

PARK & RECREATION ADVISORY COMMITTEE MEETING

**Monday, October 10, 2022 at 5:00 p.m.
Caledonia Village Hall – 5043 Chester Lane**

1. Call to Order
2. Approval of Minutes from the September 26, 2022 meeting
3. Public Comment (2 minutes/person)
4. Gorney Park Project – Evaluate the construction of a dog park on the southern portion of the park accessed from 7 Mile Road
5. Maple Park Project – Review proposed paving and open-air shelter installation for Maple Park
6. Crawford Park Master Plan – Discuss and evaluate potential development actions for Phase 1 of Crawford Park
7. Adjournment

Dated this October 7, 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.

**Park & Recreation Advisory Committee Meeting
September 26, 2022**

Committee: Caledonia Trustee Holly McManus, Caledonia Trustee Lee Wishau, Residents: Andrew Kallenbach, Michael Lambrecht, Carl Garnetzke, Christian De Long.

Excused: Josh Sopczak

Staff/Others: Peter Wagner, Kathy Kasper, Trustee Tom Weatherston

1. Call the meeting to order

Meeting was called to order at 5:02 pm by Holly McManus

2. Approval of Minutes

Michael Lambrect moved to approve the minutes of the September 12, 2022 Parks & Recreation Advisory Committee Meeting, 2nd by Carl Garnetzke motion carried unanimously

3. Public comment

Margaret with unknown address who is the president of the local pickleball group offered her services and expertise when designing pickleball courts at Crawford. She stated she was excited to see the future development of the park specifically the construction of future pickleball courts.

4. Crawford Park Master Plan Update

Pete Wagner presented the final park master plan to the Committee. As part of the final deliverables, MSA provided a memo outlining development priorities and cost estimates of future park amenities. Mr. Wagner explained to the committee if/when the master park plan is adopted, the plan will be accessible online through the storymap link that currently exists on the Village's website. Mr. Wagner further stated that this plan will be utilized by the Parks Committee when proposing capital improvements during budget cycles. Mr. Wagner asked the Committee if there were any concerns or modifications that should be done to the plan. Committee member Christian De Long stated that he is not in favor of the entrance at Sunshine Lane and that future road design should consider a park entrance at Heidi Lane instead as it will not impact as many people. No other comments or suggestions were given.

Christan De Long moved to recommend to the Village Board approval of the Crawford Park Master Plan as presented. Seconded by Michael Lambrect. Motion carried unanimously.

5. Adjournment

Micharl Lambrect moved to adjourn, seconded by Andrew Kallenbach. Motion carried unanimously @ 5:37 PM.

PROPOSED DOG PARK at GORNEY PARK

DRAWN BY: CALEDONIA ENGINEERING
DATE DRAWN: 5-3-2022



PROPOSED 10'
"SIDEWALK"

PARKING LOT

SMALL
DOG
RUN
80'x200'

LARGE
DOG
RUN
120'x610'

EXISTING
DRAINAGE
SWALE

50'

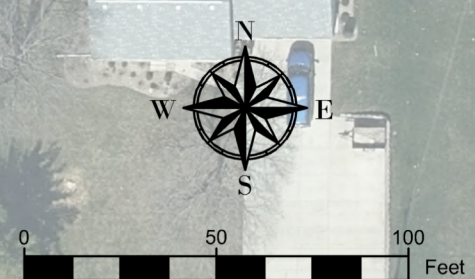
541'

25'

200'

50'

7 MILE ROAD





MANO FENCING, LLC

LIC # 1104902

WE DO NOT HIRE SUBCONTRACTORS

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Phone: (262) 989-7580

Fax: (262) 632-7100

Email: manofence@yahoo.com

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Name Village of Caledonia

Date 6/18/21

Address _____

Ft. N S E W of _____

City & State _____

Muni _____

Job Location Gorney Day Park

Phone _____

Email _____

Type Chain link

Footage 1600'

Ht. of Fence 4'

Walk Gates 4 each

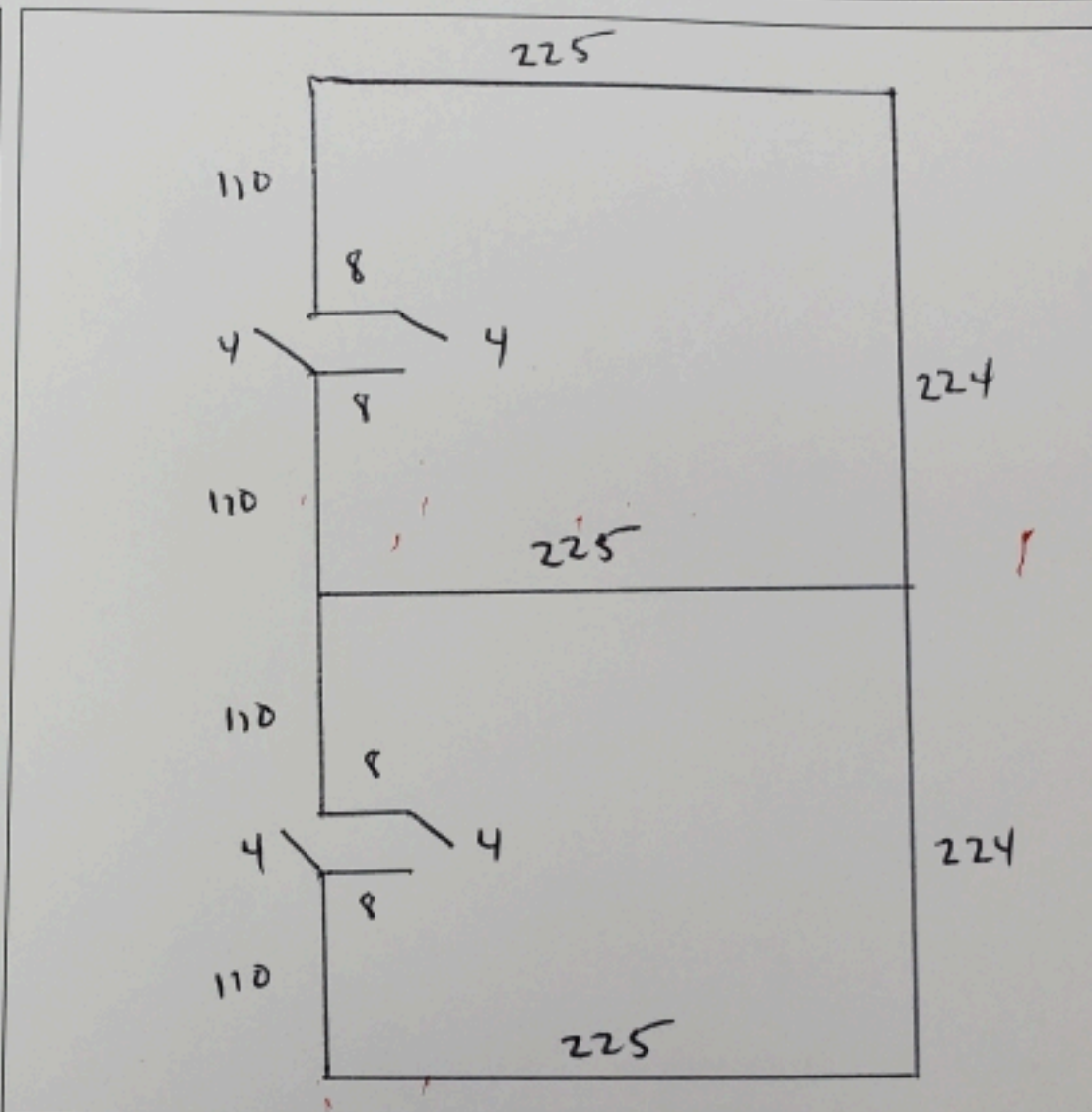
Double Drive —

Permit by customer Permit by Mano

Metal post with: Wood Sleeve Vinyl Sleeve

Price includes removal of old fence

All pipe pounded unless otherwise specified



TOTAL COST \$ 32,000⁰⁰

\$ _____ **Down**

\$ 32,000⁰⁰ **Completion**

CREDIT CARDS SUBJECT TO 4% SURCHARGE

Conditions of Contract:

1. Installation within eight weeks upon receipt of signed contract, weather permitting.
2. Contractor cannot be responsible for damage to underground utilities not marked by a licensed public utility company. This includes but is not limited to private gas, electrical and sprinkler lines.
3. Any alteration or deviation from the specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.
4. Customer is responsible for location & establishment of property and/or fence line. Upon satisfactory completion of improvements, customer agrees to pay for such improvements as per terms of estimate and/or contract.
5. All work to be performed in a workmanlike manner and in accordance with standard practice.
6. Customer to clear fence line of trees, vegetation, rubbish, etc.
7. Any trimmings by crew will be left on site.
8. This proposal may be withdrawn by us if not accepted in 10 days.

HOTLINE TICKET # _____

A service charge of 1.5% per month (18% annually) will be applied on all past due balances. The purchaser shall be responsible for any and all collection and legal costs incurred by Mano Fencing, LLC in the event of this bill becoming past due. Mano Fencing, LLC reserves the right to lien the improved property if payment in full as agreed to in this contract is not received.

I hereby authorize the erection of the fence as specified above, and agree to pay the sum stated set forth herein.

Date _____ Customer Signature _____

Mano Fencing agrees to perform above conditions of contract.

Date 6/18/21 Mano Fencing [Signature]

SIGN HERE

WHITE - OFFICE

YELLOW - LABOR

PINK - CUSTOMER

MEMORANDUM

Date: October 6, 2022

To: Parks Committee

From: Ryan Schmidt, P.E.
Village Engineer



Re: Maple Park Sidewalk and Open Air Shelter RFP

Background Information

As part of the 2022 budget, \$40,000 dollars were set aside as part of the CIP plan for the extension of sidewalk and installation of an open air shelter at Maple Park. These funds would have come directly from Park Impact Fees. The former Public Works Director had an initial concept sketch of the proposed sidewalk extension and location for a shelter along the north side of the playground. The east-side sidewalk along Bannoch Drive would have then been extended to the shelter.

The project has been in limbo since then and it has come time to address these funds in 2022. The updated proposal before you is to extend the sidewalk from both directions of the park to the open air shelter. This creates a more inviting and accessible shelter location for residents on both sides of the park. This allows our park to be ADA accessible from both sides of the subdivision for anyone who choose to enjoy the amenities. A future sidewalk stub would also be installed to the south on both sides to allow for the future expansion of the sidewalk and create a loop around the entire greenspace.

The open air shelter would be proposed as a simple design that mimics our current shelter at Linwood Park. Alternatives could be allowed for wood or metal installations. An RFP would allow the various contractors to present their most cost effective shelter utilizing different materials.

In order to accomplish this, Village Staff would need direction and approval to go out for an RFP this year and attempt to get quotes for the work to be completed. That work would then be allowed to be completed in 2023 but the initial PO would be created in 2022. Should the Parks Committee decide not to utilize these funds, they would be placed back into the pot of Park Impact Fees for 2023 where they can be used at a different time or for a different project.

Recommendation

Move to recommend to the Village Board to approve Village Staff to go out for an RFP not to exceed \$40,000 for the installation and extension of sidewalk and installation of an open air shelter at Maple Park using Park Impact Fees.

MAPLE PARK SIDEWALK EXTENSION

CALEDONIA ENGINEERING DEPT.

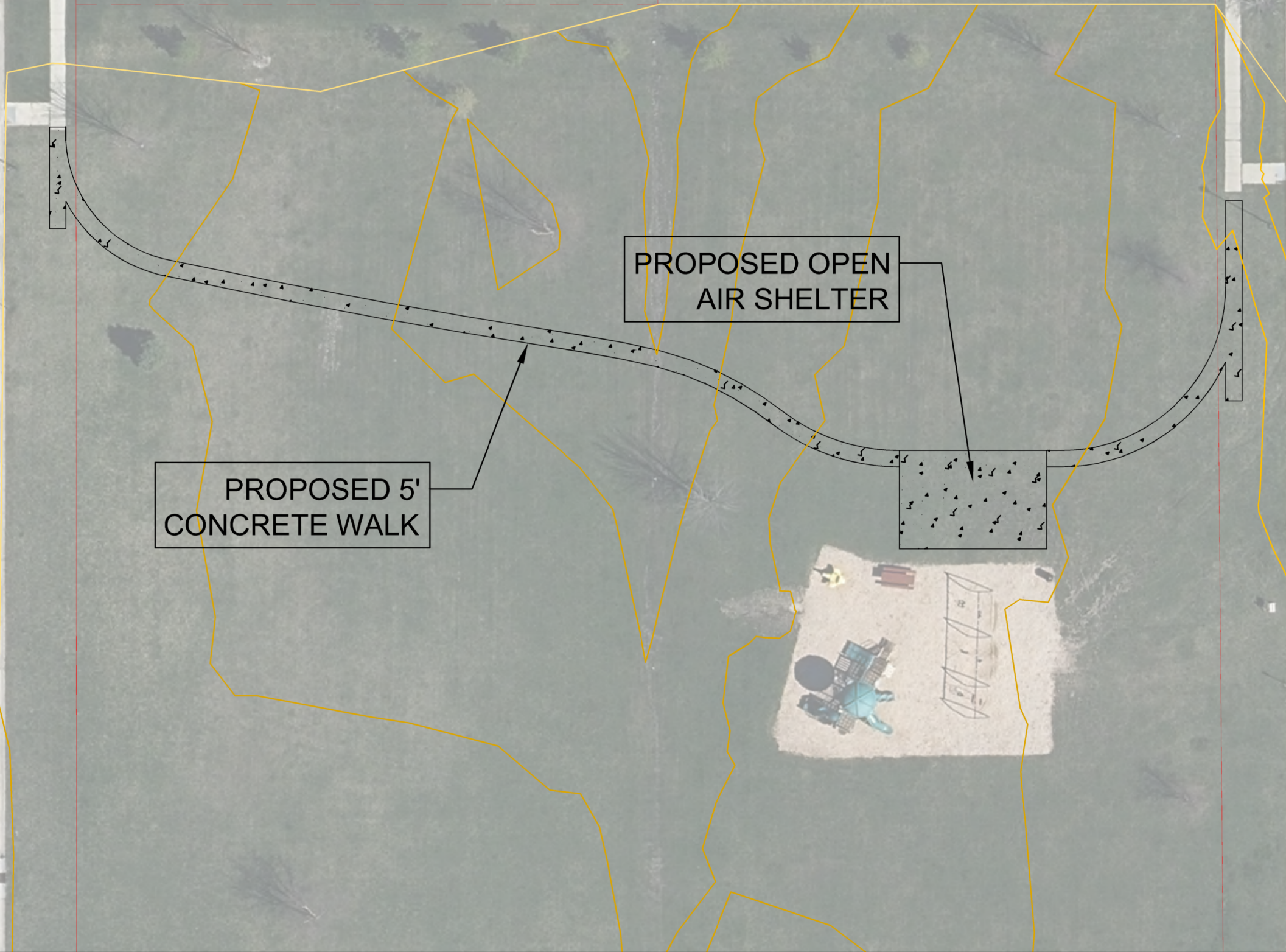


SINA LANE

BANNOCH DRIVE

PROPOSED 5'
CONCRETE WALK

PROPOSED OPEN
AIR SHELTER



MEMORANDUM

Date: October 6, 2022

To: Parks Committee

From: Ryan Schmidt, P.E.
Village Engineer



Re: Crawford Park Master Plan – Project Phasing

Background Information

The Village Board, Plan Commission, and Parks Committee have all approved the Crawford Park Master Plan as of October 3, 2022. As part of that final plan, a construction phasing schedule was recommended by MSA Professional Services, Inc. which included estimated costs for projects based on priorities. The attached memo from MSA breaks down those 3 priorities and other on-going projects with estimated costs.

Village Staff would like to begin the discussion for working on these priorities and accommodating them within the 2023 Budget. The Engineering Department would recommend that the first steps of this project should include an RFP to acquire professional engineering services. These engineering services would include the creation of a master grading and drainage plan for the entire site, accommodating the many amenities that you see on the final approved plan. This includes calculating the quantity of earthwork needed, storm water facilities needed, and possible phasing of the grading to ensure the most efficient use of the Park Impact Fees. An estimated budget for the grading work would be asked for to help direct the Parks Committee and Village Board on how to best allocate the Park Impact Fees for the future amenities.

It is expected that seeding and grading would be a high priority project that could provide a large impact to the overall aesthetic of the park. It would also allow for the Village to better plan and budget for the installation of future amenities like the pickle ball courts or updated playground features. Therefore, Village staff is recommending that the Parks Committee allow Village Staff to go out for an RFP to acquire Engineering Service in 2023 to create the master grading and drainage plan for the park. These actions are consistent with the Crawford Park Master Plan and the goals of the Village's Park & Open Space Plan.

Recommendation

Move to recommend to the Village Board that Village Staff dedicate Park Impact Fees not to exceed \$40,000 in 2023 for the acquisition of Engineering Services to create a Master Grading and Drainage Plan for Crawford Park.

To: Peter Wagner, Development Director and
Parks & Recreation Advisory Committee

From: Lucas Geiger, PLA and Daniel Williams, PLA

Subject: Crawford Park Master Plan

Date: September 21, 2022

The Village of Caledonia seeks a master plan to guide future improvements to Crawford Park, and its expected expansion to neighboring parcels, to provide a guiding vision for a unique community amenity. Crawford Park is situated on 18 acres with an additional 17 acres in the planned development area. The current park hosts a variety of recreational amenities, playgrounds, and walking trails; however, many of the existing equipment is facing its useful lifetime limit and storm water has become a major issue. Aside from the aging park amenities, access to these recreational uses can be cumbersome to some community members.

The Village has recently completed the construction of their Village Hall adjacent to the park and is in the process of constructing a new Public Safety Building that will play a factor into the future of Crawford Park.

Improvements to Crawford Park will maintain the layout of existing baseball diamonds and associated parking with improvements to accessibility, stormwater management, and grading. centralized recreation area will include court sports, a new 4-season shelter with plaza space, updates to existing playgrounds and shelter, proposed splashpad, and associated parking and trails. The east area of the park will focus on more open recreation: a multi-use sports field, a sledding hill, passive recreation areas, and a skatepark. The south area of the park will include the restoration of farm fields into a native prairie space, with recreational walking/running trails, rentable shelters and gathering spaces throughout.

Analysis of the existing park conditions and the proposed masterplan, conducted during the Summer of 2022, helped provide a general prioritization/phasing schedule for the Village.

Priority I - Initial rough grading of site and stormwater improvements; site restoration with turf grass and native prairie areas; updated playground; court sports; and initial parking Recommended in 0 - 3 years.

- Priority II -** Mile trail loop with gathering nodes, benches, mowed trails, and shade shelters; 4-Season Pavilion with flex plaza space; remodel existing shelter with improved accessibility; and additional parking and stormwater management as needed. Recommended in 3 - 6 years.
- Priority III -** Skatepark; splashpad; southern open-air shelter with restrooms and associated path connections; expanded parking if needed; existing parking lot runoff and accessibility improvements; fine grading for multi-use sports field and winter skating rink; and park road East-West connection. Recommended improvements 6 + years or as needed.
- Ongoing -** Sledding hill; tree plantings; sculptures and/or workout stations; donor benches, and areas of screening/landscaping improvements as needed.

The prioritization schedule provided above is an example and can be modified to meet the needs of the Village of Caledonia's ability to budget for necessary improvements. The Village may add, remove, or prioritize some elements ahead of others due to potential funding sources becoming available or unforeseen community needs becoming apparent in the future.

The plan identifies four levels of prioritization shown above with cost estimates following each section. A full project cost is included at the end of this report. Summaries for the future work are as follows:

Priority I - Initial Site Preparation/High Priority Amenity Replacement

Due to the current ongoing projects and extents of future improvements, it is recommended that the Village begin by establishing a rough grading plan for undeveloped areas of the park and existing areas to be re-developed. Efforts should be taken to manage current stormwater issues and begin to anticipate the needs of future park developments.

Through community engagement, the Village identified the need for updates to their existing court sports, and specifically, the desire for pickleball courts within the community. In coordination with the rough grading, the Village should grade for new court facilities to meet demands. The current plan lays out (2) full-size basketball court, (8) dedicated pickleball courts, and (2) multi-sport courts: (2) tennis/(8) pickleball courts. It is recommended that the Village plan for including at least half of the amenities, (1) basketball, (4) pickleball, (1) multi-sport court during the first phase. Subsequent phases can identify the need for additional courts and the final amount of each court type is to be determined by the Village. Inclusive to the court area should be access and parking.

MEMO

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Another area of concern is the age of playground equipment. The Village should prioritize replacement of the northern playground area. Inclusive to the playground work will be a new park access road, adequate parking, with accessible routes to the playground and shelter. Adequate parking needs to be established by the Village to based on expected volume of users for the proposed playground amenities and existing facilities.

Establishing native perennial planting areas as soon as possible will provide a base landscape for the future walking trails/paths throughout the southern area of the park. Native seeding may take up to 3 years to fully establish and will need proper management efforts to grow into a healthy plant community. The village can anticipate proposed trail routes and seed accordingly.

As a part of the future improvements to Crawford Park, the Village may review and update the ordinance for dogs in park. Many responses to the survey requested a dog-park, however, the village has plans for a dog park elsewhere. A simple, yet effective compromise would be allowing dogs “on-leash” along walking paths/trails.

Priority I	
Mobilization, Bonds, and Insurance	\$ 200,000.00
Grading/Stormwater/Site Restoration	\$ 497,500.00
Native Prairie Seeding (6 Acres)	\$ 100,000.00
Playgrounds (2-5 age, 5-12 age)	\$ 500,000.00
Basketball Courts (2)	\$ 250,000.00
Pickleball Courts (8)	\$ 240,000.00
Multi-Sport Courts (2)	\$ 250,000.00
Roads and Sidewalks	\$ 304,000.00
Park Amenities	\$ 63,000.00
Landscaping Allowance	\$ 30,000.00
Phase Subtotal =	\$ 2,434,500
Engineering (10%) =	\$ 243,450.00
Contingency (15%) =	\$ 401,692.50
TOTAL =	\$ 3,079,642.50

Priority II – Trail loop and Shelters

In the Priority II phase, the Village's focus will be on providing 3 key things: the mile trail loop, construction of the 4-Season Pavilion and flex plaza space, and the remodeling of the existing shelter.

The mile trail loop provides a passive recreation element within more natural areas of the park and expands on existing goals of the park. To coincide with this development, park improvements may include resting and gathering spaces along the path with benches, small gathering nodes within natural areas, and rentable shade shelters. The main path in the park should be 10' wide with a 2' mowed shoulder. Wisconsin's DNR – Knowles Nelson Stewardship Program is a potential grant funding source for the trail system. The Village can also consider smaller, mowed walking trails to provide alternative walking routes throughout the natural area. As part of the expected trail use the Village should plan for periodically place dog waste refuse stations.

The central, 4-Season Pavilion with flex space will be a major budget item, but it also has the greatest upside potential. Ideally the Pavilion will have the potential to convert into a semi-open air pavilion during more favorable weather, but can still be used in the colder months. The restrooms within the Pavilion will serve nearby amenities, a rentable kitchen space for events, and a rentable four season flex space to be used for a variety of events, classes, meetings, etc. An outdoor flex space is intended to be an extension of the pavilion and serve various programs. Final size and amenities requirements of the pavilion to be determined by the Village. The Village may need to adjust local ordinances to allow parks to be open during winter months with the addition of the 4-season Pavilion and winter amenities in later phases of implementation.

The Village aims to maintain the existing park shelter, serving the playgrounds to the north. A thorough audit of the park shelter's existing conditions and design should be conducted to determine an estimate of probable cost to bring the structure up to code. Updates to the existing shelter should be considered in the park improvement budget.

As part of the Priority II elements, additional parking, paths, and stormwater management are identified as park improvements.

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Priority II	
Mobilization, Bonds, and Insurance	\$ 250,000.00
General Site Work	\$ 92,500.00
Trail Loop	\$ 252,000.00
Roads and Sidewalks	\$ 495,000.00
Park Amenities	\$ 52,500.00
Remodel Ex. Shelter - Allowance	\$ 40,000.00
4-Season Shelter	\$ 2,000,000.00
20'x20' Open Air Shelter (2)	\$ 80,000.00
5'x10' Shade Shelters (5)	\$ 50,000.00
Site Utilities	\$ 250,000.00
Landscaping Allowance	\$ 30,000.00
Phase Subtotal =	\$ 3,592,000
Engineering (10%) =	\$ 359,200.00
Contingency (15%) =	\$ 592,680.00
TOTAL =	\$ 4,543,880.00

Priority III – Special Amenities

Priority III phase focuses on elements less crucial to the overall park design and may be reconsidered in the future. Final decisions have not been made on the design or size of improvements in this portion of the plan, but general design guidelines are provided.

Skatepark – Can be all concrete or a flat pad with prefabricated wooden structures. Concrete can last longer, but is more costly per square foot than asphalt.

Splashpad – Can be flow through or re-circulating. Flow through is more cost effective to construct, but requires more water use. Re-circulating requires housing special equipment to treat the water before reuse. Both systems will need regular maintenance, winterizing, and daily operational duties.

Southern Shelter – This shelter would serve as a rentable, open-air shelter with at least (2) single occupancy restrooms. The potential for a warming kitchen/storage may also be considered. A drinking fountain and bottle filler serves shelter users and a small number of bike racks. This shelter provides a remote space within the native area to host small gatherings or provide a respite for trail users.

Additional Parking – Due to the size of the existing western parking lot and the unknown sizes of future park amenities, further study will need to be conducted

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to establish if additional parking is necessary. Throughout the prior phases, the Village shall work with the consulting engineers to provide an adequate number of parking stalls for ease of access for those with mobility issues. If deemed necessary, the Village should plan for additional parking in this phase. Inclusive to this is the need for additional stormwater management and accessible routes.

Sports Field and Ice Rink Fine Grading - In order to meet codes these amenities may require fine grading to be completed. Additional equipment may also be necessary depending on programming. Final size, type, and quantity of athletic fields to be determined by the Village.

East-West Park Road Connection – This is deemed a lower priority due to the unconfirmed exact needs of the park. Ultimately the decision to complete this is up to the Village, but that decision should be made after the prior park phases have been completed and user demands can be observed more carefully. It has been noted that a connection through the park is a concern, but through traffic calming measures, the Village can maintain the safety of the park and the well being of the neighborhood. Certain measures such as: raised crosswalks, time-locked park gates, and proximity to the public safety building can limit future issues.

Priority III

Mobilization, Bonds, and Insurance	\$	150,000.00
General Site Work	\$	52,500.00
Roads and Sidewalks	\$	256,000.00
Park Amenities	\$	12,200.00
Splash Pad	\$	500,000.00
Skatepark	\$	450,000.00
Priarie Shelter	\$	450,000.00
Site Utilities	\$	50,000.00
Landscaping Allowance	\$	30,000.00
Phase Subtotal =	\$	1,950,700
Engineering (10%) =	\$	195,070.00
Contingency (15%) =	\$	321,865.50
TOTAL =	\$	2,467,635.50

Ongoing

This section is created to allow the Village to plan for items that can be included in non-typical budgeting methods.

Sledding hill – as discussed with Village Engineer, other Village projects could use the sledding hill area to dump extra fill, with the anticipation of building it up little by little every year.

Approximate cost - Unknown

Tree Plantings – A memorial tree or tree donation program could be established to allow residents to assist in the growth of the canopy of the park.

Approximate cost - \$500/tree

Sculptures– Elements such as these can be donated/funded through different methods instead of the typical park budget. They can also be elements added much later into the growth of the park, as they are optional improvements.

Approximate cost - \$5,000 - \$10,000 per sculpture

Donor Benches – Another opportunity to expand the park amenities is establishing a bench donor program. These benches can be included as part of other phase developments, or as extra benches throughout the park if there is community interest.

Approximate Cost - \$800-1200/bench, 5" Concrete Sidewalk and base \$10/sf

Additional Landscaping/Screening – As this Master Plan did not go into full depth of the design of all the park elements such as building sizes, exact layouts, or full park programming, this item anticipates the need for improving the aesthetic of the park, and maintaining a good relationship with the neighboring community members.

Approximate cost - \$10-12/sf of planting bed

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Crawford Park Improvements - Global Costs**Priority I**

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Park Amenities	\$	52,500.00
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4-Season Shelter	\$	2,000,000.00
20'x20' Open Air Shelter (2)	\$	80,000.00
5'x10' Shade Shelters (5)	\$	50,000.00
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GRAND TOTAL =	\$	10,091,158.00
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