PARKS AND RECREATION COMMITTEE MEETING MINUTES

Tuesday March 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, Recreation Supervisor Kourtni Barnes, Alderperson Tim Swadley, Rianna Paquette, and Lexi Liddicoat

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

2. Approval of the Minutes from February 20, 2018
Motion by Denise Duranczyk seconded by Matt Bartlett to approve the minutes of February 20 as requested. Motion carried 5-0 with the Mayor voting.

3. Communications

Recreation Supervisor Introduction
Glynn introduced Kourtni Barnes to the group. Glynn shared that she previously worked for Madison School and Community Recreation in an afterschool setting. Barnes shared that she was excited to start the new position.

Park Development Fun Report
Glynn shared that he was working with Director LaBorde and Director Scheel to reconcile the account. The reconciliation is centered on what funds were designated for each park. Glynn shared that Director LaBorde that there were at the minimum $17,000 in undesignated funds.

Spring & Summer Activities Guide
Glynn shared that the Spring & Summer Activities Guide was recently inserted into the Great Dane. Glynn shared some new program offerings including Tenkara. Glynn shared that Tenkara was a Japanese style of fly fishing, that it would be easier for children to learn than regular fly fishing, and that an owner of a Tenkara rod company would help volunteer to run the program.

School District Use of the Youth Center
Glynn shared that the School District's 18 to 21 year old special education program has been using the youth center building. Glynn explained the 18 to 21 year old program to the committee, that it provides them with life skills and job training, and the youth center was a good fit for their program. Glynn explained that with Community Living Connections moving to the Senior Center Annex that it has caused a situation where the City has needed to provide a building observer. Glynn shared that they were in lease negotiation with the School District.

Old Business

New Business

4. Park & Open Space Plan (Discussion and Possible Action)
Glynn shared the proposal again and that it was more comprehensive than past proposals. Duranczyk shared that she would like an additional sixth meeting added which would be for a final presentation by the consultant to the Parks and Recreation Committee.

Motion made by Denise Duranczyk and seconded by Lisa Reeves to recommend to the Finance Committee to approve the Ayres & Associates proposal in the amount of $16,820 with an understanding that a sixth meeting would be added and the cost for the additional meeting would not exceed $500. The motion carried 5-0 with the Mayor voting.

5. Fair Contract (Discussion and Possible Action)

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Glynn shared that he had been in touch with Rob White from the Fair and that White informed him that he expects the Fair President to sign the contract.

6. Park Shelter Fee Revenue Allocation (Discussion and Possible Action)
Glynn shared that revenue generated by park shelter fees help offset their operational cost to the City. Glynn shared that it takes staff time to negotiate contracts with user groups, coordinate field use with user groups, and process shelter reservations. Glynn shared that he would like to keep the revenue where it is in the budget. The Committee agreed with Glynn.

7. Nordic Ridge Park Shelter Electric Locks & Steel Doors (Discussion and Possible Action)
Glynn shared that the steel doors were purchased and will be installed the following Tuesday. Groom shared that the cameras at the park are now functional and operating. Glynn shared that there was money left over in the park's budget to purchase the two electric locks needed for the bathroom doors.

Motion made by Matt Bartlett and seconded by Regina Hirsch to recommend to the Finance Committee to direct staff purchase the electric locks using remaining funds. The motion carried 5-0 with the Mayor voting.

8. Yahara River Whitewater Park Update (Discussion)
Glynn shared that he was working on recruiting members for the steering committee and he was contacted by a lot of interested members. Olson shared that interested parties she knew of would be hard to turn down. Glynn shared the draft of the conceptual design. Glynn explained that the bypass channel would be class 1 rapids and would look very similar to Argo Cascades in Ann Arbor, MI and the two rapids downstream of the Fourth Street Bridge would be class 2 rapids. Reeves, Hirsch, Duranczyk, and Bartlett expressed concerns about sediment removal where the bypass channel would start. Glynn shared that he was meeting with representatives from Uniroyal about an easement along their property for a trail.

9. Park Development Standard Guidelines (Discussion)
Glynn shared that he talked to numerous Parks and Recreation Directors in the area and no one has developed their own guidelines. Hirsch shared that she would still like staff to create their own. Hirsch shared that Alderperson Majewski told her that City staff should look into how Dane County Parks plans parks.

10. Criddle Park Natural Playground (Discussion)
Glynn shared that he planned on having a public meeting in April and a child design workshop in May. Hirsch shared that she had talked with neighbors of the park and they were interested in a potluck. Hirsch also recommended gaining input at the Sustainable Stoughton Earth Day event like we previously did at the City Open House. Hirsch shared neighbor's concerns with visibility for the park for safety reasons.

11. Full Spectrum Solar Bid Award (Discussion and Possible Action)
Glynn shared that they were approved for a 30 day extension by WPPI for installation of the solar panel. Glynn also shared that Cory Neeley from WPPI didn't think the Focus on Energy Grant was going to be available to apply for. Glynn shared that the City received two bids for the project and that Full Spectrum Solar was low bid. Hirsch, Bartlett, Reeves, and Duranczyk shared that they would like a sign with information and graphics that talk about the solar panel powering the shelter and splash pad.

Motion made by Matt Bartlett and seconded by Lisa Reeves to recommend to the Finance Committee to award Full Spectrum Solar the solar contract for Nordic Ridge Park. The motion carried 5-0 with the Mayor voting.

12. Girl Scouts Butterfly and Bee Garden at Racetrack Park (Discussion and Possible Action)
Paquette and Liddicoat shared their proposal for a butterfly and bee garden at Racetrack Park. They explained that bees and butterflies were low in population and that this would aid their recovery. They shared they asked for donations and help from local companies. Hirsch shared that she would be interested in helping with the project. Hirsch shared that bee houses required constant maintenance so that disease among bees wouldn't spread and be counterproductive to

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the project. Glynn and Groom shared that the proposed area at Racetrack Park was unutilized and was a good location for something like this. Paquette and Liddicoat shared that they needed $327.30 for supplies and were asking the City for a donation.

Motion made by Lisa Reeves and seconded by Denise Duranczyk to donate $327.30 from the Park Development Fund for the supplies needed for the bee and butterfly garden. The motion carried 5-0 with the Mayor voting.

13. Future Agenda Items
Mandt Park Waterfront Development Update
Park Development Standard Guidelines
Fair Contract Update
Park Development Fund Quarterly Report
Rotary Park
Nordic Ridge Solar Sign
Uniroyal Meeting Update

Adjournment
Motion made by Denise Duranczyk seconded by Matt Bartlett at 7:33 pm. Motion passed 5-0 with the Mayor voting.

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