

PARK & RECREATION ADVISORY COMMITTEE MEETING
Monday, September 13, 2021 at 5:30 PM
Caledonia Village Hall – 5043 Chester Lane

1. Call to Order
2. Approval of Minutes
3. Public Comment (2 minutes/person)
4. Maintenance Report Update
5. 2022 Park Budgets
6. 2022 Capital Projects
7. Adjournment

Dated this September 10, 2021

Joslyn Hoeffert
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 AND RECREATION ADVISORY COMMITTEE REPORT

Agenda Item: Maintenance Update

Background: The following items are the remaining items that were identified by Village Staff and Trustee Wishau as maintenance matters.

	Issue	Work by	Maintenance	Capital	Status
Crawford	STORAGE GARAGE & CONCESSION STAND RAKE EDGE PAINTING	PARKS	X		C
Crawford	TENNIS COURTS NEEDED ROUNDUP, FILL CRACKS & SECURE NET ALONG BOTTOM EDGE	PARKS	X		I
Crawford	REPAIR AND REPAINT MAINT BUILDING GARAGE DOORS	PARKS	X		C
Crawford	VOLLEYBALL COURTS S/B USABLE WITH NETS - OR ELIMINATE. NEED GRADING!	PARKS	X		I
Crawford	REPLACE PARTY GRILLS, SWITCH TO SURFACE MOUNT	PARKS		X	N
Ncholson	STORMWATER SUSPECTED FAILURE - DRAINAGE	UTILITY	X		N
Gorney	DEAD TREES ON EAST SIDE OF POND/BY PLAYGROUND - MEMORIAL TREE NEED REMOVAL AND MEMORIAL TREE REPLACED	HWY	X		I
Gorney	REPLACE PARTY GRILLS, SWITCH TO SURFACE MOUNT	PARKS		X	N
Gorney	MAKE LEVEL AND STRAIGHTEN INFORMATION SIGN	HWY	X		I
Gorney	FIND SOLUTION FOR AGED COVERING ON STAIRS	PARKS	X		I
Linwood	REPLACE PARTY GRILLS, SWITCH TO SURFACE MOUNT	HWY		X	N
Linwood	REMOVE KIDS SANDBOX BEHIND BUSHES IN BACK	PARKS	X		C
Joint	Dispose of jet ski	PARKS			I
Joint	Dispose of Route 20 trailer	PARKS			I
Joint	Pressure wash & seal inside roof of the Ocatogon	PARKS	X		I
Joint	Repair or remove fencing	PARKS	X		N
Joint	Install new playground mulch for playgrounds	PARKS		X	C
Joint	Paint Shelters	PARKS	X		N
Joint	Restain Kids Connection	PARKS	X		N

I – In Progress N – Not Started C- Completed

Joint Park: Park staff continues to groom and prep the baseball diamonds. Softball leagues are over, Force-out is still practicing, and kickball is coming to an end by mid-September. Staff has completed filling/grading the 24 stump holes that were created after the dead tree removal earlier in the summer. Staff replenished the playground mulch for the playgrounds. The Joint Hall has been consistently rented on weekends has resulted in staff coming in on weekends for 3-5 hours to clean up the hall and shelters. The Hall had HVAC issues that required service. Staff is working with an electrician to fix multiple light poles in the Hall parking lot. During the September 11-13th weekend the park hosted a YMCA soccer tournament and a food truck event as part of the beer garden. The Beer Garden is continuing to run smoothly with few concerns.

Crawford Park: Routine cleaning maintenance for the shelter and concession facilities continues. Due to higher number rentals over the summer, more time has been spent cleaning restrooms and emptying garbage cans. The Caledonia Youth Baseball season is over and the organization has cleaned and emptied out the concession building for the year as per their agreement with the Village.

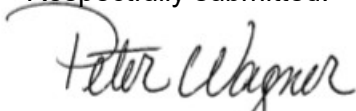
Gorney Park: Staff continues to groom the baseball diamonds for kickball leagues. Staff has repainted the pit house restrooms at the lower shelter area and the pit has been emptied. The police car toy by the western playground has been removed and a new one has been ordered.

Linwood Park: The playground has been installed. A few remaining items are needed to be completed. Staff has observed kids already playing on the playground. The historical society has asked if it were okay to remove the horseshoe pits as they are rarely, if ever, utilized and are a maintenance concern.

General Park System:

Staff continues general maintenance duties at Maple Park, Chapla Park, and Nicholson Wildlife Refuge. Our seasonal staff person went to college this month. Randall was able to find a retired county sheriff who was interested in working in the parks. We are in the process of getting him through the hiring process and hope to have him work through the end of the park season.

Respectfully submitted:



Peter Wagner, AICP
Development Director

Village of Caledonia Parks

Acct #	Acct Title	Actual 12/31/2020	Budget 12/31/2020	Budget 1/1/2021	Actual 6/30/2021	Estimated 12/31/2021	Budget 2022	Variance Amt	%
Income:									
221-00-41110	Property Taxes	66,300	66,300	117,625	117,625	117,625	84,586	(33,039)	-28%
221-00-44330	Beer & Wine Permit	-	-	-	-	-	-	-	0%
221-00-46140	Property Rentals	4,154	-	-	-	-	-	-	0%
221-00-46150	Special Event Fees	-	-	-	-	-	-	-	0%
221-00-46210	Adult Sport Revenue	-	6,000	6,000	4,290	4,600	5,000	(1,000)	0%
221-00-46753	Park & Rec Rental	-	8,900	8,000	-	11,000	11,000	3,000	0%
221-00-46754	Recreation Misc	-	-	-	-	-	-	-	0%
221-00-48100	Interest Income	260	100	100	-	100	100	-	0%
221-00-48691	Advertising Revenue	-	8,400	8,500	-	8,000	8,000	(500)	-6%
221-00-48900	Miscellaneous Revenues	-	1,500	1,500	-	-	-	(1,500)	-100%
221-00-49210	Transfer From General Fund	18,000	18,000	7,500	-	7,500	-	(7,500)	-100%
221-00-49220	Use of fund balance	-	18,000	-	-	-	-	-	
Total Income:		88,714	127,200	149,225	121,915	148,825	108,686	(40,539)	-27%
Expense:									
221-00-50100	Salaries	20,079	38,610	47,356	9,576	47,356	22,171	(25,185)	-53%
221-00-50110	Part Time Salaries	1,908	19,400	8,940	3,309	8,940	14,974	6,034	-
221-00-50130	Overtime	482	-	-	-	-	-	-	0%
221-00-50170	FICA	1,934	4,434	8,381	871	8,381	2,842	(5,539)	-66%
221-00-50190	WRS	1,406	3,778	7,180	614	7,180	2,202	(4,978)	-69%
221-00-50220	Health Care	8,465	17,500	20,400	4,524	20,400	9,496	(10,904)	-53%
221-00-50240	Life Insurance	141	180	411	-	411	137	(274)	-67%
221-00-50250	Dental Insurance	267	538	557	132	557	265	(292)	-52%
221-00-61000	Professional Services	-	-	2,500	-	1,900	1,500	(1,000)	0%
221-00-62100	Contracted Services	3,212	10,800	13,000	1,096	2,500	15,000	2,000	15%
221-00-62700	Grounds Services	17,993	7,000	12,000	4,460	12,000	15,000	3,000	25%
221-00-63200	Fuel, Oil, Fluids	1,315	1,800	1,000	2,073	1,025	1,200	200	20%

Village of Caledonia Parks

Acct #	Acct Title	Actual 12/31/2020	Budget 12/31/2020	Budget 1/1/2021	Actual 6/30/2021	Estimated 12/31/2021	Budget 2022	Variance Amt	%
221-00-63300	Vehicle Repairs & Maintenance	148	400	1,500	1,241	1,500	1,000	(500)	-33%
221-00-64020	Advertising	128	2,900	2,000	-	-	-	(2,000)	-100%
221-00-64030	Office Supplies	-	100	200	21	100	100	(100)	-50%
221-00-64060	Printing	-	75	-	-	-	-	-	#####
221-00-64070	Work Supplies	1,497	435	4,000	2,698	4,000	4,000	-	0%
221-00-64100	Janitorial Supplies	1,505	400	1,300	434	1,300	1,300	-	0%
221-00-64110	Small Equipment	430	3,850	5,000	324	5,000	4,000	(1,000)	-20%
221-00-64140	Utilities	11,401	9,600	9,000	5,009	9,000	9,000	-	0%
221-00-64160	Fundraising Expenses	-	-	-	-	-	-	-	0%
221-00-64200	Sales & Use Tax	329	-	1,000	(19)	-	1,000	-	0%
221-00-64240	Building Repairs & Maintenance	9,049	5,000	2,000	3,608	4,000	2,500	500	25%
221-00-64250	Equipment Repairs & Maintenananc	1,095	200	1,000	286	750	1,000	-	0%
221-00-64400	Equipment Rental	-	200	500	-	-	-	(500)	-100%
	Total Expense:	82,784	127,200	149,225	40,256	136,300	108,686	(40,539)	-27%
	Net Income	5,930	-	-	81,659	12,525	(0)	(0)	-

Village of Caledonia Joint Park

Acct #	Acct Title	Actual	Budget	Budget	Actual	Estimated	Budget	Variance	
		12/31/2020	12/31/2020	1/1/2021	6/30/2021	12/31/2021	2022	Amt	%
Income:									
222-00-41110	Property Taxes	70,000	70,000	102,631	102,631	102,631	79,472	(23,159)	-23%
222-00-42020	Mt. Pleasant Contribution	70,000	70,000	-	-	-	-	-	#####
222-00-44300	Beer & Wine Permit	-	-	-	-	-	-	-	0%
222-00-46120	Miscellaneous Revenue	-	-	-	-	-	-	-	0%
222-00-46140	Property Rentals	4,748	-	-	(100)	-	-	-	0%
222-00-46150	Special Event Fees	3,100	5,000	9,000	2,500	9,500	-	(9,000)	0%
222-00-46700	Shelter/Park Rentals	125	-	6,000	-	30,000	9,500	3,500	0%
222-00-46710	Hall Rental	261	-	10,000	(100)	-	32,000	22,000	0%
222-00-46720	Beer Garden	37,124	-	25,000	-	-	-	(25,000)	0%
222-00-46730	Recurring Park Rentals	4,000	-	8,000	-	-	-	(8,000)	0%
222-00-46753	Park and Rec Rental	-	21,000	-	-	-	-	-	#####
222-00-48100	Interest Income	-	-	-	-	-	-	-	-
222-00-48400	Insurance Recoveries	<u>265,273</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0%</u>
Total Income:		454,630	166,000	160,631	104,931	142,131	120,972	(39,659)	-25%
Expense:									
222-00-50100	Salaries	18,324	52,587	47,356	9,839	47,356	22,171	(25,185)	-
222-00-50110	Part Time Salaries	3,976	17,360	5,740	-	5,740	11,710	5,970	104%
222-00-50130	Overtime	482	-	-	-	-	-	-	0%
222-00-50170	FICA	1,626	5,351	8,137	660	8,137	2,592	(5,545)	-68%
222-00-50180	Unemployment	1,679	2,250	-	-	-	-	-	#####
222-00-50190	WRS	1,269	3,444	7,180	650	7,180	2,202	(4,978)	-69%
222-00-50220	Health Care	7,635	20,783	20,400	4,455	20,400	9,496	(10,904)	-53%
222-00-50240	Life Insurance	-	150	411	-	411	137	(274)	-67%
222-00-50250	Dental Insurance	267	538	557	132	557	265	(292)	-52%
222-00-50260	Workers Compensation	3,775	3,574	-	-	-	-	-	#####
222-00-51300	Education/Training/Conferences	-	700	700	-	700	700	-	0%

Village of Caledonia

Joint Park

Acct #	Acct Title	Actual 12/31/2020	Budget 12/31/2020	Budget 1/1/2021	Actual 6/30/2021	Estimated 12/31/2021	Budget 2022	Variance Amt	%
Income:									
222-00-60000	Bond Treasurer	-	100	-	-	-	-	-	#####
222-00-60100	General Liability Insurance	5,913	1,500	2,000	-	2,000	2,000	-	0%
222-00-61000	Professional Services	118,256	-	4,000	1,359	2,500	2,000	(2,000)	0%
222-00-62100	Contracted Services	3,279	-	6,000	76	-	10,000	4,000	0%
222-00-62700	Grounds Services	24,703	18,000	20,000	13,822	20,000	20,000	-	0%
222-00-63200	Fuel, Oil, Fluids	877	-	700	57	700	700	-	0%
222-00-63300	Vehicle Repairs & Maintenance	-	-	1,500	56	500	1,500	-	0%
222-00-64000	Storm Water Charges	-	2,500	-	-	-	-	-	100%
222-00-64030	Office Supplies	65	1,500	100	-	-	-	(100)	-100%
222-00-64070	Work Supplies	812	11,000	8,000	940	4,500	5,000	(3,000)	-38%
222-00-64100	Janitorial Supplies	2,586	3,550	1,500	691	1,300	1,500	-	0%
222-00-64110	Small Equipment	465	-	-	-	-	-	-	#####
222-00-64140	Utilities	14,676	11,350	11,350	4,696	13,850	14,000	2,650	23%
222-00-64150	Telephone Service	-	2,850	-	-	-	-	-	#####
222-00-64200	Sales & Use Tax	1,572	-	2,000	(4)	2,000	2,000	-	0%
222-00-64240	Building Repairs & Maintenance	11,074	6,800	9,000	8,714	9,000	9,000	-	0%
222-00-64250	Equipment Repairs & Maintenan	1,920	-	4,000	2,032	4,000	4,000	-	0%
222-00-65020	Building Improvements	-	-	-	4,519	-	-	-	0%
	Total Expense:	225,233	165,887	160,631	52,693	150,831	120,972	(39,659)	-25%
	Net Income	229,398	113	-	52,238	(8,700)	(0)	(0)	#####

Village of Caledonia

Department:

		Years of Expenses and Revenues											
		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Totals	Comments
Item No.	Description of Capital Expense	Amount	Amount	Amount	Amount	Amount	optional Amount	optional Amount	optional Amount	optional Amount	optional Amount		
1	NWR - Expand Parking Lot				3,000							3,000	
2	NWR - Fix Drainage					9,000						9,000	
3	Crawford Park Master Plan	50,000										50,000	Impact Fees can partially pay
4	Crawford Playground Replacement			30,000								30,000	
5	Seed 8 farm acres Crawford	20,000										20,000	Impact Fees can partially pay
6	Tree Replantings	5,000	5,000	5,000	5,000	5,000						25,000	Removed ~40 trees no replacments
7	Expand Bike Trail Crawford to OB School											0	Prepping for park expansion
8	Maple Park Concrete Walkway & shelter Rehab	40,000										40,000	Walkway needed to comply with ADA regulations.
9	Linwood Park Kayak Launch			30,000								30,000	
10	Golf Cart		10,000									10,000	
11	Dog Park Gorney Park			40,000								40,000	
12	1 Ton Dump Truck	65,000										65,000	Includes \$335 snow plow prep pkg
13	Park System Grill Replacement	5,000		5,000								10,000	~ \$500 a piece
14												0	
15												0	
16												0	
17												0	
18												0	
19												0	
20												0	
	Totals	185,000	15,000	110,000	8,000	14,000	0	0	0	0	0	332,000	

Item No.	Description of Offsetting Revenues	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Totals	Comments
1	Other than debt, levy or fund balance	110,000										110,000	Impact fees
2	Grant											0	
3	Fund balance											0	
4												0	
5												0	
6												0	
7												0	
8												0	
9												0	
20												0	
21												0	
	Totals	110,000	0	0	0	0	0	0	0	0	0	110,000	

Village of Caledonia

Department:

Years of Expenses and Revenues

Item No.	Description of Capital Expense	Years of Expenses and Revenues										Totals	Comments	
		2022	2023	2024	2025	2026	2027 <i>optional</i>	2028 <i>optional</i>	2029 <i>optional</i>	2030 <i>optional</i>	2031 <i>optional</i>			
1	Asphalt Pave Franksville Park lot	130,000											130,000	
2	Resurfact Tennis Courts		30,000										30,000	
3	Replace Hall Roof						25,000						25,000	
4	Playground Equipment Replacement	6,000		6,000									12,000	
5	Resurface access roads				50,000								50,000	
6	Remodel Kitchen in Hall		20,000										20,000	
7	Pickle Ball Courts			30,000									30,000	
8	Restroom Facility				50,000								50,000	
9	Shelter near Beer Garden					20,000							20,000	
10	Electric to Shelter 4 & 6	8,000											8,000	
11													0	
12													0	
13													0	
14													0	
15													0	
16													0	
17													0	
18													0	
19													0	
20													0	
	Totals	144,000	50,000	36,000	100,000	20,000	25,000	0	0	0	0	0	375,000	

Item No.	Description of Offsetting Revenues	Years of Expenses and Revenues										Totals	Comments	
		2022	2023	2024	2025	2026	2027 <i>optional</i>	2028 <i>optional</i>	2029 <i>optional</i>	2030 <i>optional</i>	2031 <i>optional</i>			
1	Other than debt, levy or fund balance												0	
2	Joint Parks fund balance	120,000											120,000	
3													0	
4													0	
5													0	
6													0	
7													0	
8													0	
9													0	
20													0	
	Totals	120,000	0	0	0	0	0	0	0	0	0	0	120,000	