



## PARK & RECREATION COMMISSION MINUTES

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### REGULAR MEETING – May 18, 2023

#### MEMBERS PRESENT

X	Jim Wise	X	Kate Hancock - Cooke	X	Gary Lawell
X	Peter Kelly	X	Eric Maggio	X	Ted Galloway
	Lee Hillstrom	X	Ashley Ondresky	X	Scott Weber

#### STAFF PRESENT

X	Michael T. Kading, Director of Parks & Recreation
X	Jim Kluge, Superintendent of Recreation
X	Trevor Fink, Superintendent of Parks
X	Stephanie Schott, Recreation Supervisor

OTHERS PRESENT: Dave Mix, Bob Borszich, Gail Minks, Mike Fahrenkrug, Gerry Andrews, Graef Representatives - Pat Skalecki, Alex Thill, and Alex Linton

#### **MEETING CALLED TO ORDER BY Commissioner Kelly at 4:30 P.M.**

Commission President Kelly requested that the order of the agenda be modified to address items that have individuals in attendance. Commissioners agreed.

#### CORRESPONDENCE

Commission President Kelly acknowledged the memo and letter that was included in the Commission packet for your review.

#### APPEARANCES

None.

#### MINUTES

MSC Galloway / Wise to approve the minutes of the April 20, 2023 meeting. All voting aye with one abstention by Commissioner Hancock-Cooke.

#### BILL VOUCHERS

Commissioner Kelly reviewed the vouchers for April and found them to be in order.

#### FINANCIAL REPORT

#### PRESENTATION AND DISCUSSION:

Pat Skalecki introduced himself and the two staff members who were attending via internet as representatives from Graef engineering, who has been hired to create a revised Conceptual Master Plan for Carpenter Preserve. Skalecki shared findings from recent site visits and historical review of the property, including environmental concerns and opportunities. Skalecki further shared design precedents and asked for Commissioners to provide feedback.

- Commissioner Ondresky asked for staff input. Director Kading indicated that staff had and will continue to have input, but this time was specifically set aside for Commission input.
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- Commissioner Galloway indicated that less can be more and shared an example from Baird Creek (GB) and would recommend shying away from expensive infrastructure.
- Commissioner Lawell liked the elevated walkways, similar to what is found in Door County. Safety of the site and guests is always important, and he felt there could be an educational component to the project.
- Commissioner Hancock-Cooke encouraged access for walkers, safety throughout the site, and felt there is an oversaturation of nature centers and restoration. These are keys to the project.
- Resident Andrews felt that Carpenter Preserve offers a unique opportunity to be a connector between Hwy G, Nature Trail, and the newly acquired NE WI Land trust land (North of Breezewood).

With no further comments, Skalecki requested that Commissioners complete the survey that was handed out and submit to either the Parks & Rec office or directly to him via the contact information found on the back of the survey.

### **MISSION ACTION REPORT**

The report was included in the Commission packet. The following items were discussed:

- Commissioner Lawell inquired about the timeframe for the chapel remodeling project. Superintendent Fink reported that the chapel remodel is ongoing and likely to be completed at some point in July. The storage facility that is needed for equipment storage is in motion as well.
- Commissioner Kelly noted tree removal from throughout the city. Fink indicated that a variety of species will be planted throughout the city.

### **BUSINESS FOR CONSIDERATION**

#### **BUSINESS ITEM #1: Veterans Memorial Site Recommendation**

- President Kelly clarified the question that needs to be answered today, and that is the recommendation of the best site for a Veterans Memorial. He further recommended that once the Commission determines the best site, a Memorandum of Understanding (MOU) between the veteran associations and City is needed to outline the obligations of all organizations involved.
- Commissioner Galloway has reviewed all of the proposed sites and recommends Shattuck Park for its visibility and current monument and flags.
- Commissioner Wise echoed the observations made by Commissioner Galloway but preferred the cemetery location.
- Commissioner Lawell preferred Shattuck due to site visibility.
- Commissioner Kelly stated that his preference was for the cemetery site.
- Bob Borszich questioned why the Doty site was not being further explored. Commissioner Kelly indicated that site accessibility and visibility seem to be the most important factors and that the Doty site would put the memorial in the middle of the park, causing some accessibility concerns.

**Action:** MSC Lawell / Galloway to recommend Shattuck to be further explored as the site for an expanded Veterans Memorial and that the veteran organizations and City should develop an MOU prior to beginning exploratory work. All voting aye

**BUSINESS ITEM # 2: Revised Commission Bylaws**

- Commissioner Kelly reviewed the process and the notes that were handed out prior to the meeting. He further indicated that we could not vote on the adoption of the revised bylaws due to the fact that we were unable to give Commissioners a 10-day notice of review.
- Commissioner Ondresky indicated that it was a great process and way to learn more about the Commission.
- Director Kading noted that if there were no additions, the revised bylaws would be submitted to the City Attorney for review and then sent out 10 days prior to the next Commission meeting.

**Action:** Discussion and review only.

**BUSINESS ITEM # 3: Approval of Memorandum of Understanding with WI-DNR**

The MOU was reviewed and discussed.

**Action:** MSC Galloway / Ondresky to accept the MOU with the WI-DNR to utilize the Whiting Boathouse for boat storage. All voting Aye

**BUSINESS ITEM # 4: 2023 CIP Update**

Commissioner Galloway requested a review of all assets. Superintendent Fink indicated that he has the requested information, but it is not in a presentable format. He will work on that and provide in the future.

**BUSINESS ITEM # 3: Announcements and Future Agenda Items**

- Next meeting - June 15 at Green Park.
- Clarify current Ad-hoc Committee.

**LIAISON REPORTS**

**COMMISSION BYLAWS:** See Business Item #2. Commissioner Kelly requested that the Onboarding Committee get going and requested a chair. Commissioner Ondresky volunteered to chair.

**ARROWHEAD DEVELOPMENT TASK FORCE:** The final conceptual plan has been delayed until a property survey of the park and surrounding properties can be completed.

**PLANS COMMISSION:** Commissioner Hancock-Cooke indicated there is nothing to report.

**HARBOR COMMITTEE:** Commissioner Galloway reported that the committee attempted to meet but did not have a quorum.

MSC Galloway / Lawell to adjourn at 5:55 p.m.

Recorded for the Commission by Michael T. Kading, CPRP