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Nordic Ridge Playground

- Compiled detailed budget numbers to help complete RFP
    - Excavation
    - Concrete work (pathways, pads for trash receptacles, etc)
    - Site furnishings (bike racks, benches, trash receptacles)
- Researched possible grant funding opportunities and discovered the Reeves Foundation.
    - $25,000 grant
    - Application opens 2/5/19, closes 3/19/19, and notifications go out on 5/31/19.
- Worked on the RFP for the playground

Whitewater Park

- Sediment Sampling RFP
    - Corrected typos based on committee meeting
    - Asked experts about sampling downstream of the dam to see if it is needed
    - Went over the RFP with the City Attorney. We looked at legalities and if the deliverables were highlighted. The deliverables are:
        - Developing a sampling plan based on WDNR wants
        - Conducting the sampling in accordance to WDNR rules and regulations
        - Compiling a report that highlights the contaminants, realistic cost estimate to manage the sediment, and possible grant opportunities.
    - Compiled a list of possible contractors using the WDNR's consultant list.
    - RFP has been sent out and I have been fielding questions over the phone from interested parties.
    - Proposals are due
- Read Dane County's report on flooding. Weed harvesting and sediment removal were identified to get water moving through the system faster.

Mandt Park Master Plan

- Updated the RFP based on committee's recommendation.
- Went over the RFP with the City Attorney and made corrections using their advice.
- Compiled a list of firms specializing in landscape architecture by using the American Society of Landscape Architecture database.
- Sent out the RFP to the list.
- Have started scheduling pre-submittal meetings with interested parties.
- Proposals are due

Park Design Guidelines

- Made substantial progress with the park design guidelines.
    - Completed three chapters out of eleven. Some remaining include specifications for sport fields, crime prevention through environmental design (park visibility and access), and site amenities.
- Met with Public Works to go over progress and gather their input.

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Format Example – Provides what the guideline is, the rationale behind it, and when it is reviewed during the planning process.

Section 5: Grading & Drainage

5-1 General Turf Areas

Avoid creating ponding or soggy areas in turf grass. A 2% grade generally allows for adequate drainage. Grades less than 2% should be limited to sports fields or small areas within passive use spaces. Where concentrated drainage has the potential to flow across turf areas that have less than a 2% grade, the design should consider subsurface drainage or a paved valley gutter.

Rationale: Water ponding in turf creates areas that are difficult to mow and maintain the expected turf quality. Adequate grading for drainage allows for more time that the space is useable.

Review: SD, DD, 95% CD

Review concept grading at schematic design phase. Review specific grading solutions at design development and 95% construction document phases.

Miscellaneous

- Met with Stoughton High School Athletic Director to go over facility reservation and equipment needs.
- Wrote a letter of support for a trail connecting River Bluff School to the Yahara River Trail. A physical education teacher contacted me in the fall about having a trail. The site has limitations due to topography.
- Took two days of vacation.
- Kourtni took five days of vacation and I dealt with day to day activities such as weather cancellations when she was gone. When she is gone, I don't have much time to spend on other things.

Rotary Park Improvements

- The lead-time on the precast restrooms is 90 days. The restroom is on schedule to be completed by June if it gains proper approvals in February and goes out for bid in March.
- Completed site plan and memo for Planning Commission.
- Location for the building was approved at the 2/11 Planning Commission Meeting
- Worked with a firm to get a cost estimate for engineering and surveying work to connect the park from Main St and have a path from the fire station side of the park down to the proposed restrooms.
- Put together a budget for the restroom project which included excavation for path to the restroom, excavation for the restroom, excavation for utility hookups, plumbing and electrical cost, and any restoration.
- I will be going to the Rotary Club meeting on 2/20 to go over the restroom project and future upgrades to the park.

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Criddle Park Playground

- Went over the RFP with the City Attorney and made changes based on his advice.
- Completed the RFP along with the exhibits showing the map of the park and public input results.
- Worked with the City Clerk to have the public notice put in the Hub.
- Contacted the Marshall Parks and Recreation Director to get a plan holder's list for when they build their natural playground.

Youth Baseball and Softball Contracts

- Met with Public Works about the contracts for the youth baseball and softball organizations.