

**Park & Recreation Advisory Committee Meeting
June 9, 2020**

Committee: Caledonia Trustee Tom Weatherston, Caledonia Trustee Lee Wishau, Residents: Josh Sopczak, Mark Leskowitz, Amber Yocco, Christian De Jong, Michael Lambrecht.

Absent: None

Staff/Others: Village of Caledonia President Jim Dobbs, Caledonia Trustee Dale Stillman, Caledonia Trustee Fran Martin, Village of Caledonia Administrator Tom Christensen, Development Director Peter Wagner, Public Works Director Tom Lazcano, Caledonia Park Supervisor Randall Solberg.

1. Call the meeting to order

Meeting was called to order at 5:30 pm.

2. Public Comment

No public attended.

3. Welcome

Trustee Weatherston welcomed all the committee members and gave an overview of duties and responsibilities of the Committee. (Noted the Packet contained the Charter Ordinance that outlined the duties and responsibilities of the Committee) Supervisor Solberg passed out copies of the Village's Parks and Open Space Plan that was adopted in 2018.

4. Introductions

All the committee members introduced themselves and talked a little bit about what they do for a living and why they joined the committee.

Staff also introduced themselves and gave a quick history on what they do for the Village.

5. Discussion on Agendas

Trustee Weatherston gave an overview about agendas for meetings. Discussed how meetings should follow the posted agenda and stay on topic. He explained that if the Committee starts discussing items that are not on the agenda the public could file complaints for not following open meeting laws which require discussions to be about agenda items.

Public Works Director Lazcano added that agenda items should be sent in a week before the scheduled meeting to give staff time to get the items on the agenda and posted.

6. Budget Discussion

Lazcano talked about the 3 budgets that the Park has and gave an overview on each. Operating Budget, Capital Improvement Budget and Impact Fee Budget. The Operating Budget covers

salaries, utilities, general maintenance, rentals, supplies and other park items. Capital Improvement Budget covers 5 years of large costs items like major repairs, equipment maintenance, large expenses that do not qualify for Impact Fees. Operating Budget and Capital Improvement Budgets are approved on a yearly basis, at budget time. Impact Fee Budget covers “New” equipment, land, amenities and plans. Impact Fees come from new home construction (\$1,000 per home) and need to be spent within 8 years. (Copies of the Operating and Capital Improvement Budgets were handed out)

7. Description and Location of Parks

Lazcano showed a map of the Villages Park Locations and gave an overview of each park, location and amenities.

8. Ongoing Projects/New Projects

Lazcano talked about the Parks Projects from the past 2 years. These projects include: Crawford Park Expansion Plan; Proposed Lights for baseball fields at Crawford and Gorney; Resurfacing of the Crawford Park Tennis Court; Linwood Park Kayak Launch; Nicholson Wildlife Refuge boardwalk and tile project; reroofing the Linwood shelter roof and the acquisition of an additional 5.6 acres of land for Crawford Park.

Trustee Wishau talked about the Proposed Lights plan and cautioned that there should be more planning before spending large amounts of money on it. He stated he played a lot of softball in his younger days and the sport is just not as popular as it once was, to the point most fields do not even use their lights anymore.

Supervisor Solberg stated that there are funds in the budget that came from the Sign Advertising Program and fundraisers that could be used for maintenance items like the tennis court resurfacing.

9. Appointment of Chairperson (from Board Liaison).

Motion by Trustee Wishau to appoint Trustee Weatherston as Chairperson. Seconded by Sopczak.

Weatherston – aye	Wishau – aye
Sopczak – aye	Leskowicz – aye
Yocco – aye	De Jong – aye
Lambrecht – aye	

Motion carried unanimously.

10. Appointment of Vice Chairperson (Resident member).

Michael Lambrecht volunteered. Seconded by Sopczak.

Weatherston – aye	Wishau – aye
Sopczak – aye	Leskowicz – aye
Yocco – aye	De Jong – aye
Lambrecht – aye	

Motion carried unanimously.

11. Appointment of Secretary (Resident member).

Amber Yocco volunteered. Seconded by Sopczak.

Weatherston – aye	Wishau – aye
Sopczak – aye	Leskowicz – aye
Yocco – aye	De Jong – aye
Lambrecht – aye	

Motion carried unanimously.

12. Reports

Administrator Christensen reported an internal decision has been made and that park operations will be transitioned from Tom Lazcano to Peter Wagner. Wagner will be the point of contact moving forward and will be reporting to the Committee and Board. The transition will be made over the next few weeks.

13. Set Date for Next PRAC meeting

Tuesday, June 23 at 5:30 p.m. will be an in-person meeting at the Village Hall.

14. Adjournment

Motion by Trustee Wishau to adjourn. Seconded by Sopczak. Motion carried unanimously.

Meeting adjourned at 7:05 p.m.

Respectfully submitted,
Tom Lazcano/Amber Yocco
Public Works Director/Treasurer