

Park, Recreation and Urban Tree Board Meeting Minutes
January 18, 2021

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

Present

*Connie Bailey
Ashley Baldwin
Bob Gillespie
Tom Jack
David Miller
Ruth Sprangers
Rich Storey*

Others Present

*Brenda Stumpf, Rec Coordinator
Christine DeMaster, Trilogy*

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – ***Sprangers moved to approve the agenda. Storey seconded. Motion carried unanimously.***
- 4) Approval of Minutes: December 20, 2020 – ***Miller moved to approve the December 20, 2020 minutes. Sprangers seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items –
- Tony Genisot, N583 Robinhood Way, regarding 8a) trail mapping*
- 6) Chair’s Report - *Jack said he had a resident inquire on the Stumpf Woods being cleared and was wondering if a disc golf course was going in.*
- 7) Recreation Coordinator Report
- a) Monthly Activity Logs – *Reviewed*
 - b) Past & Upcoming Events – *Nothing to report*
 - c) Friendship Trail – *Stumpf reported that she was involved in a Zoom meeting relating to the Friendship Trail. There were about a dozen representatives from different municipalities and group. This is an effort, still at an exploratory stage, to assess whether this is the time to pursue a connection between the Fox Cities and High Cliff State Park.*
- 8) Old Business:
- a) Trail Mapping

We had discussion in regards to the Village Board input for the trail map. They recommended removing the proposed trail that extends on Kesler Road that is showing outside of our boundary area and also adding in some proposed trails in the Stump Wooded Acres. There was much discussion held on the proposed trail segments. Stumpf stated that these are only placeholders for now as we really don't know how the subdivision layouts will be presented. She mentioned that when plans come forth it will be a joint effort in making the trails make sense for both the Village and the developer. Tony Genisot was in attendance and expressed his concern of the trails that were marked proposed in the Sherwood Forest Gold area that he had recently acquired. He suggested that we mark those areas that are preliminary with shaded hash marks or something. Gillespie shared his thoughts in regards to having these labeled in these areas so that thought process is with the Plan Commission when the plans come into to develop these areas and that we can work together in regards. Will review at February meeting.

b) Park Impact Fee Study (Trilogy Consulting, LLC)

Storey moved to recommend Village Board approval of the Park Impact Fee Study with the approval of the attorney. Jack seconded. Motion carried unanimously.

Christine DeMaster presented the final draft for the Park Impact Fee. After revising the fee study the impact fee study came to \$2,887. Christine stated that she had forwarded everything to the attorney but had not heard back as of this meeting. She went through the ordinance changes that need to be made to the code in order to enact the Impact Fee. We can also put an inflator in the fees that every year they would automatically adjust to the current rate, usually it is a 1 percent increase. She stated a public hearing is needed in order to implement the fees as well. Noted public hearing would be for February 22, 2021 with Village Board approval.

9) Correspondences

a) *None*

10) Adjournment – ***Sprangers moved to adjourn at 7:44 p.m. Baldwin seconded. Motion carried unanimously.***

Respectfully submitted for review and approval by Brenda Stumpf, Recreation Coordinator/Acting Clerk

Park, Recreation and Urban Tree Board Meeting Minutes
February 15, 2021

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

Present

*Connie Bailey
Ashley Baldwin
Bob Gillespie
Tom Jack
David Miller
Ruth Sprangers
Rich Storey*

Others Present

Brenda Stumpf, Rec Coordinator

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – ***Sprangers moved to approve the agenda. Baldwin seconded. Motion carried unanimously.***
- 4) Approval of Minutes: January 18, 2021 – ***Storey moved to approve the January 18, 2021 minutes. Miller seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items – *none*
- 6) Chair’s Report – *Stated he would like to see trail specs noted somewhere and also to put gym usage on next months agenda.*
- 7) Recreation Coordinator Report
- a) Monthly Activity Logs – *Reviewed*
 - b) Past & Upcoming Events – *no past events and wanted to review upcoming events as an agenda item.*
 - c) Ice Rink - *Stumpf showed pictures and reported on the ice rink and stated that with the warmer temperatures and a drainage pipe underneath the rink, the rink was not forming. Stumpf stated that we may need to look into a liner of some type to lay in there for next year.*
- 8) Old Business:
- a) Park Impact Fee - *Stumpf reported the Village board scheduled the public hearing for the park impact fee for February 22, 2021. It has been presented as drafted with the recommendation fee of \$2,887.00 with an annual escalator. She did mention that the*

board can amend and approve a lesser amount if they so choose. Stumpf also presented the board with some comparisons of other Municipality fees along with our own Water and Sewer Impact fee scenarios if they would have initiated an escalator. These pieces were just for information and comparisons. Comparisons also included what amounts could be with an escalator from the Annual Price Index. Gillespie mentioned the fact that we are land locked as a Village and should be able to collect fees to offset future costs for our trails and parks. Stumpf urged the board to be present at the Village Board meeting to show that we back up our recommendation. Stumpf shared the copy of the ordinance language change and asked for board input. She also stated that the Village Attorney went through it and had no issues with it. PRUT board had no issues with the revision they way it was presented.

b) Park Signage – **Miller moved to recommend to have the Gosz and Legion Park signs re-done with Axon Hillock estimate and to utilize funds from the Misc. Activity Fund account and not to exceed \$1,000. Storey seconded. Motioned carried.** Stumpf shared the costs of having the signs re-done from Axon Hillock that came to \$355.00 which included the installation per sign. She also had a quote from Brush Boy Customs in which their quote came in at starting at \$2400.00. She mentioned that the signs will be made from aluminum instead of what they are constructed of now but mentioned that they would last a long time as that is what all the signs in Wanick are made of now. Stumpf mentioned that this item was not budgeted for the year 2021 and we could wait until next year to have them re-done. She also mentioned that we could possibly pull the monies out of the Parkland fund or the Misc. Activity Fund. It was mentioned that the Father/Daughter Dance will not happen this year and we could possibly use the money from that.

9) New Business

a) Wanick Park Rental; 5K Pancreatic Walk-consider waiving fees – **Sprangers moved to recommend waiving the rental fee but require the deposit for the 5k Pancreatic Walk on September 11, 2021. Storey seconded. Motion carried.** Stumpf presented the request to waive the fee for the 5K Pancreatic Walk to be held on September 11, 2021. Jack stated that it is a non-profit walk. Baldwin asked if they used the Village trails and/or roads and Stumpf said both. Sprangers stated that the entire facility would be utilized and deposit should be required as we do for all requests of this kind.

b) Electric City Soccer; programming and line painter – **Storey approved the use of the fields to Electric City with no cost and to deny the request of funds towards the line painter at this time. Miller seconded. Motion carried.** Stumpf presented information in regards to the programming at Wanick Park for this Spring. They also requested some funding towards a line painter. The cost would be \$2,000-\$3,000 total. Jack wondered if the cost that they charge participants should cover their expenses. Sprangers wondered why the one that we have wouldn't work, but was informed that the one that was here on site was the YMCA's and is not longer here. Storey asked if there were any other uses that we would have for it and Stumpf said not at this time. Sprangers stated

that this item was not in our budget and could look at it in the future. Gillespie wondered if there was any potential in regards to holding a big tournament on our fields and stated it might be a good idea to build some infrastructure. Sprangers mentioned that our area probably would not be big enough to hold a big tournament and that we would be good for being able to be available as the overflow area. Jack asked if we could keep an eye on the street parking if it becomes a problem.

c) Splash Pad Maintenance – ***Sprangers recommended that we contract with CRS with the Splash Pad Start Up Maintenance which will include the installation of the parts on hand and purchased from issues last year. Gillespie seconded. Motion carried.*** *Stumpf stated that the splash pad never ran last year because of issues. The interface went out, then the chemical pump along with the controller was not working. She stated that these are 3 pretty big parts of the operation. CRS is now providing a start up and winterization service program. They would have a tech come and start your system up and would also winterize when it shuts down. The cost would be \$3,200.00 for both aspects. Stumpf stated that she is comfortable with the winterization but not with the start up as we seen a few issues last year. The \$3,200.00 would not include any additional parts. CRS said we could just do the start up for \$1,600.00 and it would be the installation of the parts that we have on hand. Sprangers stated that we budgeted monies for this. Miller stated that the Splash Pad is a very important piece of the park so we should utilize the service.*

d) Swim Lessons with City of Kaukauna – *Stumpf stated she received an inquiry from the City of Kaukauna in regards to running a bus to pick up kids in the Village and bring them to the pool for lessons. Stumpf stated she is waiting on more information.*

e) Upcoming Events/Calendar – ***Baldwin recommended moving forward with the current calendar of events pending the COVID-19 situation at the time of event. Sprangers seconded. Motion carried.*** *The potential calendar of events for 2021 was shared and reviewed with the PRUT board. Stumpf stated that the normal events have been included but she did take the Babysitting class off as the buildings are not open yet. She stated that this class is very well received and would like to see it put back on as an offering. She also stated that most municipalities have opened their buildings with some restrictions. Sprangers stated that these are outdoor activities and there is ample room for people to spread out. Sprangers suggested an additional movie night as well. Baldwin stated that we will have to be cautious when it comes to the Ice Cream Social and find ways to make it work. Also stated that we can improvise in regards. Stumpf stated that she is working on getting ahold of the Tennis Instructor from last year to see if she is interested again this year.*

f) St. John Sacred Heart Picnic Legion park usage – ***Jack recommended allowing SJSB be able to utilize Legion Park on August 1st provided they follow the guidelines that are established at that time by the County. Gillespie seconded. Motion carried.*** *It was mentioned that this was just an inquiry so that SJSB would know if they could start to plan anything if they wanted to proceed with the picnic.*

10) Adjournment – *Storey moved to adjourn at 7:55 p.m. Baldwin seconded. Motion carried unanimously.*

Respectfully submitted for review and approval by Brenda Stumpf, Recreation
Coordinator/Acting Clerk

Park, Recreation and Urban Tree Board Meeting Minutes
March 15, 2021

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

<i>Present</i>	<i>Excused</i>
<i>Connie Bailey</i>	<i>David Miller</i>
<i>Ashley Baldwin</i>	<i>Others Present</i>
<i>Bob Gillespie</i>	<i>Brenda Stumpf, Rec Coordinator</i>
<i>Tom Jack</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 unanimously.***

- 4) Approval of Minutes: February 15, 2021 – ***Sprangers moved to approve the February 15, 2021 minutes. Baldwin seconded. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items – *Amy DeBruin, Palisades Trail-regarding agenda item 9b. Asked when the gym would be back open to be utilized for Pickleball and also asked when the nets would be up at the Park. Stumpf stated that the board will discuss some ideas when they came to that item on the agenda and also said she hopes to get the nets up withing the week, depending on the weather.*

- 6) Chair’s Report – *nothing*

- 7) Recreation Coordinator Report
 - a) Monthly Activity Logs – *Reviewed*

 - b) Past & Upcoming Events – *No past events. Stated the Easter Egg Hunt is on April 3rd and has 13 registered to date. Will also need volunteers to help stuff eggs and make goody bags prior to the event. The Be Active Wisconsin Challenge will run till March 31st. We have 30 participants involved. There are 40 communities that are participating and currently we are in 4th place.*

- 8) Old Business:
 - a) Park Impact Fee-*Stumpf updated the board in regards to the Village boards decision in regards to the Park Impact Fee. She stated that board accepted the fee at 50% which is \$1,444.00 with an annual escalator using the CPI urban index for an inflation rate and*

the fee is to be reviewed every 3 years. The ordinance needed to be written with these changes and the board will be reviewing/approving at their meeting on March 22nd.

b) Trail Map – The trail map was presented for discussion for any additional changes that should be made yet. Stumpf asked for any input that anyone had. Gillespie stated he thinks that there is confusion in regards to certain areas as the Sherwood Forest Golf Course with the red dash markings that state “proposed trails”. He stated that the markings are only placeholders and would be more definite when actual plans for the subdivisions come in. Sprangers mentioned maybe coming up with a different name or synonym for “proposed” or some other wording in regards to these areas. She also mentioned that when Genisot attended last meeting he stated hash marking these areas that are not developed yet would make some sense. Sprangers commented in regards to maybe taking the trail markings out in areas that have not been developed and hash marking them. Gillespie mentioned that he liked the term that was used in the Park Impact Fee Study in which trails are considered “Linear Parks”. Jack stated that the east and west side of Sherwood lack park space. Sprangers stated that Gosz park is not mark and it should be. Sprangers has pulled a map from 2016 that showed differences from that map to the one that we are doing now. She said it is on Village website and should be looked at to finish the current map that we are doing. Sprangers also stated that any parcel that the Village owns should be colored and in a different color that what it is presently as that is hard to see. This would include the wooded acres across from Wanick Park and the triangle piece up off of Robinhood by Sherwood Forest. Jack stated that when plans come forward with subdivision layouts that they go to plan commission first then should be reviewed by the PRUT board for their input. The PRUT went back to trying to come up with the right wording for the “proposed trails”. Sprangers mentioned the words “projected” or “possible”. Potential trail was also another word at discussion. Gillespie mentioned the word “place holder”. Baldwin suggested keeping the proposed trail wording and noting somehow on the map that they will be based on the developer and board agreement/approval. Gillespie brought up that he thought the north side of Hwy 114 was zoned commercial and that maybe it should be marked on the map. Sprangers also noted the south side and west of Condon Oil is commercial. Stumpf stated that this is not a zoning map. Storey mentioned maybe changing the colors of the marked trails to red and the proposed to green. Stumpf clarified the changes made by the PRUT to the trail map to include: change color of the village owned properties, label Gosz Park, asterick the proposed trails and add in parenthesis based on developer and boards approvals. Genisot spoke in regards to other maps that the village has in regards to future developments. Genisot thought it would be better to hash mark all the areas for future developments. He stated with the red dashed “proposed” trails markings it makes it look like we are saying that they are going in that exact spot. He stated hash marking the area and stating future trail development would be better and may not confuse anyone. Storey made a comment that by not marking the proposed trails that we have lost trails in the past and he doesn’t want that to happen. Gillespie noted that with his participation on the Planning Commission he would look at this map as an alert being that there would be trails placed in these areas but not necessarily in these spots as engineering would need to be addressed as far as house

placement and water runoff, etc. It was then noted to keep the red dashed proposed trails and overshadow with hash marks and refer to the areas future development. Jack stated to remove the dashes and hashmark the areas and call it future proposed trails. Will be reviewed at the next meeting.

9) New Business

a) Pavilion Staining – ***Sprangers moved to recommend Certa Pro Painters to re-do the stain and split face block on the pavilion and to utilize money from the Capital Gains Fund. Storey seconded. Motion carried.*** *Three different bids were presented in regards to having the stain re-done on the pavilion at Wanick Park. Jack suggested utilizing the money set aside for the concession stand in the Capital Gains budgeted funds to pay for the difference in the actual budget amount. Jack stated Certa-Pro offers a 2 year guarantee and uses 2 coats. All three bids were carefully examined.*

b) Gym – *The PRUT board had requested this item be placed on agenda for discussion in regards to possibly letting users utilize the gym with the COVID-19 pandemic situation. Sprangers mentioned that she would like to see it open again even if under certain guidelines. It was mentioned that the gym would not be opened as an open free for anyone as in the past, and that the smaller/specified users groups would be more conscience of the local guidelines as distancing, cleaning, masking, etc. The following were mentioned as guidelines to be able to open the gym: would be for specified user groups only in which they contain smaller users, social distancing, cleaning after use, waivers to be signed, residents only, sign up for a 2 hour time block with 2 hours of off use after each group, masking (local mandate). The specified user group would include possibly Bootcamp, Pickeball, and Zumba.*

10) Adjournment – ***Storey moved to adjourn at 8:28 p.m. Baldwin seconded. Motion carried unanimously.***

Respectfully submitted for review and approval by Brenda Stumpf, Recreation Coordinator/Acting Clerk

Village of Sherwood Park, Recreation, and Urban Tree Board

MEETING NOTICE AND AGENDA

Monday, April 19, 2021 6:30 pm

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

**NOTICE OF
MEETING CANCELLATION**

Village of Sherwood Park, Recreation, and Urban Tree Board

MEETING NOTICE AND AGENDA

Monday, December 20, 2021 6:30 pm

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

NOTICE OF

MEETING CANCELLATION

DUE TO LACK OF BUSINESS

Park, Recreation and Urban Tree Board Meeting Minutes
June 21, 2021

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

<i>Present</i>	<i>Excused</i>
<i>Connie Bailey</i>	<i>Rich Storey</i>
<i>Ashley Baldwin</i>	<i>Others Present</i>
<i>Bob Gillespie</i>	<i>Brenda Stumpf, Rec Coordinator</i>
<i>Paul Grube</i>	
<i>Tom Jack</i>	
<i>Ruth Sprangers</i>	

- 2) Pledge of Allegiance – *Recited*

- 3) Approval of the Agenda – ***Baldwin moved to approve the agenda. Sprangers seconded. Motion carried unanimously.***

- 4) Approval of Minutes: May 17, 2021 – ***Gillespie moved to approve the May 7, 2021 minutes. Bailey seconded. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items – none

- 6) Chair’s Report – none

- 7) Recreation Coordinator Report
 - a) Monthly Activity Logs – *Reviewed*

 - b) Past & Upcoming Events – *Stumpf reported on the ice cream social that was held on June 7th. She stated that 120 cups of ice cream were given out. Movie night was held on June 18th and there were approximately 70 viewers in attendance. Upcoming events are June 27th-Randy Peterson, July 8th-Splash Pad inspection, July 11th-Mischief & Magic, and July 20th-Ice Cream Social.*

- 8) Old Business:
 - a) Splash Pad Update-*Stumpf put together a daily report in regards to the splash pad issues that she encountered. She stated that the whole pad is not currently running. The rock wall is not running and that is the feature that the camera got stuck in. She also included pictures of the rooster tail and stated that they are not running either because she saw some leaking that was behind the feature that should not have been there. She stated that she ran one feature at a time to verify that they were working and that’s when she noticed the issue with the rooster tails. She is going take a day and monitor and run*

this feature again the issue. The rock wall was not spraying water prior to getting the camera stuck in the line. It was noticed that there is a galvanized steel pipe in that feature and Stumpf stated that the chemicals in the water and that type of piping do not mix. It will corrode it. It is an assumption that that pipe may be deteriorated. Stumpf talked to Joel from Karl's mechanical to see if he could recall anything in regards to that feature, but he had no information. Sprangers suggested taking the rock off and looking inside to see what we find. Stumpf said we would need a crane to take it off, as that is the way it was put on. Stumpf will reach out and try to come up with a plan in regards to getting the camera out and looking at the feature. Jack stated that the plans should show where each of lines on splash pad run and Stumpf stated that there is a drawing showing that but she discovered that things are laid out differently than the plan shows.

b) Park Impact Fee – Was put back on agenda to see if anyone for more input. Gillespie stated that we need to wait 9 months before we can revisit and send in our recommendation. Grube stated that he had asked Joyce is we lost the \$500.00 and she told him that she didn't think so. Grube will confirm with Randy in regards.

9) New Business

a) Food Truck Rally – Stumpf shared a memo that she received in regards to having a Food Truck Rally at the park. She mentioned this was requested in the past and it was not allowed then. Baldwin thinks it is a neat idea to have. Gillespie asked if the trucks would be in the park and Stumpf stated that they would be. Stumpf stated that maybe we could incorporate it with another event that we have. Fallfest could possibly be an option to pair it with.

b) Sherwood Summerfest – Stumpf reported that Summerfest is August 15th from 11am to 7pm. She stated she has obtained a committee that will be helping plan this event. Spicy Tie band has been lined up to play from 3 til 7. She asked for any ideas anyone had in regards to entertainment for the day. Sprangers mentioned getting Road Trip but they maybe very similar to Spicy Tie. Jack suggested the Mader group, Baldwin suggested Baby and the Boomers, Bailey was going to talk to Mike to see if he had any suggestions as well. Festive Balloons and a petting zoo were mentioned to have. Baldwin will check on a petting zoo located in Kaukauna and will let Stumpf know. The board was told if they came up with anything else in the mean time to contact Stumpf with their ideas.

*c) Deposit Deduction- **Jack made a recommendation to retain half of the deposit which is \$100.00. Gillespie second. Motion carried unanimously.** Stumpf reported that there was rental on June 13th and left their garbage there for us to remove. Stumpf suggested holding back some or all of the deposit in regards.*

10) Adjournment – ***Sprangers moved to adjourn at 7:38 p.m. Baldwin seconded. Motion carried unanimously.***

Respectfully submitted for review and approval by Brenda Stumpf, Recreation
Coordinator/Acting Clerk

Park, Recreation and Urban Tree Board Meeting Minutes
July 19, 2021

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

Present

*Connie Bailey
Paul Grube
Tom Jack
Ruth Sprangers*

Excused

*Rich Storey
Ashley Baldwin
Bob Gillespie*

Others Present

Brenda Stumpf, Rec Coordinator

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – ***Sprangers moved to approve the agenda. Grube seconded. Motion carried unanimously.***
- 4) Approval of Minutes: June 21, 2021 – ***Bailey moved to approve the June 21, 2021 minutes. Grube seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items – Dennis Peterson, N576 Robinhood Way-Regarding the trail map. *Was concerned about the red dashes on the map and thought they were going to be taken off. Asked where the trails are going. Who is going to put them in and pay for them. Are the trails justified. How much will they cost? Will the cost be worth it? Stated a neighborhood park would maybe more sufficient. The trails would affect the re-sale value of homes.*
- 6) Chair’s Report – none
- 7) Recreation Coordinator Report
- a) Monthly Activity Logs – *Reviewed*
- b) Past & Upcoming Events – *Stumpf reported on the Randy Peterson event held on June 27th. She stated that we had received about 6 inches of rain up until time of his performance and that it was still drizzling at the time. She stated that there was about 25 people that showed and that the event took place in the warming shelter. On July 11th, Mischief and Magic performed a comedy, juggling and magic type show with 75 attendees. Upcoming events: July 20th Ice Cream Social at 6:30, Sunday, July 25th Rondini at 1:00p.m. and August 6th is movie night with “Finding Nemo” to be shown.*

- 8) Old Business:

a) Splash Pad Update- *There was no update for this meeting but it will remain on agenda as things evolve. Stumpf did state that the Rooster tails have been back up and spraying water and that the leak that was encountered with them could have been from the Rock feature as water travels in all directions. Grube questioned the PH testing as the inspection report showed a high PH. Stumpf reported that chlorine will bring that down. The splash pad was shut down for 2 days because of rain when the inspector came to inspect. The rain brought the PH value up and Stumpf stated that when the pad runs it will balance out again.*

b) Park Impact Fee – *Stumpf answered some questions from the previous meeting for the PRUT board, the first question was wondering if we were collecting any fees at this time. Stumpf stated that because of the state law change, we are not collecting fees and we can not as the board went ahead and approved the study but without the fees, so therefore we cannot collect. The \$500.00 that is currently being collected goes to a tree fund which in turn we plant trees in that specific subdivision. Stumpf also stated that she will try to find out when we can approach this subject again to start collecting fees.*

c) Sherwood Summerfest – *Stumpf updated and reported the committee has met and they are in the planning stages. Volunteers are needed in different areas. Have 2 upcoming meetings before the event. The 2/5ths party will be there before Spicy Tie. Festive Balloons, Petting Zoo, Juggler on a Mission, ThedaStar, and Sherwood/Calumet County History Showing. We will also be providing food and beverages.*

d) Facility Use – *The Village Board at there last meeting prior to this meeting have opened up the gym and community center under the following guidelines: at the groups own risk, at 50 percent capacity, groups must remain socially distance, they must use gym entrance only, and staff will clean surfaces after each use. The Village Hall and Board meetings will remain closed to the public.*

e) Trail Map – ***Jack made a recommendation to approve the trail map with the change of Spring Hill Drive from Palisades to State Park Road from the green line mark indicating trail to the red dashed line indicating proposed. Grube seconded. Motion carried unanimously.*** *Jack stated that the markings along Spring Hill Drive should not be there as when that road was re-done they had taken away the sides of if for safe walking paths.*

9) New Business

a) Dumpster in Wanick Park- ***Sprangers made a recommendation to deny having a dumpster in Wanick Park. Grube seconded. Motion carried unanimously.*** *Stumpf reported that a current board member wanted to evaluate the option of having a dumpster located in Wanick Park. Stumpf shared how the garbage is handled now in which she empties the garbage daily and brings to street weekly. She stated that some weeks there are 2 full bins and sometimes there are 3 and that it really depends on how busy that particular week was. The cost is \$100.00 per cart per year and we currently*

have 3 of them. Stumpf priced out a 2 yard dumpster to have on site to be emptied every other week. The approximate cost would be \$60.00 a month plus a \$100.00 drop off fee. Stumpf asked about the winter months and GFL responded that they would consider it a seasonal dumpster and only charge for the 4 months of use, but if we would need it emptied during the off time it would be \$45.00 per time to have them come in. Options were discussed in regards as to locking it up and open it on occasions. Sprangers stated that a concrete pad would be needed, people would be utilizing it, it would stink and cause critters to come. If locked, people would just leave there stuff lay around it. Bailey stated that she seems to think that the carry in and carry out is the normal procedure in a lot of places so doesn't see it necessary for a dumpster.

10) Adjournment – ***Sprangers moved to adjourn at 7:31 p.m. Bailey seconded. Motion carried unanimously.***

Respectfully submitted for review and approval by Brenda Stumpf, Recreation Coordinator/Acting Clerk

Village of Sherwood Park, Recreation, and Urban Tree Board

MEETING NOTICE AND AGENDA

Monday, August 16, 2021 6:30 pm

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

**NOTICE OF
MEETING CANCELLATION
DUE TO LACK OF BUSINESS**

**Park, Recreation and Urban Tree Board Meeting Minutes
October 18, 2021**

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

Present

*Connie Bailey
Ashley Baldwin
Bob Gillespie
Paul Grube
Tom Jack
Ruth Sprangers
Rich Storey*

Excused

none

Others Present

*Brenda Stumpf, Rec Coordinator
Randy Friday, Administrator*

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – ***Sprangers moved to approve the agenda. Baldwin seconded. Motion carried unanimously.***
- 4) Approval of Minutes: September 20, 2021 – ***Gillespie moved to approve the September 20, 2021 minutes. Bailey seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items – None
- 6) Chair’s Report – *Reported that he had conversations with the volunteers that do the flower beds in Wanick Park and stated that they would like to see extra money in budget for fertilizing, mulching, etc to improve the quality of the beds. Jack stated that he would try to get more of a cost in regards to the amount. Stated that watering should be placed on a schedule as that can be a main factor.*

Jack stated that the pickleball group would like to be able to utilize the gym for play again as the weather is changing.

- 7) Recreation Coordinator Report
- a) Monthly Activity Logs – *Reviewed*
- b) Past & Upcoming Events – *Stumpf reported on the Fallfest that was held on October 2, 2021. She stated that 20 vendors had signed up for the event. It was a great event. She also shared the cost report with the board. Upcoming events include Halloween on October 29th and 30th. Trick or Treating will be held on October 30th from noon til 2. The trails will be decorated and available for viewing on October 29th from 6-8:30pm and on the 30th from 2-5pm. She*

mentioned that the Sherwood Lions are not participating in this event as they have in the past. There will still be a costume contest at 3pm with games and activities available from 2-4pm. She stated that help is greatly appreciated on that Friday afternoon and then again on Saturday at 5pm. Winter Solstice is scheduled for December 18, 2021 from 4-7pm.

*Stumpf brought up holding a new event called "Parents Night Out" on December 10th from 5-8:30pm. It would require pre-registration and would include pizza, games, crafts and a movie. Sprangers inquired about who would be chaperoning and Stumpf stated that volunteers from local school/groups would come in to help. Jack stated that many school/groups require students to acquire volunteer hours and the event sounds like a nice idea. Advertising would include Facebook and website. Flyers could also be hung. The event would be held either in the gym or the community center. **Storey made a recommendation to hold the event at the community center provided a waiver signed along with following COVID guidelines at the time of the event. Grube seconded. Motion carried unanimously.***

8) Old Business:

a) Splash Pad Update- *Stumpf reported that the lead time for the part that we were waiting for got pushed back until October 19th. She stated that she has started winterizing it and it is about half way done as the weather looks to be turning colder.*

b) Budget – ***Gillespie made a motion to recommend the final budget numbers FY2022. Storey seconded it. Motion carried.** Jack asked if we were finalizing these numbers or just looking at them. Stumpf stated this is for finalization and the Village board approves the village budget on November 8th. Jack asked if there were funds in the budget for the flower beds in Wanick Park and Stumpf reported that there is \$800.00 allocated for these beds. Jack asked at what point do we look at getting a full time person for the park. Friday commented that it is probably time to look at it and that DPW staff has not been increased for a long time and things just get busier. Sprangers asked if the person would be designated for just the park. Jack stated that the person could be utilized in all parks, cemetery, etc. Sprangers asked if the \$800.00 was sufficient amount for the flower beds. Grube asked what was spent this year in regards and Stumpf stated about \$700.00. Gillespie stated that he believes the issue isn't the amount of money but the watering of the beds throughout the summer. Jack stated that when Wanick was being drawn up it was mentioned that it would take a man and a half to maintain it so adding staff was highly recommended. Sprangers brought up the soccer and asked if we need funds for it this year again as she thought it was on a cycle. Jack stated that it should get aerated again. Sprangers asked if we could go back use funds from 2020 that we not used. Friday suggested picking a number to put in there for now. **Gillespie made a motion to put \$2,000.00 in budget for soccer field maintenance, Storey seconded. All in favor.** Sprangers asked what the \$500.00 was used for in the Community Forest section and*

*Stumpf said it was used for signage and things. Sprangers suggested adding a microwave and shelving in the concession area of the pavilion. **Sprangers made a motion to put \$500.00 for microwave and shelving at Wanick Park. Baldwin seconded. All in favor.** Friday brought up the potential of adding funds to the Capital Funds in regards to adding a concession area and potential bathrooms at Wanick Park. Possibly \$30,000.00 in 2024 and another \$30,000.00 in 2026. These would benefit the splash pad/park users. Sprangers also stated that storage needs to be added as well and thought that adding on to the existing storage and for storage and also housing concession and bathroom facility there. Friday stated that it may be a possibility that the park impact fees could be utilize for this as well. **Storey made a motion at add to the Capital projects \$30,000 in 2024 and \$30,000 in 2026 for concession/restroom area. Gillespie seconded. All in favor.** Jack stated that the open air shelter should be restained, varnished or sealed. **Sprangers made a motion to add \$5,000 to the budget to restrain the open air shelter. Storey seconded. All in favor.***

9) New Business:

a) Preliminary Plat Review trail placement Robinhood Hills Subdivision – **Sprangers made the recommendation to approve the Preliminary Plat map for trail placement for Robinhood Hill Subdivision with the trail being moved to out of the wooded area along the tracks and on the east side lot line. Storey seconded. All in favor.** Jack stated that we had a tour of the area in regards to trail placement. Jack stated that where the trail runs along the railroad tracks that the trail be moved to the edge of the brush/wooded area so it would be easier to get into the area for placement and maintenance as it is uneasy terrain. It would also keep a lot of the existing trees that are there already. Sprangers stated that where it starts off of Robinhood Way it needs to be moved as well. Genisot stated that it should not be a problem to move it. Gillespie stated the PC commission approved the plat with our input with the trail placement. The PRUT board gave permission to Grube, Gillespie and Stumpf to review any changes that may come forward to keep the project going for Genisot.

b) Memorial Bench Placement; Knecht – **Sprangers recommended the approval of the Memorial Bench and placement in memory of Jim Knecht at Wanick Park. Baldwin seconded it. All in favor.** Stumpf informed the board that there had been a request for a memorial bench to be placed in Wanick Park in memory of Jim Knecht. She provided the information of the location which is near the Lion Head fountain as he was an active member of the Sherwood Lions Club. Stumpf had talked to Scott from DPW and said putting it in between the tree and rock would ideal.

9) Adjournment – **Storey moved to adjourn at 7:55 p.m. Grube seconded. Motion carried unanimously.**

Respectfully submitted for review and approval by Brenda Stumpf, Recreation
Coordinator/Acting Clerk

**Park, Recreation and Urban Tree Board Meeting Minutes
October 18, 2021**

- 1) Call to Order and Roll Call – *Chairman Jack called the meeting to order with roll call at 6:30 p.m.*
- | | |
|-----------------------|---------------------------------------|
| <i>Present</i> | <i>Excused</i> |
| <i>Connie Bailey</i> | <i>none</i> |
| <i>Ashley Baldwin</i> | |
| <i>Bob Gillespie</i> | <i>Others Present</i> |
| <i>Paul Grube</i> | <i>Brenda Stumpf, Rec Coordinator</i> |
| <i>Tom Jack</i> | <i>Randy Friday, Administrator</i> |
| <i>Ruth Sprangers</i> | |
| <i>Rich Storey</i> | |

2) Pledge of Allegiance – *Recited*

3) Approval of the Agenda – ***Sprangers moved to approve the agenda. Baldwin seconded. Motion carried unanimously.***

4) Approval of Minutes: September 20, 2021 – ***Gillespie moved to approve the September 20, 2021 minutes. Bailey seconded. Motion carried unanimously.***

5) Registered Citizen Comments on Agenda Items – None

6) Chair’s Report – *Reported that he had conversations with the volunteers that do the flower beds in Wanick Park and stated that they would like to see extra money in budget for fertilizing, mulching, etc to improve the quality of the beds. Jack stated that he would try to get more of a cost in regards to the amount. Stated that watering should be placed on a schedule as that can be a main factor.*

Jack stated that the pickleball group would like to be able to utilize the gym for play again as the weather is changing.

7) Recreation Coordinator Report

a) Monthly Activity Logs – *Reviewed*

b) Past & Upcoming Events – *Stumpf reported on the Fallfest that was held on October 2, 2021. She stated that 20 vendors had signed up for the event. It was a great event. She also shared the cost report with the board. Upcoming events include Halloween on October 29th and 30th. Trick or Treating will be held on October 30th from noon til 2. The trails will be decorated and available for viewing on October 29th from 6-8:30pm and on the 30th from 2-5pm. She*

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9) Adjournment – **Storey moved to adjourn at 7:55 p.m. Grube seconded. Motion carried unanimously.**

Respectfully submitted for review and approval by Brenda Stumpf, Recreation
Coordinator/Acting Clerk

Park, Recreation and Urban Tree Board Meeting Minutes
November 15, 2021

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

<i>Present</i>	<i>Excused</i>
<i>Connie Bailey</i>	<i>Bob Gillespie</i>
<i>Ashley Baldwin</i>	
<i>Paul Grube</i>	<i>Others Present</i>
<i>Tom Jack</i>	<i>Brenda Stumpf, Rec Coordinator</i>
<i>Ruth Sprangers</i>	
<i>Rich Storey</i>	

- 2) Pledge of Allegiance – *Recited*

- 3) Approval of the Agenda – ***Sprangers moved to approve the agenda. Baldwin seconded. Motion carried unanimously.***

- 4) Approval of Minutes: October 18, 2021 – ***Storey moved to approve the October 18, 2021 minutes. Bailey seconded. Motion carried unanimously.***

- 5) Registered Citizen Comments on Agenda Items – None

- 6) Chair’s Report – *none*

- 7) Recreation Coordinator Report
 - a) Monthly Activity Logs – *Reviewed*

 - b) Past & Upcoming Events – *Stumpf reported on the past events. Halloween was held on October 29th and 30th and was very well attended. We sold out of almost everything and will have a cost report at the next meeting as she was waiting on a few receipts to come in yet. Stumpf gave kudos to Ruth Sprangers and her sense of imagination for her help in regards to the event. Weather was great. Upcoming events included the Parents Night Out to be held on December 10th. Info was posted on the website and Facebook. Stumpf reached out to SJSH for volunteers and is waiting to hear back. The pre-registration deadline is December 3, 2021. Winter Solstice will be held on December 18th and we need some volunteers. The event is from 4-7pm.*

Stumpf informed the board that the drainage has finally been completed in the playground areas and that the rubber chips have been dumped but not spread out.

Stumpf also stated that she attended another High Cliff Connection meeting last Friday and stated that things seem to be coming along in regards. She stated that surveys have been done with the consulting group HkGI and will keep the board updated in regards to the trail.

Stumpf reported that there have been vehicles tearing up the grass area on the east side of the parking lot by the Open Air Shelter. They go in with vehicles and do donuts. The security cameras we have do not reach that area so she will probably purchase some sort of trail cam or something to get some footage in regards.

8) Old Business:

a) Splash Pad Update- *Stumpf stated the interface had come in but the splash pad has been completely winterized so we will have to wait til Spring to start working on the problems.*

b) Budget – *Stumpf stated the Village Board approved our portion of the Budget for 2022 with an additional \$20,000.00 to the parkland fund for repairs in regards to repairing the splash pad. Jack stated we should start to contact painters/stainers in regards to getting the open air shelter on the list of getting done.*

9) New Business:

a) Facility Rental Review/Update – ***Grube recommended the approval of keeping the fees the same as prior year 2021 for the Community Center and Rec Center. Storey seconded it. All in favor. Sprangers made the motion to allow Residents and Non-Residents to be able to rent the park facilities giving residents the first 10 business days to rent and then opening the reservations up to non-residents. Baldwin seconded it. All in favor.*** *Facility rental fees were reviewed as well as who can or can not rent them. Included for information was a survey done by WPRRA for a comparison of other municipalities fees. Jack asked about the pickleball players wanting to play pickleball in the gym. Stumpf stated that we are keeping things the same as in the past as during office hours the gym is available to whomever wants to use it at no cost, basically an open gym unless someone actually rents it for a specified time frame. Users can rent it for their desired time frame for a guarantee to have the space.*

b) Wanick Park Review – *Stumpf stated that she wants to put together some sort timeline in regards to upgrades or new additions to the park and trail system. With the park impact fees that will be coming in it will be important for everyone's feedback with there list of items they think should be done. A copy of certain pages of the CORP along with the fee study corresponding pages for information in regards to establishing. Staying on top of things will help with the up keep of things.*

- 9) Adjournment – *Sprangers moved to adjourn at 7:38 p.m. Baldwin seconded. Motion carried unanimously.*

Respectfully submitted for review and approval by Brenda Stumpf, Recreation
Coordinator/Acting Clerk

Village of Sherwood Park, Recreation, and Urban Tree Board

MEETING NOTICE AND AGENDA

Monday, December 20, 2021 6:30 pm

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

NOTICE OF

MEETING CANCELLATION

DUE TO LACK OF BUSINESS