

**Park, Recreation and Urban Tree Board Meeting Minutes
July 18, 2016**

- 1) Call to Order and Roll Call – *Chairman Jack called the meeting to order at 6:32 PM with roll call:*

<i>Present</i>	<i>Absent</i>
<i>Matt Gehl</i>	<i>Julie Brinkman - Excused</i>
<i>Tom Jack</i>	<i>Stacy Gedman</i>
<i>Susan Jungen</i>	<i>Rich Storey</i>
<i>Ruth Sprangers</i>	

Others Present
Brenda Stumpf, Recreation Coordinator
Valerie Neuman, Acting Clerk
- 2) Pledge of Allegiance – *Recited.*
- 3) Approval of the Agenda – ***Gehl moved to approve the agenda. Jungen seconded. Motion carried.***
- 4) Approval of Minutes: June 20, 2016 – ***Sprangers moved to approve the June 20, 2016 minutes. Gehl seconded. Motion carried.***
- 5) Registered citizen comments on agenda items – *None.*
- 6) Chairperson Report: Info only – *Jack mentioned how his family frequents Wanick Choute Park and how he receives rave reviews about the splash pad.*
- 7) Recreation Coordinator Report: Info Only –
 - a) Recap of Events Held – *Stumpf relayed information on the family fun series at the Wanick Park amphitheater. She stated the Miller & Mike (6/26) comedic jugglers drew a 35 person crowd, the Minions movie showing (6/24) drew 52 people (and sold concessions beforehand), and Randy Peterson children’s entertainer (7/10) had a 15-family crowd with about 50 people.*
 - b) Upcoming Events – *A U-Paint opportunity is scheduled at the park pavilion on 7/20, where participants are to pre-register on its website. Other upcoming events include children’s entertainer, Mister Billy (7/24), the second ice cream social of the season (7/26), which is sponsored by the Village’s Chubby Seagull, two (2) Art in the Park Series – tie dying (8/3), and bird house painting (8/17), Inside Out movie showing (8/12), and the N.E.W. Zoo’s Zoomobile (8/14).*
 - c) Wanick Park June Survey – *Stumpf reported the surveys conducted were over eleven (11) randomly-selected weekdays; no tennis lessons or YMCA programs are involved with the statistics. Collectively, the Board decided a weekend or weekend date would be most preferable for comparison purposes. Stumpf will organize a weekend date for the August sampling.*

8) Old Business:

- a) Security Systems – Stumpf requested vendors who submitted bids to attend the meeting to help explain the bids for the security systems.

R. Jack of Sentinal Security, LLC spoke to explain the quotes submitted for the security cameras at Wanick Choute Park. Cameras are analog 1080 eye cameras only, with one standard view, color recording, no audio, and no capabilities to rotate view or to zoom at the immediate time or after-the-fact.

The first one is for the main pavilion site, where two (2) cameras would be stationed by the splash pad area, one (1) at the picnic tables in the pavilion, and one (1) in the soffit for the pavilion restrooms. A 10' pole would be required (provided by the Village) to position the camera on top of to attain proper viewing of splash pad area. (Currently, there is a 4' pole where the emergency phone is on – replacing this pole with a taller one would make economic and space sense for the camera, since the current pole would not work with the tree growth over the next few years). The digital video recorder (DVR) would be placed in the concessions room of the pavilion up high and would have to be taken out in the wintertime (say unless the protector box, heater, and fan are purchased - \$900 additional investment).

The Board requested Stumpf to evaluate humidity in concessions room on 7/21 or 7/22 to evaluate conditions of building in summer heat. DVR system can be accessed remotely if high speed internet is connection available. Alternatively, a USB memory stick can be inserted into the recorder and user can record any span of time in between dates. DVR takes upwards to a month of data prior to overwriting existing data recording; it only records when activity is sensed by cameras (saving space); equipment and installation estimated at \$5,225. DVR capabilities can record up to four (4) cameras only.

The second quote is for the amphitheater space for three (3) cameras – one stationed in front of skating rink, one looking out to amphitheater space/sidewalk, and one positioned on play area. Conduit piping would be needed to reach outside rear of building. This DVR could record year-round, since warming shelter mechanical room is heated.

Jack mentioned importance of hiding DVR box and monitor to reduce tampering, and to have both DVRs to record year-round. Sprangers agreed \$900 is a small investment for maintaining equipment against environmental factors and possible tampering.

Gehl mentioned the parking lot is missed by current proposal placement of cameras, also basketball and tennis courts are missed.

Mega pixel cameras are an alternative option where user can zoom-in on areas on recording after-the-fact; Jungen and Gehl requested cost comparison. Jungen additionally requested side-by-side comparison of 1080 (analog) camera, with a

mega pixel camera (which is not quoted and is more expensive). A DVR may also be needed to accommodate mega pixel camera requirements; Jungen stressed the importance of ensuring the Village attains the best option for the park's needs.

R. Jack will provide follow-up with answers to requested information to Stumpf for further consideration after it is ready.

Martin Security Systems out of Green Bay, WI provided quote for security camera system, but did not go on premises to evaluate needs (looked on Google Earth to determine quote). Quote for main pavilion is \$3,219.40 and for the amphitheater space, \$6,338.80.

Board directed Stumpf to request Martin Security Systems to attend next meeting to discuss submitted quote.

- b) *Lake Breeze to Wanick Park Trail – Stumpf updated the Board about the status of this year's restoration project of Nuthatch Trail. Cedar Corporation will need to trim the base of the path, fix the width differentiation in one spot, and the section of trail will have a minimum 2-year warranty, but may possibly have a 5-year warranty (Majkowski – Village Engineer could not confirm duration of warranty at this time). Finish work is to be done by Public Works.*

Stumpf also stated the concern and need of addressing two residential properties on Palmer Court are causing swamp-like areas on Village property due to extended drain tile. Homes were not "grandfathered" permission to place drain tile beyond their property lines and onto Village road right-of-way (ROW). Board stated it would be best to inform residents that their drain tile needs to be removed.

Gehl requested Stumpf to ask Village Administrator how first phase of homes of Nuthatch Pond were treated for the trail restoration. Gehl urged the importance of having a consistent message for all homeowners before any notification to current owners in violation are dealt with.

The Board collectively decided Stumpf to inquire about notification requirements and protocol about trail work to property owners that are near it by asking the Village Administrator. The Board requests to provide a consistent message to all homes along the trail line restoration project(s). Thereafter, a letter is to be drafted and sent out to all homeowners on Palmer Court regarding stormwater drainage guidelines.

Stumpf stated Lake Breeze section of trail is still undergoing maintenance and no official timeline there is no completion date set.

- 9) **New Business:**
- a) **Park Regulations – Stumpf stated current park regulations state no personal grills are permitted of any kind (charcoal or gas) unless in designated picnic areas. No**

designated picnic areas were established at any park at this point. Two (2) years ago, the Parks & Recreation Department purchased four (4) industrial grills to use for Village-sponsored events, but with also for the intent of renting out the grills to pavilion renters.

Stumpf urged the Board to maintain the current regulation wording and just specify designated picnic areas at Legion and Wanick Choute Park. Additionally, she stated the importance of regulating grills by only allowing the rentable grills in designated picnic areas (for they are gas). The Village Parks & Recreation Department does not have the man power to oversee charcoal “dumping sites” at the park. Stumpf stated pavilion rental applications could be altered to have an “interested in renting a grill” option, whereupon a propane gas rental agreement would need to be completed (along with the \$25 rental fee-per day and \$25 rental deposit).

Stumpf continued that grills can be positioned in secure locations at Legion Park (locked in bathroom) and Wanick Choute Park (in concessions room) and dropped off in area before date of rental. Renters are responsible for cleaning and securing grill after use. Stumpf would remove grill if subsequent renter did not request grill to maintain consistency.

Gehl agreed the importance of updating the park regulations to include what areas are considered to be designated picnic area, but it is hard to dictate what is acceptable/not accepted as a grill within the park areas – park goers will bring a charcoal even they say it is a gas grill; hard to mandate regulations and stopping those from bringing personal grills.

Jack agreed to limit type of grill only to gas/propane grills due to charcoal mess.

Sprangers stated signs would be needed to reflect strict changes throughout the park. Enforcing personal grill use to be prohibited would be hard to do without adequate staff and monitoring.

Jungen uncertain why open air shelter cannot be designated picnic area –a few unbolted tables under main pavilion could be moved to accommodate another picnic area near a parking lot. Another gathering spot for when the main pavilion is rented would be helpful for other park goers; Gehl agreed.

The Board collectively agreed to have Stumpf research other local municipalities and how they currently present grill use procedures – whether if the municipality rents grills at all, supplies grills for public use, has restrictions associated with gas and/or charcoal grills, and if their regulations include designated picnic area spaces. Stumpf is to report back at next meeting with findings, whereupon Board is to decide on providing updated regulations and procedures for grill usage and have policy update for Village Board review/approval at their early November meeting. Intent is to have policies updated for 2017 rentals.

b) Facility Reservation Applications – *Stumpf included applications as part of subsequent materials to Board to show current formatting of forms and how they do not include grill information.*

10) Correspondences – *None.*

11) Adjournment – ***Gehl moved to adjourn at 8:30 PM. Jungen seconded. Motion carried unanimously.***

Respectfully submitted for review and approval by Valerie Neuman, Acting Clerk.