



MINUTES

The meeting of the Village of Lisbon Parks Committee was held on Monday, April 12, 2023, in the Village Hall located at W234N8676 Woodside Road, Lisbon, WI.

Chairperson Trustee Quinn called the Parks Committee meeting to order at 5:04 p.m.

Roll Call: Chairperson Trustee Paula Quinn; members Marlene Kumitsch, Donnette Mayrack, Brad Treml, Tracy Van Alstyne, Ed Nelson and Kelly Denissen. Staff present were Administrator Kathy Nickolaus and Parks Supervisor Mike Lund.

Citizen Comment: None.

Minutes – March 8, 2023, Parks Committee

Motion by Marlene, second by Donnette, to approve the minutes of the March 8, 2023, Parks Committee meeting. Motion carried unanimously.

Correspondence

Trustee Quinn reviewed the historical document of Lisbon events 2018-2023

Reports

Parks Supervisor's report

There were 2912 eggs put together for the easter event. Received delivery of 150 trees. Met with contractors on the Greiten Garden project with Donette and Marlene.

Adopt a road/park report: Brad stated he has been reaching out to groups. A group will pick up on May 20th and another on May 21st.

Grants: Marlene ATC grant is not out yet. Invasive species grant will be written when it opens for 2024.

Sub-Committee Reports

Easter Eggstravaganza; wrap up– there were 253 children and 275 adults at the event. There were \$22.00 and 82 items donated for the food pantry. Ed stated that next year there should be more than 2 people distributing the eggs. We need new eggs some of the plastic eggs would not stay closed. Suggested three adults and two children. This event is always the Saturday before Palm Sunday.

Lisbon Community Festival

- We have a Rockwall and will have to incorporate it into park layout.
- Vendors are Hoof Beats Express-262-853-9801, Hartland inflatables 262-528-6550, Fender Benders 262-309-8790, Jest for Fun Joke Shop 262-544-5678, Suzy Sparkles (suzysparkles@gmail.com) and Adventure Rock 262-538-4448.
- There will be a festival layout of the park in the May packet for review.
- Checks should be prepared for each vendor.
- Victoria Braum will be helping in Beer Sales with Paula and Marlene.

- At 10:45 Phil Peterson will play his Guitar.
- There is a need for alternate people at each post.
- The optimist and optimist Jr will be manning the bouncy house. (Concern were raised over children manning it alone was told there would always be an adult)
- We need \$400 in singles and \$100 in \$10 bills for the beer area. Mike will bring cash box.
- At this point there will not be an ATM.
- Should consider credit cards to increase sales.
- Beer capital is donating beer.
- An additional blow up this year is baseball.
- Auxiliary police and county sheriff, Fire Department and Citizen academy will be volunteering.
- Optimist will be serving food such as a meal such as brat drink and chips.
- Doug and Joe D will work with Jo mama on the car show.
- At this point we have 20 vendor/crafters.
- Optimist will pay \$40 to rent shelter to sell the food.
- Mike will put up a canopy and chairs for the parking people.
- Mike will write up different volunteer opportunities to allow someone to ask for volunteers on future projects. A table will be set up by the band for volunteers.

Unfinished Business

Discussion on Community Park east garden rework.

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.

Discussion on what areas would volunteer help.

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.

New Business

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.

MOTION made by Ed to recommend and request to the Village Board 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, seconded by Paul. Motion carried 7 -0.

Discussion to use all money left in the festival fund for the rejuvenation of the John Greiten waterfall feature following the community festival.

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.

The cost of Laurie Starr from Johnson Nursery time is \$150 an hour. Budgeted \$1500. Marlene, Anna Greiten and Paul said they would pay the \$150 costs if the Village decided to not move on this project. It was discussed that a cover be made for the power box 3' x 3' to make it weather and child proof. The committee is considering this cover to be paid for using the festival funds. The festival budget, as written and estimated by Marlene is \$5609.47. Expenses are estimated at \$4,475. Revenues are estimated at \$1410.00 which would leave an estimated remaining balance of \$2,544.47.

Committee members discussed meeting with Laurie Starr onsite. Kathy explained to the committee that no more than three committee members can meet, or it would be a quorum of the committee. The members stated they would stay at a maximum of three members. Others would leave if there were already three gathered.

MOTION made by Marlene to table discussion of funding the Greiten waterfall feature to May 10th, seconded by Ed, motion carried 7-0.

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.

MOTION Ed to table action on donation of 12.35 acres in Lyndale Farms, seconded by Paul. Motion carried 7-0

Discussion and necessary action on review of bids for Lisbon Oaks Basketball Court and make recommendation to the Village Board of the same.

MOTION made by Marlene to make a recommendation to the village board to award the bid for Lisbon Oaks Basketball Court to Munson, LLC in an amount not to exceed \$61,450, seconded by Ed, Motion carried 7-0.

Other items for a future agenda

Hilltop shop shelter electrical box would like to spend more of the festival money to plan trees around the electrical box three feet around to hide the box.

Adjournment

MOTION Marlene made the motion to adjourn at 6:00 pm, seconded by Ed, motion carried 7-0.

Respectfully submitted,

Kathy Nickolaus
Village Administrator