

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
November 11, 2015**

Acting Chair Petra Streiff called the meeting to order at 6:30 p.m. Present: Barb Anderson and Petra Streiff. Also present: Parks and Recreation Director Chris Rear, Library Director Lauren White, Library Board President Linda Hiland, and Administrator Bryan Gadow.

Approval of Agenda: Motion by Petra Streiff, second by Barb Anderson to approve the agenda as presented. Motion carried.

Approval of Minutes of the 10/14/15 Meeting: Motion by Barb Anderson, second by Petra Streiff to approve the 10/14/15 minutes as presented. Motion carried.

Selection and Approval of a Vice Chair: Administrator Gadow noted that he would like each standing committee to appoint a vice chair to serve in the absence of the chair. Petra Streiff nominated herself to serve as Vice Chair. Motion by Barb Anderson, second by Petra Streiff to appoint Petra Streiff as Committee Vice Chair. Motion carried.

Discussion/Update: Extension of Inventory Contract for Chalet of the Golden Fleece: Administrator Gadow noted that in 2015, the Village entered into an Agreement for Services with Beth Komisarek to serve as the lead for the collections inventory for the Chalet with for two hundred (200) hours of work. He noted that Ms. Komisarek has recently accepted a full-time position out of the area, and would only be able to work at the Chalet on weekends. He stated that the Friends of the Chalet were requesting an amendment to Ms. Komisarek's contract to carry over into 2016 to allow her to complete her 200 hours. Mr. Gadow noted that to date, Ms. Komisarek has completed ninety (90) of the total 200 hours. Motion by Barb Anderson, second by Petra Streiff to recommend an amendment to the Agreement for Services to extend the contract to December 31, 2016 to allow for completion of the 200 hours. Motion carried.

Discussion/Update: Chalet Repairs and Funding: Administrator Gadow noted that as part of their May 2015 resolution of commitment to proposed Library Building project, the Village Board agreed to commit Glarner Park as the building site for the new Library. He stated that Village Staff is looking for direction on how to proceed with drafting of documents and agreements on the land transfer item, which would then be brought to the Village Board for review.

Mr. Gadow noted that the land transfer of Glarner Park could occur in one of two ways: 1) an outright donation of the property to the Library Board, or 2) a 99-year land lease. The Village Attorney has indicated that either option would achieve the purpose of transferring the land for this project. The members discussed the benefits to the Village of both options. The general consensus of the members was to have staff work on a draft of a 99-year lease for Village Board review.

Discussion/Recommendation: Ice Skating Rink: Administrator Gadow provided an overview of the ice rink and indicated that the Village's current liner was damaged. He presented various options for a new rink including:

- A replacement liner only - \$150.00 (no sideboards)
- Portable rink with frame - \$575.00 (no sideboards)
- Liner with support brackets for sideboards - \$494.00 (would also need to purchase 3/8" plywood for sideboards and 2"x4" studs)
- Liner, support brackets, and 32 18" tall plastic sideboards - \$2170.00

The Committee members discussed the options and indicated a preference for the Option #2 (Portable Rink with frame for \$575.00). The Committee members also requested that the Town of New Glarus be contacted to assist in payment for half the cost of the new rink system. Motion by Barb Anderson, second by Petra Streiff to recommend purchase of Ice Rink Option #2 (portable rink with frame for \$575.00). Adjournment: Motion by Barb Anderson to adjourn, second by Petra Streiff. Motion carried. Time: 6:49 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday December 9th.

Bryan Gadow, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
October 14, 2015**

Chairman Greg Thoemke called the meeting to order at 6:30 p.m. Present: Barb Anderson, Petra Streiff and Greg Thoemke. Also present: Sandy Blum (Friends of the Chalet), Kim Schulte (Friends of the Chalet), Parks and Recreation Director Chris Rear, and Administrator Bryan Gadow.

Approval of Agenda: Motion by Petra Streiff, second by Barb Anderson to approve the agenda as presented. Motion carried.

Approval of Minutes of the 9/9/15 Meeting: Motion by Barb Anderson, second by Petra Streiff to approve the 9/9/15 minutes as presented. Motion carried.

Discussion/Recommendation: Amendment of Intern Contract: Ms. Blum noted that earlier this year, the Village entered into an agreement with Ms. Brooke Uhl to conduct an inventory of historical items for the Chalet of the Golden Fleece. The original agreement was for Ms. Uhl to provide 150 hours of service for a stipend of \$800.00, to be paid by the Friends of the Chalet funds. Ms. Blum stated that Ms. Uhl was unable to fully complete the hours of service in the contract, so the Friends of the Chalet are asking for the agreement to be amended to reflect the number of hours provided. Ms. Uhl most recent payment was for \$400.00. Motion by Petra Streiff, second by Barb Anderson to approve amendment of the contract. Chairman Thoemke suggested an amendment to the motion to reflect that Ms. Uhl be allowed to keep the \$400.00 in payment if the hours worked exceed the amount paid, pay any final hours worked, and to terminate the contract with Ms. Uhl. Motion by Petra Streiff, second by Barb Anderson to accept the amendment to the original motion. Motion carried. Motion by Petra Streiff, second by Barb Anderson to approve the Intern Contract Amendment as amended by the previous motion. Motion carried.

Discussion/Update: New Glarus Community Foundation Application: The New Glarus Community Foundation accepted applications for grant requests until October 15th. Ms. Blum stated that the Friends of the Chalet submitted an application to the Fund to assist with labor and material assistance for replacing the logs and rocks on the roof (\$1000), and replacement of four (4) windows on the 2nd story (\$400). Chairman Thoemke recommended that the Friends strongly consider becoming a 503(c) non-profit to assist with future grant writing opportunities. Ms. Blum indicated that she might be able to work a local attorney on the non-profit filing. Motion by Barb Anderson, second by Petra Streiff to recommend supporting the grant application. Motion carried.

Discussion/Recommendation: Chalet Repairs and Funding: Addition to the roof and chimney repairs that the Committee and the Village Board have previously authorized for this year, Ms. Blum indicated issues with connectivity with the phone system in the building, and a leaking toilet on the first floor. The Committee suggested Staff look into purchasing a cell phone for the Chalet under the existing Village contract with US Cellular. The Committee suggested Public Works staff evaluate if floor replacement work can be done with Village staff.

Discussion/Recommendation: Non-Collection Items for Disposal – 9/14/15: Ms. Blum reviewed the list of Non-Collection Items recommended for disposal. Motion by Petra Streiff, second by Barb Anderson to recommend approval of disposal of Non-Collection Items dated 9/14/15. Motion carried.

Discussion/Update: Chalet Inventory Project Update: Ms. Blum provided an update on the inventory of items within the Chalet.

Discussion/Recommendation: Annual Mowing Contract: Mr. Gadow provided the Committee with a review of the proposed 2016 annual mowing contract by Wirth Lawn Care. He noted that the prices for 2016 would be the same as the 2015 price at \$590.00 for all 20 locations per mow. Parks and Recreation Director Rears indicated that he was happy with the work from Wirth Lawn Care and had received no complaints. Motion by Barb Anderson, second by Petra Streiff to recommend approval of the 2016 Annual Mowing Contract with Wirth Lawn Care. Motion carried.

Discussion/Recommendation: Ice Skating Rink: Mr. Gadow provided an overview of the ice rink and indicated that the Village's current liner was damaged. He suggested that if the Committee wanted to offer an ice rink for the upcoming season that a new rink kit be purchased for \$300-\$500 as a temporary solution. Mr. Gadow suggested that for a longer term solution, the Village could consider upgrading to a rink with full hockey boards that could host advertising of local business as part of a financial sponsorship. The Committee members recommended asking the Town Board to participate financial since the Town residents are requesting the rink. The Committee directed Staff to research various ice rink kit options and report back to the Committee or full Village Board as needed before the winter skating season.

Adjournment: Motion by Barb Anderson to adjourn, second by Petra Streiff. Motion carried. Time: 7:05 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday November 11th.

Bryan Gadow, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
September 9, 2015**

Chairman Greg Thoemke called the meeting to order at 6:30 p.m. Present: Barb Anderson, Petra Streiff and Greg Thoemke. Also present: Sandy Blum (Friends of the Chalet), Kim Schulte (Friends of the Chalet), Parks and Recreation Director Chris Rear, and Administrator Bryan Gadow.

Approval of Agenda: Motion by Petra Streiff, second by Barb Anderson to approve the agenda as presented. Motion carried.

Approval of Minutes of the 8/12/15 Meeting: Motion by Barb Anderson, second by Petra Streiff to approve the 8/12/15 minutes as presented. Motion carried.

Recommendation: Special Events Permit for Glenda Scott Walk/Run on 9/26/15: This is an annual event that utilizes the soccer field at Valle Tell from 8 a.m. to 11 a.m. on 9/26/15 for the start and finish of the walk/run. Availability of the park has been confirmed with Parks Director, Chris Rear. The applicant plans to install a 10 x 10 tent for the event and provide the necessary refuse containers. There is a port a potty available at the Park. They intend to use amplification devices only between 8 a.m. to 10 a.m. to announce participants. Required insurance is on file through the Chamber. A motion by Petra Streiff, second by Barb Anderson to approve the Special Events Permit for Glenda Scott Walk/Run on September 26, 2015. Motion carried.

Discussion/Recommendation: Chalet Repairs:

Jelle Stone would be willing to make the necessary repairs to the chimney at a cost of \$425.00. High Top Roofing, who had submitted the low bid for the replacement of the roof that his bid for the roof

replacement (\$5,550) as well as his bid for the replacement of the rocks and logs (additional \$3,050) have indicated they would honor those quotes through the end of the year. The concerns with the doorway to the kitchen will need to be addressed and Ken Zimmerman was originally contracted to do that work. A motion by Barb Anderson, second by Petra Streiff, to recommend acceptance of the Jelle Stone chimney repair bid, with funding from the general fund. Motion carried. A motion by Petra Streiff, second by Barb Anderson, to reinstate the bid for roof repairs from High top Roofing, with Staff to notify the roof contractor when chimney repair work is completed. Motion carried. Lastly, the Committee requested that Staff solicit bids for repair of the interior wall.

Discussion/Recommendation: Procedure for possible disposal of Chalet items: As the Chalet staff works through the inventory of the collection, they are finding items such as: fake flowers, old book style calendars from the 1980's through 2000's, old employee time sheets, guest sign in books from the 1940's forward. In addition, staff would consider disposal of collection items that are beyond repair/restoration, such as fabric items stored in drawers are rotting, broken china/glass is also present in some cabinets. The consultant the Village is working with to complete the inventory indicated it is museum industry standard to make a record of every object that is either decommissioned or disposed. The Chalet staff is looking for direction from the Village on handling these items. A motion by Greg Thoenke, second by Petra Streiff, to recommend adoption of the Chalet inventory disposal process:

- The Friends of the Chalet will develop and maintain two (2) lists of items for disposal: 1) A list of non-collection items for disposal; and 2) A list of non-salvageable collection items for decommission and disposal. The Friends of the Chalet will periodically submit the two (2) lists to the Parks and Recreation Committee and the full Village Board for review and approval prior to any disposal of items on those lists.

Adjournment: Motion by Barb Anderson to adjourn, second by Petra Streiff. Motion carried. Time: 6:55 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday October 14th.

Bryan Gadow, Administrator
VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
August 12, 2015

Chairman Greg Thoenke called the meeting to order at 6:02 p.m. Present: Barb Anderson, Petra Streiff and Greg Thoenke. Also present: Parks and Recreation Director Chris Rear, Roger Truttmann, Mike Colney, Theresa Colney, Mary Statz, Sandy Blum, and Kim Tschudy

Approval of Agenda: Motion by Barb Anderson, second by Petra Streiff to approve the agenda as presented. Motion carried.

Approval of Minutes of the 7/15/15 Meeting: Motion by Petra Streiff, second by Barb Anderson to approve the 7/15/15 minutes as presented. Motion carried.

Update: Shade Sales at Wading Pool: Union Bank & Trust contacted the Pool Staff interested in making a donation to the pool and are currently working with the Pool Staff for the installation of shade sails in the wading pool area of the pool.

Update: 2015 Alhornman Triathlon: The 2015 Alhornman Triathlon was held on Sunday, August 2, 2015 and had approximately 130 participants. An update on the income/expense will be provided at a future meeting once we are able to finalize the numbers.

Greg Thoenke noted a concern from a citizen about lack of signage on the bike route and was concerned about the safety of drivers and bikers. Concern will be passed onto the Triathlon Committee.

Discussion/Recommendation: Chalet Repairs and Funding of Chalet: The Committee discussed the Condition Report prepared by Charles Quagliana in 2014, including the various repairs outlined in the report and specifically a direction for the replacement of the roof including the rocks and timbers. The current estimate for that work totals \$8,600 and the bid that had been awarded by the Board was rescinded until a direction can be determined. In addition to the roof replacement, the condition report notes work that needs to be done on the chimney prior to the roof replacement. There are also some concerns with the doorway to the kitchen that were scheduled to be completed this year. The Village did replace the air conditioning unit at the Chalet this summer for \$3,729. In addition the Village has committed an amount not to exceed \$3,500 to complete an inventory of the collection.

Village has rescinded the bid to complete the roof. Reason for stopping of the roof, was to prioritize and list the correct order of repairs. Order of repairs (determined by contractor and condition report) is 1. Repair chimney, 2. Repair roof, and 3. Repair kitchen wall.

Also, recommended to instruct staff to contact with the contractor to make them aware that the village will reaccept the bid, if it is still standing, as soon as the chimney repair has been completed.

Motion by Greg Thoenke, to request bids and/or donations for the appropriate repair of the chimney and kitchen wall, seconded by Petra Streiff. Motion carried.

Discussion/Recommendation: Repairs to Floral Clock: The committee reviewed the quotes received by Mike and Theresa Colney including one for the rebuilding/refurbishing of the existing movement (\$3,500 to \$4,500) and another for the building of a new movement and rehub of existing clock hands (\$6,000 to \$8,000). Mike is recommending having the Public Works employees pull the two pieces of clock works that need to be checked this fall and take those to the repair shop in Madison that they have used in the past. The repair shop would hopefully be able to give us a better idea of the necessary repairs, possibly even make those repairs for us.

Information provided by Mike and Theresa Colney was strictly informational only. Mike Colney stated that he would like to have the motor and timing mechanism pulled, so they can be shipped to a clock repair company to check on the functionality of those 2 units. They would like the motor and timing mechanism pulled after the 1st frost of the fall.

Motion by Greg Thoenke, to have Public Works employees remove the clock and timing mechanism during the 1st week of October, while simultaneously contacting Mike and Theresa Colney so they can contact the clock shop to schedule the repairs. Seconded by Barb Anderson. Motion carried.

Adjournment: Motion by Barb Anderson to adjourn, second by Petra Streiff. Motion carried. Time: 7:06 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday September 9th.

Chris Rear, Parks & Recreation Director

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
July 15, 2015**

Chairman Greg Thoemke called the meeting to order at 6:31 p.m. Present: Barb Anderson, Petra Streiff and Greg Thoemke. Also present: Parks and Recreation Director Chris Rear, Jesse Duff (Fehr Graham), Linda Stolts, Dan Stolts, Bill Kuenzi, Jr., Dan Ziegler, Rosalie Huntington, and Ron Kittleson.

Approval of Agenda: Motion by Barb Anderson, second by Petra Streiff to approve the agenda as presented. Motion carried.

Approval of Minutes of the 6/10/15 Meeting: Motion by Petra Streiff, second by Barb Anderson to approve the 6/10/15 minutes as presented. Motion carried.

Recommendation: Use of Village Park on 9/6/15 by Wilhelm Tell Festival for Art in the Park: This is an annual application for the art fair held in conjunction with Wilhelm Tell Fest. The application requests the use of Village Park for Sunday, 9/6/15. A certificate of insurance is on file. Motion by Petra Streiff, second by Barb Anderson to accept the application for the art fair. Motion carried.

Update: Feasibility Study for New Softball Field: Parks Director, Chris Rear has received an updated drawing from Fehr Graham with options for a new softball/youth baseball field over the existing tennis courts and possible relocation options for the playground equipment.

Park Director, Chris Rear, presented the layout and cost analysis of a new softball field, playground relocation, and updates to the current baseball facility.

Update: Joint Parks Meeting/Public Hearing on Dog Park: The Public Hearing will occur following this meeting at 7:30 p.m. in the Village Hall Community Room, followed by a Joint Parks Meeting.

Adjournment: Motion by Petra Streiff to adjourn, second by Barb Anderson. Motion carried. Time: 7:30 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday August 12th at 6:30 p.m.

Chris Rear, Parks & Recreation Director

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
June 10, 2015**

Chairman Greg Thoemke called the meeting to order at 6:00 p.m. Present: Barb Anderson, Petra Streiff and Greg Thoemke. Also present: Jesse Duff (Fehr Graham), Library Board President Linda Hiland, Library Director Lauren White, Aquatics Director Megan Scheele, Parks and Recreation Director Chris Rear and Administrator Nicholas Owen.

Approval of Agenda: Motion by Petra Streiff, second by Barb Anderson to approve the agenda as presented. Motion carried.

Approval of Minutes of the 5/13/15 Meeting: Motion by Petra Streiff, second by Barb Anderson to approve the 5/13/15 minutes as presented. Motion carried.

Discussion/Recommendation: Potential Sites for Softball Field: Parks and Recreation Director Chris presented a potential layout for a new softball field at Veteran's Park. The plan would require the school to donate the tennis courts back to the Village and they would need to be removed. Having the field on school grounds does not fit into their long-term facility plans and there is one other potential site that would require the Village to purchase the land from a private party. The proposal using the tennis courts appears to be the location that the Village could move forward with the project the quickest. It would allow the Village to host tournaments having multiple fields, concessions and restrooms all in one site. Greg Thoemke stated he is opposed to the plan that would remove the tennis courts but he could potentially support the field that would require the purchase of the adjacent land. Petra Streiff added she was happy to see that the conversation on the field has started and felt that increased use of the park would also bring increased visibility of the Veteran's Memorial. Motion by Petra Streiff to recommend continuing work with Fehr Graham on the cost estimate and concept plan for the new field, second by Barb Anderson. Motion carried with Greg Thoemke opposing.

Discussion: Feasibility Study for New Softball Field: The Village has received one proposal for conducting a feasibility study for the new softball field and is currently working with Fehr Graham on a proposal.

Update: Joint Parks Meeting/Public Hearing on Dog Park: Staff is still waiting for confirmation from the Town of New Glarus on the meeting date and time. We proposed meeting at 5:30 p.m. on Wednesday July 15th prior to the regular Village Parks and Recreation committee meeting.

Adjournment: Motion by Petra Streiff to adjourn, second by Barb Anderson. Motion carried. Time: 6:52 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday July 15th at 6:30 p.m.

Nicholas W. Owen, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
May 13, 2015**

Chairman Greg Thoemke called the meeting to order at 6:00 p.m. Present: Mark Janowiak, Petra Streiff and Greg Thoemke. Also present: Trustee Barb Anderson, Aquatics Director Megan Scheele, Parks and Recreation Director Chris Rear and Administrator Nicholas Owen.

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

Approval of Minutes of the 4/15/15 Meeting: Motion by Petra Streiff, second by Greg Thoemke to approve the 4/15/15 minutes as presented. Motion carried.

Recommendation: Special Events Permit – New Glarus EMS 2016 Open House: This is the annual application for the use of 4th Avenue between 3rd Street and 5th Street and Glarner Park for the EMS open house. Glarner Park will be used for the landing of a medical helicopter and staff will communicate with the High School that the field will be unavailable for games this day. Administrator Owen commented added that the use of Glarner Park should also be approved contingent on the pending developments with the new library. Motion by Petra Streiff to recommend approval of the special events permit for New Glarus EMS, contingent on receipt of an updated certificate of insurance and availability of Glarner Park with the potential library project, second by Mark Janowiak. Motion carried.

Recommendation: Resolution 15-29/Appointment of Summer Employees: The major change is splitting the Aquatics/Parks and Recreation Director into separate positions for 2015. Additionally the resolution appoints 6 substitute guards to help fill shifts. Motion by Petra Streiff to recommend approval of Resolution 15-29 Appointing Summer Employees, second by Mark Janowiak. Motion carried.

Recommendation: Special Events Permit to New Glarus Chamber for Saengerfest on 6/16/15 to 6/21/15: The application includes the closure of 4th Avenue between Railroad Street and Second Street including a tent, amplified music and open intoxicants. The application also includes the closure of the pool parking lot on Railroad Street for a bus pick up/drop off area. The police department is requesting one additional officer on Thursday and Friday nights and two additional officers on Saturday; the additional cost will be covered by the applicant. Motion by Mark Janowiak to recommend approval of the special events permit for Saengerfest, second by Petra Streiff. Motion carried.

Recommendation: Award of Contract for Sidewalk at Veteran's Park Memorial: The Village received two bids for the sidewalk with the low bid being from New Glarus Concrete for \$2,730. Funding would come from the parks and recreation sinking fund. Motion by Petra Streiff to recommend approval of award of bid to New Glarus Concrete for \$2,730, second by Mark Janowiak. Motion carried.

Discussion: Off Leash Dog Park: Mark Janowiak said he has been asked by several citizens about the status of the dog park and he was wondering if the Village could find the money in the budget to pay for the fencing. The committee discussed options for increasing awareness of the need including signatures and holding a public hearing to try to prove the need in the demand for a dog park for another grant application. The committee also discussed the possibility of fundraising and selling naming rights to provide a match to the community foundation grant. Consensus of the committee was to schedule a public hearing on the dog park for a joint Village/Town Parks Committee meeting.

Discussion: Stocking of Trout at Hoesly Pond: Administrator Owen reported that the FFA Alumni will be stocking pan fish this spring and the fish farm recommends stocking bass this fall. They also recommend against stocking trout in this type of pond. Consensus of the committee was to continue with the FFA plan for stocking of the pond.

Adjournment: Motion by Petra Streiff to adjourn, second by Mark Janowiak. Motion carried. Time: 6:26 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday June 10th at 6:30 p.m.

Nicholas W. Owen, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
April 15, 2015**

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

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

Approval of Minutes of the 3/11/15 Meeting: Motion by Petra Streiff, second by Mark Janowiak to approve the 3/11/15 minutes as presented. Motion carried.

Recommendation: Special Events Permit – Grace Church for New Glarus Family Festival: The annual application includes the closure of 3rd Avenue between 2nd Street and Railroad Street, 2nd Street between 3rd Avenue and 4th Avenue, and Railroad Street between 3rd Avenue and 4th Avenue on Sunday, exclusive use of Village Park including a tent, dumpster and portable

restroom facilities will be provided and amplified music will be on Saturday from 2:00 – 10:00 pm. and Sunday 8:00 a.m. – 6:00 p.m. Chief Boldebeck noted that up to two officers may be required at the applicants cost, dependent on crowd size. The application is complete and there have been no issues with the event in the past. An updated certificate is needed prior to the event. Motion by Mark Janowiak to recommend approval of the special events permit for Grace Church contingent on receipt of updated certificate of insurance, second by Petra Streiff. Motion carried.

Recommendation: Park Use Permit for Music in the Park (7/12/15, 7/26/15, & 8/6/15): This is the annual application for live music in Village Park, there have been no issues with this event in the past and a certificate of insurance is on file. Motion by Petra Streiff to recommend approval of the park use permit for music in the park, second by Mark Janowiak. Motion carried.

Discussion/Recommendation: Chalet 5 Year Plan: Sandy Blum presented the 5- year plan for the Chalet include revenue and expense estimates, fund raising goals and anticipated staffing needs. Blum added the 5-year plan is important not only to identify goals and a work plan but also improves their chances of receiving grants. Blum stated this is a draft and she would like feedback and input from the Village as owner of the building and custodian of the collection. Greg Thoenke stated he was glad to see the plan and thanked Blum and the Friends for their efforts. He added he would like to see more specifics on fundraising goals and he would ultimately like to see the revenue grow enough to offset operational expenses. Mark Janowiak state he is worried about the cost of the new roof and future capital needs. Petra Streiff felt she needs some more time to review the document but she is optimistic about future grant opportunities. Administrator Owen said the committee can review the document and come back with recommendations from the Village for the next meeting.

Discussion/Recommendation: Chalet Fundraising Campaign: Sandy Blum reported on fundraising ideas for the Friends. Consensus of the committee was to proceed as presented. Greg Thoenke asked if they considered creating membership categories. Sandy Blum said they are not ready to do that at this time.

Discussion/Recommendation: Chalet Roof Replacement: The contractor hired to fix the hole in the siding at the Chalet indicated that he could not reliable fix the siding until the roof leak is replaced. Staff is looking for direction on the replacement of the roof. Administrator Owen informed the committee that this was not a budgeted expense and funds would likely come from the Chalet sinking fund and general fund reserves. Motion by Petra Streiff to recommend soliciting bids for replacement of the roof, second by Mark Janowiak. Motion carried.

Update Status: Active Software / Online Registration: No update.

Adjournment: Motion by Mark Janowiak to adjourn, second by Petra Streiff. Motion carried. Time: 7:03 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday May 13th at 6:30 p.m.

Nicholas W. Owen, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
March 11, 2015**

Chairman Greg Thoemke called the meeting to order at 6:32 p.m. Present: Mark Janowiak and Greg Thoemke. Absent: Petra Streiff Also present: Sandy Blum and Mary Statz (Friends of the Chalet), Recreation Director Chris Rear and Administrator Nicholas Owen.

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

Approval of Minutes of the 2/11/15 Meeting: Motion by Mark Janowiak, second by Greg Thoemke to approve the 2/11/15 minutes as presented. Motion carried.

Discussion/Recommendation: Inventory Proposal for Chalet of the Golden Fleece: The Friends of the Chalet have recently reported to the Village that between the internship through the UW-Milwaukee, volunteers and an additional potential internship they feel they have enough staffing to assist with completion of the inventory. The next step in the process would be to clarify some processes and details with the person that provided the quote for assisting with the inventory. Items that need clarification are timeline for completion of the process and how to best use the volunteers. Greg Thoemke asked if it would be a good idea for Beth to attend the next meeting. Administrator Owen thought it would be better to have a conversation with Beth and the Friends to clarify the questions. Sandy Blum and Mary Statz expressed concerns on how the data will be backed up and if internet will be available for the project. Administrator Owen will research these issues. Sandy Blum asked if there was a budget for this project. After discussion Administrator Owen indicated he would research prior discussions on funding of the project.

Discussion/Recommendation: Chalet Condition Report Prioritization: Administrator Owen met with Sandy Blum and Mary Statz to prioritize the list of repairs needed at the Chalet. The priorities are as follows: repair of the roof and kitchen wall, site work, foundation/drainage/water proofing, exterior doors, shutters and windows and gutters and downspout replacement, total cost for the repairs is \$78,000.

Update: Chalet Intern Position: Mary Statz reported that Brooke Uhl has been selected as the Chalet intern. Administrator Owen stated that a resolution to hire Uhl will be presented to the Finance/Personnel committee at their March 17th meeting. Uhl is finishing her Master Degree through UW-Milwaukee and the Milwaukee Public Museum. Statz and Blum will meet with Uhl at the end of March to discuss the projects and Uhl will begin work Memorial Weekend.

Update Status: Active Software / Online Registration: Chris Rear reported online has registration has been active since Tuesday March 3rd and so far is working well. As of the meeting 140 kids have been registered and over \$10,000 in revenue has been collected.

Adjournment: Motion by Mark Janowiak to adjourn, second by Greg Thoemke. Motion carried. Time: 6:53 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday April 15th at 6:30 p.m.

Nicholas W. Owen, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
February 11, 2015**

Chairman Greg Thoemke called the meeting to order at 6:05 p.m. Present: Petra Streiff, Mark Janowiak and Greg Thoemke. Also present: Chief Dave Anderson (New Glarus Fire Department),

Mary Statz (Friends of the Chalet), Recreation Director Chris Rear, Pool Manager Megan Scheele and Administrator Nicholas Owen.

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

Approval of Minutes of the 1/14/15 Meeting: Motion by Mark Janowiak, second by Petra Streiff to approve the 1/14/15 minutes as presented. Motion carried.

Discussion/Recommendation: Land Transfer of Portion of Glarner Park to Fire District: The New Glarus Fire District is requesting consideration of a land transfer from the Village to the Fire District of approximately 6500 square feet on the north east corner of Glarner Park. The land is detailed on the attached map and is behind the current department property and adjacent to the home they purchased for future expansion. Their plans for this parcel are in two years to add a driveway and parking spaces to access the rear end of the building. Administrator Owen stated that in the past this area has been reserved for stormwater management and staff would have to research this issue further prior to committing to the transfer. Chief Dave Anderson discussed the future remodeling and expansion plans for the Fire Station. Chief Anderson acknowledged any of the costs with extension of the stormwater inlet would be the cost of the District. The committee saw no issues with the transfer. Motion by Greg Thoenke to recommend proceeding with the transfer of land to the Fire District, second by Mark Janowiak. Motion carried.

Discussion/Recommendation: Intern for Chalet of the Golden Fleece: Mary Statz of the Chalet of the Golden Fleece presented their plan for use of an intern at the Chalet. The intern program is a partnership between the University of Wisconsin-Milwaukee and the Milwaukee Public Museum to provide internship opportunities to students studying to work in this field. The students are required to work 125 hours at the Chalet and the students would apply for the position through UWM. The Chalet would be required to pay a stipend for the intern and based on the size and location of our museum \$800 was determined to be appropriate. Half would be paid up front and the rest at the end of the internship. Statz indicated the friends would pay the stipend out of their donations account which currently totals \$803.70. Greg Thoenke asked for clarification that he heard that the Friends decided not to proceed with the inventory due to the lack of funds and asked if this intern could assist with this inventory. Statz said that Thoenke would have to contact Sandy Blum for that information. Motion by Mark Janowiak to recommend approval of the internship program for the Chalet, second by Petra Streiff. Motion carried.

Recommendation: 2015 Mowing Contract: Staff is seeking a recommendation from the committee on how to proceed with the mowing contract for this summer. The previous contractor, Wirth Lawncare has expressed interest in having the contract again and indicated they will do it for the same price as in 2014. The committee discussed the potential savings with bidding but the uncertainty of quality of work with selecting low bidder. Consensus was if staff was satisfied with Wirth they were comfortable awarding the contract to them for 2015.

Motion by Petra Streiff to recommend renewing the contract with Wirth Lawncare for 2015 mowing services, second by Mark Janowiak. Motion carried.

Recommendation: Resolution 15-04/Code of Conduct Policies (Coaches, Parent, Player): The committee reviewed the proposed codes of conduct for coaches, parents and players. The policies will be added to active.com website and parents will have to agree to the terms of the policies prior to completion of their registration. Motion by Petra Streiff to recommend approval of resolution 15-04, second by Mark Janowiak. Motion carried.

Recommendation: Resolution 15-05/Communication Process: The committee reviewed the communication policy for summer recreation programs. The policy will be added to active.com website and parents will have to agree to the terms of the policy prior to completion of their registration. Motion by Greg Thoemke to recommend approval of resolution 15-05, second by Mark Janowiak. Motion carried.

Recommendation: Resolution 15-06/Updated Fee List for Programs: The committee reviewed the proposed fee schedule for the 2015 Pool and Recreation season. All fees were increased by \$5.00 to accommodate the online registration fee charged by active.com. This year staff is proposing a 5% early registration discount rather than the \$5 discount offered last year. The highest registration fee paid by one individual last year was \$250; the 5% discount for this would be \$12.50. Chris Rear noted a couple typos: the fee for Swim Team should be \$60 and the team pre race fee for the triathlon should be \$75. Rear added that there are no additional youth programs but they are trying to bring back several adult programs. Additionally the fee for Sports Leagues used to be only for soccer and has been expanded to cover any sport. Motion by Mark Janowiak to recommend approval of resolution 15-06 with the amendments noted, second by Petra Streiff. Motion carried.

Recommendation: Sponsorship Program and Letter: Summer staff is proposing expansion of the Village's Pool pass scholarship program to be used by both the pool and recreation programs. Attached is a proposed letter to seek donations for the funding of the program. Also attached is the sponsorship form including the potential contribution levels. The funds could be used for a variety of purposes including business sponsorship of t-shirts for the younger youth programs, funding program fees for low-income persons or purchasing a piece of equipment for a youth in need. Petra Streiff requested the addition of a line stating that the donations are tax deductible. Streiff asked how the letters would be distributed. Rear stated he would run the letter in the paper and hand deliver letters to businesses. Motion by Petra Streiff to recommend approval of the sponsorship program and letter, second by Mark Janowiak. Motion carried.

Recommendation: Resolution 15-07/Facility Usage Guidelines: The committee reviewed the facility usage guidelines. Rear will review the guidelines at the coaches meeting and walk coaches through the process as weather permits. Motion by Petra Streiff to recommend approval of resolution 15-07, second by Mark Janowiak. Motion carried.

Update Status: Active Software / Online Registration: Staff noted that the set up is going well; it has been a lot of work but they plan on being up and running by March. Administrator Owen thanked Chris Rear and Megan Scheele for their work putting this together.

Adjournment: Motion by Mark Janowiak to adjourn, second by Petra Streiff. Motion carried. Time: 7:02 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday March 11th at 6:30 p.m.

Nicholas W. Owen, Administrator

**VILLAGE OF NEW GLARUS
PARKS & RECREATION COMMITTEE
January 14, 2015**

Chairman Greg Thoemke called the meeting to order at 6:42 p.m. Present: Petra Streiff, Mark Janowiak and Greg Thoemke. Also present: Sandy Blum and Mary Statz (Friends of the Chalet), Recreation Director Chris Rear, Pool Manager Megan Scheele and Administrator Nicholas Owen.

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

Approval of Minutes of the 11/12/14 Meeting: Motion by Petra Streiff, second by Mark Janowiak to approve the 11/12/14 minutes as presented. Motion carried.

Recommendation: Preservation Leadership Forum Membership Renewal for Friends of Chalet: The Friends of the Chalet are requesting approval of the renewal for the Village's membership with the Preservation Leadership Forum for \$250. Membership in the forum grants us access to information on historic preservation articles and access to grant opportunities. The membership was necessary to be eligible for the Historical Preservation grant received for the Chalet of the Golden Fleece in 2014. Administrator Owen added that if the committee desires we can include this in the budget going forward and staff will automatically renew the membership unless directed otherwise. Greg Thoemke asked if there was a specific use for the membership for 2015. Sandy Blum indicated it would make them eligible for additional grants. Thoemke asked if there would be any issues if we just renewed if we found a grant we were interested in applying for. Administrator Owen indicated that would shorten the timeline for preparing the grant. Thoemke asked if there were funds designated in the budget for the membership. Administrator Owen indicated there were not but the expense would be paid for out of the Chalet budget and if sufficient revenue was not received to cover the cost it would have to be covered by general fund surplus. Motion by Petra Streiff to recommend renewal of the leadership forum membership for 2015, second by Mark Janowiak. Motion carried. Consensus of the committee was to include this item in the 2016 budget.

Review/Discussion: Condition Report for Chalet of the Golden Fleece: The committee reviewed the condition report for the Chalet. The committee discussed the list of repairs and consensus was to have Administrator Owen work with Sandy Blum and Mary Statz to prioritize the repairs and report back to the committee.

Recommendation: Proposal from Beth Komisarek for Inventory at Chalet: The committee reviewed the proposal to obtain inventory software and supplies and some consulting time to update the inventory of the Chalet. The proposal is from Beth Komisarek whom currently works for the state historical society and has an impressive background working with and performing inventories on historic items. Sandy Blum stated the last Friends meeting was tabled due to weather but there are a couple of volunteers that would likely be interested and the Friends are working on hiring an intern that could help. Administrator Owen stated he felt the only ways to get the inventory done was with the volunteer help from the Friends or finding a grant to fund a consultant. Motion by Greg Thoemke to table until the Friends can contact Komisarek for clarification of several items second by Mark Janowiak. Motion carried.

Recommendation: Policy/Guidelines for Players and Coaches Using Village Facilities: The committee reviewed the policy. Motion by Greg Thoemke to table for receipt of final draft, second by Petra Streiff. Motion carried.

Update Status: Scoreboard at Vet's Park: Parks and Recreation Director Chris Rear has been working on the details of the scoreboard donation. The Bank would like the Village to purchase the scoreboard and they will reimburse us for it. We anticipate installation of the Board this spring when weather permits.

Adjournment: Motion by Mark Janowiak to adjourn, second by Petra Streiff. Motion carried.
Time: 7:22 p.m. The next meeting is scheduled for 6:30 p.m. Wednesday February 11th at 6:30 p.m.

Nicholas W. Owen, Administrator

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING