

Park, Recreation and Urban Tree Board Meeting Minutes
January 17, 2022

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

Present

*Connie Bailey
Ashley Baldwin
Bob Gillespie
Paul Grube*

Excused

*Tom Jack
Ruth Sprangers
Rich Storey*

Others Present

Brenda Stumpf, Rec Coordinator

Baldwin moved to name Gillespie acting chairman for the meeting. Bailey seconded. Motion carried unanimously.

- 2) Pledge of Allegiance – *Recited*
- 3) Approval of the Agenda – ***Baldwin moved to approve the agenda. Grube seconded. Motion carried unanimously.***
- 4) Approval of Minutes: January 17, 2022 – ***Bailey moved to approve the January 17, 2022 minutes. Baldwin seconded. Motion carried unanimously.***
- 5)
- 6) Registered Citizen Comments on Agenda Items – None
- 7) Chair’s Report – *none*
- 8) Recreation Coordinator Report
- a) Monthly Activity Logs – *Reviewed*
- b) Past & Upcoming Events – *Stumpf shared the cost report for the Halloween event. She had received all miscellaneous receipts for payout and put the cost report together.*

Parents Night out was held on December 10, 2021. We had 12 that registered. It was good for a first time event and many compliments were received. We will run it again.

Winter Solstice was held on December 18, 2021. It was a decent turnout. There wasn’t much snow and Santa didn’t show due to a medical emergency. Had some really nice donations from the Sherwood Business’ for the raffle that was held for those that brought canned goods. Sherwood Lions came to light the tree and start the fire. They were grateful for the opportunity.

Upcoming events include the Home Alone/Babysitting Class to be held on January 29, 2022, currently have 11 signed up. The Daddy/Daughter Dance is being worked on and is tentatively set for March 19, 2022. The S.O.S is somewhat of a priority to get rolling. Working on a schedule and different types of activities for the group.

8) Old Business:

a) Splash Pad Update- *Stumpf provided a timeline in regards to the efforts to retrieve the camera stuck in the rock wall. She will provide this monthly to keep the board in the loop. She stated that her first steps were reaching out to Blake Theissen, Ron Romans, Joel Karls to see if they had any advice. Responses were included in the packet for review. She also reminded the group that there is still the electrical issues that we have to resolve and that needs priority attention as if that doesn't work, none of it will work. Hoping a plan can be in place by fall to rectify the rock/camera issue. Stumpf stated that we will start working on un-winterizing as soon as the weather allows to check the interface for the electronic issue.*

b) Wanick Park Review – *Stumpf shared a punch list that she as started in regards to the upkeep of Wanick Park. It included the PIP, new mix for baseball field, soccer field (DPW suggested adding topsoil and letting it settle in the problem areas), playground equipment will be looked at in spring for issues. Gillespie stated to add the ice rink.*

9) New Business:

a) Memorial Bench Placement (Schommer) – ***Grube recommended the approval of the memorial bench in the location provided for Schommer. Bailey seconded it. All in favor.***

10) Adjournment – ***Bailey moved to adjourn at 7:21 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 21st, 2022**

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

Present

*Connie Bailey
Ashley Baldwin (virtual)
Bob Gillespie
Tom Jack
Ruth Sprangers
Rich Storey (virtual)*

Excused

Paul Grube

Others Present

*Nick Halbach, Clerk-Treasurer
Craig Hamilton, AIT (virtual)
Brenda Stumpf, Rec Coordinator (virtual)
Joe Hoechst, McMahan Inc.
David Miller, Village Trustee*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Sprangers moved to approve the agenda. Bailey seconded. Motion carried unanimously.***
- 4) Approval of Minutes: January 17, 2022 – ***Gillespie moved to approve the minutes from January 17th, 2022. Storey seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items

Jan Davey W4881 Mustang Drive

Jan Davey was present virtually to voice her concerns regarding the snow and ice that remains on the Village trails, in particular along Pigeon Road.

Rec Coordinator Stumpf noted that while the topic was not on the agenda, the Board can hear Davey’s concerns to determine if it necessitates a future agenda item.

Davey noted she is concerned about why the trail system is not actively plowed like it is in Wanick Park. She added she has a hard time understanding why trails such as Mustang Pond are not taken cleared of snow and ice when the Village has equipment like the large brush attachment to take care of the trail. Davey noted she understands the roads obviously take priority over the trail system when it comes to snow plowing, but she questioned why the trails do not get addressed at all.

Commissioner Sprangers noted the trails in the park are plowed for people who travel specifically to the park, and mentioned the other trails throughout the Village are used for cross-country skiing. Commissioner Storey added the vast majority of the trail system was not built to the standards that the Village now has in place for any new trail. The current trails, such as Mustang Pond, currently erode quickly due to the lack of depth of base for the trail when it was constructed. Storey added the trails in Wanick Park were

specifically overbuilt for the purpose of snow plowing. Commissioner Gillespie noted trail maintenance and replacement are budgeted items that should be coming to fruition in the future.

Davey noted she just wanted to emphasize safety on the trails, and she mentioned she appreciated the feedback.

6) Chair's Report

Nothing new to report.

7) Recreation Coordinator Report

A. Monthly Activity Log

Rec Coordinator Brenda Stumpf noted there was no activity report.

B. Past & Upcoming Events

Stumpf noted the home alone babysitting class had eleven participants, while the Daddy-Daughter Dance has more than thirty people signed up for the event on March 13th. She added she held the first Seniors of Sherwood meeting to brainstorm for ideas for events. Stumpf added she had fifteen people attend the meeting, and that two bingo sessions are scheduled in March. She also reported the Easter Egg Hunt registration is open, and that the event is scheduled for April 15th at 10 am.

8) Old Business:

A. Splash Pad Update

Rec Coordinator Stumpf noted the pictures in the packet are new since the previous meeting. Commissioner Sprangers noted the true issue may be right at the base of the structure, and noted that the feature is special made with an actual boulder instead of a hollow structure. Stumpf noted she will pass along any information she receives to the Board, as the plan is to have Trustee Tom Herrmann help her restart the splash pad in spring with the proper electrical work being completed by Herrmann.

B. Wanick Park Review

Stumpf noted the list provided for the Board is an upkeep list for Wanick Park, with funds for the projects coming from the maintenance fund. When asked by Sprangers regarding an ice rink liner, Stumpf reported she will be attending a session at the conference she is presently at regarding ice rinks. Sprangers also asked about the grass seed for the soccer fields and if there was a need for topsoil

as well. Chairman Jack noted ideally, a machine with a spreader is the best way to maintain the field as it keeps the fields level when fertilized. He added that costs are the mitigating factor however, especially with the lack of year-round use from the Village's standpoint.

9) New Business:

A. *Concept Plan (Lakeshore Estates–North):* Consider trail lay-out of new subdivision (Bowers)

Joe Hoechst from McMahon was present to discuss the location of the trails in the proposed Lakeshore Estates North subdivision on the east side of Pigeon Road. He noted when he met with the Plan Commission, they decided to leave in the proposed road stubs for potential future subdivisions to link up to. Hoechst noted in the meantime, that area could be utilized for the trail system.

Chairman Jack noted he would like to see the Spurline Trail developed with trails going to the west to properly connect that area to the Pigeon Road trail. He added in the future the Pigeon Road trail is likely to be a part of the Friendship Trail with other municipalities in the area. Hoechst added the Plan Commission suggested having trails run along the northern and southern borders of the subdivision as those connecting trails.

Commissioner Sprangers questioned if the Village had an easement for the overhead powerlines along the southern edge of the property as that could be a location for a trail. She also suggested having trailheads for access to the northern and southern connecting trails to reduce travel time on the road for residents trying to get to the trail.

Rec Coordinator Stumpf noted the wetlands in the northeast corner could be a problem for a connecting trail, and she suggested members of the Board go take a look at that area and provide feedback to the Plan Commission. Hoechst noted the target is the April Plan Commission meeting to present a preliminary plat of the property.

Sprangers and Jack noted that Hoechst could include in his plan the northern and southern border trails with trail heads, while the Village would be responsible for installing the Spurline Trail.

B. Arbor Day 150th year celebration.

Jack noted there should be some guidelines in place for planting trees near upcoming trail systems as particular trees can have surface root systems that would cause problems for the base of a new trail. He added he thinks it is a great idea for Arbor Day, but he emphasizes caution when picking locations of trees to be planted. Jack noted this topic will be up again on the March agenda.

C. Wanick Park Reservation; Warmbier request amplified equipment after 5pm.

Susan Warmbier was present to answer any questions regarding her request to have a DJ in Wanick Park for a wedding in September. Stumpf noted that in order to extend the hours for a DJ, the PRUT Board must sign off on that approval. She added an extension of hours for a DJ has been done before in Wanick Park. Warmbier noted the music can be faced away from the residential area towards Dick's Family Foods. Jack noted if there are any problems, the PRUT Board could further restrict the hours or decibels in the future.

Jack moved to approve the request to extend hours of DJ service from 5 to 10 pm not to exceed 85 decibels. Storey seconded. Motion carried unanimously.

10) Correspondences

11) Adjournment

Sprangers moved to adjourn at 8:02 pm. Storey seconded. Motion carried unanimously.

Respectfully submitted for review and approval by Nick Halbach, Clerk-Treasurer.

**Park, Recreation and Urban Tree Board Meeting Minutes
February 21st, 2022**

- 1) Call to Order and Roll Call – *Chairperson Jack called the meeting to order at 6:44 pm with roll call:*

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
Joe Hoechst, McMahon, Inc.
Craig Hamilton, AIT (virtual)
Travis Dudovick
Clint LaRue*

- 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: February 21, 2022 – ***Gillespie moved to approve the minutes from February 21, 2022. Baldwin seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items - *None*
- 6) Chair’s Report

Chairman Jack noted all the work that was done in the Stumpf Woods.

- 7) Recreation Coordinator Report

A. WPRA Conference Report

Rec Coordinator shared the report that was put together in regards to the WPRA conference that she attended February 21 – 24, 2022. She noted that the conference was well attended and sessions were good.

B. Past & Upcoming Events

Stumpf reported the past events included the Bingo event that was held for the Seniors of Sherwood (SOS) group on March 17th. There were 15 people that attended and was very well received. She will be doing another Bingo event with them on April 20th from 10-Noon. She stated that she is utilizing different time

frames for the group to see what works best. She will also be passing around an interest sheet for the group to see what future items they would like to do.

The Daddy/Daughter Dance was held on March 19th with 204 registered and 200 showed up. She stated that this would be the max that could attend for this event. Overall it went very well and received great feedback once again.

Upcoming events included the Easter Egg Hunt on April 16th with currently 12 signed up. Stumpf stated that it was included in the newsletter and that posters had just gone up. Stumpf stated that she is working on putting together a Mother/Son Bowling Event on April 30th which will include bowling, pizza, and soda and will be held at Official's Den in Hilbert.

8) Old Business:

A. Splash Pad Update

The updated timeline was shared with the PRUT board. Stumpf stated that at the WPRA conference she talked with Blake from Partkitecture and CRS in regards to the Splash Pad. She stated that they will be in our area in April and/or May and that they will plan a day to come and take a look at our Splash Pad to see what we have going on to provide some feedback. Stumpf also stated that Mike's Electric has also been contacted in regards to putting a surge protector and that they will be coming out to take a look at that.

B. Concept Plan (Lakeshore Estates–North): Consider trail lay-out of new subdivision (Bowers)

Joe Hoechst from McMahon was present to discuss the location of the trails in the proposed Lakeshore Estates North subdivision on the east side of Pigeon Road. Two options were presented in the concept plan. Concept Red trail would run in front of the lots 1-5 because they are not real deep lots and it also is directly across from the trail end on Pigeon. There is also a drainage easement directly behind the whole south edge of the subdivision which would not be sensible to put a trail through there. Joe also asked if the PRUT board would be ok to go without the 1 foot gravel shoulder area with these trails running in front of these homes. Jack stated that it shouldn't be an issue as they can be topped dressed over the gravel shoulder. Jack stated that it would be nice to possibly put a trail segment in between Lots 48 & 49 to extend back to the Spurline. Stumpf stated that they may want to stay away from the wetlands and encourage the board to remember the tear out that needed to be done on Nuthatch Trail because it had deteriorated so bad. Boardwalk option was discussed but are very expensive and repairs comes more often. Sprangers asked about the power lines that runs the length of the south border of this subdivision. Stumpf stated that there is probably an easement that runs through and that the power lines are a phase 3 power line in which will probably get buried someday. The potential of the trail getting

ripped up for the burial is very likely and it would be something that we could have to pay for. Storey suggested a possible segment to run between lots 26, 27 and 39, 40. Hoechst replied and stated that drainage will be running through the backyards of the set of lots so putting a trail there would not make sense. North boundary area was discussed and it doesn't seem feasible to plan a trail on that end as it abuts against Harrison and eventually the wetlands. The potential trail would have to cut into all the lots on that end. A possible trail extension was then discussed to run between Lots 46 & 47 and that maybe an option.

Sprangers made a motion to recommend Option 1 (Red Line) along with a trail segment between lots 46-48 to have another access to the Spurline trail with the possibility of a boardwalk. Storey seconded. Motion carried unanimously.

9) New Business:

A. Arbor Day 150th year celebration.

Stumpf asked the board if anyone had any suggestions in regards to the Arbor Day Celebration. Stumpf told the board that there needs to be something done to honor Arbor Day to remain a Tree City. Jack mentioned planting about 5 or 6 trees along the trail that runs behind Dick's Family Foods along the retention pond. Jack would like to see what our ordinance says, if there is even one. Jack stated that Ranger Tree Services did a tree inventory a long time ago and we should try to find that and take a look at it. We should also look into doing another tree inventory in the near future. Stumpf stated that the celebration can be done anytime.

B. Wanick Park Reservation; Pancreatic Cancer Walk request waiving fee.

Stumpf shared the request to waive fees for a Pancreatic Cancer Walk. Rich Moore has submitted a reservation rental for September 17th for Wanick Park to hold a cancer walk. The walk has been done in the Village for the past couple of years. They used Wanick Park last year and waived the rental fees and everything was good.

Storey moved to approve the request to waive the rental fee and retain a deposit. Sprangers seconded. Motion carried unanimously.

C. Community Center Reservation; Harbor House request waiving fee.

Harbor house requested the use of the Community Center for a fund raiser that they are having on April 23rd. We are the half way point between the Appleton and Chilton buildings. They utilized Wanick Park last year and everything was good.

Sprangers moved to approve the request to waive the rental fee but collect a deposit. Storey seconded. Motion carried unanimously.

- C. Correspondences - Stumpf shared an email in regards to a public hearing in regards to DATCP changing some pool rules. Stumpf will attend to see what it is all about.

10) Adjournment

Bailey moved to closed session at 7:47 pm. Grube seconded. Motion carried unanimously.

Storey moved to adjourn at 8:36p.m. Baldwin seconded it. Motion carried

Respectfully submitted for review and approval by Brenda Stumpf, Rec Coordinator and Acting Clerk.

**Park, Recreation and Urban Tree Board Meeting Minutes
April 18, 2022**

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

Present

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

Excused

Paul Grube

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: March 21, 2022 – ***Storey moved to approve the minutes from March 21, 2022. Bailey seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items - *None*
- 6) Chair’s Report

Chairman Jack noted that there have been a lot of snow removal questions. He stated that the ordinances may need to be changed as they only pertain to the sidewalks. He suggested that a copy of the ordinance be included in the next packet.

- 7) Recreation Coordinator Report

A. Past & Upcoming Events

Stumpf reported on the past event which included the Easter Egg Hunt held on April 16th. There were 112 registered participants. The weather was not favorable as she stated it was 29 degrees and windy.

Stumpf reported on the upcoming events which include: S.O.S will be meeting April 20th from 10-noon and will include some bingo along with a survey for future events. The Mother/Son Bowling event is scheduled for April 30th with 2 squads; noon – 2pm with 25 registered so far and 3-5pm with 16 registered. She also reminded the PRUT board of the upcoming High Cliff Connection Trail

Open House scheduled for April 20th from 5-8pm at Menasha City Hall. She stated all are welcome to provide input in regards.

8) Old Business:

A. Splash Pad Update

Stumpf stated that she reached out to Blake last week in regards to the splash pad. She stated that she forwarded some info to him in regards to correspondence from last year. She will keep everyone posted with further developments.

B. *Concept Plan (Lakeshore Estates–North):* Consider trail lay-out of new subdivision (Bowers)

Stumpf informed the board that the Village Board had accepted Concept 1 (Red) trail layout but also suggested adding in trail on the North end and also between Lots 47 & 48. Sprangers noted that she has seen a docking system through a wet area and that might also be a consideration when time comes to extend the trail through the wetland.

9) New Business:

A. Trails; ratings and discussions.

Stumpf shared with the board a copy of a Paser Asphalt Road Manual from the UW-Madison. She stated that we could use this as a guide to rate our trails. She stated that with all of the comments related to snow plowing trails we really need to do assessments on all the trails and come up with a report showing which trails need to be addressed in a manner of worst to best. She suggested forming a small group to do this throughout the summer so that we could have this report done by fall before budget time. Gillespie suggested asking a few residents that have a passion for the trails to be part of the committee as well. Baldwin agreed to head a sub-committee with the help from Sprangers and Jack. A couple of residents will also be asked for their help and input.

B. Memorial Bench Placement; Esqueda.

Stumpf shared the request to have a memorial bench placed on Mustang pond from Robert Esqueda. She shared the locations details being that it would be on the south side of the pond in an area where Robert can see it from his house as it is in memory of his late wife.

Sprangers moved to approve the request for the Memorial Bench placement. Storey seconded. Motion carried unanimously.

C. Correspondences - Stumpf shared the tree inventory and analysis from 1998 that she had found.

10) Adjournment

Storey moved to adjourn at 7:33p.m. Baldwin seconded it. Motion carried

Respectfully submitted for review and approval by Brenda Stumpf, Rec Coordinator and Acting Clerk.

**Park, Recreation and Urban Tree Board Meeting Minutes
May 16, 2022**

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

Present

*Connie Bailey
Ashley Baldwin
Bob Gillespie
Tom Jack
Ruth Sprangers
Rich Storey
Lisa Ott*

Excused

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: April 18, 2022 – *Sprangers moved to approve the minutes from April 18, 2022. Gillespie seconded. Motion carried unanimously.*
- 5) Registered Citizen Comments on Agenda Items - *None*
- 6) Chair’s Report
- 7) Recreation Coordinator Report

A. Past & Upcoming Events

Stumpf reported on the past event which included the SOS group meeting that was held on April 20th with 10 participants. She stated that surveys were conducted to see what they would like to do going forward.

Stumpf reported on the upcoming events which include: Ice Cream Social will be held on June 6th, Tennis Lessons start the week of June 13th and the first movie night will be June 17th.

- 8) Old Business:

A. Splash Pad Update

Stumpf shared the remediation timeline. The system was pressure tested and all seemed ok but the Rock Wall. Tom Herrmann put the interface in which looks like there are some issues with it. She stated that she started to filter the system and discovered a broken section and that Karl's had been contacted in regards.

- B. *Concept Plan (Lakeshore Estates–North): Consider trail lay-out of new subdivision (Bowers)*

Stumpf shared the updated version of the layout of the subdivision with trail recommendation from the Village Board.

Storey moved to approve the subdivision map for Lakeshore Estates-North. Sprangers seconded. Motion carried unanimously.

- C. Trails; ratings and discussions.

Baldwin reported that she and Jan Davey and Char Baribeau inspected Pigeon Road trail but not everything was put together as of this meeting. Jack and Baldwin will be meeting to finalize the report and have available for next meeting. Jack stated that he has revised the passer rating scale to reflect the trails needs. Jack had reached out to area municipalities in regards to there trail maintenance and that crack sealing is very important and should be considered. Jack also stated that he looked at Miller Pond trail and reported that there are really only 2 bad areas that need to be addressed. Jack stated that he thought a lot of the trails could be maintained by simply backfilling. Suggested trying to find the age of all the trails to be reviewed.

9) New Business:

- A. Review of Tree Ordinance

Stumpf shared the current tree ordinance for the Village of Sherwood. It states that basically we are the tree board but no specifications in regards. Stumpf stated that we should look at other municipalities ordinances for tree. The tree ordinance is for aesthetics and liability reasons.

- B. Review of Trail/Sidewalk Ordinance

Stumpf shared the current Trail/Sidewalk Ordinance for the Village of Sherwood. She also shared other municipalities ordinances to compare. It was reviewed based upon the ongoing discussions regarding snow removal and that we don't state anything at this time. It was discussed that the policy that the Village of Harrison has would be very comparable to what we may want to consider. We

should try to get a copy of their policy to see what it states. The PRUT board agreed that it would be much easier to amend the policy versus the ordinance.

C. Flower Beds; Wanick Park

Jack was wondering about the money in the budget for the flower beds. Jack talked with Leigh Grube in regards to getting some mulch for the beds. Money is allocated for the beds so he was given the go ahead to get what was needed.

D. Open Air Shelter Staining

Stumpf shared 2 bids that she had received in regards to getting the open air shelter restained. She stated that she was waiting for one more to come from Certa-Pro. Certa Pro was the company that did the main pavilion and we were very happy with them so it was decided to wait until next meeting to recommend the staining quotes.

10) Adjournment

Sprangers moved to adjourn at 7:56p.m. Baldwin seconded it. Motion carried

Respectfully submitted for review and approval by Brenda Stumpf, Rec Coordinator and Acting Clerk.

**Park, Recreation and Urban Tree Board Meeting Minutes
May 16, 2022**

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

Present

*Connie Bailey
Ashley Baldwin
Bob Gillespie
Tom Jack
Ruth Sprangers
Lisa Ott*

Excused

Rich Storey

Others Present

Brenda Stumpf, Rec Coordinator

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Baldwin moved to approve the agenda. Bailey seconded. Motion carried unanimously.***
- 4) Approval of Minutes: May 16, 2022 – ***Sprangers moved to approve the minutes from April 18, 2022. Ott seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items - *None*
- 6) Chair’s Report
- 7) Recreation Coordinator Report

A. Past & Upcoming Events

Stumpf reported on the past events that consisted of the Ice Cream Social on June 6th and that 165 bowls of ice cream were served. Movie night was held on June 17th with approximately 80 in attendance.

Upcoming events included Mischief & Magic scheduled for Sunday, July 10th at 1pm. The SOS group will be meeting on June 23rd at the Moore residence for a garden walk social.

- 8) Old Business:

A. Splash Pad Update

Stumpf shared the remediation timeline. She added that the relay switch that was ordered had finally showed up and Tom H. was down at the pad as we were meeting.

B. Trails; ratings and discussions

Baldwin shared the report for the Pigeon Road trail that she, Jan Davey and Char Barribeau put together. Baldwin also stated that she had met with Chairman Jack to mark down measurements and other items that have been documented. She stated that the recommendations would be either to replace the whole trail or certain areas that are worse than others. She stated that about 28 percent of the trail is worse than the entire trail itself. She mentioned that if we choose to only fix the 28 percent that is the worst that crack sealing should be done throughout the trail to hopefully extend its life a little longer. Stumpf stated that she has forwarded the document to Thad from Cedar Corp for his review and input. Sprangers stated that she is concerned about the base underneath the trail. Jack stated that he thought this was one of the first trails put in and he thought there may have been some coring done because he recognized 2 6 inch areas that looked like that. Gillespie asked if we control the trail fund monies and Jack stated that we would recommend the project and that the Village board would still have to approve. Jack would like to see that Pigeon road trail be fixed either this year or early next year. Baldwin asked where or what we do next. She asked because if the Board or Cedar Corp wanted to so additional info in the report we could alter them to show what they want. She didn't want to keep going if the current Pigeon Road trail report wasn't suffice. Stumpf said she was going to share with the Village Board and see what they say and also what Cedar says in regards.

Chairman Jack also expressed his concerns about Spring Hill Road between Palisades and State Park Rd. and the amount of walkers that utilize that road. He stated that he gets many people questioning him about having a trail there. He stated that there was a trail on the part of the road but was removed a couple of years ago when they re-did the road. Jack stated that there should be a trail put back in that area. He stated that maybe Cedar could take a look at it to see what would be the best way to get it back. Sprangers questioned what the easement would be with the golf course right there. Jack also shared his concern with the driving range on the north side with golf balls hitting cars or walkers. He suggested that maybe a net or something should be put up along that area. He would like us to check with the attorney in regards to liability issues.

C. Open Air Shelter Staining

Stumpf presented 3 quotes in regards to the staining of the open air shelter. Integrity Pro Painters never came on site. There bid was based off a picture that was sent to them. Stumpf was a little hesitant on this bid because of that. Certa Pro is the same company that stained the main pavilion. Baldwin asked if we were happy with Certa Pro and responded very happy with them. Baldwin also stated that Certa Pro's quote included scraping and sanding where it may need it.

Stumpf stated that \$5,000.00 put in the budget for this project. Sprangers questioned the color and wondered if it should be a more natural look or match the other buildings. Gillespie stated that his wife does color matching and that we could ask her for her assistance in determining the color.

Gillespie made a motion to recommend Certa Pro Painters in the amount of \$4,224.93. Baldwin seconded. All in favor.

9) New Business:

A. Friendship Trail; High Cliff Connection

Chairman Jack stated that he had Rec Coordinator Stumpf put this information in the packet to update the group in regards to the High Cliff Connection Trail. Jack stated that the map shows the options of the trailway and suggested the trail to come down Pigeon Road.

10) Adjournment

Baldwin moved to adjourn at 7:30p.m. Sprangers seconded it. Motion carried

Respectfully submitted for review and approval by Brenda Stumpf, Rec Coordinator and Acting Clerk.

**Park, Recreation and Urban Tree Board Meeting Minutes
July 18, 2022**

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

Present

*Ashley Baldwin
Tom Jack
David Miller
Lisa Ott
Ruth Sprangers*

Excused

*Connie Bailey
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: June 20, 2022 – ***Ott moved to approve the minutes from June 20, 2022. Sprangers seconded. Motion carried unanimously.***
- 5) Registered Citizen Comments on Agenda Items –

Phil Graebel; N7795 Carriage Ct.,- Expressed his concerns in regards to the memorial bench that is going in on Mustang Pond. Some of his concerns included the location of the bench and his trail that goes to the Village Trail. He states that he has always mowed that area and mulched the trees. Stated that they were not notified in regards to the bench. He also stated that it is close to a firepit and is concerned about loitering on his property. He stated that he realizes that it is on village property. Chairman Jack stated that it is not on the agenda but did address the situation. Jack asked about his path approval, because it does go through village property. Graebel stated that is was approved many years ago with the understanding that if the Village needed to do anything maintenance wise that it may be affected. Graebel asked how the placement was considered and that maybe it could be placed on other side of trail. Stumpf commented saying that there isn't enough room along the pond edge to be on the inside like it is on State Park Estates pond, where one was recently placed. She stated that the appearance of it will look esthetic. She also stated the reason for the placement in that specific spot was because the requestor of the bench lives directly across the pond and can see that specific area from anywhere at his house. She stated that the requestors wife had passed away and was wheel chair bound and that she would travel that trail often.

Larry Miller; N8128 Wild Wings Ct.,-Larry asked about any plans in regards to the ash trees and the Emerald Ash Borer. Chairman Jack stated that there are

really no plans in place in regards. Miller asked because there are 2 ash trees behind his property and his neighbor's property that are on village property. He stated that he has been treating these trees and wants it to be known so that we don't come through and just cut them down. He is aware that if the trees do become infected that they would certainly have to come down.

Miller expressed his concern about the trails, especially State Park Estates Pond trail which is behind his house. He stated that there are big cracks and are in terrible shape. He stated that he thought they are beyond repair as some of the cracks are 2-3 inches wide. He also said that they seem to look as they maybe slipping in towards pond. Chairman Jack stated that we are in the process of rating the trail segments so that we can address them in an order that makes sense. Whether they need just crack sealing or total replacements. Miller stated that they are such an asset to the Village and wants to see them taken care of.

Lastly, Larry Miller stated that there seems to be something floating in one of the ponds in State Park Estates Pond. He said it looks like something wooden or some kind of raft. He questioned if this should be in there or not. Stumpf replied that she has seen it and thinks maybe its something to reflect something to deter the geese that someone may have put it. Chairman Jack stated that nothing should be in those ponds.

6)Chair's Report - Jack stated that he has had a couple of people ask is anything happened in regards to the trail segment that was suppose to be along SpringHill Rd. Ott stated that nothing had really been mentioned in regards.

Jack is also concerned about the trees in the park and the roots are starting to show and should really get about 3-4 inches of mulch. He stated that this may have to get bid out to get done and doesn't think that DPW would have time to do it. Stumpf stated that Jack should talk to Scott in regards.

7) Recreation Coordinator Report

A. Past & Upcoming Events- Stumpf reported that Mischief & Magic were at the amphitheater on Sunday, July 10th for afternoon entertainment and that approximately 70 people had attended. It was a very good turnout. June 23rd the SOS group met at the Moore residence and about 13 had showed and really enjoyed the morning.

Upcoming events included the following- Ice Cream social-July 19th, State Inspection-July 22, David Stokes-July 24th, Movie Night-August 5th, Summerfest-August 21st.

8) Old Business:

B. Splash Pad Update- *Stumpf included in the packet the splash pad timeline and was happy to report that the Splash Pad is up and running since June 30th. She stated that a touch sensor is not working but has been ordered and received but does not effect anything in regards to the pad running. Stumpf reported that the Village board requested getting prices on winterization and start up on the Splash Pad and said that is will be \$1600.00 for each. Jack asked about some vandalism that he had heard about. Stumpf reported that there has been a couple of occasions that she has found broken glass at the park open air shelter. She stated that a post was made on Facebook and signs were hung in regards to no glass in park. The other incident was that the men's bathroom sink had looked like someone tried to plug them with paper and turned the water on in which it ran all night. She tried watching the cameras, but the camera by the those doors just misses the men's door and she could not get a good visual. She stated she sees action in the park at that time but can not confirm who may have done this. The board suggested looking into automatic touchless or push button faucets for the bathrooms.*

C. Trails; ratings and discussions- *Stumpf reported that she had talked to Thad from Cedar Corp and that he suggested that borings should be done on these trails. The underneath base will be very important in regards to pricing these out. He stated that there would be 3 different ways to do these. Total replacements, Pulverize, Pave & Shoulder, and Overlay, Pave and Shoulder. Sprangers asked is the ponds were on schedule to be dredged at all. She stated that she thought that was suppose to happen awhile back. Baldwin will continue with the trail assessments and submit when done.*

Chairman Jack share some documents and information in regards to a new trail that Appleton had put in. He stated that there are many grants available. Jack stated that it was recommended to use composte wood. The height determines whether it needs railings or not, the width also determines things. All above ground trails need to be engineered. Soil bores determine how deep the footings need to go. Jack stated getting a quote for a trail like this is difficult because all of these types of trails are, and can be different depending on the elements.

D. High Cliff Connection Trail- *Stumpf reminded the board that she sent them an email in regards to the draft plan of the connection trail. She stated that the PRUT board can leave there input directly on the site. Stumpf stated that the Village Board has taken a stance in regards to the plan should be to come Pigeon Road. There will be a letter/memo written and will be signed by the Village Board, PRUT Board, and the Plan Commission. The board will be notified when ready for signatures.*

9) New Business:

a. Beer Run for Pancreatic Cancer; considering partnering- *Stumpf stated she was approached by Rich Moore in regards to possibly co-sponsoring their annual*

Beer Run for Pancreatic Cancer. It would consists of us to help advertise the event as it takes place in the Village and has for many years. Jack stated that we should stay out of these types of events as we have a couple that utilize our facilities and that we still allow the use of our buildings or facilities if they so need. Jack was also concerned that they serve alcohol and we don't want to be involved with type. Baldwin is concerned that if we do it for one we will get asked to do others.

Sprangers made a motion to decline the co-sponsorship or partnering with the Beer Run but to still allow these types of fundraising groups to be able to use our facilities at no cost, except deposits will be held. Miller Seconded. Motion Carried.

10) Adjournment

Ott moved to adjourn at 7:57p.m. Sprangers seconded it. Motion carried

Respectfully submitted for review and approval by Brenda Stumpf, Rec Coordinator and Acting Clerk.

**Park, Recreation and Urban Tree Board Meeting Minutes
August 15, 2022**

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

Present	Absent
Connie Bailey	Rich Storey, excused
Ashley Baldwin	Others Present
Tom Jack	Brenda Stumpf, Rec Coordinator
David Miller	Kathy Mader, Acting Clerk
Lisa Ott	
Ruth Sprangers	

- 2) Pledge of Allegiance – *Recited.*

- 3) Approval of the Agenda – ***Baldwin moved to approve the August 15, 2022 agenda. Ott seconded. Motion approved.***

- 4) Approval of Minutes: July 18, 2022 – *Jack stated he was misquoted on page three, third paragraph, third line of the said minutes and requested strike through of the word “not”. Ott moved to approve the July 18, 2022 minutes with correction. Miller seconded. Motion approved.*

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

- 6) Chair’s Report – *Jack stated residents have questioned him about a possible trail between Palisades Trail and State Park Rd.*

- 7) Recreation Coordinator Report
 - a) Past & Upcoming Events – *Stumpf reported the second ice cream social was a success, over 150 people served; David Stokes and his animals were, again, well received; August 5th movie night was slow considering Packer Family Night was the same evening and a few other events were occurring in the area. The Summerfest will be held on August 21st.*

- 8) Old Business:
 - a) Splash Pad Update - *Stumpf stated, since start, the splash pad has been running fine. After Labor Day, on September 6th, it will be winterized*

 - b) Trails; ratings and discussions – *Baldwin said the committee, Jack, Char Barribeau and herself, walked and assessed Miller Pond Trail the week of August 8th. This week, the committee will walk and assess Mustang Pond. Wanick Choute Park Trail will be assessed in the near future on two separate visits. Stumpf affirmed, according to previous discussion, the engineer will review the submitted trail assessments, prioritize by rating report and, then, the required trail bores will be done at the same time.*

c) High Cliff Connection Trail – *Stumpf declared the Final Draft is complete and can be seen on the Village website and Village Facebook. A presentation of the Final Draft will be scheduled, within the month, for the Village. At this time, the date and time are still to be determined.*

d) Tree Ordinance Review – *Jack requested PRUT members to review information provided (Appleton Tree Regulations and Policies) and be prepared to discuss, at the September meeting, the sections of the policies which would be pertinent to future Sherwood policies.*

9) New Business:

a) Advisory Committee for Wanick Park – *Stumpf will revise the Committee & Commission Volunteer Information Sheet and provide as an insert annually in one of the quarterly newsletters. .*

b) Recreational Water Inspection Report – *Passed.*

10) Correspondences

a) *None*

On another note – Jack requests the Village Engineer to attend a PRUT meeting.

11) Adjournment – ***Miller adjourned the meeting at 7:26 p.m. Ott seconded. Motion carried.***

Respectfully submitted for review and approval by Kathy Mader, Acting Clerk

**Park, Recreation and Urban Tree Board Meeting Minutes
September 19, 2022**

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

with roll call:

Present

*Connie Bailey
Ashley Baldwin
Tom Jack
David Miller
Lisa Ott
Ruth Sprangers*

Absent

*Rich Storey, excused
Others Present
Brenda Stumpf, Rec Coordinator
Randy Friday, Administrator
Matt Dorow, Cedar Corp.*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Sprangers moved to approve the September 19, 2022 agenda. Miller seconded. Motion approved.***
- 4) Approval of Minutes: July 18, 2022 – ***Miller moved to approve the August 15, 2022 minutes. Baldwin seconded. Motion approved.***
- 5) Registered Citizen Comments on Agenda Items –

Jan Davey-W4881 Mustang Dr.- Expressed her gratitude in regards to the trail study and was happy to be part of the process. Also stated that it would be beneficial to start clearing trails in the winter.

Matt Dorow-Cedar Corp.- Informed us in regards to a trail on Spring Hill Rd. He explained that the costs from 2015 would have to be readjusted as prices have significantly changed. He explained that the road is very narrow and would have to be re-looked at in regards to options to putting a trail there. Cedar Corp would come up with a cost to administer the trail options. Matt stated that he could get us an approximate cost per square foot for trails and will talk with Thad to come up with a cost analysis. Matt also informed us that Boardwalks are regulated by the DNR with different variables depending on where and what kind of wetlands they are getting put in. Cedar Corp will engineer if boardwalks would be needed in a certain area.

- 6) Chair’s Report – *Chairman Jack stated that he has been approached about having more garbage containers at the park. Baldwin stated that she was going to take a look at High Cliff to see what they are doing. Stumpf stated that garbage has been very minimal this year.*
- 7) Recreation Coordinator Report
- a) Past & Upcoming Events – *Stumpf reported the that Summerfest was well attended and had many compliments in regards. Also, yoga started on September 7th with 12*

participants and will run for 12 weeks on Wednesdays at 1 pm. Upcoming events consist of Fallfest on October 1st and has 18 vendors signed up as of now.

8) Old Business:

a) Trails; ratings and discussions – *Baldwin stated that she is working on the last of the reports. There is a little bit more work to do on State Park Estates Trail. Hoping by next meeting all reports will be available.*

b) Advisory Committee for Wanick Park – *Stumpf shared the information regards an event committee for Wanick Park. It was stated that the PRUT board recommended they meet quarterly instead of monthly and that they would not just be for ideas but also volunteer for events. Fund availability would also have to be consider.*

c) Tree Ordinance Review – *Jack, Stumpf and DPW Supervisor Scott Nadler will sit down and review for consideration.*

9) New Business:

a) Green Ash Trees; retention ponds – *Chairman Jack shared an email that he received from Ranger Services in regards to treating the Ash trees around the ponds. He stated that there are 47 trees total that would need treatment from the Emerald Ash Borer. The total to treat the trees would be approximately \$11,000.00 every 2 years. Trees would get treated in the spring of the year by injection.*

b) Wanick Park Tree Collar Work – *Chairman Jack voiced his concerns with the trees in Wanick Park and the fact that they are showing signs of girdling roots. He shared a proposal that he wants sent out to area arborists for bids. Administrator Friday shared with the board that we have 20 Black Walnut, 30 Black Cherry, 50 White Oak, 30 White Pine, and 40 Silver Maples in stock that are good size. Stumpf will send out to the proposed list. Chairman Jack stated that an approximate cost may be about \$7,000 - \$8,000.*

c) FY2023 Budget – *Stumpf shared last years budget with the PRUT board and asked them to consider items for 2023 budget.*

10) Correspondences

a) High Cliff Connection Trail-*Stumpf shared that there will be a presentation in regards to the High Cliff Connection trail on September 7th at the Village Board meeting. All are welcome to attend.*

b) American Ramp Company – *Email dated August 24th.*

11) Adjournment – ***Miller adjourned the meeting at 8:43 p.m. Ott seconded. Motion carried.***

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

**Park, Recreation and Urban Tree Board Meeting Minutes
October 17, 2022**

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

with roll call:

Present

*Connie Bailey
Ashley Baldwin
Tom Jack
Lisa Ott
Ruth Sprangers*

Absent

*Rich Storey, excused
David Miller, excused
Others Present
Brenda Stumpf, Rec Coordinator
Randy Friday, Administrator*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – *Sprangers moved to approve the October 17, 2022 agenda. Baldwin seconded. Motion approved.*
- 4) Approval of Minutes: September 19, 2022 – *Ott moved to approve the September 19, 2022 minutes. Bailey seconded. Motion approved.*
- 5) Registered Citizen Comments on Agenda Items –

Larry Miller-N8128 Wild Wings Ct., Sherwood, WI 54169-Was concerned about what will happen with the Ash trees in Villages. He has noticed that some trees around State Park Estates Pond have markings of check marks and X's. Asked the question of the marks assuming the X's were to infected and would come down and the check marks meant ok. Asked if the Tree ordinance would reflect the ash trees that have been treated by homeowners and what the protocol would be. Jack stated that if a treated tree would become infected, the resident would be notified that it would need to come down.

- 6) Chair's Report – *Chairman Jack stated that talk about the Ash trees would be involved in our meeting tonight.*
- 7) Recreation Coordinator Report
- a) Past & Upcoming Events – *Coordinator Stumpf reported that Fallfest was held on October 1st with 27 vendors. The event went very well. Halloween will be held on October 28th and 29th. The trails will be lit and decorated on Friday the 28th from 6-8:30 and then also be available for viewing with concessions available from 2-5pm on Saturday the 29th with trick or treating from noon til 2pm that Saturday the 29th. Stumpf also stated that CRS was on site the week before to winterize the splash pad.*
- 8) Old Business:
- a) Trails; ratings and discussions – *Baldwin stated that reports are complete and an overview of them was included. There suggestions were reviewed with the boards input.*

Baldwin stated that the number 1 trail concern is definitely Pigeon Road but that comes with a price. The trail review committee suggested getting costs for approximately replacing 28% of the trail along with crack sealing and seal coating the remainder and a second quote for total replacement. Second priority is Miller Pond Trail in which the majority of the trail is in good condition with a few areas needing attention one being the hump over the existing culvert that flows between the 2 ponds. They recommend replacement of approximately 170' feet of this trail along with the culvert issue and then crack sealing and seal coating the remainder. The third priority which is the largest is the Mustang/State Park Pond Trail. This trail surrounds 3 ponds being 12,982' in length. There is a 30' area located on the trail that seems to have a drainage issue. The committee recommended replacement of approximately 241.5' of this trail section along with crack seal and seal coat. The fourth segment was the Wanick Park Trails which seem to be in good condition. The committee recommends crack sealing and seal coating to prolong the life of them. Chairman Jack stated that he checked with DPW Scott Nadler in regards to the base of the trails and Nadler stated that all the older trails have no base underneath them. They have about 2 inches of blacktop and about 2 inches of gravel. Chairman Jack stated that all trails will need to be total replaced because of the base underneath especially if we will be eventually snow plowing these trails. Baldwin stated that it would be very beneficial to apply for grants for the trail reconstruction. A committee member that was involved in the trail review would be willing to help with the writing of the grants. Coordinator Stumpf shared the cost estimations that she put together with the PRUT board based off of the committee review so that they had an idea of the approximation of money that we were dealing with for each segment. She also shared an email from Valley Sealcoat in regards to the approximate pricing for crack seal and seal coating. Sprangers asked how old a trail should be as to when you should consider crack seal and seal coating. Chairman Jack stated at about 5 years old they should be looked at. Stumpf suggested that they may want to consider seal coating Wanick Park to help preserve it as it is approximately 8 years old. Administrator Friday informed the PRUT board that the projected amount at year end of 2022 will be about \$88,000 in the trail fund. The PRUT board had discussions regarding costs and the approach they would like to take. The PRUT board discussed sealing the portion of Miller Pond from Pigeon Rd to the Spur line which is the newest portion of the trail and then replacing from the end of the newest portion thru the culvert area. It was mentioned that Nuthatch should be considering for crack seal and seal coating as well. Baldwin questioned is there was anything that could be done with Pigeon in regards to restoration. Chairman Jack stated that the water heads/valves are sticking out of the blacktop. Administrator Friday stated that those get pushed down in regards also stated that patches could be considered. Pigeon Road Trail remains a high priority but the consensus was that it can't be repaired the way the PRUT would like it to be.

b) Tree Ordinance Review – Coordinator Stumpf stated that Chairman Jack and DPW Supervisor Scott Nadler met and went over the documents for the Tree Ordinance. It is currently being written up and will be available to review at the next meeting.

c) FY2023 Budget Review – Chairman Jack asked if the Splash Pad Maintenance included money for the Spring start up and Stumpf replied that it did with a little bit of

room for miscellaneous items that may arise. Commissioner Ott about the Mother/Son Bowling Event will be held again as it is not separated in the budget numbers. Stumpf stated that she can basically recoup the cost that the event cost and therefore doesn't need much funding towards it. Sprangers asked about the ice rink liner cost and suggested that that amount should be raised a bit as prices seem to be increasing. Stumpf stated that she didn't change a lot in regards to event budget numbers as they seem to be in line. She did however separate the Father/Daughter Dance as prices with this event can vary in regards to flowers, food and hall space. Sprangers stated that \$3,000.00 should be allocated for the soccer fields for 2023. Baldwin stated that the landscaping by the entrance to the park by the flags should possibly be cleaned up. Jack stated that we could possibly get some perennials from Bonita Gillespie to be put in there. Back to the trail money discussion. Seal Coat and Coat Seal Wanick Park, Nuthatch and Miller Pond from Pigeon to Culvert replacement. Jack stated to separate the 3 items out for approval-crack seal/seal coat, culvert replacement, trail rebuild on Miller Pond from culvert to approximately the spur line trail area. The PRUT board would also like to see the \$40,000 that was earmarked for Condon Rd. trail to be transferred to the trail fund and put towards our repairs. Chairman Jack stated that the Legion pavilion needs some attention as well, like the concrete is cracked and heaved and it should be painted or re-stained. Sprangers stated that everything in Legion Park needs attention, including the playsets, but should wait until we know if anything is going to happen with the quarry property.

Sprangers made a motion to recommend the FY2023 budget with the increase to the ice rink liner to \$1500, Soccer Field Aeration-\$3000, Trails-\$50,000 and to transfer the \$40,000 that was marked for the Condon Road Trail. Ott seconded it. Motion carried.

Sprangers made a motion for Addition Budget Request for \$11,000 from the General Fund to 210 for Crack Sealing and Seal Coating for Wanick Park Trails, Nuthatch and Miller Pond from Pigeon to the spurline (newest section). Ott seconded. Motion carried.

Sprangers made a motion for Addition Budget Request for \$110,000 from the General Fund to 210 for the Miller Trail culvert replacement along with the replacement from the culvert to approximately the spurline, where it meets the new section of the trail. Baldwin seconded. Motion carried.

Chairman Jack stated that a tree study should also be done to go along with the tree ordinance that is being reviewed and would also help in regards to deciding to treat the emerald ash borer. Ranger Services had done our last study back in 1995 and would be willing to do it again. Chairman Jack stated it would make sense for Ranger to do as they have done it prior and they know the area.

Sprangers made a motion for \$7,000 to be allocated to have Ranger Services update our tree study. Ott seconded. Motion carried.

9) New Business: None

10) Correspondences

- a) Email Ranger Services dated 9-29-22 regarding tree city qualifications.

11) Adjournment – *Baldwin adjourned the meeting at 9:21 p.m. Sprangers seconded. Motion carried.*

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

**Park, Recreation and Urban Tree Board Meeting Minutes
November 21, 2022**

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

with roll call:

Present

Connie Bailey

Tom Jack

David Miller

Lisa Ott

Ruth Sprangers

Absent

Rich Storey, excused

Ashley Baldwin, excused

Others Present

Brenda Stumpf, Rec Coordinator

- 2) Pledge of Allegiance – *Recited.*

- 3) Approval of the Agenda – ***Ott moved to approve the November 21, 2022 agenda. Miller seconded. Motion approved.***

- 4) Approval of Minutes: October 17, 2022 – ***Ott moved to approve the September 19, 2022 minutes. Sprangers seconded. Motion approved.***

- 5) Registered Citizen Comments on Agenda Items –

Jan Davey-W4881 Mustang Dr., Sherwood-expressed her concern in regards to the snow removal.

She also suggested that a possible volunteer group could be formed for the removal of the Ash Trees that may need to come down as it would possibly save the Village some money.

- 6) Chair’s Report – *None*

- 7) Recreation Coordinator Report

a) Past & Upcoming Events – *Coordinator Stumpf reported that the Halloween was a big success. She stated that Friday night keeps to be getting more attraction. One comment made was “It was like being in a Halloween Hallmark Movie”.*

Upcoming events include Parents Night Out on December 9th and Winter Solstice on December 17th. Stumpf also said that she is going to be doing an Elf Hunt throughout Wanick Park for the month of December. She will hide elves and give clues for kids to find them. Once they are found they are to return the elf to the Village Hall and they will get a prize.

- 8) Old Business:

a) Tree Ordinance Review-*Stumpf reported that Chairman Jack and Scott Nadler from Public Works worked to the put this together. The PRUT board went through the*

Ordinance for the first review and noted changes to made. It was suggested to have the Attorney take a look at it for their review as well. Stumpf is to revise the document and bring to the next meeting for a second review. Chairman Jack went through and explained everything and answered questions regarding the ordinance.

b) FY2023 Budget – *Stumpf updated the board that the budget was approved as presented.*

c) Wanick Park Tree Collar Work – *Stumpf shared the information that she received from Ranger services. Chairman Jack stated that he had some questions regarding the percentage numbers and he will contact them in regards and provide a follow up.*

9) New Business:

a) Park Survey- *Stumpf shared a survey that she had put together to gauge the residents regarding park and rec activities. She stated that it's been about 5 years since we had done one. Sprangers suggested adding all 4 park areas to the survey instead of just Wanick and Legion.*

Sprangers made a motion to recommend the Park and Rec Survey be sent out VIA newsletter. Miller seconded. Motion carried.

b) Trail Clearing-*Stumpf shared the email from Village Board member Kathy Salo regarding the trail clearing information that she had obtained from our attorney regarding. Stumpf stated that she did not know if this included Wanick which has been done since day one. Stumpf will reach out at the Village Board meeting to find out from Kathy regarding. Stumpf also stated that she had reached out to area municipalities in regards to what they do regarding clearing the trails.*

10) Correspondences

a) Email dated 10-23-22; Gale Davey; Soccer Fields

11) Adjournment – ***Miller adjourned the meeting at 8:32 p.m. Ott seconded. Motion carried.***

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

**Park, Recreation and Urban Tree Board Meeting
Meeting Notice and Agenda**

Agenda

Monday, December 19, 2022 – 6:30pm

To 'join' the meeting at 6:30pm via Webex: Go to the Village home page at www.villageofsherwood.org. The Webex meeting link is located in the upper right-hand side of your computer screen. You may print or save a copy of the complete meeting packet.

Join via telephone (without video): Tel #: 1-408-418-9388. Access Code: 628 186 722# Attendee ID: 51#

Regarding Public Hearings (and only if a Public Hearing is scheduled): Speakers will be allowed in the Village Hall and may speak directly to the Board one person at a time for up to 3 minutes, and only wearing a face mask.

Due to the lack of business, the regularly-scheduled meeting for December 19th, 2022 has been cancelled.

Welcome to the Community Development Authority Meeting! Please observe the following rules of conduct during the meeting:

1. Register to speak on the sign-in sheet on the table in the rear of the room.
2. Speak only to issues on the Agenda.
3. Limit your presentation to three (3) minutes.
4. Do not address Board Members during their deliberations unless requested to do so.
5. Any item listed on the Agenda may be acted upon by the Board.
6. A Quorum of any other Board or Commission is incidental to the CDA meeting and no action shall be taken on their behalf.
7. Requests from persons w/ disabilities needing assistance should be made to the Clerk (989-1589).