

**Park, Recreation and Urban Tree Board Meeting Minutes  
January 16, 2023**

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

***Present***

*Ashley Baldwin*

*Connie Bailey*

*Tom Jack*

*David Miller*

*Lisa Ott*

*Ruth Sprangers; Virtual*

***Absent***

*Rich Storey, excused*

***Others Present***

*Brenda Stumpf, Rec Coordinator*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Miller moved to approve the January 16, 2023 agenda. Baldwin seconded. Motion approved.***
- 4) Approval of Minutes: November 21, 2022 – ***Sprangers moved to approve the November 21, 2022 minutes. Baldwin seconded. Motion approved.***
- 5) Registered Citizen Comments on Agenda Items – *None*
- 6) Chair’s Report – *None*
- 7) Recreation Coordinator Report
- a) Past & Upcoming Events – *Coordinator Stumpf reported that “Parents Night Out” was held on December 9<sup>th</sup> with 15 kids that had signed up. Stumpf also stated that she was assisted by 3 high school aged kids that were looking for volunteer hours. Winter Solstice was held on December 17<sup>th</sup> with a good turnout once again and the Elf Hunt that took place right after Thanksgiving thru the middle of December. It was very well received. The parents and kids really enjoyed the clues and the prizes that went along with it.*

*Stumpf stated that the Home Alone/Babysitting Class is scheduled for January 28<sup>th</sup> and as of this meeting there are 11 signed up.*

*Stumpf stated that there have been 43 surveys returned. She expects more to be coming as the cut off date is January 31<sup>st</sup>.*

*Stumpf stated that her and Jan Davey have sat down and discussed trail grants. There has also been contact with the DNR in regards them as well. Stumpf will be meeting with*

*Thad from Cedar Corp as well to discuss the next steps for the Miller Pond segment that is schedule to be done this year.*

8) Old Business:

a) Tree Ordinance Review-*Stumpf shared the memo that was received in regards to the Tree Ordinance from the Attorney. Stumpf shared the questions and along with there concern of adopting this. They stated that they strongly discourage the ordinance as it will create more of a liability for the Village and that our nuisance ordinance covers things within this document. Chairman Jack had a few questions about the governmental immunity can be waived when we create duties above and beyond what the law requires us. Stumpf stated that the WI states statues already covers such things and that we don't need to address them. Chairman Jack stated that he disagrees about the tree falling into a Village Roadway and stated the reason is that municipalities cannot hide behind the "act of god" clause anymore. Baldwin asked Jack about the incident that he has previously reported on that something like this has happened. Jack will check to see if he can find the municipality that it happened to. Jack did state that he wasn't aware of our nuisance ordinance and that we wouldn't need some of the items in the first draft of the ordinance. Stumpf stated that basically we would gain more liability if this ordinance is approved because when we create duties for us that results in liability, we hold no legal protection because of what we have in place under the nuisance ordinance and the State Statues themselves. Stumpf stated that if we had a forester or an arborist on staff it would be different, but we do not and DPW is not certified for this. Bailey noted that we need to be cautious, as this will have to be upheld in the future and we should be thinking of that for the Village as well. Chairman Jack would like to hear what the Village board says in regards and what their thoughts are going forward.*

b) Wanick Park Tree Collar Work – *Chairman Jack reached out to Ranger Services in regards to the letter that we received back in October. Jack stated that Ranger will come out and mark and re-access the trees in Wanick for \$400.00 and then give us a quote for what the cost will be to have the tree collar restoration work done. Stumpf mentioned that no money was set aside for tree collar work FY2023. She stated though that funds maybe able to come from a different fund possibly.*

***Miller made a motion to recommend Ranger Services to re-evaluate the trees and send a new quote for tree collar work to be done for not more than \$500.00. Ott seconded it. Motion carried.***

9) New Business:

a) Splash Pad Winterization Report - *Stumpf shared the winterization report from the Splash Pad that she received from CRS. She noted the inspection report indicating a few things that needed replacement and that she already has them on hand. The big issue is the Rock Wall and is looking for the PRUT board recommendations to get it fix. She stated that it's probable that the line for that feature is made from galvanized steel and that it is probably corroded throughout. CRS listed some solutions in regards and that they required a big fix. They included remove and replace with a different feature, cut out the concrete around the bottom to see is fixable. Options discussed were to abandon*

*the rock completely, get a crane to lift the rock and see if it is fixable underneath, remove the rock and replace with a different feature.*

10) Correspondences

a) None

11) Adjournment – ***Miller adjourned the meeting at 7:38 p.m. Baldwin seconded. Motion carried.***

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

**Park, Recreation and Urban Tree Board Meeting Minutes  
February 20, 2023**

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

***Present***

*Ashley Baldwin*

*Connie Bailey*

*Tom Jack*

*Lisa Ott*

*Ruth Sprangers*

***Absent***

*David Miller, excused*

***Others Present***

*Brenda Stumpf, Rec Coordinator*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Sprangers moved to approve the February 20, 2023 agenda. Baldwin seconded. Motion approved.***
- 4) Approval of Minutes: January 16, 2023 – ***Ott moved to approve the January 16, 2023 minutes. Bailey seconded. Motion approved.***
- 5) Registered Citizen Comments on Agenda Items – *None*
- 6) Chair’s Report – *Chairman Jack reported that he walked Mustang and State Park Estate Ponds and said DPW did a great job on taking the Ash trees down that were infected with Emerald Ash Borer. He stated that they trimmed a bunch of other trees that were starting to hang low.*
- 7) Recreation Coordinator Report
- a) *Past & Upcoming Events – Past Events included the Home Alone Babysitting Class that was held on January 28<sup>th</sup>. 12 registered participants. Yoga restarted on January 16<sup>th</sup> with 9 registered. She stated that the Yoga takes places on Wednesday’s at 1:00pm. A new class called Fluidity that started on February 3<sup>rd</sup> is coming up on its last week of the free trial. Stumpf stated that attendance was been good and looks forward to continuing it.*

*Upcoming events are the Be Active WI Challenge that will run March 1-31, 2023. 18 have been registered to date. The Daddy/Daughter Dance will be held on March 18, 2023 at High Cliff Event Center. Registrations just started coming in and have 31 registered to date.*

*Stumpf also shared the attendance report from the WPRA conference and stated that she attended a couple of grant writing workshops and found them very informative and hopes to utilize some of the info when obtaining grants.*

8) Old Business:

a) Tree Ordinance Review- *Chairman Jack stated that we had cleaned a lot of the hazardous wording in the ordinance because it was over inbundance because of our nuisance ordinance. The PRUT board reviewed the new draft. Stumpf stated that the attorney's comment in regards to the revised ordinance was that they were wondering where the money comes from and who approves how much spending they have? They questioned if we were required to present a budget each fall. Stumpf stated that we do not provide a budget at this time and asked the attorney to provide wording that would be adequate. The attorney forgot our meeting date and therefore did not have the input we needed to rewrite. We will keep moving it forward with the advice of the attorney.*

b) Splash Pad – *Stumpf stated that she had sent an email the week prior to meeting in hopes to come up with an idea for the rock replacement. See stated that the rock is in process of being removed. She also stated that the pipe was corroded. The group shared some features that they thought would they liked. Ott stated that she liked the Cascade option, Stumpf stated that it would not work because of the holes needed and piping, as it would not work because we are only feeding from one line. Chairman Jack asked what the age was for the splash pad, the consensus was that it is usually under 10 years old. Many items were mentioned and discussed. The consensus was to take a closer look at the Bucket Trio, Leaf N#3 and the Sidewinder. Stumpf will reach out to CRS to get more information regarding each feature and if they would work. Height, psi, and price were a concern for each feature and needed answers. Stumpf stated that there maybe a special meeting that arises in regards and everyone should be aware.*

c) Trails – *Stumpf stated that were are still waiting to hear from the DNR in regards to the culvert on Mustang Pond trail. Chairman Jack stated that we should start getting bids for the Crack Filling and Crack Sealing for the areas marked to be done this year. He mentioned that we should also be asking on the tar grade and seal coat material from the vendors when obtaining quotes. Stumpf stated that Cedar Corp recommended ASR, Valley Sealcoat, and Scot Construction. Chairman Jack stated that Fox Valley Asphalt was another we could get a quote from.*

d) High Cliff Connection Trail – *Stumpf shared that she has attended a couple of meetings regarding the High Cliff Connection trail and have provided the notes to the PRUT board. She stated that a trail coordinator was hired to keep the momentum going through the Community Foundation. The group is in the process of obtaining grants for a geological feasibility study. They want to obtain 2 grants and the study will focus on 2 different areas. One being Hwy 114 corridor and the other being Manitowoc Rd., Old Hwy Rd., and Pigeon Rd. Being 2 different grants, there are 2 different hosts applying for the grants. City of Menasha will host the Hwy 114 grant study and Village of Harrison will host the other one. The rest of the stakeholders were asked to provide a*

*letter of support to go along with the grants applications. Stumpf shared the letter with the PRUT board for recommendation to the Village Board.*

***Ott made a motion to recommend the letters of support. Storey seconded it. Motion carried.***

9) New Business:  
a) None

10) Correspondences  
a) None

11) Adjournment – ***Sprangers adjourned the meeting at 7:54 p.m. Baldwin seconded. Motion carried.***

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

**Park, Recreation and Urban Tree Board Meeting Minutes  
March 20, 2023**

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

***Present***

*Ashley Baldwin*

*Connie Bailey*

*Tom Jack*

*Lisa Ott*

*Ruth Sprangers*

*Rich Storey*

***Absent***

*David Miller, excused*

***Others Present***

*Brenda Stumpf, Rec Coordinator*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Ott moved to approve the March 20, 2023 agenda. Bailey seconded. Motion approved.***
- 4) Approval of Minutes: February 20, 2023 – ***Sprangers moved to approve the February 20, 2023 minutes. Baldwin seconded. Motion approved.***  
Approval of Special Meeting Minutes: March 13, 2023 – ***Ott moved to approve the March 13, 2023 minutes. Baldwin seconded. Motion approved.***
- 5) Registered Citizen Comments on Agenda Items – *None*
- 6) Chair’s Report – *Chairman Jack reported that he and DPW Supervisor Nadler looked at the trail along the spur line behind Lake Shore Estates East and stated that it will be to much work for the DPW to do and may have to be contracted out.*
- 7) Recreation Coordinator Report  
a) *Past & Upcoming Events – Past events included the Daddy Daughter Dance that was held on March 18<sup>th</sup>. There were 159 registered with 143 showing. Upcoming events include a presentation by the Calumet County Sherriff department regarding the current scams going on; email, text, phone, etc. It was sent to the SOS group for part of their programming as well as Facebook. The Easter Egg Hunt is scheduled for April 8<sup>th</sup>.*
- 8) Old Business:  
a) *Tree Ordinance Review- Rec Coordinator Stumpf shared the marked up version from the Attorney after the last revision. There were a lot of red markings to be dealt with. Baldwin questioned why we were proceeding with this as the Attorney had previously advised against it as it would cause more liability. Chairman Jack stated that maybe it should be considered a policy instead of an ordinance. He stated that it would serve as a guideline for spacing and types of trees recommended for planting. Chairman Jack also*

*stated that an ordinance is needed for any grants that we may want to obtain from the DNR. Chairman Jack and Rec Coordinator Stumpf will set up a phone meeting with the attorney to get clarification.*

b) Splash Pad – *Rec Coordinator Stumpf shared the quote from CRS for the replacement feature for the Splash Pad. The AstraN3 quote was \$12,160.00.*

***Storey made a motion to recommend the purchase of the AstraN3 for \$12,160.00 in green to replace the rock. Sprangers seconded. Motion Approved.***

c) Trails – *Rec Coordinator Stumpf stated that the DNR has stated that we will not need a permit for the culver area on Miller Pond Trail as long as we are not changing the footprint of it. Baldwin and Sprangers asked if we were looking to replace that culvert. Stumpf stated that Thad from Cedar Corp suggested we pave a slight incline to the culvert and a slight decline past the culvert as it will still be ADA accessible and will be much more cost effective as the culvert seems to be in good shape. Chairman Jack ask if we should possibly get a quote or 2 for the spurline trail behind Bowers Subdivision that DPW will not be able to do. Chairman Jack will contact a few reputable companies in regards.*

9) New Business:

a) Electric City Soccer – *Rec Coordinator Stumpf shared an email that she received from Electric City Soccer asking to utilize the soccer fields again this year from April thru July, Monday thru Friday.*

***Sprangers made a motion to recommend Electric City Soccer to utilize the soccer fields for 2023. Ott seconded. Motion Approved.***

b) Lost Gym Key – *Rec Coordinator Stumpf informed the board that one of the renters had lost a gym key. There was an allowance of 30 days plus for the renter to return the key and unfortunately could not. Stumpf stated that the locks have now been changed because of the fact. There was no bill at this time so cost is unknown but will provide at the next meeting. It was suggested that the reservation application be changed to reflect that lost key will result in paying of the changed locks, should this happen again.*

10) Correspondences

a) None

11) Adjournment – ***Sprangers adjourned the meeting at 7:31 p.m. Baldwin seconded. Motion carried.***

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



**Park, Recreation and Urban Tree Board Meeting Minutes**  
**Special Meeting**  
**March 13, 2023**

- 1) Call to Order and Roll Call – *Chairman Jack called the meeting to order at 12:10 p.m. with roll call:*

***Present***

*Ashley Baldwin*  
*Tom Jack*  
*Lisa Ott*  
*Rich Storey*

***Absent***

*David Miller, excused*  
*Ruth Sprangers, excused*  
*Connie Bailey, excused*

***Others Present***

*Brenda Stumpf, Rec Coordinator*  
*Brian Stracke, CRS*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Ott moved to approve the March 13, 2023 agenda. Baldwin seconded. Motion approved.***
- 4) Approval of Minutes: *None*
- 5) Registered Citizen Comments on Agenda Items – *None*
- 6) Chair’s Report – *None*
- 7) Recreation Coordinator Report - *None*
- 8) Old Business:  
a) Splash Pad – *The PRUT board along with Brian Stracke from CRS met at the Splash Pad to observe the rock and the where it is in regards to being removed. Measurements of the area were taken for proper discussion regarding replacement. The board along with Brian moved to the Village Hall to discuss options for features. 3 options were recommended by CRS and Parkitecture. The Astra#3 seemed to be the best option for the space needed and can be custom colored to fit the other colors on the pad. The base cost is approximately \$10,710.00. This does not include installation. Brian will send a final cost quote for the feature along with an installation cost quote. The biggest concern in all of this is to make sure the pvc pipe from the dome to the rock does not have any issues.*

***Storey made a recommendation to proceed with getting a quote for the Astra #3 feature along with installation price. Baldwin seconded it. All in favor***

9) New Business:

a) None

10) Correspondences

a) None

11) Adjournment – *Storey adjourned the meeting at 12:28 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  
March 20, 2023**

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

***Present***

*Ashley Baldwin*

*Connie Bailey*

*Tom Jack*

*Lisa Ott*

*Ruth Sprangers*

*Rich Storey*

***Absent***

*David Miller, excused*

***Others Present***

*Brenda Stumpf, Rec Coordinator*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Ott moved to approve the March 20, 2023 agenda. Bailey seconded. Motion approved.***
- 4) Approval of Minutes: February 20, 2023 – ***Sprangers moved to approve the February 20, 2023 minutes. Baldwin seconded. Motion approved.***  
Approval of Special Meeting Minutes: March 13, 2023 – ***Ott moved to approve the March 13, 2023 minutes. Baldwin seconded. Motion approved.***
- 5) Registered Citizen Comments on Agenda Items – *None*
- 6) Chair’s Report – *Chairman Jack reported that he and DPW Supervisor Nadler looked at the trail along the spur line behind Lake Shore Estates East and stated that it will be to much work for the DPW to do and may have to be contracted out.*
- 7) Recreation Coordinator Report  
a) *Past & Upcoming Events – Past events included the Daddy Daughter Dance that was held on March 18<sup>th</sup>. There were 159 registered with 143 showing. Upcoming events include a presentation by the Calumet County Sherriff department regarding the current scams going on; email, text, phone, etc. It was sent to the SOS group for part of their programming as well as Facebook. The Easter Egg Hunt is scheduled for April 8<sup>th</sup>.*
- 8) Old Business:  
a) *Tree Ordinance Review- Rec Coordinator Stumpf shared the marked up version from the Attorney after the last revision. There were a lot of red markings to be dealt with. Baldwin questioned why we were proceeding with this as the Attorney had previously advised against it as it would cause more liability. Chairman Jack stated that maybe it should be considered a policy instead of an ordinance. He stated that it would serve as a guideline for spacing and types of trees recommended for planting. Chairman Jack also*

*stated that an ordinance is needed for any grants that we may want to obtain from the DNR. Chairman Jack and Rec Coordinator Stumpf will set up a phone meeting with the attorney to get clarification.*

b) Splash Pad – *Rec Coordinator Stumpf shared the quote from CRS for the replacement feature for the Splash Pad. The AstraN3 quote was \$12,160.00.*

***Storey made a motion to recommend the purchase of the AstraN3 for \$12,160.00 in green to replace the rock. Sprangers seconded. Motion Approved.***

c) Trails – *Rec Coordinator Stumpf stated that the DNR has stated that we will not need a permit for the culver area on Miller Pond Trail as long as we are not changing the footprint of it. Baldwin and Sprangers asked if we were looking to replace that culvert. Stumpf stated that Thad from Cedar Corp suggested we pave a slight incline to the culvert and a slight decline past the culvert as it will still be ADA accessible and will be much more cost effective as the culvert seems to be in good shape. Chairman Jack ask if we should possibly get a quote or 2 for the spurline trail behind Bowers Subdivision that DPW will not be able to do. Chairman Jack will contact a few reputable companies in regards.*

9) New Business:

a) Electric City Soccer – *Rec Coordinator Stumpf shared an email that she received from Electric City Soccer asking to utilize the soccer fields again this year from April thru July, Monday thru Friday.*

***Sprangers made a motion to recommend Electric City Soccer to utilize the soccer fields for 2023. Ott seconded. Motion Approved.***

b) Lost Gym Key – *Rec Coordinator Stumpf informed the board that one of the renters had lost a gym key. There was an allowance of 30 days plus for the renter to return the key and unfortunately could not. Stumpf stated that the locks have now been changed because of the fact. There was no bill at this time so cost is unknown but will provide at the next meeting. It was suggested that the reservation application be changed to reflect that lost key will result in paying of the changed locks, should this happen again.*

10) Correspondences

a) None

11) Adjournment – ***Sprangers adjourned the meeting at 7:31 p.m. Baldwin seconded. Motion carried.***

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

**Park, Recreation and Urban Tree Board Meeting Minutes  
April 17, 2023**

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

***Present***

*Ashley Baldwin*

*Connie Bailey*

*Tom Jack*

*David Miller*

*Ruth Sprangers*

***Absent***

*Lisa Ott, excused*

*Rich Storey, excused*

***Others Present***

*Brenda Stumpf, Rec Coordinator*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Sprangers moved to approve the April 17, 2023 agenda. Baldwin seconded. Motion approved.***
- 4) Approval of Minutes: March 20, 2023 – ***Bailey moved to approve the March 20, 2023 minutes. Sprangers seconded. Motion approved.***
- 5) Registered Citizen Comments on Agenda Items – *Donna Franczek, N7571 Harwood Rd., Commented in regards to the Tennis Courts at Wanick. Suggested painting the lines for pickleball. Recreation Coordinator stated that funds are in the budget to have that done. Franczek also suggested putting wind screens on the west and south side of courts to prevent wind. Benches were a suggestion as well to be placed inside the courts and the Optimist may be a funding source. Franczek also stated that she would be interested in helping seek funds for trail maintenance.*
- 6) Chair’s Report – *Chairman Jack reported he requested that the spurline trail be marked so we know actually what may need to be done for tree removal. Stumpf stated that the area has been staked. Jack also stated that there is a blue spruce on the Mustang Trail that needs to be trimmed up as it is starting to be a hazard.*
- 7) Recreation Coordinator Report
- a) *Past & Upcoming Events – Past events included the Calumet County Sherriff department spam presentation on March 21, 2023 for residents with a good turnout. The Easter Egg Hunt was on April 8<sup>th</sup> with 114 registered. Upcoming events include the Mother/Son Bowling Event to be held May 13 with 2 squads and registrations are starting to come in.*
- 8) Old Business:

a) Tree Ordinance Review- *Chairman Jack stated that he and Stumpf had met with the attorney regarding the ordinance. He stated that Ashley had a bunch of questions regarding why we want this. Chairman Jack stated that Brillion seems to be very comparable with what we want. Chairman Jack is going to obtain a sample and meet with Stumpf to revise what we have.*

b) Trails – *PRUT board reviewed Cedar Corp estimated cost for the Miller Pond trail. She stated that the culverts will be left alone. The cost estimate is for the full portion of Miller Pond Trail and came in quite high, but doing it all at one time is cost effective as you only have a one time mobilization cost, engineering cost, etc. It came in at 200,000.00 which is more than what was budgeted. Sprangers suggested replacing the full length of Miller Pond trail that needs to be replaced for cost reasons, convenience and would be less segments. Stumpf stated that the trail fund has approximately \$170,000.00 and stated that she did not know where the \$40,000.00 was for the Condon Road Trail. If those funds would be included it would cover the cost of the trail.*

*Baldwin reported that we will wait until next year for the grant for Pigeon Road trail. She stated that next years fund will be up to \$200,000.00. Baldwin stated that the CORP plan needs to reflect the trail projects and that we may have to update that sooner than later. She stated that funds may also be available through the Nelson Family Funds with the Community Foundation. We also have someone from the foundation that will help us acquire the grants. Stumpf stated that we need to have total costs available because grants work as a reimbursement.*

c) Wanick Park Tree Collar Work – *PRUT reviewed the quote from Ranger Services to have the Tree Collar Work done at Wanick Park. Approximately 43 trees need to be treated for \$5,000.00. Stumpf reminded the board that these funds were not budgeted.*

***Sprangers made a motion to recommend the tree collar work to be done by Ranger Services to not exceed \$5,000.00. Miller seconded. Motion Approved.***

d) Lost Gym Key; Re-keying cost – *Recreation Coordinator stated that the cost to re-key the gym doors came to \$367.50. She did state that we did not refund the deposit. She suggested that we re-word the forms to state that if keys are lost that the renter will be liable for the re-keying cost and have them available for January 1, 2024.*

9) New Business:

a) Wanick Park Rental-Moore, Pancreatic Cancer Walk; waive rental fee- *Stumpf stated that Rich Moore has requested waiving the rental fee for the Pancreatic Cancer walk which is scheduled for September 16<sup>th</sup>. We have waived the fee prior years and have had no issues with the group.*

***Miller made a motion to recommend waiving the rental fee for the Pancreatic Walk but to retain a deposit. Sprangers seconded. Motion Approved.***

10) Correspondences

a) None

11) Adjournment – *Miller adjourned the meeting at 7:40 p.m. Baldwin seconded. Motion carried.*

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

**Park, Recreation and Urban Tree Board Meeting Minutes  
May 15, 2023**

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

***Present***

*Ashley Baldwin*

*Amy Brandt*

*Connie Bailey*

*Tom Jack*

*Ruth Sprangers*

*Rich Storey*

***Absent***

*David Miller, excused*

***Others Present***

*Brenda Stumpf, Rec Coordinator*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Baldwin moved to approve the May 15, 2023 agenda. Sprangers seconded. Motion approved.***
- 4) Approval of Minutes: April 17, 2023 – ***Sprangers moved to approve the April 17, 2023 minutes. Baldwin seconded. Motion approved.***
- 5) Registered Citizen Comments on Agenda Items – *None*
- 6) Chair’s Report – *Chairman Jack reported that he is getting questions in regards to the splash pad opening*
- 7) Recreation Coordinator Report
- a) *Past & Upcoming Events – Past events included the Mother/Son Bowling event held on May 13<sup>th</sup> at Officials Den had 41 participants. Upcoming events included the Ice Cream Social on June 5<sup>th</sup>, Music in the Park-Steve Arnold on June 15<sup>th</sup>, Movie Night on June 16<sup>th</sup>. Stumpf also stated the Tennis Lessons and Wanick Wednesdays will also be starting.*
- 8) Old Business:
- a) *Tree Ordinance Review- This is still a work in process. We will further review. A copy of Brillion’s Tree Ordinance was looked at as a comparison. Chairman Jack and Rec Coordinator will meet to revise.*
- b) *Trails – PRUT board reviewed the quotes from ASR and Badgerland for the crack filling and seal coating. Both quotes were missing some information. Stumpf will reach out to them for clarification and will bring back to the June meeting with hopes that we will also have the quote from Valley Sealcoat.*



*Baldwin reported that the committee for the grants will be meeting sometime in July.*

*c) Splash Pad Update – Stumpf informed the board the CRS has a crew to install the new feature and is scheduled for June 1-2. She also stated that the feature is scheduled to be shipped on May 17<sup>th</sup> instead of the 25<sup>th</sup>. She also stated that she had reached out to 3 other contractors regarding installation without any response back.*

9) New Business:

*a) Survey Results – Stumpf shared the survey results with the PRUT board. Commissioners will review and share their input at the next meeting. It was commented that Pickleball seems to be mentioned quite a bit.*

10) Correspondences

- a) Kaukauna/Kimberly Soccer Club Merger*
- b) High Cliff Connection Info*

11) Adjournment – ***Storey adjourned the meeting at 8:09 p.m. Baldwin seconded. Motion carried.***

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

**Park, Recreation and Urban Tree Board Meeting Minutes  
June 19, 2023**

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

<b><i>Present</i></b>	<b><i>Absent</i></b>
<i>Amy Brandt</i>	<i>Ashley Baldwin, excused</i>
<i>Connie Bailey</i>	<i>Ruth Sprangers, excused</i>
<i>Tom Jack</i>	
<i>David Miller</i>	<b><i>Others Present</i></b>
<i>Rich Storey</i>	<i>Brenda Stumpf, Rec Coordinator</i>

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Storey moved to approve the June 19, 2023 agenda. Bailey seconded. Motion approved.***
- 4) Approval of Minutes: May 15, 2023 – ***Bailey moved to approve the May 15, 2023 minutes. Storey seconded. Motion approved. Miller abstained.***
- 5) Registered Citizen Comments on Agenda Items –

*John Hoffman*                                *W4933 Nature’s Way Dr.*                                *Re 9a*  
*Spoke on behalf on of a few residents with interest in Pickleball. Stated the growing rate of Pickleball and that the park is geared towards youth. He asked if dedicated pickleball courts are in the future. He stated that re-vamping of the courts can be done and 4 courts could be put on the existing courts. Benches should also be considered. Doty park in Neenah was a good comparison.*

*Debbie Sheleski*                                *N7707 Pigeon Rd.*                                *Re 9a*  
*Stated that the courts are not in good shape. The tape is worn off. She showed pictures of the condition. Stumpf stated that she had not taped them yet because the companies that she is seeking bids from told her not to put any more tape down at this point if painting of the lines are going to be done. Sheleski stated that she is there also in support of the group.*

*Barb Hoffman*                                *W4933 Natures Way Dr.*                                *Re 9a*  
*She stated that the lack of Pickleball courts are pushing residents to other municipalities to play Pickleball. She also stated that when out of town they are also prone to shop there.*

*Paul Stelter*                                *W4938 Spring Ct.*                                *Re 9a*  
*Paul stated that he has been a resident of Sherwood for 28 years and stated that by playing Pickleball he has met new neighbors and made new friends. He stated that*

*Sherwood is falling behind compared to other communities regarding the amenities that other parks have for Pickleball courts.*

- 6) Chair's Report – *Chairman Jack stated that he got a call in regards to the Spruce tree that should be trimmed by a trail on Mustang Trail. He also asked about a dog waste station that was removed. Stumpf stated that it has been moved to a different location.*
- 7) Recreation Coordinator Report
  - a) *Past & Upcoming Events – Past events included the Ice Cream Social on June 5<sup>th</sup>, 193 bowl of ice cream were served (8 gallons). She also stated that Harrison Fire and Rescue was on hand with one of the trucks for PR. Steve Arnold played on June 15<sup>th</sup>. The weather was chilly and about 55 people attended. Movie night was held on June 16<sup>th</sup> with 60 attendees. Upcoming events are Dan Kirk, The Juggler with the Yellow Shoes on June 25<sup>th</sup> and Mischief & Magic on July 9<sup>th</sup>. Stumpf also stated that Tennis Lessons have started with good registration numbers and Wanick Wednesday's are also running.*
- 8) Old Business:
  - a) *Tree Ordinance Review - Nothing to report. Stumpf and Jack still need to meet to discuss.*
  - b) *Trail Crack Seal & Seal Coating – Stumpf shared the updated information requested. Badgerland provided the mapping of the area to be done. The quote from Valley Sealcoat was also included.*

***Storey made a motion to recommend to have Badgerland Seal Coat to Crack Seal and Seal Coat the designated paths (Wanick Park, Miller Pond Path (Partial from Pigeon to the area by Hole #14, and Nuthatch (from Spring Hill to the woods). Miller seconded it. All in favor.***

- c) *Splash Pad Update – Stumpf reported that the splash pad is up and running. The new feature was installed and was a week earlier than anticipated. She stated that it has been running fine except that a relay switch went out but was quickly replaced.*
- d) *Survey Results Input – The PRUT board discussed the items that were in the survey that was put out earlier in the year. The top comments consisted of Garbage Containers, Legion Park Upgrade, Pickleball Courts, Trail maintenance, Shade by Splash Pad. It was mentioned that, in regards to garbage, that the park is to be a carry in/carry out. Garbage cans also attract bees so putting one by the splash pad would not be wise. Stumpf stated that the garbage really hasn't been that bad. There are always some garbage lying around but that happens. She stated that kids are usually the ones leaving the garbage especially by the open air shelter. Legion park upgrade is on hold until we know what maybe happening with development on the Ecker property. Dedicated Pickleball courts could be considered where the horseshoe pits are or even at Legion Park. Trail maintenance is being worked on.*

9) New Business:

a) Tennis/Pickleball Courts – *Stumpf shared the quote from Valley Sealcoat in regards to painting the Pickleball lines. The quote was for 2 courts. The group that shared their concerns is willing to volunteer to paint the lines into 4 courts. The quote was \$2,300.00 and the volunteers believe that they could do it for 4 courts along with the purchase of 4 nets for approximately the same price. Stumpf stated that \$1,000.00 was budgeted for the lines. She also stated that we had budgeted \$1,500.00 for a new ice rink liner that we will not need to purchase because the one that we have was not used last year so we could possibly use that money towards the cost.*

***Storey made a recommendation to approve the courts be painted by the volunteers into 4 courts and to purchase 4 nets along with it. Miller seconded it. All in favor.***

b) CORP – *Stumpf shared that we should be taking a look at the CORP and start updating it as it expires in 2024. It can either be done by Stumpf as she did the last one, or we could consider having a firm do it as they have many more resources to do such a thing.*

10) Correspondences

a) High Cliff Connection Trail

11) Citizen Complaint/Compliment – *William Kroll shared a complaint regarding having an archery range in the Village.*

12) Adjournment – ***Miller made a motion to adjourn at 8:12p.m. Storey seconded it. All in favor.***

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

**Park, Recreation and Urban Tree Board Meeting Minutes  
June 19, 2023**

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

***Present***

*Ashley Baldwin*

*Amy Brandt*

*Connie Bailey*

*Tom Jack*

*David Miller*

*Ruth Sprangers*

*Rich Storey*

***Absent***

***Others Present***

*Brenda Stumpf, Rec Coordinator*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Sprangers moved to approve the July 17, 2023 agenda. Miller seconded. Motion approved.***
- 4) Approval of Minutes: June 19, 2023 – ***Miller moved to approve the June 19, 2023 minutes. Storey seconded. Motion approved. Miller abstained.***
- 5) Registered Citizen Comments on Agenda Items –

*Paul Stelter*

*W4938 Spring Ct.*

*Re 8b*

*Wanted to “Thank” us for recommending the painting of the pickleball courts. They will be starting this week to paint and should only take a day or 2.*

*Barb Hoffman*

*W4933 Natures Way Dr*

*Re 8b*

*Commented that when playing at the courts there have been anywhere between 13-17 people that have been coming to play and that all 4 courts will be utilized. She also stated that most places are first come first serve unless the municipality is holding league play.*

- 6) Chair’s Report – *Chairman Jack reported that the spruce tree along Mustang pond has been trimmed up and looks good. He also noted that some of the play equipment needs attention.*
- 7) Recreation Coordinator Report
- a) *Past & Upcoming Events – Dan Kirk, The Juggler with the Yellow Shoes was held on June 25<sup>th</sup> with 40 in attendance. The event was moved to the gym because of the chance of rain. Mischief and Magic came on July 9<sup>th</sup> to perform and magic and juggling show and had about 100 in attendance. Upcoming events include the following: Ice Cream Social; July 18<sup>th</sup>, Randy Peterson; July 23<sup>rd</sup>, Jedidiah; July 27, Movie Night; August 4<sup>th</sup>,*

*Monty's Magic; August 13<sup>th</sup>, Summerfest; August 20<sup>th</sup>. Volunteers needed for Summerfest.*

8) Old Business:

a) Tree Ordinance Review - *Nothing to report.*

b) Tennis/Pickleball Courts - *Stumpf reported that supplies have been purchased and things are moving forward. Diagram was provided so that all new the exact placement.*

c) CORP – *Stumpf reported that this will need to get updated and the group should decide how they want to update it. It will also be a key document for grants for trails. It can either be done in house or housed out. For a company to do it, it would approximately be about \$10, 000 – \$12,000 to update.*

d) Trails - *Stumpf reported that Badgerland should be in sometime in August to Crack Fill and Seal Coat the trails that were approved.*

9) New Business:

a) Soccer Field Aeration – *Quotes were provided to have the soccer field aerated. Chairman Jack questioned the type of seed that would be used. He stated that the seed used should be an Athletic Blend of Grass.*

***Jack made a recommendation to approve All Season Lawn and Snow Services to aerate and top seed the soccer field along as the seed is an Athletic Blend of Grass. Storey seconded it. All in favor.***

b) Local Radio Promo at Wanick – *Stumpf shared that Jack FM 94.3 contacted her and asked if they could come and do a promo in the park by bringing in the company van and handing out pre-packaged frozen treats.*

***Storey made a motion to allow Jack FM 94.3 to come to Wanick Park to hand out pre-packaged frozen treats. Sprangers seconded. All in favor.***

10) Correspondences

a) Recreational Water Inspection; dated 7-11-23 – *Stumpf stated the reason the rule observation was listed is because the DATCP is changing the rules of pools and stated that a new sign will have to be made for next year.*

11) Citizen Complaint/Compliment – *None*

12) Adjournment – ***Storey made a motion to adjourn at 7:33p.m. Baldwin seconded it. All in favor.***

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

**Park, Recreation and Urban Tree Board Meeting Minutes  
August 21, 2023**

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

***Present***

*Ashley Baldwin*

*Amy Brandt*

*Tom Jack*

*David Miller*

*Ruth Sprangers*

***Absent***

*Connie Bailey, excused*

*Rich Storey, excused*

***Others Present***

*Brenda Stumpf, Rec Coordinator*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Baldwin moved to approve the August 21, 2023 agenda. Sprangers seconded. Motion approved.***
- 4) Approval of Minutes: July 17, 2023 – ***Miller moved to approve the July 17, 2023 minutes. Sprangers seconded. Motion approved. Miller abstained.***
- 5) Registered Citizen Comments on Agenda Items – None
- 6) Chair’s Report – *Chairman Jack reported on all the good comments received regarding the Sherwood Summerfest.*
- 7) Recreation Coordinator Report  
*Past & Upcoming Events – Stumpf reported that the previously events consisted of Ice Cream Social on July 18<sup>th</sup>, Randy Peterson on July 23<sup>rd</sup>, Jedidiah on July 27<sup>th</sup>, Movie Night on August 4<sup>th</sup>, Monty’s Magic Theater on August 13<sup>th</sup>, and Summerfest on August 20<sup>th</sup>. Upcoming events included a bus trip to the Cedarburg Wine Festival on September 16<sup>th</sup> which is in collaboration with the Village of Little Chute and the Village of Kimberly and was stated that the bus is full. Also Stumpf stated that the new slides have been ordered to replace the ones that have cracked and the ship date is schedule for September 5<sup>th</sup>.*
- 8) Old Business:
- a) Tree Ordinance Review - *Stumpf stated that she and Tom Jack have met and that she is working on getting that together. Chairman Jack stated that the attorney should look at it before it comes to the board for their review.*
- b) Tennis/Pickleball Courts - designated time frames – *Stumpf stated that the pickleball group put together a schedule with designated times for Pickleball and for Tennis. Stumpf also stated that she reached out to the NEWPRO group to see if any other*

*municipalities had done this and if they had any pro's or con's regarding the scheduling. Only one municipality responded, which was Appleton and they stated that they don't have a designated schedule of times for each group. Stumpf stated that she knew that Doty Park in Neenah did designate times and was provided for the PRUT board info. Chairman Jack asked if there has been any interference regarding the groups. Stumpf stated that she has not seen or heard of any. Miller stated that we shouldn't push a schedule at this time unless we start seeing conflicts. Baldwin stated waiting to hear if there are any conflicts and waiting til spring.*

***Brandt made a motion to take it under consideration and revisit in spring. Baldwin seconded it. All in favor.***

*c) CORP – Chairman Jack stated his concern about having this document done professionally would be very beneficial especially from the grant aspect for the trails. Baldwin stated that this plan would be beneficial for any grant, an example was Pickleball courts. Brandt asked about the cost of the plan to be professionally done and Stumpf stated that an estimate that she recalled was \$10,000.00-\$12,000.00. Baldwin is concerned about the timeline and wondering how fast it could get done before the grant submittal. Stumpf stated that the money set aside for Legion Park could possibly be utilized if need be. Chairman Jack stated that if a special meeting would be an option if needed.*

9) New Business:

*a) Memorial Bench/Schmitz – Stumpf shared the request of a memorial bench located on State Park Estates Pond.*

***Miller made a recommendation to approve the Memorial Bench for Schmitz. Brandt seconded it. All in favor.***

*b) FY2024 Budget; consider budgeting items for 2024 – Chairman Jack put together a list of things that should be considered for the 2024 budget. Stumpf stated that she would like to add drinking fountains on the main pavilion as the ones we have are not working. Water fountains with a bottle filler were mentioned in our survey so it would be recommended to get that. Chairman Jack stated the removal of trees along the spurline behind the new subdivision should be added to the list. Sprangers added workout stations to the list. Jack added a fishing platform for Miller Pond. Chairman Jack stated his top items would be the baseball fields, tennis courts, and legion park concrete. Miller stated the storage shed should be included. Sprangers stated that rubber mulch should be looked at as well as that is getting low again. Baldwin stated a long range calendar providing years when things need to be done would be beneficial, especially when it comes to the seal coating and the rubber mulch as those things need to be maintained regularly.*

10) Correspondences

*a) none*



11) Citizen Complaint/Compliment – *Lowey, dated July 15, 2023*

12) Adjournment – *Sprangers made a motion to adjourn at 8:23p.m. Baldwin seconded it. All in favor.*

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

**Park, Recreation and Urban Tree Board Meeting Minutes  
September 18, 2023**

- 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  
Amy Brandt  
Tom Jack  
Ruth Sprangers  
Rich Storey*

***Absent***

*David Miller*

***Others Present***

*Brenda Stumpf, Rec Coordinator*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Sprangers moved to approve the September 18, 2023 agenda. Baldwin seconded. Motion approved.***
- 4) Approval of Minutes: August 21, 2023 – ***Sprangers moved to approve the August 21, 2023 minutes. Brandt seconded. Motion approved. Miller abstained.***
- 5) Registered Citizen Comments on Agenda Items – None
- 6) Chair’s Report – *Chairman Jack stated he was approached by a residents stating the trails in Wanick park looked great with the seal coating, but asked why we didn’t do the parking lots. Jack stated that we should look into that for next years budget.*
- 7) Recreation Coordinator Report  
*Past & Upcoming Events – Stumpf reported that the previously events consisted of the collaborated bus trip with the Village of Kimberly and Village of Little Chute on August 16, 2023 went well. We had 14 registered. Upcoming events included the Fallfest scheduled for October 7<sup>th</sup> and that there are 12 vendors. Stumpf stated that the Splash Pad was winterized on September 5<sup>th</sup>. CRS recommended that the diaphragms be replaced next year. She also mentioned that the slides that were ordered a while back still have not been shipped yet.*
- 8) Old Business:  
a) Tree Ordinance Review - *PRUT board reviewed the first draft of the re-vamped tree ordinance and had many questions regarding it. Especially the need for one. It was mentioned the need would be to be eligible for any grants that they would want to apply for. Ashley would like to reach out to Tracy at the DNR and Tom J. is going to reach out to Dan from the DNR to discuss with them the need.*

b) CORP – *Rec Coordinator Stumpf updated the PRUT board that the Village Board approved an amendment to be done to our current CORP to include the trail work which should be good for any grant requests. Also, the Village Board approved Cedar Corp to update the CORP plan starting next year to be done by year end. Stumpf stated that also informed Lynda Fink from Trail Strategies about the amendment and the updating of the CORP next year.*

c) FY2024 Budget – *Stumpf stated that she took the list that the PRUT board compiled for list if items for FY2024 budget and made a needs and wants separation list. Stated that Pigeon Road trail replacement came in at \$300,000.00 and Miller Pond came in at \$216,000.00 (probable opinion of costs). Baldwin stated that the Pigeon Road Trail segment grant timeline is that submission is in May and then there is about a 6 month wait on hearing if grant was approved. Stated that work may not commence until 2025 but need to show that we have money on hand to do the project. Jack asked about the cost of cleaning the tennis court and Stumpf stated that she took the cost from an estimate we received in regards to having them painted by a contractor. Sprangers asked about the \$40,000.00 whether that was transferred yet or not. Stumpf stated that it is on this years request as well to make sure the ask gets made. Baldwin suggested adding the sealcoating of the parking lot to next years budget. Stumpf will reach out to Badgerland to see if she can get a quick cost estimate for the parking lots.*

9) New Business:

a) None

10) Correspondences

a) High Cliff Connection Trail meeting minutes

11) Citizen Complaint/Compliment-None

12) Adjournment – ***Storey made a motion to adjourn at 7:43p.m. Brandt seconded it. All in favor.***

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

**Park, Recreation and Urban Tree Board Meeting Minutes  
October 16, 2023**

- 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  
Amy Brandt  
Tom Jack  
David Miller  
Ruth Sprangers  
Rich Storey*

***Absent***

***Others Present***

*Brenda Stumpf, Rec Coordinator  
Eric Fowles, Cedar Corp.*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Sprangers moved to approve the October 16, 2023 agenda. Miller seconded. Motion approved.***
- 4) Approval of Minutes: September 18, 2023 – ***Sprangers moved to approve the September 18, 2023 minutes. Miller seconded. Motion approved. Miller abstained.***
- 5) Registered Citizen Comments on Agenda Items –

Joe & Heide Schraufregel

W4749 Nature Lane

*Inquired about the use of E-bikes to be utilized on the trails. Stated that Joe is disabled and that this is his only way to enjoy the trails and would like us to consider the use of E-bikes to be used on the trails for those that are handicapped. PRUT board will put this on there next agenda for discussion.*

- 6) Chair’s Report – *nothing to report*
- 7) Recreation Coordinator Report  
*Past & Upcoming Events – Stumpf reported that the previously events consisted of Fallfest held on October 7<sup>th</sup> with 26 vendors and many visitors. Upcoming events includes Halloween on October 27<sup>th</sup> and 28<sup>th</sup> and will be utilizing the woods across the street from the park. Yoga will be starting back up on October 20<sup>th</sup> and will be held at the Community Center. Linda from Trails Strategies will be setting up a meeting with Jess from the DNR regarding the grant application for next year. Ashley Baldwin offered to be part of the grant committee.*

*Stumpf also shared a report of the Park Impact Fees and showed the updated totals that we have in that account.*

8) Old Business:

a) Tree Ordinance Review - *Tom Jack stated that he received clarification the Village does not need an ordinance, especially those that do not staff a forester. A letter explaining that when applying for grants will be enough for the DNR explaining.*

b) CORP – *Eric Fowles was on hand and went through the amendments that were done to the existing CORP plan. There were a handful of changes made to the existing document. Stumpf asked if it would be wise to include the High Cliff Connection trail somewhere in the document. Eric agreed and will revise where it makes sense. He will send to Brenda with the revisions for our approval at the next meeting and recommendation to the Village Board.*

c) FY2024 Budget – *Stumpf shared the recommended FY2024 that we were working on and stated that she added in the Seal Coating/Crack Sealing for the parking lots at Wanick Park. Chairman Jack asked if he could add a few things. Stumpf stated that she didn't think so, but could try. Jack wanted to add in the cost to do a tree inventory through a GIS system through Bluestem for approximately \$8100.00, also wanted to add a possible shade structure near the splash pad for approximately \$8100.00. Jack also stated that the concrete at Legion Park pavilion would have to be totally replacement. A rough estimate would be about \$50,000.00 to repair it.*

9) New Business:

a) Reservation Applications; review for 2024 – *Stumpf revised the reservation applications for the Gym, Community Center, Wanick, and Legion regarding the key return. She said that she added that the renter will be responsible for the cost of locks needing to be changed to all documents. The rental fees were discussed but decided to leave them where they are at for now.*

***Storey made a motion to recommend the revised reservation documents to be used at the start of 2024. Miller seconded. All in favor.***

10) Correspondences

a) High Cliff Connection Trail meeting minutes

11) Citizen Complaint/Compliment – Letter from Schraufnagel; no date; regarding e-bikes for disabled on trails. Will be put on the next agenda.

12) Adjournment – ***Baldwin made a motion to adjourn at 7:57p.m. Miller seconded it. All in favor.***

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

**Park, Recreation and Urban Tree Board Meeting Minutes  
November 20, 2023**

- 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  
Amy Brandt  
Tom Jack  
Ruth Sprangers*

***Absent***

*David Miller  
Rich Storey*

***Others Present***

*Brenda Stumpf, Rec Coordinator*

- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Sprangers moved to approve the November 20, 2023 agenda. Baldwin seconded. Motion approved.***
- 4) Approval of Minutes: October 16, 2023 – ***Sprangers moved to approve the October 16, 2023 minutes. Baldwin seconded. Motion approved. Miller abstained.***
- 5) Registered Citizen Comments on Agenda Items –

Paul Stelter

W4938 Spring Ct.

*Paul stated that he was happy with how the PRUT board was being pro-active with upgrading the CORP to include the High Cliff Connection Trail along with it being updated with trail maintenance. He did also state that he was surprised that the document didn't include anything with Pickleball. Stumpf shared that it will probably be included in the full update.*

- 6) Chair's Report – *nothing to report*
- 7) Recreation Coordinator Report  
*Past & Upcoming Events – Stumpf reported that the past events consisted of the Halloween event on October 26<sup>th</sup> and 28<sup>th</sup>. It was well attended but windy and cold. The woods across the street from the park was decorated for the first time this year and was very well received, so well that some people went through multiple times. She stated that the upcoming events included the Parents Nite Out on December 8<sup>th</sup>, Winter Solstice on December 16<sup>th</sup>. She also reported that Dick's Family Foods received a donated AED unit through the collaboration of the UWO nursing students and Gold Cross. Stumpf also shared the updated the numbers for the park impact fees.*
- 8) Old Business:

a) CORP Amendments – *The updates were reviewed regarding the amendments to the CORP plan to include trail rehabilitation along with the mentions of the High Cliff Connection trail.*

***Sprangers made a motion to recommend Resolution 2023-06 regarding the amendments to the current CORP plan. Brandt seconded. All in favor with Miller and Storey absent.***

b) E-bikes on Trails for disabled – *Stumpf stated that she had reached out to the attorney regarding his opinion but had not heard back from him at this time. Baldwin suggested that we wait to hear back from the Attorney before making any decisions. The PRUT board decided to table the item for the next meeting in hopes that they have the recommendation from the attorney.*

c) Trails; Wanick Park, Grant Update – *Stumpf reported that there is a meeting set up on Tuesday, November 28<sup>th</sup> with Lynda from Trail Strategies and Jessica from the DNR. This is the initial step regarding the grant process. Stumpf also informed the board, so that they were aware, that with the trails in Wanick Park being seal coated that there maybe some scratches and scrapes after the winter because of the clearing of them. The board agreed and were aware of this happening and are good with it as it is normal wear and tear.*

9) New Business:

a) None

10) Correspondences

a) High Cliff Connection Trail meeting minutes

11) Citizen Complaint/Compliment – None

12) Adjournment – ***Baldwin made a motion to adjourn at 7:13p.m. Sprangers seconded it. All in favor.***

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

**Park, Recreation and Urban Tree Board Meeting  
Meeting Notice and Agenda  
Monday, December 18, 2023 – 6:30pm**

**To 'join' the meeting at 6:30pm via Webex:** Go to the Village home page at [www.villageofsherwood.org](http://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 18<sup>th</sup>, 2023 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).