



PARK & RECREATION ADVISORY COMMITTEE MEETING

**Monday, January 11, 2021 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: 839 5864 2680 OR

ACCESS VIA ONE-TOUCH TELEPHONE IS: tel: +13126266799,, 83958642680# OR

ACCESS VIA INTERNET IS: <https://us02web.zoom.us/j/83958642680>

1. Call to Order
2. Approval of Minutes
3. Public Comment (2 minutes/person)
4. Maintenance Report Update
5. Parks Manager Position Discussion and Possible Recommendation
6. Review Parks Volunteer Program Flyer
7. Village Park Fee Schedule
8. Trails Grant Update
9. New Business
10. Adjournment

Dated this January 8, 2021

Joslyn Hoeffert
Deputy 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
November 9, 2020**

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

Absent: None.

Staff/Others: Development Director Peter Wagner, Trustee Fran Martin and Ken Michel of the Franksville Beer Garden.

1. Call the meeting to order

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

2. Approval of Minutes

C De Jong move to approve, M Lambrecht second. Voice vote carries

3. Public Comment (2 minutes/person)

No comments presented.

4. Maintenance Report Update

- P Wagner explained that elections have made the focus more on the village hall and non-park related activities in order to combat the spread of Covid-19.
- Parks are “closed” and are getting ready for winter. Restrooms closed. Asphalt work done at Joint Park to help with ponding by the parking area. Baseball diamonds prepped for winter with removal of weeds. Picnic table maintenance and painting. Pier at Gorney has been partially repaired and will be removed for the season.
- L Wishau has the updated maintenance list and suggests that we use consolidated list. There are currently several lists circulating which at best is not efficient. P Wagner agreed therefore L Wishau will consolidate the lists and forward to staff and the Committee.

J Sopczak makes motion, M Leskowicz second. Motion carries.

5. Southern Lakes Blue Devils Football Club.

P Wagner conveyed that there is still no attendance from the citizen who brought this to the Village. P Wagner shares limited understanding of what their needs will be. M Leskowicz inquired about whether we received bleachers?

T Weatherston summarizes that we seem to agree that we should let them move ahead if they want to. J Sopczak asked if they knew the village does not have goal posts, and P Wagner confirmed.

M Leskowicz makes motion, J Sopczak second. Motion carries.

6. Discussion on Community Gardens.

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

A Yocco requested this as an agenda item but is no longer on the Committee. Discussion about the mechanics of community gardens. RUGN, Gateway and Caledonia Conservancy could be first contacts. C De Jong will reach out to RUGN, Gateway and Caledonia Conservancy to see about resources, and plans.

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

7. Discussion on Park Captains

J Sopczak discussed previous clean-up activities from Chapla Park and is a model that can be expanded. L Wishau has created a document to start Parks Volunteer Program and bring citizens in.

8. New Business

New member is needed for the committee, published at the Village website starting today.

9. Adjournment

M Lambrecht moves to adjourn, L Wishau seconds. Motion carries. 6:05PM

Date	Park Code	Problem Code	Priority	Issue	Work by	Maintenance	Capital
6/23/2020	Crawford	CR B	6	STORAGE GARAGE & CONCESSION STAND RAKE EDGE PAINTING	PARKS	X	
6/23/2020	Crawford	CR R	1	TENNIS COURTS NEEDED ROUNDUP, FILL CRACKS & SECURE NET ALONG BOTTOM EDGE	PARKS	X	
6/23/2020	Crawford	CR B	12	REPAIR AND REPAINT MAINT BUILDING GARAGE DOORS	PARKS	X	
6/23/2020	Crawford	CR R	3	VOLLEYBALL COURTS S/B USABLE WITH NETS - OR ELIMINATE. NEED GRADING!	PARKS	X	
6/23/2020	Crawford	CR A	12	REPLACE PARTY GRILLS, SWITCH TO SURFACE MOUNT	PARKS		X
6/23/2020	Ncholson	N G	12	STORMWATER SUSPECTED FAILURE - DRAINAGE	UTILITY	X	
6/23/2020	Gorney	G T	6	MEMORIAL TREE REPLACED	HWY	X	
6/23/2020	Gorney	G A	12	REPLACE PARTY GRILLS, SWITCH TO SURFACE MOUNT	PARKS		X
6/23/2020	Gorney	G S	3	MAKE LEVEL AND STRAIGHTEN INFORMATION SIGN	HWY	X	
6/23/2020	Gorney	G PG	1	REPLACE BROKEN PIECE BY BURKE PG EQUIPMENT	PARKS	X	
6/23/2020	Gorney	G PG	1	FIND SOLUTION FOR AGED COVERING ON STAIRS	PARKS	X	
6/23/2020	Linwood	L A	12	REPLACE PARTY GRILLS, SWITCH TO SURFACE MOUNT	HWY		X
6/23/2020	Linwood	L PG	2	REMOVE KIDS SANDBOX BEHIND BUSHES IN BACK	PARKS	X	
6/23/2020	Linwood	L R	2	HORSESHOE PIT CLEAN UP, ADD SAND, SQUARE OFF BETTER	PARKS	X	
12/10/2020	Joint			Clean or replace ceiling vents in Hall	PARKS	X	
12/10/2020	Joint			Clean windows in Hall	PARKS	X	
12/10/2020	Joint			Paint inside the women's restroom exit door.	PARKS	X	
12/10/2020	Joint			Remove hose & hose cart near Shelter 2	PARKS		
12/10/2020	Joint			Bathroom Building - replace or remove water fountain	PARKS	X	
12/10/2020	Joint			Identify dead trees & stumps that need to be removed throughout park	HWY	X	
12/10/2020	Joint			Dispose of jet ski	PARKS		
12/10/2020	Joint			Dispose of Route 20 trailer	PARKS		
12/10/2020	Joint			Dispose of trailer behind garage	PARKS		
12/10/2020	Joint			Remove pink handle by Shelter 4	PARKS		
12/10/2020	Joint			Pressure wash & seal inside roof of the Ocatogon	PARKS	X	
12/10/2020	Joint			Repair or remove fencing	PARKS	X	
12/10/2020	Joint			Install new playground mulch for playgrounds	PARKS		X
12/10/2020	Joint			Paint Shelters	PARKS	X	

Date	Park Code	Problem Code	Priority	Issue	Work by	Maintenance	Capital
12/10/2020	Joint			Replace chairs and tables for Hall	PARKS		X

Key

<u>PARK</u>		<u>PRIORITY</u>
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

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

Date	Park Code	Problem Code	Priority	Issue	Work by	Maintenance	Capital
			T	TREES			
			O	OTHER			

VILLAGE OF CALEDONIA

Parks Manager

BASIC FUNCTION

This position is primarily responsible for the operations, maintenance, and improvements of Village of Caledonia parks and Caledonia/Mt. Pleasant Joint Park and cemetery. The Parks Manager will also be responsible for developing and maintaining activities & programs for the general public.

ESSENTIAL JOB FUNCTIONS

Park System:

- Plans, develops, supervises and coordinates community and special events within park system.
- Directs and coordinates daily operations and maintenance activities for park system.
- Oversee daily operations of the Joint Park Hall, Shelters and ball fields.
- Work with the Parks & Recreation Advisory Committee on special event planning and coordination.
- Ensure leagues, contractors and vendors that rent and utilize the park are within the bounds of their contracts.
- Oversee staff and volunteers and assign duties and responsibilities on a daily basis.
- Prepare Capital Improvement Plans.
- Ensure playground equipment and sporting equipment is safe for the general public.
- Apply for grants that can provide additional funding or equipment for the park.
- Work with the Parks & Recreation Advisory Committee and Development Director on long range plans, budgeting, grants and park development.
- Direct and coordinate park programs, activities and leagues that use or wish to use Village Parks.
- Establish cooperative programming and/or solicitation of sponsorships with local businesses, civic, and community groups.
- Coordinate with the Village's Highway Department on larger projects that need larger equipment and additional staff.
- Other duties as assigned.
- Safely and lawfully operate a motor vehicle in all Wisconsin weather conditions, under exigent circumstances, and with due regard for the public, coworkers, and Village property interests.

Cemetery: (The Caledonia Memorial Park is a Cemetery that falls under the jurisdiction of the Parks and the Parks Manager will be required to perform cemetery sexton duties)

- Coordinate burials with the funeral homes
- Assist the public with the purchase of cemetery plots
- Maintain all required records with regard to the cemetery
- Will work with the Engineering Department to keep cemetery maps updated.
- Direct and coordinate maintenance for the Cemetery.

- Ensure the mowing and lawn care contractor(s) abide by their contracts.
- Coordinate with monument and excavation companies to locate plots.

SUPERVISION RECEIVED: Receives daily direction, priority directives and policy directions from the Development Director.

FLSA STATUS: Salary Exempt

QUALIFICATIONS:

- Bachelor's Degree in Parks and Recreation Management is preferred.
- 3-5 years of relevant Parks and municipal government experience required.
- Computer literate, familiar with Microsoft Word and Excel required.
- Prior supervisory experience desired.
- Experience with grant writing preferred.
- Excellent oral and written communication skills.
- Possess and maintain a valid driver's license
- The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

PHYSICAL ABILITIES AND CHARACTERISTICS:

Must possess and maintain a level of fitness that allows the employee to climb stairs and ladders; lift moderate weighted objects; walk moderate distances around construction sites and on uneven ground surfaces as well as bend, stoop and twist, as necessary. Ability to work in all forms of outdoors-environmental conditions and/or adverse weather occasions.

SELECTION GUIDELINES:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description **does not** constitute an employment agreement between the employer and employee and is **subject to change by the employer as the needs of the employer and requirements of the job change.**

Caledonia Parks Volunteer Program

Do you have talents and interests you'd like to share? If so, the Caledonia Parks department needs your skills and talents. Opportunities exist for groups and individuals to generously offer their time for an hour, a day, a project or for a longer term Caledonia's Adopt a Park program.

Ways to Volunteer:

Become a Park Steward / Adopt-A-Park

Do you have a favorite park or section of trail? Would you like to be involved in the improvement of Caledonia parks? The Adopt-A-Park program allows individuals, groups, businesses and organizations to show pride in their community by taking an active role in the maintenance of a local park. Volunteers work at the direction of the Parks Committee and Park Captain in selecting a park and volunteer assignment. Volunteers perform duties such as litter pick up, emptying garbage cans, reporting maintenance issues, and other typically on-going activities.

Community-Led Work Parties

Interested in joining a work party and/or volunteering as a group? Group volunteering is a great way to build teamwork while positively impacting the community. Organizations, clubs, religious groups, businesses, and other civic minded organizations seeking opportunities such as clean up after storms, invasive species removal, park improvements, etc. are encouraged to contact the Parks Committee representative listed below.

Volunteering for a Class

If you are a student looking to complete your volunteer hours for service learning or as part of a class requirement, please attend one of our work parties.

Why Volunteer with the Caledonia Parks Volunteer Program?

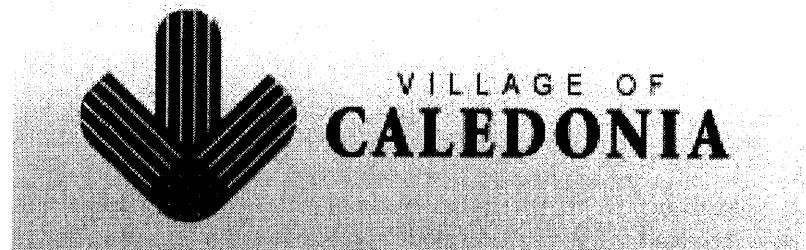
- Gain new skills
- Meet new people
- Become better acquainted with your local parks
- Help local wildlife
- Earn community service hours
- Make our parks a better place for everyone!
- Have fun!!

Contact:

Parks Volunteer Program

Phone: Lee Wishau (262) 639-7562

Email: lwishau@caledoniawi.com

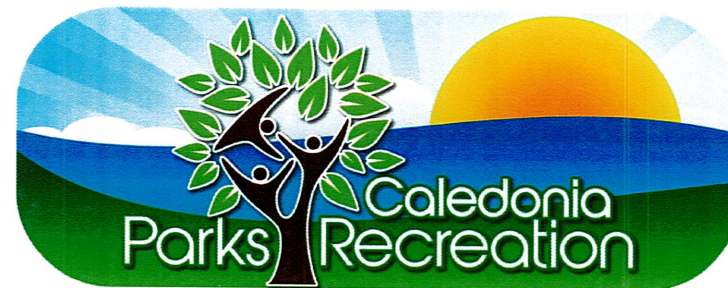


Sports Reservation Highlights—See Policy for Complete Information

- Games may begin as early as 8:00 a.m. and all games, ceremonies, and activities must end before 9:45 p.m. WITHOUT EXCEPTION games must end by 10:00 p.m.
- Reservations shall be made online at <https://caledonia-wi.gov/parks-trails>. Youth play is given preference. Reservations must be requested at least two working days before the event is scheduled.
- The Village does not provide officials.
- Village of Caledonia is authorized to restrict use of fields or cancel games due to rain / weather conditions for the purpose of protecting the playing fields from damage.
- Cancellations accepted up to 10 days before the event date. A cancellation form must be completed. Rain out games may be rescheduled with at least one week in advance of game date, as fields are available.
- Baseball leagues should submit an information form with a tentative schedule by the first Tuesday in February.
- Tournaments may be scheduled after the first business day of the New Year. All fees must be paid at the time of the reservation in order to receive a permit.
- Tournaments have permission to sell beer, soda, and food in the park for only the tournament. Seller's permits must be obtained through the Village Clerk's Office. Beer cannot be sold in Mt. Pleasant/Caledonia Memorial Park.

Village of Caledonia Parks Department
5043 Chester Lane
Racine, WI 53402

Phone: (262) 835-6459
Hours: Mon thru Fri (8 am - 5 pm)
<https://caledonia-wi.gov/parks-0>



2021 Village of Caledonia Sports Fees and Policies

General Rules and Regulations:

- Park hours are Dusk to Dawn
- Please do not damage park property
- Drive and park only in designated areas
- No alcoholic beverages allowed in park (see park tournament policy for exceptions)
- Firearms are prohibited in all Village parks
- Unnecessary noise or breach of the peace is prohibited
- Solicitations are prohibited at the parks
- No littering
- Pets are not allowed in parks
- Park speeds are set at 15 mph
- Glass containers are not permitted

A complete list of park ordinances is posted at each park and available online at: <https://caledonia-wi.gov/municipal-code-ordinances>

Ball Diamonds Rates**Ball Diamonds: Non-League Play - Practice Youth / Adult**

- Public Park Practice / hour limit No Charge

Game - Field Cost: Crawford, Gorney, Franksville Park

- Youth / hour \$25.00
- Youth / hour Franksville with lights \$35.00
- Adult / hour \$45.00
- Adult / hour Franksville with lights \$55.00

Additional Cost: Dragged and Lined per field \$30.00

League Season – 10+ Weeks League Fee - Required for League Play**Organization Responsible For Field Maintenance**

No Prep Drag/Lined

- Youth / Season \$187. \$413.
- Youth / Franksville Lights \$260. \$487.
- Adult / Season \$340. \$563.
- Adult / Franksville Lights \$400. \$638.

Tournament Must sign a Park Use Agreement 45 days before the event**Youth / Diamonds - Initial field prep only**

- Crawford Park – Two Diamonds/ Day \$100.00
- Gorney Park – Two Diamonds/Day \$75.00
- Franksville Park – Two Youth/Kickball fields \$65.00
- Franksville Park – Adult Field with lights \$120.00

Adult / Diamonds - Initial field prep only

- Crawford Park – Two Diamonds – Day \$125.00
- Gorney Park – Two Diamonds \$100.00
- Franksville Park – Two Youth/Kickball Fields \$90.00
- Franksville Park – Adult with lights \$145.00

Field Conditions posted weekdays during the season by 3pm
Facebook: Caledonia Parks and Recreation
Or The Organization/Tournament Coordinator

Additional Request must be presented to the Caledonia Parks
Advisory Committee for approval.

All requests must be submitted 45 days before the schedule event.

Soccer/Lacrosse Field Rates**Soccer/Lacrosse Fields: Non-League Play – Practice Youth / Adult**

- Public Park Practice / Hour Limit No Charge

Soccer/ Lacrosse Field Cost per Game / Open Field**Organization will lined the fields**

- Youth / hour \$40.00
- Adult/ hour \$50.00

Soccer/ Lacrosse League Season**10+Weeks League Fee – Required for League Play****Organization will lined the fields**

- Youth / Season \$225.00
- Adult / Season \$450.00

Additional Cost: Paint the lines per field \$50.00

Soccer/ Lacrosse Tournament Must sign a Park Use Agreement 45 days before the event. Park Rate is per day

- 50% Park Use Fields and Parking/ Day \$1,000.00
- 75% Park Use Fields and Parking/Day \$1,500.00

Volleyball Court Reservation Fee

- Public Park Practice/ hour limit No Charge
- Court use / hour / Crawford Park \$0.00
- Court use / hour / Franksville Park \$0.00