



Amended

PARK & RECREATION ADVISORY COMMITTEE MEETING

**Monday, October 12, 2020 at 5:30 PM
Caledonia Village Hall – 5043 Chester Lane**

THIS WILL NOT BE AN IN-PERSON MEETING

AUDIO & VIDEO CONFERENCE VIA ZOOM

ACCESS VIA DIAL-IN NUMBER IS: 1-(312) 626-6799; ACCESS CODE IS: 828 2801 1385 OR

ACCESS VIA ONE-TOUCH TELEPHONE IS: [tel: +13126266799](tel:+13126266799), [82828011385](tel:82828011385)# OR

ACCESS VIA INTERNET IS: <https://us02web.zoom.us/j/82828011385>

1. Call to Order
2. Approval of Minutes
3. Public Comment (2 minutes/person)
4. Maintenance Report Update
5. Walking/Biking/Pedestrian Trail Update
6. Southern Lakes Blue Devils Football Club
7. Discussion on Community Gardens
8. Discussion on Park Captains
9. New Business
10. Adjournment

Dated this October 9, 2020

Karie Pope
Village Clerk

Only committee members are expected to attend. However, attendance by all Board members (including non-members of the committee) is permitted. If additional (non-committee) Board members attend, three or more Board members may be in attendance. Section 19.82(2), Wisconsin Statutes, states as follows:

If one-half or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purposes of exercising the responsibilities, authority, power or duties delegated to or vested in the body.

To the extent that three or more members of the Caledonia Village Board actually attend, this meeting may be rebuttably presumed to be a "meeting" within the meaning of Wisconsin's open meeting law. Nevertheless, only the committee's agenda will be discussed. Only committee members will vote. Board members who attend the committee meeting do so for the purpose of gathering information and possible discussion regarding the agenda. No votes or other action will be taken by the Village Board at this meeting.

**Park & Recreation Advisory Committee Meeting
September 14, 2020**

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

Absent: Amber Yocco

Staff/Others: Development Director Peter Wagner, and Finance Director Kathy Kasper.

1. Call the meeting to order

Meeting was called to order at 5:30 pm by Weatherston

2. Approval of Minutes

LWishau move to approve

M Lambrecht second

Voice vote carries

LWishau moves to place item 10 (proposed budget) to top of agenda.

10. Discussion on 2021 Budget

Kathy Kasper will present the budget to the Village Board on Monday, a chance for the committee to review. Difficult to project revenues. Joint park and Caledonia Parks budgets staying separate to use funds within Joint Park professional services line item for legal services. Could be provided by Village in future. Property tax numbers are up, more is being used to cover operational costs. CIP is draft only. Estimates provided to address Chapla park revetment due to high lake water impact (erosion). Projected cost is \$150k. More discussion necessary.

Some further discussion about individual line items.

3. Public Comment (2 minutes/person)

No comments presented.

4. Maintenance Report from Tom Lazcano.

Work continues on the outstanding maintenance items.

- Gorney park fields have been repaired. Pier work initiated but much needs to be done. There has been a struggle getting the work done.
- Dead trees have been cut down, R Solberg and highway dept are cleaning them up.
- Crawford park dugout roofs have been removed, no immediate plan to replace.
- Crawford shelter has been repaired.
- Maple park dead trees have been removed.
- Outdated information contained in park kiosks and signage has been removed.
- T Weatherston asked about split rail status. Fence has been taken down at Gorney, still need to do Linwood and others.

**Park & Recreation Advisory Committee Meeting
September 14, 2020**

- C DeJong asked about the status of the maintenance list that L Wishau presented at the June 23 2020 meeting. Wishau requested that the status of each item on the list be reviewed/updated by staff and presented at the next meeting.

5. Southern Lakes Blue Devils Football Club.

P Wagner was approached about a semi-pro team looking to use Gorney park for their games. The football rep was not present at the 9/14/20 meeting. P Wagner will follow up to see if he is interested in this or next year. Potential revenue source for that park. What improvements to the park would be needed is not known.

M Lambrecht motion to table. J Sopczak, second. Motion carried

6. Follow Up on Parks Clean Up and Volunteers

J Sopczak reports park cleanup for Chapla scheduled for Saturday Sept 19 from 1-3pm. Joint park Biergarten will be out to provide N/A refreshments. 10-20 people expected, PPE supplied. Citizen initiated event.

L Wishau suggests that each park should have a team leader or “Captain”, J Sopczak says he will work to put that together. Wishau reported that all volunteers must complete both volunteer waivers prior to participating in park “clean up” events. Josh has some of them now and will be sure to get the meaning participant waivers prior to the Sept 19 event.

7. Discussion on Community Gardens.

A Yocco requested this as an agenda item but is not in attendance. Raised bed gardening within our parks for community use

C DeJong moves to table, J Sopczak second. Motion passes

8. Discussion on Biking/Walking/Dog trail.

L Wishau presents his plan with map, to be done in phases. Proposed trail is like one of the trails as outlined in the Open Space plan.

M Lambrecht moves to bring to board for review, J Sopczak second. Motion passes

9. Discussion on Joint Park Operations

T Weatherston discussed the status. Joint Park was offered to the County, they are not interested in taking on this park in 2021. County will review again prior to 2022 budget development.

Tom’s impression is that the county probably will not assume control of the Joint Park.

Caledonia offered to take authority but not ownership of the park and Village Board passed that proposal. Comments at the board meeting include the need for a professional manager and updated software to handle reservations. Fees structure needed for the different events and amenities. P Wagner mentions that having a boilerplate contract and automated rental agreements takes the onus off the CPR.

11. Discussion on 2021 Rental Rates for Park Use

P Wagner shared the first draft of sports fees and policies document. C DeJong asked how many lighted diamonds we have - there is 1 at the joint park.

P Wagner will bring a second draft with updated numbers for fee structure. Software will be updated to reflect hourly availability.

12. New Business

Add an agenda item to have park “captains” established for each major park in the system

13. Adjournment

M Lambrecht moves to adjourn, Wishau seconds. Motion carries. 6:36PM

Chapla Park – Lakeshore Drive in Crestview

1 picnic table, several park benches, garbage can, no other amenities

Maple Park - East of Charles between Johnson & Ellis

Playground equipment, no other amenities, no parking available

Linwood Park - 5 mile road along root river

Shelter, grill, 2 horseshoe pits, portable toilet, several benches and picnic tables

Nicholson Wildlife Refuge - 5 mile road west of Nichol森 Rd

Picnic table, portable toilet, boardwalk, walking trails

Gorney Park - Nichol森 Rd north of 7 mile

2 baseball diamonds, shelter, pond, fishing, playground equipment, several picnic tables, portable toilet near shelter, vault toilet near pond, soccer field(s), walking trail

6 acre parcel north of pond for \$192,000

Crawford Park - adjacent to Village Hall

2 baseball diamonds, concession/restroom facility, flush toilets, picnic tables, running water fountain, walking trail, shelter, playground equipment, 2 tennis courts, 2 volleyball courts, basketball court, storage building, Memorial

Date	Park Code	Problem Code	Priority	Issue	Work by	Maintenance
6/23/2020	Chapla	C A	1	REMOVE BRUSH FROM AROUND BENCH	PARKS	X
6/23/2020	Chapla	C G	1	TRASH REMOVAL	PARKS	X
6/23/2020	Maple Park	M T		DEAD TREE NEAR PLAYGROUND EQUIPMENT	HWY	X
6/23/2020	Maple Park	M A	D	DISCUSSION OF NO PARKING IN OR ON ANY STREETS AROUND PARK	PARKS	
New	Maple Park			Construct concrete pad near playground for picnic area and future open shelter		
New	Maple Park			Construct sidewalk to playground area		
6/23/2020	Crawford	CR B	6	STORAGE GARAGE & CONCESSION STAND RAKE EDGE PAINTING	PARKS	
6/23/2020	Crawford	CR G	1	REMOVE JUNK TO EAST OF CONCESSION STAND	PARKS	X
				BATHROOM ISSUES, TP ROLL HOLDERS BROKEN, CHANGING TABLE NOT INSTALLED, DIRTY FACILITY -		
6/23/2020	Crawford	CR BR	1	ALL WOMENS ROOM	PARKS	X
6/23/2020	Crawford	CR A	3	BACK PLAYGROUND BENCH AREAS NEEDED ROUNDUP	PARKS	X
6/23/2020	Crawford	CR R	1	TENNIS COURTS NEEDED ROUNDUP, FILL CRACKS & SECURE NET ALONG BOTTOM EDGE	PARKS	
6/23/2020	Crawford	CR B	12	REPAIR AND REPAINT MAINT BUILDING GARAGE DOORS	PARKS	
6/23/2020	Crawford	CR G	1	REMOVE OLD SPLIT RAIL BEHIND MAINT BLDG AND TOSS IT OUT	PARKS	X
6/23/2020	Crawford	CR G	1	WEED WHIPPING ON THE BASE OF SMALL TREES IN FRONT OF BALL DIAMONDS - STOP IT	PARKS	X
6/23/2020	Crawford	CR B	12	BROKEN CLAPBOARD ON MAINTENANCE AND CONCESSION - CEMENT BOARD REPLACED	PARKS	
6/23/2020	Crawford	CR R	3	VOLLEYBALL COURTS S/B USABLE WITH NETS - OR ELIMINATE. NEED GRADING!	PARKS	
6/23/2020	Crawford	CR B	6	SHELTER ROOF NEEDS REPAIR (SHINGLES)	PARKS	X
6/23/2020	Crawford	CR T	12	REMOVE DEAD TREES	HWY	
6/23/2020	Crawford	CR A	12	REPLACE PARTY GRILLS, SWITCH TO SURFACE MOUNT	PARKS	
6/23/2020	Crawford	CR S	1	INFORMATION SIGNS DIRTY, OUTDATED, UNINFORMATIVE - NO INFO ABOUT THE PARK	PARKS	X
6/23/2020	Crawford	CR B	6	SHELTER EAST END RAKE EDGE NEEDS PAINTING	PARKS	X
6/23/2020	Ncholson	N F	6	SPLIT RAIL FENCE - NEEDS REMOVAL OR REPLACEMENT OR REPAIR	PARKS	X
6/23/2020	Ncholson	N S	3	INFORMATION SIGNS DIRTY, OUTDATED, UNINFORMATIVE - NO INFO ABOUT THE PARK	PARKS	X
6/23/2020	Ncholson	N G	1	WEEDWACK 1' EITHER SIDE OF BOARDWALK	PARKS	
6/23/2020	Ncholson	N T	6	CUT OUT WILLOWS GROWING CLOSE TO BOARDWALK	PARKS	
6/23/2020	Ncholson	N T	1	REMOVE TREE ACROSS BOARDWALK	PARKS	X
6/23/2020	Ncholson	N G	12	STORMWATER SUSPECTED FAILURE - DRAINAGE	UTILITY	

Date	Park Code	Problem Code	Priority	Issue	Work by	Maintenance
6/23/2020	Ncholson	N T	12	REMOVE DEAD TREES FROM TREELINE IN FRONT OF PARK PICNIC AREA	HWY	
6/23/2020	Gorney	G R	6	BLEACHERS RUSTY, NEED SANDING/PAINTING	PARKS	X
6/23/2020	Gorney	G BD	1	EAST DIAMOND LEFT FIELD LARGE HOLES - SHOULD NOT BE RENTED UNTIL REPAIRED	PARKS	X
6/23/2020	Gorney	G BD	1	EAST DIAMOND PILE OF SAND/GRASS PILED AT THIRD BASE	PARKS	X
6/23/2020	Gorney	G BD	1	INFIELD NEEDS WEED REMOVAL	PARKS	X
6/23/2020	Gorney	G F	3	SPLIT RAIL FENCE - NEEDS REMOVAL OR REPLACEMENT OR REPAIR	PARKS	X
6/23/2020	Gorney	G A	3	NORTH WEST CORNER OF PARK PICNIC TABLE NEEDS PAINTING	PARKS	X
6/23/2020	Gorney	G R	3	PARKING LOT BY WEST DIAMOND NEEDS MORE ASPHALT WORK	HWY	
6/23/2020	Gorney	G R	3	SHOULDER GOING TO POND NEEDS GRAVEL TO FILL RUT	HWY	
6/23/2020	Gorney	G R	6	GRAVEL LOT NEEDS TO BE FILLED AND LEVELED	HWY	X
6/23/2020	Gorney	G T	6	DEAD TREES ON EAST SIDE OF POND/BY PLAYGROUND - MEMORIAL TREE NEED REMOVAL AND MEMORIAL TREE REPLACED	HWY	
6/23/2020	Gorney	G A	12	REPLACE PARTY GRILLS, SWITCH TO SURFACE MOUNT	PARKS	
6/23/2020	Gorney	G S	3	MAKE LEVEL AND STRAIGHTEN INFORMATION SIGN	HWY	
6/23/2020	Gorney	G S	3	INFORMATION SIGNS DIRTY, OUTDATED, UNINFORMATIVE - NO INFO ABOUT THE PARK	PARKS	X
6/23/2020	Gorney	G PG	1	REPLACE BROKEN PIECE BY BURKE PG EQUIPMENT	PARKS	
6/23/2020	Gorney	G PG	1	REMOVE WASP NEST UNDER SLIDE	PARKS	X
6/23/2020	Gorney	G PG	1	FIND SOLUTION FOR AGED COVERING ON STAIRS	PARKS	
6/23/2020	Gorney	G T	2	CUT TREES GROWING FROM BUSHES BY PLAYGROUND	PARKS	
6/23/2020	Gorney	G B	1	NEED COVER PLATE OVER ELECTRICAL BOX IN SHELTER BY POND/DIAMONDS	PARKS	X
NEW	Gorney			Fix pier in Gorney Pond	PARKS	
NEW	Gorney			Add mens/womens decal to restroom doors	PARKS	
NEW	Gorney			Cut down dead trees and stumps removed along west side of park and seeded & graded	PARKS	X
NEW	Gorney			Install paved pathway to east playground and diamond	HIRE	
NEW	Gorney			Repair and paint two picnic tables in lower shelter		
6/23/2020	Linwood	L F	H	SPLIT RAIL FENCE - NEEDS REMOVAL OR REPLACEMENT OR REPAIR		
6/23/2020	Linwood	L A	12	REPLACE PARTY GRILLS, SWITCH TO SURFACE MOUNT	HWY	
6/23/2020	Linwood	L B	12	SHELTER NEW ROOF - TEAR OFF	HIRE	X

Date	Park Code	Problem Code	Priority	Issue	Work by	Maintenance
6/23/2020	Linwood	L A	1	WEED WHIP ALONG BENCHES	PARKS	X
6/23/2020	Linwood	L PG	2	REMOVE KIDS SANDBOX BEHIND BUSHES IN BACK	PARKS	
6/23/2020	Linwood	L A	2	PARK BENCH NEEDS PAINTING	PARKS	
6/23/2020	Linwood	L A	2	PICNIC TABLES NEED PAINTING	PARKS	
6/23/2020	Linwood	L A	2	HANDICAPPED TABLE S/B UNDER SHELTER NOT IN FIELD, SWAP OUT	PARKS	
6/23/2020	Linwood	L G D		DISCUSSION ON SOCCER FIELD AND EMPTY FIELD BETTER USE	PARKS	X
6/23/2020	Linwood	L R	2	HORSESHOE PIT CLEAN UP, ADD SAND, SQUARE OFF BETTER	PARKS	
6/23/2020	Linwood	L S	3	INFORMATION SIGNS DIRTY, OUTDATED, UNINFORMATIVE - NO INFO ABOUT THE PARK	PARKS	X
new	Linwood			Paint facia on shelter		

Key

PARK		PRIORITY
Chapla	C	PRIORITY 1 NOW
Crawford	CR	PRIORITY 3 MONTHS
Gorney	G	PRIORITY 6 MONTHS
Linwood	L	PRIORITY 12 MONTHS
Maple Grove	M	HOLD
Nicholson	N	DISCUSS

	ISSUE
A	AMMENITIES
B	BUILDING
BD	BALL DIAMONDS
BR	BATHROOM
C	CAPITAL
F	FENCELINE
R	RECREATION AREA
G	GROUNDS
P	PLAYGROUND
R	ROAD
S	SIGNS

Date	Park Code	Problem Code	Priority	Issue	Work by	Maintenance
			1	TREES		
			0	OTHER		

2020 Parks Projects				
Project	Notes	Frequency	Complete In	Date Completed
Fertilize around Village Hall		One Time	May	5/1/2020
Sod along sidewalk to breakroom entrance.		One Time	May	5/6/2020
Planting new trees at Maple and Crawford	Already have the trees (Maple done 5/12/20)	One Time	May	
Move sand from Crawford Park to Beer Garden sandbox		One Time	May	x
Move Playground Equipment from Yardwaste site to Gorney Park		One Time		5/19/2020
Replace faucet in women's restroom at Crawford	Success plumbing has been called	One Time	May	5/19/2020
Create letter for Advertisers/Sign program for refunds for this year		One Time	June	
Weed under Gorney bleachers		One Time	June	
Add ball mix to infields of Crawford		One Time	June	
Spray infields for weeds.		One Time	June	
Install new home plate on west diamond at Gorney	In the Garage. Waiting for/if leagues to start.	One Time	June	5/26/2020
Spray gravel path around Gorney pond for weeds		One Time	June	
Remove and reinstall lower fencing around tennis court for resurfacing project	On hold	One Time	July	
Install new signs with Park Rental Info		One Time	June	
Install additional fencing on 3rd base side of east diamond at Gorney		One Time	July	
HELP NEEDED FOR THESE ITEMS				
Tie down/bolt down Bleacher and dugout roof at Crawford	1 Section needs to be removed	One Time	May	
Pulverize and level 4 acres at Crawford for seeding	Estimated to cost \$30k. Put in future CIP budget	One Time	May	
Fix water spigots at cemetery	Kortendicks has been called	One Time	May	
Repair or remove fencing	Joint Park and Gorney Park	One Time	June	
Gorney Park - Retaining Wall and New Playground installation	Waiting for Highway availability	One Time	June	
Install playground equipment at Linnwood Park (old O Brown equipment)	Site prep is scheduled for the week of October 12th	One Time	June/July	
Install new mulch at Gorney Park playgrounds		One Time	June/July	
Build additional boardwalk sections at NWR - if water recedes	On hold until further discussions at Commission level	One Time	September	
Lighting for ballfields - if approved	Commission chose not to proceed with lighting the diamond	One Time	June/July	
ON GOING ITEMS				
Take out trash at all parks and cemetery (weekly)		On Going	Weekly	
Regular weeding at Village Hall (every 3 weeks)*		On Going	Every 3 weeks	
Touch up paint on picnic tables and benches*		On Going	Monthly	
Weed cemetery sign planter (monthly)		On Going	Monthly	
Mark lines at baseball/soccer fields*		On Going	Weekly	
Clean up after rentals*		On Going	Saturday/Sunday	
*HELP NEEDED FOR THESE ITEMS				
Park Commission/Public Works Director				
Create Request For Proposal for Maple Park sidewalk to swing set		One Time	June/July	
Grant writing for canoe launch and additional land	Oh hold	One Time	June/July	
Look into additional stone for parking lots at Gorney NWR		One Time	June/July	
Get NWR signs made - waiting for sign wording from parks	Made, need to install.	One Time	May	

2020 Parks Projects				
Project	Notes	Frequency	Complete In	Date Completed
Refinish Joint Park Hall Floor		One Time	April	4/27/2020
Painting partitions in the Joint Park bathrooms		One Time	April	4/17/2020
Move sand from Crawford Park to Beer Garden sandbox		One Time	May	5/13/2020
Weed under Joint Park bleachers		One Time	May	4-Jun
Add ball mix to infields of Crawford and Joint Park		One Time	May	
Spray infields for weeds.		One Time	May	
Install new Kids Connection sign	Sign is up.	One Time	May	5/22/2020
Replace broken swings at Joint Park	(Ordered 5/26/20 from Amazon) Came in and say residential only, will need to return	One Time	June/July	

HELP NEEDED FOR THESE ITEMS

Branch clean up at Joint Park for mowing services		One Time	May	5/21/2020
Paint the Joint Park Hall walls	Just need to paint bathroom halls yet	One Time	May/June	5/28/2020
Repair or remove fencing	Joint Park and Gorney Park	One Time	June	
Fix wood on the Joint Park Shelter Pavilions	1 quote received, waiting on 2nd.	One Time	June/July	
Install new mulch at Joint Park and Gorney Park playgrounds		One Time	June/July	
Paint shelters at Joint Park	Planned for October & November	One Time	June/July	

ON GOING ITEMS

Take out trash at all parks (weekly)		On Going	Weekly	
Touch up paint on picnic tables and benches*		On Going	Monthly	
Mark lines at baseball/soccer fields*		On Going	Weekly	
Clean up Hall after rentals*		On Going	Saturday/Sunday	
Clean up around Kids Connection		One Time	Bi-Weekly	
*HELP NEEDED FOR THESE ITEMS				

Park Commission/Public Works Director

Tables and Chairs for Joint Park Hall		One Time	July	
Domes for trash cans at Joint Park	9 installed	One Time	July	5/29/2020

2020 Joint Parks Projects (5/20/2020 update)

Project	Notes	Frequency	Complete In	Date Completed
Frame around hall refrigerator		One Time		5/28/2020
Clean front of stainless refrigerator		As Needed		5/28/2020
Paint the inside of the Hall		One Time		5/28/2020
Clean or replace ceiling vents in hall		As Needed		
Clean inside of windows in the hall		One Time		
Paint inside the women's restroom exit door		One Time		
Monte Carlo garage- move barrels away		One Time		5/30/2020
Empty all trash barrels including the ones by the Monte Carlo garage		One Time		6/4/2020
Remove hose and hose cart near ball fields near Shelter#2		As Needed		
Use Round up weed killer by bathroom building on concrete		One Time		5/27/2020
Pick up all piles of sticks and branches laying by trees throughout the park		One Time		6/1/2020
Dispose of Pepsi cooler in the Joint Park Garage		One Time		
Dispose of candy machine, pretzel and hotdog machines in Joint Park garage		One Time		
Bathroom building- get an electrical cover for the outlet		One Time		5/28/2020
Bathroom building- replace rotten wood boards		One Time		

Gorney Park removed

in 2021 CIP budget

Bathroom building- remove hornets nest at top of peak		One Time		6/3/2020
Bathroom building- replace or remove water fountain		One Time		
Count number of dead trees and stumps that need to be removed throughout the park		One Time		
Dispose of jet ski		One Time		
Dispose of Route 20 trailer		One Time		
Dispose of trailer behind joint park garage		One Time		
Trim weeds and grass under bleachers, grills and playground equipt	Should this be done by the lawn mowing service? CLL will trim around grills and playgro	Weekly		5/20/2020
Shelter #4- close off with caution tape		One Time		5/21/2020
Shelter #4- replace wood support poles	Tom L. getting quotes	One Time		
Shelter #4- fix or remove broken wood on beam	Tom L. getting quotes	One Time		
New playground closed signs for the highway barricades throughout the park		One Time		5/21/2020
Shelter #4- new basketball net		One Time		
Weed killer- all shelter floors		Monthly		5/29/2020
Shelter #4- remove pink handle (might be old or broken playground equipt)		One Time		
Octagon- pressure wash and seal inside roof		One Time		
Octagon- new roof		One Time		
Remove metal posts that were supporting new trees by the Octagon shelter		One Time		