

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**January 15, 2018**

- 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>
Connie Bailey	None
Julie Brinkman	<b>Others Present</b>
Matt Gehl	Brenda Stumpf, Rec Coordinator
Joe Hennlich	Kathy Mader, Finance/Utility Clerk
Tom Jack	Jim Rath, 50 <sup>th</sup> Co-Chair (via phone)
Ruth Sprangers	
Rich Storey	
  
- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – ***Hennlich moved to approve agenda. Storey seconded. Motion Carried.***
  
- 4) Approval of Minutes: October 16, 2017 – ***Gehl moved to approve the October 16, 2017 minutes. Brinkman seconded. Motion Carried.***
  
- 5) Registered Citizen Comments on Agenda Items – *None*
  
- 6) Chair’s Report – *Nothing to report other than he has received several good comments from residents about the lighted flags placed at Wanick Choute Park, thanks to the Sherwood Lions. He added he will not be available for the February meeting.*
  
- 7) Recreation Coordinator Report
  - a) Monthly Activity Log – *Reviewed*
  
  - b) Event Recap
    - i) Halloween - *Stumpf reported the lighted trail event was held on Friday evening from 6-9, approximately 65 people attended. On Saturday, the event was held from 2-6 in association with the Lions. The hit of the day was two 8-passenger golf carts used to shuttle people around the trails.*
  
    - ii) Winter Solstice - *Stumpf said the event was well attended and the weather was nice. This year, with the items brought by attendants, the village was able to donate one hundred thirty pounds of food to the pantry.*
  
  - c) Upcoming Events
    - i) Easter Egg Hunt - *Stumpf stated the event is scheduled for Saturday, March 31, 2018.*
  
  - d) Facility Usage 2017 - *Reviewed, no action.*

e) High Cliff Golf Course Donation - *Stumpf shared the acceptance of the \$400 donation towards the splash pad water use.*

8) Old Business:

a) 50<sup>th</sup> Celebration - *Stumpf introduced event volunteers in attendance, Tom Vande Hey, Jack Kruse, Nathan Vanden Wymelenberg, and Kendra Van Camp, 'Marketing to the Millennials' (college student). Jim Rath, event co-chair, called in for the discussion. When asked, Stumpf stated the Celebration budget is \$50,000.*

- *Commission and volunteers were in agreement to hold the fireworks display on Saturday evening, during Spicy Tie break, rather than on Sunday evening. Where the fireworks will be "shot off from" is still to be determined.*
- *Stumpf said she is still awaiting response from Vic Ferrari as to the exact time they will perform on Sunday and whether or not they will use the stage provided by Spicy Tie or set up their own. Rath shared, during his discussions with Mike Bailey, Vic Ferrari, they discussed playing on Sunday from 5:30 to 8:30 pm and their cost will be ten thousand dollars (\$10,000).*
- *Commission and volunteers were in agreement the bands should all perform on the main stage at the Wanick Pavilion, no bands should perform at the amphitheater.*
- *Stumpf stated she has agreement with Spicy Tie to set up their stage on Friday evening and leave up for all performances needing the stage. If Vic Ferrari is to set up their own stage, the Spicy Tie stage will need to be taken down prior.*
- *Stumpf shared known costs for bands, Red Star Express (\$500), Big Mouth (\$3500), and Spicy Tie (\$5000) will play consecutively on Saturday with approximately half hour breaks between acts. The last band is scheduled to end at 11 p.m.*
- *Commissioner Hennlich inquired about "Quiet Time" ordinance in relation to band end time for Saturday event. Hennlich stated the Village "Quiet Time" ordinance is 10 pm and wonders why the Wanick Park would be allowed until 11 pm?*
- *Stumpf shared she has tentatively booked the Wisconsin Badger band, 5<sup>th</sup> Quarter, for noon on Sunday. Their cost will be \$1,700 and consist of 20 members.*
- *Several local bands were suggested to keep the audience entertained on Sunday afternoon, prior to Vic Ferrari. Commission and volunteers suggested they play approximately 1 – ½ hour each (book two):*
  - Grand Union – Country music, includes Jedidah Tuyls
  - Ignite – local teenagers – Kendra suggested her age group would enjoy
  - Logan Spicer
  - Tay & Madge
  - Anna Little
- *Performance time for Vic Ferrari on Sunday was suggested 4 to 7 pm. Event/Bar close will be 8 pm.*
- *Discussed having kid's entertainment such as games, petting zoo and kid-type performers be held at the amphitheater during the two afternoons. Weather permitting, the splash pad will be open.*

- *A parade on Knight Drive was discussed as well as local historians be invited as guests to discuss the recently filmed DVD and provide fifty years of history.*
- *Discussed the need to get the word out in the next newsletter to advertise the event and request volunteers, many are needed. Event postcards with request for volunteer help and monetary donations was suggested.*
- *Stumpf verified she will schedule volunteer meeting prior to the next PRUT meeting in February.*

9) New Business:

- a) Community Center Rental-Request to Waive Fee (Miller) – ***Hennlich moved to recommend to deny the request. Storey seconded. Motion Carried.***
- b) Wanick Park Rental-Request to Waive Fee (Sherwood Lions) – ***Stumpf recommended approval because the event is open to the public. Gehl moved to recommend approval to waive rental fee for June 3, 2018 event. Brinkman seconded. Hennlich abstained. Motion Carried.***
- c) T-ball/Rec Baseball Program - ***Stumpf will request the information be in the next newsletter (March).***
- d) Winter Solstice Date – ***Consensus was to set date for December 15, 2018.***

10) Correspondences

- a) Two Rivers Park and Recreation Guide (2017)

11) Adjournment – ***Sprangers moved to adjourn at 8:19 p.m. Bailey seconded. Motion Carried.***

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

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**February 19, 2018**

- 1) Call to Order and Roll Call – *Stumpf called the meeting to order at 6:30 p.m. with roll call:*
- | <b>Present</b>           | <b>Absent</b>                         |
|--------------------------|---------------------------------------|
| <i>Connie Bailey Tom</i> | <i>Tom Jack, excused</i>              |
| <i>Julie Brinkman</i>    | <b>Others Present</b>                 |
| <i>Matt Gehl</i>         | <i>Brenda Stumpf, Rec Coordinator</i> |
| <i>Joe Hennlich</i>      |                                       |
| <i>Ruth Sprangers</i>    |                                       |
| <i>Rich Storey</i>       |                                       |

*Stumpf called for acting-chair nominations with the absence of Jack. Gehl moved to nominate Storey as acting-chair. Brinkman seconded. Motion Carried.*

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – ***Gehl moved to approve the agenda. Hennlich seconded. Motion Carried.***
- 4) Approval of Minutes: January 15, 2018 – ***Brinkman moved to approve the January 15, 2018 minutes. Bailey seconded. Motion Carried.***
- 5) Registered Citizen Comments on Agenda Items – *None*
- 6) Chair’s Report – *None*
- 7) Recreation Coordinator Report
- a) Monthly Activity Log – *Reviewed*
  - b) Upcoming Events
    - i)Easter Egg Hunt – *Stumpf stated the event scheduled to take place on March 31<sup>st</sup>. A pre-meeting will be scheduled for event volunteers and pre-stuff of eggs.*
- 8) Old Business:
- a) 50<sup>th</sup> Celebration – *Stumpf reported that a pre-meeting was held to begin planning. Contracts are still needed from Vic Ferrari and Red Star Express bands. The possibility of providing polka music (band) at the open-air shelter was discussed. The Harrison Fire Department has been informed of the date and time of the fireworks. Event information and volunteer request postcards will be sent to all village residences. Business sponsorship/volunteer request letters will, also, be sent out.*
    - i)Extension of Park Closing Time – ***Sprangers moved to recommend approval of extending closing time to 11:00 p.m. for the 50<sup>th</sup> celebration. Brinkman seconded.***

***Motion Carried.** Stumpf emphasized the ordinance does allow for special circumstances with PRUT approval.*

9) New Business:

a) Warranty Deed/Stumpf Property - *Provided as information only. Stumpf said a portion may be turned into trails. A majority of the property is wetlands.*

b) High Cliff Triathlon – *Stumpf shared the event will be held on June 23, 2018. Special event permit fee has been received along with insurance information.*

10) Correspondences

a) St. Joe's Food Program

11) Adjournment – ***Hennlich moved to adjourn at 7:30 p.m. Gehl seconded. Motion Carried.***

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

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**March 19, 2018**

- 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>Connie Bailey</i> <i>Julie Brinkman</i> <i>Joe Hennlich</i> <i>Tom Jack</i> <i>Ruth Sprangers</i>	<b>Absent</b> <i>Rich Storey, excused</i> <i>Matt Gehl, excused</i> <b>Others Present</b> <i>Brenda Stumpf, Rec Coordinator</i> <i>Kathy Mader, Clerk</i>
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- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – *Sprangers moved to approve the agenda. Hennlich seconded. Motion Carried.*
  
- 4) Approval of Minutes: February 19, 2018 – *Brinkman approved the February 19, 2018 meeting minutes. Bailey seconded. Motion Carried.*
  
- 5) Registered Citizen Comments on Agenda Items – *None*
  
- 6) Chair’s Report – *Nothing to report. Thanked Rich Storey for chairing the January meeting in his absence.*
  
- 7) Recreation Coordinator Report
  - a) Monthly Activity Log – *Reviewed.*
  
  - b) Upcoming Events
    - i) 2018 Events - *Stumpf stated a hand-out of the 2018 events will be included in the April newsletter.*
  
- 8) Old Business:
  - a) 50<sup>th</sup> Celebration – *Stumpf reported a committee meeting was held and activity chairs were assigned. The next meeting is scheduled for April 2<sup>nd</sup>. Vic Ferrari and Red Star Express bands have been confirmed. Donation request letters have been sent to local and surrounding area businesses. Some donations have already been received.*
  
- 9) New Business:
  - a) Memorial Bench Funds – *Hennlich moved to recommend Village Board approval to transfer any funds remaining from difference of donation amount and cost/expense related to donation item (bench, trees) to General Parks Fund. Bailey seconded. Motion Carried.*

- b) Rubber Mulch - *Stumpf requested PRUT members' input about whether to rake existing mulch to fill in low spots and not purchase mulch this year or order an amount of mulch which has been budgeted for this year. Stumpf explained not enough funds were budgeted this year for the amount of rubber mulch required to fill in the low spots. Placing rubber "cow mats" in low areas was suggested. PRUT suggested filling in the low spots for now with the existing mulch and revisiting the discussion and recommendation at the May meeting.*
  - c) Lake to Lake Soccer Program - *Stumpf shared with the PRUT that the YMCA has informed her there will not be a Lake to Lake Soccer Program this year due to low interest.*
  - d) Concessions – *Sprangers moved to recommend Village Board approval to allow Stumpf, PRUT members and volunteers to man a concession stand for the "In-town" soccer league for six weeks on Monday and Tuesday evenings, June through July, at the Wanick Choute Park. Brinkman seconded. Motion Carried.*
- 10) Correspondences – *None*
- 11) Adjournment – *Brinkman moved to adjourn at 7:17 p.m. Bailey seconded. Motion Carried.*

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

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**April 16, 2018**

- 1) Call to Order and Roll Call – *Stumpf called the meeting to order at 6:30 p.m. with roll call:*
- | <b>Present</b>        | <b>Absent</b>                                |
|-----------------------|--|
| <i>Connie Bailey</i>  | <i>Tom Jack, excused</i>                     |
| <i>Julie Brinkman</i> | <i>Rich Storey, excused</i>                  |
| <i>Matt Gehl</i>      | <b>Others Present</b>                        |
| <i>Joe Hennlich</i>   | <i>Brenda Stumpf, Recreation Coordinator</i> |
| <i>Ruth Sprangers</i> | <i>Kathy Mader, Clerk</i>                    |

***Hennlich moved to appoint Gehl as acting chair for the meeting. Brinkman seconded. Motion carried.***

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – ***Sprangers moved to approve the agenda. Brinkman seconded. Motion Carried.***
- 4) Approval of Minutes: March 19, 2018 – ***Sprangers moved to approve the March 19, 2018 minutes, as presented. Bailey seconded. Motion Carried.***
- 5) Registered Citizen Comments on Agenda Items – *None*
- 6) Chair’s Report – *Gehl thanked Joe Hennlich for his years of service on the PRUT, Plan Commission and the Village Board. Joe has decided to retire from public service.*
- 7) Recreation Coordinator Report
- a) Monthly Activity Log – *Reviewed*
  - b) Conference Report – *Reviewed*
  - c) Easter Egg Hunt – *Stumpf reported, due to sleet and snow, approximately 55% of those registered still participated. Discussed, for future hunts, possibly having a glow-in-the dark egg hunt for the older participants the night before.*
- 8) Old Business:
- a) 50<sup>th</sup> Celebration Update – *Stumpf stated the bands are all lined up for the two-day event. She said the kid games, possible admission wristbands, and other suggested items are still in committee discussion at the celebration meetings.*
  - b) Concessions – *Stumpf shared that the Village Board did approve to allow PRUT staffed concessions for the Monday and Tuesday evening soccer games at Wanick Park. Stumpf explained PRUT members are requested to email her with the June/July*



*dates they will staff the concessions. The dates will fill as first come, first serve. Stumpf furthered by stating one PRUT member must be present at each date. A family member or other volunteer can help. Stumpf stated that if all PRUT members select two dates, all the dates will be covered.*

9) New Business:

a) Soccer Field Rental; inquire about a possible food truck on site – ***Hennlich moved to recommend not allowing the food truck service in the park. Sprangers seconded. Motion Carried.*** *PRUT suggests they rent the pavilion, in addition to the soccer field, and use this space for their own concessions.*

b) Free usage of Fox Cities Exhibition Center - ***Brinkman moved to recommend December 1, 2018 for the 2018 date. Bailey seconded. Motion Carried.*** *Listed are some of the suggested events for the date:*

- *White Elephant Christmas Party for the entire village, family friendly*
- *Appreciation Dinner, families included*
- *Casino Night (adults)/Circus Night (kids), family friendly*
- *Live Entertainment*
- *Starting 2019, attempt to schedule the “free date” in the lull months such as March*

10) Correspondences

a) Emerald Ash Borer; *WPRA news* –

b) Managing Event Liability; *The Municipality: April 2018* -

11) Adjournment – ***Hennlich moved to adjourn at 7:41 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

May 21, 2018

6:30 p.m.

- 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>
Connie Baily	Rich Storey
Julie Brinkman	<b>Others Present</b>
Matt Gehl	Brenda Stumpf, Recreation Coordinator
Tom Jack	Kathy Mader, Clerk
Ned Marks	
Ruth Sprangers	
  
- 2) Pledge of Allegiance - *Recited*
  
- 3) Approval of the Agenda – *Gehl moved to approve the agenda. Sprangers seconded. Motion Carried.*
  
- 4) Approval of Minutes: April 16, 2018 – *Sprangers moved to approve the April 16, 2018 minutes. Brinkman seconded. Motion Carried.*
  
- 5) Registered Citizen Comments on Agenda Items – *None*
  
- 6) Chair’s Report – *Jack stated Stumpf had requested him to look at the park playground areas with rubber mulch. He agrees the areas are low and are in need of more mulch.*
  
- 7) Recreation Coordinator Report
  - a. Monthly Activity Log – *Reviewed*
  
- 8) Old Business:
  - a) 50<sup>th</sup> Celebration Update – *Stumpf reported the committees continue to have meetings and work toward making final decisions. Some new items discussed and reported were the possibility of having Kettle Corn, Cotton Candy and Slushies vendors, allowing the Harrison Fire Dept to have a corn roast on Saturday with 20% of sales to the Sherwood Parks. Lights for the tents were, also, discussed.*
  
  - b) Concessions – *Stumpf stated she had not received any confirmed dates from the PRUT members to volunteer to work the concessions stand for the Monday and Tuesday evening soccer games in June and July from 5:00 p.m. to 7:00 p.m. Each member is requested to sign up for two dates. Monday, June 18, Tuesday, June 19, Monday July 16, and Tuesday, July 17 remain open.*
  
  - c) La Crosse Tournament – *Stumpf shared, due to rain, the Saturday date was cancelled. Sunday field was used and the concessions went well.*

- d) Rubber Mulch - **Jack moved to recommend approval for immediate purchase of 30 thousand pounds of the rubber mulch for the Wanick Park playground and to budget in 2019 for full load and rework the park during fall of 2019. Gehl seconded. Motion Carried.**
- 9) New Business:
- a) Personal Tents in parks - *No Action taken. Commission agree to hold further discussion of personal tents until the October meeting. Stumpf said there is currently no park rule stating tents or other structures are not allowed. Stumpf provided another municipality's rule which states 'only allowed with Village permission'.*
- b) Incident Report-Avila 7-30-17 - *Stumpf stated this is one example of the similar incidents involving non-resident use in the past. Stumpf explained the expenses have exceeded the deposit despite the approved increase last year and the village has no leverage to collect for the excess damage costs.*
- c) Incident Report-Hernandez 4-28 & 29-18 - **Brinkman moved to deny deposit refund to Hernandez for the 4/28 & 4/29/18 use. Marks seconded. Motion Carried. Sprangers moved to recommend Resident only rent for the Community Center and the Rec Center as of January 1, 2019. Brinkman seconded. Motion Carried.**
- d) Baseball Programming-Kaukauna – *Gehl explained the request is for possible use of baseball field for 8 to 10 practices. Gehl is unsure the status of the request; whether or not the field is still needed. Gehl will discuss need status with Kaukauna representative and give Stumpf update. PRUT members discussed having a special meeting to recommend approval based on update of need from Kaukauna representative.*
- 10) Correspondences
- a) Trail liability – Hole #14 High Cliff Golf Course (Trestle; April 30) – *Reviewed, no action.*
- b) Pickleball – Tennis Courts (Nickels; April 28) – *Reviewed, no action.*
- 11) Adjournment – **Sprangers moved to adjourn at 8:11 p.m. Bailey seconded. Motion Carried.**

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

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**June 18, 2018**

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

<b><i>Present</i></b>	<b><i>Absent</i></b>
<i>Connie Bailey</i>	<i>Rich Storey, excused</i>
<i>Julie Brinkman</i>	<b><i>Others Present</i></b>
<i>Matt Gehl</i>	<i>Brenda Stumpf, Rec Coordinator</i>
<i>Tom Jack</i>	<i>Kathy Mader, Acting Clerk</i>
<i>Ned Marks</i>	
<i>Ruth Sprangers</i>	
  
- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – ***Sprangers moved to approve the agenda. Brinkman seconded. Motion Carried.***
  
- 4) Approval of Minutes: May 21, 2018 – ***Brinkman moved to approve the May 21, 2018 minutes. Sprangers seconded. Motion Carried.***
  
- 5) Registered Citizen Comments on Agenda Items – *None*
  
- 6) Chair’s Report - (Email communication dated 6/18/18 added to packet) *Jack distributed copy of email received from Jay Bowers, Kaukauna Youth Baseball representative.*

*Gehl stated that, in his follow-up conversation with Mr. Bowers, the number of Sherwood resident players was not available, as requested by the Village Board from the May 28<sup>th</sup> meeting. Gehl stated, referencing the email statement, “the program serves the portion of the Village of Sherwood that lies in the Kaukauna School District,” therefore, all Sherwood residents between the ages of five (5) and eighteen (18) are able to participate.*

*In regard to the Village Board request for a schedule, Gehl stated the email indicates the need is Monday through Thursday, 4:00 p.m. until dark. Gehl requests immediate Village Board approval to allow the program to schedule practice days and times. Stumpf requested Gehl to get schedule from Kaukauna for the days and times they would like to use the Wanick baseball field.*

*Gehl, furthered, the email indicates what the program will do in return for use of the field for practice, as requested by the Village Board.*

*In response to the question of whether or not Kaukauna will have any future interest in using the field for games, Stumpf stated she understood they are not interested in using the field for games because there is not an electronic scoreboard.*

- 7) Recreation Coordinator Report
  - a) Monthly Activity Log - *Reviewed*
- 8) Old Business:
  - a) 50<sup>th</sup> Celebration Update - *Stumpf reported the next scheduled meeting is 6:30 p.m. on June 19, 2018 at the Wanick Park Pavilion.*
  - b) Concessions - *Stumpf stated the schedule of who has signed up to work on the specific dates for the soccer program is included in the packet.*
- 9) New Business:
  - a) Rules & Regulations of PRUT members – *There was no discussion regarding the Rules & Regulations. All PRUT members requested and received a copy for their records.*
- 10) Correspondences – *None*
- 11) Adjournment – *Gehl moved to adjourn at 6:54 p.m. Marks seconded. Motion Carried.*

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

**Park, Recreation and Urban Tree Board Meeting Minutes  
July 16, 2018**

- 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>                         |
| Connie Bailey  | Julie Brinkman                        |
| Matt Gehl      | Rich Storey                           |
| Tom Jack       | <b>Others Present</b>                 |
| Ned Marks      | Brenda Stumpf, Recreation Coordinator |
| Ruth Sprangers | Kathy Mader, Clerk                    |

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – *Sprangers moved to approve the agenda. Bailey seconded. Motion Carried.*
- 4) Approval of Minutes: June 18, 2018 – *Marks moved to approve the June 18, 2018 minutes. Bailey seconded. Motion Carried.*
- 5) Registered Citizen Comments on Agenda Items –
- *Jim Rath, W4861 Escarpment Terrace, Re item 8) a*

*Rath, as representative of the 50<sup>th</sup> Celebration committee, approached the PRUT board. He extended a request to the PRUT members to volunteer their time for set up and tear down of the Celebration as well as work the stands. He stated he intends to appeal to all of the Village boards and committees.*

- 6) Chair’s Report – *Nothing to report*
- 7) Recreation Coordinator Report
- a) Monthly Activity Log – *Reviewed*
  
  - b) Past & Upcoming Events - *Stumpf reported the past movie night was well attended, the Sunday shows with Randy Peterson and Mike & Miller each had nice attendance, and the Wanick Wednesdays have had good participation. Upcoming events, in addition to the 50<sup>th</sup> Celebration, are the New Zoo (Sunday event), ice cream social, continued Wanick Wednesdays (bi-weekly), and the second movie night.*
- 8) Old Business:
- a) 50<sup>th</sup> Celebration Update - *Stumpf stated the committees are working on their projects, the next committee meeting is scheduled for July 31<sup>st</sup>, and post cards will be sent to residents approximately two weeks before the celebration, as a reminder of the event. Stumpf requested all PRUT members to distribute the 50<sup>th</sup> fliers available at the meeting.*

b) Concessions – *Stumpf shared soccer concession revenue to date.*

9) New Business:

a) Splash Pad Water Loss Incident - *Stumpf explained she had received a call that the pad was not working. That was her first indicator there was an issue with the system. She called Vortex and Karl's Mechanical for assistance. The issue was within the tank and the water did not go into the sanitary system. It took approximately 4 hours to repair.*

*Related Discussion:*

*Gehl inquired as to why the center feature of the Splash Pad is still not working after approximately four years of being broke. Stumpf said she has spoken to Vortex and they feel it is not a program issue and is probably an electrical issue. She has contacted Mike's Electric. In consensus, members suggested contacting another electrical contractor if Mike's is not available or contact Appleton or Brillion and inquire who they hire to trouble shoot.*

b) Community Center Rental; 6-30-18; Cortes - *Stumpf shared Cortes is renter of a Sherwood property.*

***Marks recommends the Village Board request the Village Clerk to send a letter to Cortes and indicate, due to the unacceptable condition they left the Community Center after their use, none of their deposit will be returned, and bill Cortes for labor and supplies used to clean the Community Center after their use, less the deposit being withheld. Sprangers seconded. Motion Carried.***

c) Sherwood Football Request; VanElzen - *Stumpf explained this is an annual request.*

***Gehl recommends Village Board approval to waive the use fee and donate up to \$300 towards watering the field for the football program. Marks seconded. Motion Carried.***

10) Correspondences

a) Wisconsin Department of Agriculture; Recreational Water Inspection Report –

*Gehl questioned the code citation on the inspection report and what will be required as corrective action.*

11) Adjournment – ***Sprangers moved to adjourn at 7:33 p.m. Marks seconded. Motion Carried.***

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

# Park, Recreation and Urban Tree Special Board Meeting Minutes

August 13, 2018

- 1) Call to Order and Roll Call – *Chairman Jack called the meeting to order at 5:30 p.m. with roll call:*

***Present***

*Connie Bailey  
Julie Brinkman  
Matt Gehl  
Tom Jack  
Ned Marks*

***Absent***

*Ruth Sprangers, excused  
Rich Storey, excused*

***Others Present***

*Brenda Stumpf, Recreation Coordinator  
Sue Williams, Clerk-Treasurer*

- 2) Pledge of Allegiance – recited.
- 3) Approval of the Agenda - ***Brinkman moved to approve the agenda as presented. Marks 2<sup>nd</sup>. Motion carried unanimously.***
- 4) Approval of Minutes: July 16, 2018 - ***Brinkman moved to approve the minutes of the regular Park Recreation and Urban Tree Board meeting of July 16, 2018, as presented. Marks 2<sup>nd</sup>. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items
- 6) Chair’s Report

*Jack reported receiving Brinkman’s resignation letter and thanked her for her service to the Board and Village.*

- 7) Recreation Coordinator Report
- a) Monthly Activity Log
- b) Past & Upcoming Events

*Stumpf reported on recent events; ice cream social served 140 people, New Zoo had 100+ attendees, movie night had 70ish attend and Mischief and Madness with approximately 45 in attendance.*

*Stumpf stated the Warren bus trip is set for September 29<sup>th</sup> and Fall Fest is set for October 6th. Stumpf reported the response on Facebook for Fall Fest was in excess of 20,000 hits.*

*Stumpf stated the part for the Splashpad was ordered was originally ready 2 weeks prior but it had not passed inspection at Vortex. Stumpf informed the Board that she will contact the electrician the next day for installation.*



*Jack questioned Stumpf if someone is trained as her back up and Stumpf replied no, ideas have been discussed without any decision. Stumpf stated the most recent discussion included working with other local municipalities.*

*Stumpf reported the State inspection had identified chlorine level logging was not being done at the appropriate time, and the inspector directed her to log the required level once the system has arrived at it, not the numbers prior.*

8) Old Business:

a) 50<sup>th</sup> Celebration Update

*Stumpf stated volunteers are set for the event, with set up Friday, Saturday and Sunday and requested the Board to attend the event.*

*Stumpf informed the Board of the current level of expenses and donations for the event. Stumpf stated all the expenses are not yet captured and will not be until the event is done. Marks suggested all the donations from vendors should be returned. Marks stated any company selling goods or services to the Village should not donate because of the implication they are buying their business.*

b) Concessions

*Stumpf reported the figures in the packet are gross sales without any expenses.*

9) New Business:

a) Parking Restriction on Castle and Knight Dr. for 50<sup>th</sup>

*Stumpf reminded the Board that evenings with soccer have shown that people are parking on both sides of the street on Knight Drive and Castle Drive and suggested limited parking to only one side of the street.*

*Stumpf stated permission has been granted by the property owner for the Village to park on the former Smet Sr. property. Stumpf reported it will be cut before the event. Stumpf suggested about 250 cars could be parked there.*

*Stumpf stated parking will also be allowed in the prairie area next to the grocery store. Stumpf suggested about 150 cars be parked there and in a portion of the grocery parking lot, with their approval.*

*Stumpf stated the parking restriction on Castle Drive should be from Cliff View Drive to Hwy 114/55.*

*Jack suggested the restriction should be on the side of the road across the street from the park so that there are not any problems crossing the street.*

***Gehl moved to recommend temporary parking restrictions along Knight Drive on the store side of the street and Castle Drive on the wood side of the street beginning at Cliff View Drive to Hwy 114/55. Bailey 2<sup>nd</sup>. Motion carried unanimously.***

b) Pop Warner Field Request

***Gehl moved to approve the Pop Warner Field request and waiving of fees as requested. Marks 2<sup>nd</sup>. Motion carried unanimously.***

c) Sherwood Lions Request-Halloween

***Gehl moved to approve the Sherwood Lions request and waiving of fees as requested for October 27, 2018 for their Halloween event. Bailey 2<sup>nd</sup>. Motion carried unanimously.***

10) Correspondences

a) Resident Concern as per phone call 8-6-18

*Stumpf stated a phone call came into the office in regards to traffic at Hwy 114/55 and Castle Drive with people going to Wanick Park. Stumpf reminded the Board that is a County/State Road and Village is unable to make changes without their approval. Jack suggested the Village place a request.*

*Jack commented that residents have spoken with him about the amount of people from outside of the Village using the SplashPad. Jack suggested the only way to monitor the use of it requires staff. Jack requested those who commented to submit suggestions.*

*Jack reminded the group the next regular meeting date is September 19, 2018.*

11) Adjournment - ***Brinkman moved to adjourn the meeting at 6:12 p.m. Marks 2<sup>nd</sup>. Motion carried unanimously.***

*Minutes prepared for review and approval by Susan Williams, Clerk-Treasurer.*

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**September 17, 2018**

- 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>Connie Bailey</i>	<i>None</i>
<i>Ashley Baldwin</i>	<b><i>Others Present</i></b>
<i>Matt Gehl</i>	<i>Brenda Stumpf, Rec Coordinator</i>
<i>Tom Jack</i>	<i>Kathy Mader, Finance/Utility Clerk</i>
<i>Ned Marks</i>	
<i>Ruth Sprangers</i>	
<i>Rich Storey</i>	

- 2) Pledge of Allegiance - *Recited*
- 3) Approval of the Agenda – ***Storey moved to approve the agenda. Bailey seconded. Motion Carried.***
- 4) Approval of Minutes: August 13, 2018 – ***Gehl moved to approve the August 13, 2018 special meeting minutes. Bailey seconded. Motion Carried.***
- 5) Registered Citizen Comments on Agenda Items – *None*
- 6) Chair’s Report – *Jack welcomed Ashley Baldwin as the new PRUT member. Jack said he received several positive reviews for the 50<sup>th</sup> Celebration event.*
- 7) Recreation Coordinator Report
- a) Monthly Activity Log – *Reviewed.*
- b) Past & Upcoming Events – *Stumpf stated the Warren’s Cranberry Bus Trip is scheduled for Saturday, September 29<sup>th</sup> with 26 attendants to-date. Fall Fest is scheduled for October 6<sup>th</sup> with 35 vendors signed up and possibly 5 more. The event is scheduled from 2 – 6 p.m. Entertainment is, also, scheduled for Fall Fest along with Rowland’s refreshments.*
- 8) Old Business:
- a) 50<sup>th</sup> Celebration Update – *Stumpf shared several positive comments received on Facebook for the 50<sup>th</sup> celebration; discussed the detailed reports of expenses, revenues, and contributions for the celebration; and provided committee feedback regarding the celebration from the wrap-up meeting.*

*Gehl expressed his appreciation for the committee and volunteers who made the two-day celebration a success which included the entertainment, fireworks, and family activities provided.*

***Jack moved to recommend to TABLE decision to disburse payment to Kendra Van Camp until she provides detailed invoice, including time breakdown and specifics. Marks seconded. Motion Carried.***

9) New Business:

- a) Request to Waive Rental Fees; Wanick Park; Harbor House Domestic Abuse, Calumet County, October 1, 2018 – ***Marks moved to recommend Approval to waive the rental fees but require the deposit. Storey seconded. Motion Carried.***
  
- b) Exhibition Center; December 1, 2018 – ***Marks moved to recommend to DECLINE the December 1, 2018 date and request the \$500 set-up fee be refunded. Gehl added, as a possible alternative, have the date be made available, if permitted by FCEC, to the Sherwood non-profits i.e. Optimists or Lions for use. Storey seconded. Motion Carried.***

*All were in consensus that there is insignificant time to plan an event by December 1<sup>st</sup> of this year, especially after planning a entire year for the 50<sup>th</sup> celebration.*

- c) Budget FY2019 - Recreation Coordinator discussed the list of preliminary budget items presented. PRUT members are requested to email suggestions and comments prior to the October meeting.

10) Correspondences

- a) New PRUT Member, email 8-26-18 – *Ashley Baldwin introduced herself. She and her husband have lived in Sherwood for six years. They have two small daughters. Ashley works at the Fox Cities PAC. She looks forward to sharing her work experience and networking with the PRUT Board and the community.*

11) Adjournment – ***Sprangers moved to adjourn at 8:02 p.m. Marks seconded. Motion Carried.***

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

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**October 15, 2018**

- 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>
Connie Bailey	Matt Gehl
Ashley Baldwin	Rich Storey
Tom Jack	<b>Others Present</b>
Ned Marks	Brenda Stumpf, Rec Coordinator
Ruth Sprangers	Kathy Mader, Clerk
  
- 2) Pledge of Allegiance – *Recited*
  
- 3) Approval of the Agenda – *Sprangers moved to approve the agenda. Marks seconded. Motion Carried.*
  
- 4) Approval of Minutes: September 17, 2018 – *Baldwin moved to approve the September 17, 2018 meeting minutes. Marks seconded. Motion Carried.*
  
- 5) Registered Citizen Comments on Agenda Items
  - *Jessie Fritsch, W4774 Nature Lane, Re item 9) b*
  
- 6) Chair’s Report – *Nothing to report.*
  
- 7) Recreation Coordinator Report
  - a) Monthly Activity Log – *Reviewed.*
  
  - b) Past & Upcoming Events – *Stumpf stated the trails will be decorated for Halloween on Friday morning, October 26<sup>th</sup>. Stumpf reported the Warrens Trip was enjoyed by those in attendance and despite the gloomy weather, the Fall Fest was successful. Stumpf added that the Fall Fest entertainment, ACME Pickers, was very well received and the committee discussed serving food at next year’s event.*
  
- 8) Old Business:
  - a) 50<sup>th</sup> Payout - *Marks moved to recommend the Village Board approve release of the \$500 payment to Kendra Van Camp. Baldwin seconded. Motion Carried.*
  
- 9) New Business:
  - a) 2018 Concessions; info to determine for 2019 – *No recommendation. Members requested the item be on the December agenda for discussion and possible action. Marks stated he would prefer to have a local service organization take care of the concessions.*

- b) Nature Lane Flooding Issue; Fritsch – ***Sprangers moved to recommend the Village Board send the issue to the Plan Commission for consideration. Bailey seconded. Motion Carried.*** Fritsch submitted pictures which were added to the packet. He explained that when he moved into his home the subdivision behind his house was not there. Since the subdivision has gone in, he has experienced back yard drainage issues in which water sits on the trail and the grass is hard to cut.
  - c) Trails; prioritize trail reconstruction for 2019 – *Discussion involved Mustang Acre trails, Wanick Choute Park extension trails, and Pigeon Road trail. Jack strongly suggests adding to the code a requirement to plant the trees at least eight feet from the trail.*
  - d) 2019 Budget - *Stumpf requested input for tent purchase on the budget. Marks suggested a fund for light replacement.*
- 10) Correspondences
- a) Tree City; email dated 10-2-18
- 11) Adjournment – ***Sprangers moved to adjourn at 7:18 p.m. Marks seconded. Motion Carried.***

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

**Park, Recreation and Urban Tree Board Meeting Minutes**  
**December 17, 2018**

- 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>
Connie Bailey	Ned Marks, <i>excused</i>
Ashley Baldwin	Rich Storey, <i>excused</i>
Matt Gehl	<b>Others Present</b>
Tom Jack	Brenda Stumpf, <i>Rec Coordinator</i>
Ruth Sprangers	Kathy Mader, <i>Clerk</i>
  
- 2) Pledge of Allegiance – *Recited.*
  
- 3) Approval of the Agenda – ***Sprangers moved to approve the agenda. Baldwin seconded. Motion Carried.***
  
- 4) Approval of Minutes: October 15, 2018 – ***Sprangers moved to approve the October 15, 2018 minutes. Bailey seconded. Motion Carried.***
  
- 5) Registered Citizen Comments on Agenda Items – *None.*
  
- 6) Chair’s Report – *Jack mentioned he had spoken to residents who had attended the winter solstice and said they enjoyed the event.*
  
- 7) Recreation Coordinator Report
  - a) Monthly Activity Logs – *Reviewed.*
  
  - b) WPRA Conference Report – *Reviewed.*
  
  - c) Past & Upcoming Events - *Stumpf stated the committee will be discussing a better flow time for the Saturday Halloween event; need to keep the attending kids busy and content so they do not leave prior to the costume judging.*
  
- 8) Old Business:
  - a) Trail reconstruction update - *Stumpf reported that the Public Works personnel have been working on the Wanick Park Trail extensions so they are ready for the 2019 paving. The public works said there is no base under the trails.*

*Jack instructed Stumpf to determine when the trails to be reconstructed were installed.*
  
  - b) Nature Ln & Big Lake Ct. (Fritsch) trail update - *Stumpf stated the Village Board has requested the village Engineer to study the drainage issues of this trail and determine whether or not the trail should be removed since it appears to lead to “nowhere”.*

- b) 2018 Concessions; info to determine for 2019 - *Stumpf confirmed concession help is needed for the soccer nights. Based upon profit versus costs presented from the 2018 season, the PRUT members suggest a non-profit group such as Lions, Optimists, Girl Scouts or new dance program run the concessions. PRUT suggests putting a "notation" in the March newsletter in regard.*
  
- 9) New Business:
  - a) Splash Pad Backup - ***Gehl moved to recommend Village Board approval to cross-train an "in-house" village employee with mechanical functions familiarity as the annual backup to the Recreation Coordinator at the Wanick Park splash pad from Memorial Day to Labor Day. Sprangers seconded. Motion Carried.***
  
- 10) Correspondences
  - a) Fox Cities Exhibition Center Uses; email 10-17-18 – *Reviewed the correspondence which states communities have "donated their day" to non-profits. Friends of High Cliff may be a non-profit Sherwood would like to suggest or possibly another group.*
  
  - b) Letter sent to Sheptoski; 11-14-18 - *Reviewed.*
  
- 11) Adjournment – ***Sprangers moved to adjourn at 7:33 p.m. Baldwin seconded. Motion Carried.***

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