



PARK & RECREATION ADVISORY COMMITTEE MEETING

**Monday, February 8, 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: 856 0073 2164 OR
ACCESS VIA ONE-TOUCH TELEPHONE IS: tel: +13126266799,, 85600732164# OR
ACCESS VIA INTERNET IS: <https://us02web.zoom.us/j/85600732164>**

1. Call to Order
2. Approval of Minutes
3. Public Comment (2 minutes/person)
4. Maintenance Report Update
5. Beer Garden Discussion
6. Parks Manager Discussion
7. New Business
8. Adjournment

Dated this February 5, 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
January 11, 2021

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

Absent: None.

Staff/Others: HR Director Toni Muise, Development Director Peter Wagner, President Jim Dobbs, Trustee Fran Martin, Trustee Dale Stillman, Parks Manager Randall Solberg (arrived late) and Ken Michel of the Franksville Beer Garden.

1. Call the meeting to order

Meeting was called to order at 5:32 pm by Weatherston

2. Approval of Minutes

JS move to approve, LW second. Voice vote carries

3. Public Comment (2 minutes/person)

No comments presented.

4. Maintenance Report Update

PW presents update of maintenance schedule.

Quotes are out to update tables, chairs and floors of Hall at Joint Park. Looking at epoxy floor for the hall, extra work will be done during the slow season.

LW met with PW and RS at Franksville Park and wanted to add some items to the maintenance list. Two trailers are onsite and RS is trying to determine a plan to remove with help from the "Old Timer's Club". The trailers were donated to the football team. The other trailer is slated to be liquified through auction. LW wants to make sure that the second trailer is not owned by a member of the community. RS says it is considered abandoned property. Ken Michel adds that Sonny Haven did reach out to the owner.

5. Parks Manager Position Discussion and Possible Recommendation

TW opens with statement about village board creating position for full time Parks Manager. It is possible that we keep the Joint Park and create a crown jewel in our park system. The position also covers sexton duty at Caledonia Memorial Cemetery. Other areas include Crawford Park expansion and building community relationships and leagues using the parks. Also updating reservation system for park resources.

LW provides input about history of Joint Park. Three part time employees used to be responsible for the park. LW is not in favor of hiring a full-time employee for a possible loss of facility to the county. Prior work with the parks system led to leagues being responsible for their own formation and providence. TW and CdJ speak to the benefit of the plan.

FM asks whether it is prudent to hire a full-time person when the future is unknown.

TM provides information about park usage being stronger than expected, FCBG and others are still planning on using the Joint Park.

JS questions how the labor this past year was covered.

**Park & Recreation Advisory Committee Meeting
January 11, 2021**

LW plans three additional part time employees during the summer months.

Discussion continues around the various roles of the position.

J. Dobbs met with J. Delagrave and states the county would be interested in seeing what Caledonia can do to improve the Joint Park for the County to take over. TW asks what he suggests we do this year and J. Dobbs stated we should not hire and village staff should cover the work until we know if the Joint Park will stay with Caledonia.

LW offers to help cover some of the extra work with getting service contracts and scheduling leagues.

FM seconds J. Dobbs idea of hiring a sexton to cover the duties at Memorial Park. Does not think it should be a village staff position.

LW brings up the fence line and asks PW to determine placement

LW moves to table this. No second.

LW asks permission to show the board his recommendations.

TW states whether a trustee should be taking duties of a village employee.

CdJ moves to table parks manager discussion and recommends finding a part-time sexton, JS seconds.

TM asks about when the next meeting is, informed it would be next month. JD suggests we don't wait a full month for the next meeting. 4-1 (Wishau votes against)

6. Review Parks Volunteer Program Flyer

LW provided a copy of the flyer for approval.

TW thanks LW for making the flyer.

CdJ moves to approve flyer, LW seconds. Voice vote carries.

7. Village Park Fee Schedule

PW and RS have been working on fee schedule. Second draft available in meeting packet.

RS discussed current draft and merits allowing uniform agreements with organizations.

JS asked about the size of rate increases, mentions last year some of the organizations were upset with the rate increases.

CdJ moves to recommend fee schedule to Board for review.

8. Trails Grant Update

LW in the midst of working on two state grant applications

Phase 1 - Crawford Park through to O. Brown. Engineering team would need to come up with some costs and recommendations.

9. New Business

No new business

10. Adjournment

JS moves to adjourn, Mark L. seconds. Motion carries. 6:47PM

MEMORANDUM

DATE: Friday, February 5, 2021
TO: Parks Advisory Committee
FROM: Development Director
RE: Identified Joint Park Improvement Projects

The purpose of this memo is to provide the Committee with identified improvements needed within the Joint Park which are listed below:

- Repaving of the Park Hall parking lot
- Replace Park Hall Roof
- Raze garage located near Shelter #2
- Replace appliances in Park Hall
- Update kitchen area of Park Hall
- Purchase new tables and chairs for Park Hall
- Repair/upgrade bathroom floors in Park Hall
- Replenish playground mulch for all playground areas
- Replace/Update playground equipment throughout park
- Tree trimming/removal throughout park
- Repair/clear fencing around ball diamonds and perimeter of park
- Repair/upgrade electrical services throughout park
- Add picnic tables throughout the park
- Repair/upgrade tennis and volleyball courts
- Power wash & paint Shelters
- Repairs/upgrades to Kids Connection Playground
- Upgrade main entrance to the Park
- Upgrade/expand parking throughout the Park

notes from meeting with Ken of Hops head, Franksville park beer garden, this morning 01/25/21.

Ken is asking for the following contract changes for the 2021 season:

- 1) Adjust the food truck from a 10% fee to a fixed \$50 per day fee capped at \$100 per weekend per truck. This a contract change we agreed to last year but never implemented.
- 2) Extend the contract "initial term" from December 31 2022 to 12/31/2025. I understand why they would ask this but I believe that we should ask legal consul before adjusting due to possible owner changes.
- 3a) Rental Fee - change to 12.5% of prior seasons total alcohol Gross Revenue up to \$300,00 and 15% of prior years gross alcohol revenue over 300K, divided by the number weeks the beer garden was open in the prior year. 2021 rent then would be +- \$1475 / week. I did some quick checks on these rates and found that we indeed maybe over charging at 15%. Petrified is at this suggested rate, Racine County is \$100 per day, City of Racine Beachside Oasis is 10% of Gross less security costs.
- 3b) Contract language currency limits numbers of days per week they can open which limits income to both parties. I suggest removing this contract language.
- 4) Beer Chips - this has been a recent issue as we felt we were not being compensated at the correct rate for drink tokens. after reviewing, we may have been receiving more than we should have. Tokens were being listed a \$1 toward sales when beer is selling for \$5. The facts are that Hophead has been paying us on chips that they give away. Ken has agreed to have two different tokens. One he sells for \$5 and it goes toward our revenue and a different token for when they provide fee beer chips where they have no revenue.
- 5) Hops head is asking for a contract clarification on the term "Merchandise" as it pertains to rent calculations.
- 6) Hops Head is asking to have the first refusal of alcohol sales extended. Last year we did have an issue here as they have the exclusive right to see alcohol within the park but other users also sold beer. Per the existing language others may bring beer for private use but can not sell it. Last year we had beer sales going on during an event by a group without a liquor license. We can not repeat this.