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**PARK & RECREATION ADVISORY COMMITTEE MEETING**

**Monday, June 13, 2022 at 5:00 PM**  
**Caledonia Village Hall – 5043 Chester Lane**

1. Call to Order
2. Approval of Minutes
3. Public Comment (2 minutes/person)
4. Kickoff Meeting Crawford Park Master Plan – Discuss project goals, schedules, and deliverables as it relates to the development of a park master plan for Crawford Park.
5. Adjournment

Dated this June 10, 2022

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.

May 24, 2022

5:01 start, no absences

Citizen comments:

Ken Michel—over saturation of events/beer gardens, dedication and maintenance requirements

Introductions by members/experiences

SWOT-led by Pete based on committee comments

Strengths

- Amount of undeveloped land
- Centrally located
- Flat/open fields
- Affluence of residents
- Park safety (public safety building)
- Infrastructure

Weaknesses

- Maintenance costs
- Lack of comm interest/change
- Not understanding costs to develop park
- Lack of staff
- Access to park—roads, etc.
- Grading of existing paths is poor/water management
- Few special needs amenities
- Current design of park—random/scattered
- Legislation regarding animals/liquor
- Public safety building

Opportunities

- Expand pedestrian trail/path
- Attract tournaments
- Population growing/use of parks increasing
- Create rec opportunities for all ages
- Create winter amenities
- Contract w/ businesses to operate in the park
- Fundraising and supports from businesses

Threats

- Lack of funding
- Lack of commitment
- Saturation of certain amenities (i.e. Beer Garden)
- Flooding/pooling in areas

Trustee Wishau-list and map of suggestions, provided baseline for ideas

Amenities

- ADA playground

- Fitness stations/free-running options
- Gazebo/band shell
- Non thoroughfare---road to south
- Soccer field
- Multi-purpose courts
- Dog park
- Sledding hill
- Walking paths
- Pickleball courts
- Skating rink
- Full ball court, instead of 2 half courts
- Gazebo/band shell
- Splash pad
- Add access for parking/drives/safety building
- Artificial shade
- Prairie/rain gardens
- Butterfly garden

Long-term maintenance remains a concern.

No need for public indoor rental sites—high cost.

Adjourned at 1817 hours—Christian/Andrew



# MEETING AGENDA

Village of Caledonia - Crawford Park Master Plan

|                           |   |                  |                        |
|---------------------------|---|------------------|------------------------|
| <b>Project:</b>           | Crawford Park Master Plan   | <b>Location:</b> | Caledonia Village Hall |
| <b>MSA Project No.:</b>   | 00531017  | <b>Date:</b>     | June 13, 2022          |
| <b>Meeting Purpose:</b>   | <b>Kickoff Meeting (Parks and Rec Advisory Committee Regular Meeting)</b> | <b>Time:</b>     | 5:00 pm                |
| <b>Meeting Organizer:</b> | Dan Williams/Lucas Geiger   |                  |                        |

## Attendees:

| Affiliation          | Name         | Email                |
|----------------------|--------------|----------------------|
| Village of Caledonia |              |                      |
|                      |              |                      |
|                      |              |                      |
|                      |              |                      |
|                      |              |                      |
|                      |              |                      |
| MSA                  | Dan Williams | dwilliams@msa-ps.com |
|                      | Lucas Geiger | dschmitt@msa-ps.com  |

## OLD BUSINESS/OPEN ITEMS:

1. None

## NEW BUSINESS:

1. Introductions
2. Review of Project Scope
3. Existing Documents/Prior Masterplan Review
4. Phase I Public Engagement
  - a. Online Survey – Post Date / End Date; Distribution
  - b. Storymap – Launch Date
5. Site Visit – Jun 13th





# MEETING AGENDA

Village of Caledonia - Crawford Park Master Plan

## PROJECT UPDATES:

### Schedule

| PROJECT SCHEDULE - CRAWFORD PARK MASTER PLAN     |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
|--|------|---|---|------|---|---|---|--------|---|----|----|-------|----|---|
| Year   | 2022 |   |   |      |   |   |   |        |   |    |    |       |    |   |
| Month  | June |   |   | July |   |   |   | August |   |    |    | Sept. |    |   |
| Week   | 1*   | 2 | 3 | 4    | 5 | 6 | 7 | 8      | 9 | 10 | 11 | 12    | 13 | * |
| <b>PHASE I - INVENTORY AND ANALYSIS</b>          |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
| Task 1.1 Kick-Off and Site Visit                 |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
| Task 1.2 Review and Analyze Existing Information |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
| Task 1.3 Site Analysis                           |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
| Task 1.4 Public Survey and StoryMap              |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
| <b>PHASE II - CONCEPT DEVELOPMENT</b>            |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
| Task 2.1 Develop Concept Plans                   |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
| Task 2.2 Public Presentation                     |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
| <b>PHASE III - FINAL MASTER PLAN</b>             |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
| Task 3.1 Draft Master Plan                       |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
| Task 3.2 Draft Master Plan Documents             |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
| Task 3.3 Parks Committee Presentation            |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
| Task 3.4 Final Master Plan                       |      |   |   |      |   |   |   |        |   |    |    |       |    |   |
| Task 3.5 Presentation of Final Master Plan       |      |   |   |      |   |   |   |        |   |    |    |       |    |   |



Site Analysis –

Community Engagement -

**ACTION ITEMS:**

| Task  | Due Date                        |
|---|---------------------------------|
| 1.1 Kick-Off and Site Visit                                     | June 2022 – Pre/Post KO Meeting |
| Meeting Notes   | June 2022                       |
| 1.2 Review and Analyze Existing Informaiton                     | June-July 2022                  |
| Sit Inventory and Analysis Graphic                              | TBD                             |
| 1.3 Site Analysis   |                                 |
| Sit Inventory and Analysis Graphic                              | TBD                             |
| 1.4 Public Survey and StoryMap                                  | TBD                             |
| Survey Results  | TBD                             |
| StoryMap  | TBD                             |
|   |                                 |
| 2.1 Develop Concept Plans (3)                                   |                                 |
| Staff Meeting   |                                 |
| 2.2 Public Presentation   |                                 |
| Public Open House   |                                 |
| Story Map Updates   |                                 |
|   |                                 |
| 3.1 Draft Master Plan   |                                 |
| 3.2 Draft Master Plan Documents                                 |                                 |
| Ex. Conditions and Analysis                                     |                                 |
| Concept Plans   |                                 |
| Draft Master Plan and Cost Estimate                             |                                 |
| 3.3 Staff, Parks and Recreation, and Village Board Presentation |                                 |
| 3.4 Final Master Plan   |                                 |
| StoryMap Updates  |                                 |
| 3.5 Final Master Plan Presentation                              |                                 |
| Documented Memo Report  |                                 |



