



VILLAGE OF LISBON
W234 N8676 Woodside Rd.
Lisbon, WI 53089-1545

Join Zoom Meeting Online: <https://us06web.zoom.us/j/86865236485?pwd=RG5yRmY3N0Z6VlFYMmFJTUgyV0dZZz09>
Join Zoom by Phone: Dial 1-312-626-6799 Meeting ID: 868 6523 6485 Passcode: 705103

PARKS COMMITTEE MEETING AGENDA
Lisbon Village Hall Board Room – W234 N8676 Woodside Road
Wednesday, April 12, 2023
5:00 P.M.

1. Call to Order and Roll Call
2. Pledge
3. Citizen Comment (Please limit your comments to three minutes)
4. Approval of Meeting Minutes
 - March 8, 2023 Parks Committee
5. Correspondence
6. Reports
 - A. **Parks Supervisor's report** - Mike
 - B. Adopt a road/park report – Brad
 - C. Grants - Marlene
7. Subcommittee Reports
 - A. Easter Eggstravaganza: wrap up - Marlene
 - B. Community Festival: Saturday, June 17, 2023, 11:00 am – 4:00 pm - Marlene
8. Unfinished Business
 - A. Discussion on Community Park east garden rework. - Mike
 - B. Discussion on what areas would volunteer help. - Paula
9. New Business
 - A. Discussion and necessary action on request from Ed Nelson to recommend to the Village Board a commitment to preserve Community Park in its current form. - Ed
 - B. Discussion to use all money left in the festival fund for the rejuvenation of the John Greiten waterfall feature following the community festival. - Marlene
 - C. Discussion and necessary action on the donation of 12.35 acres in Lyndale Farms Tax Ley LSBT0267118 for a future park and make recommendation to the Village Board of the same. - Paula
 - D. Discussion and necessary action on review of bids for Lisbon Oaks Basketball Court and make recommendation to the Village Board of the same. - Kathy
10. Other items for a future agenda
11. Adjournment

NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed above. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office at 262-246-6100 at least 72 hours in advance of the meeting.



Meeting

The meeting of the Village of Lisbon Parks Committee was held on Monday, March 8, 2023, in the Village Hall located at W234N8676 Woodside Road, Lisbon, WI.

Chairperson Trustee Quinn called the Parks Committee meeting to order at 5:01 p.m.

Roll Call: Chairperson Trustee Paula Quinn; members Marlene Kumitsch, Donnette Mayrack, Brad Tremel, Tracy Van Alstyne; and alternate Paul Normington. Staff present were Administrator Kathy Nickolaus and Parks Supervisor Mike Lund. Ed Nelson, Kelly Denissen and Colleen Wandsnider were absent and excused.

Citizen Comment: None.

Minutes – February 20, 2023 Parks Committee

Motion by Paul, second by Marlene, to approve the minutes of the February 20, 2023 Parks Committee special meeting as amended. Motion carried unanimously.

Correspondence

Trustee Paula Quinn reviewed the future meeting sheet and made note of the new forms updated or created in the packet. Volunteer Release and Waiver of Liability (will be good for the year does not need to be done for each event)(Mike will send to Jasmine to keep on file), Community Festival Vendor Application, Memorial Bench, Tree and Plague forms. It was stated that if you are not able to attend the meeting please contact the Village office.

Reports

Parks Supervisor's report

Working on the Easter event and set up an arbor day event on April 22nd and has been allotted 75 swamp oak and 75 red oak trees. He will be doing the burning this spring and asked that an agenda item be place for next meeting to discuss the donation of seeds from the US Fish & Wildlife.

Adopt a road/park report: Brad stated that he has been notifying groups and discussing the obligation.

Grants: Marlene review grants, ATC application is not come out until June 1st – will need help writing the grant. Prairie Private land for the seed. Buckthorn invasive species grant is coming back. No due date at this point. Marlene will work with Kathy on the Buckthorn grant.

Sub-Committee Reports

Marlene would like to keep the Winterfest & Cardboard Sled Races information on the agendas for historical purposes.

Easter Eggstravaganza – April 1, 2023 it is always the Saturday before Palm Sunday.

Everyone should be there around 10:00 am for set up. Eggs will be hidden between 11-11:30 am

This is a rain or shine event. No cancelling.

Mike will not be in attendance, but Jeff will be there for set up and take down.

1. Marlene – control west entrance admission of children and show vendors tables 1-6.
2. Brad Treml west entrance by road going to down under shelter ask tables 1-6 to park by big shelter and tables 7-11 to park east of maintenance building.
3. Donnette will be at east exit to help with table numbers 7-11.
4. Ed, Colleen and 8 to 12 kids(scouts) will hide eggs. We put out about 2500 eggs and limit children to 2 eggs each. Eggs are hidden multiple times during the event. Once eggs are hidden 20 children are left in to find eggs. Then more eggs are hidden, and children are sent to find and repeat.
5. Tracy will work with Scouts Troop 47. They will count the children, collect food, hand out bags and community festival flyers. Donations are placed in **Marlene's** SUV.
6. The culvers scoop mascot Kim Nelson will be at the entrance of the park.
7. Vendor tables
 1. Bus from Dousman transport – Kathy Kopsy
 2. Village of Lisbon Board- Kathy Nickolaus will not be in attendance.
 3. Lisbon fire department – Michelle Drager.
 4. Circle Master (model airplanes) – Don Adriano
 5. Sled Bugs (snowmobile group) -Delores Scharmer
 6. JT Chiropractic Clinic – Theresa Monfre, D.C.
 7. Optimist Club – Nancy Tetzloff
 8. Camp Whitcomb – Andre Halverson
 9. Exterior pros -Rose Frey
 10. Two Men & a Truck – Lisa Richter
 11. Sheriff Department -Deputy Peterson
8. Paula is the bunny handler- Aiden is the bunny.

Marlene will contact Marie Waukesha County Citizen Academy to find 3 people to help Brad with Parking. Businesses that would like to have a table need to contact Marlene, there is no Fee for a table, but they are expected to give away either candy or other things to the children.

Lisbon Community Festival

Marlene update: The Optimist Club will take care of the food and the Optimist Jr Club will work at the blow-up stations.

Fender Bender – is the band and is now on the flyer – Marlene has the contact information.

Donnette mentioned that the flyer does not state there are carriage rides. Paula said that information can be placed on the facebook page.

Unfinished Business

Discussion and necessary action on the Community Park east garden rework and recommendation to the Village Board of the same: No Action was taken. Mike needs a scope of the project and what it entails before he can address costs and hours needed. Planting for this area is not done this year. This project phase one will smother the weeds. Marlene will meet with Marjorie to set up a time to work on scope.

Discussion on defining a volunteer coordinator's responsibilities and expected time requirements.

Suggestions were made to make a list of where we could use volunteers and bring back to next meeting. Volunteers for events, & park maintenance projects were mentioned. UW Extension master gardeners (Karen Normington) may be able to get volunteers to help with plantings in the parks. We should look into how Lisbon gets involved with the program. No Action was taken.

Items for future agenda

- Ed's request that was set aside for the April meeting- to discuss a recommendation to the Village Board to dedicate Community Park as a conservancy park and preserve.
- John Greiten garden and gazebo project.
- Donation of seeds from DNR.

Tracy offered to write the thank you notes.

Adjournment

Motion by Donette, second by Marlene, adjourn the meeting at 6:00p.m. Motion carried.

Respectfully submitted,

Kathy Nickolaus
Village Administrator



REQUEST FOR CONSIDERATION

Committee/Board	Parks Committee
Topic:	East Garden scope of work
From:	Kathy
Department:	
Presenter:	Mike
Date of Committee Action (if required):	April 12, 2023
Date of Town Board Action:	None

INFORMATION

The end goal of the project is to clean up the area and prepare the soil for planting in 2024.

SCOPE OF WORK:

- Removal of weeds and overgrown plants.
- Install cardboard over approximately 3000 sq ft.
- Install wood chips over the cardboard. (Still need more cardboard before project can start)
- Estimated 30 yards of mulch will be needed. No cost for the mulch.
- Hours needed: estimated 8 hours with two park employees working.

This project will be done by park employees.
NO volunteers are needed.

This is a no cost project for the Village.

Approximate date the project will be complete? Date will be dependent on weather and accumulating enough cardboard.

Mike will notify the committee during his report when the project is complete.



REQUEST FOR CONSIDERATION

Committee/Board	Parks Committee
Topic:	Areas Volunteers could help
From:	Kathy
Department:	
Presenter:	Paula
Date of Committee Action (if required):	April 12, 2023
Date of Town Board Action:	May 10, 2023

INFORMATION

Volunteer Events List – Draft

1. WinterFest – Dates TBD as we get closer to the event (weather)
2. Cardboard Sled races – Dates TBD
3. Easter Eggstravaganza – March 23, 2024 (Saturday before Palm Sunday)
4. Community Festival -TBD
5. Gazebo and Garden
6. General Park Maintenance
7. Adopt-A-Trail
8. Remove invasive plants.
9. Planting flowers/ beautification
10. Stewardship Projects
11. 9/11 memorial sponsorship to weed/plant flowers.

February 27, 2023

Village of Lisbon Board:

Community Park resolution/recommendation from the Lisbon Park Committee to the Village of Lisbon Board, Lisbon Wisconsin.

Be it resolved that members of the Park Committee do hereby recommend and request that Community Park with the unique plan developed by our first Park Superintendent, Robert Schiellack, and then our Park Director John Greiten, with the help of the Park Committee be preserved. The Community Park with its prairie development of woodlands, wetlands and proximal location to the Bark River, all facilities and natural areas be preserved and maintained under its current format. This plan should remain for now and into the future.

Background on the Community Park:

From its original purchase in 1989, the Community Park was planned as a conservation park with minimal inclusion of recreational trails, shelters and play equipment. This ideal has been maintained over a period of at least three decades. Of all of our parks this one stands alone for its bio diversity and natural recreation opportunities.

Our other park sites including Stony Halquist, Stone Family, Jane Stadler, Fred Keller and Lisbon Oaks provide recreational space and playground equipment for Lisbon families. Some of these parks can be expanded upon for future sport fields. It should be noted that the parks for-mentioned stand-alone from the natural development in the Community Park.

Community Park Resolution

Be it resolved that members of the Park Committee do hereby recommend and request that given the unique quality and conception for the Community Park: ie, prairie, woodlands, wetlands, Bark River sites and recreational sites be maintained and preserved under its current format and plan for now and in the future.

Thank you,

Village of Lisbon of Lisbon Park Committee



REQUEST FOR CONSIDERATION

Committee/Board	Parks Committee
Topic:	John Greiten waterfall
From:	Kathy
Department:	
Presenter:	Marlene
Date of Committee Action (if required):	April 12, 2023
Date of Town Board Action:	None

INFORMATION

The end goal of the project is to clean up the waterfall and replant the area.

SCOPE OF WORK:

- Project Costs: The plan, plants and installation will not exceed \$1500. Use all money left in the festival fund to pay for the work on the project.
- Laurie Starr from Johnston Nursery will design and present to the Park Committee once the scope of the project is complete.

Marlene, Donnette, Tracy, and Anna Greiten met with Johnson nursery during the last week.

This project will be done by Johnson nursery.
Park staff will work on prep in the area.

This is a no cost project for the Village with the exception of staff time.

Approximate date the project will be complete?



REQUEST FOR CONSIDERATION

Committee/Board	Parks Committee
Topic:	Donation of 12.35 acres for park land
From:	Kathy
Department:	
Presenter:	Paula
Date of Committee Action (if required):	April 12, 2023
Date of Town Board Action:	May 10, 2023

INFORMATION

Question to the Committee: This is in our area of needed parks according to the 5-year park plan. If they were to make a formal proposal to donate the land to Lisbon would the committee be in favor of making it a park?

Background

On March 21st Trustee Quinn received an email from Gene Daun regarding the parkway land in Lynndale farms. Gene is the Treasurer of the subdivision.

Their Board of Directors were wondering if Lisbon would have any interest in taking responsibility for the property and developing it into a tot lot park.

Paula asked a few clarifying questions:

Would Willow Creek Park Inc donate the land to the Village?

The membership would need to decide. Perhaps they would look favorably on this if the Village took financial and management responsibility for the parkway in the future.

Are there any plans or expectations for the development of the site?

A committee is currently working on a 10-year plan for the parkway. The initial draft includes a playground, soccer field and some picnic tables. This has not yet been presented to the membership.

Would the homeowners be willing to supply any funding for park development or equipment?

Again, the membership would need to decide this, but my guess is that they would feel that if they were providing ongoing funding, they probably would want to keep it for subdivision residents.

However, the Willow Creek Park, Inc Articles of Incorporation contain the following provision –

Article VIII. Dissolution: Upon dissolution the assets of the corporation, if any, shall be transferred and set over unto such corporation, governmental unit, fund, or funds, organized and operating without profit for eleemosynary or government purposes as the Directors may then determine, at which time all membership certificates shall be cancelled by such successor.

I think we would need a legal opinion, but it looks to me like we could transfer the land and cash, the only assets we have, to the Village.