**Director's Report**
**July 2020**

## COVID-19/Operations

- Worked with Lunches for Vikings volunteers for sanitizing and use of building
- Attended conference call with public health about parks and recreation programming
- Attended City re-opening meeting with department heads who oversee buildings
- We re-opened the Youth Center on June 28th. However, due to the recent spike in cases, the Youth Center Manager and myself agreed to close the building the week of July 13. We will be offering curbside snack and virtual meetings.
- We were shorthanded twice this month due to COVID-19.
- Created and posted soccer specific signs for Virgin Lake Park to address the neighbors' concerns over large groups playing there.
- Attended Dane County Public Health COVID-19 meeting regarding the new order.
- Attended Wisconsin Parks and Recreation Association meeting where people around the state checked-in on the status of their operations.

## ADA Transition Plan

- Met with MSA staff regarding the plan and their findings from the audit. The next step is to meet with Public Works staff regarding how we would like to address and phase the improvements.

## High School Baseball Diamond Light Removal Project

- Met with a project manager from Hooper and school district staff about the removal. School district staff wanted the buried wiring removed when the lights are removed. This was unknown at the time of budgeting last year.
- Went through our paper files to find items regarding the install of the lights. We do not have any as-builts of the lights. I found a hand sketch of the wiring which shows the wiring going from the light poles through the field and into the electrical box in the storage building behind home plate. It was initially believed that the wiring was buried in the conduit as an old sales slip for 500 pieces of conduit was found, but a local electrical contractor looked at the lights and believes it was a direct bury where no conduit was used. I communicated this to school district staff to see what their expectations were regarding the wiring removal since it would require disturbing the playing surface.

## Riverfront Project

- Hosted the steering committee meeting on 6/15
- Answered questions regarding the park
- Toured and documented conditions on the Yahara River in the Stoughton area and local areas that have experienced dam removals. There is a staggering difference in water quality in Stoughton and the places that have underwent dam removals. On 6/17 there was a substantial amount of algae floating down river in the city. The river in Rockdale and the Yahara River in Stebbensville were free of algae and water clarity was better.
- Met with the Planning Director for coordination between Strand and REP for riverfront engineering work.

**Director's Report**
**July 2020**

- Sent an email to a UW professor who researches river restoration to see if he would like to attend the steering committee meeting in July.
- Communicated with Chuck Ungs from Linn County, IA about attending the July steering committee meeting. He is a naturalist for Linn County, fisherman, and ACA certified whitewater paddler.
- Met with DNR staff regarding permitting
- Met with REP staff regarding design for Phase I improvements which include filling in the tailrace to create a plaza near the powerhouse, paddling improvements downstream of Fourth St, and hydraulic modeling needed for the pedestrian bridge.
- Created a presentation for the Rivers & Trails Taskforce meeting.
- Created a presentation on the budget for the Whitewater Park Steering Committee meeting.

**Rotary Park Project**

- Talked with the engineer from Strand and told them we would like to re-bid it in the fall.
- We may end up acting as the general contractor on this and try to complete the site work this fall. We are hoping to use the contractor Stoughton Utilities is using for the lead pipe replacement to run the sanitary and water lines to the restroom. The utilities are buried 19 feet deep at the road, so it will hinge on if they want to do the work and if the cost is reasonable.

**Bjoin Park**

- Developed a draft master plan map that identified improvements based on feedback from survey and stakeholder meetings.
- Met with the Public Works Director and Parks Maintenance Supervisor to go over the draft plan.
- Sent the draft master plan to stakeholders for additional feedback.
- Received costs for the solar lighting and prairie establishment
- Completed the draft master plan report
- Created an online survey for the draft master plan and sent the link to the neighbors

**Misc.**

- Completed the Youth Center's monthly report for the County
- Completed the Youth Center's annual report with the Youth Center Manager
- Attended an internal staff meeting about 51 West Subdivision project
- Completed the 2021-2025 CIP Budget
- Worked with garden volunteers regarding unkept plots
- Assigned the four raised garden beds to gardeners on the wait list.
- Had an internal staff meeting regarding the 51 North development
- Sent the draft impact fee study to the City Attorney for review
- Worked with the Recreation Supervisor to find a design for park water features. Two were built and installed at East Park and Bjoin Park. We decided on those parks so that water features were spread throughout the City.
- Trained the Recreation Supervisor on how to use the City's software system for budgeting.

**Director's Report**
**July 2020**

- Completed the operational budget for 2021. Based on conversations with other Parks & Recreation Directors and the Finance Director, the best course of action was to budget like we did for 2020 as there is a lot of unknown regarding COVID-19.