

**VILLAGE OF WALWORTH MEETING OF THE PARKS, RECREATION AND OUTDOOR COMMITTEE**  
**Thursday, April 11, 2024, 5:00 PM at the Walworth Village Hall, 227 N. Main St., Walworth, WI 53184**

**MEETING AGENDA**

**1. CALL TO ORDER**

The meeting was called to order at 5:04 pm by A Vorpagel.

**2. ROLL CALL**

Attending Cara Pfeiffer, Dean Connley (left at 5:45 pm), Dana Goheen and Arlene Vorpagel. Also attending Village President Louise Czaja, Clerk Treasurer Lisa Rogers, and from the Public Works Dept Mgr Mat Nickels and Shanon Hammond. Absent: Chairman Matt Tanner and Parks Committee member Perry Weborg.

**3. APPROVAL of MARCH 14, 2024 PARK COMMITTEE MEETING MINUTES**

Question about name spelling. All names correct. (M) D Connley, (2) D Goheen to approve min.

**4. CITIZEN COMMENTS WELCOMED**           None

**DISCUSSION, CONSIDERATION AND RECOMMENDATIONS**

**5. VILLAGE NEWS**

a) From Public Works Dept and PW Committee Mtg, Mar 25, 2024

i) Hwy 14 – 2028 Project Update

M Nickels reported on WI DOT plan. Infrastructure will be reviewed at the same time.

Park Comm review existing Heyer Park Lights

ii) Little Library Donation - committee agreed Badger Park would be a good location.

M Nickels suggested mounting on corner support post, finish with stain to match pavilion.

(M) C Pfeiffer, (2) D Connley to approve Badger Park location with a stained finish.

M Nickels may install next week on a rainy day.

i) TIF district & ii) Impact Fees

Clerk L Rogers and Pres L Czaja will provide available information.

c) From BF Rec Dept

D Connley - Rec Program next visits Devils Lane Park in Walworth: May 23 from 4:00 - 5:00 PM

**6. NEW PARK SIGNS**

a) Park Signs Completed

i) Delivery/Pick Up: PW Dept will pick up 4/16/2024.

ii) Placement, Visibility, Curb Appeal: locations discussed for all parks.

Heyer Park - same location as current. Badger Park - south edge, angled toward street. Current regulatory sign move sidewalk entrance, near dumpster. Devil's Lane, 1 at NE corner incorporate existing utilities, 1 near SW corner angled for visibility. Rotary Park - remove current dumpster fencing,

install sign near this location, incorporating ground utility; possibly camouflaging with decorative fence and garbage cans less visible to street. Toynnton Park - install into existing berm in front of flag pole, with consideration for the memorial stone at same location.

iii & iv) Sign Installation, Top Soil, Completion Schedule, Plantings, Impact fees, Shrubbery, Flowers  
Discussion RE: landscape-ready sites and lack of PW Dept time. Pres Czaja indicates funds designated for this project include installation, landscaping, everything needed to complete the project. Est completion - 1 month.

PW Mgr M Nickels will obtain an estimate for cost to do all and report at PW Dept mtg. Park committee is encouraged to attend.

Regulatory signs needed in all parks with consistent info. Discuss next meeting.

**7. REVIEW ASSESSMENT NEEDS - ESTABLISH PRIORITIES**

a, b, c) Top 3 Priorities vs Top Ten for all parks. Top Ten reviewed. M Nickels agreed this is a do-able list, appropriate for all parks.

**8. ROUND 2 ASSESSMENTS – PLAYGROUNDS**

## DISCUSSION, CONSIDERATION AND RECOMMENDATIONS

- a) Public Playground Safety Handbook (from insurance provider) Park Committee members review before next mtg. Playground assessments to be assigned at next mtg.
- b) Assessment Forms – page 43
- c) Park Playground Assessment Teams and Schedule  
Tabled to May meeting.

### 9. PUBLIC WORKS DEPT

- a & b) Seasonal Mtn Hiring Update: Part-time employee hired at 20 hrs/wk. Starts 4/15/2024
- c) PW Dept Schedule M Tanner - Tabled to May Park Comm mtg.

### 10. NEW PARK SIGNS

- a) Community-wide volunteer work day: May 11 or 18. Check available manpower, work with PW Dept for to-do list at Devils Lane Park one Saturday morning. Suggest create a Village themed event that can be repeated and grown year after year. Information to be forth coming.

### 11. PARK FUNDING

- a) PW - Maintenance and Improvement Budget  
2024 Parks & Playground budget info included in committee members' packet.
- b) Outside Funding – Open communications with Rotary and Lions Club for future donations  
Committee members to network with Rotary Club and Lions Club; potential future resources to parks.
- c) Others Pres Czaja states Park Committee member could join the Rotary Club. Discuss May mtg.

### 12. PARK PLANNING AND PLANNERS

- a) Consultants: J Gerdes Tabled to May mtg.
- b) Local Vendors: Jurg's, Busy B's Garden Center, others Tabled to May mtg.
- c) UW-Extension – A Vorpagel, Walworth County Horticulture Outreach Specialist, Julie Hill  
UW-Extension horticulturalist has no park expertise but has provided possible UW Madison resources for parks. A Vorpagel will look further into these. (Recent email RE: Capstone Project.)
- d) University/Tech Schools - Possible Internship – P Weborg Tabled to May mtg.
- e) Local Gardeners, Garden Clubs, Interested Individuals Tabled to May mtg.
- f) Volunteers (and donations) - Request was added to Apr Water Bill. One volunteer contacted Clerk's office.
- g) Consider community input meeting to prepare for park planning, fall referendum/budgeting, residents support - Tabled to May mtg.

### 13. MISSION STATEMENT

All committee members to craft ideas for a Parks Committee Mission Statement, one that focuses not only on the parks, but also works to achieve alignment with the Public Works Dept, Public Works Committee and the Village Board; a mission statement that incites a spirit of cooperation and working together for the good of the community. All Park Committee members, please submit suggestions/ideas before May mtg to discuss.

### 14. PARK RESERVATIONS

- a) Form Park rental/reservation form provided in packet. Please review to discuss at May mtg.  
All committee members are asked to bring sample fees from other parks/communities with similar amenities, to be discussed at May mtg. \*Note: nonprofits are not assessed user fees.
- b) Fees
- c) Park Schedule Park reservations to-date are included in packet.  
From Apr 8 Village Board Mtg: Geneva Lake West Rotary Corn & Brat Fest, Aug 1-4, 2024
- d) Girls Softball League Practice at Toynton Park  
Practices will likely start soon at Toynton Park. PW M Nickels communicates with the team reps.

### 15. NEXT MEETING OF PARK COMMITTEE will be 5:00 pm, Thursday, May 9, 2024 at the Village Hall

### 16. ADJOURNMENT (M) L Czaja, (2) C Pfeiffer to adjourn at 6:45 pm; unanimously approved.

Submitted by A Vorpagel

May 31, 2024