

The Ledgeview Park and Recreation Committee held a meeting on **Tuesday, June 4, 2019 at 6:00 p.m.** at the Municipal Building located at 3700 Dickinson Road, De Pere, WI 54115.

**CALL TO ORDER**

The meeting was called to order by Shanda at 6:01 pm

**ROLL CALL**

Members present were Jason Shanda, Nicole Van Helden and Cullen Peltier. Joe Widi, Rod Kowalczyk were excused. Anna Burtschi from the Beautification Sub-Committee was also present.

Staff present were Sarah Burdette, Administrator, and Mark Sauer, Town Planner and Brian Carranza, Town Planner.

**APPROVE/AMEND AGENDA**

MOTION by Shanda, seconded by Peltier to approve the agenda as written. No further discussion. Motion carried in a voice vote, 3-0.

**APPROVAL OF MINUTES:** None

**PUBLIC COMMENT:** None.

**COMMUNICATIONS:**

1. Review park layout examples for property in Eagle Bluff Subdivision near Marble Rock Circle and Weatherwood Lane.

Sauer provided an overview of concept layouts for possible programming a property near the Eagle Bluff subdivision. Discussion related the following:

- a. Signage – what kind and where?
    - i. Something to consider/ask Condo Association about
  - b. Opportunity for kiosk as long-term “trailhead” for non-motorized mobility
    1. Ask condo association about.
      - a. Collocate with benches, bike fix station, etc.
  - c. Programming – keep a portion of the site available for open play field
  - d. Play structure shown on concepts is sized the same as the one just installed at Two Dollar Park
  - e. Clearance below voltage tower
    - i. non-issue related to physical play space design
    - ii. Any potential issues for Town accepting donated land – easements?
  - f. Proceed with showing Options A, C, and E to association for feedback.
  - g. No parking
  - h. ADA compliance is a must for the path, at least 1 entrance.
2. Update on winter programming options at Ledgeview Golf Course

Burdette provided updated information from fat tire bike user groups regarding types of grooming equipment and pricing. The Committee recommends further review of this item, particularly when the new Park and Recreation Director commences employment with the town.

Approved at the July 15, 2019 Park and Recreation meeting.

Approved at the August 5, 2019 Town Board meeting.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. Recommendation from Beautification Committee regarding the Public Land Demarcation Plan.  
Motion by Shanda, seconded by Van Helden to recommend approval of the Public Land Demarcation Plan. The motion carried unanimously.
2. Recommendation from Beautification Committee regarding the Banner Extended Year Plan.  
Motion by Shanda, seconded by Van Helden, to recommend approval of the Banner Extended Year Plan. The motion carried unanimously.
3. Recommendation from Beautification Committee regarding the Holiday Lights Extended Year Plan.  
Motion made by Shanda, seconded by Van Helden to recommend approval of the Holiday Lights Extended Year Plan. The motion carried unanimously.
4. Discuss plan of action for concession and bathroom facilities at Scray Hill Park.  
The committee initiated discussion the history of a concession stand/shelter at Scray Hill Park. They agreed it should be similar to the shelter at Ledgeview Park and include concessions. Burdette will obtain the plan sets for the Ledgeview Park shelter, as well as what was bid out for Scray Hill Park in 2011. Mead & Hunt will pencil out some cost estimates based on the combination of both of those site plans and bring back for additional discussion at an upcoming committee meeting.
5. Plan Park Grand Opening Celebrations.  
Discussion took place regarding the planning of grand opening celebrations of Zelten Family Park and Two Dollar Park. Discussion involved the following:
  - a. Who gets invites – use Park Geographic Service Areas and refine
  - b. Entertainment – outside invites
    - i. Volunteer fire department?
    - ii. Food Truck
    - iii. Ice Cream Truck
  - c. Two hours max, shoot for 6-7:30pm
  - d. Need to pick a day, ideally before school starts. Gap between sports late July/ Early August
  - e. Separate days for either park.
  - f. Have brochures available at parks.
  - g. Potentially mail page 23 of 30 of Sponsorship Document to invite list after to encourage sponsorship.
6. Discuss promotion of sponsorship items.  
The Committee reviewed and discussed an outline prepared that gave guidance to the concept of a future mailing related to all things park in the town. The committee would like to give more thought on what kind of marketing materials gets prepared as their concern is that as soon as something goes to print, new changes occur in the park system. They want to be able to maximize the content being shared but also recognizing an appropriate budget is needed while making sure that whatever is printed doesn't quickly become obsolete. No action taken at this time.

**ADJOURN.**

MOTION by Peltier, seconded by Van Helden to adjourn. No further discussion. Motion carried in a voice vote, 3-0. Meeting adjourned at 7:30 PM.

Approved at the July 15, 2019 Park and Recreation meeting.  
Approved at the August 5, 2019 Town Board meeting.

Respectfully submitted,

Sarah Burdette, Administrator  
Town of Ledgeview, Brown County, WI

Approved at the July 15, 2019 Park and Recreation meeting.  
Approved at the August 5, 2019 Town Board meeting.