

**CITY OF MUSKEGO
PARKS AND CONSERVATION
COMMITTEE AGENDA**

04/12/2021

5:00 PM

Muskego City Hall, W182 S8200 Racine Avenue



CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

STATEMENT OF PUBLIC NOTICE

APPROVAL OF MINUTES

Approval of Minutes from the October 19, 2020 Meeting
[Minutes 10192020.pdf](#)

NEW BUSINESS

Update on Parks and Open Space Plan 2017 - 2021
[Parks and Conservation Plan Update.pdf](#)

Manchester Park Ribbon Cutting Event
[Hope Park Playground Project Update.pdf](#)

Parking at Marshland Camps Preserve
[Proposed Parking at Marshland Camps Preserve.pdf](#)

Lake Access Hours of Operation
[Lake Access Hours of Operation.pdf](#)

Update on Capital Projects for 2021 - 2022
[Update on Capital Projects for 2021 & 2022.pdf](#)

DIRECTOR'S REPORT

Recreation Manager's Report
[Rec Memo April 2021.pdf](#)

Conservation Coordinator's Report
[Conservation Memo April 2021.pdf](#)

COMMUNICATIONS AND MISCELLANEOUS BUSINESS AUTHORIZED BY LAW

ADJOURNMENT

NOTICE

IT IS POSSIBLE THAT MEMBERS OF AND POSSIBLY A QUORUM OF MEMBERS OF OTHER GOVERNMENTAL BODIES OF THE MUNICIPALITY MAY BE IN ATTENDANCE AT THE ABOVE-STATED MEETING TO GATHER INFORMATION; NO ACTION WILL BE TAKEN BY ANY GOVERNMENTAL BODY AT THE ABOVE-STATED MEETING OTHER THAN THE GOVERNMENTAL BODY SPECIFICALLY REFERRED TO ABOVE IN THIS NOTICE.

ALSO, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST THIS SERVICE, CONTACT MUSKEGO CITY HALL, (262) 679-4100.

**CITY OF MUSKEGO
PARKS AND CONSERVATION
COMMITTEE MINUTES
October 19, 2020
5:00 PM
Muskego City Hall, W182 S8200 Racine Avenue**



CALL TO ORDER

Ms. Boyer called the meeting to order at 5:01 PM.

PLEDGE OF ALLEGIANCE

Those present recited the Pledge of Allegiance.

ROLL CALL

Present: Ald. John Terrence, Terri Boyer, Matthew Bughman, Barbara Erdmann, Bill Miller and Barbara Schroeder

Also Present: Adam Trzebiatowski, Planning Manager; Adam Young, Recreation Specialist; Tammy Dunn, Recreation Manager; Scott Kroeger, Director of Public Works and Development; Tom Zagar, Conservation Coordinator

Absent: Toby Whipple

STATEMENT OF PUBLIC NOTICE

This meeting was noticed in accordance with open meeting laws on October 16, 2020.

APPROVAL OF MINUTES

Mr. Bughman made a motion to Approve the Minutes of June 2, 2020. Mr. Miller seconded. Motion was approved unanimously.

OLD BUSINESS

NEW BUSINESS

Possible Sale of a Portion of Woods Road Conservation Land (Tax Key # 2227.989.012)

Planning Manager Trzebiatowski presented the memo and maps of the property. He said the owner needs this portion of land in order to split her lot into two. The City has no plans for this small sliver of conservation land. Manager Trzebiatowski stated the owner should be solely responsible for the survey costs in order to move forward.

Mr. Miller made a motion to approve the Sale of a Portion of Woods Road Conservation Land. Ald. Terrence seconded. Motion was approved unanimously.

Discuss Conservation Preservation on the Golla Property (Tax Key # 2222.986)

Mr. Zagar presented the memo and maps to the Committee. Planner Trzebiatowski explained the three options, listed in the memo, available to the Committee. Mr. Mark Golla spoke on behalf of the family stating they were here for ideas about what the City may be interested in doing with the land. He said the family had not made a decision on whether or not to sell part of this parcel. Mr. Miller stated this is an awesome piece of conservation land that he strongly suggested the City obtain if possible. Mr. Golla mentioned his only concern was drainage and

wetlands that increase with every passing year. He does not want that to be a problem in the future for his existing property or his son's if they sell a portion to the City.

Ald. Terrence made a motion to move forward with the three options (in order) presented in the memo. Ms. Schroeder seconded. Motion was approved unanimously.

Gregg Klann Memorial Proposal

Mr. Young talked about the Muskego Pickleball program and about Mr. Klann's life and dedication to pickleball and many other Muskego volunteer programs. The Recreation Department would like to name a pickleball court at Lion's Park in his honor, along with a memorial bench and possibly a plaque.

Ald. Terrence made a motion to approve the Gregg Klann Memorial Proposal as presented. Mr. Bughman seconded. Motion was approved unanimously.

Beer Garden 2021: Component Brewery

Director Kroeger gave an overview of the 2020 Beer Gardens. He stated from a City standpoint this is a turn-key event. In previous years an RFP has been requested. For calendar year 2021, the City would prefer to hire Component Brewery outright for 3-4 weekends.

Mr. Miller made a motion to approve hiring Component Brewery for the 2021 Beer Gardens. Ald. Terrence seconded. Motion was approved unanimously.

Muskego Icetronauts Snowmobile Club Request for Trail Markings

Director Kroeger stated this is an annual request from the snowmobile club for the same areas.

Mr. Bughman made a motion to approve the Muskego Icetronauts Snowmobile Club Request for Trail Markings. Ms. Boyer seconded. Motion was approved unanimously.

Update on Capital Budget Approval 2021

Director Kroeger thanked the Committee members who attended the Parks tour earlier this year. He presented his 2021 budget memo and talked about Ally Pacocha's fundraising for Manchester Park.

STATUS OF PROJECTS

DIRECTOR'S REPORT

Recreation Manager's Report

Manager Dunn presented her report.

Conservation Coordinator's Report

Mr. Zagar presented his report.

COMMUNICATIONS AND MISCELLANEOUS BUSINESS AS AUTHORIZED BY LAW

ADJOURNMENT

**Mr. Miller made a motion to adjourn at 5:51 PM. Ald. Terrence seconded.
Motion was approved unanimously.**

Respectfully Submitted,

Wendy Fredlund
Recording Secretary

CITY OF MUSKEGO
Staff Report to Parks and Conservation Committee

To: Parks and Conservation Committee
From: Tammy Dunn, Recreation Manager
Subject: Parks & Conservation Plan 2022-2026
Date: April 9, 2021

We have begun to work on updating the current 2017-2021 Parks & Conservation Plan. City staff from Engineering, DPW, GIS, Conservation and Recreation will be working together to update the plan based on the projects that have been completed since the last plan was created and take into consideration new areas of the city that have come under our direction.

Our time line is as follows:

April – Each department has assigned tasks to update the old information and add new information.

May – The Recreation Department will be creating and sending out community feedback surveys to several parks/conservation site neighbors to get their input on how the park is used by neighbors and if any improvements we have recently made have a positive impact. We will also create a general city resident online survey that any park user can complete for any of the city’s parks or conservation sites.

June/July – Work will continue through the summer tabulating findings, making site visits to look for improvement areas to recommend and then putting together a draft of the new plan.

August – A digital draft will be provided to the Committee members via email for each member’s feedback.

October – Final draft plan will be presented to the Parks & Conservation Committee for approval.

November – The new plan will have its readings in November

December – Given to Muskego Common Council for adoption.

This plan is vital to the operations of parks, conservation and recreation in Muskego. It is how we plan for future capital budget items, plan for daily operations, make suggestions for lands to purchase and so much more. We hope that the committee members will take some time to provide comments and suggestions to help up create the plan during the summer months.

Recommendation for Action by Committee:

Will provide City Staff with any feedback on items you would like to see included in this plan. Also, notify us if you would like to sit in on staff meetings as we get into the more detailed work.

CITY OF MUSKEGO
Staff Report to Parks and Conservation Committee

To: Parks and Conservation Committee

From: Tammy Dunn, Recreation Manager

Subject: Hope Playground Project Update

Date: April 8, 2021

Miss Pacocha was successful in her fundraising efforts and raised just short of \$40K for the project. A playground structure was picked with her input and a site plan was designed. The old playground was removed in mid-March and the site began its initial prep work. The new playground installation will start the week of April 12. This will be a few weeks process as the playground is installed, the concrete boarder around the whole site is poured and then wood chips, plantings, and signage will be completed. The city has budgeted \$40K for this project as well and we were able to receive a donation from MN/WI Playground to allow this full project to happen.

We would like to host a citywide ribbon cutting event on Thursday, May 20th at 5:00PM and would like to have as many of the committee members present as possible. More information will follow in the weeks ahead as we finalize the nights activities with Miss Pacocha.

Recommendation for Action by Committee:

Mark your calendars to attend the ribbon cutting event on May 20th and thank Miss Pacocha for her dedication to this worthwhile project.

To: Parks & Conservation Committee

From: Tom Zagar

CC: Scott Kroeger

RE: Proposed Parking Lot

Date: April 9, 2021

Overview

Staff proposes construction of a small (6 stall) parking lot in the northeast corner of 49-acre Marshland Camps Preserve (see area depicted below). Asphalt millings and a portion of culvert pipe from City stockpiles would be used for the driveway and lot surface. Minimal site preparation would be required because much of this area still has a subgrade of compacted roadbed material from when Holz Drive aligned with Durham Drive a bit further south.



Request

It is requested that the Parks and Conservation Committee recommend to Common Council approval of the construction of a small parking lot in the northeastern portion of Marshland Camps Preserve.

CITY OF MUSKEGO
Staff Report to Parks and Conservation Committee

To: Parks and Conservation Committee

From: Scott Kroeger, PE, PLS, Public Works and Development Director

Subject: Lake Access Hours of Operation

Date: April 12, 2021

It was brought to the City of Muskego's attention that there are no hours of operation for Lake Access points in the City of Muskego. City of Muskego staff is recommending that Lake Access hours be the same as Parks. I have provided the recommended language below.

“Hours. Lake Access shall normally be open daily from 5:00 a.m. until 10:00 p.m. and normally be closed from 10:00 p.m. to 5:00 a.m., except for activities and events sponsored by the Department or authorized by permission of the Director or designee, and except for the purpose of using the boat launch to launch or remove a watercraft. Any Lake Access may be declared closed to the public by the Director or designee at any time for any interval of time, with temporary or stated intervals as the Director or designee shall find reasonably necessary. It shall be unlawful to go upon an area or part of any Lake Access of the City when it has been declared to be closed to the public by the Director or designee.”

If this is approved by the Committee, please remember this will need to get Common Council approval through the municipal code revision process.

Recommendation for Action by the Committee:

Approve that Lake Access have the same hours of Operation as Parks.

CITY OF MUSKEGO
Staff Report to Parks and Conservation Committee

To: Parks and Conservation Committee

From: Scott Kroeger, PE, PLS, Public Works and Development Director

Subject: Update on Capital Projects for 2021 and 2022

Date: April 12, 2021

The following is a list of Capital Projects approved for 2021.

Capital Budget Parks - 2021

PROJECT NAME	LOCATION AND DESCRIPTION	AMOUNT 2021
All Fields (Baseball, Rugby, Soccer, Football)	Baseball: Park Arthur (Regrading of Field 1, 2, & 3 for proper drainage)	\$650,000
	Baseball: Park Arthur Field Turf for Field 1, 2, & 3 (alternative)	\$100,000
	Baseball: Horn Field safety improvements	\$5,500
	Baseball: Jensen Field safety improvements	\$2,500
	Baseball: Kurth Field safety improvements	\$3,500
	Baseball: Denoon Field safety improvements	\$2,500
	Baseball: Bluhm Field safety improvements	\$6,000
Playground Sets	Manchester Park (New Playground Set to match funds for Memorial Play Structure)	\$40,000
	Misc. Playground replacement equipment	\$5,000
	Wood chips for all playgrounds	\$10,000

Alli Pacocha has raised more than her goal amount for Manchester Park. The City of Muskego was able to order the new playground set at the end of December 2020. The plan is to have a ribbon cut sometime in later May 2021.

All the safety improvements for the baseball fields will be completed in April 2021. The baseball fields are usually released around mid-April with first games scheduled at the end of April.

The current plan is to shut down Park Arthur Fields 1, 2, and 3 on Monday July 19 to start construction on these fields. The plan is for a full reconstruction of the field with turf infields. We will be obtaining bids later in the week and taking recommendations to Finance and Common Council at the end of April.

The permanent park bathrooms will be opened at the beginning of May. The bathrooms got all new epoxy floors, LED lights, and electric hand dryer replacements. All park cameras from last year are up and running and the planning process for the ones in 2021 has started.

Draft Capital 2022

PROJECT NAME	LOCATION AND DESCRIPTION	AMOUNT
		2022
		EXPENDITURE SCHEDULE
All Fields	Baseball: Horn Field safety improvements	\$5,500
	Baseball: Jensen Field safety improvements	\$2,500
	Baseball: Kurth Field safety improvements	\$3,500
	Baseball: Denoon Field safety improvements	\$2,500
	Baseball: Bluhm Field safety improvements	\$6,000
	Rugby Field: Bluhm Safety Improvements	\$2,500
	Soccer Field: Safety Improvements	\$2,500
	Football Field: Safety Improvements	\$2,500
Parks - Tennis Court/Pickle Court	Outdoor Seating with Shade (Lions Park)	\$10,000
	Outdoor Seating with Shade (Kurth Park)	\$10,000
Basketball Courts	None	\$0
Dumpster Enclosures	Idle Isle (2)	\$10,000
	Park Arthur (2)	\$10,000
	Bluhm (1)	\$5,000
Playground Sets	Misc. Playground replacement equipment	\$5,000
	Wood chips for all playgrounds	\$10,000
	Concrete Apron around playgrounds (Bluhm, Jensen, Lions, Denoon)	\$45,000
Fencing	Park Arthur (Split Rail)	\$0
Future Trails	There is no current plans to work on designs or construction of separate trail plans	\$0
Park Structures and Lots	Kurth Park Building Upgrades (new bathroom stalls)	\$6,500
	Bluhm Park Building Upgrades (new bathroom stalls)	\$13,000
	Horn Park Building Upgrades (new bathroom stalls)	\$6,500
	Idle Isle Park Building Upgrades (new bathroom stalls)	\$6,500
	Veterans Park Building Upgrades (new bathroom stalls)	\$6,500
	Lions Park Building Upgrades (new bathroom stalls)	\$6,500
	Arthur Park Building Upgrades (new bathroom stalls)	\$6,500
Lake Access Points		\$0
TOTAL EXPENDITURES		\$184,500

This is a draft copy of 2022 Capital Projects. Please provide suggestions or comments before our Capital submittal in June.

Recommendation for Action by the Committee:

No action required

CITY OF MUSKEGO
Staff Report to Parks & Conservation Committee
April 12, 2021

To: Parks & Conservation Committee
From: Tammy Dunn, Recreation Manager
Subject: Recreation Program Miscellaneous Updates
Date: April 8, 2021

Please find the following items in relation to various recreation programs/activities in the city. Such items don't require committee action but can certainly be discussed during the Miscellaneous Business portion of the meeting.

1. We are finishing up the production of our summer guide which will be published digitally on April 16th. We are also producing an abridged version of the guide which we will be mailing to Muskego residences so they know that we will have programs available this summer. Registration for the summer session is scheduled to start at 8:30AM on April 21. We have a full summer offering of our typical programs.
2. We will begin the process of hiring some seasonal staff to work the Idle Isle concessions area. Position will start in early May. The plan is to have the facility open a few hours in the middle of every weekday and then for 10 hours on the weekends. We will sell limited pre-packaged snacks and drinks, a few frozen treats and are planning on working with some local business to sell their items as well (Pops, Sweet Kettle Delight, Gingerbread House, etc.) Those conversations will take place in the next few weeks. The staff person will also be able to sell annual boat launch passes, Idle Isle parking passes, rent our kayaks & stand-up paddle boards and keep an eye on the park for issues with trash or dangerous behaviors.
3. Spring sports are now getting in to full swing with full use of the ball fields and soccer fields. Our new software will allow for teams to easily schedule their practices and see who else is using the fields. We currently have fields reserved for 6 tournaments at Park Arthur with one more group still expressing interest in hosting a tournament.
4. Beer garden dates have been set for 2021 with Component Brewing. Dates are June 25-27, July 16-18, August 13-15 and September 10-12. There are also several other beer gardens scheduled for this summer by local non-profits as a fundraiser for their programs. Their dates are still being finalized.
5. We have several exciting outdoor adventure classes going on this spring including an Arbor day Sunset Candlelight Hike at Badertscher, a Big Muskego Lake Scenic Kayak tour in May, a Fox Rive Guided Kayak tour in May and we are working with Tom Zagar, Conservation Coordinator on a Muskego Conservation Land Management Workshop in May as well.



To: Parks & Conservation Committee

From: Tom Zagar

CC: Scott Kroeger

RE: Conservation Updates

Date: April 9, 2021

- Prescribed burns were conducted on several lands this spring: Badertscher Preserve, Blattner Preserve, Bluhm Park, Manchester Hill Park, and Luther Parker Cemetery. Prairie and oak woodlands are fire-adapted plant communities that developed over thousands of years of humans applying fire to the landscape, so these burns are critical to their ecological health.
- A fencing contractor has been hired to install a four-foot steel fence around Luther Parker Cemetery replacing the cedar wood fence that has become dilapidated over the past two decades. The black galvanized steel fence will have ornate finials and mimic a wrought iron fence style appropriate for the age of the cemetery (1842).
- Ospreys have returned to Big Muskego Lake and should be laying eggs soon. The Bald Eagles are no longer nesting on a platform – they have nested and are currently incubating eggs in a large willow tree on the west shore near Nature Estates subdivision. Cameras have been placed on osprey platforms and nesting photographs of these birds will be shared on the City's website.