

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

7/12/23 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 Minutes: 6/14/23
5. Monthly Parks & Recreation Report
6. Consideration/Discussion: Kruse Property – Proposal for Possible Village Parkland
7. Consideration/Discussion: Parks & Recreation Director Position
8. Adjournment

Chuck Phillipson, Chair Parks & Recreation Committee

AGENDA

POSTED: N.G. Village Hall 7/7/23
N.G. Post Office 7/7/23
Bank of New Glarus 7/7/23



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
June 14, 2023 - 6:00 PM

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

PRESENT: Chuck Phillipson, Mike Marty, and Larry Stuessy

ALSO PRESENT: Village Administrator Lauren Freeman, Public Works Director Joe Cockroft, Shannon Roznoski

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

PUBLIC COMMENT PERIOD: Shannon Roznoski spoke to the Parks & Recreation Committee about the property north of the Wastewater Treatment Plant that recently went up for sale. Roznoski stated she is working to purchase the property and would like the Village to take it over and maintain it as greenspace. Committee members stated they would add this to the next Parks & Recreation Committee agenda.

APPROVAL OF MINUTES FROM 5.10.23: Larry Stuessy stated that the minutes should be updated to state that the library is purchasing one, not two, charging poles. Motion by Larry Stuessy to approve minutes with that correction, seconded by Mike Marty. Motion carried 3-0.

MONTHLY PARKS & RECREATION REPORT:

Public Works Director Joe Cockroft provided an update to the committee.

CONSIDERATION/DISCUSSION: Parks & Recreation Director Position:

Village Administrator Lauren Freeman provided the committee a staff report that included a survey of other communities that are similar size to New Glarus and how they handle Parks & Recreation staffing. The current job description for the Parks & Recreation Director position was also included. The Committee discussed and plans to come back to the next meeting with ideas, and Freeman will provide additional information on the role. No action was taken.

CONSIDERATION/DISCUSSION: Village Park Restroom:

The Committee discussed adding a portable restroom to Village Park because the Chamber bathrooms will not be available 24/7. Motion by Mike Marty to recommend adding a portable restroom to Village Park, seconded Larry Stuessy. Motion carried 3-0.

CONSIDERATION/DISCUSSION: Hoesly Pond:

Mike Marty provided an update on the DNR requirements for pond dredging, stating that he was familiar with another project that cost \$100k for the engineering work. Village Administrator Freeman will talk with the Village Engineer to see if they have any guidance and the Committee will discuss further at the next meeting. No action was taken.

The meeting was adjourned at 6:59 PM.

-Lauren Freeman
Village Administrator

Exploratory Discussion re: Kruse Property

Shannon Roznoski

Roznoski - Vinson Family

- Moved to the village of New Glarus in 2018
- Shannon
 - Former Director of Software Product Management
 - Current graduate student in Environmental Conservation
- Ken
 - IT Director at Shine Medical Technologies
- Iain
 - Junior at NGHS
 - Track and Cross Country



Kruse Property

- 6 acres between Hwy 69 and the Sugar River State trail
- Little Sugar River conservation easement with Trout Unlimited
- Maintained as a prairie restoration & for public access
- Recently put on the market by Randy & Pam Kruse
- Roznoski-Vinson family has accepted offer for the property





Discussion

My interest in the property is to ensure that it remains a public access green space and fishing access

I believe the village of New Glarus would be the ideal owner of this space

I'd like to start the discussion today to understand if this is in alignment with the plans of the Parks & Recreation committee and the village plan



VILLAGE OF NEW GLARUS



ADMINISTRATION DEPARTMENT

MEMORANDUM

To: Village Board
From: Lauren Freeman, Village Administrator
Date: July 12, 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 information on how other communities of similar size to New Glarus handle parks and recreation staffing. At their June 14, 2023 meeting, the Committee asked for more information about the current duties of the Parks & Recreation Director now that an LTE has been hired. That information is included below.

Discussion:

Parks & Recreation Director Current Duties:

- Composes, reviews and manages yearly budget.
- 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 and field material.
- Coordinates and orders Baseball and Softball team jerseys and hats.
- Prepares and implements lesson plans; teaches Blast Ball and Minor League Baseball/Softball.
- Opens and closes, inspects shelters
- Hires, assigns to team, and conducts annual meeting of Youth Coaches.
- Trains and assists LTEs completing ballfield maintenance

- Inspects, maintains, and repairs playground equipment

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
Mineral Point	2,565	1 full-time Park Foreman who oversees 3 summer staff, 1 part-time summer recreation coordinator

Key takeaways:

- 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.