

Village of New Glarus
Parks and Recreation Meeting Minutes
November 29, 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, Parks & Recreation Director Megan Buol

APPROVAL OF MINUTES FROM 9.12.23: Motion by Mike Marty to approve minutes, seconded by Larry Steussy. 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: Parks & Recreation Director Job Description:

Village Administrator Lauren Freeman presented a draft job description for the Parks & Recreation Director position. Motion by Mike Marty to approve job description, seconded by Larry Steussy. Motion carried 3-0.

CONSIDERATION/DISCUSSION: Candy Cane Park Inclusive Playground Project:

Village Administrator Lauren Freeman provided an update on the Candy Cane Park project. No action was taken.

CONSIDERATION/DISCUSSION: Valle Tell Green Space:

The Committee discussed a resident complaint about dog waste in the Village-owned green space in the Valle Tell neighborhood. The Committee instructed staff to place a trash can at the green space and send a letter to neighborhood residents.

The meeting was adjourned at 6:47 PM.

-Lauren Freeman
Village Administrator

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

Village of New Glarus
Parks and Recreation Meeting Minutes
August 9, 2023 - 6:00 PM

MEETING CALL TO ORDER: Chair Chuck Phillipson called meeting to order at 6:01 PM.

PRESENT: Chuck Phillipson, Mike Marty, and Larry Stuessy

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

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

PUBLIC COMMENT PERIOD: No public comment.

APPROVAL OF MINUTES FROM 7.12.23: 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 provided an update to the committee. The Committee discussed an email received from a soccer group regarding the Valle Tell soccer fields and plans for maintenance.

CONSIDERATION/DISCUSSION: Hoesly Pond:

Village Administrator Freeman provided a memo to the Committee that provided a brief outline on next steps for dredging Hoesly Pond. Administrator Freeman will follow up with the DNR on next steps as well as reach out to the FFA coordinator. No action was taken.

CONSIDERATION/DISCUSSION: Ballfield Equipment Maintenance & Security:

The Committee discussed issues with ballfield equipment being left out and storage sheds unlocked. Staff are working on solutions to prevent these issues in the future. No action was taken.

CONSIDERATION/DISCUSSION: Glarner Park Electrical & Water Fountain:

The Committee discussed the issues with the water fountain and also a need to finish electrical work at Glarner Park. Staff will follow up on these items. 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 some priorities and requested the list be brought back to the next meeting. No action was taken.

The meeting was adjourned at 6:57 PM.

-Lauren Freeman
Village Administrator

Village of New Glarus
Parks and Recreation Meeting Minutes
July 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, and Larry Stuessy

ALSO PRESENT: Village Administrator Lauren Freeman, Public Works Director Joe Cockroft, Parks & Recreation Director Chris Rear, Shannon Roznoski, Bekah Stauffacher

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

PUBLIC COMMENT PERIOD: No public comment.

APPROVAL OF MINUTES FROM 6.14.23: 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 Parks & Recreation Director Chris Rear provided an update to the committee.

CONSIDERATION/DISCUSSION: Kruse Property- Proposal for Possible Village Parkland:

Shannon Roznoski provided a presentation to the Village Board about the Kruse Property and her interest in purchasing the property and selling it to the Village for future parkland. No action was taken.

CONSIDERATION/DISCUSSION: Parks & Recreation Director Position:

Village Administrator Freeman provided a memo to the Committee that outlined the current duties of the Parks & Recreation Director position. The Committee asked that staff meet and further define park and pool responsibilities. No action was taken.

The meeting was adjourned at 6:43 PM.

-Lauren Freeman
Village Administrator

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 polices. 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

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 one charging pole 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
Parks and Recreation Meeting Minutes
March 30, 2023 - 6:30 PM

MEETING CALL TO ORDER: Chair Chuck Phillipson called meeting to order at 6:30 PM.

PRESENT: Chuck Phillipson and Mike Marty

ALSO PRESENT: Village President Roger Truttman, Village Administrator Lauren Freeman, Public Works Director Joe Cockroft, Bekah Stauffacher

APPROVAL OF AGENDA: By consent.

APPROVAL OF MINUTES FROM 2.28.23: Motion by Mike Marty to approve minutes, seconded by Chuck Phillipson. Motion carried 2-0.

PUBLIC COMMENT PERIOD: No public comments.

CONSIDERATION/DISCUSSION: Application of use of Glarner Park – Sugar River:

The Committee discussed the food truck that normally operates during this event. Village Administrator Freeman explained that the food truck would need separate approval. Motion by Mike Marty to approve application, seconded by Chuck Phillipson. Motion carried 2-0.

CONSIDERATION/DISCUSSION: Special Event Permit Application – USA Tug of War:

Village Administrator Freeman provided a draft list of conditions for approval for the special event permit. Phillipson stated he did not want the grass damage issue in Village Park again. The Committee discussed the possibility of moving the event to Hoesly Pond. Motion by Mike Marty to deny application at Village Park and recommend moving to Hoesly Pond, second by Chuck Phillipson. Motion carried 2-0.

CONSIDERATION/DISCUSSION: Parks and Recreation Summer LTE Position:

Village Administrator Freeman provided a brief job description and budget for the parks and recreation summer LTE position. Marty asked about safety training and supervision for the LTE. Freeman stated they could reach out to the insurance provider for safety manuals and Public Works Director Cockroft stated that they give the LTEs age-

appropriate tasks. Motion by Chuck Phillipson to hire a Parks & Recreation LTE for 400 hours at \$15/hour and reduce the Parks & Recreation Directors hours, second by Mike Marty. Motion carried 2-0.

CONSIDERATION/DISCUSSION: Candy Cane Park Grant and Amendment to the Comprehensive Outdoor Recreation Plan (CORP):

Committee discussed the appraisal that was completed for the grant application to fund the land acquisition adjacent to Candy Cane Park. The Committee recommended the amendment to the CORP by consent.

CONSIDERATION/DISCUSSION: American Rescue Plan Act (ARPA) Projects:

Committee recommended all three proposed projects to be funded with ARPA funds by consent.

CONSIDERATION/DISCUSSION: Hoesly Pond:

Marty stated he is working on getting information from the DNR on next steps for dredging the pond but does not have an update.

The meeting was adjourned at 7:41 PM.

-Lauren Freeman
Village Administrator

**Village of New Glarus
Parks and Recreation Meeting Minutes
February 28, 2023 - 7:00 PM**

Members Present: Chuck Phillipson and Mike Marty

Also Present: Roger Truttman, Village President

Chair, Chuck Phillipson called the meeting to order at 7:00 PM

Approval of the Agenda by consent

Public Comment - None

Approval of the Minutes 1.11.2023 by consent

Consideration/Discussion: Candy Cane Park Grant

Mike Marty gave review of grant application for funding of land acquisition for park land adjacent to Candy Cane Park, along with timeline for necessary action dates. Park Committee will recommend to Village Board at March 7, 2023 meeting that CORP plan be updated to include former Shephard of Hills property. Board would need to approve update by April 4th, grant application is due May 1st.

Committee decided to postpone the regular Parks meeting from March 8th to the last week in March. Date uncertain pending further information from Village Administration.

The meeting was adjourned at 8:10 PM.

- Chuck Phillipson

Village of New Glarus Parks and Recreation Committee Meeting Minutes

January 11, 2023 - 6:30 PM

Members Present: Chuck Phillipson, Tammy Newberry and Mike Marty

Also Present: Hannah Kearns, Bret Hoesly and Parks Director- Chris Rear

Chair Chuck Phillipson called the meeting to order at 6:30 PM

Approval of the Agenda: Tammy Newberry moved approval of the agenda, Chuck Phillipson seconds. Motion passes 3-0

Public Comment Period: None

Approval of the Minutes – 11/9/22: Tammy Newberry moved approval, Chuck Phillipson seconds. Motion passes 3-0

Consideration/Discussion: Hoesly Pond- If Village would be interested in getting if fishable again? Motion to accept 3-0. Pond needs to be re-dug & open up artesian well. Mike Marty to follow up with DNR if need permission and what requirements needed, for pond to be dredged to remove the excess silt and expose the existing artisan wells that are to be believed to exist on site.

Consideration/Discussion: Potential LTE Position

Chris Rear would like to decrease his hours and handle more administrator work/programs. Another person to do field work, no extra funds needed would divide up. Will be working on possible logistics for the possible hiring of an LTE. No decision has been made.

New Business: Discussion to move Park & Rec Meeting to 7:00pm – Chuck will follow up on.

The meeting was adjourned at 7:15 PM.

- Michael
Marty