

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
6/14/23 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. Appointment of Chair
5. Approval of Minutes: 5/10/23
6. Monthly Parks & Recreation Report
7. Consideration/Discussion: Parks & Recreation Director Position
8. Consideration/Discussion: Village Park Restroom
9. Consideration/Discussion: Hoesly Pond
10. Adjournment

Chuck Phillipson, Chair Parks & Recreation Committee

AGENDA

POSTED: N.G. Village Hall 6/9/23
N.G. Post Office 6/9/23
Bank of New Glarus 6/9/23



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
May 10, 2023 - 6:30 PM

MEETING CALL TO ORDER: Chair Chuck Phillipson called meeting to order at 6:32 PM.

PRESENT: Chuck Phillipson, Mike Marty, and Larry Stuessy

ALSO PRESENT: Village Administrator Lauren Freeman, Public Works Director Joe Cockroft, Library Director Amy Trumble

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

PUBLIC COMMENT PERIOD: No public comments.

APPROVAL OF MINUTES FROM 2.28.23: Motion by Mike Marty to approve minutes, seconded by Larry Stuessy. 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: New Glarus Youth Baseball Association Funding Request for Pitching Machine:

Chris Rear was not present to provide details on this request. The Committee discussed the need for a better inventory of equipment. The Committee also asked staff to look into the job description of the Parks & Recreation Director and to research how other smaller communities handle parks staffing. No action was taken.

CONSIDERATION/DISCUSSION: Update on Ballfield Sign Advertising Program:

Clerk/Treasurer Kelsey Jenson provided a memo in the agenda packet outlining the success of the ballfield sign advertising program. The Committee thanked Kelsey for her great work on the project. No action was taken.

CONSIDERATION/DISCUSSION: Charging Station at Village Park:

Library Director Amy Trumble provided details on the charging station proposed for Village Park, which include two charging poles and a bench. The Committee recommended moving this proposal forward to the board by unanimous consent.

CONSIDERATION/DISCUSSION: Bathroom at Village Park:

Committee discussed a request to put a porta potty at Village Park. Administrator Freeman provided a cost estimate for doing so. The Committee decided to advertise the

available bathroom at the Chamber depot at Village Park instead of purchasing another porta potty. Staff will work on putting signage in Village Park.

CONSIDERATION/DISCUSSION: Removal of Slide at Village Pool:

Public Works Director Joe Cockroft stated that the smaller slide at the Village Pool has deteriorated significantly and that it should be removed. The Committee agreed. Staff will remove the slide before pool season begins.

CONSIDERATION/DISCUSSION: Candy Cane Park Land Acquisition & Maintenance: The Committee discussed New Glarus Cares' request for the Village to begin mowing the park land adjacent to the Candy Cane Park that was acquired by Only in Wisconsin Giving and will be acquired by the Village once fundraising by New Glarus Cares is complete. The Committee discussed that the original agreement was to wait until the parkland was officially acquired by the Village. Public Works Director Joe Cockroft stated there may be liability concerns with mowing property that is not owned by the Village. The Committee agreed to not mow the property until the parkland is under Village ownership.

CONSIDERATION/DISCUSSION: Hoesly Pond: Mike Marty did not have an update for the Committee on the DNR requirements for potentially dredging Hoesly Pond. Committee members will continue discussions with FFA and discuss this at their next meeting.

The meeting was adjourned at 7:39 PM.

-Lauren Freeman
Village Administrator

VILLAGE OF NEW GLARUS



ADMINISTRATION DEPARTMENT

MEMORANDUM

To: Village Board
From: Lauren Freeman, Village Administrator
Date: June 14, 2023
Re: Parks & Recreation Director Position

Background:

This year, the Village decided to reduce the hours of the Parks & Recreation Director position to 140 hours to add an additional Parks & Recreation summer LTE position to help with park maintenance. The total 2023 budget for the Parks & Recreation Director position and summer Parks & Recreation LTE is \$8,474.

The Parks & Recreation Committee is interested in exploring other staffing options for the future. At their May 10, 2023 meeting, the Committee asked staff to provide the job description for the Parks & Recreation Director position as well as information on how other communities of similar size to New Glarus handle parks and recreation staffing.

Discussion:

Job Description:

Back in 2020, the Village completed a classification and compensation study that produced several job descriptions for Village staff. A job description was created for the Parks & Recreation Director. The job description is provided in the agenda packet as a useful document to pull from when developing future plans for this position.

Peer Survey:

Municipality	Population	Notes
Brodhead	3,249	1 full-time Parks & Rec Director, 3-4 summer park maintenance LTEs
Belleville	2,559	Public Works oversees park maintenance, School & Library handle recreation programming
Deerfield	2,508	Public Works oversees park maintenance, 1 full-time recreation coordinator with the Deerfield Community Center

Poynette	2,598	1 full-time Recreation & Community Engagement Director & 3 summer employees (1 for maintenance, 2 for summer camp)
Osceola	2,765	Public Works oversees park maintenance
Denmark	2,412	1 part-time seasonal, Public Works staff help with maintenance

Key takeaways:

- Similar to New Glarus, many similar sized communities utilize their Public Works personnel to handle park maintenance. However, it is important to note that some of these communities may have more Public Works staff than New Glarus. For example, Deerfield has 4 Public Works staff that help with park maintenance.
- Several of these municipalities utilize community partnerships with the school, library, and/or community center to provide recreational programming.
- Some of these communities have a full-time position. However, each have their unique circumstances. For example, Poynette has a full-time position but does not have a municipal pool.

Recommendation:

This memo is intended to provide information to the Parks & Recreation Committee for consideration on future staffing decisions. Next steps could include discussing the goals of the Parks & Recreation Department and brainstorming possible staffing options and community partnership opportunities for the future. Budget constraints will likely be the biggest obstacle during the conversations, but any decisions made by the committee could be considered in the upcoming 2024 budget.

Parks & Recreation Director

Dept/Div: Parks and Recreation/N/A

FLSA Status: Non Exempt

General Definition of Work

This position direct manages Village Park and Recreation programs.

- Performs technical work developing and running a summer youth recreation program for multiple ages;
- Performs maintenance of park facilities
- Developing, submitting, and adhering to a yearly budget,
- Related work as apparent or assigned.

Work involves setting policies and goals under the direction of the 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.
- Edges, drags, levels, and prepares Baseball and Softball fields for practices and games, and prepares fields for off-season.
- Inspects, maintains, and repairs playground equipment, including barriers, woodchips, and sand.
- 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.
- Inspects, maintains, and repairs picnic tables and benches.
- Inspects, maintains, cleans, and repairs bathrooms.
- Opens and closes, inspects, maintains, and cleans shelters and events
- Hires, assigns to team, and conducts annual meeting of Youth Coaches.
- Inspects mowing, maintains and repairs signage, maintains and repairs buildings in Parks.

Knowledge, Skills and Abilities

- Comprehensive knowledge of all phases of community parks and recreation activities and their administration;
- Thorough knowledge of the principles and methods of park and playground planning and development;
- Thorough knowledge of the principles and practices of public administration with special reference to personnel and budget administration;
- 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 prepare and present detailed reports;
- Ability to establish and maintain effective working relationships with governmental officials, volunteers, community groups, associates and the general public.

Parks & Recreation Director

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

- This work requires the occasional exertion of up to 50 pounds of force;
- Work frequently requires standing, walking, pushing or pulling, lifting and repetitive motions and occasionally requires speaking or hearing, climbing or balancing, stooping, kneeling, crouching or crawling and reaching with hands and arms;
- 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 CPR, First Aid, and Active Online Registration certifications and training upon hire. Valid driver's license in the State of Wisconsin.