

AMENDED Item #7 (d)

VILLAGE OF OREGON REGULAR PARK BOARD MEETING

Wednesday, July 14, 2010
7:00 P.M.

Lower Level
Village Hall
117 Spring Street
Oregon, WI 53575

1. Call to order
2. Roll Call
3. Approval of Minutes –6/2/10
4. Approval of Minutes -6/7/10 Jt. Mtg with Village Board (Not Available)
5. Resignation of Jennifer Skibba from Park Board
6. Elect Secretary due to resignation of Skibba
7. Public Appearances
 - a) Discussion and Possible Recommendation to the Village Board re: Bonnie M. Haugen/Daughter of the Nile acquire a public vending permit to sell beverages, food, t-shirts, and like products for the Daughter of the Nile walk/fundraiser held Saturday, September 12, 2010 from 6:00 a.m. to 3:00 p.m.
 - b) Lerner Conservation Park – Oregon Rotary – Possible Recommendation to Village Board Eagle Scout Projects
 - c) Discussion and Possible Recommendation to the Village Board re: Heather Hook's Request to have two miniature horses in a park
 - d) Discussion and Possible Recommendation to the Village Board re: the master conceptual athletic field plan in Jaycee Park (**Wayne Mixdorf**)
8. Communications and Miscellaneous Business
 - a) Continue Discussion on where to move Dega Park playground equipment - Possible West Side Community Park
 - b) Discussion and Possible Recommendation to Village Board re: Approval of Revised Outdoor Plan (available in web packet from May 5th Meeting) (if you need or want a hard copy of the Recreation Outdoor Plan, let Gary know)
 - c) Update re: Oregon athletic field discussion held on June 30, 2010
 - d) Discussion re: 2011 Park Board Budget

9. Unfinished Business

10. New Business

11. Report of Public Works/Parks Department

12. Items for Future Meetings and Future Assignments

- a) Ten-Year Capital Improvement Plan for Parks
- b) Ribbon Cutting for Jefferson Street/North Alpine Parkway Bike/Pedestrian Path and Dedication of Keller Alpine Meadows Park
- c) Jim Lease Merri-Hill 4th Edition
- d) Anderson County Park with Laura Guyer from Dane County

13. Adjournment

Committee Members: Jon Blanchard; Vacant; Dan Olson; School Representative: Ron Novinska; Chamber Representative: Chad Winklepleck; Student Representative: Vacant; Village Board Representative: David Donovan, Rotary Representative: Rich Strohmenger

Notice is hereby given that a majority of the Village Board of the Village of Oregon is expected to be present at the meeting of the Park Board scheduled for July 14, 2010 to gather information about subjects over which they have decision making responsibility. This constitutes a meeting of the Village Board of the Village of Oregon pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2d 480 (1993) and must be noticed as such although the Village Board will not take any formal action at this meeting.

Any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Village Clerk at (608) 835-3118, 117 Spring Street, Oregon, Wisconsin, at least twenty-four hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

Park Board Meeting
June 2, 2010 at 7:00 P.M.

1. Call to order
The meeting was called to order at 7:00 p.m. by Chair Person Jon Blanchard.
2. Roll Call
Present: Jon Blanchard, Jennifer Skibba, David Donovan, Dan Olson, Chad Winklepleck, and Rich Strohmenger
Absent: Ron Novinska
Also Present: Assistant Public Work Director, Gary Disch
3. Welcome David Donovan, Village Representative
4. Approval of Minutes – 5/5/10
Olson moved to approve the May 5, 2010 minutes. Second by Winklepleck.
Motion Carried.
5. Public Appearances
 - a) Discussion and Possible Recommendation to the Village Board re:
Chamber of Commerce's Use of Jaycee Park east of drainage swale for Summer Fest Car, Truck, and Bike Show
 - Aaron Hoff and Marechiel Santos-Lang presented information about last year and what is coming up this year.
 - Last year about 125 cars participated. The chamber needed to turn away about 30 cars.
 - The area that was used last year was not big enough. The proposal was to use the soccer field and the other area east of the drainage ditch.
 - Park Board noted – The soccer and baseball fields can not be used for the show.
 - Another place the event could happen is using the paved parking lot and the east side of the ditch by the playground equipment, and the grass area across from the swale next to the parking lot, if that is not enough space the automobiles could go in a single file line along the path.
 - The park Board was very clear that no cars were to drive on or be parked on a soccer or baseball field.
 - The cars going onto Jaycee Park from Nygaard need to follow the tree line to avoid going on one of the fields.
 - **Strohmenger moved to grant permission to the Summer Fest Car Show to park the vehicles East of North Oak Street in the area they had last year and west of the soccer field as long as cars are kept off of all baseball and soccer fields, making sure cars are kept close to the tree line when coming into the park. Second by Donovan. Motion Carried.**

- b) Discussion and Possible Recommendation to the Village Board re: Hillcrest Bible Church use of Jaycee Park (Heather Kugel) – Tabled no one was present
- c) Discussion and Possible Recommendation to the Village Board re: Request for Port-a-Potty at Rustic Vineyard (Dana Leikness)
- The Port-A-Potty caused the Village to receive complaints.
 - The Village talked to some neighbors and worked things out.
 - There was mixed communication. The Park Board needs to ask clarifying questions when people state that they have talked to neighbors. The conversations need to happen close to the event or something going into a park.
 - The Port-A-Potty is paid for by softball.
 - The Port-A-Potty will be delivered and placed in the tree line.
 - No vehicles are allowed in the parks. Baseball coaches have been notified to keep vehicles out of the parks.
- d) Learner Conservation Park – Oregon Rotary – Possible Recommendation to Village Board Eagle Scout Projects – Tabled
- e) Bergamont Neighborhood Survey, Public Input regarding Survey and Possible Recommendation to the Village Board regarding Bergamont Park – **Park Board Tabled Until Joint Meeting with Village Board on June 7th at 6:00pm**
- f) Discussion and Possible Recommendation to the Village Board re: Establishing Fenced Dog Area (John Petry and Dan Sweeney)
- The dog area is located on the school side of Jaycee Park and over past the sledding hill.
 - It is an area to run your dog.
 - People have been stopped or yelled at to keep their dog on a leash even though this is a leash free area.
 - Steven Diettert shared - It is possible that 30 to 40 dogs are in the area some times. There are 541 registered dogs in the area and no one has ever been hurt. Signs may help people understand what the purpose of the designated area is used for.
 - Dogs do belong in the park. The park over the last 20 years has been used more and more.
 - Most of the dogs stay on the area past the trail towards the sledding hill.
 - Signs would be helpful. A sign may say “Leash free Dog Park or Dog Area”
 - The current sign may need to get moved so it can be seen by people using the park.
 - The Park Boards Comments were: Some people would like a fenced area. Up to this point the people speaking are requesting signs not fencing. We need to check with the School District to make sure this area is still all a Leash Free Dog Area. How many entry points would need to get marked with signs?

- Continued Board Comments: If Oregon was to have a fenced area what would be ideal? The Park Board will research other dog parks to determine size and type of area that would work.
 - Paths used to be mowed in this area. Would that be helpful? The dog owners agreed that would be nice.
- g) Discussion and Possible Recommendation to the Village Board re: Heather Hook's Request to have two miniature horses in a park
- Heather Hook from Foxboro Childcare asked for permission to have two miniature horses for rides in the park.
 - The event is scheduled to take place on August 29, 2010
 - The Park Board discussed some questions that need to get answered before the Park Board can grant approval:
 - What about damages?
 - What type of fencing if any would be needed?
 - Insurance?
 - The Park Board will review these answers and make a decision at the next Park Board meeting.
 - Board may need to establish some guidelines for the future: number of animals, safety . . .
- h) Discussion and Possible Recommendation to the Village Board re: Sasha Bohlman requesting to sell ice cream in parks
- Manual Gomez and Sasha Bohlman requested to sell ice cream products in the park.
 - The items would be sold from a cart. The cart is about 3 feet by 4 feet. (Picture attached)
 - They told the Park Board they would not be competing with concession in the parks.
 - They will have liability insurance.
 - They will be licensed through the Department of Agriculture.
 - Manual is a teenage that would be selling the products from the cart. He said, "It is a way of showing younger people a positive way to be responsible."
 - They are interested in possibly going into Jaycee Park, Kiser Park, and the Huntoon side of Jaycee Park.
 - All the items will be prepackaged.
 - Park Board asked Sasha to call the village to request any permits that would be needed.
 - The Park Board also commented that a limit may need to be set in the future about how many permits can be requested each year.
 - This would be an experimental/trial to see what happens. If it works the Park Board would need to set up criteria for future years.
 - **Donovan recommended approval to the Village Board that Sasha Bohlman and Manual Gomez to sell ice cream in Jaycee, Alpine Meadows, and Kiser Parks from noon to dusk through Labor Day as a pilot program for the summer of 2010. With the stipulation that they will now compete with other vendors and obtain the**

proper village and state permits. Second by Olson. Motion Carried.

- i) Discussion and Possible Recommendation to the Village Board re: Pat McGuine/Oregon Youth Baseball selling Pepsi Products in and/or around Jaycee Park on tournament weekends 6/11, 6/18, and 7/23.
 - Pepsi is supplying a restock trailer for the tournaments. The initial request was to place the trailer behind the bathrooms in Jaycee Park.
 - After discussion there was concern if the weather would make it hard to get the trailer in and out without damage to the park.
 - Pat McGuine decided the best place would be to park it by the hockey Arena.
 - The Pepsi trailer needs to be plugged in. The map shows the location Pat has requested.
 - **Olson moves to approve the Pepsi trailer being located at the site on the map. All damages will be covered by youth baseball. Second by Winklepleck. Motion Carried.**

6. Communication and Miscellaneous Business

- a) Continue Discussion on Status of Dega Park
 - All the equipment can be reused.
 - It may not be economically feasible to use the swing.
 - The equipment probably contains lead paint.
 - With the new law removal needs to be in a controlled environment.
 - The best thing would be to remove the equipment and store them until a new location is determined.
 - **Donovan moves to direct the village staff to remove the playground equipment and place it into storage until further decisions are made. Second by Winklepleck. Motion Carried.**
- b) Discussion and Possible Recommendation to Village Board re: Approval of Revised Outdoor Plan
 - Jon Blanchard asked the Park Board members to look over the outdoor Space plan and submit corrections or modifications before the July or August meeting.
 - Jennifer Hanson and Amy Brauns were present to bring up some questions.
 - Is the Park Board looking at the descriptions of the parks, intended use, and has the plan reflected that the ball diamond in Bergamont is a proposal?
 - Have some changes have been made to the outdoor Space Recreational Plan?
 - Did you ever think about working with the school for scheduling?
 - They submitted a document from Vandwalle & Associates Inc. (Attached)
 - The Park Board Commented:

- The document that was handed out is advisory to a decision making body.
 - There may be some deviations.
 - You have to be very careful and cautious using an Outdoor Space Plan to guide a home purchase.
 - You addressed good points but planning documents have limitations.
 - Zoning requirements need to be followed.
 - We do have a separate document telling information about parks.
 - We currently do not have a software program to schedule fields.
 - The master calendar is located in the village office.
 - Some of this is included in Strategic Plan.
- c) Discussion of new legislation governing Soccer Goals.
- Jon Blanchard will contact the Soccer Assoc. about this information.

7. Unfinished Business

8. New Business

9. Report of Public Works/Parks Department

- a) Lion shelter/Kiser Park
- Deb has collected: \$1,000.00 from Oregon Youth Baseball, \$420.00 from Girls Fast pitch, \$200.00 from Oregon Lions, and \$500.00 from Oregon Boosters.
 - The build cost about \$3,000.00

10. Items for Future Meeting and Future assignments

- a) Ten-Year Capital Improvement Plan for Parks
- b) Ribbon Cutting for Jefferson Street/North Alpine Parkway
Bike/Pedestrian Path and Dedication of Keller Alpine Meadows Park
- c) Jim Lease Merri-Hill 4th Edition
- d) Anderson County Park with Laura Guyer from Dane County

11. Adjournment

**Skibba moved to adjourn the meeting at 9:00 p.m. Second by Strohmenger.
Motion Carried.**

Minutes Submitted by Jennifer Skibba

**APPLICATION FOR VENDING PERMIT FOR
PUBLIC PROPERTY/PUBLIC WAYS &/OR SPECIAL EVENTS**
Village of Oregon
Dane County, Wisconsin

7(a)

Date: 6.10.2010
Permit # 10-04
Receipt # 1.032045

Exclusive Vending Permit Fee: \$25 -
Daily Fee: \$10 -
Annual Fee: \$25 -

1. Please list your name, address and telephone number:

Name: HAUGEN Bonnie M
Last First Middle Initial
Address: 4007 Rutland Dunn Rd
Telephone No.: 608-8737693 Date of Birth: 6-29-1944
Driver's License No. H250-0734-4729-05

2. List name(s), address(es) and telephone number(s) of Business/Organization:

Name: DAUGHTER OF THE Nile
Address (if different from Applicant's Address): 575 ZOR SHRINE PL MADISON
Business Telephone Number: 833-6343

3. Address of Municipalities or counties in which applicant has engaged in vending during past two years:

Name	Address

4. Occupational History of Individual:

5. Person in charge or present during sale(s): BONNIE HAUGEN
6. Date(s) and Time(s) requested for vending: Sept 12 6:00AM to 3:00PM

7. Location requested for vending: JAYCEE PARK
Address or Description of Property

8. Type(s) of goods to be sold: WALK-SHIRTS, WATER

9. Have you been convicted of any felony within the past two years or of any state law or municipal ordinance relating to sale or vending of goods, wares or merchandise within the past five years?
Yes No If yes, please state the date(s) of such conviction(s), law violated and penalty (ies) imposed: _____

Dated this 10 day of JUNE, 20 10.

Bonnie Haugen
Signature of Applicant

Approval of Police Department:

Signature Date

Approval of Zoning Inspector:
[Signature] 6/10/10
Signature Date

Permit Approved: 6/14/10
Permit Denied: _____

**APPLICATION FOR VENDING PERMIT FOR
PUBLIC PROPERTY/PUBLIC WAYS &/OR SPECIAL EVENTS
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Dane County, Wisconsin**

Date: 6.10.2010

Exclusive Vending Permit Fee: \$25 -

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Daily Fee: \$10 -

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Name: HAUGEN BONNIE M
Last First Middle Initial
 Address: 4007 BUTLAND DUNN RD
 Telephone No.: 608-8237693 Date of Birth: 6-29-1944
 Driver's License No. H250-0734-4729-05

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 Yes No If yes, please state the date(s) of such conviction(s), law violated and penalty (ies) imposed:

Dated this 10 day of JUNE, 2010.

Bonnie Haugen
 Signature of Applicant

Approval of Police Department:

Approval of Zoning Inspector:

Signature

Date

Signature

Date

Permit Approved: 6/14/10
 Permit Denied:

7(c)

Tracey Berman

Subject: FW: Village of Oregon - Insurance

From: Mike Zagrodnik [mailto:MikeZ@baerinsurance.com]
Sent: Wednesday, July 07, 2010 3:11 PM
To: Tracey Berman
Subject: RE: Village of Oregon - Insurance

Welcome aboard. I look forward to meeting you and working with you!

Attached is the claim form to use. Fax and email info are on form. You can download at lwmmi.org as well. Also should be paper copy in the current insurance binder behind tab #5. Any problems let me know. I live in Oregon and can stop by. Might not be a bad idea to get together and I can tour through the insurance with you.

As for the second question I assume the village doesn't own the pony and so I guess I'd just make sure the pony owner has liability coverage and from there if something happens and Village is sued we will defend the Village. There isn't any exclusion or limitation of coverage that would apply.

Mike Zagrodnik

From: Tracey Berman [mailto:THicks@vil.oregon.wi.us]
Sent: Wednesday, July 07, 2010 1:49 PM
To: Mike Zagrodnik
Subject: Village of Oregon - Insurance

Hi Mike,
Georgia Johnson retired in April (as you are probably aware of) and on July 6, 2010 I was just appointed Village Clerk. Please update your records to reflect my information to be the main contact for the Village. Also, leave Renee Hoeft as a secondary contact on the account. Thank you.

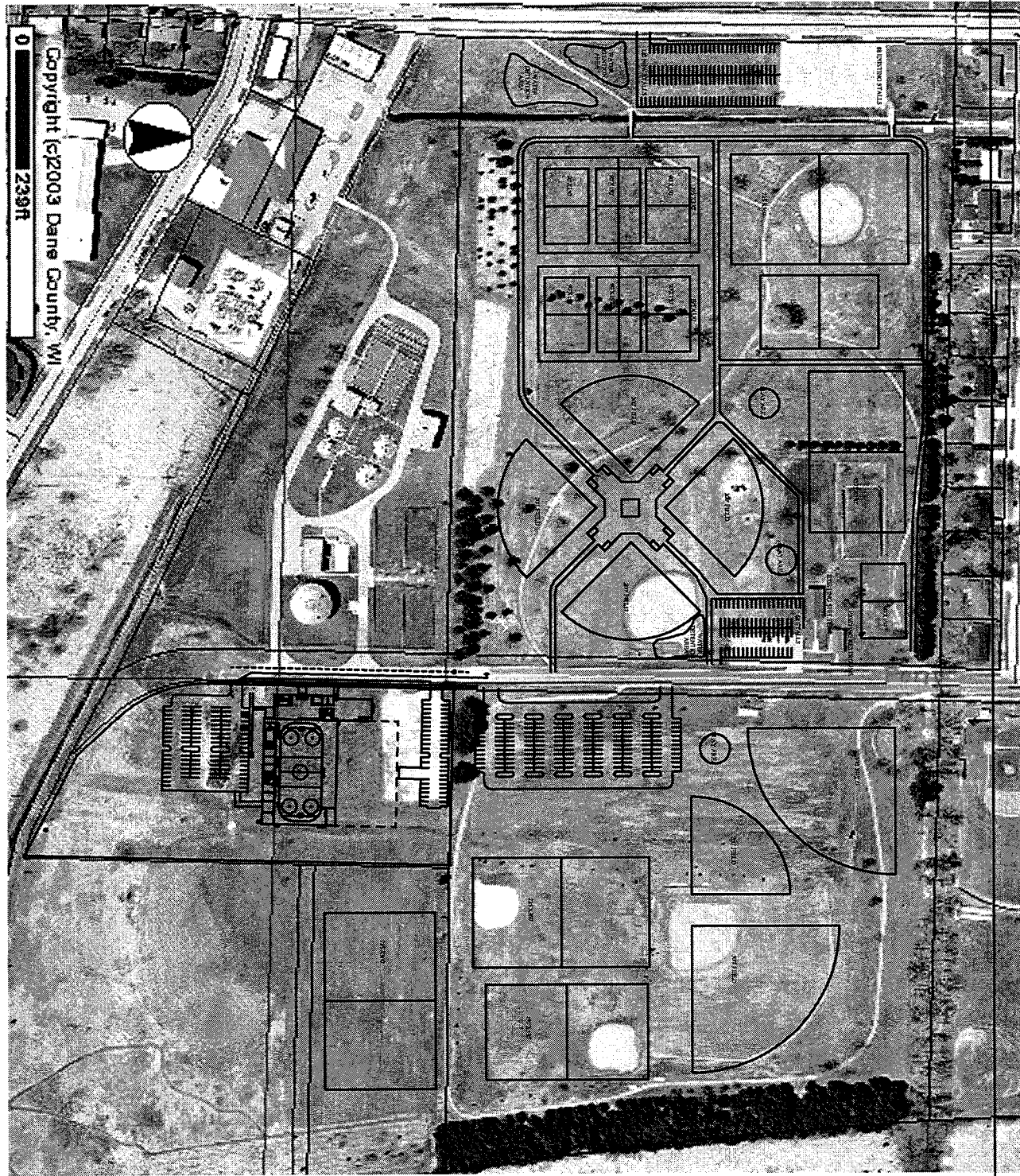
I do have a few questions for you. The Police Department has a claim for an automobile accident. What form do you use for this? I was unable to locate this in Georgia's manual and files.

The second question is the Board is considering allowing a pony in one of the Village parks. Does our insurance cover something like this if there is damage or someone gets hurt? What are your thoughts on this? Please provide what information and feedback you can regarding this.

Thank you,

Tracey K. Berman
Village Clerk/Deputy Treasurer
Village of Oregon
117 Spring Street
Oregon, WI 53575
(608) 835-3118
(608) 835-6503 Fax
thicks@vil.oregon.wi.us
www.vil.oregon.wi.us

7(d)



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 239ft

SHEET
 C1

Date: 06-10-2010
 Scale: As Noted
 Job #: 06-02

Project: JC PARK
 Address: OREGON, WI
 Sheet Title: NEW SITE PLAN

Proposed for: YOUTH BASEBALL
 Address: JC PARK
 OREGON, WI

Concepts
 In
 Architecture, LLC

Jeffery Groenier, Architect
 830 S. Main Street
 Oregon, WI 53575
 608-835-3196
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VILLAGE OF OREGON

2010 BUDGET

PARK FUND

	2008 ACTUAL	2009 BUDGET	YTD ACTUAL	2009 PROJECTED	2010 DEPT HEAD	2010 ADMIN	2010 ADOPTED	PERCENT CHANGE
TOTAL FUND EXPENDITURES	107,436	83,271	27,298	29,114	90,300	91,700	91,700	10.12
NET REVENUES OVER EXPENDITURES	(49,075)	(73,571)	(21,564)	(20,639)	(86,100)	(87,500)	(87,500)	(18.93)
BEGINNING OF THE YEAR FUND BALANCE	285,992	236,918	236,918	236,918	216,279	216,279	216,279	(8.71)
END OF THE YEAR FUND BALANCE	236,918	163,347	215,354	216,279	130,179	128,779	128,779	(21.16)

Budget Notes

403-57620-213 ENGINEERING
~2010 Re-submit grant application for Safe Route to School \$5,000

403-57620-214 PLANNER
~2010 park design \$10,000

403-57620-340 OPERATING SUPPLIES
~2010 3 park signs \$2,100, trees \$6,000, \$6,000 wood chips

403-57620-830 PARK PLAYGROUND EQUIPMENT
~2010
\$4,000 benches for westside park & 1 picnic table
update or additions to park equipment \$5,000 could include Bergamont
netting for Kiser Park ball fields \$7,200 (3,600 charged to 72" project)

10 ft wide Bike/Pedestrian path east side of N. Perry Parkway (future project)

403-59210-990 TRANSFER OUT TO OTHER FUNDS
~2010 Transfer out to Fund 405 for Bike path from Kwik Trip to Burr Oak



TRAIL CONCEPT PLAN 2

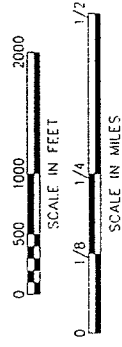
TID #3

PROPOSED BIKE TRAIL

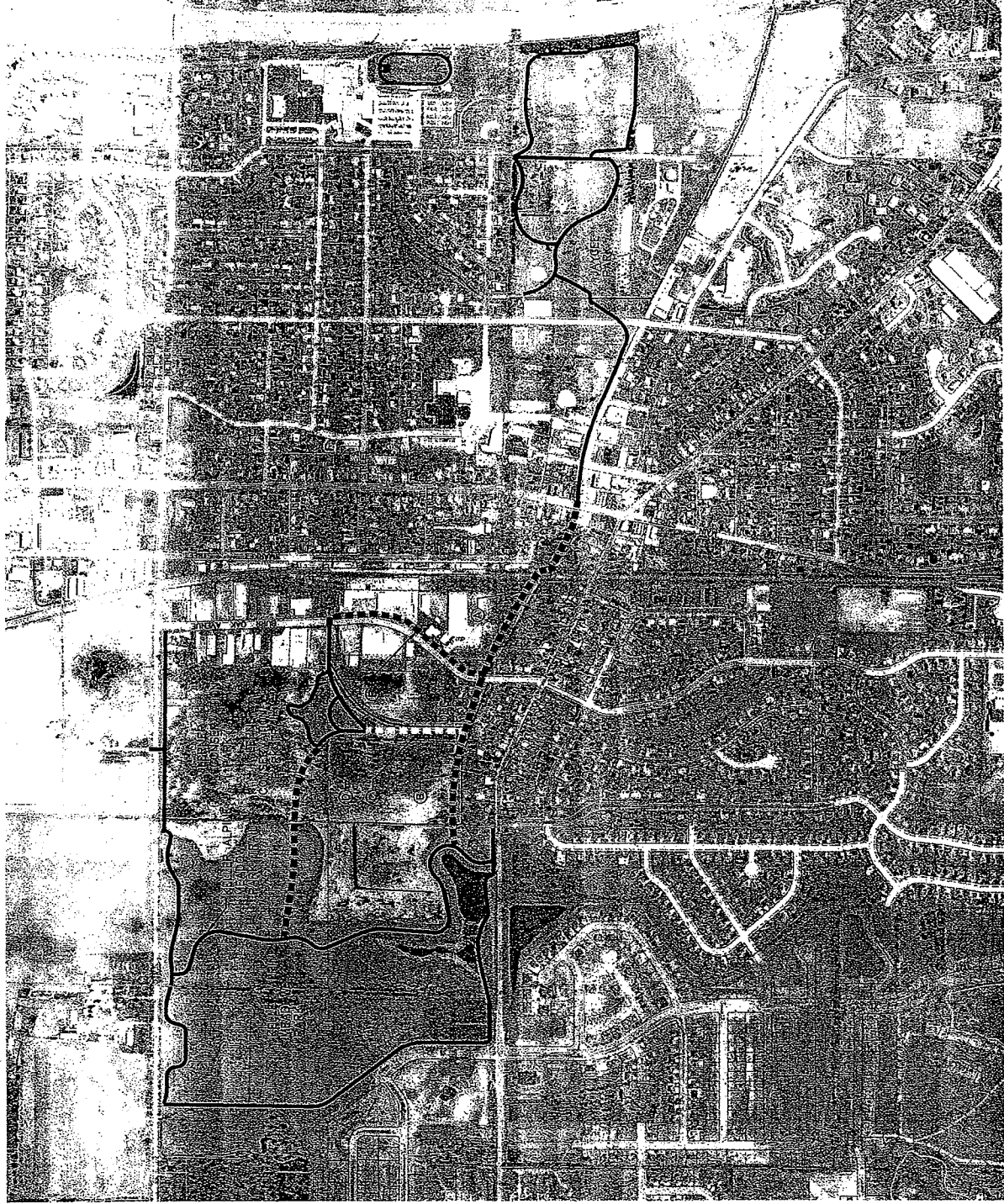
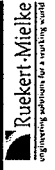
VILLAGE OF OREGON
DANE COUNTY, WISCONSIN

LEGEND

- EXISTING TRAILS
- ④ — PROPOSED MAIN STREET TO BURR OAK AVENUE TRAIL
- ⑥ — PROPOSED BURR OAK AVENUE TO KELLER ALPINE MEADOWS PARK TRAIL
- ⑥ — PROPOSED DEGA PARK TO LERNER PARK TRAIL
- ⑥ — PROPOSED LERNER PARK TO KELLER ALPINE MEADOWS PARK TRAIL
- ⑥ — PROPOSED BURR OAK AVENUE TRAIL



DATE: SEPTEMBER 10, 2009
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SOURCE: RUEKERT-MIELKE
BASEMAP SOURCE: DANE COUNTY

VILLAGE OF OREGON
BALANCE SHEET
JULY 31, 2010
PARK FUND

Year to date
Budget
(July 2010)

ASSETS

403-11110	TREASURER'S WORKING CASH	211,957.95	
	TOTAL ASSETS		<u>211,957.95</u>

LIABILITIES AND EQUITY

FUND EQUITY

403-34200	FUND BALANCE	217,461.54	
	REVENUE OVER EXPENDITURES - YTD	(5,503.59)	
	TOTAL FUND EQUITY		<u>211,957.95</u>
	TOTAL LIABILITIES AND EQUITY		<u>211,957.95</u>

VILLAGE OF OREGON
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2010

PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>LICENSES & PERMITS</u>					
403-44210 DOG LICENSE REVENUE	.00	242.50	600.00	(357.50)	40.42
TOTAL LICENSES & PERMITS	.00	242.50	600.00	(357.50)	40.42
<u>MISCELLANEOUS REVENUE</u>					
403-48100 INTEREST INCOME	.00	174.48	500.00	(325.52)	34.90
403-48610 LAND RENT	.00	.00	1,600.00	(1,600.00)	.00
403-48622 SODA COMMISSION	.00	274.80	1,500.00	(1,225.20)	18.32
TOTAL MISCELLANEOUS REVENUE	.00	449.28	3,600.00	(3,150.72)	12.48
TOTAL FUND REVENUE	.00	691.78	4,200.00	(3,508.22)	16.47

VILLAGE OF OREGON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2010

PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
<u>PLANNER</u>					
403-53100-193 WORKERS COMPENSATION	.00	(1.36)	.00	1.36	.00
TOTAL PLANNER	.00	(1.36)	.00	1.36	.00
<u>PARK FUND EXPENSES</u>					
403-57620-213 ENGINEERING	.00	160.75	5,000.00	4,839.25	3.22
403-57620-214 PLANNER	.00	.00	10,000.00	10,000.00	.00
403-57620-340 OPERATING SUPPLIES	.00	2,631.98	14,100.00	11,468.02	18.67
403-57620-830 PARK PLAYGROUND EQUIPMENT	.00	3,404.00	12,600.00	9,196.00	27.02
TOTAL PARK FUND EXPENSES	.00	6,196.73	41,700.00	35,503.27	14.86

Budget Notes

403-57620-213 ENGINEERING

~2010 Re-submit grant applicaiton for Safe Route to School \$5,000

403-57620-214 PLANNER

~2010 park design \$10,000

403-57620-340 OPERATING SUPPLIES

~2010 3 park signs \$2,100, trees \$6,000, \$6,000 wood chips

403-57620-830 PARK PLAYGROUND EQUIPMENT

~2010

\$4,000 benches for westside park & 1 picnic table
update or additions to park equipment \$5,000 could include Bergamont
netting for Kiser Park ball fields \$7,200 (3,600 charged to 72" project)

10 ft wide Bike/Pedestrian path east side of N. Perry Parkway (future project)

TRANSFER OUT TO OTHER FUNDS

403-59210-990 TRANSFER OUT TO OTHER FUNDS	.00	.00	50,000.00	50,000.00	.00
TOTAL TRANSFER OUT TO OTHER FUNDS	.00	.00	50,000.00	50,000.00	.00

Budget Notes

403-59210-990 TRANSFER OUT TO OTHER FUNDS

~2010 Transfer out to Fund 405 for Bike path from Kwik Trip to Burr Oak

TOTAL FUND EXPENDITURES	.00	6,195.37	91,700.00	85,504.63	6.76
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VILLAGE OF OREGON
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2010

PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
NET REVENUES OVER EXPENDITURES	.00	(5,503.59)	(87,500.00)	(89,012.85)	(6.29)