthatch Trail – *Stumpf received update from Cedar Corp that MCC would be attempting to resume work today or tomorrow and should be done in approximately two days. The work consisted of excavating and applying the base course material in advance of the Spring thaw.*

10) New Business:

a) YMCA – 2017 – *Email correspondence received from Brandon Vanderhoof, YMCA Sports and Recreation Director, explains that the program will no longer include baseball or t-ball due to decline in Sherwood participants; this year the In-town Soccer program will be held during the summer instead of spring for 4K-2<sup>nd</sup> grade; Grades 3-8 will, again, have the Lake to Lake Soccer program during spring.*

b) Trails-Winter Maintenance – ***Jack moved to recommend replying that the trails are intended to remain in their natural state i.e. do not remove snow. It can be noted, however, that Wanick Choute Park Trail will be maintained during the winter months. Sprangers seconded. Motion carried.***

*Stumpf reminded the PRUT that the Big Lake Ct/Lane area trail will need to be addressed in the future as more houses are constructed in the subdivision. Current residents have already approached the Village regarding the potential trail flooding issues.*

11) Correspondences:

a) *None*

12) Adjournment – ***Sprangers moved to adjourn at 7:37 p.m. Jungen seconded. Motion carried.***

*Respectfully submitted for review and approval by Kathy Mader, Finance/Utility Clerk*