PARKS AND RECREATION COMMITTEE MEETING MINUTES

Tuesday February 20 2018
6:00 PM
Stoughton City Hall, Ed Overland Room

Present: Alderpersons: Regina Hirsch, Lisa Reeves, Matt Bartlett, Denise Duranczyk, Mayor Donna Olson, and Parks & Recreation Director Dan Glynn
Guests: Park Maintenance Supervisor Pat Groom

1. Call to Order
Meeting called to order by Regina Hirsch at 6:04 pm.

2. Approval of the Minutes from January 16, 2018
Motion by Matt Bartlett seconded by Denise Duranczyk to approve the minutes of January 16 as requested. Motion carried 4-0.

3. Communications

Parks & Open Space Plan
Glynn explained that proposal from Ayres Associates includes more than what he would be able to due time constraints. Glynn explained that municipalities the size of Waukesha contract out these services and how they used Ayres in the past. Glynn communicated that the plan needs to be updated every five years to be eligible for state and federal grants. Glynn shared that he would like to alternate between contracting the service out and doing it in-house. Duranczyk mentioned that previous plans have been contracted out and thought it was also a good idea to rotate between contracting the planning out and doing it in-house.

Recreation Supervisor Hiring Update
Glynn shared that they have hired Kourtni Barnes as the new Recreation Supervisor. Glynn shared that Barnes comes from Madison School and Community Recreation and has experience with afterschool programming. Hirsch and Groom shared that she was impressive in the interview.

Park Development Guidelines
Glynn communicated that he has reviewed guidelines that he found online and thought that having a set would help with future park openings. Hirsch shared that they would help developers when they come to the City since they would know what a park needs. Duranczyk directed staff to contact other communities in the area to see if they have guidelines they could share.

Park Shelter Reservation Fee Allocation
Glynn shared that the Parks & Recreation Department processes 100 shelter reservations annually and that the money goes into the City's general fund and supports the Department's operating budget. Hirsch communicated that she would like choices of where the funds to go.

Fair Contract Update
Glynn shared that the City will no longer provide insurance coverage for the Fair's buildings at Mandt Park. Glynn shared that Hirsch, Olson, and he met with Fair representatives on February 14th to go over changes to the contract. Hirsch and Olson shared that the Fair would like a land lease for the land under the Fair buildings for insurance purposes. Glynn shared that there was more work to do and that a non-renewal letter for the current contract would be sent out the following day.

Nordic Ridge Park Update
Glynn shared that the City received a grant for the solar panel from WPPI in the amount of $3,148. Bartlett directed Glynn to check with WPPI about the April 30 deadline for installation. Glynn shared what items are needed for the park and the budget including steel doors and frames for the shelter, tables, benches, and playground. Glynn shared the cost of the items needed and the budget for the park. Groom shared that the doors installed at the shelter were not sturdy enough to protect the shelter. The committee directed staff to purchase steel doors if necessary to protect the shelter. The committee agreed that the playground wouldn't be

constructed in 2018 and that it would be a budgeted item for 2019. Glynn and Groom shared that they would like the park to be 100% accessible and this would include a poured in place surface for the playground and that they intended to apply for grant funding. Hirsch directed staff to provide a more detailed budget for the next meeting.

Quarterly Park Development Fund Update
Glynn shared that the Finance Director was busy with the auditors and hasn't had time to reconcile the account. The committee directed staff to check if the Finance Director could make the next meeting.

Parkland Dedication
Glynn shared that 15 acres per 1000 people is a standard that the National Park & Recreation Association uses and that the City is currently at 12.08 acres. Glynn shared that the current Parkland Dedication policy would be 12.67 acres per 1000 people if there were three people in each new residential housing built. Duranczyk shared that a consultant would assist with updating the ordinance to make ensure the City was up to the standard.

Mandt Park Waterfront Development & Grant Update
Glynn shared that the grant would cover up to 50 percent of the project's cost and wouldn't include revenue generating facilities. Glynn shared that grant's ranking questions with the committee. Glynn shared that he met with the Stoughton Conservation Club on February 12, Greater Madison Visitor and Convention Bureau on February 16, Stoughton Lions Club on February 19, and he will be meeting with the Madison Sports Commission on March 7.

Old Business

New Business

<u>4. Discussion and possible action regarding creating a steering committee for the Mandt Park Riverfront Development</u>

Glynn shared that a steering committee for the project was needed due to the long duration of the project, the different elements in play such as the redevelopment site, and the high dollar cost of the project. Glynn shared that he would like to have people with backgrounds in environmental issues, special event management, paddling enthusiast, Parks and Recreation Committee member, Rivers and Trails Taskforce Committee member, Redevelopment Authority member, and a downtown business owner. The committee directed Glynn to keep them updated on who is on the committee. Bartlett and Reeves both expressed interest on serving.

Motion made by Denise Duranczyk and seconded by Lisa Reeves to create a steering committee for the Yahara River Whitewater Park project. Motion passed 4-0.

<u>5. Future Agenda Items</u>
Mandt Park Waterfront Development Update
Parks & Open Space Plan
Park Development Standard Guidelines
Impact Fees
Park Shelter Fee Allocation
Fair Contract Update
Award Pickleball Contract
Award Nordic Ridge Park Solar Contract
Update on Nordic Ridge Park Playground Options
Park Development Fund Quarterly Report
Parkland Dedication Discussion
Rotary Park Vision

Adjournment
Motion made by Denise Duranczyk seconded by Lisa Reeves at 8:03 pm. Motion passed 4-0.

DRAFT