



**VILLAGE OF LISBON
PARKS COMMITTEE MINUTES
MARCH 8, 2023**

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 Trembl, 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