

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE**

11/29/23 6:00 P.M.

**Village Hall Board Room
319 2nd Street New Glarus, WI**

AGENDA:

1. Call to Order
2. Approval of Agenda
3. Public Comment Period
4. Approval of 9.12.23 Minutes
5. Monthly Parks & Recreation Report
6. Consideration/Discussion: Parks & Recreation Director Job Description
7. Consideration/Discussion: Candy Cane Park Inclusive Playground Project
8. Consideration/Discussion: Valle Tell Green Space
9. Adjournment

Chuck Phillipson, Chair Parks & Recreation Committee

AGENDA

POSTED: N.G. Village Hall 11/21/23
N.G. Post Office 11/21/23
Bank of New Glarus 11/21/23



Kelsey A. Jenson, Clerk

PURSUANT TO APPLICABLE LAW, NOTICE IS HEREBY GIVEN THAT A QUORUM OR A MAJORITY OF THE NEW GLARUS VILLAGE BOARD OF TRUSTEES MAY ATTEND THIS MEETING. INFORMATION PRESENTED AT THIS MEETING MAY HELP FORM THE RATIONALE BEHIND FUTURE ACTIONS THAT MAY BE TAKEN BY THE NEW GLARUS VILLAGE BOARD.

PERSONS REQUIRING ADDITIONAL SERVICES TO PARTICIPATE IN A PUBLIC MEETING MAY CONTACT THE VILLAGE CLERK FOR ASSISTANCE AT 527-2510.

Village of New Glarus
Parks and Recreation Meeting Minutes
September 12, 2023 - 6:00 PM

MEETING CALL TO ORDER: Chair Chuck Phillipson called meeting to order at 6:00 PM.

PRESENT: Chuck Phillipson, Mike Marty (remote), and Larry Stuessy

ALSO PRESENT: Village Administrator Lauren Freeman, Public Works Director Joe Cockroft, Bekah Stauffacher, Shelly Johnson

APPROVAL OF AGENDA: Motion by Larry Stuessy to approve agenda, seconded by Mike Marty. Motion carried 3-0.

PUBLIC COMMENT PERIOD: Bekah Stauffacher provided a public comment.

APPROVAL OF MINUTES FROM 8.9.23: Motion by Larry Stuessy to approve minutes, seconded by Mike Marty. Motion carried 3-0.

MONTHLY PARKS & RECREATION REPORT:

Public Works Director Joe Cockroft and Village Administrator Lauren Freeman provided an update to the committee.

CONSIDERATION/DISCUSSION: Candy Cane Park Inclusive Playground Proposal:

Shelly Johnson (New Glarus Cares) presented to the committee about replacing the Candy Cane Park playground equipment with an inclusive playground. New Glarus Cares is working on a grant application to help fund this equipment, which would require a Village contribution to the project. The Committee was supportive of the project and decided to forward this item to the Village Board. No action was taken.

CONSIDERATION/DISCUSSION: 2023 Recreation Survey Results:

Village Administrator Lauren Freeman presented the results of the survey and discussed options for improving recreation programs. The Committee discussed the survey and opportunities for improvement. No action was taken.

CONSIDERATION/DISCUSSION: 2024 Draft Parks & Recreation Budget:

Village Administrator Lauren Freeman presented the draft 2024 Parks and Pool budgets. No action was taken.

CONSIDERATION/DISCUSSION: Capital Projects Prioritization:

Village Administrator Freeman provided a memo to the Committee outlining a list of proposed park capital projects. The Committee discussed park project priorities. No action was taken.

The meeting was adjourned at 7:21 PM.

-Lauren Freeman
Village Administrator

Parks & Recreation Director

Dept/Div: Parks and Recreation/N/A

FLSA Status: Non Exempt

General Definition of Work

This position manages Village Park and Recreation programs and swimming pool, including:

- Performs technical work developing and running a summer recreation programs for multiple ages;
- Develops and maintain pool programs and activities, including scheduling personnel;
- Develops, submits, and adheres to a yearly budget;
- Related work as apparent or assigned.

Work is performed under the general direction of the Village Administrator. Departmental supervision is exercised over personnel and volunteers within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Composes, reviews and manages yearly budget.
- Supervises, directs, and operates municipal swimming pool during open season from May to August.
- Maintains filter machinery and pumps, tests water chemistry daily to make sure that it is maintained as required by state health standards and supervise the safety of employees by observing guards on their daily shifts.
- Schedules swimming lessons and personnel for daily shifts; supervise staff.
- Screens and assists in selection and training of pool staff.
- Directs and operates pool programs and activities for children and adults.
- Works with Public Works Department staff to ensure baseball and softball fields are edged, dragged, leveled, and prepared for practices and games.
- Hires, trains, assigns/schedules umpires for the season; submits schedule for payment of umpires.
- Prepares and manages field usage for teams' practices and games on overall calendar.
- Reviews and updates program brochure and online registration.
- Inspects, organizes, distributes, inventories, and orders Baseball and Softball equipment.
- Prepares and implements lesson plans; teaches Blast Ball and Minor League Baseball/Softball.
- Hires, assigns to team, and conducts annual meeting of Youth Coaches.

Knowledge, Skills and Abilities

- Comprehensive knowledge of all phases of community parks and recreation activities and their administration;
- Thorough knowledge of aquatics programming and the physical operation of equipment of swimming pool;
- Thorough knowledge of swim meet and team practices and ability to manage swim meets;
- Thorough knowledge of first aid and lifesaving methods and safety precautions used in aquatic recreational work;
- Ability to develop and execute a well-rounded program of parks and recreation activities;
- Ability to cooperate with and interpret recreational philosophies to Village authorities, private groups and agencies and the general public;
- Ability to communicate complex ideas effectively, both orally and in writing;
- Ability to establish and maintain effective working relationships with governmental officials, volunteers, community groups, associates, and the general public.

Parks & Recreation Director

- Ability to plan and supervise the work of subordinates;

Education and Experience

Bachelor's degree in physical education, recreation management, or related field preferred and moderate experience in teaching, coaching, program management, or equivalent combination of education and experience.

Physical Requirements

- Work has standard vision requirements;
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word;
- Hearing is required to perceive information at normal spoken word levels;
- Requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities;
- Regularly requires exposure to outdoor weather conditions,
- Occasionally requires working near moving mechanical parts and exposure to vibration;
- Work is generally in a moderately noisy location (e.g., grounds maintenance).

Special Requirements

Possession of American Red Cross Lifeguard, First-Aid, Automated External Defibrillator (AED), Water Safety Instructor certifications, and Bloodborne Pathogens, CPR, and Active Online Registration certifications and training upon hire.

Valid driver's license in the State of Wisconsin.

Last Revised: 10/31/2023