

Village of Weston, Wisconsin
MEETING MINUTES OF THE PARK & RECREATION COMMITTEE MEETING
Monday, May 29, 2018, at 4:30 p.m.

AGENDA ITEMS

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

Member	Present
Xiong, Yee Leng	YES
Clark, Katrina	YES
Esker, Roger	YES
Lewitzke, Lindsey	NO
Sparks, Wally	YES

Village Staff in attendance: Osterbrink, Falkowski (Clerk), Donner, Hodell, Meliska, and Weinkauf.

3. Approval of minutes from previous meeting: March 26, 2018

***M/S/P Esker/Clark: to approve the March 26, 2018 minutes.**

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

Member	Vote
Xiong, Yee Leng	YES
Clark, Katrina	YES
Esker, Roger	YES
Lewitzke, Lindsey	--
Sparks, Wally	YES

4. Public Comments.

Friends of Everest Baseball, Natt Zuleger, was unable to attend meeting and would like to be put on a future agenda.

EDUCATIONAL PRESENTATIONS & REPORTS

5. Urban Forestry Management Plan – Shawn Osterbrink

Osterbrink presented and discussed the Forestry Management Plan that was completed by Kelli, from Bluestem Forestry Consulting in 2017. Sparks asked if we had sufficient number of staff to complete tasks in the maintenance plan. Osterbrink responded, depending on the time of year, yes. But, with the current zoning code requirements of street trees in subdivisions, no we cannot. The village requires developers to plant a certain number of street trees within a new subdivision and after one year the village is responsible for the

maintenance, removal, and replacement of those trees. Osterbrink also has concerns of earlier subdivisions that were developed, and trees planted but not maintained by the developer. Osterbrink stated that maintenance costs will be increasing and that a plan and budget need to be considered for the future.

Donner asked about the possibility of outsourcing some of the work such as pruning. Xiong and Sparks would like Osterbrink to get estimates to compare pruning costs of outsourcing versus village staff completing the work for the June or July 2018 meeting. Sparks stated that once estimates are in the numbers should also be presented to the Finance Committee to see if it is feasible to fund or if changes need to be made to accommodate the Village's budget and work load. For example, the village work with developers on the street tree requirements. Instead of planting all required trees before lots are sold wait until the lot is sold and construction is completed before planting the trees.

6. Review of Projects/Tasks for Parks and Recreation Committee and Parks Department 2018– Shawn Osterbrink

Osterbrink discussed and updated the committee on projects and tasks the department is currently working on and plan to complete in 2018. Projects included in the discussion were: Tree Ordinance, Aquatic Center Concession Lease, Pepsi Service Agreement, CIP Budget Items, and Tree Growth Award.

7. Canoe and Kayak Launch Development on Highway J– Shawn Osterbrink

Osterbrink gave an update on the project. The Village received the property from Darrell Will at no cost and the Village received a grant of \$33,000 from Marathon County Impact Fund to go towards the development of the launch. Osterbrink submitted an additional grant to the DNR May 1st. Committee is concerned with additional budget costs and work load of this project and to check with the Finance Committee and see if this is something the village can afford to construct in 2019.

POLICY ISSUES – DISCUSSIONS/RECOMMENDATIONS.

8. Food Truck Rally at Kennedy Park on June 24

Staff and committee discussed the Food Truck Rally that is to be held on June 24, 2018 at Kennedy Park. Staff mentioned the letter and emails that staff received from Nick O'Brien and explained the Village's involvement so far, responsibilities, and expenses. Committee requested this item to be presented at the Tourism & Commission Committee and to postpone event.

***M/S/P Sparks/Esler: to postpone the Food Truck Rally Event at Kennedy Park, June 24, 2018.**

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

Member	Vote
Xiong, Yee Leng	YES
Clark, Katrina	YES
Esker, Roger	YES
Lewitzke, Lindsey	--
Sparks, Wally	YES

9. Urban Forestry Management Plan

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

10. Boulevard Trees in New and Existing Subdivisions and Commercial Developments

Staff and committee discussed the maintenance aspect of boulevard trees in new and existing subdivisions and commercial developments. Staff gave suggestions of possibly involving property owners to pick the type of tree species to be planted in the boulevards of their property and to work with developers to plant trees after lot is sold and construction is completed. No action was taken.

11. Facility Use Agreement

Osterbrink discussed the current draft of the Facility Use Agreement. Committee recommend the draft be reviewed by the Village Attorney.

***M/S/P Sparks/Esker: to recommend approval of policy subject to review by Village Attorney and recommend to Village Board**

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

Member	Vote
Xiong, Yee Leng	YES
Clark, Katrina	YES
Esker, Roger	YES
Lewitzke, Lindsey	--
Sparks, Wally	YES

12. Memorial Policy

Osterbrink discussed the Memorial Policy and if there is a recommendation to have a policy in place. The committee is satisfied with the current procedure of approving a Memorial by review by the Parks & Recreation Committee and approval from the Village Board, so no action was taken.

FUTURE ITEMS

13. Meeting date(s) for 2018: All at 4:30 p.m.

- a. June 25th**
- b. July 23rd**
- c. August 27th**
- d. September 24th**
- e. October 22nd**
- f. November 26th**

14. Topics for future meetings.

- a. 2019 Budget**
- b. Nuisance Ordinance**
- c. Noxious Weed Ordinance**
- d. Tree Ordinance**
- e. Parks Tour?**
- f. Aquatic Center Tour?**

15. Remarks from Staff

Osterbrink has nothing further.

16. Remarks from Committee Members.

Sparks will be unable to attend the June 25th meeting.

17. Announcements.

- a. All Officials/Employee Spring Picnic June 8, 2018 at Machmueller Park at 6:00 p.m.**

18. Adjournment.

Chairman Xiong adjourned the meeting at 5:56 p.m.

Jessica Falkowski, Recording Secretary