

OFFICIAL PROCEEDINGS

VILLAGE OF DARIEN PARKS, RECREATION & FACILITIES COMMITTEE MEETING

Wednesday, May 11, 2022 – 5:30 PM

Darien Village Hall

24 N. Wisconsin St., Darien, WI 53114

1. **Call to Order.** Chairperson and Trustee Elizabeth Bauman called the meeting to order at 5:45 p.m. at Darien Village Hall and via Zoom teleconference.
2. **Roll Call.** Village President Jane Stiles and Trustees Elizabeth Baumann and Sandi Seefeldt were present. Administrator/Clerk-Treasurer Lindsey Peterson and Public Works Superintendent Mike Veley were also present.
3. **Citizen Participation** – *there was none.*
4. **Approval of minutes from the March 16, 2022 Parks, Recreation & Facilities Meeting.** President Stiles made a motion to approve the minutes from March 16th. Chairperson Baumann seconded, and the motion carried 3-0.
5. **Discussion and possible recommendation on a request from Justin Schuenke to borrow Village picnic tables and garbage barrels for the Our Redeemer Lutheran Church Holy Smoke BBQ Cook Off to be held on Saturday, May 21, 2022.** Ms. Peterson stated there was no formal letter requesting to borrow these items. Mr. Schuenke had just called with the request. Chairperson Baumann stated that this was done in the past for the event. President Stiles agreed. Mr. Veley asked if the West Park Shelter was rented on this day. Ms. Peterson retrieved the reservation book and determined the shelter was not rented on May 21st. Mr. Veley stated generally they pick up and drop off the items themselves. Chairperson Baumann asked if the Village had any kind of form to be signed for items borrowed from the Village stating the borrower is responsible for replacing the items if damaged, and that the Village cannot be held liable if there is any kind of injury or property damage caused by the use of the borrowed items under the borrower. Ms. Peterson stated that currently there was no such form. Chairperson Baumann asked if it would be possible to create one in time for it to be reviewed by the Village Board at their meeting. Ms. Peterson stated she believed so. President Stiles made a motion to recommend approval of the request from Justin Schuenke, pending the approval of a release form. Chairperson Baumann seconded, and the motion carried 3-0.
6. **Discussion and possible recommendation to the Village Board to reduce the amount of the non-resident damage deposit for the Village of Darien Senior Center and West Park.** Ms. Peterson stated that this agenda item came out of a discussion with the Village President and past discussions among the Committee. She stated that currently, the damage deposit for non-residents at West Park and the Senior Center is \$500. She stated this seemed to be a deterrent to renters. If someone wishes to book the park or the senior center 3 months in advance to be sure they get their date, the Village is holding onto \$500 for three months. She stated she looked at 3 other municipalities. The City of Delavan charges no damage deposit, only a key fee. The City of Elkhorn charges \$100 for a damage deposit. The Village of Walworth only rents shelters to residents or resident non-profit/civic groups. But no one charged anything near \$500 for their damage deposit. The Committee members reviewed the fee schedule for these items. Chairperson Baumann asked about also changing the damage deposit for residents. Ms. Peterson stated this was within the Committee's authority. After some discussion and review, the Committee made suggestions to change the damage deposit, but ultimately tabled this item along with item 7, to allow for a broader review.
7. **Discussion and possible recommendation to the Village Board on requests to waive rental fees and/or damage deposits for rental of Village of Darien Senior Center and West Park.** President Stiles explained

to new Trustee Seefeldt that the Committee has been receiving an increasing number of requests to waive rental fees and damage deposits for the park shelter and senior center. She stated that the Village was concerned about the continued requests to waive the damage deposits, because if damage does occur, the Village must then determine how to recover the costs for the damages. The Committee again discussed reviewing the fees for all park and recreation related items on the fee schedule. Chairperson Baumann made a motion to table this item, and item number 6 until next month when a more thorough review of all fees/damage deposits can be conducted.

8. Discussion of potential future Village Park and Open Space Improvements

- a. **Discussion and possible recommendation to the Village Board on a proposal from Odling Construction, Inc. on Wildwood Park drainage and grading.** Mr. Veley stated he had previously obtained a quote from Boss to complete the work at Wildwood Park. At the request of the Committee, he sought another quote from 2 other companies. Odling provided a new quote that was significantly lower than Boss' quote. He stated he recommended moving forward with Odling for the raising of the Wildwood Park driveway and routing water to the swale behind the hill in the park. President Stiles made a motion to recommend the Village Board approve the quote from Odling. Chairperson Baumann seconded, and the motion carried 3-0.

9. Set next meeting date. The next meeting was set for June 15, 2022 at 5:30 p.m.

10. Adjournment. At 6:19 p.m., President Stiles made a motion to adjourn the meeting. Chairperson Baumann seconded, and the motion carried 3-0.

Respectfully Submitted,

Lindsey Peterson, Village Administrator/Clerk-Treasurer

Date approved by Parks Committee: