

Village of Weston, Wisconsin
MEETING MINUTES OF THE PARK & RECREATION COMMITTEE MEETING
Monday, March 26, 2018, at 4:30 p.m.

AGENDA ITEMS

- 1. Meeting called to order by Chairman Zeyghami @ 4:30 P.M.**
- 2. Roll Call by Recording Secretary: Jessica Falkowski**

<u>Member</u>	<u>Present</u>
Zeyghami, Hooshang	YES
Clark, Katrina	NO
Esker, Roger	YES
Lewitzke, Lindsey	YES
Porlier, Mark	YES

Village Staff in attendance: Shawn Osterbrink, Jessica Falkowski, Keith Donner, and Trustee Loren White.

- 3. Approval of minutes from previous meeting: February 26, 2018**

***M/S/P Esker/Lewitzke: to approve the February 26, 2018 minutes.**

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: PASS

Zeyghami, Hooshang	YES
Clark, Katrina	-----
Esker, Roger	YES
Lewitzke, Lindsey	YES
Porlier, Mark	YES

- 4. Public Comments.**

EDUCATIONAL PRESENTATIONS & REPORTS

- 5. Facility Use Agreement – Shawn Osterbrink**

Osterbrink presented the current draft of the facility use agreement. Osterbrink stated that this agreement form will replace the current forms that the Village uses for different groups and facilities. The facility agreement is a checklist for groups to know what they need and are accountable for ahead of time. Osterbrink also stated that the draft will have to be sent to our lawyer office for review. The Village now takes reservations and payments 364 days in advance at the municipal center but currently not online. You can only check facility availability online. Lewitzke commented that an additional box on the facility agreement form for groups that want to install a tent will have an additional form to complete and have approved. The committee also discussed having maps available with locations marked for tents may be helpful also.

6. Memorial Policy – Shawn Osterbrink

Osterbrink discussed and presented a draft of the Memorial Policy. Osterbrink stated that due to the March 22, 2017 event a group wants to donate a monument in remembrance of the victims and was considering Kennedy Park for placement of the monument. Having a policy in place will provide a list of procedures and costs for the donor and list the responsibilities and expectations from the village. In the past Osterbrink gave examples of benches with plaques that were donated but went through the Park & Rec Committee and Village Board of Trustees before placement. Zeyghami will look at the Botanical/Monk Garden Policy.

7. Aquatic Center Evaluation – Shawn Osterbrink

Osterbrink presented the results of the pool evaluation done in 2016 from Water Technology Inc. Osterbrink explained that the report provides recommended capital and operational changes. Some of the recommended work has already been completed since the report was completed. Zeyghami would like a maintenance schedule to plan for certain expenses versus trying to get everything maintained or replaced at once. Osterbrink explained that he budgets for certain small item repairs yearly and since the absence of a CIP budget since 2011 the larger expense items have been put on hold. Porlier asked Osterbrink to assess the maintenance budget if the current amount budgeted each year is adequate. He also asked to evaluate maintenance costs versus replacement costs or adding new features.

8. Feasibility Study Sports Complex – Shawn Osterbrink

Osterbrink stated that he and Zeyghami met and reviewed the scope services and Zeyghami's concerns have been addressed. Staff is working on the RFQ and RFP for the Sports Complex feasibility study. Zeyghami would like a report and update for the April 23, 2018 meeting.

POLICY ISSUES – DISCUSSIONS/RECOMMENDATIONS.

9. Disc Golf Course Proposal

Osterbrink gave an update on the information he received from Thomas Reamer and Jarek Alsteen. Osterbrink requested additional information including a drawing or narrative for each hole from Reamer and Alsteen showing or explaining placement of tee pads and baskets and overall work that is going to be completed. Zeyghami is concerned if the \$7,000 Reamer and Alsteen are requesting in the grant will be enough to cover expenses and if enough signage will be posted to clearly identify the direction of play. Zeyghami is requesting Shawn to take a closer look at their plan and budget. Donner mentioned that it's possible that multiple well heads will be drilled on this site and additional test drilling will take place this summer. Donner asked Osterbrink to make sure the layout of the disc golf course will not interfere with the work that is being completed for well site seven.

10. Facility Use Agreement

Discussion was held under the Educational Presentations & Reports. No action was taken.

PROCLAMATIONS

11. Bike and Walk Week Proclamation P-18-002

May is National Bicycle Month and the Village of Weston is participating and would like to encourage all citizens to ride a bike or walk to their destination throughout the week of May 14-18, 2018.

***M/S/P Porlier/Esker: to recommend approval of the Bike and Walk Week Proclamation P-18-002.**

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: PASS

Zeyghami, Hooshang	YES
Clark, Katrina	-----
Esker, Roger	YES
Lewitzke, Lindsey	YES
Porlier, Mark	YES

12. Arbor Day Proclamation P-18-003

The Village of Weston participates yearly in an Arbor Day Celebration by planting trees. The Village of Weston proclaims April 27th, 2018 to celebrate Arbor Day and encourages all citizens to plant and care for trees. Taking part in an Arbor Day Celebration is also a requirement of Tree City USA which the Village has been part of for 7 years.

***M/S/P Esker/Lewitzke: to recommend approval of the Arbor Day Proclamation P-18-003.**

Yes Vote: 4 No Vote: 0 Abstain: 0 Not Voting: 1 Result: PASS

Zeyghami, Hooshang	YES
Clark, Katrina	-----
Esker, Roger	YES
Lewitzke, Lindsey	YES
Porlier, Mark	YES

FUTURE ITEMS

13. Next meeting date(s): Monday, April 23, 2018 @ 4:30 p.m.

14. Topics for future meetings.

a. Tree, Noxious Weed and Nuisance Ordinances.

15. Remarks from Staff

Osterbrink stated that the Tree, Noxious Weed and Nuisance Ordinances are being reviewed by Attorney Yde.

16. Remarks from Committee Members.

Zeyghami would like monthly updates of projects on agenda and wants Osterbrink to send the Park Presentation to all Board of Trustees. Zeyghami would like items such as the consideration to discontinue the rural mowing for the Town of Weston to come to the Park & Recreation Committee before the Board of Trustees.

17. Announcements.

a. Save the date: 2nd Annual Leadership & Service Awards on 4/17

18. Adjournment.

Chairman Zeyghami adjourned the meeting at 5:59 p.m.

Jessica Falkowski, Recording Secretary