



## PARK & RECREATION COMMISSION MINUTES

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### **REGULAR MEETING – March 26, 2020**

**Conducted via conference call due to COVID-19. All motions were conducted by roll call vote.**

#### **MEMBERS PRESENT**

X	JUDY ZARETZKE (LEFT AT 5:45P)	X	KATE HANCOCK - COOKE	X	GARY LAWELL
X	Peter Kelly (left at 5:14p)	X	Jim Vedder	X	Ted Galloway
X	Lee Hillstrom		Amanda Louden	X	Christopher Kunz

#### **STAFF PRESENT**

X Michael T. Kading, Director of Parks & Recreation  
X Jim Kluge, Superintendent of Recreation  
X Trevor Fink, Superintendent of Parks  
X Stephanie Schott, Recreation Supervisor

OTHERS PRESENT: None.

**MEETING CALLED TO ORDER BY Commissioner Lawell at 4:32 P.M.**

#### **CORRESPONDENCE**

None.

#### **APPEARANCES**

None.

#### **MINUTES**

MSC Hillstrom / Vedder to approve the minutes of the February 20, 2020. All voting aye.

#### **BILL VOUCHERS**

Review of the vouchers for February was suspended due to COVID-19.

#### **MISSION ACTION REPORT**

The report was distributed earlier. The following items were discussed:

- Superintendent of Parks Fink reported that park staff continue to work on various tasks in anticipation of spring. Tasks include: stabilizing the Doty Park Seawall, ADA remediation, building cleaning and sanitization, tree removal/pruning with plantings beginning as early as next week. Arbor Day 2020 will not be held. Park buildings that are heated will remain open. Unheated facilities are targeted for opening on May 1. Facilities where elections are being held will be prepared and ready. Per the Governor's order on March 23 all playgrounds are closed. Have posted signs informing the public and posted on Facebook.
  - Superintendent of Recreation Kluge reported that all recreation programming for spring has been cancelled or postponed until April 25. Pro-rated or full refunds have been issued. Facility reservations through April 25 have been cancelled. Individuals have been calling in and cancelling reservations as far out as June. We will need to evaluate future programs such as Riverside Players
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and summer programs. There will be a financial impact (i.e., on the first day of non-resident registration we took in only \$4,000 compared to \$30,000 the previous year).

- Recreation Supervisor Schott informed the Commission that she is posting a daily “Digital Day” program on Facebook encouraging folks to stay active.

### **BUSINESS FOR CONSIDERATION**

#### **BUSINESS ITEM #1: Recommend RecTrac Software Upgrade Quote**

Superintendent Kluge reviewed a memo outlining the need to upgrade our current recreation registration program as it will no longer be supported by Vermont Systems. Staff has been working with IS to ensure that the conversion can be accomplished. Staff recommends accepting the quote to complete the upgrade, purchase pass management software for the pool, and training in the amount of \$11,830 from Vermont Systems.

The Commission reviewed and clarified questions regarding the process.

MSC Hancock-Cooke / Vedder to accept and recommend the quote from Vermont Systems, Inc. to complete the upgrade of RecTrac, purchase a pass management program for the pool, and provide on-site training in the amount of \$11,830. The vote was 7-0 in favor with 1 abstention. Motion carries.

#### **BUSINESS ITEM #2: Recommend Purchase of Replacement Truck for 2005 Park Work Truck**

Superintendent Fink reviewed the quotes from various vendors and recommended the acceptance of the quote from Ewald Motors, Oconomowoc for a Dodge 1500 in the amount of \$23,850.50.

MSC Galloway / Hillstrom to accept and recommend the quote from Ewald Motors, Oconomowoc, WI, for a Dodge Ram 1500 in the amount of \$23,850.50. The vote was 8-0 in favor. Motion carries.

#### **BUSINESS ITEM #3: Recommend Purchase of Replacement Truck for 2000 Rec Pickup Truck**

Superintendent Fink reviewed the quotes from various vendors and recommended the acceptance of the quote from Bergstrom Ford, Neenah for a 2020 Ford Transit Connect in the amount of \$23,224.50.

MSC Galloway / Vedder to accept and recommend the quote from Bergstrom Ford, Neenah for a 2020 Ford Transit Connect in the amount of \$23,224.50. The vote was 8-0 in favor. Motion carries.

#### **BUSINESS ITEM #4: Recommend Proposed 2020-2024 Capital Improvement Plan (CIP)**

Director Kading reviewed the CIP summary provided to the Commission. Commissioners expressed a desire to flatten out expenses over a longer period of time and directed staff to revise the CIP accordingly. The Commissioners further recommended that the Kimberly Point construction pertaining to the road/bike/ped facilities be moved up to address the anticipated termination of a road and bike/ped facility entering the park as well, addressing the concerns related to the tennis courts at Doty Park.

Superintendent Fink made the Commission aware of the fact that, the 30 year old seawall at Doty Park is failing. He is currently seeking construction cost estimates for budgetary purposes, but expressed that this is likely to be a costly repair that will need to be done much sooner than later.

MSC Vedder / Galloway to accept the CIP as given with the understanding that staff will split the projected Kimberly Point cost between 2021 and 2022; to reallocate Arrowhead requests over a 3 year period and to consider moving up the Doty hard court request to 2021 or 2022. The vote was 7-0 vote in favor. Motion carries.

**BUSINESS ITEM # 5: Commission Election of Officers**

Commissioner Vedder reviewed the process and nominated Commissioner Lawell for President and Commissioner Hancock-Cooke for Vice President.

No further discussion.

MSC Vedder / Galloway to nominate Commissioner Lawell for President and Commissioner Hancock-Cooke for Vice President. The vote was 6-0 in favor. Motion carries.

**BUSINESS ITEM #6: Announcements & Future Agenda Items**

Director Kading expressed his sincere thanks to the Park and Recreation staff for stepping up, covering meetings and handling all of the concerns raised by the COVID 19 situation while he was out of the country. As expected, everyone did an admirable job.

**LIAISON REPORTS**

**PLANS COMMISSION:** Hancock-Cooke - no report.

**HARBOR COMMITTEE:** Galloway reported that the lake is icy, as expected. High water remains a concern.

MSC Vedder / Hillstrom to adjourn at 5:53p.

Recorded for the Commission by Michael T. Kading, CPRP