

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
December 11, 2013**

Chairman Greg Thoemke called the meeting to order at 6:30 p.m. Present: Joan Betz, Mark Janowiak and Greg Thoemke. Others Present: Administrator Nicholas Owen.

Approval of Agenda: Motion by Joan Betz, second by Mark Janowiak to approve the agenda as presented. Motion carried.

Approval of Minutes of the 11/13/13 Meeting: Motion by Mark Janowiak, second by Joan Betz to approve the 11/13/13 minutes as presented. Motion carried.

Discussion/Recommendation: Operation of Dog Park: The committee reviewed the concept layouts for the potential dog park at the old feed mill site. Mark Janowiak stated that the majority of the cost in the last fencing estimate was with corners and the extra support they need. Consensus of the committee was that they preferred the larger park layout. Greg Thoemke reported that he had emailed one of the Community Foundation Board members to get feedback on our application. Thoemke indicated that concerns with the application were over the size of the park, research on comparable small dog parks, and clarity of the application. Consensus of the committee was to do additional research and apply for the grant again next year. Mark Janowiak will research comparable sized dog parks in other communities. Administrator Owen indicated he contacted Chris Narveson of the Town Parks Commission to see if they have discussed the dog park but has not heard back yet.

Adjournment: Motion by Mark Janowiak to adjourn, second by Joan Betz. Motion carried. Time: 6:57 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday January 15, 2013.

Nicholas W. Owen, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
November 13, 2013**

Chairman Greg Thoemke called the meeting to order at 6:33 p.m. Present: Joan Betz, Mark Janowiak and Greg Thoemke. Others Present: Sandy Blum of the Friends of the Chalet, Trustee Kevin Budsberg and Administrator Nicholas Owen.

Approval of Agenda: Motion by Mark Janowiak, second by Joan Betz to approve the agenda as presented. Motion carried.

Approval of Minutes of the 10/9/13 Meeting: Motion by Joan Betz, second by Mark Janowiak to approve the 10/9/13 minutes as presented. Motion carried.

Update: New Glarus Community Foundation Grant-Chalet of Golden Fleece: We received notice that the Friends of the Chalet were successful on their grant application for the Chalet of the Golden Fleece. The amount of the award will be announced at the Community Foundation event Wednesday November 20th.

Discussion/Recommendation: Grant Applications for Chalet of Golden Fleece

NEHB Grant: The Friends of the Chalet are seeking approval to apply for a grant from the National Endowment for the Humanities (NEH). This is not a matching grant. The grant would allow for feasibility study, business plans, and improved archival practices. There is an award ceiling of \$1,000,000. The Friends are not sure of how much we will be asking for. Motion by Mark Janowiak to recommend approval of submitting the NEHB Grant, second by Joan Betz. Motion carried.

National Trust Preservation Grant: The Friends are also seeking permission to apply for a grant from the National Trust Preservation Society for preservation of the Chalet and its collection. Typical grant awards range from \$2,500 - \$5,000 and the grant is a matching grant. The application indicates matching funds can come from public sources or income earned from registration fees or fundraising. Motion by Greg Thoemke to recommend approval of submitting of the National Trust Preservation Grant, second by Joan Betz. Motion carried.

Discussion/Recommendation: Continuation of Hours to Chalet Curator for 2013: The original resolution for the Chalet LTE position was from August 7 to October 31, 2013 and up to \$3,000. Sandy Blum, president of the Friends of the Chalet are requesting the Village extend the time for the LTE position to allow for completion of some uncompleted tasks and to begin planning for next year's opening. Tasks include cleaning, applying for grants, marketing and promotion for next year, compiling a database on bus tour companies, recruiting more guides and preservation of the collection. Currently \$1,305 of the \$3,000 has been used. Year to date the Chalet has generated \$1,380 in revenue from tours and donations leaving a negative balance of \$5,855 that the Village board will need to determine how to fund. Staff anticipates an additional \$400 for utility expenditures for the remainder of the year, allowing use of the total remaining \$1,520 in salary would leave a year end negative balance of \$7,770. In 2012 there was a shortfall of \$1,966 which was covered using \$963 from general fund undesignated reserves and \$963 from the Chalet check book. Greg Thoemke stated if approved he would like to see the additional hours go to projects that will generate revenue such as grant writing, marketing and promotion and research on bus groups. Motion by Mark Janowiak to recommend continuing the hours for the Chalet LTE until the end of 2013, second by Joan Betz. Motion carried.

Update: New Glarus Community Foundation Grant Application-Dog Park: The Village received notice that we were not selected for a grant from the New Glarus Community Foundation for the dog park fencing. The grant would have covered approximately half of the cost of installation of the fence. Greg Thoemke will contact a member of the Community Foundation to research ways to improve future applications.

Discussion/Recommendation: Operation of Dog Park: Consensus of the committee was to research alternatives including alternate layout for the existing space, working with the Town to find a different location. Administrator Owen will contact Town Supervisor Chris Narveson to see if they have had any further discussion on the dog park. Motion by Greg Thoemke to continue to prepare a plan for the dog park in the current location and to apply for a community foundation grant next year, second by Mark Janowiak. Motion carried.

Adjournment: Motion by Mark Janowiak to adjourn, second by Joan Betz. Motion carried. Time: 6:57 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday December 11, 2013.

Nicholas W. Owen, Administrator

PARKS & RECREATION COMMITTEE
October 9, 2013

Chairman Greg Thoemke called the meeting to order at 6:00 p.m. Present: Joan Betz and Greg Thoemke. Absent: Mark Janowiak. Others Present: Sandy Blum of the Friends of the Chalet (6:30) and Administrator Nicholas Owen.

Approval of Agenda: Motion by Joan Betz, second by Greg Thoemke to approve the agenda as presented. Motion carried.

Approval of Minutes of the 9/11/13 Meeting: Motion by Greg Thoemke, second by Joan Betz to approve the 9/11/13 minutes as presented. Motion carried.

Discussion/Recommendation: Changes for Swim Team Registration: Administrator Owen explained the Swim Team's request for consideration of changes to the registration process for swim team. Requested changes include; allowing for online registration for swim team and allowing registrants to pay both the Village fee and the club fee at one time rather than having to pay both the Village and Swim team separately. The committee is open to the changes but added that any additional cost should be passed on to the participants and it doesn't create an additional workload for Village staff. Motion by Greg Thoemke to have staff research options for online and consolidation of the swim team registration with the understanding that any additional cost would be passed on to the user, second by Joan Betz. Motion carried.

Recommendation: Special Events Permit: New Glarus Family Festival (9/4/14-9/7/14): This is the annual application for the New Glarus Family Festival in Village Park for 2014. The application includes the closing of 3rd Avenue and 4th Avenue between 2nd Street and Railroad Street and 2nd Street between 3rd Avenue and 4th Avenue on Sunday, exclusive use of Village Park for the duration of the event, a tent in Village Park and the use of amplification devices for live bands in the tent. One item Village Staff has been discussing is the need for additional police presence for large events. While there have been no issues with this event anytime there is a large amount of people gathered in a small place the probability of an incidence, even accidental incidences increases. Chief Boldebeck will be providing a recommendation on additional coverage at the Public Works/Public Safety meeting. The application is complete with all proper signatures; an updated certificate of insurance will be needed prior to the event. Motion by Greg Thoemke to recommend approval of the Special Events Permit for New Glarus Family Festival contingent on a recommendation from the Police Department on police coverage, second by Joan Betz. Motion carried.

Recommendation: Special Events Permit: New Glarus PTO for Knights Run for Education (10/20/13): This is an annual application for the PTO Knight's Run for Education. The run will begin on 2nd Street in front of the Elementary School, go to the bike trail that wraps around the Monroe Clinic, and follow the bike trail to where it crosses STH 69 then on the bike trail to the Town and returning back on the same path. The application also requests exclusive use of the shelter at Veteran's Park. The crossing of STH 69 will be coordinated with the Police Department and coverage will be provided if possible. The application is complete with all proper signatures and there have been no issues with the event in the past and a certificate of insurance is on file. Motion by Greg Thoemke to recommend approval of the special events permit for New Glarus PTO Knights Run, second by Joan Betz. Motion carried.

Recommendation: Chalet Fees for 2014: Sandy Blum, President of the Friends of the Chalet stated that they would like to see adult fees raised from \$7 to \$8, the addition of a senior rate at \$7 and a policy or guidelines established to allow for discounted tours for bus groups. Greg Thoemke stated he would like to see some kind of a scale set up for bus tours based on the number of participants. The committee further discussed the interest of the Swiss Aire to offer

discounted tickets to the Chalet to their guests. The committee discussed the options of allowing them to purchase tickets at the bus tour discount or selling coupons for discounted tickets. The committee discussed the need to make the discounted passes available to all businesses in the Village. Motion by Greg Thoemke to recommend increasing the adult fee to \$8, setting a senior tour rate of \$7, establishing a group tour discount as follows: groups 1-10 normal price, 11-20 \$1 off, 21-50 \$2 off and 50+ \$3 off and to offer area businesses the opportunity to buy \$2 coupons in books of 50 for the purchase of two for one tours at the Chalet, second by Joan Betz. Motion carried.

Recommendation: Use of credit card payments at Chalet of Golden Fleece: Administrator Owen explained that several years ago the Village researched accepting credit cards at the counter. Due to the cost of having a machine at the counter staff went with an option that allows the credit card information to be entered through a website and they charge a convenience fee for processing the payments. Sandy Blum stated that the Friends are interested in having the ability to accept credit card payments because not many people carry cash anymore and if they have to send people away to use an ATM they may not come back. The committee discussed the possibility of accepting checks. Administrator Owen stated he would like to discuss this with staff prior to any action. Motion by Greg Thoemke to table, second by Joan Betz. Motion carried.

Update: Friends of the Chalet: Sandy Blum informed the committee that this is the last weekend the Chalet will be open for tours and they are expecting a group of ten and walk-ins. Last week they had a bus group of over 40. The Friends feel they will end this year more profitable than last year. Chalet LTE Mary Statz will be taking over coordination of the bus tours and scheduling of volunteers. Blum discussed some cleaning and maintenance needs at the Chalet. The Friends of the Chalet will be holding an open house from 7:00 to 9:00 p.m. on Wednesday October 16th.

Discussion/Recommendation: Operation of Dog Park: The committee reviewed dog park information from Dane County dog parks. The committee discussed that the first year would be a learning experience and the main concern is setting fees that will encourage use and be sufficient to cover costs and build a sinking fund for future needs. The committee was ok with the rules presented from Dane county dog parks. Motion by Greg Thoemke to have staff draft rules based on those provided from Dane County and to recommend approval of a fee schedule as follows: annual dog permit \$20, additional annual permit \$10, senior owner annual \$12, disabled owner \$12, annual replacement for lost permit \$10 and daily permit \$5, second by Joan Betz. Motion carried.

Review: Pool and Park Income/Expense Reports: The committee reviewed the year end pool and park income/expense reports.

Adjournment: Motion by Joan Betz to adjourn, second by Greg Thoemke. Motion carried. Time: 7:01 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday November 13, 2013.

Nicholas W. Owen, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
September 11, 2013**

Chairman Greg Thoemke called the meeting to order at 6:30 p.m. Present: Joan Betz, Mark Janowiak and Greg Thoemke. Others Present: Aquatics Director Kayla Zimmerman.

Approval of Agenda: Motion by Mark Janowiak, second by Joan Betz to approve the agenda as presented. Motion carried.

Approval of Minutes of the 8/14/13 Meeting: Motion by Mark Janowiak, second by Joan Betz to approve the 8/14/13 minutes as presented. Motion carried.

Update: Friends of the Chalet: The committee reviewed the year to date revenue and expense report, to date there has been \$818 in tour revenue and donations and \$5,829 in expenses. Greg Thoemke noted that approximately \$1,500 in printing costs won't be an annual expense. The committee discussed the budget and hope for an increase in museum patron usage. The need for signage at Hwy 69/39 was also discussed.

Update/Discussion: Fencing Cost for Dog Park: The committee reviewed the estimate for the fencing of a potential dog park located on the former feed mill site. Mark Janowiak stated that the Vision Group will apply for a cost sharing grant from the Community Foundation.

Review: Pool and Park Income/Expense Reports: The committee reviewed the year to date report on pool and parks operations.

Adjournment: Motion by Mark Janowiak to adjourn, second by Joan Betz. Motion carried. Time: 6:59 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday October 9, 2013.

Minutes taken by Kayla Zimmerman

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
August 14, 2013**

Chairman Greg Thoemke called the meeting to order at 6:30 p.m. Present: Joan Betz and Greg Thoemke. Absent: Mark Janowiak. Others Present: Administrator Nicholas Owen.

Approval of Agenda: Motion by Joan Betz, second by Greg Thoemke to approve the agenda as presented.

Approval of Minutes of the 7/10/13 Meeting: Motion by Greg Thoemke, second by Joan Betz to approve the 7/10/13 minutes as presented. Motion carried.

Update: Friends of the Chalet: Administrator Owen reported that he attended the last Friends of the Chalet meeting. New LTE employee Mary Statz was present and has begun work for the Chalet. The group is currently working on grant applications, increasing promotion of the chalet and volunteer staffing for Saturday in September. The Friends are also selling donated Christmas ornaments. Greg Thoemke asked for an update on the tours and revenue for summer. Administrator Owen said they are around 90-100 tours for the summer and he would have to look up the exact revenue.

Review: Pool and Park Income/Expense Reports: The committee reviewed the year to date report on pool and parks operations.

Review: Draft 2014 Parks and Recreation Budget: The committee reviewed the draft 2014 parks and recreation budget; overall there are no significant changes from 2013. The committee also reviewed a list of capital projects and the corresponding 5-year financial plan for capital projects for the Village.

Adjournment: Motion by Joan Betz to adjourn, second by Greg Thoemke. Motion carried. Time: 6:43 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday September 11, 2013.

Nicholas W. Owen, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
July 10, 2013**

Chairman Greg Thoemke called the meeting to order at 6:30 p.m. Present: Joan Betz and Greg Thoemke. Absent: Mark Janowiak. Others Present: Administrator Nicholas Owen.

Approval of Agenda: Motion by Joan Betz, second by Greg Thoemke to approve the agenda as presented.

Approval of Minutes of the 6/12/13 Meeting: Motion by Joan Betz, second by Greg Thoemke to approve the 6/12/13 minutes as presented. Motion carried.

Recommendation: Special Events Permit for Alphornman Triathlon 8/4/13: This is the application for the Village's annual Alphornman Triathlon. The request includes setting up for the triathlon in Village Park on Saturday 8/3 and the use of Village Park and the pool on Sunday, 8/4. Motion by Greg Thoemke to recommend approval of the Special Events Permit for the Alphornman Triathlon, second by Joan Betz. Motion carried.

Recommendation: Request for Park Use Fee Refund: Kathryn Disch used Veteran's Park on 6/2/13 for a family reunion and is requesting a refund because there were no picnic tables in the shelter and the kitchen area's windows were left open making the kitchen cold. The tables were used for Music Fest the prior weekend and were returned to the smaller shelter house at the park but not the larger shelter. It is common practice for staff to open the windows at the park so they can use this as a serving area. Staff offered to refund \$15 of the \$25 park use fee since they were able to use the park for the reunion. Disch was not satisfied with the partial refund and is requesting either a full refund or waiving of the park use fee for their reunion for next year. Motion by Greg Thoemke to recommend standing by the staff decision for the \$15 refund, second by Joan Betz. Motion carried.

Update: Friends of the Chalet: An advertisement for the guide/curator position will be in this week's Post/Messenger/Recorder; so far we have received 1 application for the position. Staff is also working on drafting a job description for the position to clarify the roles and responsibilities for the position.

Recommendation: Park Use Permit for Art in the Park on 9/1/13: Attached is a park use application for Art in the Park for Wilhelm Tell weekend. There have been no issues with this event in the past. The application is complete with all proper signatures and a certificate of insurance is on file. Motion by Joan Betz to recommend approval of the Park Use Permit for Art in the Park, second by Greg Thoemke. Motion carried.

Review: Pool and Park Income/Expense Reports: The committee reviewed the year to date report on pool and parks operations.

Adjournment: Motion by Joan Betz to adjourn, second by Greg Thoemke. Motion carried. Time: 6:39 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday August 14, 2013.

Nicholas W. Owen, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
June 12, 2013**

Chairman Greg Thoemke called the meeting to order at 6:30 p.m. Present: Mark Janowiak and Greg Thoemke. Others Present: Sandy Blum (Friends of the Chalet President) and Administrator Nicholas Owen.

Approval of Agenda: Motion by Mark Janowiak, second by Greg Thoemke to approve the agenda as presented.

Approval of Minutes of the 5/15/13 Meeting: Motion by Mark Janowiak, second by Greg Thoemke to approve the 5/15/13 minutes as presented. Motion carried.

Appearance/Update: Friends of the Chalet: Sandy Blum, President of the Friends of the Chalet presented the progress the Friends Group has made so far on improving operations at the Chalet. The friends have increased advertising to bus companies and local businesses, working on increasing their Facebook presence, secured volunteers for staffing tours, found 2 high school student volunteers to learn the tours and coordination of landscaping clean up day with high school students. The group has enough volunteers to have the chalet open on Friday, Saturday and Sunday of festival weekends and hopes to get enough volunteers to be open every weekend in July. The Friends group feels the next two vital steps are to bring on a paid guide/curator position to work on marketing and other projects and to establish a long range operations plan for the Chalet. Additional projects the Friends are working on include: engaging a marketing intern to increase promotions, partnering with local businesses for dinner/tour packages, peer review programs available through the State of Wisconsin Historical Society.

Recommendation: Review of Year-to-date Expenses /Funding Paid Tour Guides for Chalet of the Golden Fleece: The Committee reviewed the request from the Friends for funding of tour guides for the Chalet. Greg Thoemke asked what the admission charge is for the Chalet. Sandy Blum indicated the cost is \$7 for adults and \$4 for children 6-12 and that the price may need to be increased next year. Thoemke stated he feels we will need to define the number of hours for the paid staff, the pay rate and funding and indicated if we cannot find an interested person soon the summer will be gone. Using last year's tour data the committee estimated 400 tours at \$7 a tour would produce \$2,800 in revenue. The committee and Blum felt this was a realistic goal for this summer. Administrator Owen reviewed the current expenses to date for the Chalet of \$3,597 and that staff anticipates total expenses by year end to be around \$5,000. He added that if the tour revenue is going to be used for a paid position alternate funds would have to be found to cover these costs. Motion by Mark Janowiak, second by Greg Thoemke to recommend allowing up to \$3,000 for the remainder of the summer for a paid guide/curator position with the tour revenue being used to offset the cost. Motion carried.

Adjournment: Motion by Mark Janowiak to adjourn, second by Greg Thoemke. Motion carried. Time: 7:00 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday July 10, 2013.

Nicholas W. Owen, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
May 15, 2013**

Chairman Greg Thoemke called the meeting to order at 6:36 p.m. Present: Joan Betz, Mark Janowiak and Greg Thoemke. Others Present: Administrator Nicholas Owen.

Approval of Agenda: Motion by Mark Janowiak, second by Joan Betz to approve the agenda as presented.

Approval of Minutes of the 4/10/13 Meeting: Motion by Joan Betz, second by Mark Janowiak to approve the 4/10/13 minutes as presented. Motion carried.

Update: Hoesly Pond Improvements: The FFA alumni are working on installing signs stating the fishing regulations for the pond and will be contacting the DNR regarding the ability of constructing a shelter house on the site.

Recommendation: Resolution R13/14 Establishing Wage Classifications for Summer Pool and Park Staff: This resolution was last revised in 2008 and staff has amended that version to provide consistent increases within each classification and clarify the rates for employees moving between classifications. The resolution also adds language to provide a uniform wage rate for employees who continue as part-time sub guards after working previous seasons as fulltime guards for the Village. Motion by Joan Betz, second by Mark Janowiak to recommend approval of Resolution 13/14 establishing wage classifications for summer pool and park staff. Motion carried.

Recommendation: Resolution R13/13 Setting Wages for Parks/Recreation Staff: This is an annual resolution setting wages for parks and recreation staff for the 2013 season. There are no major changes from previous years, just wage increases due to changes in job classification and step increases which were made more uniform based on Resolution 13-14. Motion by Joan Betz, second by Mark Janowiak to recommend approval of Resolution 13/13 setting wages for parks/recreation staff.

Recommendation: Park Use Permit for Music in the Park (7/21/13 & 8/11/13): This is the annual application for music in the park, the group will again be holding 2 concerts this summer on Sunday July 21st and Sunday August 11th. There have been no issues with this event in previous years. Motion by Mark Janowiak, second by Joan Betz to recommend approval of the park use permit for Music in the Park on 7/21/13 and 8/11/13. Motion carried.

Acknowledge donation from New Glarus Vision toward Pool Scholarship Program: The Village was awarded a grant from the New Glarus Vision committee to help cover discounted pool passes given out through the Pool Scholarship program. A letter has been sent to the Vision committee thanking them for their donation.

Discussion/Recommendation: Landscaping Improvements at Chalet: Seniors from the high school helped to clean up the landscaping at the Chalet as part of their senior service projects. Volunteers are also in the process of removing a tree that is believed to be trapping water against the siding of the Chalet. Staff has not yet received a proposal for the additional work anticipated from the UW Extension Master Gardner's program.

Update: Pool/Park Registration: The final registration was held on Tuesday, April 30th. So far registrations look in line with previous years. Pool staff employee, Jamie LeGros has been a tremendous help to the office staff in getting all the registrations processed.

Adjournment: Motion by Joan Betz to adjourn, second by Mark Janowiak. Motion carried. Time: 6:46 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday June 12, 2013.

Nicholas W. Owen, Administrator

PARKS & RECREATION COMMITTEE

April 10, 2013

Chairman Greg Thoemke called the meeting to order at 6:30 p.m. Present: Joan Betz, Mark Janowiak and Greg Thoemke. Others Present: Jeremy Duerst of the New Glarus FFA Alumni, Margie Irland of New Glarus Youth Committee and Administrator Nicholas Owen.

Approval of Agenda: Motion by Mark Janowiak, second by Joan Betz to approve the agenda as presented.

Approval of Minutes of the 3/13/13 Meeting: Motion by Mark Janowiak, second by Joan Betz to approve the 3/13/13 minutes as presented. Motion carried.

Discussion: Hoesly Pond Improvements: Jeremy Duerst of the FFA Alumni informed the committee the FFA Alumni are applying for a Stewardship grant for park improvements. Improvements include a shelter house including restrooms and kitchen area similar to Vet's Park, angle parking along Hoesly Drive, walking path, floating dock for handicapped fishing opportunities and landscaping of the Park. Dan Ziegler's class has been preparing potential landscaping plans for the Park. Administrator Owen will contact the DNR regarding the site suitability for a shelter structure. The FFA would like to limit fishing to youth, senior citizens and the handicapped and is looking into posting signage to indicate the limits. They anticipate doing as many projects as funds allow and beginning when funds are available.

Recommendation: Special Events Permit for New Glarus Music Fest for 5/23-5/28/13: This is the annual application for the New Glarus Music Fest. The application is requesting the use of 4th Avenue for a tent including the serving of alcohol and the use of amplified devices, the exclusive use of Village and Glarner Park and the use of picnic tables from Veterans Park. The application indicates stakes and cement barricades will be used for installation of the tent, staff has provided the comment that no stakes may be placed in the street. The application also requests open intoxicants be allowed in Village Park until 7:00 p.m. when the cover charge begins in the tent. Staff has reviewed this request and is recommending denial of allowing open intoxicants in the park. The application also requests the use of 3rd Avenue and Duerst road for the Running of the Swiss Run/Walk on Saturday the 25th. The only issues in past have been neighbor complaints regarding the spray painting of a starting line on the street, staff would recommend approval indicating that no permanent markings be placed on the street. The permit contains all proper signatures and an updated certificate of insurance is needed prior to the event. The committee and representatives of the New Glarus Youth Committee discussed the request for open intoxicants. Consensus of the committee was to allow the open intoxicants in the park on Saturday and Sunday on a trial basis. The New Glarus Youth Committee members indicated they would shut down the open intoxicants in the park if problems arose by police recommendation. The limits of the open intoxicants area will be marked with signs. Motion by Greg Thoemke to recommend approval of the special events permit for New Glarus Music Fest for 5/23/13-5/28/13, second by Mark Janowiak. Motion carried.

Recommendation: Special Events Permit for Green Haven 5k Run/Walk for 10/12/13: This is the second annual application for the Green Haven 5k run/walk. The request is to use 3rd Avenue and Duerst Road for the run route and the use of Glarner Park. There were no issues with this event in the past; staff will coordinate the event with the Parks Schedule and recommends approval indicating that no permanent markings be placed on the street. Motion by Mark Janowiak to recommend approval of the special events permit for Green Haven 5k Run/Walk for 10/23/13, second by Joan Betz. Motion carried.

Recommendation: Printing of Chalet Pamphlet: The Friends of the Chalet are requesting use of Village funds for printing new advertising brochures for the Chalet. The Village received a second quote for the printing from Econoprint for \$1,066.60 for 5,000 brochures and \$1,227.79 for 7,500. There was no money budgeted for this expense in 2013. Motion by Greg Thoemke to recommend ordering 7,500 brochures funded by General Fund reserves, second by Mark Janowiak. Motion carried.

Discussion: Landscaping Improvements at Chalet: The Friends of the Chalet have received interest from volunteers to help maintain and improve the landscaping at the Chalet. The Friends group will work with the volunteers to develop a plan for the changes to present to the Parks Committee.

Update: Pool/Park Registration: The first summer recreation sign was held Tuesday April 9th. There will be two remaining sign up dates on Thursday April 18th from 5 p.m. to 7 p.m. and Tuesday, April 30th from 5 p.m. to 7 p.m.

Adjournment: Motion by Mark Janowiak to adjourn, second by Joan Betz. Motion carried. Time: 7:05 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday May 15, 2013.

Nicholas W. Owen, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
March 13, 2013**

Chairman Greg Thoemke called the meeting to order at 6:30 p.m. Present: Joan Betz, Mark Janowiak and Greg Thoemke. Others Present: Administrator Nicholas Owen.

Approval of Agenda: Motion by Mark Janowiak, second by Joan Betz to approve the agenda as presented.

Approval of Minutes of the 1/9/13 Meeting: Motion by Joan Betz, second by Mark Janowiak to approve the 1/9/13 minutes as presented. Motion carried.

Consideration: Park Use Permit for Grace Church: Village Park 7/7/13: This is the annual application for Grace Church's picnic. There have been no issues with this event in the past and the applicant will provide an updated certificate of insurance prior to the event. Motion by Mark Janowiak, second by Joan Betz to recommend approval of the park use permit for Grace Church for Village Park on 7/7/13. Motion carried.

Recommendation: Award of 2013 Parks Mowing Bid: The Village received 6 bids for mowing for 2013; staff is recommending award of the bid to Wirth Lawncare based on the price of the bid and past experience with the contractor. Motion by Greg Thoemke to recommend award of the mowing bid to With Lawncare, second by Mark Janowiak. Motion carried.

Consideration: 2013 Summer Recreation Fees: Staff presented the proposed fee schedule for summer recreation programs. The only fee changes are the increase of swim team fees and 2nd and 3rd Grade softball and T-ball/coach pitch by \$5. Staff also revised the discount for early registration to be a \$5 discount on a season pool pass rather than the 10% discount on programs. Staff feels this will simplify the registration process and increase the efficiency of processing registrations. The committee discussed why non-resident fees were not charged to all programs. Administrator Owen was not clear on this, he thought some of the programs were new and did not have high participation. The committee discussed charging non-residents at 10% fee that residents or adding an additional fee to the remaining programs. Administrator Owen said he would recommend a more thorough review of the fees if the committee wanted to add the 10% fee and it would be better to consider that next year but he would be comfortable adding the non-resident fees to the other programs. Motion by Mark Janowiak to recommend approval of

Resolution 13-07 establishing summer recreation fees for 2013 with an additional \$5 non-resident fee for the following programs: 2nd and 3rd grade softball, T-ball/coach pitch, 3rd grade pitching machine, kickball, volleyball, touchdown club, ride and slide, park hoppers and adding a non resident fee of \$4/session and \$45/season for summer basic training, second by Joan Betz. Motion carried.

Update: Summer Recreation Sign-up: Staff anticipates having recreation brochures sent out by the 22nd of March to go home with students prior to spring break. The sign up sessions will be April 9th, 18th and 30th from 5:00 – 7:00 p.m. April 9th is the deadline for girls' softball, 3rd grade pitching machine and little/pony league in order to have the program numbers to enroll in leagues.

Recommendation: Printing off Chalet Pamphlet: The Friends of the Chalet are requesting use of Village funds for printing new advertising brochures for the Chalet. The Friends received the attached quote from Jerome Moody Photography for \$1,219 for 5,000 brochures or \$1,279 for 7,500. The Friends of the Chalet will be contacting Colony Brands about getting a donation towards the printing of the brochures and Administrator Owen will be obtaining a second quote from another party for printing. Motion by Greg Thoemke to table for response on the donation from Colony Brands and obtaining a second bid for the printing, second by Mark Janowiak. Motion carried.

Adjournment: Motion by Mark Janowiak to adjourn, second by Joan Betz. Motion carried. Time: 6:57 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday, April 10, 2013.

Nicholas W. Owen, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
February 13, 2013**

No meeting was held due to lack of quorum.

Nicholas W. Owen, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
January 9, 2013**

Chairman Greg Thoemke called the meeting to order at 6:35 p.m. Present: Joan Betz and Greg Thoemke. Absent: Mark Janowiak. Others Present: Administrator Nicholas Owen.

Approval of Agenda: Motion by Joan Betz, second by Greg Thoemke to approve the agenda as presented.

Approval of Minutes of the 12/12/12 Meeting: Motion by Joan Betz, second by Greg Thoemke to approve the 12/12/12 minutes as presented. Motion carried.

Recommendation: Special Events Permit: Grace Church – Amendment to dates of the Good Neighbor Free Festival 9/5-8/13: Grace Church is requesting moving their annual festival one week earlier to September 5th – 9th. There are no conflicts in the schedule for parks for this event. Motion by Joan Betz to approve the amended dates for the Grace Church Good Neighbor Free Festival, second by Greg Thoemke. Motion carried.

Recommendation: Printing of Chalet Pamphlet: The Friends of the Chalet are requesting use of Village funds for printing new advertising brochures for the Chalet. The funding would come from a separate checking account that is made up of grant funding and tour revenue. The Village has not received the printing quotes from the Friends of the Chalet. Motion by Greg Thoemke to table this time until the quotes are received, second by Joan Betz. Motion carried.

Recommendation: Appointment of Village Liaison to Friends of Chalet: The Friends of the Chalet would like to have a Village representative as a member of the Friends of the Chalet Committee to act as a liaison between the Friends group and the Village Board. Motion by Greg Thoemke to recommend appointment of Administrator Nicholas Owen as Liaison to the Friends of the Chalet Committee, second by Joan Betz. Motion carried.

Adjournment: Motion by Joan Betz to adjourn, second by Greg Thoemke. Motion carried. Time: 6:43 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday, February 13, 2013.

Nicholas W. Owen, Administrator

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING