



## PARK & RECREATION COMMISSION MINUTES

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### **REGULAR MEETING – February 21, 2019**

#### **MEMBERS PRESENT**

X	Judy Zaretzke	Kate Hancock - Cooke	X	Gary Lawell	
	Peter Kelly	X	Jim Vedder	X	Ted Galloway
	Lee Hillstrom	X	Amanda Loudon	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 Zaretzke at 4:30 P.M.**

#### **CORRESPONDENCE**

None.

#### **APPEARANCES**

None.

#### **MINUTES**

MSC Kunz / Lawell to approve the minutes of the January 17, 2019. All voting aye.

#### **BILL VOUCHERS**

Commissioner Zaretzke reviewed the vouchers for January and found them to be in order.

#### **MISSION ACTION REPORT**

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

- Commissioner Lawell questioned the damaged pole at Memorial Park. Superintendent Fink reported that the poles are approximately 40 years old and the base failed. The remaining poles will be removed in spring.
  - Commissioner Galloway inquired about the condition of the flag pole at Riverside. Superintendent Fink indicated that the top pulley needed to be replaced.
  - Commissioner Kunz asked about the construction work at Riverside. Superintendent Fink explained that the stormwater outflow had failed; this work was done by the stormwater utility.
  - Commissioner Galloway reported that the Corps is preparing to lower and keep the lake approximately 6” lower than the historic levels this year. Director Kading confirmed that this appeared to be the direction the Corps was heading. Unfortunately Director Kading is unable to participate in the Tuesday, February 26 phone conference. Galloway requested that Kading reach out to Harbor Chair Buchta to see if he might be able to listen in in a report back to the Commission.
  - Commissioner Lawell inquired about the opportunity to work cooperatively with WE Energies. Director Kading indicated that staff have been in contact with representatives to work out details of how we might exchange easements for lighting upgrades at Kimberly Point and Riverside Park. Kading will continue to keep the Commission updated.
  - Commissioner Zaretzke asked about the Stop, Drop and Splash event to be held in conjunction with the Touch-A-Truck event on May 8 as a fundraiser for the splash pad at Washington Park. Mini – firefighters are now on sale. It is a raffle format.
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## **BUSINESS FOR CONSIDERATION**

### **1) Donation Policy and Approval**

Superintendent Fink recognized and thanked Commissioners Hancock – Cooke and Kelly for their input and then proceeded to review the proposed donation policy. Fink indicated that this was the first step and once this is approved, staff will develop specific forms for donations.

Discussions ensued regarding the life span of equipment and the importance of clearly communicating with possible donors. Commissioners expressed concern regarding previous donors. How does this new policy relate to previous donors? The Commission requested additional information to be reported at the next meeting.

MSC Vedder / Galloway to accept and implement the donation policy as presented. All voting aye.

### **2) Washington Park Phases 3 and 4 Bid Acceptance and Recommendation**

Director Kading reviewed the memo that was prepared for the Commission meeting outlining the final construction cost estimates, projected funding sources, the bid tabulations and results with staff recommendations.

Commissioners asked several questions regarding time frame, budgeting additional time, funding for the fitness equipment and signage.

MSC Galloway / Kunz to accept and recommend the lowest qualified bid for work to be completed at Washington Park as part of Phases 3 and 4 Construction as submitted by R & R Wash Materials from Ripon, WI in the amount not to exceed \$1,101,556.04 for the base bid minus lighting deduct and to accept Alternate Bid #2 Decorative Lighting in the amount not to exceed \$44,650 for a total project award of \$1,146,206.04; and to reject Alternative Bid #1 Harrison Street Parking; and to establish a 5% contingency for the project in the amount of \$57,310.30; and to establish an allowance to bid out and direct purchase, independent of the general contract, the purchase of and installation of specific equipment in the amount of \$332,793; utilizing 2019 Washington Park CIP Budget of \$1,063,444.00; Washington Park Carry Forward Phase 2 (2018) of \$219,791.97; Washington Park Carry Forward Phase 1 (2017) of \$47,083.37 (if needed); Stormwater Utility Off-set of \$61,990.00 and Alternate Funding: (current) of \$144,000.00 for a total of \$1,536,309.30. All voting aye.

### **3) Washington Park Construction Administration Agreement**

Director Kading reviewed the agreement and funding source indicating that this is the most critical stage of the overall development.

MSC Vedder / Lawell to accept and recommend the Agreement for Construction Administration Service for Washington Park Phases 3 /4 from Ayres and Assoc. in an amount not to exceed \$25,000.00 and utilizing 2019 Washington Park CIP Budget in the amount of \$25,000.00. All voting aye.

### **4) Announcements and Future Agenda Items:**

- 2019-2023 – Commissioners requested additional information pertaining to future projects such Arrowhead and Shattuck Fountain
- Election of Officers – Commissioners requested a ballot of available individuals.



**LIAISON REPORTS**

**PLANS COMMISSION:** No report

**HARBOR COMMITTEE:** Commissioner Galloway reported that the Corps is projecting to lower the lake levels approximately 6" lower than historic levels. This is being done to manage weed conditions.

**SCHOOL BOARD:** Commissioner Kunz reported that the pool of candidates for the school board was reduced from 8 to 6 as of the Tuesday, February 19 elections. Referendum information can be found on the school district web site. He recommended that individuals become informed.

MSC Lawell / Vedder to adjourn at 5:37p. All voting aye

Recorded for the Commission by Michael T. Kading, CPRP