

AGENDA
BOARD OF PARK COMMISSIONERS

Monday, July 11, 2011
Kenosha Municipal Building Room 202
5:00 pm

Chairman: Michael Orth
Vice Chair: Rocco J. LaMacchia, Sr.
Commissioners: Jesse L. Downing
Anthony Kennedy
Lawrence Green

Call to Order
Roll Call

A. APPROVAL OF MINUTES

A-1 Approval of minutes of regular meeting held on June 27, 2011.

C. REFERRED TO COMMISSION

C-1. Approval of Resolution to Authorize staff to pursue grants for the DNR Stewardship Grants:
a. Strawberry Creek Park (*District 17*)
b. Peorio Park (*District 1*)
c. Simmon's Island (*District 2*)
d. Shagbark Recreational Area (*District 5*)

C-2. Authorize Director for potential use of Park and Sports Field Program Funds for Parks Scheduling Program.

C-3. Approval of a Distribution Overhead and Underground Easement between the City of Kenosha and We Energies for property in anticipated Petzke Park. (*City Plan Commission approved 8:0*) (*District 1*)

C-4. Approval of Professional Services Agreement with SAA Design Group for Petzke Park Mass Grading and Parking Lot Design. (*District 1*)

C-5. Award of Contract for Project 10-1411 Parks Field Office Building Painting (3617 65th Street) to Nehl's Painting, Kenosha, Wisconsin, in the amount of \$31,000. (*District 11*)

INFORMATIONAL ITEMS:

1. June 30th Storm Update
2. CORP and Master Plan Comments and Time Line

DIRECTOR AND/OR SUPERINTENDENT COMMENTS
CITIZEN COMMENTS/COMMISSIONER COMMENTS

OTHER BUSINESS 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.

CITY OF KENOSHA – BOARD OF PARK COMMISSIONERS
Meeting Minutes – June 27, 2011

A meeting of the Board of Park Commissioners was held on Monday, June 27, 2011 at the Kenosha Municipal Building in Room 202. The meeting was called to order at 5:05 pm. The following members were present: Chairman Orth, Commissioners LaMacchia, Downing, Green and Kennedy. Staff members in attendance were Ron Bursek and Jeff Warnock.

It was moved by Commissioner Kennedy, seconded by Commissioner LaMacchia, to approve the minutes from the meeting held on Monday, June 13, 2011. Motion passed 5-0.

- C-1 Request from Bill Harris for permission to operate a beverage cart in Kennedy Park, Washington Park and Simmons Island. *(Districts 1, 2 & 6)*
Public Hearing: Bill Harris, 1817 104th Street, Lot 22, Pleasant Prairie, was present and spoke.
It was moved by Commissioner LaMacchia, seconded by Commissioner Green, to approve. Motion passed 4-1 with Alderman Kennedy voting nay.
- C-2 Request from Kenosha News to place a tent in Library Park during the Civic Center Parade for their NewsPerks program. *(District 2)*
It was moved by Commissioner LaMacchia, seconded by Commissioner Downing, to approve. Motion passed 5-0.
- C-3 Review of Dino Katris peddler stand at Simmons Island *(30 days)*. *(District 2)*
It was moved by Commissioner Green, seconded by Commissioner LaMacchia, to approve. Motion passed 5-0.
- C-4 To Amend the City of Kenosha's Capital Improvement Program for 2008 By Increasing Line PK 08-012 "Nash School Recreation Area" in the amount of \$3,500.00 and Increasing Line PK 08-013 "Petzke Park" in the amount of \$55,500.00 and Reducing Line PK 00-001 "Playground Equipment" in the amount of \$59,000.00, for a net change of \$0.
It was moved by Commissioner Green, seconded by Commissioner LaMacchia, to approve. Motion passed 5-0.

INFORMATIONAL ITEMS:

1. Monthly Events

DIRECTOR COMMENTS: Ron commented that Jeff was doing a great job with the 4th of July festivities.

SUPERINTENDENT COMMENTS: Jeff commented on the upcoming Lose Your Shoes event saying Simmons Island will become a major player with the CORP plan.

CITIZEN COMMENTS: Alderman Steve Bostrom, District 12, commented on the commission requirements for security at the Juneteenth event. He is gathering information from Police on the number of calls to the event. Alderman Tod Ohnstad, District 6, commented on pool parties. Public Works Administration staff said pool parties are not available this year. Commission will check into this because they did not vote to end pool parties.

There being no further business to come before the Board of Park Commissioners, it was moved, seconded and unanimously carried to adjourn the meeting at 5:17 pm.



Engineering Division
 Michael M. Lemens, P.E.
 Director/City Engineer
Fleet Maintenance
 Mauro Lenci
 Superintendent

Street Division
 John H. Prijic
 Superintendent
Waste Division
 Rocky Bednar
 Superintendent
Parks Division
 Jeff Warnock
 Superintendent

C-1

DEPARTMENT OF PUBLIC WORKS

Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
 Telephone (262) 653-4050 · Fax (262) 653-4056

July 8, 2011

To: Michael Orth, Chairman
 Park Commission

From: Ronald L. Bursek, P.E. 
 Director of Public Works

CC: Dave Bogdala Eric Haugaard
 District 17 District 1

Theodore Ruffalo Rocco LaMacchia,
 District 2 District 5

Subject: ***Approval of Resolution to authorize staff to pursue grants for the DNR Stewardship Grants***

BACKGROUND INFORMATION

Staff and SAA Design Group have identified the following possible grants to be submitted for the July 15th deadline for the 2011 DNR Stewardship grants:

1. Strawberry Creek Park – Main trail system, secondary trail system, selective clearing in wooded areas and shelter building construction near the playground.
2. Peorio Park – Trail connection from the south side parking lot area through the woods, clearspan multi-use bridge, and trail connection to main trail on north side of creek.
3. Simmon’s Island – Main boardwalk from Lighthouse Drive to bathhouse, ADA boardwalk spines into beach area, landscaping buffer behind boardwalk, and manufactured dunes.
4. Shagbark Recreational Area – Trail system connecting Bullen and the pond loop trail. This project has been scaled back since the informational item on June 13th due to the requirement of having a letter of support from the Unity Lodge to cross their property for the trail extension into the City nursery site.

The 2012 Stewardship grant funding will require a 50/50 match to be included in the 2012 CIP.

RECOMMENDATION

Approve the resolution authorizing the Director of Public Works pursue two grants for the DNR Stewardship funds.

RESOLUTION FOR OUTDOOR RECREATION AIDS

WHEREAS, City of Kenosha is interested in acquiring or
 (applicant)
 developing lands for public outdoor recreation purposes as described in the application; and

WHEREAS, financial aid is required to carry out the project;

THEREFORE, BE IT RESOLVED, that City of Kenosha has budgeted
 (applicant)
 a sum sufficient to complete the project or acquisition and

HEREBY AUTHORIZES Ronald L. Bursek, Public Works Department to act on
 (name) (department)

behalf of City of Kenosha to:
 (applicant)

- Submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available;
- Submit reimbursement claims along with necessary supporting documentation within 6 months of project completion date;
- Submit signed documents; and
- Take necessary action to undertake, direct and complete the approved project.

BE IT FURTHER RESOLVED that City of Kenosha will comply with state
 (applicant)

or federal rules for the programs to the general public during reasonable hours consistent with the type of facility; and will obtain from the State of Wisconsin Department of Natural Resources or the National Park Service approval in writing before any change is made in the use of the project site.

Adopted this 11th day of July, 2011.

I hereby certify that the foregoing resolution was duly adopted by Kenosha Parks Commission at a legal meeting on 11th day of July, 2011.

Authorized Signature: _____ **Title:** Chairman, Kenosha Parks Commission

IMPORTANT NOTE: *The DNR expects the individual authorized by this resolution to become familiar with the applicable grant program's procedures for the purpose of taking the necessary actions to undertake, direct, and complete the approved project. This includes acting as the primary contact for the project, submitting required materials for a complete grant application, carrying out the acquisition or development project (e.g., obtaining required permits, noticing, bidding, following acquisition guidelines, etc.), and closing the grant project (e.g., submitting grant reimbursement forms and documentation, and organization of project files for future monitoring of compliance with grant program.*

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C-2

DEPARTMENT OF PUBLIC WORKS

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July 8, 2011

To: Michael Orth, Chairman
Park Commission

From: Ronald L. Bursek, P.E.
Director of Public Works

A handwritten signature in black ink, appearing to be "R. Bursek", written over the printed name of the Director of Public Works.

Subject: ***Authorize Director for Potential Use of Park & Sports Field Program Funds for Parks Scheduling Program***

BACKGROUND INFORMATION

Through the request of the Park Commission staff has been researching a method to be able to track the park usage, fees and scheduling of various Park Division functions. Through these internal discussions it was found that staff is unable to track these various uses and fees with the current system of receipting. Therefore, staff is proposing that a database be designed that will allow for the Division to better track park usage and the fees paid for that use.

For instance this program would allow staff to report usage of the Anderson Park Ball Fields separate from those of Nash Park Baseball Fields. This will ultimately allow the Park Division to make an informed decision on future park fees.

Staff has been discussing this program with the IT Department to ensure that there is interconnectivity with the two systems and staff is confident that this program will enhance the City's current system. Also staff believes that having this system in place will allow for a smoother transition for the Park Division into an ERP system in the near future.

RECOMMENDATION

Authorize staff to use \$5,000 of this fund for staff and consultant time to complete this program and to negotiate a professional service contract with Lynne Miller to begin the process of developing the program for the Park Division Scheduling.

(Preliminary) Database Design Proposal

City of Kenosha

Submitted by: Lynne K. Miller
18 March 2011

- **Objective:** To provide a central database for Park and Athletic use of facilities and equipment. In addition, the database will produce reports for invoicing the user groups, summary of use and daily changes to the schedule of rentals. The data would be stored in an Access 2010 Database, which provides a user-friendly interface for updating rental and activity use, invoicing and schedule summaries. All reports will be programmed to print to PDF or in Access. Scheduling updates can be emailed to individuals on a daily basis.

This proposal is for the Access database portion of the project. After consultation with the IT department, a component will be estimated to transfer Access data to the Zimbra program in .ICS format and possibly output of Access data to the DOS program for the Park Calendar on the City of Kenosha website. This programming will be billed at \$100 per hour.

Access 2010 design costs are based upon an hourly charge of \$80.

Design Element	Est.Time	Cost
Initial Consultation with Jeff, Shelly and Jodi (3/16/2011)	2 hours	No charge
Additional consultation by phone or on-site	3 hours	\$240.00
Design 8-10 tables and import existing information	8 hours	\$640.00
Query and data entry form design – Forms include: <ul style="list-style-type: none"> • Data entry for adding/editing events • Reports form to select desired report to run • Data entry forms for all supporting tables • Switchboard (Main Menu) for navigating the database • Additional Sub-Switchboard, if necessary 	15 hours	\$1200.00
Design Access reports – Reports include: <ul style="list-style-type: none"> • Schedule Report • Daily activity by Location • Invoices by User Group • Rentals by date and location • Daily changes to the schedule 	10 hours	\$800.00
Install and Testing on site	5 hours	\$400.00
Make required changes	(unknown)	
Documentation (\$50/hr)	6 hours	\$300.00
Total	41.0 hours	\$3,580.00

The timeframe of the project is 8 weeks. Every database, however, is a “work in progress” and there may be modifications before the City of Kenosha is satisfied with the end result. Additional design elements will be invoiced at the same hourly rate as above.

Lynne K. Miller
535 River Drive
Mayville, WI 53050
Phone: 920-387-4443
Fax: 920-387-0348
lmiller@powerweb.net

City Plan Division 625 52 nd Street Kenosha, WI 53140 262.653.4030	Kenosha City Plan Commission FACT SHEET	July 7, 2011	Item 11
Approval of a Distribution Overhead and Underground Easement between the City of Kenosha and WE Energies for property in Petzke Park, District #1.			

LOCATION/SURROUNDINGS:

Site: Petzke Park, north of 31st Street and west of 14th Avenue

NOTIFICATIONS/PROCEDURES:

The alderman of the district, Alderman Haugaard, has been notified. This item will also be reviewed by the Board of Parks Commissioners with final approval by the Common Council.

ANALYSIS:

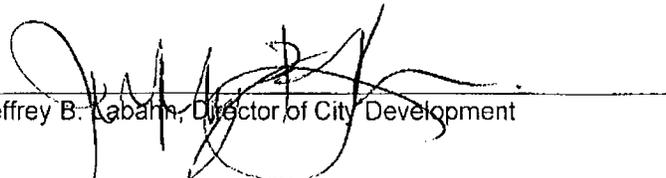
- WE Energies has requested a twelve (12') foot wide Easement along 14th Avenue within Petzke Park.
- The Easement is needed to provide power for parking lot lights.
- WI Statute 62.23 (5) requires the City Plan Commission to review and make recommendations on granting of Easements within City Property. The Parks Commission must also review the Easement since it is located within park property.

RECOMMENDATION:

A recommendation is made to grant the Easement.



Rich Schroeder, Assistant City Planner
/u2/acct/cp/ckays/1CPC/2011/July7/fact-easemt-petzke.odt



Jeffrey B. Labahn, Director of City Development

Document Number

**DISTRIBUTION EASEMENT
OVERHEAD & UNDERGROUND**

WR NO. 3077716

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **CITY OF KENOSHA**, hereinafter referred to as "Grantor", owner of land, hereby grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY, a Wisconsin corporation doing business as We Energies**, hereinafter referred to as "Grantee", a permanent easement upon, within and beneath a part of Grantor's land hereinafter referred to as "easement area".

The easement area is described as a strip of land 12 feet in width being a part of the grantor's premises described as Lot 1, Certified Survey Map No. 2660; said Certified Survey Map being recorded in the office of the Register of Deeds for Kenosha County, Wisconsin as Document No. 1604311; said premises being located in the Southwest ¼ of Section 19, Town 2 North, Range 23 East, City of Kenosha, Kenosha County, Wisconsin.

The location of the easement area with respect to Grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

RETURN TO:
We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM A252
PO BOX 2046
MILWAUKEE, WI 53201-2046

10-223-19-376-011
(Parcel Identification Number)

1. **Purpose:** The purpose of this easement is to install, operate, maintain, repair, replace and extend overhead and underground utility facilities including: one (1) pole with the associated down guys and anchors, wires, riser equipment, conduit and cables, electric pad-mounted transformers, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, pedestals, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to transmit electric energy and signals, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter and use Grantor's land with full right of ingress and egress over and across the easement area and adjacent lands of Grantor for the purpose of exercising its rights in the easement area.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to the electric facilities as to create a violation of the Wisconsin State Electrical Code or any amendments to it.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to the initial installation of said facilities or any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.

Grantor:

CITY OF KENOSHA

By _____

(Print name and title): _____

By _____

(Print name and title): _____

Personally came before me in Kenosha County, Wisconsin on _____, 2011,
the above named _____, the _____
and _____, the _____
of the **CITY OF KENOSHA**, for the municipal corporation, by its authority, and pursuant to Resolution File No. _____
adopted by its _____ on _____, 2011.

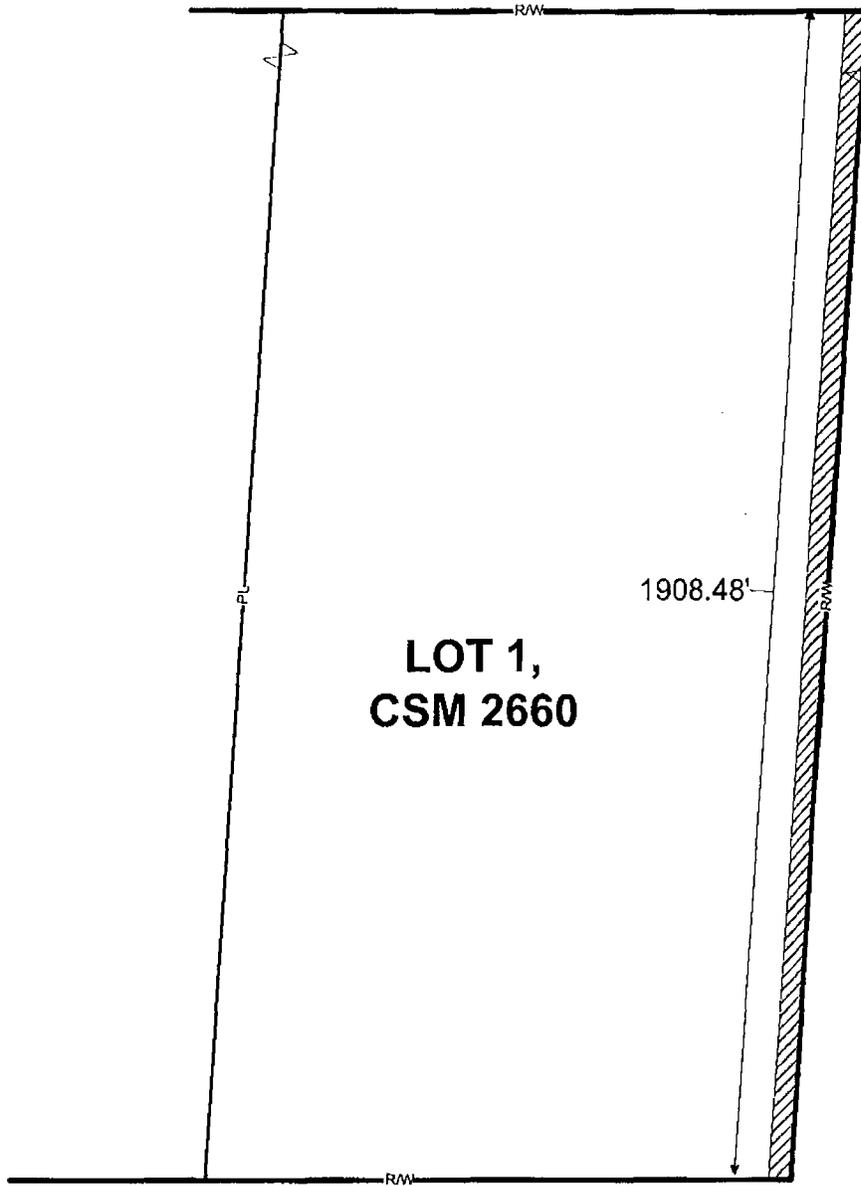
Notary Public Signature, State of Wisconsin

Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____

25TH STREET



**LOT 1,
CSM 2660**

1908.48'

14TH AVENUE

KEY



12' EASEMENT AREA

31ST STREET

EXHIBIT "A"
NOT TO SCALE

IDO 3077716	PART OF LOT 1, CSM 2660, IN THE SOUTHWEST ¼ OF SECTION 19, TOWN 2 NORTH, RANGE 23 EAST, CITY OF KENOSHA, KENOSHA COUNTY, WISCONSIN.	DRAWN BY TAZ
REVISIONS		DATE April 21, 2011

C-4



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Director/City Engineer
Fleet Maintenance
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July 8, 2011

To: Michael Orth, Chairman
Park Commission

From: Ronald L. Bursek, P.E. 
Director of Public Works

Cc: Eric Haugaard
District 1

Subject: *Task Order #5 with SAA Design Group, Inc.*

BACKGROUND INFORMATION

The Kenosha Park Division has received a task order amendment to complete a mass grading and parking lot design and specification bid package for the Petzke Park Expansion in correlation with the Preliminary Petzke Park Master Plan. The Park Division is currently under a professional services agreement with SAA for the development of the Comprehensive Outdoor Recreation Plan and four Master Plans for Strawberry Creek, Sunrise Parks, Petzke Park and Simmon's Island.

The Kenosha Capital Improvement Program for 2008 was amended to increase line PK 08-013 for Petzke Park in the amount of \$55,500.00 in anticipation of this task order and staff's time to develop this phase of the expansion.

RECOMMENDATION

Approve Task Order #5 between the Department of Public Works - Park Division and SAA Design Group for \$17,500 to include their quote of \$15,930 with \$1,570 of contingency.

TASK ORDER #5 - 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 storm sewer, water service, electrical service, and sanitary sewer information must be provided in the detailed topographic survey provided to SAA.
2. **Meeting #1: Design Program and Coordination**
SAA will attend one meeting with city staff to coordinate limits of Phase 1 (parking lot, main north-south pedestrian spine, and mass grading for entire site) construction, design parameters, utility connections, constraints, and permitting requirements. This meeting will be attended by the project manager (Blake Theisen).
3. **Detailed Design**
SAA will prepare design development drawings for the limits of phase 1 to include mass grading for entire site, demolition plans for existing parking lot, finish grade engineering for new parking lot, storm sewer connections to 14th Avenue, support utility stub design for water, sanitary, and storm sewer west of the new parking lot, and access drive connection to 14th Avenue. The project team will collaborate for design.
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. This meeting will be attended by the project manager.
5. **Construction Document Bid Set Preparation**
SAA will prepare bid documents to be let publicly in the fall of 2011. Bid documents to include detailed construction plans and project specifications (city standards to be provided to SAA) including special provisions. Final documents to be provided to the city in print ready digital format. Project team will collaborate for design.
6. **Prepare Cost Estimate**
SAA will assemble a detailed estimate of probable construction costs based upon the final construction documents. Estimates will be compiled and submitted to the city by the project manager.
7. **Permitting**
SAA will complete the required DNR WRAPP (NOI) 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 (erosion control, stormwater, parking lot) will be completed by the city unless otherwise requested of SAA. No additional permitting is anticipated.

Deliverables:

Final project deliverables will include the following:

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

Petzke Park CDs Phase 1

Schedule:

SAA is prepared to begin work on the project on or about July 25, 2011 and will complete the project by October 3, 2011.

Fee:

In consideration of the preceding scope of services, SAA proposes a fixed fee, including expenses of \$15,930.



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July 7, 2011

To: G. John Ruffolo, Chairman, Public Works Committee
 Michael J. Orth, Chairman, Park Commission

From: Michael M. Lemens, P.E.
 Director of Engineering / City Engineer

Subject: Project: 10-1411 Parks Field Office Building Painting
 Location: Parks Field Office Building and Warehouse

The Department of Public Works, Engineering Division has opened bids for the above referenced project. Engineer's Estimate was \$45,000. Budget amount is \$47,500.

This project consists of painting approximately 25,175 SF of exterior walls.

Following is the list of bidders:

	Base Bid	Alternate Quonset Hut	Bid Total
Nehls Painting, Kenosha, WI	\$25,000.00	\$2,880.00	\$27,880.00
TMI Coating, St. Paul, MN	\$117,000.00	\$33,000.00	\$150,000.00
Mill Coating, Suamico, WI	\$139,668.00	\$26,250.00	\$165,918.00

It is recommended that this contract be awarded to Nehl's Painting, Kenosha, Wisconsin, for the base bid amount of \$25,000 and \$2,880 to paint the quonset hut plus \$3,120 in contingency for unforeseen conditions (if needed), for total award amount of \$31,000. Funding is from CIP Line Item PK-10-001.

MML/kjb

cc: Carol Stancato, Director of Finance

Existing Park Division Building Colors



Proposed Park Division Building Colors



Info 2



Engineering Division
Michael M. Lemens, P.E.
Director/City Engineer
Fleet Maintenance
Mauro Lenci
Superintendent
Parks Division
Jeff Warnock
Superintendent

Street Division
John H. Prijic
Superintendent
Waste Division
Rocky Bednar
Superintendent

DEPARTMENT OF PUBLIC WORKS
Ronald L. Bursek, P.E., Director

Municipal Building · 625 52nd ST · RM 305 · Kenosha, WI 53140
Telephone (262) 653-4050 · Fax (262) 653-4056

July 8, 2011

To: Michael Orth, Chairman
Park Commission

From: Ronald L. Bursek, P.E. 
Director of Public Works

CC: All Aldermen

Subject: ***INFORMATIONAL ITEM – CORP and Master Plan Comments and Time Line***

BACKGROUND INFORMATION

Staff tentatively put together a timeline for the CORP and Master Plan approval process that was presented to Park Commission on June 13 due to some clerical revisions needed to the CORP the schedule had to be revised to the following:

July 19 – Revisions to the CORP and Master Plans shall be submitted by SAA for inclusion on the next Parks Agenda for approval

July 25 – Action item to approve the CORP and Four Master Plans by the Park Commission

If approved by the Park Commission, the CORP and Master Plans will then be forwarded to the Plan Commission and Common Council for approval.

Tentative: Plan Commission – August 4
Common Council – August 15

RECOMMENDATION

Informational Only – No Action Required