

Park, Recreation and Urban Tree Board Special Meeting Minutes

January 30, 2017

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

Present

Julie Brinkman

Matt Gehl

Tom Jack

Susan Jungen

Ruth Sprangers

Rich Storey

Absent

Others Present

Brenda Stumpf, Contr.Rec Coordinator

Randy Friday, Village Administrator

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – *Gehl moved to approve the agenda as presented. Storey 2nd. Motion carried unanimously.*
- 4) Approval of Minutes: December 19, 2016 (Regular Meeting) – *Sprangers moved to approve the minutes of the regular meeting of December 19, 2016, as presented. Brinkman 2nd. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items
- 6) Chair's Report
- 7) Recreation Coordinator Report:
- a) Facility Usage

Stumpf reported the 2016 usage information and provided comparison to 2015.

Friday questioned some of the classification of the information and Gehl stated he is interested in the over/under numbers compared to 2015.

Friday suggested changing the title of the classification before going to the Village Board.

- b) Land Acquisition

Friday identified wooded (wetland) land to be donated to the Village and projected the parcel on the Board Room wall.

- 8) Old Business:
- a) Security Systems

Jack requested the Board to review the quotes and suggested consideration at the next meeting. Gehl stated he is not ready to make a decision and would suggest tabling the topic. Storey stated if the Village is going to spend the funds that it would be a good idea to have in service examples for the Board to visit. Sprangers asked if other municipalities have these installed and Stumpf replied Waupaca and New London.

b) Tree Concern: W5105 Cherrywood Dr.

Stumpf reported that Jack had inspected the tree and Stumpf contacted the resident with the options provided by Jack.

9) New Business:

a) Full Time & Part Time Employee

Friday presented the park and recreation staffing needs and previously approved PRUT Board direction to hire one part time summer help and one full time employee, establishing a new employee in the Village, with Stumpf as the full time employee.

A long and thorough discussion took place where questions of contract individual and points of recruitment, hiring, reviewing and establishing pay, etc. were all considered.

Sprangers moved to hire Stumpf as full time Park and Recreation Coordinator with flex scheduling, for FY2017, with the understanding Stumpf will not take health insurance in FY2017, and without an increase in compensation due to not taking the health insurance. Brinkman 2nd. Motion carried unanimously.

10) Correspondences

a) St. Joe's Food Pantry

Jack reported the next regular meeting will February 20, 2017.

11) Adjournment – ***Storey moved to adjourn at 8:45 p.m. Jungen 2nd. Motion carried.***

Respectfully submitted for review and approval by Susan Williams, Village Clerk

Park, Recreation and Urban Tree Board Meeting Minutes
February 20, 2017

- 9) Call to Order and Roll Call – *Stumpf called the meeting to order with Roll Call at 6:30 p.m.*
- | | |
|-----------------------|--|
| <i>Present</i> | <i>Absent</i> |
| <i>Julie Brinkman</i> | <i>Tom Jack (excused)</i> |
| <i>Matt Gehl</i> | |
| <i>Susan Jungen</i> | <i>Others Present</i> |
| <i>Ruth Sprangers</i> | <i>Brenda Stumpf, Recreation Coordinator</i> |
| <i>Rich Storey</i> | |

Jungen moved to name Matt Gehl the Acting Chairman. Storey seconded. Motion carried.

- 10) Pledge of Allegiance – *Recited.*

- 11) Approval of the Agenda – ***Storey moved to approve the agenda. Jungen seconded. Motion carried.***

- 12) Approval of Minutes: January 30, 2017 (Special Meeting) – ***Brinkman moved to approve the Jan. 30 Special Meeting Minutes. Sprangers seconded. Motion carried.***

- 13) Registered Citizen Comments on Agenda Items – *None*

- 14) Chair’s Report – *None*

- 15) Recreation Coordinator Report

- a) Dragotta Property – Stumpf reported Public Works has been clearing brush from the property. Stumpf is looking into the possibility of allowing residents to purchase and donate “memory” or “family” trees as part of the reforestation effort.
- b) 2017 Events – *Note: Fall Fest is scheduled from 2-6p.m., not 12-4p.m., as shown on the calendar. Stumpf requested as much help as possible from the PRUT members for the larger events i.e. Easter Egg Hunt, Summer Fest, Fall Fest, and Halloween.

In discussing a Farmer’s Market at the Wanick Choute open-air shelter, Stumpf stated it has been a priority of some on the Village Board to introduce a weekly Farmer’s Market during the May to September growing season. However, it has proven a challenge to pull in interested vendors. Also, through research and conversations with other communities, Stumpf’s understanding is the start-up of a Farmer’s Market is a “money pit” for at least seven years; *“You basically pay the vendors to come, they don’t pay you”*.

Stumpf spoke with Ben King (Chubby Seagull) last year when they decided to host a market. His wife has numerous contacts in the Fox Valley and they were optimistic

about success. King reported they did not have success pulling in the anticipated number of vendors, while also enduring poor weather conditions on some dates. He is unsure if they will attempt a farmer's market this year. Stumpf had hoped their success could carry over to a successful Market at Wanick Choute Park.

Last October, the first annual *Fall Fest* included various vendors and appeared to be a success. Of note, this is a one-time event, there was scheduled entertainment and activities, the locus of activity was under the main pavilion, and the weather was good.

Considering lackluster turn-out at certain prior *Summer Fest* events, PRUT members suggested Stumpf inquire about vendor participation, hoping to pull in a broader audience. It was noted, all outdoor events are influenced by the weather, other communities' Summer events, and family obligations at the end of Summer. This year's event will feature fresh-roasted corn-on-the-cob.

16) Old Business:

- a) Security Systems – *Centennial Security* has withdrawn quote for consideration, leaving *Martin Systems* as the lone remaining bid for consideration. *Lappen Security* may be another option if the PRUT would like Stumpf to seek a quote. Because three quotes had already been requested the Board did not request a quote from *Lappen*.

Referring to the packet contents, Stumpf said *Martin* answered PRUT Board's questions put forth and a customer testimonial/questionnaire was received from an existing *Martin* customer (*Prevea Health*). PRUT requested Stumpf clarify with *Martin* the Sherwood system quoted is not the Geo system *Prevea* stated they were not happy with. Stumpf is to verify the *Martin* quote includes added protection in the event of system loss due to a weather-related event such as lightning and any additional warranty information.

Stumpf is to request the *Martin* representative inspect the site on March 20 (date of next PRUT meeting) and be present for the meeting.

9) New Business:

- a) High Cliff Golf Course, Holes #13 & #14 – Stumpf reported the Village and High Cliff Golf Course (HCGC) agreed to a "land swap". HCGC built a new tee-box on the 14th hole partially on a village easement. HCGC is responsible for associated CSM costs. The new Village 50' wide greenspace of swapped village land will be aligned with the stormwater easement that lies between the 13th & 14th holes.
- b) Park Upkeep Maintenance - Stumpf explained some damages & work needing attention at Wanick-Choute Park.
 - Soccer field torn up by vehicle; A broken window at warming shelter.
 - Re-staining the Amphitheater warming shelter
 - Re-staining touch-up work on the main pavilion.
 - Canvas awning cords and snaps on the main pavilion to be fixed and reinforced.

Gehl asked about the baby swings. Stumpf responded one swing is on order. Gehl stated the swings face south and requested they be turned because babies are unable to look up due to the sun in their faces.

17) Correspondences – *None.*

18) Adjournment – ***Jungen moved to adjourn at 7:55 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
March 20, 2017

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

Present

Julie Brinkman

Matt Gehl

Tom Jack

Susan Jungen

Ruth Sprangers

Rich Storey

Absent

None.

Others Present

Brenda Stumpf, Recreation Coordinator

Valerie Neuman, Acting Clerk

- 2) Pledge of Allegiance – *Recited.*

- 3) Approval of the Agenda – ***Storey moved to approve the agenda. Jungen seconded. Motion carried.***

- 4) Approval of Minutes: February 20, 2017 – *Sprangers inquired about the mention of corn during FallFest this year, since corn will be hard to come by during the late Autumn months. Stumpf informed the Board the corn roast option was intended for SummerFest and asked to make a correction in the minutes.*

Jungen moved to approve the minutes for the February 20, 2017 meeting with the amended note regarding the corn roast will be provided at SummerFest, not FallFest. Story seconded. Motion carried unanimously.

- 5) Registered Citizen Comments on Agenda Items – *None.*

- 6) Chair’s Report – *None.*

- 7) Recreation Coordinator Report

- a) Easter Egg Hunt – *Recreation Coordinator Stumpf stated that there was a small committee meeting last month to help finalize details with the egg hunt this year. Stumpf anticipates April 10 to be the designated “egg-stuffing” and “goodie-bag” making day. The recent newsletter had a reminder for residents to sign their children up, but she also placed a number of flyers at local area businesses, and there will be continual promotion of the event on Facebook.*
- b) Future Events (2017 & 2018 – 50 Year Celebration) – *Recreation Coordinator stated the “Home Alone/Babysitter Training” course offered through the Parks & Recreation Dept. is at capacity as of 3/20 (12 participants). The Village Office started a waitlist for those who dropout or if they wish to participate in a future*

scheduled training opportunity (more likely to take place in the Fall). The 50th Anniversary of Sherwood being incorporated as a Village will officially be June 28, 2018. President Rath is behind the scenes with developing an event in celebration of the milestone, (trying to deter from the similarities of SummerFest). Rath recommends the Board of Appeals and the PRUT Board to help organize and put on the event. More details to come in the future.

- c) *Tree Update – Recreation Coordinator informed the PRUT Board about an anticipated tree delivery of 1,000 seedlings to come to the Village in the coming weeks. Public Works will be planting these seedlings in an area located near the Sherwood Wastewater Treatment Plant. The trees are intended to be utilized in the coming years (after maturing) for usage throughout the Village.*
 - d) *Morey, W4688 Parkway Ct. – Recreation Coordinator stated there was a homeowner who had improper drainage solution for their home and was flooding the paved trail off of Parkway Court. The Village Office sent the homeowners (who are new to the area) a request to remedy the violation, and the residents promptly complied to the request.*
- 8) **Old Business:**
- a) *Security Systems – Martin Systems is the only standing bid for the security camera/surveillance at Wanick Choute Park. Recreation Coordinator Stumpf stated she and representative Koty did a walkthrough of the park to ensure quoted cameras were sufficient for the park’s needs. After walkthrough the estimate was recently adjusted (due to a few camera changes and updated year estimates (2016 to 2017). After recent incidents at Wanick Park’s soccer field area, Chairman Jack recommended a camera to be placed for soccer fields/Wanick Park parking lot, to deter future damage and Storey added this could also help document possible vehicle accidents (not currently in estimate). An additional camera would require an adjustment to the existing estimate upgrading the 4-channel to 8-channel surveillance system for the Main Pavilion area as well. A protection box with a fan may be required for the Main Pavilion surveillance system to protect it against possible overheating/weather elements (also not included in estimate, but may range from \$400 to \$600). The other change in the bid, recommended by Jungen and Sprangers was to eliminate the monitors, for Village may reallocate existing unused monitors or purchase new for half the cost elsewhere. For reference, Stumpf stated the surveillance would be 24-hour and storage of date will be 10 days worth (and she would do a weekly change-out of the memory storage to continue consistent monitoring practices). Regarding weather-related issues, protecting equipment from lightning strikes is possible by “grounding” electricity, but Martin Systems stated this could get costly and the likelihood of lightning striking is extremely low. Chairman Jack made the comment that all of these recent incidents of damage, the Village needs to be proactive and not reactive to help deter future accidents.*

With all of the changes in mind Stumpf will ask Martin Systems for a revised quote, whereupon the PRUT Board will receive a final form of the estimate via e-mail next week.

Jungen motioned to recommend to the Village Board to approve the upgraded quote from Martin Systems for 24-hour camera surveillance at Wanick Choute Park (contingent upon the revisions made to the quote including updating the Main Pavilion to an 8-channel system to accommodate the additional camera to survey the Main Pavilion parking lot and soccer field area, and eliminating the monitors, for alternative options such as reallocating existing or purchase new elsewhere). Sprangers seconded. Motion carried unanimously.

9) New Business:

a) Wanick Park Incidents

- ii. *Amphitheater Window - Recreation Coordinator Stumpf contacted Tri City Glass and Door to inspect damages done in early February for one of the overhead garage door panes breaking; their estimate is \$300 to fix the window.*

Storey motioned to recommend to the Village Board to approve Tri City Glass and Door's estimate to fix the glass door on Wanick Choute Park's Amphitheater. Sprangers seconded. Motion carried unanimously.

- iii. *Soccer Field – Recreation Coordinator Stumpf informed the collective about a recent ground disturbance done by a large unmarked suburban that did “donuts” on the soccer field area, leaving much of the area uprooted and in need of repair. Although no formal police report was filed, Stumpf informed the Calumet County Sheriff's Dept. of the incident and requested to have patrol make extra effort to drive by the park to reduce the likelihood of having similar activity to occur in the future.*

Although no formal action taken by the PRUT Board, the collective agreed to emphasize the importance of approving and installing the surveillance/monitoring system (including the approval of the additional camera at the Wanick Park Main Pavilion) to help document these destructive incidents.

- iv. *Elm Tree – Splash Pad – Recreation Coordinator Stumpf stated there is a broken limb on Elm tree feature on splash pad (feature which has the “dumping bucket”). Per Stumpf, no police report was filed, but a Village incident report (along with pictures) document*

the incident/damage. Stumpf contacted vendor Vortex, whereupon the company stated it would cost \$3,600 to fix the device (including shipping and handling to and from Canada) and will take upwards of 4 weeks. This puts Stumpf in a time crunch to open the splash pad on time (the weekend before Memorial Day). Unfortunately, the Village will be responsible for retrieving and replacing it on the splash pad, and since Sherwood Public Works cannot access the splash pad with existing equipment due to the fence, a rental crane or similar overhanging device may be required to retrieve/replace the item properly (an additional expenditure). Vortex stated the warranty on the item does not include “Acts of God” or “Acts of Vandalism;” Stumpf stated the broken item may be due to vandalism or the recent windstorms which could have forcibly ripped it down. Stumpf informed the collective Vortex has never seen this specific type of damage to a feature on any of their products before. Stumpf made several attempts to outreach to a local fabricator to inspect the damage and see it can be fixed locally, but the contact has not made any effort to schedule an appointment to view the damage. For an alternative, Chairman Jack recommended Stumpf to contact local fabricator Dan Eitenbrook, and schedule an appointment for him to look and see if he could fix the issue at a timely and cost efficiently. Jack was uncertain if his contact would accept this challenge or not. Stumpf did not know how much it would cost for a complete replacement of the tree, much less have ever seen a breakdown of each component of the splash pad.

Stumpf was instructed by the PRUT Board to ask Vortex the cost to replace the entire tree structure (so to have a new warranty for the item).

Sprangers motioned to recommend to the Village Board to have the Elm Tree, a popular splash pad feature, repaired by the most cost effective and cost efficient means possible, with paying attention to the timeframe, so to be able to have the feature working properly in time prior to season open. Gehl seconded. Motion carried unanimously.

- v. *Bamboo Tree – Splash Pad – Recreation Coordinator Stumpf reported on March 14 she noticed a leaf of the bamboo tree feature on the splash pad was “snapped off” and speared into the splash pad fencing. She stated this was most likely due to the windstorm (Public Works and Parks and Recreation both noted a number of the other leaves were “loose” as well) rather than an act of vandalism, primarily due to the heavy plastic/resin of the leaf itself would be difficult to break. Due to the specialty of this piece, a request will*

need to be made by Vortex to have a replacement purchased and shipped. Fortunately, this is more cosmetic does not interfere with the function of the tree. Cost of the replacement is still to-be-determined by Vortex (representative handling the situation was on vacation and could not get back in a timely manner prior to the PRUT meeting). Public Works will be able to replace the leaf once the item is approved for purchase. A police report was not filed, but a Village incident report (along with pictures) document the incident/damage.

Although there was no formal motioned taken, a collaborative agreement was reached to recommend to the Village Board to approve the replacement leaf purchase (cost and shipment of item) to complete the bamboo tree for esthetic purposes and integrity of the splash pad feature.

- vi. *Awnings on Main Pavilion – Recreation Coordinator Stumpf reported the Main Pavilion Wanick Choute Park awnings were unfurled by visitors at the park during one of the high windstorm days. One of the drop sides was completely ripped off the building and laying in the splash pad area. Appleton Awning (the manufacturers responsible for the original purchase) have since been contacted to request a quote for repair/replacement. Unfortunately, the team is in its off-season and is on vacation so a quote wasn't available for the PRUT Board to review. In addition to the damage on the detached awning, the others have grommets/eyelets damaged or missing, ceramic weight balls are missing, and the cording on each awning is already showing considerable wear. Stumpf will look into alternative more durable cording options. A police report was not filed.*

During this time, Gehl inquired if it would be possible to “lump” all of these various damaged items at Wanick Choute Park to be combined into a single claim. Considering the damaged items span over the course of a month, Stumpf wasn't able to provide a definitive answer, but said would look into it with the Village Clerk (who is responsible for the Village's insurance policies/claims). Stumpf stated the deductible is \$2,500, and Gehl commented if the Village could only have to pay that only once, it would be more cost effective and the parks program could proceed with requesting complete replacements of each damaged item, while maintaining warranties.

The PRUT Board stated it may be a labor-intensive practice, but possibly taking down the awnings (and possibly even splash pad

features) at the end of each season would help deter future off-season damage.

Gehl also at this time inquired about an issue he noticed with the Wanick Choute Park climbing wall. Prior to the meeting, he asked Stumpf to inspect the damage. There is a missing piece at the top of the wall, which is an anchoring point (Gehl cautioned it as a possible safety concern). Stumpf replied Public Works has been busy, but will ask them to inspect the situation and see if they could make a piece and adhere the wall to proper safety standards.

No formal action was taken due to not having enough information about fixing the awnings. Stumpf will provide more information about estimates to rectify the issues at next meeting.

10) Correspondences

a) Geese Concern (*E-mail, Kruse, 03-13-17*)

9) Adjournment – ***Jungen moved to adjourn at 7:45 p.m. Brinkman seconded. Motion carried.***

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

Park, Recreation and Urban Tree Board Meeting Minutes
April 27, 2017

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

Present

Julie Brinkman

Matt Gehl

Tom Jack

Ruth Sprangers

Rich Storey

Absent

Susan Jungen; Excused

Others Present

Brenda Stumpf, Recreation Coordinator

Valerie Neuman, Acting Clerk

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Sprangers motioned to approve the agenda. Brinkman seconded. Motion carried.***
- 4) Approval of Minutes: ***Gehl motioned to approve the minutes for the March 20, 2017 as presented. Sprangers seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items – *None.*
- 6) Chair’s Report – *Chairman Jack mentioned he received a few complaints/concerns about Wanick Park’s sledding hill from parents. The parents complained how their children find the metal stakes where the seed bedding/stabilizer was placed originally when the hill was seeded and they are coming out from the ground – posing possible hazards. Jack informed the resident moms how in his many years as a contractor himself, he hasn’t ever pulled such staking out for a client – the stakes rise up from the freeze/thawing of the ground. If they are a nuisance, Jack welcomed the concept of pulling them out and disposing them properly themselves. It is not the Village’s responsibility to find and pull out all of the landscaping items.*
- 7) Recreation Coordinator Report
- a) Easter Egg Hunt – *Recreation Coordinator Stumpf informed the collective she had only positive comments from the egg hunt from Saturday, April 15; 114 participants registered (19 non-residents and 95 residents) and one (1) who came but was unlisted. The children were in two age groups (2-5 and 6-8) and many participated in the Easter-themed crafts this year. Frogg’s and Chubby Seagull ice cream parlors donated prizes for the jellybean guess games, and the event wrapped up by 11:30 AM. The weather, although rained the night prior, cooperated and it turned out to be a pleasant day – the egg hunters played on the playsets at the park after the event.*

- b) Security System – Recreation Coordinator Stumpf informed the Board the system will be in place within May 15-17, 2017. Monitors were purchased ahead of time on sale (\$100/piece). Only other preparations required are to purchase two (2) HDMI cables, install the shelving units, and to ensure the 110 volt power sources are accessible. Revised quote total is \$6,690.
- c) Donation from Sherwood Lioness’ – Recreation Coordinator Stumpf informed the PRUT Board about the generous donation from the Sherwood Lioness group (which will be dissolving on June 30, 2017) for \$2,500. The monies were donated with the intention of providing a statement/presentation piece that is also educational for Wanick Park visitors. Currently, the idea is to purchase a large sundial and have it placed near the Open Air Shelter, but the final purchase item is still up for discussion (another swing set for younger kids, a tetherball for older kids were also items brought up).

Chairman Jack stated he receives a number of complaints from parents regarding the lack of small children swings at the park. Jack suggested Stumpf in seeing the cost of adding an additional swingset for younger children. Stumpf said she would be willing to provide more information for the set itself, however, a new designated play area (with rubber chip bedding, edging, etc.) will be required, due to lack of space at the existing playset areas.

In addition, Chairman Jack recommended the FVTC welding program as a means to provide an opportunity to have a custom-made sundial at a fraction of the cost; Sprangers said she would look into it (as she is a current Lionness member).

- d) Hand Dryers. – Recreation Coordinator Stumpf stated automatic hand dryers will be placed in both bathrooms at the Wanick Park Main Pavilion. They are ordered and will be installed prior to start of the busy park season.
- e) Incident Updates
 - ii. Amphitheater Window – Recreation Coordinator Stumpf reported the window is not fixed yet, but is anticipated to be by the end of the week of April 28, 2017.
 - iii. Soccer Field – Recreation Coordinator Stumpf stated after lawncare professionals inspected the damage, the only option is to top dress the lawn and have it reseeded (the field cannot be “rolled”). Reseeding will be done by Public Works.
 - iv. Elm Tree – Splash Pad – Recreation Coordinator Stumpf informed the PRUT the Elm Tree feature is uninstalled and currently being worked on by a local fabricator to fix the broken branch (it needed to be welded back on).
 - v. Bamboo Tree – Splash Pad – Recreation Coordinator Stumpf reported the replacement leaf was purchased and shipped for \$150. This should be an easy repair/replace, and will be done by Public Works.

- vi. *Awnings – Recreation Coordinator Stumpf reported Appleton Awning fixed and repaired all of the awnings, including the one that was ripped off the pavilion from the gusty windstorm earlier this year. The company repaired the hardware, added more cleats to help secure the ropes, added new holders to prevent/deter future issues, and added new ropes. The total cost for the repairs was \$630.*

- f) *Incident Report – Gymnasium – Recreation Coordinator Stumpf reported how a continual Saturday group renter of the Village Gym left the space in disarray for another regular user during the weekday mornings who runs a Boot Camp class. Issues included damaging the kitchenette area, leaving garbage, and damaging the Boot Camp class equipment – more so, the weight system key for the class went missing after the earlier group used the space on Saturday, April 8, 2017. A deposit reduction of \$50 was instilled as result of the damage and untidy inconvenience for the Monday morning renter. Stumpf stated that if the key to the weight system is returned to the Village Office, the village will refund an additional \$25.*

- g) *PT Employee – Stumpf reported three (3) applicants for the part-time Recreation Assistant position for Summer 2017. Two (2) are college-age applicants, and one (1) is a well-seasoned former park ranger, now elementary school teacher, just looking for a part-time opportunity for the summer. Stumpf stated she will be pursuing the applicant with the most experience, for she sees the candidate as a great possible asset to grow the Sherwood Parks and Recreation Dept. The candidate will work 20 hours after June 10 to mid-August.*

As a side note, Gehl requested a status update to his requests of the Wanick Park features that are broken – he stated they are still to-be-fixed. The climbing wall mount still needs attention, and a bell on a playground structure needs to be repaired. He directed Stumpf to outreach to Public Works to fix these issues before they cause liability concerns for the park’s busy season. Stumpf reported she recently received e-mails on the issues, too, so they will be dealt with as soon as Public Works is available. Public Works has been busy with building new fencing, and planting the 1,000 trees near the WWTP.

8) Old Business:

- a) None.

9) New Business:

- a) *Memorial Park Bench Program – Stumpf informed the collective how she received a few inquiries for a memorial park bench program, whereupon she provided the PRUT Board a number of forms and program materials supplied by other municipal park programs throughout Wisconsin. If the program is approved, Stumpf would continue to purchase the same benches used at Wanick Park (for*

consistency/aesthetics purposes) and my utilize a local vendor's plaque engraving service ("All Sport Trophy" – Neenah) for a reduced-rate engraving option.

Gehl mentioned the necessity of anchoring the benches so they would not be carried off – with concrete pad, anchoring, bench and engraving, the estimated cost for dedicated bench would be \$1,500. Gehl also stressed the importance of outreaching to Calumet County Parks Director, Adam Backus, for information on their program for a more local resource reference. Gehl continued on stating dedication placement for them is not confined to parks themselves, for Calumet County Parks provides the benches to their ponds, trail systems, etc. Sprangers applauded the opportunity for a memorial park bench program throughout the village– she said it would be nice community touch.

Chairman Jack liked the concept of adding a memorial tree program in conjunction with the bench program. Jack stressed different species of trees would need to be determined for various locations (ponds, trails near homes, the park itself, etc.). Gehl chimed in this could be a tiered memorial program to have a tree and bench combination option (stated it would help enhance our Bird City status); Storey agreed having a tiered program with trees would be helpful in Sherwood's role as a recreation-based community.

Sprangers recommended having a trail map/Village map which may have pre-selected spots for the park benches so to help get benches out to needed areas. Gehl recommended utilizing Chairman Jack's arborist expertise in helping to select trees for the program.

Stumpf will provide more information at next meeting, whereupon the PRUT Board may make a formal recommendation to the Village Board.

b) Trail Paving – Recreation Coordinator Stumpf stated she had a conversation with the Village engineering firm (Cedar Corporation – Thad Majkoski) regarding connecting Wanick Park's Main Pavilion to the splash pad area with a paved pathway. Stumpf said since Nuthatch Pond's trail system will be fixed this year and the trail paving equipment (MCC, Inc.) will be in the vicinity of the park, this would be an optimal opportunity for the additional pathway to be done. The estimate provided was extremely rough (\$8,400), for Majkowski did not inspect the area to see if there was adequate trail base (if not, this would increase the estimate). Stumpf stated the Parks and Recreation Dept. has money available in its special reserve fund, which could be used to pay for the work. Stumpf will provide a more definite estimate at next meeting, so the PRUT Board can make a recommended action.

10) Correspondences

a) None.

9) Adjournment – ***Storey motioned to adjourn at 7:47 p.m. Gehl seconded. Motion carried.***

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

Park, Recreation and Urban Tree Board Meeting Minutes
May 15, 2017

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

<i>Present</i>	<i>Absent</i>
<i>Julie Brinkman</i>	<i>Matt Gehl, excused</i>
<i>Joe Hennlich</i>	<i>Rich Storey</i>
<i>Tom Jack</i>	<i>Others Present</i>
<i>Susan Jungen</i>	<i>Brenda Stumpf, Recreation Coordinator</i>
<i>Ruth Sprangers</i>	

Stumpf introduced Joe Hennlich. He will be the Village Board representative on the PRUT Board this year.

20) Pledge of Allegiance – *Recited*

21) Approval of the Agenda - ***Sprangers moved to forward discussion of item 9) a to after item 5). Brinkman seconded. Motion Carried. Sprangers moved to approve the revised agenda. Brinkman seconded. Motion carried.***

22) Approval of Minutes: April 17, 2017 – ***Sprangers moved to approve the April 17, 2017 minutes. Brinkman seconded. Motion Carried.***

23) Registered Citizen Comments on Agenda Items –

- *Alissa Eldred N250 Forest Ave, Sherwood, WI re item 9)a*

24) Chair's Report – *Nothing to report*

25) Recreation Coordinator Report

- Donation from Sherwood Lioness' – Stumpf stated another \$200 was donated toward the park for the kaleidoscope planter; making the total amount donated this year to \$2700. Stumpf and Sprangers will decide where to place the kaleidoscope. Stumpf said a recognition plaque for the Lioness' will be placed by the Kaleidoscope.*
- Hand Dryers – Stumpf reported they are in place in the bathrooms at Wanick Park.*
- PT Employee – Stumpf said the interviews have been conducted and the choice has been called and is awaiting acceptance call.*
- Elm Tree - Stumpf stated the tree has been repaired and is on again at the splash pad; no longer under warranty since self-repaired.*

26) Old Business:

- a) Memorial Tree/Bench Program – *Stumpf* was instructed to search for a six foot recycled bench with an arm rest on each end. *Stumpf* requests PRUT input, five to six species, to be discussed, again, at the June meeting.

9) New Business:

- a) *Kutchenriter Park Rental on June 3rd*. Consider allowing a DJ to play on premises for the June 3rd rental – ***Sprangers moved to allow the DJ to play during the afternoon of the event, 1 to 5 p.m. The understanding is the renter is to keep it at an appropriate level which would be considered 85 decibels or less. If a complaint is made and the authorities are asked to check the situation, the DJ service will be shut down. Hennlich seconded. Motion Carried. Hennlich- nay***

Hennlich stressed the precedence that will be set if approval is given and current policy ignored.

Stumpf assured the PRUT she was advised by the Village Administrator this is a PRUT Board Park Policy and does not require Village Board approval to change or allow.

Stumpf was instructed to have discussion of current Park Policies on the June 2017 agenda; to update the amplified equipment policy and, possibly, other current policies.

- b) Community Forest Program - *Stumpf reported she is currently working on putting together a Community Forest Program for the village: “Dragotta” property (between golf course and Golf Course Rd, behind Sherwood Cliff Apartments) and Miller Pond. Stumpf explained the idea is to allow a child to select a tree at Miller Pond for \$25. The village public works would name tag the tree, move the tree to the “Dragotta” property and plant where the child would like it placed; one suggested name: Sherwood Children’s Forest. PRUT suggested Stumpf put a write-up in the quarterly newsletter to determine interest.*

Items Discussed not on Agenda:

- *Trail Paving- Stumpf reported the portions of Wanick Park Trails that were not paved originally will be included with Nuthatch Pond Project. Stumpf was instructed to have trail updates on the June agenda.*
- *Sue Jungen announced she will be moving from Sherwood at the end of June, therefore, she will no longer be on the PRUT Board after the June 19, 2017 meeting.*

10) Correspondences

- a) *None*

11) Adjournment - *Jungen moved to adjourn at 8:05 p.m. Brinkman second. Motion Carried.*

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

Park, Recreation and Urban Tree Board Meeting Minutes
June 19, 2017

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

Present

Matt Gehl

Joe Hennlich

Tom Jack

Susan Jungen

Ruth Sprangers

Absent

Julie Brinkman (absent/excused)

Rich Storey (absent)

Others Present

Brenda Stumpf, Rec Coordinator

Kathy Mader, Finance/Utility Clerk

28) Pledge of Allegiance – *Recited*

29) Approval of the Agenda – ***Jungen moved to approve the agenda as presented. Gehl seconded. Motion carried.***

30) Approval of Minutes: May 15, 2017 – ***Hennlich moved to approve the minutes of May 15, 2017. Sprangers seconded. Motion Carried.***

31) Registered Citizen Comments on Agenda Items – *None*

32) Chair’s Report – *Jack asked Stumpf to find out what can be done with the dead trees on Miller Pond trail. According to Jack, the trees seem to be drowning out.*

33) Recreation Coordinator Report

a) Wanick Park Pond Prairie - *Stumpf reported the work has been completed. PRUT requested warranty information and wondered why the proposal did not come before the PRUT for review and recommendation.*

b) Event Recap

i) ice cream social – *Stumpf reported low attendance due to rain.*

ii) Wanick Wednesday-Flag making – *Stumpf said she received good feed back*

Stumpf shared with the PRUT that the summer helper had injured herself during her personal time, not at work, and is unsure of return date. Stumpf requested help from any, if available.

a) Trail Map - *PRUT requested Stumpf to include discussion and consideration for continuance of existing trails to be on the July agenda.*

b) Donations on behalf of the Sherwood Lioness’ – *Stumpf stated that a total of \$2700 has been donated and will be put toward the Kaleidoscope planter and plaque. Jungen suggested the PRUT, as a board, should request the Lioness Club reconsider dissolving as they have historically been very gracious in contributing to the park.*

Old Business:

- a) Memorial Tree/Bench Program - *PRUT instructed Stumpf to review and update the program letters to reflect placement of benches and trees can take place in village parks and trails and the village will have ultimate say in placement.*

Hennlich moved to approve the six-foot Hampton bench with brass plate at cost of \$1500 per bench and \$750 cost per tree which includes installation. Jungen seconded. Motion carried.

- b) Community Forest Program - *Stumpf stated she is still awaiting information.*

9) New Business:

- a) Park Rental; Cristen Gregorious, Company Picnic, consider waiving the rental fee as rental will be for a non-profit – ***Jungen moved to deny request. Hennlich seconded. Motion Carried.***

- b) Trail Replacements – ***Hennlich moved to recommend the Village Board give approval to replace an additional 250’ of trail to the original contract for Nuthatch Pond Trail (two separate, approximately 125’ sections). Sprangers seconded. Motion Carried.***

- c) Splash Pad Clarifications - ***Jungen recommends Village Board approval to update splash pad hours to be 10 a.m. until 8 p.m. and, if inclement weather is occurring at end of normal work day, 4:30 p.m., and the splash pad has been shut down, the Recreation Coordinator is not required to return to restart the splash pad that evening. Gehl seconded. Motion Carried.***

- d) Amplification in the Park - *PRUT requested Village Noise Ordinance information for the July meeting and suggested the addition of a reference box on park applications per amplification request.*

10) Correspondences

- a) E-mail, Sue Jungen, 6-12-17 – *Susan will be leaving the Village and, therefore, resigning from the PRUT Board. All wished her well.*

Added Discussion: Hennlich requested discussion of the 50th Village Anniversary event be on the July agenda.

- 11) Adjournment – ***Gehl moved to adjourn at 8:19 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

SPECIAL MEETING

July 18, 2017

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

with roll call: Present

Connie Bailey

Matt Gehl

Joe Hennlich

Tom Jack

Ruth Sprangers

Rich Storey

Absent

Julie Brinkman, excused

Others Present

Brenda Stumpf, Rec Coordinator

Kathy Mader, Finance/Utility Clerk

Jim Rath, 50th Celebration Committee

35) Pledge of Allegiance – *Recited*

36) Approval of the Agenda – *Gehl moved to approve the agenda. Hennlich seconded. Motion carried.*

37) Approval of Minutes: June 19, 2017 – *Gehl moved to approve the June 19, 2017 minutes. Sprangers seconded. Motion carried.*

38) Registered Citizen Comments on Agenda Items – *None*

39) Chair's Report – *Jack introduced Connie Bailey as the new PRUT board member. She will fill the Susan Jungen vacancy. Bailey gave a short introduction of herself and shared her interests. Jack, also, commented that the mulch from the mound of flowers, located on the hillside near the splash pad, tend to wash away with rain and cause mud flow. He suggests placing some landscape boulders and using better grade of mulch.*

40) Recreation Coordinator Report

a) Monthly Activity Log – *Stumpf stated it is the same report provided to the Village Board each month.*

b) Attendance Surveys – *Stumpf reported June survey of 160 people indicates 7.5% of those in attendance at the splash pad are from Sherwood. The other survey results were of use times at the baseball field, basketball courts, and tennis courts.*

Gehl questioned Stumpf as to when the center piece of the splash pad, which he stated has been broken for two summer seasons, will be fixed. He, also, inquired of Stumpf when she thought last time the splash pad was in complete working order. In response, Stumpf said she has been waiting an extended period of time for another splash pad part to be delivered and, after that is received and installed, she will attempt to get the center piece repaired.

- c) Donation from Sherwood Optimist – *Stumpf shared the ‘Thank You’ which was sent to the Sherwood Optimists from the Village office for their donation toward the June 23rd movie night at Wanick Park.*
- d) Event Recap
 - i) Movie Night - *Stumpf said the attendance was awesome, approximately 150, and thanked the Sherwood Optimist for their gracious contribution to pay for the movie, ‘Sing’.*
 - ii) Dan Kirk-Sunday Afternoon Entertainment - *Stumpf explained the overcast, cool weather could have contributed to the small turn out.*
 - iii) Wanick Wednesdays-Flower Pots & Birdhouses/Birdfeeders – *Stumpf reported good participation.*
 - iv) Jeff McMullan - *Stumpf stated the weather was nice and the participation was good.*

Not on agenda - Stumpf reported the Summerfest is scheduled for August 20, 2017 prior to the scheduled August PRUT meeting. The following activities/acts are booked: Festive Balloons 12-3, Photo Booth 12:30-3:30, Cinderella & Spiderman 12:30-2, Spicy Tie Band 3-7. Jedidiah, local talent, is not confirmed yet but would like him to perform from 12-2. The Theda Star has been asked but no confirmation. Storey said he will look into possible air balloon.

8) Old Business:

- a) Trails - *Hennlich suggested a trail going east-west on the potential development of Natures Way Drive to Pigeon Road would be desired. Further discussion included a trail extension from Hwy 114 to connect to the Knight Drive trail. If nothing can be done, consider removal from the trail map the “non-existent” trail from Palisades Trail down Spring Hill Drive. Continued trail discussion is requested to be included on the next meeting agenda.*

9) New Business:

- a) Nominate a Replacement Rep to the Comp. Plan (Sue Jungen) – ***Storey moved to recommend the Village Board approve Tom Jack as Replacement Rep to the Comp. Plan. Sprangers seconded. Motion carried.***
- b) Sherwood Lions Football; *Consider request for support. Consider/Recommend – Hennlich moved to recommend the Village Board approve continued support and ≤ \$300 for water request. Gehl seconded. Motion carried.*
- c) 2018 Park rental fees; *Non-resident fees for park pavilions - Sprangers recommends Village Board approval of \$375 deposit (increase) from non-residents for the Legion Pavilion, Wanick Pavilion, and the Wanick Amphitheater to be effective January 2018, as suggested by Stumpf. Hennlich seconded. Motion carried.*

d) 50th Year Celebration; Steering Committee appointments – *Stumpf explained the memo included in the packet. She is requesting help from all boards and committees for this event. A planning meeting is scheduled for Thursday, August 17, 2017. Other information regarding will follow.*

Jim Rath said he has been reaching out to sponsors; has spoken to the High Cliff Golf Course regarding a fund-raising outing tentatively to be held on the Friday of Father's Day weekend in 2018; has confirmed Vic Ferrari will play for the event and is hoping a local band, Ignite, will, also perform. Rath stated he would like the event to be held on the same day the Summerfest would normally be held in 2018 (third Sunday in August). However, he suggests a later start time for the events with Vic Ferrari ending at 8:30 p.m. followed by a fireworks finale.

10) Correspondences – *None*

11) Adjournment – ***Hennlich moved to adjourn at 7:26 p.m. Bailey seconded. Motion carried.***

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

Village of Sherwood Park, Recreation, and Urban Tree Board

MEETING NOTICE AND AGENDA

Monday, August 21, 2017- 6:30 pm

Sherwood Village Hall- W482 Clifton Road; Sherwood, WI 54169

**NOTICE OF
MEETING
CANCELLATION**

There will be no August meeting of the Park, Recreation, and Urban Tree Board. Next regular meeting will be Monday, September 18th at 6:30pm.

**Park, Recreation and Urban Tree Board Meeting Minutes
September 18, 2017.**

- 41) Call to Order and Roll Call – *Meeting called to order by Chairman Jack at 6:30 p.m. with roll call:*
- | | |
|-----------------------|--|
| <i>Present</i> | <i>Absent</i> |
| <i>Connie Bailey</i> | <i>None</i> |
| <i>Julie Brinkman</i> | <i>Others Present</i> |
| <i>Matt Gehl</i> | <i>Randy Friday, Administrator</i> |
| <i>Joe Hennlich</i> | <i>Brenda Stumpf, Recreation Coordinator</i> |
| <i>Tom Jack</i> | <i>Kathy Mader, Finance/Utility Clerk</i> |
| <i>Ruth Sprangers</i> | <i>Jim Rath, 50th Celebration Committee Chair</i> |
| <i>Rich Storey</i> | |
- 42) Pledge of Allegiance – *Recited*
- 43) Approval of the Agenda – ***Hennlich moved to approve the agenda. Gehl seconded. Motion carried.***
- 44) Approval of Minutes: July 18, 2017 (Special Meeting) – ***Sprangers moved to approve the July 18, 017 meeting minutes as presented. Brinkman seconded. Motion carried.***
- 45) Registered Citizen Comments on Agenda Items – *None*
- 46) Chair’s Report – *Jack stated he and Connie Bailey had walked the trails and had found some issues which he’d discuss later during the Trails section of this agenda. Jack inquired whether the center feature, which has been non-functioning for the past two summers, will be fixed by the next summer season. Stumpf replied she has contacted Mike’s Electric and has been waiting for the electrician to put in the electrical activator (manual on/off switch).*
- 47) Recreation Coordinator Report
- a) Monthly Activity Log – *Reviewed*
 - b) Attendance Surveys – *Surveys were reviewed and it was noted the July survey indicates more Sherwood residents in attendance.*
 - c) Donations: Verve Credit Union & Sherwood Lions – *Messages of appreciation have been sent.*
 - d) DHS Inspection – *Stumpf reported the inspection went well.*
 - e) Event Recap
 - i) Wanick Wednesdays (Birdfeeders, Tiles, Rainbows, Fun & Games)
 - ii) David Stokes

- iii) Ice Cream Social
- iv) Movie Night
- v) Cookee

Stumpf reported summer events were a success thanks in part to good weather, averaging at least ten children at each Wednesday event.

- vi) Summerfest - *Stumpf discussed the positive attendance, nice weather, and need for more volunteer participation. Also, discussed was the Harrison Fire Rescue August, 2017 Report which indicates profit information for the department from the corn roast stand they ran at the Wanick Park during the Sherwood Summerfest event. The report states the department would like to make it an annual event. Friday and PRUT would like to discuss the benefit or lack thereof to the Village if the fire department is allowed to continue to provide the corn roast and not split a portion of the profit with the Village since it is a Village sponsored event.*

f) Upcoming Events

- i) Fallfest - *The event is scheduled for October 7, 2017 from 2–6 p.m. Currently, 15 vendors are registered. Blake Welhouse will provide music. Rowlands Calumet Brewery will serve their Fall beer choice.*
- ii) 50th Celebration - ***Storey recommends Village Board approval to transfer and reserve the \$15,000 unused funds budgeted for the 2017 Summerfest be added to the 2018 budgeted funds to equal \$50,000 for the 2018 50th Celebration event. Sprangers seconded. Motion Carried.*** *Stumpf was instructed to review 2017 Summerfest revenues and expenses with the Village Treasurer to true the \$15,000 transfer amount approved.*
Via e-mail (added to packet), Rath provided a preliminary budget for the 50th Celebration event which includes “probable” donations and suggested expenses/events to celebrate the 50th all year not just the August celebration date. Rath suggests \$50,000 to be spent and recouped from the event, much like the Summerfest is funded.

8) Old Business:

- a) Trails – *Stumpf reported the Nuthatch Trail and the trails in Wanick Park are done. Jack inquired of Friday if there are funds in the budget for trail maintenance such as the trail near Wild Wings. Friday told Jack to provide a list for Village Board consideration.*

9) New Business:

- a) 2018 Rental Protocol – ***Hennlich recommends Village Board approval to allow village residents (only) to reserve park facilities for the first five business days of each year. Also, the person completing the application must be the person providing the payment and will receive the deposit refund, if applicable. Storey seconded. Motion carried.***

- b) Sherwood Lions Donation-Flag Poles - **Jack moved to TABLE discussion until the October meeting to allow PRUT members to assess the proposed location. Hennlich seconded. Motion carried.** When looking at the photos, it was suggested the white pines planted by the Wanick Park entrance stone may need to be relocated or removed since there are three flags poles proposed to be installed. Stumpf explained the Village would be responsible for future maintenance, new flags, and electricity to light the flag poles.
- c) Damaged Bleacher replacement-Legion Park - **Hennlich recommends Village Board approval of replacement of the damaged bleachers. Gehl seconded. Motion Carried.** Stumpf explained there is a \$2,500 deductible to be paid by the village regarding the donated bleachers (Sherwood Lions Football). Stumpf furthered, the cost is approximately \$8,000 per set of bleachers.
- d) Memorial Park Bench Placement – **Sprangers moved to approve placement of Smet Memorial Bench at site they requested in Wanick Park, per current policy. Brinkman seconded. Motion Carried.**
- e) Tennis Court Backboard – **Hennlich moved to TABLE discussion until next PRUT meeting regarding placing a backboard for single-person use. Sprangers seconded. Motion Carried.** Friday stated DPW can place a pilot board to test wind conditions relative to tying boarding onto the tennis court fencing (posts). Stumpf will inquire of other communities if their parks use such boards.
- f) HOTV Zumbathon fundraiser-January Rental - **Jack moved to recommend the Village Board deny request to register for date prior to January, per current rental policy of Village facilities. Hennlich seconded. Motion Carried.**
- g) Community Forest – *Stumpf shared, as part of being a ‘Tree City USA’, an approximately three (3) acre area has been cleared and prepared ahead of the anticipated resident tree-planting event this spring which will be the start of transforming the 6-acre area next to Meadowcliff Estates condominiums (Golf Course Road) into a community forest. Residents will be encouraged to purchase trees from the Village seedling/tree stock and place it in the new community forest area at a location of their choice. DPW has the equipment to dig out the trees and auger the holes for the trees. A tree collar identifying who purchased the tree, when and for whom it was purchased will be included in the purchase price. A related article is in the upcoming newsletter. Hennlich suggested contacting High Cliff State Park so there is no conflict with scheduled dates for the planting.*
- h) HOTV Soccer Program agreement - *Documentation for file.*
- i) 2018 Budget Items - *Stumpf requested the PRUT to provide suggestions for the 2018 Budget. Emails are fine. Sprangers suggested budgeted funds for improvements to the Legion Park including the toys, volleyball court and ball diamond.*

Related Discussion: *Gehl requests a survey be included in the winter newsletter for residents to share possible interest in use of the Wanick baseball/softball field.*

10) Correspondences

a) Email in regards to a resident call (8-24-17) – *Reviewed.*

b) Carson & Associates – *Award notification.*

11) Adjournment – *Sprangers moved to adjourn at 9:36 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 16, 2017

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

*with roll call: **Present***

Connie Bailey

Julie Brinkman

Matt Gehl

Joe Hennlich

Tom Jack

Ruth Sprangers

Absent

Rich Storey, excused

Others Present

Brenda Stumpf, Recreation Coordinator

Kathy Mader, Finance/Utility Clerk

49) Pledge of Allegiance – *Recited*

50) Approval of the Agenda – ***Hennlich moved to approve the agenda. Gehl seconded. Motion Carried.***

51) Approval of Minutes: September 18, 2017 – ***Sprangers moved to approve the September 18, 2017 minutes, as presented. Bailey seconded. Motion Carried.***

52) Registered Citizen Comments on Agenda Items

- *Ronald Schewe, W4887 Nature Lane – Non-Agenda*

Schewe stated he has heard rumors recently in regard to possible trail installation in the Farmington Meadows subdivision which two years ago property owners opposed and the village board approved not to install. Schewe stated he is basically concerned about the “outsiders” who may use the trail if installed near his home.

53) Chair’s Report – *Jack reported he and Gehl inspected the area where the Sherwood Lions would like to have the three donated flags located and will provide input when discussed further on the agenda.*

54) Recreation Coordinator Report

a) *Monthly Activity Log – Reviewed.*

b) *Event Recap*

i) *Warrens Cranberry Fest – Stumpf reported twenty-nine participants and, though the weather was unseasonably hot, the event went well.*

ii) *Fallfest - Stumpf stated the event was moved to the village gym due to inclement weather. She said twenty-one of the anticipated twenty-four vendors still participated; the crowd was sporadic.*

c) Upcoming Events

- i) 50th Celebration - *Stumpf stated she has reached out to event chairman, Jim Rath, but has not received response, as of today's date, regarding future committee meeting dates. Stumpf invites everyone to make celebration suggestions and asks all to volunteer for committees/events.*
- ii) Halloween - *Stumpf shared there will be events on Friday and Saturday this year. On Friday, the trails will be lit from 6:00 to 9:00 p.m. On Saturday, the events will be held from 2:00 to 6:00 pm.*

8) Old Business:

- a) Trails-Priority List for 2018 - *Stumpf suggested priority to the Wanick Park extension trails and the State Park Estates Pond trail (south side).*
- b) Tennis Court Backboard – ***Hennlich moved to recommend Village Board approval to have the public works construct a half court Tennis Court Backboard of marine plywood. Brinkman seconded. Motion Carried.***

9) New Business:

- a) Waive Sherwood Lions Rental Fee/Halloween – ***Gehl moved to recommend Village Board approval to waive Sherwood Lions Rental Fee for the Halloween Event to take place at Wanick Park on October 28, 2017. Brinkman seconded. Motion Carried.***
- b) Sherwood Lions Donation-Flag Poles – ***Sprangers moved to recommend Village Board approval to accept the Sherwood Lions Donation for Flag Poles to be installed behind the Wanick Park entrance stone with village funds to be used to move the existing white pine trees and landscape the flag poles within the landscaped area surrounding the stone. Hennlich seconded. Motion Carried.***
- c) High Cliff Ridge Riders/Horse Arena – *Reviewed, no further discussion.*
- d) Splash Pad Water Usage 2017 – *Reviewed.*
- e) 2018 Budget Items – *Hennlich moved to recommend Village Board approval of 2018 budget items as presented.*
Gehl suggested adding to \$200 for play equipment for Wanick Wednesdays and other related activities.
Hennlich amended motion to recommend Village Board approval of 2018 budget items as presented with the addition of \$200 for play equipment. Sprangers seconded. Motion Carried.

10) Correspondences

- a) Tristan Erickson; dated 10-4-17 – *Stumpf stated she understands the desire of youth to have a skate park. However, she explained, from the park association meetings she attends, there are several liabilities which are associated with skate parks operations.*

Non – Agenda Discussion:

Jack stated the next scheduled meeting is November 20, 2017 which is the week of Thanksgiving and annual Wisconsin deer hunting week. He suggested cancelling the meeting. PRUT members were in consensus of cancelling the November meeting. Stumpf will update whether or not there will be items to discuss for the scheduled December meeting. Sprangers said she will not be in attendance for the December meeting, if applicable.

11) Adjournment – ***Sprangers moved to adjourn at 7:44 p.m. Brinkman seconded. Motion Carried.***

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

**Village of Sherwood Park, Recreation, and Urban Tree Board
MEETING NOTICE AND AGENDA**

Monday, November 20, 2017- 6:30 pm

Sherwood Village Hall- W482 Clifton Road; Sherwood, WI 54169

NOTICE OF MEETING CANCELLATION

There will be no November meeting of the Park, Recreation, and Urban Tree Board. Next regular meeting will be Monday, December 18th at 6:30pm.

Village of Sherwood Park, Recreation, and Urban Tree Board

MEETING NOTICE AND AGENDA

Monday, December 18, 2017- 6:30 pm

Sherwood Village Hall- W482 Clifton Road; Sherwood, WI 54169

**NOTICE OF
MEETING
CANCELLATION**

There will be no December meeting of the Park, Recreation, and Urban Tree Board. Please look for postings about the January 2018 meeting. Thank you.