

The Ledgeview Park, Recreation, & Forestry Committee held a meeting on **Tuesday, April 27, 2021 at 6:00pm** at the Community Center located at 3700 Dickinson Road, De Pere, WI 54115.

A. CALL TO ORDER.

Meeting called to order by Shanda at 6:05pm.

B. ROLL CALL.

Members present: Nicole Van Helden, Dave Purnell, Jason Shanda, Rod Kowlaczyk, Cullen Peltier
Staff present: Stephanie Schlag, Park & Recreation Director; Mark Sauer, Planner, Mead & Hunt

C. AGENDA APPROVAL.

MOTION by Shanda, seconded by Van Helden to approve agenda. No further discussion. Motion approved unanimously in a voice vote.

D. APPROVAL OF MINUTES:

1. Park and Recreation Committee Minutes from March 23, 2021
2. Beautification Sub-Committee Minutes from March 15, 2021

MOTION by Purnell, seconded by Kowlaczyk to approve the minutes. No further discussion. Motion approved unanimously in a voice vote.

E. PUBLIC COMMENT:

None.

F. COMMUNICATIONS:

1. Beautification Sub-Committee Update
Update of the April 19, 2021 meeting provided by Van Helden. Further discussion information will be provided as new business H.2.

G. OLD BUSINESS:

1. Discussion Regarding Creating a Forestry Ordinance
Draft ordinance is currently being reviewed by Town Attorney.
MOTION by Shanda, seconded by Van Helden to recommend approval of the proposed forestry ordinance by Zoning and Planning Commission and by the Town Board of Supervisors. No further discussion. Motion approved unanimously in a voice vote.
Staff will forward to ZPC for May 12 meeting. Provided no changes, will then be forwarded to the Town board for 3 readings. Ideal timeline for final approval by the Town Board would be the end of June.

H. NEW BUSINESS:

1. Action on Urban Forest Planting Specifications Manual
Per Van Helden's suggestion, staff updated some of the prohibited trees per the DNR website and added a statement about encouraging native trees and noted native trees with asterisks. Sauer provided an example of how this draft document is already being used to help developers select appropriate trees in planned development districts.
MOTION by Shanda, seconded by Kowlaczyk to recommend approval of the Urban Forestry Specifications Manual by Zoning and Planning Commission and by the Town Board of Supervisors. No further discussion. Motion approved unanimously in a voice vote.
Staff will forward to ZPC for May 12 meeting. Provided no changes, will then be forwarded to the Town board for approval with the forestry ordinance. Once approved, document will be made available on the Town website.

2. Recommendation from Beautification Sub-Committee on an Artist for Trail Paintings
Overview of selection process and discussion of BSC at the 4/19/21 meeting provided by Van Helden. Received 3 proposals. Kowalczyk stated that he thought this is a very neat thing for the town to do.
MOTION by Kowalczyk, seconded by Peltier to approve Lynn Peters as the selected artist for the trail paintings as recommended by the Beautification Sub-Committee. No further discussion. Motion approved unanimously in a voice vote.
Staff confirmed that the four designs will need to be approved by the town board before approval. Park Committee confirmed they do not need to see the paintings before they go to the board. Staff will notify the chosen artist and follow up with the non-selected artists.
3. Discussion/Action on proposed Lining Fee for Baseball Diamonds
Staff provided an overview of the memo including background on which groups/sports the town paints the fields for. Currently per the agreement between the Town and De Pere Rapides Youth Soccer, the town does not charge soccer for painting their fields.
Committee requests adding language to the final agreement between the Town and De Pere Baseball that the responsibility and cost of lining the field must be reviewed and agreed upon each year, to provide the Town with the option to charge if the requests become more than what is considered normal. (Currently the Town paints fields every two weeks for all other facilities.)
Annual opt-in/conversation for painting lines on our regular schedule.
No action needed.
4. Discussion on Park Maintenance Report Cards
Staff provided an overview of the memo and the background on how the checklists and report cards are being used: to generate task lists, maintenance requests, budget items, and to identify trends. Committee asked questions on the standards, and how they are determined. Committee directed staff to bring back the standards at an upcoming meeting so the committee can determine a threshold score at which to deem areas insufficient and needing additional budget requests for park improvements.

I. STAFF REPORT:

Staff provided an update of the following items in a report included in the agenda packet.

1. Town Board Actions at 4/5/21 Meeting on PRF Items
2. Winter Trail Clearing Operations
3. Tree City USA Bulletin

J. ADJOURNMENT.

MOTION by Van Helden, seconded by Purnell to adjourn the meeting. No further discussion. Motion approved unanimously in a voice vote.

Meeting adjourned at 7:07pm.

FUTURE AGENDA ITEMS

TBD: Fireworks in Parks
Banner designs
Park maintenance report cards
Park dedication process
CIP/SHP Master Plan priorities

Respectfully Submitted,
Stephanie Schlag, Parks and Recreation Director

Next Regular Meeting: May 18, 2021 6:00pm