

AGENDA
BOARD OF PARK COMMISSIONERS
Kenosha Municipal Building - Room 204
Monday, March 11, 2013 - 5:00 pm

Chairman: Michael J. Orth **Vice Chairman: Anthony Kennedy**
Commissioner: Chris Schwartz **Commissioner: Rocco J. LaMacchia, Sr.**
Commissioner: Kevin E. Mathewson

Call to Order
Roll Call

A. APPROVAL OF MINUTES

A-1. Approval of the minutes of the meeting held on February 25, 2013.

B. DEFERRED BY COMMITTEE

B-1. Proposed Resolution by Alderperson Anthony Kennedy – To Designate Kennedy Park as a Site for the Placement of a Fully-Accessibly Play Area. *(Deferred from the 2/25/13 meeting)*

C. REFERRED TO COMMISSION

C-1. Request from the Kenosha County Turn the Town Blue Planning Committee to place a banner and ribbons on the trees in Civic Center Park for the month of April. *(District 2)*

C-2. Approval of Kenosha Dream Playground Project Sign & Location. *(District 1)*

C-3. Change Request

C-4. Approval of Task Orders for Professional Services by SAA Design Group, Inc., for the following:

- a. Task Order #13-1 for \$50,000 for Petzke Park Phase 2 *(District 1)*
- b. Task Order #13-2 for \$26,000 for Washington Park Velodrome *(District 6)*

INFORMATIONAL ITEMS:

- 1. Southport Beach House Master Plan Presentation
- 2. Project Status Report

DIRECTOR AND/OR SUPERINTENDENT COMMENTS
CITIZEN COMMENTS/COMMISSIONER COMMENTS/OTHER BUSINESS AS AUTHORIZED BY LAW

IF YOU ARE DISABLED AND NEED ASSISTANCE, PLEASE CALL 653-4052 BEFORE THIS MEETING

NOTICE IS HEREBY GIVEN THAT A MAJORITY OF THE MEMBERS OF THE COMMON COUNCIL MAY BE PRESENT AT THE MEETING, AND ALTHOUGH THIS MAY CONSTITUTE A QUORUM OF THE COMMON COUNCIL, THE COUNCIL WILL NOT TAKE ANY ACTION AT THIS MEETING.

BOARD OF PARK COMMISSIONERS
Minutes of Meeting held Monday, February 25, 2013

A meeting of the Board of Park Commissioners was held on Monday, February 25, 2013 in Room 204 of the Kenosha Municipal Building. The meeting was called to order at 5:00 pm by Chairman Orth.

At roll call, the following members were present: Commissioners Kennedy, LaMacchia and Schwartz. Commissioner Mathewson was excused. Staff members in attendance were Michael Lemens, Director of Public Works; Shelly Billingsley, Deputy Director of Public Works/City Engineer; Jeff Warnock, Park Superintendent; Bill Richardson, Assistant City Attorney and Alderperson Eric Haugaard.

It was moved by Commissioner LaMacchia, seconded by Commissioner Kennedy, to approve the minutes from the meeting held on Monday, February 11, 2013. Motion carried unanimously.

C-1. Request from the Kenosha YMCA for the following on Friday, July 12, 2013:

- a. To hold the "Food, Folks & Spokes" event in Library Park
 - b. Full sponsorship (*District 2*)
- Public Hearing: No one spoke.*

It was moved by Commissioner LaMacchia, seconded by Commissioner Kennedy to approve with 50% sponsorship. Motion carried unanimously.

C-2. Request from KUSD for the following on Sunday, July 21, 2013:

- a. To hold the "Festival of Arts & Flowers" at Lincoln Park Flower Garden area and the Oriletti building
 - b. Full sponsorship (*District 12*)
- Public hearing: Jim Zondlak, 5903 Pershing Blvd, and Robert Wells, KUSD, spoke.*

It was moved by Commissioner LaMacchia, seconded by Commissioner Kennedy to approve with 50% sponsorship. Aldermen LaMacchia and Kennedy withdrew their motion and second. They then moved to approve with 100% sponsorship. Motion carried unanimously.

C-3. Request from the Downtown Kiwanis Club for the following on June 21-22, 2013:

- a. To utilize Lot A (*5th Avenue to 6th Ave and 54th Street to 55th Street*) for the Bloomin' Bands event
 - b. Permission to sell Fermented Malt Beverages
 - c. Use of Park Equipment
 - d. Full sponsorship (*District 2*)
- Public hearing: Ron Bursek, 5111 24th Place, and Peter Bindelli, 1503 72nd Street, spoke.*

It was moved by Commissioner LaMacchia, seconded by Commissioner Kennedy to approve with 50% sponsorship. Commissioner LaMacchia and Kennedy withdrew their motion and second. They then moved to approve with 75% sponsorship. Motion carried unanimously.

- C-4. Request from the Kenosha Sports Fishing and Conservation Association to build an informational kiosk at their rearing pond located at 7th Avenue and Sheridan Road. *(District 1)*
Public hearing: Jim Zondlak, 5903 Pershing Blvd, and Alderman Eric Haugaard, 3818 5th Avenue, Alderman of the district, spoke.
It was moved by Commissioner Kennedy, seconded by Commissioner Schwartz to approve. Motion carried unanimously.
- C-5. Request from the Friends of the Kenosha Art Association to hold the "Good Old Summertime Art Fair" on Sunday, June 2, 2013 in Civic Center Park. *(District 2)*
Public hearing: No one spoke.
It was moved by Commissioner Schwartz, seconded by Commissioner LaMacchia to approve. Motion carried unanimously.
- C-6. Approval of the Fireworks Display Agreement By and Between the City *(of Kenosha through its Department of Public Works)* and MIAND, Inc. *(dba/ Mad Bomber Fireworks Productions)*.
It was moved by Commissioner LaMacchia, seconded by Commissioner Kennedy to approve. Motion carried unanimously.
- C-7. Change Requests.
It was moved by Commissioner Kennedy, seconded by Commissioner Schwartz to receive and file. Motion carried unanimously.
- C-8. Approval of Agreement By and Between the City *(of Kenosha)* through the Board of Parks Commissioners and Kiwanis Club of Western Kenosha, Inc. *(Nash Park)*
Public hearing: Candy Eisenhauer, 7515 26th Avenue, spoke.
It was moved by Commissioner LaMacchia, seconded by Commissioner Kennedy to approve. Motion carried unanimously.
- C-9. Resolution to Designate Kennedy Park as a Site for the Placement of a Fully Accessible Play Area. *(District 1)*
Public hearing: Tammy Conforti, 8547 33rd Avenue, and Alderman Eric Haugaard, 3818 5th Avenue, Alderman of the district, spoke.
It was moved by Commissioner Kennedy, seconded by Commissioner Schwartz to defer for two weeks. Motion carried unanimously.

INFORMATIONAL ITEMS:

1. Approved 2013 Special Events by the Park Superintendent
2. Project Status Report
3. CORP Plan by DNR through 2017

SUPERINTENDENT COMMENTS: Jeff Warnock met with Alderman Mathewson and the PTO at Roosevelt school about playground equipment. The school is looking to sponsor playground equipment in conjunction with the city. Park Division will be removing the tennis court east of the fence line in Roosevelt park due to very poor condition.

ALDERMAN COMMENTS: Commissioner Kennedy commented on the sponsorship policy. He would really like to discuss the policy because if an event has a direct benefit to the community the city should be a partner. Commissioner Orth agreed with Commissioner Kennedy on the policy. Park Commission should draft the policy with implementation by administration. The commission can no longer sporadically follow the policy and must be consistent. There needs to be a strong, fair and comprehensive policy and an avenue to administrate it.

ADJOURNMENT: There being no further business to come before the Board of Park Commissioners, it was moved, seconded and unanimously carried to adjourn at 5:42 pm.

BOARD OF PARK COMMISSIONERS

RESOLUTION NO. _____

SPONSOR: ALDERPERSON ANTHONY KENNEDY

**TO DESIGNATE KENNEDY PARK AS A SITE FOR THE
PLACEMENT OF A FULLY-ACCESSIBLE PLAY AREA**

WHEREAS, by Resolution 146-12, the Common Council for the City of Kenosha identified the need for a playground with a fully-accessible play area design; and

WHEREAS, by Resolution 146-12, the Common Council directed the Parks Division Superintendent to research the fundamentals of design for a fully-accessible play area, and then to provide options to the Board of Parks Commissioners; and

WHEREAS, the Kenosha Dream Playground Project is an association that has taken a leadership role in researching the fundamentals of design for a fully-accessible play area and has been conducting fundraising in order that a fully-accessible play area may come to fruition in a City park; and,

WHEREAS, the Parks Division Superintendent and the City Engineer met with the President of the Kenosha Dream Playground Project and they collectively determined that due to the area that would be necessary to install a fully-accessible play area within a City park, Kennedy Park is the best option for the siting of such play area; and

WHEREAS, the Common Council adopted a Comprehensive Outdoor Recreation Program (CORP) by Resolution 107-11 for all parks of the City, but which CORP did not include a fully accessible playground area in Kennedy Park.

NOW, THEREFORE, BE IT RESOLVED that the Board of Parks Commissioners hereby approves the siting of a fully accessible playground area in Kennedy Park reserving nonetheless all subsequent approval decisions that will be necessary, including but not

limited to approving the exact siting within Kennedy Park and approving the final plan design, and conditioned upon the existence of sufficient funds to complete the plans approved.

BE IT FURTHER RESOLVED that the placement of a sign by the City of Kenosha in Kennedy Park is authorized announcing that Kennedy Park is the future site of a fully accessible playground area.

BE IT FURTHER RESOLVED that the Board of Park Commissioners requests that the Mayor direct city staff to prepare an appropriate amendment to the Comprehensive Outdoor Recreation Plan for consideration by the Board of Parks Commissioners, the City Plan Commission, and the Common Council to proceed forth with a fully accessible playground area in Kennedy Park.

BE IT FURTHER RESOLVED that the secretary of the Board of Park Commissioners is directed to forward a copy of this resolution to the Mayor of the City of Kenosha.

Adopted this _____ day of _____, 2013.

APPROVED: _____
Chair,
Board of Park Commissioners

Date: _____

Drafted By:
EDWARD R. ANTARAMIAN,
City Attorney

February 28, 2013

PUBLIC INFORMATION MEETING



PUBLIC INFORMATION MEETING

**WEDNESDAY
MARCH 6, 2013
6:30 PM—7:30 PM
Municipal Office Building
625 52nd Street
Room 202**

If you are unable to attend the meeting but would like more information please contact:

Jeff Warnock
Parks Superintendent
262-653-4095 or
jwarnock@kenosha.org

or

Shelly Billingsley
Deputy Director of Public Works
262-653-4149 or
sbillingsley@kenosha.org



Yes we can!

Logo For Dream Playground Project

THE FIRST FULLY ACCESSIBLE PLAYGROUND IN THE CITY OF KENOSHA PROPOSED FOR KENNEDY PARK

Aldersperson Haugaard, Aldersperson Schwartz, City staff and the Kenosha Dream Playground Organization would like to invite you to attend an informal public information meeting to discuss the location of a fully-accessible playground within Kennedy Park. The Dream Playground Organization's mission is "...to develop a safe, fully inclusive accessible playground that will allow children of all abilities to play together, learn from each other, value each other's differences and find the strength to overcome challenges thus creating a truly integrated environment where compassion, acceptance and friendship can flourish."

See more at: www.thekac.com/playground



C-1

ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
CITY ENGINEER

PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT

FLEET MAINTENANCE
MAURO LENCI
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JOHN H. PRIJIC
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ROCKY BEDNAR.
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DEPARTMENT OF PUBLIC WORKS

MICHAEL M. LEMENS, P.E., DIRECTOR
SHELLY BILLINGSLEY, P.E., DEPUTY DIRECTOR

MUNICIPAL BUILDING · 625 - 52ND ST · RM 305 · KENOSHA, WI 53140
TELEPHONE (262) 653-4050 · FAX (262) 653-4056
EMAIL PUBLICWORKS@KENOSHA.ORG

March 6, 2013

TO: Chairman Michael Orth, Board of Park Commissioners
FROM: Jeff Warnock, Park Superintendent
RE: Banner for Civic Center Park

A request has been received from the Kenosha County Turn the Town Blue Planning Committee, to install a banner and tie ribbons on trees in Civic Center Park. This will take place the month of April for Kenosha County Child Abuse Prevention Month.

Requirements:

1. The organization is responsible for contacting Diggers Hotline before placing stakes in the ground.
2. The organization is responsible for the maintenance of the materials and remove all items on May 1.

Recommendation:

To approve the request

February 26, 2013

Dear Mary Durkee and the Board of Park Commissioners,

The Kenosha County Child Abuse Prevention Month Planning Committee is requesting the use of Civic Park for the month of April beginning April 1st through April 30th. For the past 4 years we have run the "Turn the Town Blue" campaign, in an effort to raise awareness about child abuse and neglect and to encourage the community to help keep kids safe. We are requesting the ability to put up a banner in Civic Park that says:

 **Prevent Child Abuse...Keep Kids Safe** 
Turn the Town Blue Campaign

Like us on Facebook" (with the logo and thumbs up icon).



The banner will be 4x12 white weather proof banner with royal blue writing. The banner will be placed on stakes in the ground beginning just after the sidewalk on the corner of Sheridan and 56th street facing Sheridan Rd. If possible we would also like to tie some blue ribbons on the trees in the park to help inspire the community to Turn the Town Blue.

Thank you very much for your consideration,

Kenosha County Turn the Town Blue Planning Committee
Karyn van Heijningen
6233 39th Ave Kenosha, WI 53142
kvanheijningen@psgcip.com
262 945-0241



**Kenosha Dream
Playground Project
Location Sign**

Subject: Kenosha Dream Playground Project Sign Quote
From: Jeff Ewens (jewensdesign@gmail.com)
To: tammyjconforti@yahoo.com;
Date: Friday, February 22, 2013 8:56 AM

Hi Tammy,

Please review the following quote / attachment per your approval.

Project: Kenosha Dream Playground Project Sign

Cost to Fabricate & Install

Project Set-Up -----> \$ 65.00

\$630.00
KDPP

(1) KDPP Single Sided 4' x 8' x .500" Luster Board Sign -----> \$ 565.00 *

(3M High Performance Vinyl - Per approved Layout)

Installation - (2) 4" x 4" Posts- Direct Burial -----> ~~\$ 385.00~~

* Need Specific Location for Diggers Hotline *

Tax Exempt # ES 23606

* Pricing Does Not Include City of Kenosha Sign Permit Fee if Needed *

Thanks,

Tom Zernia

J. EWENS DESIGN, INC.

2121 52nd Street

Kenosha, WI 53140-3113

p.262.652.1415

f.262.652.8990

KENOSHA DREAM PLAYGROUND PROJECT (KDPP)

96"

Future Home of the: **Kenosha Dream Playground Project**



Can we build it?

Yes we can!



TOGETHER EVERYONE ACHIEVES MORE!

48"



Custom Signage & Graphics Services Provided By
J. EWENS DESIGN
221 3rd Street / Kenosha, WI 53140
262.652.1415

(1) 48"t x 96"w x .500" Luster Board Sign with 3M High Performance Vinyl!

2/20/13

Filename: Kenosha Dream Playground Project - KDPP.ppt



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March 6, 2012

To: Michael Orth, Chairman
Park Commission

From: Shelly Billingsley, P.E. *Shelly Billingsley*
Deputy Director of Public Works/ City Engineer

Cc: Eric Haugaard
District 1

Chris Schwartz
District 2

Tod Ohnstad
District 6

David Bogdala
District 17

Subject: *Change Requests*

BACKGROUND INFORMATION

Staff has prepared the changes to the 2013 CORP Implementation spreadsheet for funding for the following items:

- Reallocating \$25,000 from the Simmon's Island Design Engineering to the Petzke Park Design Engineering to allow for the completion of the Phase II design work for early bid in 2014.
- Reallocating \$5,000 from the Simmon's Island Design Engineering to the Washington Park Velodrome Resurfacing to allow for the completion of a detailed survey of the area for the detailed design to be completed for bids this summer.
- Reallocating \$3,500 from the Simmon's Island Design Engineering to an allocation that will allow for Park personnel to install all equipment necessary to complete the itemized list for 2013.

Staff is working with the consultant for the task order to complete the design work on Simmon's Island and does not foresee any issues with the allocation of the \$33,500 from this line item at this time.

This attachment also reflects those changes made during the budget process moving funds into Strawberry Creek.

RECOMMENDATION

Staff would recommend approval of the change request reducing the design engineering from Simmon's Island by \$33,500 and increasing the Petzke Park Design Engineering by \$25,000, increasing the Washington Park Velodrome design engineering by \$5,000 and adding \$3,500 for a line titled "Installation of Park Equipment by Staff" and inclusion of the funds for Strawberry Creek as approved through the 2013-2017 CIP process.

2013 Proposed Improvements

(Assumes 2.5% Inflation)
REVISED MARCH 2013

| MINI PARKS | | | | |
|----------------------------|------------------------|----------------|--------------|-----------------|
| Park | Description | Construction | Design | Total |
| Bullamore | Basketball (1/2 court) | \$5,125 | \$513 | \$5,638 |
| Civic Center | Benches (2) | \$3,075 | \$0 | \$3,075 |
| Kenfair | Spring Riders (2) | \$1,640 | \$0 | \$1,640 |
| Newman | Park Shelter | \$0 | \$0 | \$0 |
| | CORP | \$9,840 | \$513 | |
| MINI PARKS SUBTOTAL | | \$9,840 | \$513 | \$10,353 |

| NEIGHBORHOOD PARKS | | | | |
|------------------------------------|--|------------------|----------------|------------------|
| Park | Description | Construction | Design | Total |
| Baker | Landscape Restoration | \$0 | \$0 | \$0 |
| CJ Clausen | Soccer Goal (2) | \$3,075 | \$0 | \$3,075 |
| Forest | Open Air Shelter | \$0 | \$0 | \$0 |
| Gangler | Sidewalk | \$16,016 | \$1,601 | \$17,617 |
| Limpert | Sidewalk (450') | \$0 | \$0 | \$0 |
| Petretti | Play Equipment | \$25,625 | \$0 | \$25,625 |
| | Spring Riders (2) | \$1,640 | \$0 | \$1,640 |
| Red Arrow | Spinning Cup | \$1,025 | \$0 | \$1,025 |
| | Basketball Court | \$0 | \$0 | \$0 |
| Petzke (Master Plan) | Phase 2: BUDGET ONLY CONSTRUCT 2014 (Paths, Shelter with Restrooms, Splash Pad, Utility Connections, and Misc. Park Supplies) | \$0 | \$53,070 | \$53,070 |
| Strawberry Creek (Master Plan) | Phase 2: (Site Clearing, Paths, Lighting, Basketball and Sand Volleyball Court, and Landscaping) | \$402,220 | \$0 | \$402,220 |
| | CORP | \$47,381 | | |
| | Master Plans | \$402,220 | | |
| | CORP and Master Plan Design | | \$54,671 | |
| NEIGHBORHOOD PARKS SUBTOTAL | | \$449,601 | \$1,601 | \$504,272 |

| COMMUNITY PARKS | | | | |
|---------------------------------|--|------------------|------------------|------------------|
| Park | Description | Construction | Design | Total |
| Alford | Bike Racks | \$513 | \$0 | \$513 |
| Anderson | Basketball Court (2) | \$0 | \$0 | \$0 |
| | Sand Volleyball Court (2) | \$0 | \$0 | \$0 |
| Lincoln | Tree Identification Plaques (\$100 ea.) | \$1,025 | \$0 | \$1,025 |
| Nash | Pave Parking Lot | \$0 | \$0 | \$0 |
| | Concessions/Restroom Building | \$0 | \$0 | \$0 |
| Peorio | Trail System (Stewardship Funds) | \$228,000 | \$22,800 | \$250,800 |
| Southport | Reconfigure Parking Lot | \$0 | \$0 | \$0 |
| | Trail System (Stewardship Funds) | \$120,000 | \$10,000 | \$130,000 |
| Washington | Design/Engineering for Restroom Improvements | \$0 | \$0 | \$0 |
| | Velodrome Resurfacing (CIP) | \$256,250 | \$30,625 | \$286,875 |
| Simmons Island (Master Plan) | Design/Engineering for Phase I | \$0 | \$316,899 | \$316,899 |
| | CORP | \$605,788 | | |
| | Master Plans | \$0 | | |
| | CORP and Master Plan Design | | \$380,324 | |
| COMMUNITY PARKS SUBTOTAL | | \$605,788 | \$380,324 | \$986,112 |

| CONSERVANCY PARKS | | | | |
|-------------------|---|------------------|-----------------|------------------|
| Park | Description | Construction | Design | Total |
| Shagbark | Trail System (Stewardship Funds) | \$278,610 | \$27,861 | \$306,471 |
| | Design/Engineering for Prairie Management Area | \$0 | \$0 | \$0 |
| | Design/Engineering for 8' Limestone Trail (8000') | \$0 | \$0 | \$0 |
| | Design/Engineering for 6' Wood Chip Trail (2850') | \$0 | \$0 | \$0 |
| | CORP | \$278,610 | \$27,861 | |
| TOTAL | | \$278,610 | \$27,861 | \$306,471 |

| SPECIAL USE PARKS | | | | |
|-----------------------------------|------------------|-----------------|----------------|-----------------|
| Park | Description | Construction | Design | Total |
| Veteran's Memorial | Irrigation (CIP) | \$25,625 | \$2,563 | \$28,188 |
| | CORP | \$25,625 | \$2,563 | |
| SPECIAL USE PARKS SUBTOTAL | | \$25,625 | \$2,563 | \$28,188 |

| YEAR SUMMARY - CORP | | | |
|---------------------|------------------|------------------|--------------------|
| Park Type | Construction | Design | Total |
| Mini Parks | \$9,840 | \$513 | \$10,353 |
| Neighborhood Parks | \$47,381 | \$54,671 | \$102,052 |
| Community Parks | \$605,788 | \$380,324 | \$986,112 |
| Conservancy Parks | \$278,610 | \$27,861 | \$306,471 |
| Special Use Parks | \$25,625 | \$2,563 | \$28,188 |
| TOTAL | \$967,244 | \$465,932 | \$1,433,176 |

| YEAR SUMMARY - OTHER | | | |
|--------------------------------|------------------|------------------|------------------|
| Type | Construction | Design | Total |
| Petzke (Master Plan) | \$0 | \$0 | \$0 |
| Strawberry Creek (Master Plan) | \$402,220 | \$0 | \$402,220 |
| Simmons Island (Master Plan) | \$0 | \$316,899 | \$316,899 |
| TOTAL | \$402,220 | \$316,899 | \$719,119 |

| 2013 CIP PK-10-005 | |
|-------------------------------------|--------------------|
| Type | Budget FY 2013 |
| CORP | \$967,244 |
| Strawberry Creek | \$402,220 |
| Sunrise | |
| Petzke | \$0 |
| Simmons Island | |
| Installation of Park Equip by Staff | \$3,500 |
| Design / Engineering | \$465,932 |
| Outside Funding | -\$699,885 |
| TOTAL | \$1,139,011 |



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March 6, 2013

To: Michael Orth, Chairman
Park Commission

From: Shelly Billingsley, P.E. *Shelly Billingsley*
Deputy Director of Public Works / City Engineer

Cc: Eric Haugaard
District 1

Tod Ohnstad
District 6

Subject: *Approval of Task Orders for Professional Services by SAA Design Group, Inc. for the following*

- a. *Task Order #13-1 for \$50,000 for Petzke Park Phase II*
- b. *Task Order #13-2 for \$26,000 for Washington Park Velodrome*

BACKGROUND INFORMATION

The Kenosha Park Division has received a task order to complete the design plans and specifications for the Petzke Park Phase II and the Washington Park Velodrome Resurfacing. Petzke Phase III will include the design of the The Park Division is currently under a professional services master contract for 2013.

The Kenosha Capital Improvement Program includes the design costs for completing the plans and specs for Phase II of Petzke Park (staff also requested a change request to move design funding for Petzke to be completed in one year and then shifting the 2014 funds to Simmons) and the design and construction of the Washington Park Velodrome Resurfacing.

The funds are allocated under the CIP Line Item PK-11-001 Comprehensive Outdoor Recreation Plan and Master Plan Implementation.

RECOMMENDATION

Approve Task Order #13-1 and 13-2 between the Department of Public Works - Park Division and SAA Design Group for

- Petzke Park Phase II \$50,000 to include their quote of \$47,990 with contingency of \$2,010.
- Washington Park Velodrome \$26,000 to include their quote of \$25,895 with contingency \$105.

TASK ORDER #13-1 - SCOPE OF SERVICES

Tasks to be completed:

1. **Site Survey and Basemap Compilation**
SAA will acquire and assemble site survey and infrastructure drawings to be provided by the city. It is recommended that the project area be re-surveyed or asbuilts incorporated from the Phase 1 project. All existing topographic information to be analyzed at a one foot contour level. All existing storm sewer, water service, electrical service, and sanitary sewer information must be provided in the detailed topographic survey provided to SAA. The city will provide geotechnical investigation (borings) in the area identified by SAA to facilitate shelter foundation structural requirements.
2. **Meeting #1: Design Program and Coordination**
SAA will attend one meeting with city staff to coordinate limits of Phase 2 construction (main shelter/restroom building, splashpad, underground utilities, pedestrian network, and playground areas), design parameters, constraints, and permitting requirements.
3. **Preliminary Design**
SAA will prepare design development drawings for the limits of phase 2 to include demolition plans, erosion control, site grading, playground design, splashpad design (flow through system), shelter and restroom design, landscape restoration design, and stormwater conveyance facilities.
4. **Meeting #2: Design Review**
SAA will attend one meeting with city staff to review preliminary engineering drawings. Digital copies (pdf) of the plans will be submitted to the city for review one week prior.
5. **Construction Document Bid Set Preparation**
SAA will prepare bid documents to be let publicly in the winter of 2014. Bid documents to include detailed construction plans and project specifications (city standards to be utilized with SAA Special Provisions). Final documents to be provided to the city in print ready digital format.
6. **Prepare Cost Estimate**
SAA will assemble a detailed estimate of probable construction costs based upon the final construction documents.
7. **Final Design Revisions**
SAA will revise the final construction documents based upon the feedback from city staff. This task will also include discussion with DNR permitting agency to ensure completeness of materials and regulatory compliance.
8. **Permitting**
SAA will complete the required DNR WRAPP (NOI), DSPS public swimming pool permit and submit to the review agency prior to plans being let for bidding. Permitting fees will be paid by SAA and submitted for reimbursement to the city. All local permitting (building, plumbing, erosion control, stormwater) will be completed by the city unless otherwise requested of SAA.

Deliverables:

Final project deliverables will include the following:

- One (1) 22x34 inch preliminary plan set for the review meeting (Meeting #2)
- One (1) 8.5x11 inch final estimate of probable construction costs
- One (1) copy of submitted permits (digital format)

Petzke Park CDs Phase 2

- One (1) CD/DVD containing final copy-ready construction documents and estimate of probable construction costs (native format and PDF)

Schedule:

SAA is prepared to begin work on the project on or about April 1, 2013 and will complete the project by November 1, 2013.

Fee:

In consideration of the preceding scope of services, SAA proposes a fixed fee, including expenses of \$47,990.

Washington Park Velodrome

TASK ORDER #13-2 - SCOPE OF SERVICES

Tasks to be completed:

1. **Site Survey and Basemap Compilation**
SAA will acquire and assemble site survey and infrastructure drawings to be provided by the city. All existing topographic information to be analyzed at a one foot contour level. All existing pavement surfaces, fence structures, storm sewer, water service, electrical service, and sanitary sewer information must be provided in the detailed topographic survey provided to SAA. The city will provide geotechnical investigation (borings) in the areas identified by SAA to facilitate pavement design requirements.
2. **Meeting #1: Design Program and Coordination**
SAA will attend one meeting with city staff to coordinate limits of construction (Velodrome banks, bowl, and required grading limits), design parameters, construction access and staging, constraints, and permitting requirements.

A secondary meeting shall be held on the same day with representatives from the Kenosha Velodrome Association to discuss issues such as desired surfacing, slopes, and other issues. Direction from this meeting shall be incorporated into the preliminary design.
3. **Preliminary Design**
SAA will prepare design development drawings for the project to include demolition plans, erosion control, site grading, pavement design, landscape restoration design, and onsite stormwater conveyance. No stormwater management facilities are included. Should DNR require new treatment facilities, an amendment shall be negotiated.
4. **Meeting #2: Design Review**
SAA will attend one meeting with city staff to review preliminary engineering drawings. Digital copies (pdf) of the plans will be submitted to the city for review one week prior.
5. **Construction Document Bid Set Preparation**
SAA will prepare bid documents to be let publicly in the summer of 2013 (fall construction). Bid documents to include detailed construction plans and project specifications (city standards to be utilized with SAA Special Provisions). Final documents to be provided to the city in print ready digital format.
6. **Prepare Cost Estimate**
SAA will assemble a detailed estimate of probable construction costs based upon the final construction documents.
7. **Meeting #3: Final Design Review**
SAA will attend one meeting with city staff to review final plans prior to bidding.
8. **Final Design Revisions**
SAA will revise the final construction documents based upon the city review (Meeting #3). This task will also include discussion with DNR permitting agency to ensure completeness of materials and regulatory compliance.
9. **Permitting**
SAA will complete the required DNR WRAPP (NOI), and submit to the review agency prior to plans being let for bidding. Permitting fees will be paid by SAA and submitted for reimbursement to the city. All local permitting (erosion control, stormwater) will be completed by the city unless otherwise requested of SAA. Should DNR require a Chpt 30 permit an amendment will be negotiated.

Washington Park Velodrome

Deliverables:

Final project deliverables will include the following:

- One (2) 22x34 inch preliminary plan set for the review meeting (Meeting #2)
- One (1) 8.5x11 inch final estimate of probable construction costs
- One (2) 22x34 inch final plan set for the review meeting (Meeting #3)
- One (1) copy of submitted permits (digital format)
- One (1) CD/DVD containing final copy-ready construction documents and estimate of probable construction costs (native format and PDF)

Schedule:

SAA is prepared to begin work on the project on or about March 12, 2013 and will complete the project by July 1, 2013.

Fee:

In consideration of the preceding scope of services, SAA proposes a fixed fee, including expenses of \$25,895.

Informational #1



ENGINEERING DIVISION
SHELLY BILLINGSLEY, P.E.
CITY ENGINEER

PARK DIVISION
JEFF WARNOCK
SUPERINTENDENT

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DEPARTMENT OF PUBLIC WORKS

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March 6, 2013

To: Michael Orth, Chairman
Park Commission

From: Shelly Billingsley, P.E. *Shelly Billingsley*
Director of Engineering / City Engineer

Cc: Steve Bostrom
District 12

Subject: **INFORMATIONAL ONLY - Southport Park Master Plan Presentation**

BACKGROUND INFORMATION

Staff has been working with SAA Design Group on the Master Plan for Southport Park. Staff has held numerous Public Information Meetings regarding the development of the Master Plan. SAA would like to present the findings and draft master plan. Staff is anticipating having the final approval of the plan added to the next Park Commission Agenda. Only four comments were received by staff for the Draft Master Plan over the past two weeks.

RECOMMENDATION

Informational Only – No Action Required

Informational #2

March 6, 2013

TO: Michael M. Lemens
Director of Public Works

FROM: Shelly Billingsley, P.E. *Shelly Billingsley*
Deputy Director of Public Works / City Engineer

SUBJECT: Project Status Report

- Project # 08-1443 Bike and Pedestrian Connections** - Plans have begun but a major focus on bike paths has been to complete the Bike Path crossing at Washington Road and the extension through Nash Park. Once these projects have been bid, design will be completed on this third phase. (Citywide)
- Project #11-1415 / 12-1415 / 13-1415 CORP Implementations** – Projects as outlined in the CORP and under the change requests have begun. (Citywide)
- Project #11-1416 Petzke Park Mass Grading** –Contractor punchlist will be completed in Spring. [BCF Construction] (1)
- Project #11-1417 Strawberry Park Mass Grading, Trail and Shelter (DNR Stewardship Grant)** – Design work on the master plan implementation has been put on hold due to FEMA study. [SAA Design Group] (16)
- Project #11-1421 Southport Beach House Restoration (Wisconsin Coastal Management Grant)** – This project will be completed simultaneously with the Southport Park Master Plan currently under review. [Enberg Anderson] (12)
- Project #11-1125 Pennoyer Beach Outfall Stormwater Infiltration Basin (GLRI Grant)** –Punchlist items will be completed in Spring. [VEIT] (SWU) (1)
- Project #11-1137 Pike River Monitoring (WI Coastal Management Grant)** –Sampling has begun on the Pike River for dissolved oxygen, turbidity, conductivity, pH and E. coli; areas that may be sensitive to bacterial contamination; outfalls that drain into the Pike River or Lake Michigan within the City of Kenosha. The next step is to conduct wet weather based sampling. (SWU) (1 and 4)
- Project #12-1414 Anderson Pool Modifications and Splash Pad** –Punch list items to follow as well as inspection from the county upon startup. [Scherrer] (9)
- Project #12-1423 Sunrise Park Trail (DNR Stewardship Grant) / #12-1427 Sunrise Park Master Plan Implementation**
Punch list items will follow as well as boardwalk final installation. [BCF] (5)
- Project #12-1420 Shagbark Trail (DNR Stewardship Grant)** – Design work has begun. Staff is anticipating that the project will be bid for a spring/early summer construction [SAA Design Group] (10)
- Project #12-1424 Southport Park Trail (DNR Stewardship Grant)** –Staff is anticipating that this project will be put on hold until the Proposed Master Plan is completed [SAA Design Group] (12)
- Project #12-1431 Southport Park Master Plan** –Presentation by SAA Design Group on Final Recommendation set for March 11. [SAA Design Group] (9)
- Project #TBD Museum Fountain** – Punchlist Items remain for Spring. [Badger Pools] (2)
- Project #12-1430 Alford Park Warehouse Demolition** – [Earth Construction] Contractor will complete in Spring (1).
- Project #12-1421- Simmon's Island Phase I and Boardwalk** [SAA Design Group] The consultant is beginning to develop plans and specifications. (DNR Stewardship Grant) (2)
- Project #12-1432 - Peorio Park Trail** [SAA Design Group] The consultant is beginning to develop plans and specifications (DNR Stewardship Grant) (1 and 4)
- Design Work-** Staff is working on the following projects:
Revisions to the Google Map, and miscellaneous specifications for direct purchase items as outlined in the CORP for 2012 and 2013, staff is beginning 2013 projects.