

Park, Recreation and Urban Tree Board Meeting

Monday, September 21, 2020 – 6:30 p.m.

Sherwood Village Hall

W482 Clifton Road, Sherwood, WI

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#

- 1) Call to Order and Roll Call
- 2) Pledge of Allegiance
- 3) Approval of the Agenda
- 4) Approval of Minutes: August 17, 2020
- 5) Registered Citizen Comments on Agenda Items
- 6) Chair's Report
- 7) Recreation Coordinator Report
 - a) Monthly Activity Log
 - b) Past & Upcoming Events
- 8) Old Business:
 - a) Trail Mapping (Cedar Corp) Info Only
 - b) Playground Drainage/Rubber Mulch Info Only
 - c) Halloween Consider/Recommend
- 9) New Business:
 - a) Park Impact Fee Study Info Only
 - b) Request from The Optimist Club Consider/Recommend
- 10) Correspondences
- a) Letter dated September 13, 2020
- 11) Adjournment

Welcome to the Park, Recreation and Urban Tree (PRUT) Board 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 back of the room as you enter.
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 this Meeting and no action shall be taken on their behalf.
7. Requests from persons w/ disabilities needing assistance to participate should be made to the Clerk (989-1589).

Park, Recreation and Urban Tree Board Meeting Minutes
August 17, 2020

- 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	David Miller
Ashley Baldwin	Others Present
Bob Gillespie	Brenda Stumpf, Acting Clerk & Rec Cor.
Tom Jack	
Ruth Sprangers	
Rich Story	

- 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: July 20, 2020 – *Gillespie moved to approve the July 20, 2020 minutes. Bailey seconded. Motion carried unanimously.*

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

- 6) Chair’s Report – *Jack said he had contacted Trench All Trenching in regards to the drainage at Wanick Park and the information is in the packet.*

- 7) Recreation Coordinator Report – *Friday reported the Recreation Coordinator is currently quarantined and unable to attend the meeting.*
 - a) Monthly Activity Log – *reviewed.*

 - b) Past & Upcoming Events – *July 24th Frozen II was shown and about 50 people attended. It was held behind the office building instead of the park. August 14th Toy Story 4 was shown at park. Approximately 75 attended. August 9th Zoomalata performed in the park. Kaukauna Pop Up Library has been having very good success. Electric City Soccer will be starting on August 19th. Lines have been painted on the field and it will run until October 1.*

- 8) Old Business:
 - a) Trail Mapping (Cedar Corp) – *No action taken. Revisions were suggested as in the trails that run through the park. Future trail proposals in the Sherwood Forest Golf Club area. Will send the recommendations to Thad and Randy to be added.*

 - b) Playground Drainage/Rubber Mulch-*Story moved to recommend VB approval to have Trench -All Trenching install drainage underneath the playground area for the proposed amount. Also to add rubber matting (cow mats) underneath heavy*

traffic areas and not to exceed \$7500.00. Cost to be taken from Capital Improvement Fund. Bailey seconded. Motion carried unanimously.

- c) Fall Fest-October 3rd- ***Sprangers moved to recommend VB approval to hold Fallfest on October 3rd with social distancing measures in place. Storey seconded. Motion carried unanimously.*** A \$25.00 deposit will be required to hold the vendors spots. The vendors will get this returned upon completion of the event.
- 9) New Business:
 - a) Halloween – Will discuss at next month’s meeting.
- 10) Correspondences
 - a) Email from Sarah Scanlan, DATCP dated 7-29-20
- 11) Adjournment – ***Sprangers moved to adjourn at 7:57 p.m. Bailey seconded. Motion carried unanimously.***

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

Park and Recreation

August-20

Day Monthly Activity Log

Saturday	1	
Sunday	2	
Monday	3	Updated the tennis registrations and the Zumba registrations/drop ins. Cleaned bathrooms
Tuesday	4	Started new monthly forms. Park bathrooms. Made signage for Zoomalata on Sunday. Started cleaning shed and re-organizing. Got the next session of Tennis going. Put together the memorial bench request for the village board.
Wednesday	5	Ordered trinkets for the tennis program. Reached out to electric city in regards to soccer. Cleaned bathrooms. Did some research in regards to the mulch. Reached out to Fallfest vendors to get there opinion on holding fallfest.
Thursday	6	Cleaned park. Met with Tennis lessons
Friday	7	Cleaned park.
Saturday	8	Cleaned park.
Sunday	9	Cleaned park. Sunday Afternoon Entertainment.
Monday	10	Off
Tuesday	11	Election. Ran the absentee ballots. Cleaned park.
Wednesday	12	Cleaned park. Did facebook post for movie night. Made posters and hung them for movie night. Made new forms for the next Zumba session.
Thursday	13	Put agenda together for PRUT meeting. Cleaned park. Watched movie for glitches. Ran to pick up something from Tom Jack. Met for tennis lessons.
Friday	14	Cleaned up park. Cleaned up flower bed debris. Delivered adgendas. Got things ready for movie night. Movie night.
Saturday	15	Cleaned Park.
Sunday	16	Cleaned Park.
Monday	17	Cleaned park. Got things ready for PRUT meeting. Called Mikes Electric for lights in bathroom. Called Ken's plumbing in regards to water heater. PRUT meeting.
Tuesday	18	Cleaned park. Went down for the Pop-Up Library at the park. Met with Mike's electric for the bathroom lights. Opened for Tennis Lessons.
Wednesday	19	Cleaned park. Wrote up report for Village board meeting packet.
Thursday	20	Cleaned park. Looked into different surveys for parks and recreation. Opened up for tennis. Handed out trinkets to those that signed up for the August session. Took group pictures.
Friday	21	Cleaned park. Updated new Zumba session with registrations. Figured out the pay for last session and submitted for Zumba instructor. Delivered agendas.

Park and Recreation

August-20

Day

Monthly Activity Log

Saturday	22	Cleaned Park
Sunday	23	Cleaned Park
Monday	24	Cleaned Park. Dentist Appt. Emailed first session tennis in regards to picking up there stuff. Submitted some flower bed bills from the ladies. Met with Adam Pruess for water heater at park. Filed new waivers for Zumba class starting tomorrow.
Tuesday	25	Cleaned park. Went over previous years newsletter in regards to submission for this newsletter. Opened for Tennis and handed out treats to participants (those who not there Thursday.) Also to those from first session. Hand delivered some tennis appreciation items as well.
Wednesday	26	Off
Thursday	27	Cleaned park. Put together newsletter article. Took out garbage at park for pickup. Delivered a couple of tennis treats.
Friday	28	Cleaned up park. Put tennis stuff away. Updated monthly forms. Finished up newsletter article. Contacted All-Trench Trenching in regards to drainage at park.
Saturday	29	
Sunday	30	
Monday	31	Cleaned park. Noticed tennis net broke and also poured rubber mulch ripped. Contacted Trench All Trenching in regards to drainage. Ran for disinfectant spray. Looked for items to fix tennis nets.

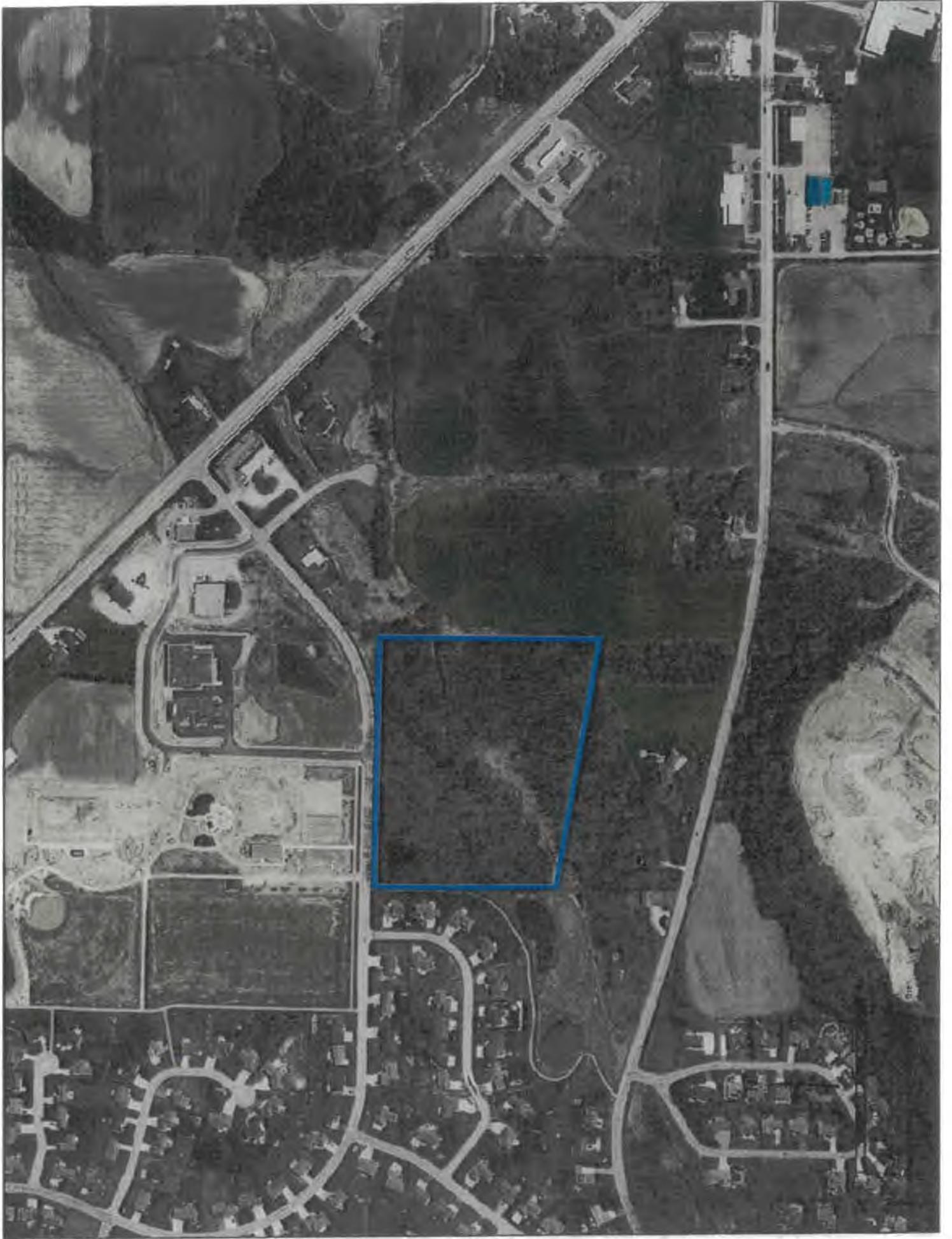
Brenda Stumpf
Recreation Coordinator

Date: August 31, 2020





DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.





W482 Clifton Road
P. O. Box 279
Sherwood, WI 54169-0279

Tel: 920-989-1589
Fax: 920-989-4084
www.villageofsherwood.org

FM: Brenda Stumpf-Rec. Coordinator/PRUT Board

TO: PRUT Board

RE: Park Impact Fee Study

Date: September 17, 2020

MEMO

Christine DeMaster from Trilogy, LLC and I held a zoom meeting on September 16th in regards to the park impact fee study. They have made of 2 different options in regards to the park impact fee. The 2 options are significantly different.

Each option lists the eligible and non-eligible items that the fees can be used towards. Option 1 is a basic option. Option 2 allows us to recover costs related to Wanick Park, meaning that money would get paid back to the Village and could be possibly be routed back to the parks for improvements.

Option 1 needs a little information obtained in regards to trail cost and if we will be putting trails in the Wooded acres across from Wanick Park. Option 2 would require to find and breakdown the total cost of Wanick Park. Also incorporate any financing that may have happened. We would have to consult with our accountant in regards to getting things set up correctly.

I have enclosed copies of both options. Please look them over and come prepared to discuss which way you would like to proceed with the study.

Thank you,

**Brenda Stumpf
Rec. Coordinator**

Option 1

Table 6 - Planned Park Improvements

	Estimated / Actual Cost	Allocation Factor	Deficiency Percentage	Growth Percentage	Deficiency Costs	Growth Costs
Wanick Park						
Improve Soccer Field Dressing	\$10,000	Ineligible	100%	0%	\$10,000	\$0
Roof Repair - Storage Shed	\$10,000	Replacement	100%	0%	\$10,000	\$0
Ball Field Fencing	\$10,000	Ineligible	100%	0%	\$10,000	\$0
Concession Stand	\$20,000	Facilities	71%	29%	\$14,210	\$5,790
Signage - South Parking Lot	\$500	Ineligible	100%	0%	\$500	\$0
Fitness Stations	\$35,000	Facilities	71%	29%	\$24,867	\$10,133
Legion Park						
Create Master Plan for Updates	\$1,000	Population	71%	29%	\$710	\$290
Update Playground Equipment	\$30,000	Replacement	100%	0%	\$30,000	\$0
Fitness Stations	\$10,000	Facilities	71%	29%	\$7,105	\$2,895
Picnic Area with Shelter	\$10,000	Facilities	42%	58%	\$4,210	\$5,790
Schneider Park						
Clear Viewing Area	\$1,000	Ineligible	100%	0%	\$1,000	\$0
Replace Benches (2)	\$2,500	Replacement	100%	0%	\$2,500	\$0
Dragotta Property						
Signage - Golf Course Road	\$500	Ineligible	100%	0%	\$500	\$0
Rest Area - Gazebo	\$10,000	Facilities	57%	43%	\$5,657	\$4,343
Stumpf Wooded Acres						
Trail Connections	\$50,000	Linear Parks	13%	87%	\$6,711	\$43,289
Disc Golf Course	\$20,000	Facilities	71%	29%	\$14,210	\$5,790

Table 7 - Impact Fee Calculation

Total Impact Fee Eligible Costs	\$510,368
Projected Growth in Population	1,365
Cost per Capita	\$374

Type of Unit	Persons / Unit	Fee per Unit
Studio or 1-Bedroom Multi-Family Unit	1.50	\$561
2-Bedroom Multi-Family Unit	2.25	\$841
3-Bedroom Multi-Family Unit or Single-Family House	3.00	\$1,122

New Neighborhood Parks
Improvements to Existing Parks
New Linear Parks

Table 8 - Existing and Proposed Impact Fees

	Water ⁽¹⁾	Sewer ⁽¹⁾	Parks	Total
<i>Current Fees:</i>				
Residential - 1 Bedroom	\$2,500	\$1,500	--	\$4,000
Residential - 2 Bedroom	\$2,500	\$1,500	--	\$4,000
Residential - 3+ Bedroom / Single Family	\$2,500	\$1,500	\$500	\$4,500
<i>Proposed Fees:</i>				
Residential - 1 Bedroom	\$2,500	\$1,500	\$561	\$4,561
Residential - 2 Bedroom	\$2,500	\$1,500	\$841	\$4,841
Residential - 3+ Bedroom / Single Family	\$2,500	\$1,500	\$1,122	\$5,122

Notes:

(1) Fees based on water meter size. According to the 2018 PSC Annual Report, all existing residential meters are 5/8", which is what is shown above.

Table 9 - Impact of Cumulative Impact Fees on the Availability of Affordable Housing

1. Income Statistics

	Annual Income	30% of MHI ⁽³⁾	Monthly Income for Housing
2018 Median Household Income ⁽¹⁾	\$102,333	\$30,700	\$2,558
80% of Median Household Income	\$81,866	\$24,560	\$2,047
60% of Median Household Income	\$61,400	\$18,420	\$1,535
40% of Median Household Income	\$40,933	\$12,280	\$1,023

2. Housing Costs

	Total Mortgage Amount	Monthly Mortgage Payment ⁽⁴⁾	Housing Sales Price
100% of Median Household Income	\$500,004	\$2,558	\$555,560
80% of Median Household Income	\$400,120	\$2,047	\$444,578
60% of Median Household Income	\$300,041	\$1,535	\$333,379
40% of Median Household Income	\$199,962	\$1,023	\$222,180

3. Housing Costs with Impact Fees

	Housing Cost with Impact Fees	Total Mortgage with Impact Fees	Monthly Mortgage Payment ⁽⁴⁾	Required Annual Income	% MHI
100% of Median Household Income	\$560,682	\$504,614	\$2,582	\$103,263	101%
80% of Median Household Income	\$449,700	\$404,730	\$2,071	\$82,823	81%
60% of Median Household Income	\$338,501	\$304,651	\$1,559	\$62,343	61%
40% of Median Household Income	\$227,302	\$204,572	\$1,047	\$41,863	41%

4. Housing Value Statistics (Single-Family) ⁽¹⁾

	Units	% of Total
Up to \$50,000	4	0.4%
\$50,000 - \$99,999	40	3.7%
\$100,000 - \$149,999	80	7.4%
\$150,000 - \$199,999	240	22.3%
\$200,000 - \$299,999	506	47.0%
\$300,000 - \$499,999	186	17.3%
\$500,000 - \$999,999	21	1.9%
\$1,000,000 or more	-	0.0%
	1,077	

5. Gross Monthly Rent Statistics ⁽¹⁾

	Units	% of Total
Less than \$500	-	0.0%
\$500 - \$999	15	60.0%
\$1,000 - \$1,499	10	40.0%
\$1,500 - \$1,999	-	0.0%
\$2,000 - \$2,499	-	0.0%
\$2,500 - \$2,999	-	0.0%
\$3,000 or more	-	0.0%
	25	

Notes:

(1) Source: United States Census Bureau, American Community Survey 2018.

(2) Based on standard rule-of-thumb for maximum amount of income to be spent on housing costs in order to be considered affordable.

(3) Based on a 30-year mortgage with an interest rate of 4.5 percent.

Option 2

Table 6 - Planned Park Improvements

	Estimated / Actual Cost	Allocation Factor	Deficiency Percentage	Growth Percentage	Deficiency Costs	Growth Costs
Wanick Park						
Upper Wanick Park Land Acquisition	\$665,000	Parkland	0%	100%	\$0	\$665,000
Park Development Plan	\$225,000	Parkland	0%	100%	\$0	\$225,000
Drainage Improvements	\$150,000	Ineligible	100%	0%	\$150,000	\$0
Development of Upper Wanick Park	\$2,300,000	Parkland	0%	100%	\$0	\$2,300,000
Improve Soccer Field Dressing	\$10,000	Ineligible	100%	0%	\$10,000	\$0
Roof Repair - Storage Shed	\$10,000	Replacement	100%	0%	\$10,000	\$0
Ball Field Fencing	\$10,000	Ineligible	100%	0%	\$10,000	\$0
Concession Stand	\$20,000	Facilities	71%	29%	\$14,210	\$5,790
Signage - South Parking Lot	\$500	Ineligible	100%	0%	\$500	\$0
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Legion Park						
Create Master Plan for Updates	\$1,000	Population	71%	29%	\$710	\$290
Update Playground Equipment	\$30,000	Replacement	100%	0%	\$30,000	\$0
Fitness Stations	\$10,000	Facilities	71%	29%	\$7,105	\$2,895
Picnic Area with Shelter	\$10,000	Facilities	42%	58%	\$4,210	\$5,790
Schneider Park						
Clear Viewing Area	\$1,000	Ineligible	100%	0%	\$1,000	\$0
Replace Benches (2)	\$2,500	Replacement	100%	0%	\$2,500	\$0
Dragotta Property						
Signage - Golf Course Road	\$500	Ineligible	100%	0%	\$500	\$0
Rest Area - Gazebo	\$10,000	Facilities	57%	43%	\$5,657	\$4,343
Stumpf Wooded Acres						
Trail Connections	\$50,000	Linear Parks	25%	75%	\$12,293	\$37,707
Disc Golf Course	\$20,000	Facilities	71%	29%	\$14,210	\$5,790

Table 7 - Impact Fee Calculation

Total Impact Fee Eligible Costs	\$3,865,310
Projected Growth in Population	1,990
Cost per Capita	\$1,942

Type of Unit	Persons / Unit	Fee per Unit
Studio or 1-Bedroom Multi-Family Unit	1.50	\$2,914
2-Bedroom Multi-Family Unit	2.25	\$4,370
3-Bedroom Multi-Family Unit or Single-Family House	3.00	\$5,827

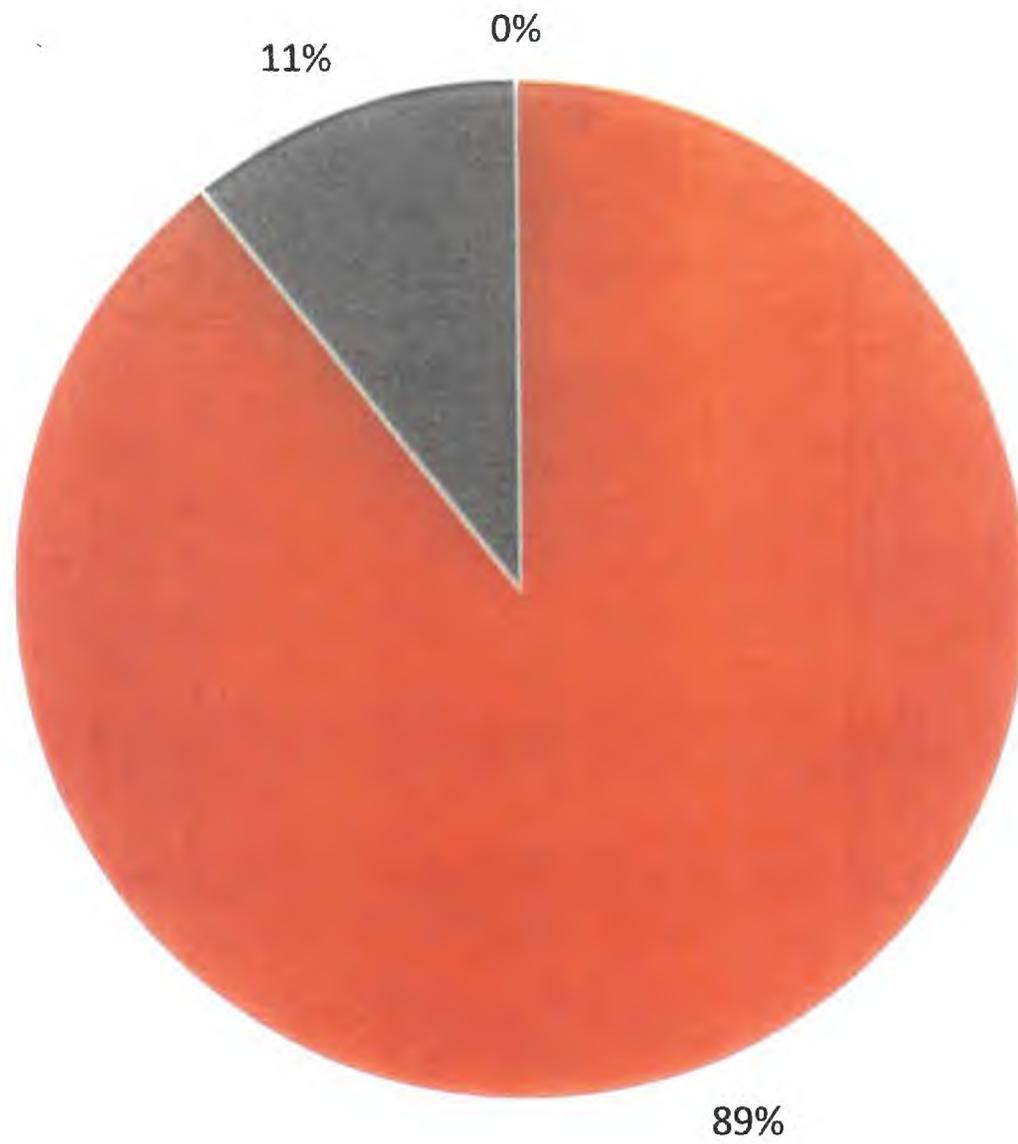
New Neighborhood Parks
 Improvements to Existing Parks
 New Linear Parks

Table 8 - Existing and Proposed Impact Fees

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<i>Current Fees:</i>				
Residential - 1 Bedroom	\$2,500	\$1,500	--	\$4,000
Residential - 2 Bedroom	\$2,500	\$1,500	--	\$4,000
Residential - 3+ Bedroom / Single Family	\$2,500	\$1,500	--	\$4,000
<i>Proposed Fees:</i>				
Residential - 1 Bedroom	\$2,500	\$1,500	\$2,914	\$6,914
Residential - 2 Bedroom	\$2,500	\$1,500	\$4,370	\$8,370
Residential - 3+ Bedroom / Single Family	\$2,500	\$1,500	\$5,827	\$9,827

Notes:

(1) Fees based on water meter size. According to the 2018 PSC Annual Report, all existing residential meters are 5/8", which is what is shown above.



■ New Neighborhood Parks ■ Improvements to Existing Parks ■ New Linear Parks

Brenda Stumpf

From: Dwight Keuer <djkeuer@gmail.com>
Sent: Friday, September 11, 2020 11:20 AM
To: Brenda Stumpf
Subject: Lunch with Santa

Hello Brenda-

As you know, we have our Lunch with Santa booked at the community center for Saturday, December 12th. I do not think that we will be able to have it this year! There will be too many people, too much "hands on", safety with food service, etc. I know you had the same situation with the Easter Egg Hunt. I think that you drove the Easter Bunny around town?? Wondering how that worked out, what routes you took, and did you toss candy? Thinking this might be a possibility with Santa? We do have a tractor and a trailer to transport Santa. Wondering if the village would approve of that??

Any thoughts on this from you would be appreciated! I am trying to get an early start on trying to do something for the kiddos!

Thanks!
Jan

September 13, 2020

Joyce Laux
Randy Friday
Village of Sherwood
W482 Clifton Road
Sherwood, WI 54169

RECEIVED

SEP 16 2020

V. SHERWOOD TREASURER

Dear Joyce and Randy,

As a Village resident who uses our beautiful trail system on a daily basis, might I make this suggestion:

In the wider terrace area of Pigeon Road south of Natures Way going south to Lakeshore Drive would it be possible to plant some of the hardwood trees that are in the area south of Miller Pond? As one of three main roads used to access the State Park and High Cliff Golf Course/Supper Club, it would be so welcoming for visitors as well as Sherwood residents. It would also be pleasing to all the trail users along that area.

I do realize upfront there would be two concerns: a little more work for the Village employees cutting the terrace grass area (they seem to manage expertly around all the Wanick Park trees) and once the trees grow, trimming them so they do not interfere with the overhead line there (not positive but I think the electric utility contracts that out).

Just an idea.

A Village resident who really uses the trails on a daily basis weather and seasonally permissible and enjoys them immensely.

Thank you for considering!!!!