



# Board of Park Commissioners

Doug Skates - President

Alderman Al Kupsik  
Brian Olsen  
John Swanson

Lynn Hassler  
Peggy Schneider  
Mayor Jim Connors

Barb Hartigan  
Dave Quickel

Director of Public Works Daniel S. Winkler, P.E., Secretary

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## MINUTES OF THE 6:00 PM JUNE 19, 2014 MEETING

City Hall 2<sup>nd</sup> Floor Room 2A

### Call to Order:

The Board of Park Commissioners meeting was called to order by President Skates at 6:00 PM. Secretary Winkler read the roll.

### Roll Call:

President Doug Skates , Lynn Hassler , Barb Hartigan , Peggy Schneider , Dave Quickel , John Swanson , Ald. Al Kupsik , Brian Olsen , Mayor Jim Connors . ( Total).

### Staff & Aldermen Present:

DPW Daniel Winkler , \_\_\_\_\_  
Administrator Dennis Jordan .

### Public Present:

Mr. Chris Schultz of the Regional News.

### Public Input:

None.

### Park Use & Open Space Plan:

#### Final approval of survey and existing facilities map

The online survey and map were discussed, appear to all be in order and were approved by unanimous consensus.

#### Postcard discussion-dates/vendor/verbiage

There was extensive discussion regarding the post card mailer. One of the major issues was to go with black and white or color. The vote was 5 in favor of black and white with the City's logo prominently displayed on the front, and 1 in favor of color (Quickel). The entire commission wished to see some nice park scene on the front also. It was also unanimous that the post card must indicate those who wish to fill out a survey manually may do so by coming in to City Hall with their post card.

It was moved by Commissioner Olsen and seconded by Commissioner Hartigan to approve the local vendor (Tom Bence who provided the lower bid price) to send out the black and white post card with prominent City logo on the front, using Van de Walle's mailing list of City residents, with each post card having a unique identifier number for the online survey, the survey target date for mailing is July 1<sup>st</sup>, the survey be out there four weeks until either August 1<sup>st</sup> or August 4<sup>th</sup> if the mailer is late, and that the survey will be copied by the City for those who don't complete the survey on line and come into City Hall to complete it manually. The final post card draft will be sent to DPW Winkler and he will send it out to all Commissioners for comments prior to mailing. President Skates will coordinate the final draft with the vendor. The motion passed 6-0.

Commissioner Swanson asked if the City could place the upcoming post card and survey on the E-Alert website and perhaps we could receive some positive coverage from the Regional News.

It was also noted by President Skates that he had been in touch with Ms. Mary Robb of Van de Walle and they have one meeting left in the contract to wrap up the Park Use and Open Space Plan or have an open house. When asked about the cost for a meeting to go over the online survey with the Park Commission, she said the added cost would be \$1,900 or around \$3,000 to bring back Mr. Slavney with her. By consensus, the Commission decided they would go over the results of the survey themselves and provide direction to Van de Walle. President Skates also said that she will have a draft of the plan available for review in the next few weeks while the survey runs. The final plan would incorporate updates from the survey.

### **Adjourn:**

It was moved by Commissioner Swanson and seconded by Mayor Connors to adjourn. The motion passed 6-0 and the meeting was adjourned at 6:50 PM.

### **Set Next Meeting Date:**

The next regular meeting is scheduled for July 2, 2014.

Respectfully Submitted,

***Daniel S. Winkler, P.E.***

Secretary

(If anyone finds any inaccuracies, errors or needs to adjust the minutes please call or email me prior to the next meeting.)