PARKS AND RECREATION COMMITTEE MEETING MINUTES

Tuesday January 16, 2018
6:00 PM
Stoughton City Hall, Ed Overland Room

Present: Alderpersons: Regina Hirsch, Lisa Reeves, Matt Bartlett, Mayor Donna Olson, and Parks & Recreation Director Dan Glynn
Guests: None

1. Call to Order
Meeting called to order by Regina Hirsch at 6:00 pm.

2. Approval of the Minutes from December 19, 2017
Motion by Lisa Reeves seconded by Matt Bartlett, to approve the minutes of November 21 as requested. Motion carried 3-0.

3. Communications

Quarterly Report on Park Development Funds
Glynn told the Committee that the Finance Director was working on reconciling the account. Enough was known at the time that there was not enough money in the account to pay for the Whitewater Park proposal. The report will be brought to the Committee for our meeting in February.

Criddle Park playground timeline and results from City open house
Glynn shared that he gathered input from children at the 2017 Family Fun Night. Different playground elements were displayed and children could pick their top three. Glynn plans on having a public meeting in March with neighbors of the park along with an online survey to gather more public input. He discussed with the Cummins Community Involvement Team leaders about peeling the logs in the spring so they are ready to be used in 2019. Glynn shared that he would put it in the CIP for 2019 for the playground to be replaced. Glynn shared that it would be a community build project in the spring of 2019.

Recreation Supervisor hiring process update
Glynn shared that the deadline to apply for the position was January 19, 2018. The City had received 48 applications as of January 12, 2018. Glynn shared that he reached out to his contacts with the Aspen Institute's Sport & Society program and that they aided in advertising the position. Glynn shared that Brady Brusegar has been hired part-time for office help until the position can be filled. Glynn discussed that January is a really busy time for recreation activities as programs were underway and planning for spring and summer is done during this time. Glynn asked the committee who would be interested in taking part with the interviews. Bartlett and Hirsch both said that they would be interested with being on the interview panel.

Nordic Ridge Park update including solar panel grant and shelter furnishing fundraising
Glynn shared that we had two bids for the project and Full Spectrum Solar (FSS) was the low bid. Based on the City's Purchasing Policy that they should be selected. Glynn shared that he worked with Burke O'Neal from FSS to fill out the WPPI grant to cover 30% of the cost of the panel. Glynn shared that with the WPPI grant and the Focus on Energy grant that the total cost for the project would be around $6,000 and that $14,000 was budgeted for the project.
Glynn shared that there was no money budgeted to furnish the park shelter or splash pad. Glynn shared that former Parks & Recreation Director Lynch sent out a fundraising letter prior to his retirement and that we had two commitments from that letter. Glynn shared that he went to the Rotary Club meeting and that they were looking for ideas for a community grant. Glynn said he pitched the idea of using the possible grant money to help furnish the park. Glynn shared that earlier that day that Rotary had received notice that their grant request was awarded. Mayor Olson shared that the grant was for $5,000 and that Rotary would need to donate an unspecified amount as well.
Glynn shared that the developer for Nordic Ridge would like to enter into a developer's agreement to pay for the playground at Nordic Ridge so that it could be installed before the Parade of Homes. The developer would pay for the shelter this spring and that the City would have until June of 2019 to pay him back. This was based off impact fees of a multi-unit housing

complex on lot 134. Glynn shared that he believed the park needed a playground and that is in the park's master plan, but there are some risks involved with entering the agreement. Glynn shared that he would like to see smaller initial playground and phase it in over time. Hirsch, Reeves, and Bartlett agreed that phasing in would be a good plan.

Mandt Park pickleball court project update
Glynn shared that the bid opening for the pickleball court project was on Friday, January 12 at 2:00 pm. Glynn shared that there was an addendum to the bid and he still needed to review the bids to see if they followed it. Glynn shared that initial review looked like two out of the four bids were within the budgeted amount.

Discussion regarding the status of the Stoughton Fair Contract
Glynn shared that he met with the Fair Board's City Liaison and the City's Risk Manager to go over the contract. Glynn shared the changes that were made after the meeting and that the City's Risk Manager needed to have a conversation with the City's insurance to provider. Glynn shared that the City needs to inform the Fair by February 28, 2018 that it intends to pull out of the current contract and that this is a formality since the Fair understands that the contract is being negotiated.

Discussion regarding updating the Parks and Open Space Plan
Glynn shared that he has been really busy since the Recreation Supervisor position hasn't been filled. Glynn shared his concerns that he wouldn't have sufficient time since there are multiple projects ongoing along with training the future Recreation Supervisor. Glynn shared that the previous plan was done in-house, but there were far less projects going on at the time. Glynn shared that contracting it out would cost the City between $10,000 and $20,000. Hirsch shared that she thought public involvement was critical to a successful plan and had concerns about the cost of contracting it out. The committee agreed to continue the discussion at the next meeting in February.

Discussion about developing guidelines for park development standards
Glynn shared that he searched online if other communities have guidelines for park developer standards and that he found a few of them. Glynn shared that they range from extremely detailed to less specific. Hirsch and Bartlett shared that they would like to read them and Glynn said that he would share them. The committee agreed to continue the discussion at the next meeting in February.

Old Business

New Business

<u>4. Discussion and possible action regarding updating park shelter reservation fees for 2018</u>
Glynn shared that the last time park shelter fees were looked at was 2014 and with Nordic Ridge Park opening this summer that it was a good time to look at them again. Glynn shared that the current fee of $30 for residents and $50 for non-residents was below what other neighboring communities were charging. Bartlett asked where the revenue generated by park shelter reservation fees went and Glynn shared that they went back to the City's General Fund. Glynn shared that other communities charged different rates for shelters based on the capacity of the shelter and that Nordic Ridge Park might be a candidate for a different rate. Bartlett asked who typically reserves park shelters and Glynn shared that they were typically family events. Glynn shared that there is a special event form that a group needs to fill out if the event is large in scale. Bartlett shared that he felt the shelter reservation fees should be the same for all shelters if larger events need to follow the special event protocol. Glynn recommended that the park shelter fees should be phased in over a two year period, and be $40 for residents and $60 for non-residents in 2018, and be $50 for residents and $70 for non-residents in 2019.

Motion by Bartlett and seconded by Reeves to increase park shelter fees to $40 for residents and $60 for non-residents in 2018, and $50 for residents and $70 for non-residents in 2019. The motion carried 4-0 with the Mayor voting.

<u>5. Discussion and possible action regarding funding Recreation Engineering & Planning's Proposal for Planning Services</u>

Glynn shared that he had a conversation with the Dane County Parks Director on how to prepare for his meeting with DNR Officials on 1/11/2018. Glynn shared that he followed the advice and the meeting was successful. Glynn shared that he had a conversation with the DNR about applying for the Stewardship Fund and that they encouraged him to apply in 2018 due to a provision to remove their bonding authority in their 2019-2020 budget. Glynn shared that they will need cost estimates for the project to apply for the grant which means the City would need to pay for the Planning Proposal from Recreation Engineering and Planning. Glynn shared that he was meeting with the DNR on 1/17/2018 about the grant and he was going to find out how strong of a candidate the project would be for the grant. Glynn recommended to fund the proposal if the meeting went well. Glynn shared there was not enough money in the Park Development Fund to fund the proposal and that after meeting with the Finance Director that she recommended amending the 2018 CIP to fund the proposal.

Motion by Hirsch and seconded by Bartlett to amend the 2018 CIP to include $23,100 to fund the Recreation Engineering and Planning Proposal based on the successful outcome of the Parks and Recreation Director's meeting with DNR on 1/17/2018. The motion carried 4-0 with the Mayor voting.

6. Future Agenda Items
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
Recreation Supervisor Hiring Update
Rotary Park Vision

Adjournment
Motion made by Lisa Reeves, seconded by Matt Bartlett at 7:20 pm. Motion passed 4-0 with the Mayor voting.