

HARTFORD PARKS AND RECREATION COMMISSION MINUTES

Wednesday, April 4, 2018

6:30 PM - City Hall – Council Chambers

Present: Jeff Troeller, Todd Rusniak, Karin Buhle, Jeff Turchi, Scott Helms, Mark Kohnhorst, Amy Hoffmann

1. President Troeller called the meeting to order at 6:30 PM; "This is an open meeting under 19.81 to 19.98 of the Wisconsin State Statutes".

2. Approval of Minutes

MOTION by Rusniak seconded by Kohnhorst to approve the March monthly minutes with one change – removing Mark Kohnhorst name under "Excused"

MOTION CARRIED

Noted was that the February minutes will need to be approved as the March meeting did not have a quorum to approve those minutes. The Director will include the February minutes in the May packet.

3. Informational Monthly Staff Reports – Reviewed

4. Communication and Correspondence –None

5. Appearances / Public Comments – None

6. Old Business – None

7. New Business

ADMINISTRATION

Introduction – New Commissioner Appointment – The Director introduced Karin Buhle, whom the Mayor appointed to complete the remaining 2 years of Dave Ziemer's term. Dave stepped down due to work commitments.

Comprehensive Outdoor Recreation Plan – The Director introduced Becky Binz, MSA Project Manager with MSA Professional Services whom the City has hired to update the CORP. Becky has started the process to update this five year park and open space plan. She and the Director have had many phone conversations and today toured the City's parks. At the Commission meeting Becky reviewed the following handouts:

- *Summary Project Outline* – Highlights:
 - o Public Survey available on line from April 13-May 11
 - o Public Open House May 8
 - o Commission Meeting in June and September
 - o Final Approval by Commission, Plan Commission and Council in October
- *Survey* – The Commission reviewed the public survey which will be available one line and offered comments, suggestions and a few changes.
- *Park Assessment Form* – this is homework for the Commission. This form lists every park in the City and asks for the Commission's "Wants" and "Needs" for each park. Becky highly suggested the Commissioners visit each park when working on this form. Becky would like these completed by May 16.
- *Recommendations from 2012 CORP* – The Commission reviewed the improvement recommendations from the previous CORP for each park. They discussed what has been completed and what should perhaps be removed from the list.

With regards to the Project Outline, Becky commented that the Commission Meeting in June would be material and time intensive. President Troeller suggested, if Commissioners preferred, to start the meeting earlier, rather than have the meeting go late. No final decision was made at this time.

With regards to the survey, hard copies will be available at the Recreation Center and Library, however, staff will have to input the answers which can be time intensive. The preference will be for people to go on line to take the survey. The Commission suggested having a computer at the Recreation Center for the public to use to take the survey. The Director had already asked the Technology Coordinator if one could be provided. The Technology Coordinator commented that it would be difficult to free up a computer for that length of time.

There is a press release informing the public about the survey and open house meeting on May 8th. This will also be sent to a list of service groups, civic groups and other stakeholders as identified at the Commission meeting.

Summer Activity Guide – Will be distributed on April 17.

Recreation Supervisor Vacancy Update – The Director, City Administrator and Todd Rusniak Parks & Recreation Commission Vice-President, interviewed 7 highly qualified candidates. The Director is working through final selection and hopes to make an offer of employment soon.

Fitness Room Equipment Approval – Executive Summary – The 2018 CIP includes \$34,500 to upgrade nine strength line machines, 2 multi benches and one elliptical. Three proposals were received from three different vendors that represent three different product lines. Proposals were to include trade in, delivery, assembly and set up. When evaluating the proposals, staff considered features of the equipment and warranties as well as testing a minimum of one strength piece.

The low bid of \$3,298 for the Olympic 3-way benches (2 of them) from Direct Fitness Solutions for the Hoist benches is being recommended. The low bid for the elliptical from Direct Fitness Solutions for the Free Motion E85 at \$3,175 is being recommended. The bid for the Matrix Versa Plus strength line from Summit Commercial Fitness at a cost of \$23,065 is being recommended. While this is not the lowest bid for the strength line equipment, staff chose this as it will blend to the look of the current equipment, user components such as seat adjustments, pin settings, etc. were preferred, it offers an electronic rep counter/timer feature and the warranty was better. The Aquatic/Fitness Supervisor also commented that the equipment was similar in most operations making the ‘learning curve’ on using the equipment easier, especially for our clientele.

The total for all of staff’s recommendation is \$29,538.

MOTION BY Troeller, seconded by Hoffmann to approve staff’s recommendation to purchase the Matrix Versa Plus strength line from Summit Commercial Fitness Monona WI for a total cost not to exceed \$23,065, to purchase the Hoist Olympic 3-way bench and Free Motion E85 Elliptical from Direct Fitness Solutions Franklin WI at a cost not to exceed \$6,473.

MOTION CARRIED

Signicast Family Aquatic Center Dehumidification Project Contractor Approval – Executive Summary – The 2018 CIP includes \$190,000 to replace the Signicast Family Aquatic Center leisure pool dehumidification system. This will require an extended shut down of the pool. The tentative start date for the project is July 9 with re-opening on September 4. Work will include demolition and removal of existing equipment and installation of a new system. The bid specification requested a base bid for the leisure pool and an alternate bid for the replacement of the dehumidification system for the therapy pool. The therapy pool project is budgeted for 2020 with an amount of \$45,000.

Only one bid was received. It was from J&H Heating for \$168,300 for the leisure pool, \$39,800 for the therapy pool, a deduction of \$3,140 for both project to be completed in 2018 for a total bid of \$204,960.

Both bids are under the CIP budgeted amount and staff is recommending both be approved. The funds for this are from the Recreation Center Fund balance account which has adequate funding to complete both projects at this time.

The Director commented that staff had reached out to multiple companies to request a bid however were told that their project schedule was already full and thus they were not interested in bidding. However, staff believes they have a competitive bid from J&H Heating and have worked with J&H on many projects before.

MOTION BY Jeff Turchi, seconded by Scott Helms to approve staffs recommendation to have J&H Heating Inc. Port Washington to complete the Signicast Family Aquatic Center leisure and therapy pool dehumidification system control projects for a total cost not to exceed \$204,960.

MOTION CARRIED

RECREATION PROGRAMS / ACTIVITIES

Upcoming Programs

Lock In Event – This annual middle school night will be held on May 11. This is a large event that takes a lot of time to prepare and run. With the absence of a Recreation Supervisor, staff will be hiring Anita Hillman to help us coordinate this event. Anita has been an employee of Elevate and has helped us coordinate this event when our Department ran the Lock In with Elevate.

Fitness Session III – This last winter/spring session will start the week of April 2.

Community Wellness Fair – This is a first time event being coordinated by Department Staff and Katie Kraemer, Anytime Fitness Club Director. The Fair is being hosted at the Recreation Center on Wednesday, April 18 from 3-7 PM. Over 30 health and wellness providers in and around the community will have a table in our gymnasium to promote themselves. Tours, mini fitness classes and more will be offered.

ADULT / YOUTH SPORT

Upcoming Programs

Youthball Registration Update – Close to 400 youth are registered. Former Program Supervisor Randy Wojtasiak was hired to help form leagues, schedules and organize equipment and tshirts. Coaches meetings will start at the end of the month with practices in early May.

Pitch Hit & Run and Jr. Home Run Derby – These free events are scheduled for Friday, May 4th at West Side Park after the HS baseball game.

AQUATICS

Signicast Aquatic Center

DUCK PLUCK – Pluck a Duck, win a prize during open swim on April 12, 3:30-5:15 PM.

MOTHERS DAY SWIM – Mothers swim for free on Sunday, May 13 from 1-3:45 PM.

Veterans Memorial Aquatic Center

STAFF HIRING REPORT – The Aquatic/Fitness Supervisor finished most interviews for all positions and will be extending job offers soon. However, he will always take applications especially for guards and WSI's.

CONTRACTOR REPAIR WORK REVIEWED – Contractors were scheduled to be back this week however the inclement weather has delayed that start. Work is needed on the sitting wall and other basic crack repair/repainting. Also, the sand filter will need to be repaired. Repairs have previously been made on it however, they did not hold and so another approach will be needed to fix this filter. In the bathhouse, an

expansion joint was not put in during construction along the locker room walls and floor. This has caused the epoxy floor to crack and it will need to be fixed.

SUMMER SWIM LESSON SIGN UP will begin April 18/23.

SUMMER SWIM PASS SALE will begin May 1

PARKS OPERATIONS

Arbor Day Tree City Planting – This will be held at Willowbrook Park on April 27 with Dave Scharfenberger, Volunteer City Forester and Cub Scout Troop 3794.

Parks Project Report

TREES! Much of the work of late has been the removal of Ash trees.

OTHER REPORTS /COMMISSION REQUEST

Commissioner Rusniak asked if the ice rink was damaged at Veterans Park. The Director said that some of the sides that have fallen with the melting of the ice were taken by users of the skate park as additional ramps. Staff believes they were able to bend the sides back into place. Staff is waiting for the last block of ice to melt to be able to remove all the boards. Staff did remove the yellow safety boards as there was concern the wind would blow them off.

Commissioner Rusniak also asked how long Dave Ziemer served on the Commission and if he should be invited back to a meeting to be commemorated with a service award. The Director thought he was on the board for about 5-7 years and will confirm that information. He will also follow up with ordering a plaque and inviting Dave to an upcoming meeting to be presented with the plaque.

The Director informed the Commission that Gerard (Jr.) Roethle has submitted his retirement letter. His last day of work will be June 8th. Jr. has worked for the City in both the Streets Department and Parks Department for over 26 years.

ADJOURNMENT

MOTION BY Troeller seconded by Hoffmann to adjourn at 8:05 PM.

MOTION CARRIED

Submitted by,

Sara Cummings

"Persons with disabilities requiring special accommodations for attendance at the meeting should contact the City Clerk at least one (1) business day prior to the meeting." Members of the Common Council may attend the above meeting. Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) such attendance may be considered a meeting of the Common Council may attend the meeting without violating the open meeting law."