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Pursuant to Wis. Stat. § 19.84, notice is hereby given to the public by the Chair of the Village of Oregon Park Board, that the following meeting will be held:

Meeting:	Village of Oregon Park Board	Date:	Tuesday, March 12, 2024
Location:	Village Hall; 101 Alpine Parkway	Time:	5:00 PM

Note: 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, 101 Alpine Parkway, Oregon, Wisconsin, at least twenty-four (24) hours prior to the commencement of the meeting so that any necessary arrangements can be made to accommodate each request.

## MEETING MINUTES

### 1) Call to Order

The Park Board meeting was called to order at 5:00 p.m., by the chair, Mark Miller, on Tuesday, March 12, 2024.

### 2) Roll Call

Present: Nico Ruotti, Lynn McDaniel, Judy Knutson, Andy Hoernemann, Mark Miller, and Dave Jameson.

Absent: Jamie Frisch

Also Present: Director of Community Development Elise Cruz, Recreation and Programming Coordinator Liane Rhodes, Director of Public Works Jeff Rau, and Human Resources Coordinator/Deputy Clerk Peggy Haag.

### 3) Approval of February 13, 2024, meeting minutes

**Hoernemann moved, seconded by McDaniel, to approve the February 13, 2024, Park Board Minutes.**

**Motion carried 6-0.**

### 4) Public Appearances

- a) Public Comment. *This part of the agenda allows members of the public to provide information to the Village Board, including items both on and off the agenda. Under the Open Meetings Law, this agenda item allows the Board to receive information, and to ask questions of a presenter to facilitate a better understanding of the information. Board members may discuss procedural matters relating to the information, such as whether the information should be directed to staff, referred to a committee, or placed on a future Board agenda. However, Board members may not expand their discussion beyond such procedural matters. Fifteen (15) minutes will be provided for this item with a three (3) minute maximum per speaker; otherwise, the agenda will proceed as posted. (This note may not be read at Board meetings.)*

5) Reports of Village Officers

a) Director of Public Works Report

Although there have been many requests to open the park restrooms, Public Works is holding firm to the April 1 date due to the possibility of winter weather. Public Works is currently transitioning from winter maintenance to spring/summer maintenance.

The concession stand is scheduled for a walk-through on Friday, and Public Works staff will prepare the area for play. The baseball club would like to put up small temporary sheds near the fields to store some equipment until Phase 2 is completed, with a storage shed to follow later in the year.

Rau also reported on some follow-up items for the park board, starting with the bidding of Jaycee Park Phase 2. The pre-construction meeting is coming up, and Rau anticipates activity in the park. Signs are being installed at Oak Street and North Perry Parkway. A sign has also been installed at Gary Disch Park. Although many of the trees planted in Disch Park have died, they will be replaced. A canopy will be installed on the pickleball court in the next 4-5 weeks. Rau has not received any updates on the dugouts recently. There will be a spring planting project, but the date has not been determined.

b) Director of Community Development Report

1. Community Gymnasium Survey

Cruz said the village completed five engagement events for the new Senior Center last month. The next phase of community input to plan the new Senior Center building will focus on the community gymnasium. It is anticipated that the gymnasium will be adjacent and connected to the Senior Center. It will be primarily a Senior Center space during regular business hours, with the potential for the community to use the space on evenings and weekends.

McDaniel asked who would be responsible for making decisions about the community gym. This has not yet been determined and will depend on who is managing the space. The primary goal is to make sure the space is dedicated to the Senior Center first and not to over-program the space.

With the survey, staff hopes to take a look at what people would like to see incorporated into the space, how many people are interested in using the space, ages of people interested in using the space, weekday use versus weekend use, recreation leagues that could use more space, storage needs for different activities, etc. This project is tied to the Senior Center, but this is more of an option as opposed to the new Senior Center. Since this will be a large capital expense, staff will want to brainstorm all the ways the building can be used and the demographics.

If the decision is made not to include a gymnasium, some of the activities planned for the Senior Center would have to be redesigned or reintegrated into the building. Hoernemann would like to see the area be a multi-use space, adding that it would be more beneficial to the community. If this building is going to be open to the public in the evenings during the Senior Center's off hours, then staff should be mindful during the planning process of what spaces are open and available to the public and what would not be open.

c) Recreation and Programming Coordinator Report

1. Sports and Community Organizations Scheduling

Rhodes referenced the memo with statistics on the sports organization's facility usage for 2023 and what is planned for 2024. The hours show what was requested, not necessarily what was used. In 2024, staff would like to implement a \$2.00 per hour fee increase. Surrounding communities are at about \$10-20 per hour.

Soccer estimates that they will use the fields for about 2,500 hours less but are still expected to use the fields for 12,978 hours in 2024. Staff thinks it seems like a lot to charge them \$26,136, so they are thinking about maybe doing a cap of \$2.00 per hour up to a certain amount, maybe \$5,000. Any feedback from the Park Board is welcome. The fee schedule needs to be updated.

Hoernemann could see some groups coming back and saying, "Have you seen the shape of some of these fields," but on the other side of things if these groups are paying for use there will be funds to improve the fields that need it.

All Park Board members are okay with charging the \$2.00 per hour and letting the organizations refine the number of hours they will use the parks. If staff wants to discount the rate, they could discount it some, but the Park Board does not think it needs to be discounted to \$5,000. Perhaps payments can be made in installments. For example, Ruotti suggested that after an organization spends a certain dollar amount, the rate could be discounted to \$1.00 per hour. Knutson added that organizations could pay quarterly.

Hoernemann asked about a discounted rate for organizations that help maintain fields. Rau said that might apply to some of the older parks; however, the upkeep for Jaycee Community Park and the Highlands of Netherwood Park will only be done by Public Works, except for maybe painting the lines. Public Works would like to continue the turf maintenance because last year, there was an issue with the grass being cut too low before it was completely established.

Staff is looking for guidance on what the Park Board is okay with for a rate because if there is any pushback, it is likely that the organization will appear before the Park Board.

In 2023, the fee was \$1550 for soccer. It was free multiple years before that. Since this will be a reservation, organizations will have to pay before using a field.

Rau and Rhodes have scheduled an informal meet and greet with Leaders of Oregon Sports Organizations on April 9 so that everyone is on the same page with checking items out, use of the concession stand, reserving the parks, how they contact people, etc.

2. Update on Jaycee Community Park Concession Stand Agreement

Rhodes is in the process of drafting a lease for the concession stand at Jaycee Community Park. It will outline that the Village will provide the space, equipment, maintenance, and utilities. There will be a \$100 fee for anyone who wants to rent the stand. Rhodes plans to have a final agreement in place next month.

There will be a \$250 deposit for the weekend. This can be a good money maker for clubs. Jameson said that when renting to outside agencies for tournaments, make sure something is included in the agreement to include outside agencies so there are no problems with the upkeep of the facility.

McDaniel asked staff to document issues and how often the Village keeps deposits to refer back at the end of the season so improvements can be made for the following season.

6) Unfinished Business (Items are for Discussion and / or potential action)

a) Spring park clean-up

Rhodes shared the Community Park Clean-Up - Adopt a Park Sign-up Genius. Starting April 1, 2024, groups can sign up to help clean up an Oregon park during April. No action is required other than possible park board participation. The Community Park Clean-Up will coincide with Pay It Forward Oregon, which begins April 19.

Knutson asked if this information would be emailed to the many people and groups that use the parks. People do not need to reserve the park to clean it up.

The Kids Get Fit event will be held in conjunction with the Jaycee Community Park ribbon cutting on Saturday, May 18. Kids Get Fit will be from 9 a.m. to noon, and the Jaycee Community Park ribbon cutting will be at 9:30 a.m.

b) Discussion of Park Plan actions for 2024

Rau gave an update on Gary Disch Park. He had a conference call with a playground equipment supplier last week. They will provide a 50% grant for playground equipment if the Village places an order by October 2024, with delivery in January or February 2025 and installation next year. Rau expects to pursue this avenue. Rau invited a resident who has brought this up on several occasions, along with a few other people in the neighborhood, to look at a design within the Village's budget. Rau said Public Works will try to do most of the prep work in-house, except for equipment installation. Rau does not anticipate looking at a solid surface because the cost would be prohibitive, and the space is at the bottom of a hill, so it is not very accessible. This will not be a destination playground, but it will be nice for the neighborhood.

Knutson asked Rau if he would talk to Aaron Zitzelsberger about doing a fundraiser in the neighborhood. Rau said he could ask, but his experience with neighborhood fundraisers is that they can raise \$3,000 to \$4,000, but the equipment will be upwards of \$100,000 plus. Rau said it would probably be easier to have someone donate directly to the Village for the parks to the parks fund.

McDaniel asked how this affects the numbers in the CIP for Gary Disch Park. Rau said it should not affect them much. If the design is done in-house, which is expected, the Village will save money. McDaniel said some houses will back up right into that space. She thinks the Village should invite them and give them some input. Rau said the park is being moved further away from that area at the request of the first house by the park.

Cruz said there are a lot of "to-do" items in the park plan. She anticipates making a list of items and start to tackle the low-hanging fruit.

Hoernemann asked Rau about the plan to get spaces ready, such as aerating, fertilizing, etc., and what can the Village do to make these parks better. Rau has items scheduled for maintenance and upkeep. There is no remediation planned for parks such as Norm Champion Park unless there are areas that need to be over-seeded and such. He can talk to Haak and see about the aeration of some parks. The goal would be to have the Park Manager out looking at the fields regularly. If someone knows of a condition, they should bring it to Public Works' attention.

7) New Business (Items are for discussion and / or potential action)

a) Upcoming meeting dates:

1. Tuesday, April 9<sup>th</sup>
2. Tuesday, May 14<sup>th</sup>

b) Items for Future Meetings and Assignments.

c) Park Board comments.

In the Hawthorne Estates parks at Concord Drive and Lexington Drive area, the Village just had a contractor install a new sewer line for Autumn Ridge. There is a large area that has been torn up. Two landscaped islands will be removed. Public Works will try to save the trees.

8) Adjournment

**Jameson moved, seconded by Knutson, to adjourn the Park Board Meeting at 6:01 p.m., on Tuesday, March 12, 2024.**

**Motion carried 6-0.**

Submitted by,  
Peggy Haag  
Human Resources Coordinator / Deputy Clerk