



**VILLAGE OF LISBON  
PARKS COMMITTEE MINUTES  
FEBRUARY 20, 2023**

**DRAFT  
Special Meeting**

The special meeting of the Village of Lisbon Parks Committee was held on Monday, February 20, 2023, in the Community Room of the Richard Jung Memorial Fire Station, N54W26455 Lisbon Road, Lisbon, WI.

Chairperson Trustee Quinn called the Parks Committee meeting to order at 6:30 p.m.

**Roll Call:** Chairperson Trustee Paula Quinn; members Marlene Kumitsch, Ed Nelson, Kelly Denissen, Donnette Mayrack, Brad Treml, Tracy VanAlstyne; and alternates Paul Normington and Colleen Wandsnider. Staff present were Administrator Kathy Nickolaus and Parks Supervisor Mike Lund.

**Citizen Comment:** None.

**Minutes – January 16, 2023 Parks Committee**

Motion by Nelson, second by Kumitsch, to approve the minutes of the January 16, 2023 Parks Committee meeting as amended. Motion carried unanimously.

*"The Parks budget had \$2,000 from Village board added to it for the 2023 calendar year. It was noted that \$3,500 was available for parks signage. **Reported Festival roll over from 2022 to 2023 \$5609.47.**"*

**Announcements/Correspondence**

Marlene received correspondence concerning the Buckthorn grant and working with the wild ones. Attorneys between Lisbon and Wild ones did not agree on the contract. Would like to see this placed on the next agenda for further discussion.

**Reports**

Parks Supervisor's report

Parks Supervisor Mike Lund reported on maintenance done on facilities and equipment. Continued to surface the ice rink when possible.

Budget and finance report

The Parks budget had \$2,000 from Village board added to it for the 2023 calendar year. It was noted that \$3,500 was available for parks signage. Reported Festival roll over from 2022 to 2023 is \$5609.47.

Adopt a road/park report: No report.

**Sub-Committee Reports**

Winterfest & Cardboard Sled Races

Cancelled three years in a row. Mike Lund suggested that the date for Winterfest be made sometime in January/February when there is a clearer picture of the weather. Also work to not set the date the same as

other events in neighboring communities or the school district. Talk was had on getting information out to the school district and other communities.

Easter Eggstravaganza

Marlene updated the committee on the number of tables and that we have a person willing to be the Bunny.

Lisbon Community Festival

Discussion on items that have been solidified for the community Festival. The Optimist Club will man the bouncy house and is looking to see if the Jr Optimists may be interested in volunteering at the event. Capital Beer is donating the beer. Joe D and Doug Brahm is willing to run the car show. There will also be a rock wall for people to climb. Marlene and Trustee Quinn have volunteered to man the beer table. The need for more volunteers were discussed.

**Unfinished Business**

Transmission line Grant 2023. No update.

**New 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

Marlene gave an update on how Lisbon would benefit working with the Wild Ones. She requested this item be placed again on the upcoming agenda.

Kathy updated the committee on why the grant was not completed before the deadline. She stated the Attorneys did not come to an agreement on if a written agreement was needed & was concerned about possible liability.

Kathy suggested at the next meeting a formal packet be sent out describing the east garden work the park committee would like considered. Examples:

- The parks supervisor will need to see if the project will require any park funds.
- How many hours it will take to complete the project.
- How many hours of staff time he has available for the project under the current budget.
- Will this project create additional maintenance that will require more staff hours in 2024.
- What the exact timeline will be on the project.

Discussion on budget for 2024 festival, Winterfest, Easter Eggstravaganza

Marlene stated that Ed is having difficulty requesting donations and that we may want to consider other ways to fund.

Past event budgets:	Revenue	Expenses
2021	\$5472	\$2400
2022	\$7110	\$3000
2023	\$5609	

Kathy suggested we table the discussion until later in the year around June to create a budget for each of the festivals. She also stated revenues should not be the responsibility of the committee.

Discussion and necessary action on the Community Park directional sign and recommendation to the Village Board of the same.

Mike updated the committee and stated the cost of the directional sign ended up being less than originally thought at \$2000. The committee discussed what would be done with the other \$1500 and Mike said he had other sign updates that are needed in the park, and he would be able to purchase with this money.

Discussion on a volunteer coordinator.

Trustee Quinn discussed the possibility of a committee member working as a volunteer coordinator.

Ed asked if liability would be a concern for Lisbon?

More information needs to be reviewed for discussion: such as responsibilities and expected time requirements.

**Other items for possible inclusion on a future agenda – March 8<sup>th</sup> 5pm-6pm – Village Hall**

- Ed asked to have an item on the agenda to discuss a recommendation to the Village Board to dedicate Community Park as a conservancy park and preserve.

**Adjournment**

Motion by Donette, second by Marlene, adjourn the meeting at 7:44p.m. Motion carried.

Respectfully submitted,

Kathy Nickolaus  
Village Administrator