

Park, Recreation and Urban Tree Board Meeting Minutes
January 21, 2015

- 1) Call to Order and Roll Call. - *Chairman Jack called the meeting to order at 6:32 with Roll Call:*

Present

Jean DeKeyser
Stacy Gedman
Matt Gehl
Rick Storey
Tom Jack

Absent

Larry Miller, Excused
Chad Ruscynski, Excused
Randy Friday, Excused

Others Present

Brenda Stumpf; Recreation Programming
Sue Williams, Village Clerk
Jim Rath, Village President

- 2) Pledge of Allegiance. – Recited.
- 3) Approval of the Agenda. - *DeKeyser moved to approve the agenda as presented. Storey 2nd. Motion carried unanimously.*
- 4) Approval of Minutes: Nov. 18 (Special Meeting). - *Gedman moved to approve the minutes of the special meeting of November 18, 2014, as presented. DeKeyser 2nd. Motion carried unanimously.*
- 5) Registered citizen comments on agenda items. –
- 6) Old Business:
- a. *Trail Disturbance (N8025 Lake Breeze Drive; Hiland):* Consider remedy as per approved

Stumpf directed the Board to the MCC quote included in the packet. Stumpf researched trails and reported trails useful life can be from 12 years to 25 years dependent on construction and maintenance. Stumpf informed the Board the damaged trail is 18 years old.

Gehl suggested calculating the portion to charge the property owners dependent on the remaining useful life.

The Board requested Stumpf to report back at the next meeting.

- b. *Winter Solstice – Wrap-up*

Stumpf thanked the Board for their participation and reported the event went well. Stumpf stated suggestions have been made in regards to the timing of the event, more lights at the rink and on the Christmas tree.

- 7) New Business:

a. *Wanick Park – Warming Shelter*

Stumpf reported complaints received about the warming shelter being closed and as a result opened the shelter the previous 2 weekends.

Board recommended Stumpf open the shelter weekends as conditions allow.

b. *Consider Purchase of Recreation Property (W240 Kings Way, Sherwood)*

Stumpf reported property is available at a reduced price from previous offer.

Board requests more information on the second phase of Condon Road extension and likelihood of obtaining easement access. Gehl suggested other land options to consider.

c. *Future programming ideas (Easter Egg Hunt, movie nights, fund raising, etc.)*

Stumpf stated plans for Easter Egg Hunt are underway on either March 28th or April 4th. Stumpf requested Board commitment for assistance with programming.

Jack offered to assist with the Easter Egg Hunt. Board understands event committee meetings will be needed in between Board's regular meetings.

d. *Event Staffing (Event Captains, Member Participation, Volunteering)*

Rath addressed Board discussing staffing/participation for the Village events to be successful.

e. *Future Meetings*

Stumpf inquired of the Board if they should meet monthly to manage the needs of the event planning.

Jack suggested every other month and set the next meeting for March 11, 2015 at 6:30 pm.

- 8) Correspondences: The Salvation Army
- 9) Adjournment.

Gehl moved to adjourn the meeting at 8:05 pm. Gedman 2nd. Motion carried unanimously.

Presented for review and approval by Susan Williams, Village Clerk.

Park, Recreation and Urban Tree Board Meeting Minutes
March 11, 2015

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

Present

Julie Brinkman
Matt Gehl
Tom Jack
Larry Miller

Absent

Jean DeKeyser, Excused
Stacy Gedman, Excused
Rich Storey, Excused

Others Present

Brenda Stumpf; Recreation Programming
Valerie Seidel, Acting Clerk
Randy Friday, Village Administrator
Jim Rath, Village President

- 2) Pledge of Allegiance. – Recited.
- 3) Approval of the Agenda. - ***Gehl moved to approve the agenda as presented. Miller 2nd. Motion carried unanimously.***
- 4) Approval of Minutes:
- a. Approval of Minutes: Oct. 14. - ***Miller moved to approve the minutes of the special meeting of October 14, 2014, as presented. Gehl 2nd. Motion carried unanimously.***
- b. Approval of Minutes: Jan. 15. - ***Gehl moved to approve the minutes of the special meeting of January 15, 2015, as presented. Miller 2nd. Motion carried unanimously.***
- 5) Registered citizen comments on agenda items. –
- a. Bret Galligan of N7792 Lake Breeze Drive regarding the mid-block crossing review on Lake Breeze Drive; spoke in regards to Agenda Item 7a.

Galligan informed the P.R.U.T. Board that vehicle traffic on Lake Breeze Drive near the crosswalk entrance (about a quarter-mile down the road off of Hwy 114 – which is the designated crosswalk to get to the ponds/trails and to Wanick Park) he noticed many vehicles are regularly speeding over the past winter. Galligan stressed that the neglected striping for the crosswalk and the lack of signage informing vehicles of the approaching pedestrian walkway could possibly cause accidents if not properly addressed. Suggested signage included children at play, crosswalk approaching, speed limit signs and/or pedestrian crosswalk.

Friday suggested to reassess the crosswalk and provide the needed signage and striping to indicate the pedestrian walkway, so to help deter speeding and to improve the safety of the crosswalk intersection. Friday continued by stating although trails inside the park are maintained, the outer trail systems will need to be addressed, and this is an excellent example that trails on getting to the park need attention – all crosswalks that are ways to travel to Wanick Park are to be reassessed for maintenance. Friday furthered the notion by having Galligan get in contact with Stumpf so that proper coordination of attending to the crosswalk by Village Public Works.

- b. Dan Rippl and Jeff Luniak of High Cliff Public Golf Course; spoke in regards to Agenda Item 7b during the time of when Agenda item was presented.

6) Old Business:

- a. *Trail Disturbance (N8025 Lake Breeze Drive; Hiland):* Consider trail repair cost allocation to responsible property owner.

Stumpf addressed the P.R.U.T. Board that she met with property owner, Laurie Hiland, to assess the approximately 150 feet of trail disturbance and to discuss solutions to rectify the situation (on March 10, 2015). Gehl's suggestion of hot-press resurfacing is not even a feasible option of fixing the trail, due to the excessive damage and due to a manhole cover nearing that section of trail. Stumpf stated that life expectancy of trail cannot be determined without core samples (which are still to be obtained) to see what materials and to what depth were used to make the trail. Miller suggested obtaining an additional core sample from an undisturbed piece of trail for proper comparison and evaluation.

Friday suggested the option of sliding the trail over a certain number of feet (Hiland's are to discuss this option with affected neighbors) and put in a french drain on the Hiland side of the trail with a slight pitch to help with drainage (towards stone wall). Village Public Works can move materials and add more if necessary. As it stands, there is a slight location of poor drainage on the trail (located in the shadow cast by the homestead). Hiland stated that the grading is poor in both directions of this piece of trail; Miller and Friday agreed.

Unfortunately, there are multiple Boards and Commissions (Village Board, P.R.U.T. Board, and Plan Commission) that need to evaluate the options and to determine the best decision.

Jack determined no action can be taken until the recent solution options are discussed with Hiland's neighbors and core samples are obtained to fully assess the condition of and life expectancy of the trail.

- b. *Recreation Property – Consider purchase (W240 Kings Way, Sherwood).*

Stumpf explained that this property purchase would be beneficial for the Phase 2 of the Condon Road project. With the W250 Kings Way parcel (cost of \$14,900), the Village can develop a service route to the Sherwood Forest Subdivision by using the existing service path that is used for Legion Park and the Village water tank (the path is already at 60', just 6' short of width of an actual Village regulations road-right-of-way). An agreement with J&E Construction would need to be made for parcel # 13560, where the Village and J&E can split the ownership of the roadway (or even propose to purchase the land). Friday explained that with the current condition of the subdivision, service vehicles may have a difficult time accessing homes, and this additional service route would definitely benefit the homeowners. The parcel available (W240 Kings Way) can also aid in extending the trail system to this part of the Village, and connect it down to Wanick Park. Friday pointed out that this trail was actually part of the existing approved Village Trails Map.

According to Friday, if the Village obtains Hawkinson properties (Tax IDs # 13576 and 13489) with the J&E parcel (Tax ID # 13560), the roadway can further the development plan of extending the road to meet up with County Hwy. B for further access, and provide possible new home parcels, commercial developments, or more park/recreation opportunities on the backside of Legion Park. (This specific roadway extension is up for consideration in 2017.) Friday continued with the possibility of obtaining additional land parcels near the Village Hall, which, if acquired, can extend Knight Drive from the other side of Clifton Road, providing a full alternative access point to the Sherwood Forest Subdivision. Gehl agreed with this option, for it would ultimately benefit one of the main goals for the Downtown Master Plan – regarding making the Clifton Road/Military Road intersection a pedestrian-friendly intersection and deterring heavy truck traffic.

Gehl moved to table the purchase of the property for the time being and to further discuss the options at the May 20, 2015 meeting. Miller 2nd. Motion carried unanimously.

7) New Business:

- a. *Mid-block crosswalk markings and/or signage on Lake Breeze Drive (Brett Galligan; N7992 Lake Breeze Drive).*

Jack addressed the points made previously in the meeting during the Citizens Comments section and indicated that more striping for the crosswalk intersection, speed limit signs, and other signage where trails cross should be placed to help pedestrians and motorists. Friday mentioned that the P.R.U.T. Board should coordinate with Stumpf with this signage update/upgrade.

A formal follow-up on this project is requested by Jack to ensure signage is cohesive and addressed as necessary at all crosswalks crossing roadways within the Village.

Jack moved to make all trails and markings of crosswalks that go across roadways should be consistent throughout the Village (and consistent with State regulation for speed limit signs). Miller 2nd. Motion carried unanimously.

- b. *Request to remove 30' of tree line due to new tee box placement (Hole #14, High Cliff Golf Course).*

Rippl approached the P.R.U.T. Board to explain that last year the High Cliff Public Golf Course moved their tee box back so that Hole #14 could become a Par 5 (which makes the golf course more competitive). Unfortunately, in moving the tee box in its current location, some Village land running alongside the hole has a 30' stretch of trees that impede the adjusted fairway and are in turn an obstruction when playing.

Jack and Stumpf both went out to inspect the request of removing the trees before the meeting and Jack informed the Board that three (3) trees would need to be taken out: two (2) ash and one (1) cottonwood; there is also buckthorn to be taken out as part of the request. Jack, being a landscaper and arborist by trade, assured the P.R.U.T. Board that eliminating these trees would not cause any loss of desirable trees. Jack concurred with Rippl that the trees are encroaching into the fairway.

Rippl stated that trees will be tended to either June or July of 2015, with permission for removal. Contracted arborist would come off of Stommel Road to obtain access for cutting and haul away.

Friday pointed out with the recently updated GIS mapping from Calumet County indicates that a proposed roadway (that wasn't fully surmised, but is still Village-owned property) runs across Hole #14; not only that, but the recently repositioned tee box sits right on top of this parcel of property.

Jack proposed requesting moving this platted roadway to be relocated to where the Village currently has its public service route, and Friday agreed that this is a viable option. In order to do so, however, a professional surveyor would need to be hired to officially reflect the changes on the County level. Jack stated that moving the access point for Village remapping should be put onto golf course. More investigative work will need to be done in order to ensure that stormwater underground piping and drainage channels would not be affected if High Cliff Public Golf Course would like to invest in purchasing or swapping pieces of land.

Gehl pointed out that good relationships/partnerships make good business; he has no issue with the tree removal (both parties can benefit), but with the recent

developments of the road right-of-way and stormwater access possible issues, there is a need to review the stormwater plans before making any definitive decisions.

Larry Miller moved to approve the High Cliff Golf Course request removing 30' stretch of trees and underbrush on Village land, with the understanding that stormwater piping would still be accessible by the Village, and access unaffected. Gehl 2nd. Motioned carried unanimously.

- c. *Survey Results: Finalize FY2015 Board priorities per Member input.*

Board prioritized events within Wanick Choute Park (top included farmers market, utilizing the amphitheater for monthly entertainment, and family oriented events such as a family game day and movie night[s]). Board confessed that their input may be biased considering they are interested in utilizing Wanick Park to its fullest potential – use of infrastructure is a key component in attracting people to the Village and retaining their interest in our community through the use of our facilities (public and private business).

Stumpf informed the Board that the farmers market option could be converted to a hybrid farmers/flea market instead, to help with attracting and maintaining vendors, and it would also make it stand out in comparison to other municipal-organized farmers markets (and not going in conflict with existing farmers markets in the area).

Gehl assured Stumpf that taking time to ensure that a farmers market is a viable option for our community is the best course of action, so if it does not happen this year, it is understandable.

Rath informed the Board that he was at a prior meeting where he helped solidify two (2) substantial donations, which will help Wanick Park's community opportunities.

No formal action was taken on Agenda Item #7c.

- d. *Recreation Coordinator – Job Description; Annual goals: Consider/Approve.*

Jack inquired if there was a log of trails (types of trails, components of trails, years of existence, etc.) because that would help assess and prioritize trail maintenance. Currently, there is no log, but one can be made. Gehl stressed that on the front page of the job description, that all Village parks and recreation areas should be maintained by this role, not solely Wanick Park (noted and changed by Friday immediately).

Rath commented that job requirement #8 regarding fundraising expectations is extremely important for this role, for it will help keep costs low for the Village to run the park system.

Gehl commented that the job description and expectations listed are a great first step in solidifying the role for the Village. An intern opportunity may arise, due to the demands and requirements of the Recreation Coordinator position.

No formal action was taken on Agenda Item #7d.

- e. *Wanick Park – Concession sales: Consider Summer sales.*

Concessions are a possibility on Saturdays during YMCA Youth Soccer program games being held at Wanick Park. Times of operation for concession stand would be open from 9 AM to 2:30 PM, relatively speaking. Manning the stand could be organized in 4 or 6 hour shifts. (End time may be earlier, all contingent upon if YMCA has afternoon-scheduled games.) Dates of games are from April 11 – June 6.

Stumpf received the idea from an outside source, where they requested running their own concessions as a revenue generator option. It was a unanimous decision by the Board that the money-maker opportunity should be run through the Village (to help with park-related expenditures) instead of an outside source. Stumpf wanted to start-off small, with various candies and sports drinks, but

Jack stated that the main concern would be to ensure there are volunteers that are available to oversee concession stand operations before even considering the summer sale opportunity. Gehl and Miller reconfirmed that there is money to be made here as long as there are volunteers willing to put time into it; Miller offered himself for one of the dates.

No formal action was taken on Agenda Item #7e, considering the P.R.U.T. Board needs to be assured that there are enough volunteers to run the concession stand before organizing the sales.

- f. *Easter Egg Hunt: Update.*

Stumpf informed the P.R.U.T. Board about that the plastic eggs were purchased (multi-colored and some golden-colored) eggs. Multi-colored eggs will feature one candy piece, whereas golden eggs will have special messages, notes, and tokens to receive larger prizes. Stumpf will encourage youth to donate their eggs after the event to help recycle eggs for future hunts.

There will be a crafting table where youngsters are able to make bunny ear headbands and color coloring book egg print-outs. Games will also be featured to entertain the youth – Pin the Tail on the Bunny, egg races, and bean bag toss.

Stumpf also secured use of an Easter Bunny suit – a volunteer is needed to adorn the suit for the event.

Set-up will start at 7:30 AM, and the Sherwood Lions may help out with this as well (confirmation from John Zornow, the Lions Chairman, is needed). Stumpf will outreach to the St. John-Sacred Heart School to see if any youth need service hours – set-up and overseeing of games can be activities that they can help out with.

- 8) Correspondences: Sherwood Lion's Club; 2-13-15
- a. *Sherwood Lions provided generous \$200.00 donation to help with the 1st Annual Sherwood Easter Egg Hunt. Stumpf informed the Board that the donation went to purchasing all of the re-usable plastic Easter eggs and some candies.*

9) Notes – Trail Notification

- a. *Friday informed the P.R.U.T. Board that part of the Farmington Meadows Subdivision road plans included an approved paved walking trail in front of the homes from Stommel Road to the end of Big Lake Lane. The Village will be soliciting bids for this summer project soon.*

10) Adjournment.

Miller moved to adjourn the meeting at 9:28 pm. Brinkman 2nd. Motion carried unanimously.

Presented for review and approval by Valerie Seidel, Acting Clerk.

Park, Recreation and Urban Tree Board Meeting Minutes
May 20, 2015

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

Present

Julie Brinkman
Jean DeKeyser
Stacy Gedman
Matt Gehl
Tom Jack
Larry Miller
Rich Storey

Absent

Randy Friday, Village Administrator

Others Present

Brenda Stumpf, Recreation Programming
Valerie Seidel, Acting Clerk
Jim Rath, Village President
Roger Kaas, CDA Chairman
Shayna Friday, Recreation Intern

- 2) Pledge of Allegiance. – Recited.
- 3) Approval of the Agenda. - *Storey moved to approve the agenda as presented. Jack 2nd. Motion carried unanimously.*
- 4) Approval of Minutes:
- a. Approval of Minutes: March 11. - *Gehl moved to approve the minutes of the special meeting of March 11, 2015, as presented. Miller 2nd. Motion carried unanimously.*
- 5) Chairperson Report: info only
- a. None.
- 6) Rec Coordinator Report: info only
- a. *Stumpf introduced Intern Shayna Friday, who started this week and will be assisting the Recreation Department in planning activities and events. She had CDA Chairman Kaas speak about the Community Shopping Preference Survey pointing out that 62 percent of the Village responded with feedback. Items regarding use of recreation opportunities for the Village included use of trails (Village and High Cliff State Park), neighborhood yard sales, and 50 percent of respondents attended the Village's Wanick Park Grand-Reopening event. Items most requested by respondents recreationally oriented included a farmers market (88 percent) and use of the amphitheater for a concert series (66 percent). Kaas encouraged the P.R.U.T. Board to start on the farmers market.*

Stumpf stated that 150 youth attended the Wanick Park Easter egg hunt, and the W240 Kings Way property was purchased by the Village Board for use of the Village trail system (and item the P.R.U.T. Board tabled the previous meeting). The Village Public Works just planted 2,000 seedlings of various trees around the Miller Pond area, and the DuTriRun (formally the High Cliff Triathlon) will be held on June 20, 2015; changes to parking include no parking on either side of Spring Hill Drive. Wanick Park now has their awnings installed on the park pavilion for renters to use for windy or rainy days. Also, events at Wanick Park for the summer include Friday movie nights (Jun. 16 and Aug. 14), and ice cream socials, sponsored by the Chubby Seagull (Jun. 16 and tentatively July 27). Wanick Park's splash pad has water to it, but there was a leak located and is set to be repaired quickly. Anticipation of the splash pad opening is Monday, May 25 (Memorial Day).

7) Registered citizen comments on agenda items. –

- a. Carolyn McNown of N8008 Mustang Drive commented about the trail disturbance at N8025 Lake Breeze Drive; spoke in regards to Agenda Item 8a.

McNown informed the P.R.U.T. Board that she has been a seasonal resident of the Village for 14 years (May through mid-December) and spends her afternoons on her back patio and backyard. Over her 14 years of living in the area, she has noticed a variety of pedestrians (walkers, bikers, dog walkers, bicyclists, skaters) and motorized vehicles (child motorized vehicles, off-terrain vehicles including Village trucks and other contractor trucks and equipment, and snowmobiles) utilize the trails. Her main concerns addressed included:

- 1) How do you know which vehicle or vehicles caused the damage to the trail?*
- 2) McNown claimed this trail is unmarked (meaning no signage indicating restriction of use of trail for motorized vehicles or otherwise) how will visitors know that this trail has such restrictions?*
- 3) Why should anyone be held accountable for driving a motorized vehicle on a clearly unmarked asphalt roadway that opens from Lake Breeze Drive? (All three stated questions were asked in the November 2014 P.R.U.T. meeting and McNown claimed all have still gone unanswered.)*

- b. Edward McNown of N8008 Mustang Drive; commented on trail disturbance at N8025 Lake Breeze Drive; spoke in regards to Agenda Item 8a.

McNown informed the P.R.U.T. Board that he worked for the Wis. Dept. of Transportation for 37 years in their Engineering Department, Division of Highways. He inspected construction of highways, and when problems occurred, maintenance repair was done. After the trail disturbance occurred in September 2014, Clayton Hiland (homeowner) called the paving company he used for his project to repair the minor damage. At the October 2014 meeting, however,

McNown stated that the P.R.U.T. Board did not want the repairs done, but rather wanted to “gouge the contractor for as much as possible to get a new trail”. McNown noticed the deterioration of the trail for the years preceding the incident, but the trail damage was not severe enough to interfere with foot or bicycle traffic. He continued on stating that although the P.R.U.T. Board deemed the disturbance to be unsafe, no barricades were put up on this stretch of trail until 6 months later. Most recently, soil borings done by Village also made trail unsafe for traffic. He also commented that the trail is 18 years old, and after living in the area for 14 years he has seen no maintenance done for the trail’s other flaws.

- c. Lori Hiland of N8025 Lake Breeze Drive, commented on trail disturbance near her property; decided to speak during Agenda Item 8a.

8) Old Business:

- a. *Trail Disturbance (N8025 Lake Breeze Drive; Hiland):* Consider trail repair cost allocation to responsible property owner.

Stumpf informed the P.R.U.T. Board that the coring results of the trails concluded that the trail in question has 6 to 8 inches of base and 4 inches of blacktop, and this is considered standard size at the time of inception. In addition, life expectancy of such a trail can range from 12 to 25 years, contingent upon wear from weathering, conditions, how it was put in, etc. This trail was put 18 years ago. Stumpf developed a life expectancy trail disturbance chart indicating estimate costs associated with the repair/replacement of the stretch of trail (specifying materials, equipment and labor breakdown). With a 25 year expectancy of trail life, 72 percent of costs would be beard by the Village, whereas the remaining 28 percent would be the homeowner’s responsibility. Gedman inquired since these estimates reflect no maintenance for 25 years,

Miller proposed a recommendation of splitting the costs by 75 percent (Village) and 25 percent (homeowner) responsibility. Gedman inquired the reasoning behind using the maximum life expectancy of the trail, considering there was some deteriorating prior to the trail disturbance. He continued on stating that the 25 year expectancy is most favorable for the Village’s standpoint, and less favorable to the homeowner. Storey commented that the trail funding should help determine longevity of trail paths. Gehl also noted the manhole sunk in 2 to 3 inches that needs repair (Stumpf stated that the manhole is a Village responsibility, which is why it wasn’t included in the estimate breakdown).

Jack proposed changing the life expectancy of the path calculations from 25 years to 20 years. Miller also recommended utilizing the 20 year plan. Storey stated that with the 20 year life expectancy calculated, responsibility would be 90 percent Village and 10 percent homeowner.

Lori Hiland, at this time, asked the Board to show her 8 x 10 photos of the trail in question and had them passed around to the Board members.

After reviewing photos from Hiland, Gehl agreed that the 90/10 agreement is adequate, considering the general deterioration of the trail.

Miller motioned to recommend to the Village Board that a 20 year life expectancy using a 90/10 ratio (90 percent Village responsibility and 10 percent homeowner responsibility) is to be used for this specific case of trail disturbance, based on current market rate. Brinkman 2nd. Motion carried unanimously for Village Board recommendation.

- b. *Request to remove 30' of tree line due to new tee box placement (Hole #14, High Cliff Golf Course). Consider/Recommend*

Stumpf explained that removing the 30 feet of trees and brush would open up the existing Village nature trail and will expose walkers to the golf hole. Jack commented that a negotiation should be made with the golf course for doing such a favor for them, possibly such as seeing if another trail could be put in (and blacktopped) to Golf Course Road (behind the tee box).

Stumpf reiterated that this vegetation that High Cliff Golf Course wants to take out is on Village property, and safety is our primary concern; she recommended netting or natural fencing to protect pedestrian traffic on the nature trail.

Gehl rationalized that how the existing layout (with the vegetation) is even more dangerous for nature trail users than if the vegetation was cleared out. Golfers could notice the pedestrians more easily, and the walkers could see impending golfers; eliminating the vegetation would help viewing for both parties. Stumpf and Jack reconfirmed to Miller that all of the vegetation take-out and restoration (grass) would be the complete responsibility of the golf course. DeKeyser also added that signage should be placed to alert nature walkers and golfers of possible hazards.

Storey motioned to make the recommendation to the Village Board that High Cliff Golf Course is allowed to cut the 30 feet of trees and vegetation with the stipulation for allowance for a blacktopped path between the tee and the green, in addition for adding protection for citizens walking the existing nature path. DeKeyser 2nd. Motion carried unanimously for Village Board recommendation.

- c. *Mid-Block crosswalk markings and/or signage. Consider/Recommend*

Jack inquired if the Lake Breeze Drive crosswalk was properly marked now (Stumpf confirmed by adding that signs were put up as well). Other crosswalks throughout the Village still need remarking attention, and are on the Public Works Department's agenda of projects to complete. Brinkman inquired if

hashmarks are still needed for intersections, but Stumpf did not have an immediate answer, and will report back if they are necessary at next meeting.

Chairman Jack allowed Galligan of N7992 Lake Breeze Drive comment about the issue. Galligan informed the P.R.U.T. Board that although more signage and crosswalk markings were more clearly identified for about a month already, routine driver actions haven't changed.

DeKeyser commented that although we value our pedestrian traffic and our trail opportunities, our drivers may not be the friendliest to them.

Jack made the recommendation to get our local law enforcement to police the Lake Breeze Drive area for drivers from 3 PM to 4 PM during the work week to catch offenders of the speed limit. Rich 2nd. Motion carried unanimously.

- d. *Recreation Coordinator-Job Description; Annual goals: Consider/Recommend*

Miller motioned to state that the existing job description for the Recreation Coordinator position is fair for the Village's needs and for the Recreation Coordinator; this position description is understood to be an evolving document and can be updated as more duties and opportunities arise for the Village. DeKeyser 2nd. Motion carried unanimously.

9) New Business:

- a. *Special Event: 5K Beer Run/Walk (Moore)*

Craig Moore is intending on setting up the Outpost Pub & Provisions 5K event on Sept. 9, 2015 this year. Brinkman stated that licensing and the special events permit application still need to be submitted for Village approval. This event is a fundraiser for pancreatic cancer, and is in honor of Moore's mother.

Due to not having specified documents completed for the Village to formally review the event, this event will be discussed on July 15, 2015 meeting agenda.

- b. *Park usage requests(yoga; tennis lessons; movie &/or bon fire)*
Consider/Approve

Stumpf informed the P.R.U.T. Board that the yoga instructor who has been practicing her family friendly yoga currently in her backyard in Darboy (Village of Harrison), but would like to expand her offerings to a community park and approached Stumpf to utilize Wanick Choute Park's great lawn. The instructor is clear that she will charge a fee per family per time attended, and does not want to make any monetary contribution for use of park space.

Gehl's wife and daughter attended the program a few years back and highly praised the experience stating it was personable and small group oriented. DeKeyser questioned if she even had to approach the P.R.U.T. Board at all to utilize the park. Gehl commented that there are limitations for use of space before a special events permit is required.

Chairman Jack let President Rath speak about the topic, and Rath stated that we currently have a partnership with a mature recreation-based organization (the Heart of the Valley YMCA) that utilize our recreation spaces. Current programs offered welcome both residents and non-residents to attend the sports options, but giving a price-break for Sherwood residents. Considering they have their own insurance for using our spaces, there may be liability issues for those who are not as organized.

Gehl questioned the current use of the Village Gym for the boot camp classes, and Seidel explained that Nancy Krueger, Village resident, is a certified fitness instructor who pays to rent the Village Gym three times a week in the mornings and provides her own certificate of insurance annually.

Jack mentioned that a certificate of insurance should be required for any group-based activities going on in the park. Gedman commented that the yoga offering would be a service to our community; if it would be the Village outreaching to her (instead of her approaching the Village), we would embrace her opportunity for our residents.

Chairman Jack allowed Friday to speak about the program offering, and she stated that after reviewing the community survey, yoga classes (and relatable fitness classes) are desired for the Village of Sherwood – maybe make this first round by donation only and reevaluate protocol after series of sessions.

Jack questioned if this offering should be Village co-sponsored, but if the group offering allows people to be more engaged with the park (and open it up to all residents) then the programming should be fine.

DeKeyser said we are to embrace the Village's social media connections to help promote these opportunities for the residents.

Gehl even suggested the yoga instructor could be brought under the Village's employment umbrella so she could be on the Village's insurance if needed.

Jack jumped to the idea of the farmers market at Wanick Choute Park and wanted to know the status of the offering for the park, and Stumpf stated that it will be more probable to have for 2016. Miller reiterated that this has always been a top priority for the community's interest.

Stumpf stated that the bonfire/movie night proposal will most likely get turned down to extenuating circumstances (no fires at the park besides Wanick's Winter Solstice Event, equipment availability and the need for movie licensing).

DeKeyser referenced Agenda Item 8d (Recreation Coordinator-Job Description), which indicates that the Village allows the Recreation Coordinator is able to handle organizing and approving the proposed programming opportunities at his/her own discretion. All members concurred.

- c. *Grand Re-opening-August 23, 2015.* Sub-committee formation.

Stumpf stated that Tom Pease, child entertainer/musician, will be at the event. The recreation committee is looking to get music group Big Mouth to perform as the main headliner. Event is slated to end at 7 PM to help encourage attendees to visit local Sherwood businesses/establishments. Chairman Jack addressed Rath about any funding updates for the event, and Rath stated that the Sherwood Optimists and the Sherwood Lions made important monetary contributions to help cover the entertainment costs. Rath asked Chairman Jack about staging options for the band, and Jack will look into his contacts to see if staging can be acquired.

No formal action was taken on Agenda Item 9c.

- 10) Correspondences: Kaukauna Times 4-18-15 – ***Nothing.***
- 11) Adjournment.

Gehl moved to adjourn the meeting at 8:28 pm. DeKeyser 2nd. Motion carried unanimously.

Presented for review and approval by Valerie Seidel, Acting Clerk.

Park, Recreation and Urban Tree Board Meeting Minutes
July 15, 2015

- 1) Call to Order and Roll Call.

Chairman Jack called the meeting to order at 6:30 with Roll Call:

Present

Jean DeKeyser
Stacy Gedman
Matt Gehl
Tom Jack
Larry Miller
Rich Storey

Absent

Julie Brinkman, Excused

Others Present

Brenda Stumpf, Recreation Programming
Valerie Seidel, Acting Clerk
Shayna Friday, Recreation Intern
Randy Friday, Village Administrator

- 2) Pledge of Allegiance. – Recited.

- a. Approval of the Agenda. - *Gehl moved to approve the agenda as presented. DeKeyser 2nd. Motion carried unanimously.*

- 3) Approval of Minutes:

- a. Approval of Minutes: May 20. - *Storey moved to approve the minutes of the special meeting of May 20, 2015, as presented. Miller 2nd. Motion carried unanimously.*

- 4) Chairperson Report: info only.

- a. *None.*

- 5) Registered citizen comments on agenda items.

- a. *Betty and Scott Goerl of W4688 Parkway Court commented about a problem they have with the rear side of their lot bordering Wanick Choute Park not being cut regularly/weekly by Village Public Works. Goerl explained that although she is aware that prairie areas are only cut four (4) times this year, the area in question appears to be grassy, not prairie and should be cut regularly (as it has been for the past 15 years). The Goerls brought a mapping of the area in question, along with a photo depicting the grassy/clover area. Goerl further stated that thistle comes up on the nearby berm that wasn't fully replanted and the seeds are now taking root in her yard.*

Friday commented that a comparison between the engineering plan and the actual land is needed to verify if the land is designated as prairie or grass. Jack

stated it would be best to investigate the matter before commenting on it. Mapping will be reviewed to evaluate the situation.

- b. *Carolyn McNown of N8008 Mustang Drive commented about the resolved trail disturbance issue at N8025 Lake Breeze Drive.*

6) Rec Coordinator Report: info only.

- a. Water Usage at Splash Pad.

Stumpf stated that the splash pad at Wanick Choute Park is well attended, heavily used attraction. Between May 18, 2015(week before Memorial Day) – June 30, 2015, the attraction used 151,000 gallons of water (Breakdown of recent water bill: Public Fire - \$98.08, Sewer - \$748.44, and Water - \$1,004.97 = \$1,851.49). Although the splash pad features a closed loop system where water used is re-circulated, there were days where the usage was quite great regardless. Miller mentioned that this could be due to windy conditions and evaporation. Stumpf mentioned that water is taken out due to weather conditions as well as visitors wearing clothing instead of swim suits, and placing towels in/around splash pad area. Storey indicated that much of usage is significantly weather dependent so budgeting for water use for next year would be difficult. He continued on by inquiring if this bill includes the water lost due to the leak found earlier in the year, and Stumpf confirmed that, but the leak was rectified quickly.

Gehl requested water projections or estimates from other municipalities that use splash pad systems, so to see if the Village's water bill for the splash pad is comparable. Gehl also requested to check with SAA Design Group (now acquired by Ayres Associates) or Vortex, to check specifications on Wanick Choute Park's splash pad to see if water consumption properly reflects their water use algorithm.

Miller requested an update on the splash pad filter issue and cleaning the system. Stumpf explained that she purchased two (2) additional third stage filters, where she rotates the filter out every other day and cleans the used filter for reuse.

- b. Splash Pad inspection and Report of remedies.

Stumpf stated that Wanick Choute Park's splash pad WI State Inspection was on Friday, July 3 at 9 AM and there were two (2) violations: 1) State requires backup strainer baskets (Stumpf ordered them and are in the process of being delivered), and 2) the First Aid kit requires two (2) safety thermal blankets (purchased and installed in kit located near splash pad).

- b. Farmers Market: Analysis of viability at Wanick Park.

Shayna Friday explained that the farmers market at Wanick Choute Park is feasible after evaluating Sherwood's existing standpoint after contacting numerous municipalities that currently run them. The following questions still need to be addressed before proceeding with establishing a farmers market: 1) Who will be running the market (marketing manager)? 2) What sorts of fees will there be (and will there be fee exemptions during the first year(s) of inception? 3) What is the mission statement, goals, guidelines (knowing that we can adopt other municipality's information)? 4) Who will review/select vendors and what are the protocol/amendments for a vendor at the Sherwood farmers market?

S. Friday stated that Fallfest 2015 is a possible showcase option for the 30-45 possible vendors that have Thursdays open next year from 3 PM to 7 PM (the weeknight slated for the farmers market). Location may be established (Wanick Choute Park's open air shelter/parking lot), but advertising/locating it from being off the highway could be an issue. Stumpf chimed in and stated that turnover of vendors could be a definite issue - it may be difficult to retain vendors (especially when they can get involved in established, more robust farmers markets already).

Gedman asked about the budget needed to run the farmers market successfully; would this be financially self-sustaining or will it need Village funds for support? Randy Friday stated that the City of Kaukauna's farmers market did not break even until its seventh (7) year of existence, which makes him nervous having the Village Board commit to the market financially for 2016.

DeKeyser mentioned the Fox Valley initiative – Weight of the Fox Valley, which helps promote startup farmers markets in municipalities and encouraged S. Friday to outreach to them for possible provider support opportunity or grants.

c. Intercept Survey - High Cliff State Park Update.

S. Friday explained that Mary Kohrell of the UW-Extension Office – Calumet County developed the intercept survey for park-goers to help Sherwood's local economy. By asking the visitor for his/her zip code, the Extension Office can help determine park user trends (and if they are local or out-of-area users). A future survey (online) will be generated and sent out to existing survey participants to see if they utilize Sherwood's establishments and attractions, or what visitors of the park would be looking for to patronize while in the Sherwood area. S. Friday said park-goers are normally welcoming and accepting to take brief survey, rather than not (1 in 10 typically refuses).

d. 5K Beer Walk/Run – Possible outreach opportunity with greater pancreatic cancer groups.

Stumpf stated that Moore benefit run originally had a special permit request submitted to the Village Office. On 7/13/15, however, the chairman of the group outreached to Stumpf and stated that participation and attendance is not going to

meet expectations, so a special event permit is not needed for the event this year. Stumpf recommended the Village teaming up with the Beer Walk/Run committee to help promote it, and have an established 5K in the Sherwood community.

DeKeyser recommended contacting ThedaCare (which is in process of constructing a specialized cancer center on the North-side of Appleton) as a possible future sponsor.

e. Review of on-going Wanick Choute Park Offerings.

(i) YMCA Youth Sports Programs (Baseball and Soccer).

Positive turnout overall; Stumpf did not have statistics from the YMCA to distribute, but from feedback from the YMCA programmers, it was inferred that all programming opportunities held at Wanick Choute Park were successful in attendance.

(ii) Beginner Tennis Lessons

Stumpf reported tennis lessons in June was in low attendance, but it was due to lack of promotion (5 youth); for July's lessons there are 16 youth participating, and there are 10 youth signed up for August already.

(iii) Ice Cream Social (Tues., June 16 from 6 to 8 PM).

Stump reported it was an extreme success having 100 participants (parents, youth, and program runners) came to the ice cream social, which was planned to be after the final game day of the baseball program through the YMCA. The Chubby Seagull provided all ice cream and condiments (sundae bar) for the event.

(iv) Wednesday Walking Group (started Weds., June 3 from 7 to 8 AM).

S. Friday reported that the walking group started off quite slow, but the highest attendance to date was four (4) participants, with the normal group consisting of two (2) plus the Village representative leading the group. Demographic is women ages 50 to 70; overall there is positive feedback, and hopefully the group will grow with time; may need to reevaluate day and time to better accommodate Village residents.

(v) Family Fun Walk (Weds., July 8 from 6 to 7 PM).

S. Friday reported that the fun walk had low attendance ten (10) Village residents. This could be due to a number of factors – from lack of advertising (besides flyers, the Village's Facebook page, and Village

newsletter), but if it would to happen again, her suggestion was to outreach to residents and poll to see what days/times work best.

- (vi) Family Yoga (Thurs., June 25 and Fri., July 10).

Stumpf reported that attendance was lower than anticipated, it and sporadic at best. This could be due to the instructor providing a variation of dates and times. Stumpf stated that this first round was a determination of consistency is a key component in solidifying a following for the class.

- (vii) Movie Night – *Alexander and the Terrible, Horrible, No Good, Very Bad Day* (Fri., June 26 from 8:30 – 10:30 PM).

Attendance ranged from 40 to 50 people (including all ages, since it was a family event). Stumpf stated that concessions made over \$50 (soda, water, various candies, and fresh popcorn). Attendance may have been better if there weren't chances of thunderstorms (movie setup migrated to under Wanick Choute Park's main pavilion to help with securing equipment from possible rain damage); there were numerous praises from attendees.

- (viii) Performance Series – Wanick Choute Park Amphitheater

1. Jim Counter – Singer/Songwriter (Sun., June 28 from 3 to 5 PM).

Stumpf and F. Friday reported that Counter was an incredible musician, but a total of ten (10) Village residents came to his performance – an extremely low number for cost of the act.

2. Rondini – Magician, Face Painting, and Balloon Animals (Sun., July 12 from 3 to 4:30 PM).

Stumpf reported well over fifty (50) participants attended the event (young and old). Although the magic show was enjoyed, the balloon animals made afterwards was extremely successful – the line was vast and the kids enjoyed the experience.

g. Upcoming Wanick Choute Park Offerings.

- (i) Family Yoga (July 18, Aug. 15, and Aug. 21).

Stumpf stated this will be evaluated for the remainder of the year after July 18's session, due to low attendance.

- (ii) Adults Only Activity – Coaster Set Making Party (Fri., July 17 at 7PM).

S. Friday is putting on an adults-only opportunity – free and open to the public. Tiles used to make the coasters were generously donated by Floors by Roberts out of Appleton.

- (iii) Open Mic Night (Sun., July 26 from 3 to 6 PM).

Stumpf reported that although there are few inquiries about the event, but no acts are booked at this point – implementation of event is questionable.

- (iv) David Stokes – Naturalist & Entertainer (Sun., Aug. 9 from 1 to 3 PM).

Stumpf reported that Stokes is a funnyman naturalist/educator, and should be a great act for young and old. He brings in his own animals and artifacts as part of the performance.

- (v) Movie Night – *Big Hero 6* (Fri., Aug. 14 at Sunset).

Stumpf stated that due to the nominal success of the previous movie night, she intends on even drawing a larger crowd with this Disney/Pixar feature.

- (vi) Sherwood Summerfest (Sun., Aug. 23 from Noon to 7 PM).
1. Child Concert – Tom Pease & Stuart Stotts (1 to 2 PM).
2. Big Mouth & the Power Tool Horns (3 to 7 PM).

Stumpf reported that the Sherwood Summerfest event committee met twice times to discuss food/drink options, locations of stations for the event, and parking options. Stumpf assigned chairs of divisions for the event (beer/beverages, parking, tickets for food, food stand, other) for the event to help make the process smoother than last year.

- 7) Old Business:

a. *None.*

- 8) New Business:

a. *Special Event Permit: (SJSH Picnic)*

Stumpf explained that this is the first year that the St. John-Sacred Heart Parish and School officially submitted a special event permit (due to the Village not enforcing the permit requirements). Their picnic committee provided a detailed plan indicating food, beverages, safety regulations indicating emergency and law enforcement, garbage/recycling, weather-related scenarios, and entertainment information. This is the same format of previous years.

Miller motioned to approve the special permit application, along with the contingency plan presented for the St. John-Sacred Heart Parish Annual Picnic. DeKeyser 2nd. Motioned carried unanimously.

b. *Special Event Permit: (Christ the King)*

Stumpf reported that on Wednesday, July 15, a representative from Christ the King Lutheran Church informed her that the church will no longer have their special event this year (a musical festival), due to timeline constraints. The church hopes to have the event next year through better preparedness.

c. *Garbage – Wanick Park*

Jack reiterated the importance of why the P.R.U.T. Board decided on having a carry-in/carry-out policy (garbage collection, limited staff, unsure what would be thrown away, bee issues, other unwelcomed pests), but he opened the P.R.U.T. Board to discuss the now ongoing issue of garbage being scattered throughout the park.

Miller commented that visitors of the park will leave their garbage in the park whether there is a designated canister or not. He continued with how he noticed disposed diapers near the splash pad area.

Storey mentioned about the Village's limited staff issue – who would be responsible for collecting and disposing the garbage accumulated? How much should we allow in the budget to allow such garbage collection? DeKeyser commented about the inability to restrict items being disposed of – including unwanted items such as electronics. Jack does not want to have individuals abuse the garbage receptacles.

Stumpf stated that she and Public Works currently pick up the disposed items found daily at the park anyway, so having a designated receptacle(s), would make the task easier.

S. Friday stated as of now, there are no feminine hygiene product receptacles in the stalls. DeKeyser stated that a receptacle of this kind is a necessity. Gehl reiterated the importance of having a canister at least in the women's restrooms.

R. Friday informed the P.R.U.T. Board that decisions made in this should be what would be considered to be a necessity over a nicety for park-goers.

Gehl stated that what the park is trying to do is honorable in regards to the carry-in/carry-out policy, but it is hard to monitor discarded trash. DeKeyser commented that it would be in the Village's best interest not to incur extra expenses such as taking out and disposing of trash regularly; possibly more

signage about the carry-in/carry-out policy could make a difference for park visitors to abide by the regulations.

Gehl recommended developing a trash bag station similar to a doggie station, but have it designed as a dispensary for trash bags; DeKeyser referred to it as a packing station for state park goers where there is a sign featuring a concept of “take a bag now – and then take the trash with you” sign.

Miller made a motion to update signage at Wanick Choute Park to reflect the carry-in/carry-out policy in main park areas, have a small receptacle in each of the men and women public restrooms (and possible feminine containers in each stall), and have a trash bag dispensary for visitor convenience. DeKeyser 2nd. Recommendations forwarded to the Village Board for consideration/approval.

9) Correspondences: *None.*

Administrator R. Friday inquired to the P.R.U.T. Board about approximately nine (9) months ago there was discussion about the Village operating the concessions stand as a moneymaking opportunity with sales of items. It is evident that Wanick Choute Park is not paying for itself, and there is great potential of sale revenue from park-goers (especially those at the splash pad) during the weekdays (considering that the main pavilion is rented most of the summer already). Going forward, there should be a plan in place for concessions to help pay for park amenities. On weekends, an alternative location near the equipment shed under the awning or a pop-up canopy can be put up to sell concessions (if the main pavilion is rented). Stumpf stated that she already has product available for sale from the movie nights at the park.

Gehl mentioned that a monetary donation box could be placed near the splash pad. Further, he stated that with the splash pad having a surrounding fence, access can be monitored and each user could pay a nominal fee for entry per day.

Storey requested that the concessions opportunity to be placed on the next agenda for discussion and decision-making. Storey added that workforce for operating the stand is a viable option with the revenue-generating opportunity.

DeKeyser motioned to place revenue-generating opportunities for next year’s park planning to be put on the next P.R.U.T. Board agenda. Storey 2nd. Motioned carried unanimously.

10) Adjournment.

DeKeyser moved to adjourn the meeting at 8:30 pm. Storey 2nd. Motion carried unanimously.

Presented for review and approval by Valerie Seidel, Acting Clerk.

**Park, Recreation and Urban Tree Board Meeting Minutes
September 16, 2015**

- 1) Call to Order and Roll Call.

Chairman Jack called the meeting to order at 6:30 with Roll Call:

Present

Julie Brinkman
Tom Jack, Chairman
Larry Miller
Ruth Sprangers
Rich Storey

Absent

Matt Gehl, Excused
Stacy Gedman, Excused

Others Present

Brenda Stumpf, Recreation Programming
Valerie Seidel, Acting Clerk
Jim Rath, Village President
Randy Friday, Village Administrator

- 2) Pledge of Allegiance. – Recited.
- 3) Approval of the Agenda. – ***Prior to approval of agenda, Miller moved to recommend putting puppy waste stations and splash pad costs on the future agenda for November 18. Storey moved to approve the agenda as presented. Brinkman seconded. Motion carried unanimously.***
- 4) Approval of Minutes: - Approval of Minutes: July 15. - ***Miller moved to approve the minutes of the special meeting of July 15, 2015, with the amendment of updating splash pad reference of “condensation” to “evaporation” due to miss-speaking. Sprangers seconded. Motion carried unanimously.***
- 5) Registered citizen comments on agenda items.

Michael Cook, N7770 Palisades Trail, Sherwood – regarding recommendation of Wanick Choute Park tennis court conversion to pickleball court.

Joe Hennlich, W410 Margaret Court, Sherwood – regarding agenda item 7) a) (iii) Sherwood Lions Club 2015 Halloween event at Wanick Choute Park.

- a. *Cook recommended the P.R.U.T. Board to consider lining the tennis court for pickleball guidelines. Cook’s initial estimation of court conversion from a contractor was \$800, but in doing it himself or Village personnel, costs would be \$55 (four [4] spray paint cans and a roll of 2” tape). Cook stated that pickleball is the fastest growing sport for citizens ages 55 and older.*

Miller inquired to Cook that if permanent lines were placed, would they interfere with tennis players utilizing the court, but Cook could not speak for tennis players besides stating line color differentiation may help alleviate confusion and court

conversion. Sprangers questioned keeping the integrity of the net when it needs tension (typically by bungee straps that can be taken on/off) to lower the net to play pickleball, and Cook stated there are no existing issues with utilizing courts that are convertible in Appleton and Neenah parks.

Regardless of decision, Cook would like to know the P.R.U.T. Board's decision, for if it is a permissible, he would provide a demonstration for Village residents to capture more interest.

Jack recommended placing Cook's recommendation of lining a tennis court to accommodate pickleball to be placed on the November 18 agenda for further discussion.

- b. *Hennlich approached the P.R.U.T. Board in regards to the Sherwood Lions Club Halloween event to be scheduled at Wanick Choute Park (main pavilion) on October 31, 2015. Hennlich, representing the Sherwood Lions Club, anticipates lower attendance for the event (in respect to previous years considering the event will occur on the actual holiday) and so a special events permit (250 persons attending event) will not be needed. Friday mentioned the Sherwood Lions play a pivotal role to the Village, and as long as the organization abides by the Village's ordinances and regulations, the P.R.U.T. Board can recommend including the event for further discussion/decisions under the Recreation Coordinator Report – 7) a) (iii), considering the next scheduled P.R.U.T. Board meeting is the month after the event. The P.R.U.T. Board can schedule the event as a Village of Sherwood event, but is sponsored by the Sherwood Lions Club (with no monetary or time investment by the Village). Hennlich stated that if the Lions Club is required to pay for the special events permit (\$250) and hiring an insurance writer for the bond requirement (~\$100), the event will not happen this year. Jack commented the event itself benefits the community (not the Lions Club directly), so he recommended placing the item for action this evening, considering the time constraints.*

Storey moved to place the Sherwood Lions Halloween event at Wanick Choute Park to be placed on the under 7) a) (iii) – Recreation Coordinator Report – Review of Wanick Choute Park Offerings – Halloween in the Park (Lion's Club). Sprangers seconded. Motion carried unanimously.

6) Chairperson Report: info only. - None.

7) Rec Coordinator Report: info only.

a. Review of Wanick Choute Park Offerings.

(i) Ice Cream Social (Mon., July 27 from 6 to 8 p.m.)

Stumpf explained the ice cream social was sponsored by Village of Sherwood and featured root beer floats (items purchased through Dick's Family Foods, cost approximately \$25); 200 floats were given away at event, which ran alongside the YMCA's T-Ball and Recreational Baseball programs at the park. (Combining the first ice cream social sponsored by the Chubby Seagull, 300 park goers were served).

(ii) Wednesday Walking Group

Walking group primarily consisted of Stumpf and two dedicated local teachers. Stumpf stated this group may be possibly revisited for next summer's programming – time and date may change.

(iii) Halloween in the Park (Lion's Club)

The P.R.U.T. Board consented in proving the Sherwood Lions Club with a grace of the \$250 special events permit, and will see what happens with attendance to help gauge for future Halloween-related events. The P.R.U.T. Board recommends to have the event set as a Village of Sherwood event that is sponsored by the Sherwood Lions Club.

Hennlich stated that the Sherwood Lions have provided a Halloween-related event in some fashion to the Village of Sherwood for the last 40 years, and the Sherwood Lions would like to continue the tradition.

No formal motion was made, but all were in consensus that the Sherwood Lions could have their Halloween event at Wanick Choute Park, without the formal special events permit. Jack recommended placing the Sherwood Lions Halloween event at Wanick Choute Park to be placed on the agenda to discuss the procedure of the event for the future.

(iv) Family Yoga

Instructor for the family yoga sessions provided Stumpf with sporadic dates and times. The instructor decided to cancel the remaining obligations as a result. Stumpf suggested providing a more consistent schedule to help families who are interested, but the instructor has yet to contact the Village Office.

(v) Movie Night-Big Hero 6, Fri., August 14

For the movie night, it was all scheduled at Wanick Choute Park, and at 4:30 PM, there were severe thunderstorms (not previously indicated on the weather forecast) and so all equipment and concessions were moved up to the Village Gym; approximately 20 attendees came to the event. Stumpf and volunteers

ran concessions and placed signage indicating the location change at the park.

(vi) Performance Series – Wanick Choute Park Amphitheater

1) Open Mic (Sun., June 26)

Stumpf reported two (2) local acts performed for 45 minutes each (a singing duo and a guitarist; 20 individuals came out to show support.

2) David Stokes – Naturalist & Entertainer (Sun., August 9)

Stumpf reported approximately 75 attendees (young and old). Stokes' performance was highly entertaining for all ages, and she would recommend him if we decide to continue a performance series in the future.

(vii) Sherwood Summerfest – Sun., August 23

Stumpf reported Tom Pease and Stuart Stotts (children's entertainment duo) was greatly attended (approximately 125 attendees), even though it was 60 degrees outside, 30 mph winds, and rain sprinkles. John Ryder's jazz group and Big Mouth & the Power Tool Horns were praised by attendees. Stumpf and Friday acknowledged that even though attendance was low due to weather, the event "broke even" or even made a bit of money, due to the donations and 50/50 raffle.

8) Old Business:

a. Garbage – Wanick Choute Park

Although Stumpf acknowledged there were recommendations from the P.R.U.T. Board to deal with the garbage situation at the park, two (2) days after the meeting, there was a formal complaint by a non-resident who rented the pavilion and immediate action was necessary. Changes made include: One (1) large trash barrel by the main pavilion (anchored outside appropriately) and two (2) small cans in each bathroom. Garbage is taken out every business day.

Further, Seidel informed group about protocol for main pavilion rentals, which would include providing renter with four (4) orange signs for each side of the pavilion (features facility is rented and includes name, date and time of rental). Renter also receives one (1) trash bag liner for the separate garbage can inside the concessions room. Renter is not responsible for trash in restroom (only for messes made by rental group in restroom areas).

9) New Business:

a. Rental Rates – Wanick Park Main Pavilion

Stumpf compared resident rental rates with some other similar municipal pavilion/facilities and Wanick Choute Park's pavilion is on the low-end; she recommends increasing the resident rental rate for the main pavilion. In addition, Rath recommended to P.R.U.T. Board to update policy instead of renting facilities up to one (1) year in advance, to have rental reservations start at January 1 of any given year. Friday mentioned that formal change in rates must be approved by the Village Board.

Miller moved to stop accepting facility rental reservations for Village rental spaces for 2016 until January 1, 2016 (and to have this protocol in place for future years). Sprangers seconded. Motion carried unanimously.

b. Concession Opportunities

Stumpf recommended hiring one (1) person at \$10 per hour for fourteen (14) weeks (between when school lets out through Labor Day) for a concessions stand at Wanick Choute Park, to help capitalize on park-goers. Stumpf and Friday both recommended investing in a mobile concessions trailer, where the stand can move freely throughout the park, to attend to its various spaces. Friday added that since the main pavilion (which features the concessions stand) is rented most weekends for events so that space would not be available to use for concessions consistently.

Alternatively, Stumpf and Friday mentioned the option of updating the main park pavilion to have a mirror concessions side on the opposing side of the structure, which would feature a separate bathroom space and concessions area (which could be utilized specifically for Village events/concessions). Miller recommended utilizing the sports/storage shed for concessions.

Stumpf recommended the P.R.U.T. Board to think about options and to provide input at the next P.R.U.T. Board meeting in November.

At 7:55 PM, Stumpf excused herself from the meeting, due to prior obligation. Friday stepped in to help facilitate the rest of the meeting.

c. Wanick Pond Considerations

Friday mentioned that Boerst of McMahon recommends aerating the pond at Wanick Choute Park. Some sort of windmill or aeration device will need to be put in at some point next year to help with pond maintenance. Friday stated that this would be a cost to be integrated in the budget for FY2016. No formal action taken.

d. Future Meetings

Jack pointed out the next scheduled meeting would be November 18, 2015. No formal action taken.

- 10) Correspondences: *Stuart Boerst, McMahon, Prescribed Prairie Burns 7-23-15*
Nancy Krueger, Strong Women Instr., 8-19-15
Carla Koch, Rental of Wanick, 7-21-15
- 11) *Closed Session:*
 - a. *Personnel & Compensation Review (Rec Coordinator). – Per Wis. Stats. 19.85(1)(c) the Board may move to a closed session when considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

Miller moved to have the P.R.U.T. Board to go into closed session at 8:15 PM regarding the personnel and compensation review of the Recreation Coordinator position. Storey seconded. Motion carried unanimously.

- 12) *Open Session:*
 - a. *Personnel & Compensation Review (Rec Coordinator). Consider compensation for Rec Coordinator in FY2016*

At 8:45 PM, Miller moved to have the P.R.U.T. Board return to open session. Story seconded. Unanimously approved. Miller made the motion to use the existing job description and goals document previously approved by the P.R.U.T. and Village Boards, offer a full-time position to Brenda Stumpf with hours to be flex-time based on 40 hours per week basis due to nature of more work hours needed in summer months versus winter months. Pay rate to be at least equal to current hourly compensation. Additionally, hire part-time (Wanick Choute Park) assistant Summer Help to implement programming and assist in (Wanick Choute Park) maintenance using currently budgeted funds in Department of Public Works budget for “Summer Help”. Storey seconded. Motion carried unanimously for Village Board consideration/approval.

- 13) Adjournment.

Storey moved to adjourn the meeting at 9:50 PM. Brinkman seconded. Motion carried unanimously.

Presented for review and approval by Valerie Seidel, Acting Clerk.

Park, Recreation and Urban Tree Board Meeting Minutes
November 18, 2015

- 1) Call to Order and Roll Call – *Chairman Jack called the meeting to order at 6:32 p.m. with roll call:*

Present	Absent
<i>Julie Brinkman</i>	<i>Rich Storey</i>
<i>Matt Gehl</i>	Others Present
<i>Stacy Gedman</i>	<i>Brenda Stumpf, Rec Coordinator</i>
<i>Tom Jack</i>	<i>Randy Friday, Administrator</i>
<i>Larry Miller</i>	<i>Kathy Mader, Finance/Utility Clerk</i>
<i>Ruth Sprangers</i>	<i>Jim Rath, Village President</i>

- 2) Pledge of Allegiance - *Recited*

- 3) Approval of the Agenda – ***Gehl moved to approve the agenda. Gedman seconded. Motion carried.***

- 4) Approval of Minutes: September 16, 2015 (Regular Meeting) – ***Miller moved to approve the September 16, 2015 meeting minutes. Brinkman seconded. Motion carried.***

- 5) Registered citizen comments on agenda items – *None*

- 6) Chairperson Report: Info only – *Nothing to report.*

- 7) Recreation Coordinator Report:
 - a) 3rd Annual Winter Solstice Event at Wanick Choute Park - *Stumpf reported the first meeting of volunteers took place on November 17th. The event will be held on December 19, 2015 from 4 to 7 p.m. with set-up to begin at 1:00 p.m. The event will include two groups of carolers, pictures with Santa, a Bonfire, hot chocolate and cookies. Posters will be distributed for advertisement.*

 - b) Splash Pad Costs - *Reviewed with no questions regarding the to-date costs provided. Discussion: Commission discussed possibility of a nominal fee to be charged for the splash pad use, especially for users from outside the village. Commission discussed possible interest in the creation of a Friends of Wanick Park group and fundraising options. Stumpf was instructed to seek information from other municipalities that have volunteer park groups and speak to current members of Friends of High Cliff. Also, include an article in the next village newsletter requesting resident input regarding interest in joining a Friends of Wanick Park group.*

- 8) Old Business:
 - a) Update-FT Employee Request - *Friday reported the Village Board had approved a wage increase for the Rec Coordinator and to continue the position as a contracted position FY2016 budget.*

- b) Update – PT Employee Request (Concessions) – *Friday stated the approved FY2016 budget allows this position to earn \$10 per hour, 40 hours per week, for 16 weeks from late May to early September. Commission requested discussion of PT job description to be on the January agenda and consider possible split of approved budgeted hours and wage between two individuals. Also discuss option of advertising for an intern with a minimal stipend.*
 - c) Begin Review of Concession Stands; Trailer, equipment for summer 2016 - *Friday stated FY2016 approved budget includes \$18,000 for concession equipment and \$7,000 for mobile stage. Commission requested further discussion regarding the concession equipment and stage to be on the January agenda.*
- 9) New Business:
- a) Pickleball court request for Pickle Ball Space at Wanick Choute Park, Michael Cook, N7770 Palisades Trail, Sherwood - *Commission requested survey be included in the January – March Village newsletter regarding resident interest in a Pickleball court. After survey results are tabulated, commission will discuss options. Commission agreed, if there is considerable interest, the park should invest in asphalt/court tape (different color from tennis court lines) to line for Pickleball court and in net bungies to lower the net.*
 - b) Halloween at Wanick Choute Park (Sherwood Lions Club and Village of Sherwood Co-Sponsorship Opportunity) - *Stumpf reported the participation this year was low due to the cold, rainy weather. Note: Sherwood Lions meet in December. Co-Sponsorship Opportunity to be item on the January agenda.*
 - c) Rental rates for municipal spaces – ***Miller recommended approval of Wanick Park Main Pavilion deposit rate to remain at \$200, resident rental fee to increase from \$35 to \$75 per day, no additional charge for hot water and non-resident rental fee to increase from \$100 to \$150 per day, no additional charge for hot water. The deposit and rental rates shall remain the same for the Wanick Amphitheater, Farmers Market Stall, Courts and Fields. Gehl seconded. Motion carried.***
 - d) Review proposed drafts of additional Wanick Choute Park – Main Pavilion indoor signage and rental form - *Commission suggested some changes in wording to the sign presented in the packet i.e. remove hot water from the sign, update rates, and reword for better flow and consistency. The signs will be placed in the kitchen for user information.*
 - e) Wanick Pond Considerations (Aerating options for pond) - *Friday suggested the commission make a decision to be in place by summer 2016. Stumpf stated she has been discussing options with Aquatic Biologists. Commission requested Stumpf to present aerating options at the January meeting.*

- f) Wanick Park Considerations (2016 Entertainment options, band stage, Automatic External Defibrillator, etc. – *Rath announced that he has two donators of External Defibrillators and one should be placed at the Village Hall and the other at Wanick Park. Jack suggested the defibrillators be compatible with Gold Cross Ambulance equipment.*
 - g) Future Meetings - *Gedman recommended monthly meetings to be held on the third Wednesday of each month with the first monthly meeting being scheduled for January 20, 2016. Miller seconded. Motion carried.*
- 10) Correspondences - *N/A*
- 11) Adjournment – *Sprangers moved to adjourn at 8:39 p.m. Brinkman seconded. Motion carried.*

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