

VILLAGE OF WESTON
December 13, 2023 Parks & Rec Board Minutes

Attendance: Samantha Gerchutz, Stephanie Monts, Brittney Klockowski, Kristyne Long, Eric Long, Shannon Dusseau, Shelby McClellan, Ken Myers, Jeremy Schroeder, Dean Babcock

Minutes from the previous meeting were unanimously approved. Kristyne Long was sworn into the Rec Board, and Shelby McClellan expressed interest in Brittney's seat; who will be leaving due to joining the Village council.

Reviewed remaining tasks for Holiday Hoopla on December 16th. Santa will be handing out 100 goodie bags to children in attendance. A Santa mailbox will be set up with fillable Santa letters. Cookie bakeoff contestants have been contacted; 5 chocolate chip cookie entries, and 5 (maybe 6) frosted sugar cookie entries. Santa will be arriving on the Fire Truck around 2:40PM and Samantha has worked all the details out with the Fire Chief. Game details were shared for the Grinch Wrap game, Ups and Downs game, and Hungry Hungry Reindeer game. Will have access to Sonlight Church after 5PM to begin setting up.

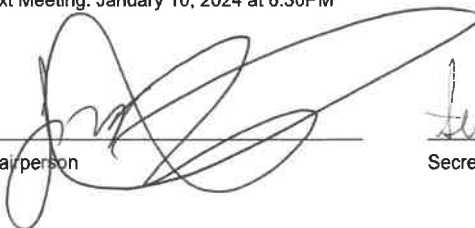
Ken Myers arrived around 7PM to be sworn into the WSIB due to not being able to attend the December 14th ball program special committee meeting.

Stephanie provided an update on the plannings of the Simmer & Swap on January 20th. Event information will be posted to Social Media on December 20th. Will be utilizing the maintenance building for the event from 3-5PM, with soup dropoff starting at 2PM and setup at 1:30PM. The budget for this event is \$250. A few members expressed the need to purchase bread or crackers, and Stephanie added that if a soup needs a dipper the people should BYOBread and felt there wasn't really a need to purchase bread and crackers, but if there are any remaining funds after the supplies are purchased we could purchase bread and/or crackers. Stephanie expressed worries for event attendance, and presented a backup plan that if there are no signups by a certain date that the date would be a Parks & Rec meet and greet, and see what the people would like to see from Parks & Rec with in person discussion and utilizing the feedback form that will be put out at the Holiday Hoopla.

Stephanie reminded the board of the previously discussed approval to purchase tables and chairs, Menards had tables on sale for \$69/each (originally \$85) so 5 - 8' tables were purchased. No chairs have been purchased at this time, we have old chairs that can be utilized in the meantime. Can revisit the need for more tables and chairs in 2024. Board discussed purchasing some year end items and unanimously approved the following: 10 pack of fitted table covers in black, 3 sets of canopy tent weights, 2-10x10 canopy tents, balloon pump, 2 sets of 3pack document holders/displays, which is a budget of \$350.

Adjourned at 8:25PM.

Next Meeting: January 10, 2024 at 6:30PM



Chairperson



Secretary

Village of Weston
December 4, 2023
Parks & Recreation Department Minutes

Attendance: Samantha Wick, Brittney Klockowski, Alyx De La Cruz, Dean Babcock, Jeremy Schroeder

Samantha called another meeting before the actual December meeting to discuss an additional \$200 budget for the Holiday Hoopla. Extra supplies were needed after some of the supplies were used during the Tree Lighting Ceremony event. Samantha expressed concern that we may need to provide food because there was a lack of cookie sign ups and it is a 3 hour event, outside of town. Everyone in attendance agreed. We discussed whether to do snack food or just provide hot dogs and chips. The board then voted to approve the \$200 addition to the December holiday budget, unanimously. We discussed, very briefly, the remaining money in the budget being used for End of Year Equipment. (i.e. tables/chairs/canopies) That was voted on as well. Unanimously, in favor.

Ajourned.

Next Meeting: December 13, 2023 at 6:30pm



Chairperson

VILLAGE OF WESTON
November 8, 2023 Parks & Rec Board Minutes

Attendance: Samantha Gerchutz, Stephanie Monts, Lynn Keith, Brittney Klockowski, Dean Babcock, Jeremy Schroeder, Alyx De La Cruz, Shannon Dusseau, Shelby McClellan, Eric Long, Kristyne Long

Minutes from the previous meeting were unanimously approved.

Samantha provided an update for the Tree Lighting and Holiday Hoopla. The Tree Lighting is Saturday, December 2nd from 5-7PM at the Village Hall and will include: tractor rides, craft, hot cocoa, and Christmas music. The Holiday Hoopla is Saturday, December 16th from 2-5PM at Sonlight, and is going to be bigger than previous years and will be giving back to the community with goodie bags from Santa for the kids that includes a drawstring bag with winter hat, gloves, LED spikey ball, Christmas themed stuffie, multicolor pen, punch balloon, LCD writing tablet, and mini notepad. Will have the Santa Mailbox set up to do Santa letters. Games, one is a Grinch "Mummy" Wrap game with teams and the other game is a spinner game to win various prizes including: puffer wibbly balls, Christmas finger projector, squishies & silicone bracelets, fidget spinner bracelets, light up hat & socks, Christmas rubber ducks, and other holiday themed favors. The Holiday Hoopla will also include a Cookie Bakeoff and Ugly Sweater Contest with trophies for the winners. The cookie bakeoff will have judges in different age groups. Board unanimously approved a \$500 budget increase, for the Christmas budget to be a total of \$1,500.

It was also discussed that any remaining money in the multiple Parks & Rec line items be combined/moved to a proper line item to purchase tables and chairs for future Parks & Rec programs. It was noted that there seems to be difficulty borrowing tables and chairs and making sure there aren't stains when doing crafts. Having our own tables and chairs will be beneficial.

Stephanie presented the TTF for a Soup & Recipe Swap on Saturday, January 20th from 3-5PM in the Village Maintenance Building. This event is not a cookoff/contest, it is a swap of different kinds of soups and the associated recipe. Parks & Rec will be supplying bowls, spoons, and supplies to make recipe cards. The recipe portion will be a cookbook "craft". The board unanimously approved a \$250 budget for this event. Stephanie also shared she is planning out the details of Earth Day on April 21st and Game Night March 2nd.

Lynn provided an update on the Parks & Rec newsletter. All items need to be in by November 25th and the newsletter will go out December 1st. As of the meeting 29 people have subscribed.

Brittney shared she would like to do a Weston Trivia Night on January 6th. Brittney also asked if anyone looked at the Holidays Calendar she made. A majority of the board had not looked at the calendar, and Samantha added that if Brittney wanted to select a certain 'Tiny Task' she would need to put the details together and present it to the board because we cannot just go off of ideas, and you have to be able to execute the event you are presenting. Brittney also requested doing something for Veterans besides the Hometown Heroes Banner Program Stephanie had presented to council, the board was hesitant on approval due to Veteran's Day being 3 days away and seemed very last minute; Brittney expressed it would be a coffee and chat and no cost of the board on Saturday (11/11/23) in the Village Hall at 9:30AM.

Alyx and Shannon discussed doing a community garden. The board agreed this is a great program and look forward to what they can come up with to present.

Jeremy shared he would like to do a bottle rocket build on a Saturday and launch on a Sunday. Stephanie added this could be a great Fathers Day event.

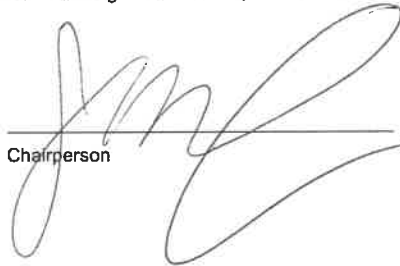
Board continued brainstorming the need for a community building. Stephanie shared that Harold planned to talk to the Getz family to see if they would be interested in the Village utilizing the church building for events

until the Getz's figure out a plan on what they want to do with it. This would allow us time to really put a plan together as well as utilize a vacant building.

Board also discussed ways to get important events displayed, such as a magnet. Stephanie shared that Grand Rapids has a small brochure of important dates that gets displayed at most of the businesses. Also added was that if this is something we are interested in that events/dates need to be established very early. Stephanie passed out 2024 calendars for people to claim dates/programs and in January it will be put together on a master calendar.

Adjourned.

Next Meeting: December 13, 2023 at 6:30PM



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Chairperson



A handwritten signature in black ink, written over a horizontal line.

Secretary

VILLAGE OF WESTON
November 1, 2023 Parks & Rec Board Minutes

Attendance: Samantha Gerchutz, Stephanie Monts, Lynn Keith, Brittney Klockowski, Dean Babcock, Jeremy Schroeder, Alyx De La Cruz, Kim Kaiser, Shannon Dusseau, Shelby McClellan

Minutes from the previous meeting were unanimously approved.

Mayor swore Alyx De La Cruz in as a new member of the Rec Board.

Samantha shared in the previous meeting we were dealing with communication issues and confusion about what we do and how we do it. The word "subcommittee" was used last meeting and believed it created even more confusion and wasn't the correct term. Samantha presented the Tiny Task Force (TTF); a TTF will "claim" an event/activity/program and pitch the idea to the board for approval. The TTF or Tiny Task Enforcer will be responsible for creating the budget, getting it approved, and coordination. If there is no interest from other members they do not have to be involved in the planning process, if a member does have interest and is "claimed" by another member they can reach out and ask what they can do to be involved. Samantha expressed this does not mean you cannot be part of the process or have ideas be heard, Stephanie added that 5 people can't plan an event there has to be an "enforcer" that puts the final say/plan on paper or you will be planning the program up until the day of. Each meeting the TTF will be responsible for providing updates to the board.

Lynn presented her TTF, which is doing a monthly Parks & Recreation specific newsletter.

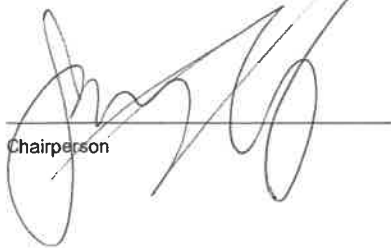
Samantha presented the TTF for Christmas Tree Lighting and Christmas Party, with unanimous approval for a \$1,000 budget for the two events. The Christmas Tree Lighting will be at the Village Hall on December 2nd from 5-7PM, and will have hot cocoa, caroling or Christmas music, and possibly a "Weston Express" hayride. The Christmas Party will include a cookie bake-off, ugly sweater contest, story time with Santa, photo ops, music, games, and gifts on December 16th at Sonlight from 2-5PM. Samantha also shared information on a Grinch Scavenger Hunt: every Sunday in November leading up to the tree lighting a Grinchy photo will be shared and there will be a hidden heart somewhere in the photo area, the photo must be sent to a Parks & Rec member to be entered into a Wheel of Fate to light the town tree.

Stephanie shared a TTF she would like to take on is doing a park visit to note any repairs/maintenance needed. Stephanie also shared she will be presenting detailed information for 3 events she would like to take on including: Soup & Recipe Swap on January 20th, Game Night on March 2nd, and Earth Day on April 21st.

Board continued brainstorming the need for a community building. Stephanie asked if we could possibly talk to the Getz family to utilize the church for events until the Getz's figure out a plan on what they want to do with it. This would allow us time to really put a plan together as well as utilize a vacant building.

Adjourned.

Next Meeting: November 8, 2023 at 6:30PM


Chairperson


Secretary

VILLAGE OF WESTON
October 3, 2023 Parks & Rec Board Minutes

Attendance: Samantha Gerchutz, Lynn Keith, Brittney Klockowski, Dean Babcock, Jeremy Schroeder, Alyx De La Cruz, Kim Kaiser, Howard Lashuay
Absent: Stephanie Monts

Minutes from the previous meeting were unanimously approved.

Samantha started the meeting by announcing that she spoke to Stephanie about figuring out how to work out a solution to Amazon ordering. Jeremy said there was a wishlist option, which is similar to what we are already doing.

Samantha then brought up the idea of subcommittees. It's an idea that was brought up before. Brittney was concerned that there weren't enough people on the board to break into subcommittees. She also wanted to know how we would pick who would run what.

Lynn and Samantha attempted to explain that the committees would be more so for people to choose what kind of event they had time to plan and take part in, along with having an interest in that particular idea. Brittney mentioned that she has felt left out of planning Fall Fest, and a communication issue was brought up. Brittney also again had questions about the subcommittees and their structure.

Jeremy's suggestion was spreadsheets. Brittney brought up discord. Alyx suggested Sign Up Genius. We decided to table the subcommittee discussion because it wouldn't work with its current terminology, and that we would all work toward finding a method of communication that would allow the board to work together better.

Fall fest was discussed next. Samantha announced the list of tasks left to do. There was light discussion over who wanted to handle specific jobs.

Adjourned.

Next Meeting: November 8, 2023 at 6:30PM

Chairperson



VILLAGE OF WESTON

September 13, 2023 Parks & Rec Board Minutes

Attendance: Samantha Gerchutz, Stephanie (Elliot & Delilah) Monts, Lynn Keith, Dean Babcock

Absent: Brittney Klockowski

Minutes from the previous meeting were unanimously approved.

Discussed purchasing instead of renting port-a-pots. Standard units are \$350 + \$50 delivery, Handicap units are \$550 + \$50 delivery. Service fee is \$60/unit/service. Recommend purchasing two standard units this year, one for Michael Merrill Park and one for Alumni Park. Recommend budgeting for 2024 to purchase a handicap unit for Alumni Park, and the standard one would then be moved to Old Schoolhouse Park. Units would be open from May 1-October 31 and either locked up or stored when out of season, and serviced once a month unless it shows signs of needing to be serviced more often. Board unanimously approved purchasing 2 standard port-a-pot units.

Stephanie presented a park addition of a DIY Volleyball net and Badminton net. Since the sizes differ for the two sports, it was discussed to place badminton at Old Schoolhouse Park and Volleyball at Alumni Park. Both are just leisurely play and will not have sand put in, sand consideration would be for volleyball only and will address the actual need for it in the future. Stephanie plans to work with Harold to come up with a DIY solution for posts and purchase nets, as kits have very flimsy poles. Recommendation for posts was PVC or EMT Conduit which would be concreted into the ground and nets attached accordingly. Board unanimously approved a \$150 budget for this project.

Lynn shared sign-ups for Chili Cookoff, Pumpkin Tumble, Scarecrow Royalty, Art Walk, and Power Wheels Derby for the Fall Festin' in Weston event. It was shared that power wheels derby may need to be removed if we do not get enough signups. Samantha and Lynn will be working on mapping out the Fall Fest event. Board unanimously approved a \$1,500 budget for Fall Fest and Halloween Monster Mash. The remaining balance in the Parks & Rec budget had unanimous approval for the two Holiday events in December and equipment needed at the parks or for activities.

Stephanie gave a WCPD grant update. Met with a contractor for court line painting, and 3 options were put together for 2 pickleball courts, 1 full basketball court, and 1 half basketball court; Lines Only, Color Coatings & Lines, and Sport Court & Lines. The contractor recommended the asphalt be re-done and the courts to be set up north & south not east & west. The asphalt quote through Morlock came in at \$23,349. Stephanie shared the court design and quotes for the different options; Lines only \$12,198, Color Coatings & Lines \$47,508, Sport Court & Lines \$80,678. These quotes also include new basketball hoops and pickleball nets. Board discussed the concern for the risk of asking for too much grant funding and not getting approved, as well as the color coatings getting sun faded; it was expressed that the color coatings could be done in house. Board unanimously approved to apply for the Lines Only Option + Asphalt totalling \$35,547.

Board discussed wanting an increase for the 2024 Budget. Board unanimously approved requesting a \$2,500 increase in 2024; which would put the 2024 budget at a total of \$12,500.

Stephanie shared some ideas for planning Earth Day activities in April which includes planting trees (that the Village typically does, would just incorporate that into the event), establish a pollinator prairie, nature scavenger hunt, seed starter, and brainstormed ideas for birdhouses.

Also brainstormed was adding some kind of play structure and shade structure at the Village Hall for events. The board expressed their availability does not work with the Farmers Market to provide activities and discussed alternatives that could work for events held at the Village Hall. The Village Hall, however, isn't a park so not sure how that would work since play structures typically would require park grant funding.

Board discussed and brainstormed ideas for a community building and requested continued brainstorming for a community building, including council and any committees it would fall under. Stephanie shared the idea of acquiring and renovating the large green building with bay windows the Masonic Lodge owns that has been sitting vacant for many years with boarded up windows. Would like the Community Development & Public Affairs committee to possibly discuss this idea since it falls under the vacant property discussion, and open up the possibility to potentially reach out to the Masonic Lodge to check out the interior and share the idea. Would like the Administrative Process to open discussion on funding for a community building whether it is a renovation like the previous idea shared or a new building. Brittney has been researching community building grant funding through the Community Facilities Grant through USDA Rural Development.

Next Meeting: October 11, 2023 at 6:30PM

Adjourned at 7:30PM.


Chairperson


Secretary

APPROVED

10/3/23

VILLAGE OF WESTON
August 9, 2023 Parks & Rec Board Minutes

Attendance: Samantha Gerchutz, Stephanie (Elliot) Monts, Lynn Keith, Brittney Klockowski, Rob Myerholtz, Shelly Myerholtz, Howard Lashuay, Jeremy Schroeder, Dean Babcock

Samantha Gerschutz presented the October 14 Fall Festin' in Weston list of activities/stations to be approved, which includes: chili cook-off, backdrop cutouts, photo op/How Tall This Fall, face painting, temporary tattoos, pumpkin lineup on Main Street, hot/cold cider, scavenger hunt, hay rides, pumpkin tumble tournament, apple bobbing (no mouth or hands), powerwheel demolition derby for ages 4-8, Scarecrow Royalty contest, How much candy in the jar, fall color station, What's your Halloween name, Halloween movie, build a scarecrow, candy corn bowling, pumpkin tic-tac-toe, sack races, and more. Unanimous vote to approve the October 14th Fall Fest from 4-7PM on Main Street. Unanimous vote for Monster Mash on Main + Costume Contest/Parade on October 28th. Times for Monster Mash and Trick or Treat TBD. Discussed Christmas event ideas for two dates in December. Tree Lighting, Caroling and Hot Cocoa on December 2nd, and Christmas Santa Party on December 16th. Board had a unanimous vote to no longer do monetary prizes for contests. Board shared ideas for a prize for the house lighting contest, such as a wreath and lighting of the Village trees. Board discussed smaller events to finish out the year such as a fairy garden geocache, and brainstormed ideas for elderly and teens. Some of the ideas include Bingo and Coffee/Tea & Gossip. Discussed doing a Grandparents Day event. Brittney Klockowski shared she is looking into community center grants. There was discussion on the vision and goals of the board and Rob Myerholtz recommended putting together a master plan. The board wants to work on building back community pride that makes people want to stay and/or move back to Weston.

Next Meeting: September 13 at 6:30PM

Adjourned.


Chairperson


Secretary



APPROVED
9/13/23

VILLAGE OF WESTON
July 26, 2023 Parks & Rec Board Minutes

Board had a unanimous vote for Samantha Gerschutz as Chairperson, and Stephanie Monts as Secretary. Reviewed financial update, showing a remaining balance of \$3,169.41. 2024 Budget Request is due to the Fiscal Officer by October 1st. Upcoming event: Block Party w/ Movie in the Park on August 12 from 6:30-8:30PM. Super Mario Brothers is the movie that will be played at dark. Board voted for \$150 in food for the Block Party, which will also be set up as a potluck (guests can bring their favorite dish). Board voted for the expenditure of various event equipment/games to be used for the Block Party and future events totalling around \$400. Discussed some event ideas for Halloween and Christmas. Wood County Park District Grant is due October 20th and discussed various ideas including: Resurfacing Basketball Courts to a Multi-sport, Prefab bathroom, Sand Volleyball Court, Soccer Nets, and various playground equipment additions. Board agreed a bathroom would not be a good idea until the community showed pride to not vandalize buildings/equipment. Board also discussed a Volleyball court that is not sand, due to the feral cats. Board agreed to have Stephanie get quotes for basketball court resurfacing for a full size basketball court with pickleball and tennis if the surface is large enough. Discussed bathroom options and possibly purchasing a portable unit. Stephanie shared information from the Village insurance risk control, that there is no requirement to have restrooms at every park or ballfield if there is already one (handicap accessible) within the Village. Board did not understand why Parks & Rec was forced by the Ball Program to pay for half of the Sam's Club membership since they do not plan on using it, and have not used it due to the distance of travel to Sam's Club. Wal-Mart and Amazon have worked great for items needed for Rec Board events. The board had a unanimous vote to reallocate the Rec Board half of the Sam's Club membership to the Ball Program fund, to be covered in full by the Ball Program.

Adjourned.



Chairperson



Secretary

