



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

City of Lake Geneva 626 Geneva Street Lake Geneva, WI 53147-1914
www.cityoflakegeneva.com Phone: (262) 248-3673

MINUTES OF THE 6:00 PM SEPTEMBER 3, 2014 MEETING

City Hall 2nd 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 ___X___, Lynn Hassler ___X___, Barb Hartigan ___Late___, Peggy Schneider ___X___, Dave Quickel ___X___, John Swanson ___X___, Ald. Al Kupsik ___X___, Brian Olsen ___X___, Mayor Jim Connors ___X___ (___8 to begin meeting, then 9 Total).

Staff & Aldermen Present:

DPW Daniel Winkler ___X___, _____
Administrator Dennis Jordan ___ ___.

Public Present:

Mr. Andy Dammeir, Mr. Rod Brenner, Ms. Candice Kirchberg, Mr. Chris Schultz.

Approve the Minutes of the Prior Meeting:

It was moved by Commissioner Swanson to approve the minutes of the August 2014 meeting, and seconded by Commissioner Hassler. The motion passed 7-0.

Public Input:

None.

Permits & Park Donations:

NAME: Midwest Action Cycle DATE: 10/11/14 LOCATION: Seminary Park USE: Scoterfest
-President Skates read the permit request. It was moved by Alderman Kupsik to approve, and seconded by Commissioner Olsen. After verification of the location with the Chamber of Commerce as this is the same weekend as Oktoberfest, the motion passed 8-0.

NAME: Vance DATE: 8/2/15 LOCATION: Seminar Park USE: Family Picnic-
President Skates read the permit request. It was moved by Alderman Kupsik to approve, and seconded by Commissioner Hartigan. The use included use of the pavilion and the motion passed 9-0.

Park Assignments/Repairs Update/Maintenance:

The following items were brought up and discussed:

- Rushwood Park-President Skates noted that mulch is still needed beneath the play equipment, and abandonment of the play pipes is not desired anymore as he had checked with his constituents. They like the pipes, but there are some reinforcing steel and sharp edges that require removal/grinding/repair.
- Commissioner Swanson and the entire board commended the Street Department efforts all year in keeping the system clean and well maintained, particularly after Art in the Park and Venetian Fest.

NEW BUSINESS

City Owned Land Tot Lot Discussion-Andy Dammeir/Trostel

(Taken #1 out of order)-President Skates and Mr. Dammeir presented the possibility of the Business Park, Trostels, and the City teaming up on a tot lot in the now lawn area remnant left over from the alley relocation south of Trostels. There was much discussion including equipment for tots under 6, fencing or not, determining an amount, and the size of the existing footprint for the tot lot. It was moved by Ald. Kupsik that everyone visit the site, staff provide some pricing, and the item be brought back for further discussion. After more discussion the motion passed 9-0.

Veterans Park Field Use, Mr. Kirk LaDue

Mr. Kirk didn't appear. President Skates said this item will be on a future agenda for further review.

CONSIDERATION OF GRILLING IN DONIAN PARK

After a brief explanation by Mr. Winkler and viewing some photographs of the park, it was moved by Commissioner Quickel to recommend to the Council to amend City ordinance to allow grilling in Donian Park. The motion was seconded by Commissioner Olsen. Grills and an ash dump were discussed and staff was asked to arrange for an ash dump similar to Seminary Park. The motion passed 9-0.

(This item needs to go to the City Attorney to draft an ordinance change and to FLJ and Council for consideration)

MAPLE PARK TENNIS COURTS POLE PAINTING DISCUSSION-DPW DAN WINKLER

DPW Winkler shared pricing on cleaning, priming and painting of the 4 poles at the tennis courts. It was moved by Alderman Kupsik and seconded by Commissioner Quickel to approve the low bid of Stateline Surface Solutions in the amount of \$3,280 as funded from the Parks operating budget. The motion passed 9-0.

CAPITAL IMPROVEMENT PROGRAM FOR PARKS 2015-DAN WINKLER (Taken 3rd out of order).

DPW Winkler shared the approved Park projects in the 3-year approved capital budget. They didn't include funding of a dog park or other than what is in the plan. There was some dog park discussion but no action taken.

PARK INTERN FOR 2015 DISCUSSION

Alderman Kupsik commented that the Personnel Committee was looking at assigning all park related duties to one of the front desk clerks as part of her normal duties. President Skates and some members of the Commission wished to have an intern dedicated to only parks. There was discussion of funding or not and developing a job description. Commissioner Schroeder offered to contact UW LaCrosse to follow up on both a job description and how internships work as they have a park and recreation program.

OLD BUSINESS

Dunn Field Concession Discussion

President Skates discussed how a future concessionaire agreement could be structured to make it work financially for the vendor. The open banner or sign was discussed and what it would take to satisfy the building inspector. It was moved by Ald. Kupsik to put RFP's back out there before winter with no requirement to limit it to food sales or mandate hours of operation. The motion was seconded by Commissioner Olsen and passed 9-0.

Park Use & Open Space Plan Details/Discussion, Survey Status/Workshop

DPW Winkler provided an update and status report to the Commission. The next step was to select an open house, date, time and place. By unanimous consent, the open house date is September 29, 2014, 6:30 PM to 8:30 PM, at City Council Chambers (if available or the Police Department training room). All members were encouraged to complete their survey forms by September 7th.

Dog Park Discussion (Taken #2 Out of Order).

President Skates and Ms. Kirchberg updated the Commission on the status of the private fundraising effort. Ms. Kirchberg said the progression would be fencing, water, and then make the park a popular destination. She said she has made a brochure but has no funding. There was much discussion about how the park is not in the City capital budget and has limited funds, that a friends of the dog park group needs to be the catalyst to move this forward, and that Community Bank is willing to assist with setting up an account to accept funds. A stumbling block to fundraising is that there isn't a date to complete the park. DPW Winkler stated that due to the low cost to install fencing that, barring frozen ground, that a fence could be awarded by Council and installed within 60 days of having funds. No other action was taken.

Future Meeting Agenda Items-August

- Ask the Assistant DPW if he is available to attend the next meeting so the Commission may meet him.

Adjourn:

It was moved by Mayor Connors and seconded by Commissioner Hartigan to adjourn. The motion passed 9-0 and the meeting was adjourned at 8:10 PM.

Set Next Meeting Date:

The next regular meeting is scheduled for October 1, 2014.

Respectfully Submitted,

Daniel S. Winkler

Secretary

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