

**VILLAGE OF PLEASANT PRAIRIE  
PARKS COMMISSION  
Village Hall Auditorium  
9915 39<sup>th</sup> Avenue  
Pleasant Prairie, Wisconsin 53158  
March 4, 2010  
6:00 p.m.**

A regular meeting of the Pleasant Prairie Parks Commission was held on Thursday, March 4, 2010, 6:00 p.m. Present were Michealene Day, Rita Christiansen, Glenn Christiansen, Monica Yuhas, Troy Holm, William Mills and Jim Bandura (Alternate #2, voting member). Michael Russert was excused. Also present were Jean Werbie-Harris, Community Development Director; John Steinbrink, Jr., Director of Public Works and Ruth Mack, Clerical Secretary.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CITIZEN COMMENTS**
- 4. NEW BUSINESS**
  - a. Receive and Approve 2010 Prairie Springs Park Special Events.**

John Steinbrink, Jr.:

Madam Chair and Parks Commission, in your packet you received a list of the events that RecPlex and the Park plans on hosting for the 2010 season listed in front of you. In the past we have just given out the events that actually encompass the water, but this year we have given you all of them so you can see what is going on. It gives it a little bit more exposure of what's out there.

The biggest change probably worth commenting on is July 31<sup>st</sup> and August 1<sup>st</sup> is normally our weekend of Prairie Family Days. We are not having a Prairie Family Days this year based on financial reasons and lack of sponsorships. But they are going to do a Sports Fest and a Sports Fest Aquathon and 5K on July 24<sup>th</sup>. The purpose of the Prairie Family Days has always been an end of the year celebration for all the sports teams, and so we're really kind of going back to the core of that with our Sports Fest end of the year tournaments and really a lot of the same things that Prairie Family Days had kind of morphed into but without the fireworks and a lot of the other very expensive items that made that an event that we are unfortunately having to cancel. So I'll just bring that up.

And then in its place on 31<sup>st</sup> and the 1<sup>st</sup> the wakeboard competition is not going to be the national wakeboard competition like we've had in the past, but the smaller competition

that the board shop from Lake Geneva has been hosting over about the last three or four years so it's much smaller. They bring around 40 competitors in, on boat. They take up a small are of the lake by Baby U, so it's a much smaller event than the nationals. It really does not impact the beach. People are still able to fish and bring canoes and stuff like that. So those are the only major changes that we have. I'll open it up for comments and questions from the Board.

Michealene Day:

Any questions or concerns?

Rita Christiansen:

John, two questions for you. So during all of these events, number one, will the RecPlex be open to the public? And, what about parking availability for access to RecPlex?

John Steinbrink, Jr.:

The only times that the RecPlex will be closed is during our three large triathlons that we have. Those dates are on the 27<sup>th</sup> of June, the 11<sup>th</sup> of July and then on the 22<sup>nd</sup> of August. And at those times the RecPlex will be open I believe it's around one o'clock, and parking will be as it has been in the past. We will take the parking lots, parking on the roads and any overflow within the ball field's parking lot on the north sides and the tot lot.

Rita Christiansen:

And then that will be advertised on our web page, etc.?

John Steinbrink, Jr.:

That's correct.

Rita Christiansen:

Thank you.

Michealene Day:

Any other questions or concerns? May I have a motion to accept the calendar of events?

Jim Bandura:

Motion to accept.

Troy Holm:

Second.

Michealene Day:

All in favor?

Voices:

Aye.

Michealene Day:

Motion carries.

- b. Receive and Approve Request for overnight camping in Prairie Springs Park for Badger State personnel during Badger State Outboard professional events.**

John Steinbrink, Jr.:

Madam Chair and Parks Commission, on Memorial Day weekend, May 29<sup>th</sup> and May 30<sup>th</sup>, Badger State Outboard is proposing to host their annual race events that they have on Lake Andrea. They plan on having around 8 to 20 RVs parking over on site 6. A majority of these competitors that come in come in from out of State. They have RVs where they haul their boat behind them. It's been a very successful and good event in the past, and we're excited to have them here again. One of the advantages of having them earlier on in the season is that the beach is not open yet so it really does not impact any of the other summer events that we have or closing of the beach. It's becoming a much more popular event as it's been going on year by year. I can open it up to any comment or question.

Rita Christiansen:

John, the Badger State Outboard event for amateurs on September 11<sup>th</sup> and 12<sup>th</sup> this won't impact that at all?

John Steinbrink, Jr.:

No, I believe that it is the same group.

Rita Christiansen:

And are they going to be requesting camping then? I didn't see that.

John Steinbrink, Jr.:

They probably will be requesting camping but that will probably come before the Parks Commission around the July meeting maybe.

Rita Christiansen:

Because the beach closes when is that, Labor Day?

John Steinbrink, Jr.:

The beach closes on September 6<sup>th</sup>, and then the Badger State Outboard for the amateur even is on September 11<sup>th</sup>, so it's one week after. It is after. Just because we really do not want to take away from any of the beach time we have available to lose any revenues there.

Rita Christiansen:

Thank you. Are they allowed to have alcohol?

John Steinbrink, Jr.:

I believe that this is a non-alcoholic event. Like any other rental that they have if they want to do a permit there's a permit process that they can follow the same as if someone rents the beach pavilion or anything like that. I think the big thing for the alcohol is that it cannot be sold in a beer garden or a beer tent. And if there ever is any request for a large event to have alcohol it will have to go before the Parks Commission, Rec Commission and Board also so you will be aware of it.

Rita Christiansen:

Thank you.

Michealene Day:

Any other comments, concerns, questions? Motion to accept?

**Rita Christiansen moved to accept the Badger State U.S. title Series Outboard memorial Event. Seconded by William Mills. Motion carried 7-0.**

- e. **Receive and approve recommendation to the Village Board regarding changes to amend Section 242-3(D) of the Village Ordinance related to Park Fees and Section 242-2(A) Permits.**

John Steinbrink, Jr.:

Madam Chair and Parks Commission, the Village staff has been working with staff at the LakeView RecPlex to update a lot of our fees that we bring them to what our true costs are. It's our goal to recoup whatever the cost of an event is, whatever it costs to process a permit and whatever seems to be reasonable fee increases. So we are requesting several changes. D.1. in your agenda is changing the liquor permit fee to \$25 and it's currently \$10. D.4. changing refundable deposit of \$100 due one month prior to a rental for the commitment aspect. We are having many people who are renting it and many of our weekends are full, and this really just takes away from someone renting it and not having a deposit then the Village losing out on a rental.

And then D.5. the cancellation of rental, cancellation fee of no less than one-half the rental fee within 30 days of the reservation date, and anything that's prior to 30 days subject to no less than a \$50 fee and no refunds due to inclement weather, rain, snow, lightening, whatever that it may be. And then also we have E. groups renting space for walk and run events. We are proposing a walk/run fee of \$2 per registered participant. So it may be just a standard fee of renting a picnic site, and then if you have 200 participants in your group we charge \$2 each times the 200 which would be a \$400 fee. A \$50 course setup fee. Many of the weekends park staff has to go out there on overtime hours or at least have some staff out there setting up all the cones, the picnic tables and so it's just a recovery of those. And then a regular rental rate as applicable.

Overnight parking of RVs for some of these special events that we have like the Badger State Outboard and many of the other one that may come around for Board approval is \$25 per night with electricity or just \$15 a night without electricity. And, like I mentioned, there is Board approval requested for that from both the Parks Commission and the Village Board. Group overnight camping this really comes around from LakeView Tech does some outings that they have at the park and Lake Andrea. They try to do an educational out in the woods. We have some Eagle Scouts, some Boy Scouts that have requested to do overnight camping in the woods. It will be a maximum of ten tents on picnic area 5 which is just across the road from where the rec pavilion is. Hours would be from 5 p.m. to 10 a.m. It's a \$75 cost and there's also Board approval required from that.

And then the last that we have is a mandatory Village tent rental unless the required size is not available. The Village has I believe eight tents for rent. We are priced very competitively with all of our other tent renters in the area. There's a \$25 tent permit fee if not renting a Village-owned tent, and a picnic site must be rented, and there's a \$25 moon walk permit fee where also a picnic site must be rented. All temporary items on

grounds must be set up and taken down during the rental time frame. So, for example, if someone has a rental from noon until 6 p.m., that tent has to be down by 6 p.m. because someone else could be renting that sit beginning at 6 p.m. until 8 or 10 potentially. So it just makes sure that the people that are using the park areas are paying for the entire time that they have out there.

I think a lot of these are that the park is becoming more and more popular. These are just some of the issues that we've been running into so we're hoping to resolve them with this ordinance this evening. I can answer any questions.

Michealene Day:

I have a question with overnight camping. Are we requesting the name of all campers? For instance, if I come and I have five children so that if one of them wander off we know the names of people, that we have actual names of everyone that's going to spend the night? Especially if they're wandering in the woods someplace it would be nice to know who it is.

John Steinbrink, Jr.:

We are not requesting each of the individual campers. We do have just a supervisor there, but I think it's a great idea to have that. That's something if the Commission chooses we can include in the permit rental process.

Michealene Day:

I just think it would be nice to at least know all the peoples' names that are staying there just in case someone is misplaced or wanders off.

John Steinbrink, Jr.:

And it's good to have that structure so you know who is going to be there, how many people are going to be there and it's not just people showing up at the last minute. I think you can really avoid a lot of potential problems. Excellent idea.

Jim Bandura:

And it would give you a head count, too, how many people are using the park.

Rita Christiansen:

I noticed for the overnight parking there's a charge for electricity or with or without. Nothing is included in that for the tent camping?

John Steinbrink, Jr.:

Yes, that's because on picnic area 5 right across from the rec pavilion there is not any electricity available on that picnic area 5.

Rita Christiansen:

So what about port-o-potties, having fires, garbage, etc.?

John Steinbrink, Jr.:

If somebody wants to have a port-o-pottie there is a fee that we charge for a port-o-pottie. We're not making a change on it this evening. There are permits and fees that are required for doing bonfires and inspections from the fire department. They're not listed on here because it's not anything that's being changed. It's just as is. These are just the items that we're changing on part of the ordinance.

Michealene Day:

Any other questions?

Troy Holm:

Back on the very first ordinance, 18 years of age to buy an alcohol permit? Should that be 21?

John Steinbrink, Jr.:

I'm not sure what the legalities are. It would make sense to me that if you have to be 21 years to consume alcohol that you would have to be 21 years to pull the permit. We can definitely make that change also if the Commission so requests.

Michealene Day:

I just noticed that. That would be a good idea. Any other proposed changes or ideas? Then with the amended changes do we have a motion to accept the new prices, the new structure?

**Jim Bandura moved to approve recommendation to the Village Board regarding changes to amend Section 242-3(D) of the Village Ordinance related to Park Fees and Section 242-2(A) Permits with Parks Commission changes. Seconded by William Mills. Motion carried 7-0.**

**c. Receive and recommend approval of the WI DNR Chiwaukee Management Agreement.**

John Steinbrink, Jr.:

Madam Chair and the Parks Commission, in your packet you received and up on the board there were a number of parcels that are in the Chiwaukee Prairie area that need some conservation as far as brushing and really returning them back to their natural state. The Legacy Bogs Project is a cooperation between the Wisconsin DNR, the Chiwaukee Prairie and the Village of Pleasant Prairie where we're going to through and work with those agencies to bring a lot of that natural areas back and restore a lot of the native plants in those areas. You received a long handout. I'm not going to go through and read it all, but it was included in your packet. If you have any questions on the content or the process or anything that we are doing out there I can answer them at this time.

Rita Christiansen:

I have a question surprisingly enough. It talks about using herbicides. Are there any concerns at all about allergies or asthma? I mean is this going to affect anybody that lives in the area?

John Steinbrink, Jr.:

The herbicides that we are using are just a wetland based herbicide so it's safe for the environment and the plant. I don't believe they're doing any sort of large aerial spraying. It's more just confined to a backpack sprayer so I do not believe that's going to be an issue.

Rita Christiansen:

Two more questions. It says here that trees that are too large for the S&A crew to handle will be cut down and hauled off by a site contractor. Will the Village be notified of who that site contractor is so they have permission to be on the property and we don't just have anybody going in there saying, hey, I was told by the DNR I could come in here and just grab these trees?

John Steinbrink, Jr.:

Yes. We do have a process where we do work very closely with the DNR, and many of the times when the contractor is on site the Village is notified and the DNR is working very closely with them. A lot of times just to save money a contractor will come and chop down a large tree, take away the big pieces, and then a Village crew will go in behind them and brush up all of the limbs and leaves and small brush like that.

Rita Christiansen:



And my last question I hope on this is that it says as part of the activities the Wisconsin DNR may also conduct scientific, educational and research programs, etc. My question is this: Is this the DNR going to provide the Village with all the scientific information that they gather, educational research, etc., so then we can leverage that and use that at a later time perhaps for ourselves?

John Steinbrink, Jr.:

If we would ask for it they would definitely give us that information. I can make a note to follow up with the DNR to capture that information. So if we do want to use that as part of an Earth Day presentation or something else, or maybe even carry that information or that knowledge towards doing a project in Prairie Springs Park in the natural area, then we're not really re-inventing the wheel so that's a great idea. Thank you.

Michealene Day:

Any other questions?

Troy Holm:

Is this the first time the DNR is coming in and doing something like this, or have they done it before?

John Steinbrink, Jr.:

No, the DNR they come in on a regular basis, and then there's different grants and different programs. This is just one more program for these areas. So I would assume that next year we're going to receive it could be a different program. It could be the same program if we're doing another area on some other parcels that had not been identified on these maps.

Rita Christiansen:

It says in one of the handouts we have from Marty Johnson from 12/18/09 it says work in unit 5A is nearly complete at this point. So this has been going on for a while?

John Steinbrink, Jr.:

Right, going on for some time. I would assume that any things, any trees or invasive species that end up growing back, this isn't going to be just a one time and then done program. It's going to be continual over the lifetime of this as long as they're in ownership of this land. It may not need to be as intensive as what we have now, because once you chop down a lot of the large trees and get everything under control it becomes

easier and easier to maintain every year, every decade moving forward.

Rita Christiansen:

Have we ever received any type of feedback from the neighbors close to these areas when they're notified at all about this taking place?

John Steinbrink, Jr.:

Are you asking if the Village has ever received any feedback positive or negative? No, I have not.

William Mills:

John, the agreement is relatively unchanged from past years, correct?

John Steinbrink, Jr.:

That's correct.

Michealene Day:

Any other questions or comments? Hearing none, can I entertain an approval for the DNR Chiwaukee Management agreement?

**Jim Bandura moved to approve the WI DNR Chiwaukee Management Agreement Seconded by William Mills. Motion carried 7-0.**

- d. Consider Resolution #10-01 to approve and adopt the Village of Pleasant Prairie 2010 Bicycle and Pedestrian Trails Plan and recommend that the Village Plan Commission and the Village Board adopt this Plan as an element of the Village's 2035 Comprehensive Plan pursuant to Chapter 390 of the Village Code.**

John Steinbrink, Jr.:

Madam Chair and Parks Commission, the Village Board back in 2006 adopted the Parks and Open Space Plan as approved by the Parks Commission, Rec Commission, Plan Commission and Village Board. And as an addendum to that starting back in spring of 2009 we have been working very hard as a Commission and staff on our bicycle and pedestrian plan. We've gone through a multitude of different steps on this. We've done online surveys, public information hearings, we've held steering committee meetings. We've talked about it many times at the Parks Commission meetings. It's been reviewed by many different public and private organizations. We had a lot of input. And I think it

really is becoming a very nice plan. It's going to be very helpful to have in the future as the Village develops.

There's actually two components that we'll be talking about this evening. One of them is a blowup of the actual map itself, and then the other is the actual document that we've been working on with a lot of the details and a lot of the specifics on that. I believe in your handout you did receive a copy of both the map and a copy of what we have on our actual plan. The community development department has gone through and found a couple of small typo mistakes. They've been numerous but they have gone down and marked those up. So we will be incorporating those into the plan. We've been working with our GIS department to make the map as accurate as we can based on a lot of the information.

The map that you received in your packet does have a few errors on it which have been discussed. One of them was a misspelling of Jeffery Elementary School which will be corrected. And then the other is the environmental corridors as shown in the legend. But on this version of the map the environmental corridors are not shown. We do plan on having two maps, one with the environmental corridors on, one of them with those layers turned off on the GIS. The main reason for turning them off is not because they're not important. It's because it becomes a very busy map, it's very hard to read, and we wanted to make sure that the trails are really the predominant item on those maps. If the Parks Commission has any comments or question or Jean we can entertain them at this time.

Jean Werbie-Harris:

We also wanted to point out to you that I think in your packets you might have gotten a little bit different version of the map than the one that's shown on the overhead. One of the things that we thought would be of significance would be to make sure that all of the trails that are on-street versus off-street and if they're paved or gravel that those types of detail would be pretty important for someone who is looking for that specific information. So, as John indicated, to put maybe a little bit more simplified version of the map so that it can appear on the Village's website, and in the plan documents if someone wanted to pick it up and take a look at it versus have a large scale map which would probably be about 36 by 48 and it will incorporate all those additional layers as well as some of the details.

John has been working pretty hard as well as the committee has been working very hard with respect to this document. And, as he has indicated, Chris Lopour on our staff with the Village as well as myself we went through it one more time. I think we've read it about 12 times, but we read through it one more time and we did pick up some typos and such. So we do want to get those corrected because we do need to get a final document for the Parks Commission that you've approved but that we can get out on the Village's website, because as part of the Comprehensive Plan for the 2035 Plan, the staff needs to

put a notice 30 days prior to the Plan Commission public hearing to consider this document. So we want to get any corrections or typos or anything that we want to get inserted into this plan put together within the week so that we can get this out on the website and the public will have 30 days to take a look at it before that public hearing which will be held the second Monday of April. With that, I'm sure that John if there are any questions you might have regarding anything that it's the document.

Michealene Day:

You said the second Monday of April?

Jean Werbie-Harris:

Yes, April 12<sup>th</sup>.

Michealene Day:

Thank you. Did anyone have any comments or questions concerning this?

Jim Bandura:

I've got a quick one to John. On the west end of Lake Andrea weren't we talking about connecting those two going across through the wetlands and over the—

John Steinbrink, Jr.:

That's actually an excellent point. One of the things that the Village staff has been working on is making a connection between where the bridge currently shows up and where the trail comes around. We are applying for a grant for this elevated boardwalk connection on there. So it's really not a trail. It's more of an elevated boardwalk. We will be submitting this component of it into the DNR to really show our interconnectivity that we in between here to really score some more points as the evaluation process is going through. So it is the intention to go through and have the yellow which is the off-street or the proposed trail connect onto an elevated boardwalk that ties onto where the bridge is over by the creek area. So it is in the plans. I guess we can show it as a proposed trail, but then just show that it's an elevated boardwalk for our grant purposes and move forward from there. But that was the original intention was to really emphasize the connectivity of that trail component to score us higher points.

Michealene Day:

Any other questions?

William Mills:

The trail that comes through th Town of Bristol is that in a County plan or a Town of Bristol plan?

John Steinbrink, Jr.:

Yes, it is. We have been working with representatives with the Town of Bristol and with the City of Kenosha. There are plans that cull out with SEWRPC, and Kenosha County I believe is working on a trail system now. So we were trying to connect onto where their trails are coming in onto their system on both Bristol and with the City of Kenosha also.

Michealene Day:

Anything else?

Jean Werbie-Harris:

I actually have a question. John, I don't know if you know this, but now that we've completed the Village's bicycle and pedestrian trails plan, the County is intending to start up a Countywide plan. I was wondering if they have asked you to be on their committee or if they're just going to take our plan and then drop it into the Countywide plan or do you know?

John Steinbrink, Jr.:

I have received some correspondence on that. I will be submitting this once it's final. I'll be able to assist in any way representing the Village along with any other staff that chooses to.

Michealene Day:

Terrific. Any other comments?

Monica Yuhas:

I just wanted to say that it's an excellent draft. I know all the work that goes into putting these types of items together. I was impressed with the roundabout even in here because we know that that's going to be coming and we need to educate our residents on how they're going to be able to manipulate that roundabout. So very well done. Thank you.

Michealene Day:

Any other questions or comments? I would like to ask for a recommendation and approval regarding this 2010 bicycle and pedestrian trails plan.

**Troy Holm moved to approve Resolution #10-01 and adopt the Village of Pleasant Prairie 2010 Bicycle and Pedestrian Trails Plan and recommend that the Village Plan Commission and the Village Board adopt this Plan as an element of the Village's 2035 Comprehensive Plan pursuant to Chapter 390 of the Village Code. Seconded by Jim Bandura. Motion carried 7-0.**

Michealene Day:

John has given me the resolution here. It is asked that the Parks Commission Chairperson sign and also the Parks Commission Vice Chairman, Rita, to please sign the resolution. Thank you very much. I'll just leave it here. I'll jump ahead a little bit. It was asked by the Parks Commission Secretary is not signing this and we have our Vice Chair sign it. We have received a notice that Mike Russert has resigned from the Parks Commission. He's got a lot of personal things going on in his life and does not have the time to commit any longer. He's been a very good person on this Commission and we'll miss him. But we just got notice of it and that is why we have not replaced him as Secretary on here and why we have Rita signing it. He will be missed. He was a great asset. Thank you, Mike.

**5. PARKS COMMISSION COMMENTS**

**6. ADJOURNMENT**

**Troy Holm moved to adjourn the meeting. Seconded by William Mills. Motion carried 7-0.**

Meeting adjourned 6:35 p.m.