



Parks and Recreation Committee Meeting

Date: Monday, February 2nd, 2015

Labudda called the meeting to order at 5:30 p.m. in the City Hall Council Chambers

Roll call: Present were Shayne Labudda, Mark Dieter and Sandy Bushbom. Absent Tiffany Kramer and Jan Block

Approve Meeting minutes of 10/6/14. Labudda commented that the committee would have to approve minutes at next meeting since Bushbom wasn't present and this was Dieter's first meeting.

Pool and Recreation Survey Results: Administrator Winger reviewed the pool and recreation survey results with the committee. Winger noted that based on the survey results administration will make changes to programs to better serve the public.

Trail Progress: Administrator Winger updated progress on the bike/walking trail, property acquisition and grant application. Winger said that the Ames property transfer will be completed by the city attorney in February. He also reviewed the original trail plan and plans to move forward which include design and RTA grant application.

Outdoor Recreation Plan: Winger discussed Outdoor Recreation Plan. Committee agreed to start reviewing the plan and make updates. Labudda inquired about funds from tree sales that were supposed to go to the park program but were used to remove a home. Winger said he would ask the City Clerk. Labudda inquired whether we can have a public hearing to get public input on the plan. Winger said he would look into that idea. Dieter inquired whether the ORP could be emailed in Word Document. Winger commented that he would send this out to the committee.

Committee member comments: Mark Dieter suggested the committee consider the idea of having a pot-luck/party in the park. He suggested someone from the recreation department be at parent teacher conference booth to increase presence. He asked about improving the pool equipment, Facebook presence and having Recreation Director at meetings. Winger commented that the Outdoor Recreation Plan would be a good place to start with these and other ideas since we are looking at updating.

Adjourn: Motion by Bushbom, seconded by Dieter. Meeting adjourned at 7:45 p.m.

Respectfully submitted,
Steve Winger, City Administrator

City of Lancaster
Parks and Recreation Committee Meeting
Monday, March 2, 2015

1. Meeting was called to order at 5:37 PM by Shayne Labudda in the City Hall Chambers
2. Present were Shayne Labudda, Mark Dieter, Jan Block, Tiffany Kramer and Administrator Winger.
3. There was a minor typo on 10/6/2014 minutes. Jan Block motion to approve with correction and the 2/2/15 minutes as printed, Shayne Labudda second
4. Administrator Winger emailed City Attorney and the deed just needs to be signed. The Ames' want trail marked one more time before signing the deed. John Hauth would like to grade trail from Cherry Street through Memorial Park this spring. It is a low cost chip grade rock; may have wash outs for a brief time. The City Clerk says we have about 35000.00 in fund used towards park, 26000.00 specifically allocated to Klondike Park. Phase two is north of Cherry Street to Linden or City Limits Road. Hope to speak to school board to utilize land better for trail also want to pursue a grant. Discussed Tiedeman funds versus Community funds – Mark Dieter suggests a ribbon cutting when portion of trail opens.
5. Went through visual inventory and will update by October 2015.
6. Administrator Winger informed us of community garden. 2011 the City drafted idea for garden plot lease. Just need a water source and flat area to create 4x6 raised beds and a fenced in area. Would like donations, volunteers, donated mulch to prevent weeds and a means to lock the fence. Possible location is by the ice rink. Mark Dieter suggests contacting the Master Gardeners. Hope to put the community garden in this spring. If a community service group would like a plot, they could get the plot for free as long as donate unused food to food pantry or farmer's market. Everyone in agreement to run with idea.
7. No comments at this time
8. Meeting motion to be adjourned at 6:24 pm by Tiffany Kramer, second by Shayne Labudda, meeting adjourned.

City of Lancaster
Parks and Recreation Committee Meeting
Monday, April 6, 2015

1. Meeting was called to order at 5:30 PM by Shayne Labudda in the City Hall Chambers.
2. Present were Shayne Labudda, Mark Dieter and Jan Block. Absent: Tiffany Kramer, Sandy Buschbom and Administrator Winger.
3. No action taken on minutes of 3/2/15 due to absent members.
4. Discussed general understanding of trail progress and accompanying property acquisition.
5. Update on Community Garden progress from M Dieter, with proposed material donations to build elevated beds, fencing and signage.
6. Discussed M Dieter's idea for a community park celebration; donated foods, entertainment to bring citizens to Memorial and perhaps other parks (Baus, Schreiner, Ryland). Consensus to support given Mark's willingness to take lead on this effort.
7. No committee member comments.
8. Meeting adjourned.

Minutes

Parks & Recreation Committee

June 30, 2015

5:30 PM

1. Meeting was called to order at 5:33 PM by Chair LaBudda
2. Members present were Tiffany Kramer, Chair Shane LaBudda, Mark Dieter, Abby Fetzler, and Administrator Winger.
3. Motion by Mark Dieter, Second by Shane LaBudda to approve minutes. Motion Carried.
4. Reviewed briefly. Proposed improvements will take a lot of time. Committee will need to conduct extra meetings as needed and may need to review other cities.
5. Abby stated there are approximately 700 children participating in Summer Rec. this year. Administrator Winger shared a power point presentation. Summer rec. equipment will need to be stored in basement of theatre this year.
6. Mark Dieter has spearheaded updating the pool with painting, sign updating, entry area and computer anti-virus has been installed.
7. Will address at another time
8. There is about 35000.00 in Park trust and 26000.00 in Klondyke trust. Committee would like to know what portion the city has allocated to repair/maintain the parks in their budget. The house that was purchased by the baseball diamonds was purchased with monies from the Park trust.
9. Shane motioned for the council to sign off on 10000.00 spent from Parks monies to go towards the trail build; Dieter second the motion – motion will carry to council. 3000 needed to paint pool – Shane motion to use park monies unless the city will cover costs from their repairs budget – Tiff second.
10. Meeting motioned to be adjourned by Tiffany Kramer at 6:58 PM, second by Shane LaBudda. Meeting Adjourned.

Minutes

Parks & Recreation Committee

July 28, 2015

5:30 PM

1. Meeting was called to order at 5:32 PM by Chair LaBudda
2. Members present were Tiffany Kramer, Chair Shane LaBudda, Mark Dieter, Jan Block, Abby Foltzler, and Administrator Winger.
3. Add that item 7 from last meeting, Ice Skating Rink is postponed. Motion by Mark Dieter, Second by Shane LaBudda to approve minutes with addition. Motion Carried.
4. Committee reviewed proposed changes compiled by Mark Dieter and will continue review at next meeting.
5. Mark Dieter proposed to enclose the spring shelter and use flat area outside for ice skating rink. Administrator Winger suggested constructing a gazebo at Memorial Park.
6. Meeting motioned by Jan Block to be adjourned at 7:17 p.m., second by Mark Dieter. Meeting Adjourned.

Minutes

Parks & Recreation Committee

August 3, 2015

5:30 PM

1. Meeting was called to order at 5:32 PM by Chair LaBudda
2. Members present were Tiffany Kramer, Chair Shayne LaBudda, Mark Dieter, and Sandy Buschbom
3. Add a "," after Jan Block, Motion by Shayne LaBudda, second by Mark Dieter to approve minutes with addition. Motion Carried.
4. Committee reviewed proposed changes compiled by Mark Dieter and will continue review at next meeting.
5. Special meeting to be held on August 26, 2015 at 5:45 p.m. to go over figures and prioritize projects.
6. Meeting motioned by Tiffany Kramer to be adjourned at 6:49 p.m., second by Shayne LaBudda. Meeting Adjourned.

Tiffany Kramer, Parks & Recreation Committee Secretary

Minutes

Parks & Recreation Committee

September 8, 2015

5:45 PM

1. Meeting was called to order at 5:45 PM by Chair LaBudda
2. Members present were Tiffany Kramer, Chair Shayne LaBudda, Mark Dieter, Jan Block and appointee Don Chappell.
3. Motion by Mark Dieter, Second by Shayne. Motion carried.
4. Committee reviewed proposed changes compiled by Mark Dieter and will continue review at next meeting. The committee would like to reach out to Platteville pool to share information of the number of Lancaster residents that utilized their facilities. Would also like information from the UW. The committee would like Administrator Winger to compile figures for a slide and new boards at existing facility. The committee would like to keep the natural wood and clean look of existing facility when performing maintenance. Refer projects to Eagle Scouts for Klondyke such as: trails, landscaping, and footbridge repair. Could contact Trout Unlimited to assist with stream banks. Would love to see a trail from Schreiner Park through private land to Pine Knob. Eagle Scouts could also maintain the Par course at Schreiner. The committee would ask Administrator Winger to come up with dollar figures for budget items. Will review at next meeting.
5. Ice Skating – Dieter would like to enclose Spring shelter and flood flat area for rink. Would like a porta-potty, lights, music, concessions and the City to maintain a fire there on the weekends. Would also like to purchase a liner for rink. Would like to look for a trail groomer to make a cross country ski trail at the golf course this winter.
6. Special meeting to be held on September 28, 2015 at 5:45 p.m. to go over figures and prioritize projects.
7. Meeting motioned by Jan Block to be adjourned at 6:38 p.m., second by Tiffany Kramer. Meeting Adjourned.

Minutes

Parks & Recreation Committee

October 5, 2015

5:45 PM

1. Meeting was called to order at 5:45 PM by Chair LaBudda
2. Members present were Tiffany Kramer, Chair Shayne LaBudda, Mark Dieter, Jan Block and Don Chappell. Also present were Administrator Winger, John Hauth, and Ron Mara.
3. Motion by Don Chappell, Second by Jan Block. Motion carried.
4. Move to later in the meeting to see if Carrie Schaffer is in attendance.
5. Administrator Winger made updates (in red) – the low/high table may not be necessary to include – would like a break down in the total parks system budget
 - a. And b. Link parking lots – south end of pier around west end of pond with concrete 5 ft width minimum. Already included in the 2016 operating budget so can remove from CIP entry.

Skate park – leave in but question if it will be used. This plan should be reviewed annually in September. Would like to remodel existing bathrooms at Memorial Park. Ice Rink – use softball field as there are lights and concession stands; would need to protect the dugouts – question still using the warming house as a warming house and walk to and from the softball field. Would like to set up boards for hockey and broom ball. Would like a fire pit for warmth and a fun experience. When Ron unrolls the liner, the committee would like to be notified so we can see how big the liner is. Klondyke – Grant with the DNR for 2017. John's uncle owns farm by the park and noticed it is starting to wash out at bridge. Grant money with no obligation to match funds. The concrete benches need to be removed and replaced with aluminum ones. Would like a skylight in the bathroom. Baus – the park needs actual restrooms. Pool – move forward to get analysis of current pool – possibly use pool fund. Splash pad – add to update of pool facility. An indoor facility would be beneficial to community – would like to discuss with GRHC. There are damaged boards at the pool – use maintenance funds. Staffing needs to be addressed so that the pool does not close early next year. Schreiner – would like to have a Frisbee golf course, but unsure of who would be able to lay it out. Trail – Need to apply for grant – Ron's wife will assist in the application process would also apply for Tiedemann funds. A grant was applied for in the past but denied due to not having contiguous ownership. The mower and gator financed through a bond. Groomer for golf course – may be purchased or rented through a private party. Estimate cost being \$3,000.00. Need someone experienced to drag the course like at Blue Mounds. Funds for projects: some of the improvements should come from city expenditure instead of bringing pool fund, Klondyke fund, and Park fund to zero such as ADA restrooms at Memorial Park and the Pool Study. Those items should be funded through the general budget. It would be nice to have a "Party in the Park" fund to have events annually as well as a Winter Recreational director fund.
6. Eliminate page 17 and general formatting needs to be proofed. Mark Dieter handed off the Outdoor Recreation Plan to Administrator Winger. Don Chappell motion to approve plan as is

and hand off to Administrator Winger, Jan Block Second. Many thanks to Mark Dieter for spearheading this document.

7. Meeting motioned by Tiffany Kramer to be adjourned at 7:49 p.m., second by Don Chappell. Meeting Adjourned. Next meeting November 2, 2015, pot luck/finger foods!!!

Respectfully Submitted by:

Tiffany Kramer

Minutes

Parks & Recreation Committee

November 2, 2015

5:30 PM

1. Meeting was called to order at 5:35 PM by Chair LaBudda
2. Members present were Tiffany Kramer, Chair Shayne LaBudda, Mark Dieter, Jan Block (with crockpot) and Don Chappell. Also present were Administrator Winger and Ron Mara.
3. Motion by Mark Dieter, Second by Jan Block. Motion carried.
4. The liner is laid out (50x90) the cones marked 60x120 which would be a future hockey rink. The 60x120 would not fit on the infield of softball diamond. Ron will order plastic boards to provide a barrier and to contain the water. Ron noted that if the rink were to be on the grass, the grass would not be harmed. It would actually be greener the following spring. The committee would like to have two rinks next year. This year there will only be an ice skating rink and not a hockey rink. There may be a need to cut a gate into the fence in the future for a second rink. Would also need to put carpet in the bathroom to protect from skates. In regards to the lights – wonder if the police department would be willing to turn them on and off. Publish a schedule so people are aware of hours such as Thursday through Sunday until 9:00 p.m. Committee would like to schedule a midnight skate with glow necklaces. In regards to a warming house – the Boy Scouts have a lease with the City during ball seasons. The concession stand would have to be staffed if used as a warming house due to all of the equipment being held there. This year we will need to utilize a porta-potty; get one initially and may need to get a second depending on use. Maybe the Boy Scouts would be willing to do concessions?? This year use the dug out as a warming house – should advertise soon. Ice is weather dependent. The goal is at least 3 inches thick and then groom the surface. Committee would utilize the City Newsletter, Chamber Chat and a letter to the editor to advertise rink this year. The committee would like to see the City purchase skates to rent to the general public. Ask for donations from local business to purchase skates. Possibly apply for Tiedemann money for skates for next year. The committee feels it would be beneficial to have a winter activity person on staff. It was expressed the funds are not there unless funds are pulled from trust fund. The committee would like to have three outdoor events this winter such as snow shoe races, midnight skate and possibly a theatre event with Ann Dolan coordinating.
5. The committee walked a portion of the trail. It was expressed that the layout of the trail should be advertised so people are aware.
6. The current "warming house" bathrooms will be expanded and updated next year. The tennis courts need a new net. Rich applied for Tiedemann money to get a wall at tennis courts. Shayne will draft a letter to the editor to inform the public of the ice skating rink and that letter will suffice for a meeting in December.
7. Meeting motioned by Tiffany Kramer to be adjourned at 6:20 p.m., second by Shayne LaBudda. Meeting Adjourned. The committee thanks Jan for her yummy mushrooms!!!

Respectfully Submitted by:

Tiffany Kramer