

AGENDA
BOARD OF PARK COMMISSIONERS
Kenosha Municipal Building - Room 204
Monday, November 26, 2012 - 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 meetings held on November 19, 2012.

C. REFERRED TO COMMISSION

C-1. Approval of Task Orders for Professional Services by SAA Design Group, Inc., for the following:

- a. Task Order #10 for \$77,785 for Simmons Island Phase I (District 2)
- b. Task Order #11 for \$21,145 for Poerio Park Trial (District 1 & 4)

C-2. Change Requests.

INFORMATIONAL ITEMS:

- 1. Project Status Report
- 2. Kiwanis Thank you Letter
- 3. 2013 Parks Master Contract
- 4. Southport Park Master Plan Update

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, November 19, 2012

A meeting of the Board of Parks Commissioners was held on Monday, November 19, 2012 in Room 204 of the Kenosha Municipal Building. The meeting was called to order at 6:52 pm by Acting Chairman LaMacchia.

At roll call, the following members were present: Commissioners Schwartz and Mathewson. Commissioners Orth and Kennedy were absent. Staff members in attendance were Shelly Billingsley, City Engineer and Michael Lemens, Director of Public Works.

It was moved by Commissioner Mathewson, seconded by Commissioner Schwartz, to approve the minutes from the meeting held on Monday, October 29, 2012. Motion carried unanimously.

C-1. Award of Contract for Project 12-1430 Alford Park Warehouse Demolition (1819 Sheridan Rd) to Earth Constructions, LLC (Ordordville, WI) in the amount of \$58,800. (District 1)

Staff/Aldersperson: Shelly Billingsley spoke.

It was moved by Commissioner Schwartz, seconded by Commissioner Mathewson, to approve. Motion carried unanimously.

ADJOURNMENT - There being no further business to come before the Board of Parks Commissioners, it was moved, seconded and unanimously carried to adjourn at 6:55 pm.



Engineering Division
Shelly Billingsley, 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
Michael M. Lemens, P.E., Director

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

November 21, 2012

To: Michael Orth, Chairman
Park Commission

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

Cc: Eric Haugaard
District 1

Chris Schwartz
District 2

G. John Ruffolo
District 4

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

BACKGROUND INFORMATION

The Kenosha Park Division has received two task orders to complete specifications and plans for Phase I for Simmon's Island, including the Stewardship Grant work, and the Stewardship funded trail/path for Peorio. These tasks will be under the master professional services agreement with SAA for professional services for 2012.

This work received partial funding from the Land and Water Conservation Fund Aids (Simmons- \$500,052 - \$250,026 City / \$250,026 State) and the Acquisition and Development of Local Parks (Peorio - \$227,900 - \$113,950 City / \$113,950 State).

RECOMMENDATION

- Approve Task Order #10 (Simmons Island) between the Department of Public Works - Park Division and SAA Design Group for \$85,500 to include their quote of \$77,785 with \$7,715 of contingency from PK-11-001.
- Approve Task Order #11 (Peorio) between the Department of Public Works - Park Division and SAA Design Group for \$23,000 to include their quote of \$21,145 with \$1,855 of contingency from PK-11-001.

TASK ORDER #10 - 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. The city will provide geotechnical investigation (borings) in the areas identified by SAA to facilitate pavement design and boardwalk pier requirements.

2. **Meeting #1: Design Program and Coordination**
SAA will attend one meeting with city staff to coordinate limits of Phase 1 construction (primary boardwalk from Lighthouse Drive to the bathhouse, dune stabilization, grading, playground relocation and expansion, reconfiguration of main entrance drive and south parking node by bathhouse, trail connection to the playground area), design parameters, temporary circulation connections, constraints, and permitting requirements.

A secondary meeting shall be held on the same day with representatives from the Kenosha Water Utility to discuss issues such as property easements and security concerns. Direction from this meeting shall be incorporated into the preliminary design.

3. **Preliminary Design**
SAA will prepare design development drawings for the limits of phase 1 to include demolition plans, erosion control, site grading, playground design, boardwalk design, entrance road and parking lot layout, landscape restoration design, and onsite stormwater treatment facilities. This project will be subject to NR 151 and NR 216 requirements. Special consideration for future phase improvements will be given to allow for easy integration of future site improvements (lighting, landscaping, plaza, building restoration, hillside amphitheater, etc).

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. **Meeting #3: Landscape Restoration Design Meeting**
SAA will attend one meeting with city staff and representatives from the city of Racine and Wisconsin DNR to formulate restoration strategies for the existing dunescape. Priorities will focus on reducing sand migration and enhancing native ecosystem establishment.

6. **Construction Document Bid Set Preparation**
SAA will prepare bid documents to be let publicly in the summer of 2013. 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.

7. **Prepare Cost Estimate**
SAA will assemble a detailed estimate of probable construction costs based upon the final construction documents.

8. **Meeting #4: Preliminary Layout Site Review**
SAA will attend one meeting with city staff to layout proposed site features and discuss any needed revisions. City surveyor to attend and assist with staking.

Simmons Island CDs Phase 1

9. Final Design Revisions

SAA will revise the final construction documents based upon the field conditions review (Meeting #4). This task will also include discussion with DNR permitting agency to ensure completeness of materials and regulatory compliance.

10. Meeting #5: Final Design Review

SAA will attend one meeting with city staff to review final plans prior to bidding.

11. Permitting

SAA will complete the required DNR WRAPP (NOI), General Bridge/Structure permit, Chapter 30 individual grading permit and submit to the review agency prior to plans being let for bidding. Special consideration for stormwater management is included due to the proximity to the Lake Michigan water body (SAA has begun discussion with DNR regulatory reviewers about this project and projected requirements). 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.

12. Archeological and Historical Survey

SAA will utilize our sub consultant to conduct Phase I archeological and historical field analysis and prepare a summary report to satisfy the requirements set forth by Wisc. Stats. 44.47. This field study will include research, shovel tests throughout the boardwalk corridor in a cross section of approximately 50'. If evidence of human remains are discovered, results will be immediately reported to the DHP, city, and the project architect. Any discovered artifacts will be analyzed in a laboratory and results included in the summary report. Curation of said artifacts is not included in this scope.

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 #5)
- One (1) 8.5x11 inch summary memo from all onsite meetings and DNR/Agency meetings
- One (1) copy of Arch/Historic Phase I summary report
- 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 February 1, 2012 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 \$77,785.

TASK ORDER #11 - SCOPE OF SERVICES

Tasks to be completed:

1. **Site Survey and Basemap Compilation**
SAA will acquire and assemble site survey drawings to be provided by the city. All existing topographic information to be analyzed at a one foot contour level. All existing pavement, structures, creek bed limits, 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 hold one meeting with city staff to coordinate limits of construction (north side trail junction, creek crossing, south side trail alignment, and southern terminus), design parameters, constraints, and permitting requirements.
3. **Preliminary Design**
SAA will prepare design development drawings for the limits of construction to include trail/path layout grading, bridge and boardwalk design, demolition plans, and erosion control. The new trail/path will connect from the existing bicycle/pedestrian system on the north side of the creek to the northern edge of the parking lot adjacent to the baseball quad.
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. 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. **Permitting**
SAA will complete the required DNR WRAPP (NOI) permit, General Permit for a Clearspan Bridge, Chapter 30 if required, 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.

Deliverables:

Final project deliverables will include the following:

- One (1) 11x17 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)
- One (1) CD/DVD containing final copy-ready construction documents and estimate of probable construction costs (native format and PDF)

Poerio Park Trail CDs

Schedule:

SAA is prepared to begin work on the project on or about January 5, 2013 and will complete the project by May 1, 2013.

Fee:

In consideration of the preceding scope of services, SAA proposes a fixed fee, including expenses of \$21,145. Should a wetland delineation be required by DNR, SAA will coordinate this service as a contract modification.



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November 21, 2012

To: Michael Orth, Chairman
Parks Commission

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

Subject: Change Requests

BACKGROUND INFORMATION

At the May 14, 2012 meeting the Commissioners agreed this item should appear on all future agendas. There are no change requests at this time.

RECOMMENDATION

Receive and file.

November 21, 2012

TO: Michael M. Lemens
Director of Public Works

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



SUBJECT: Project Status Report

Project #10-1415 Lakefront Water Feature – Contractor is still working on punchlist items. All other work is complete. [Camosy] (2)

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 CORP Implementations – Projects as outlined in the CORP and under the change requests have begun. (Citywide)

Project #11-1416 Petzke Park Mass Grading –Contractor is working on parking lot signage, pavement markings, and punchlist items. [BCF Construction] (1)

Project #11-1417 Strawberry Park Mass Grading, Trail and Shelter (DNR Stewardship Grant) – Design work on the master plan implementation has begun. The property has been annexed from the Village of Bristol to the City. Additional work will be needed with the submittal of the draft FEMA maps. The property is impacted by a proposed Floodway that staff is currently researching for conversion to flood fringe. [SAA Design Group] (16)

Project #11-1419 Park Fee Study –A draft copy of the report has been submitted to the Park Commission. (Citywide)

Project #11-1421 Southport Beach House Restoration (Wisconsin Coastal Management Grant) – This project will be completed simultaneously with the Southport Park Master Plan. [Enberg Anderson] (12)

Project #11-1423 Southport Shoreline Repair –Staff has been issued the DNR permit for work to begin. (12)

Project #11-1125 Pennoyer Beach Outfall Stormwater Infiltration Basin (GLRI Grant) –All construction was finished on October 26th. Veit is finishing up punch list items. [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 –All equipment has been delivered, and Sherrer Construction has stated pouring concrete for the Splash Pad. The equipment room is nearly complete with the exception of installation of flow meters. Punch list items to follow as well as inspection from the county. [Scherrer] (9)

Project #12-1423 Sunrise Park Trail (DNR Stewardship Grant) / #12-1427 Sunrise Park Master Plan Implementation –All work except installation of the boardwalks and meter pit have been complete. The meter pit will be constructed on November 26th, and the boardwalk will be installed on November 28th. Punch list items will follow. . [BCF] (5)

Project #12-1420 Shagbark Trail (DNR Stewardship Grant) – Design work has begun. Staff is anticipating that the project will be bid in early part of 2013 for a spring 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 #12-1410 Tree Removal – The contract is in progress [Droprite] (Citywide)

Project #12-1133 Tree Pruning – The contract is in progress. [Trees R Us] (Citywide)

Project #12-1412 Tree Planting – The contract is in progress [Paul Swartz] (Citywide)

Project #12-1431 Southport Park Master Plan – The final Public Information Meeting for the Mater Plan is scheduled for December 4th at Southwest Library. [SAA Design Group] (9)

Project #TBD Museum Fountain – Punchlist Items remaining. [Badger Pools] (2)

Design Work- Staff is working on the following projects:

Revisions to the Google Map, Simmons Island Park Boardwalk Grant, and miscellaneous specifications for direct purchase items as outlined in the CORP for 2012.

Information #2



Ronald Bursek
5111 24 Place
Kenosha, WI 53144

November 7, 2012

Michael Orth
Chairman of the Parks Commission
City of Kenosha
625 – 52 Street
Kenosha, WI 53120

Chairman Orth:

On behalf of the entire Bloomin' Bands Committee, we would like to formally thank the Parks Commission for your support of our Bloomin' Bands event on June 22 & 23, 2012. As you may recall, we partnered with the Downtown BID, the Kenosha Boys and Girls Club and Cross Roads of Kenosha. This was a family friendly event featuring music, food and fun. All of the bands, music and staff help and was volunteered.

We were able to earn approximately \$5900. All of the money will be donated back into the community to support deserving children and young adults. One of our projects was recently featured in an article in the Kenosha News. One of our goals was an extreme makeover of the bedroom of a child with serious health concerns. A copy of that article is attached. We will continue to work hard seeking additional donations of money, materials and resources to ensure the completion of this worthwhile project.

Without the support of the Parks Commission and the City of Kenosha, the success of our Bloomin' Bands event would not have been possible. So again, we want to formally state our deep appreciation for your support and hope that will be able to provide similar support in 2013.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ron Bursek', is written over the word 'Sincerely,'.

Ron Bursek
Bloomin' Bands Committee

Attachments

Copy to: Alderman Chris Schwartz

[Close](#) [Print](#)

Jamming out for a good cause

BY MATTHEW OLSON

molson@kenoshanews.com

Contributions gathered from a weekend of music are being used to brighten the spirits of a local boy dealing with cerebral palsy.

June's Bloomin' Bands event brought dozens of bands and many visitors to downtown Kenosha. The Downtown Kiwanis Club of Kenosha partnered with the Boys and Girls Club and Crossroads of Kenosha, a group of local musicians, to piece the event together. Sponsorship came in from groups around the city, including: Kenosha Area Convention and Visitor's Bureau, Gruber Law Offices, Dental Associates, Snap-on, Kenosha News, CJW, Uline, the city of Kenosha and TriCity National Bank.

One of the goals of Bloomin' Bands was to use the funds to make over the room of a local youth with serious health concerns.

"The Downtown Kiwanis serves the youth of the community, and if we made money this is how we decided we would use the proceeds," said Ron Bursek, of the Downtown Kiwanis.

The Kiwanis' share of the event's profit was about \$2,000. The organization then came in contact with the Hellwig family of Pleasant Prairie, who attend the same church as Bursek.

Carter Hellwig, who turns 11 later this month, was delivered by emergency Caesarean section four weeks early when doctors determined he was in fetal distress. He was born with 20 percent of the blood he should have had due to a kink in the umbilical cord.

Carter was diagnosed with spastic quadriplegia cerebral palsy at 4 months, which has impaired his vision and breathing and has caused severe scoliosis. His motions are mostly limited to turning his head and moving his eyes.

Carter has undergone at least 18 surgeries. He took part in a five-kilometer run earlier this year at Lambeau Field, where he was pushed in a special wheelchair.

"It seemed like the perfect match for what we wanted to do and to meet their needs," Bursek said of the room remodeling project. "Carter is quite the young man. We met with them and they were surprised we made the offer, but they were enthusiastic about moving forward."

Kathy Hellwig said she and her husband, Dean, cried after Bursek told them of the plan for their son's room.

"Carter was beyond thrilled," Kathy Hellwig said.

Changes welcome

Much of Carter's day is spent in his room. He also has been attending classes through the Wisconsin Virtual Academy from the room for the last two years, but the space for a desk is limited, and glare can make work difficult for Carter.

Carter has two younger sisters, Olivia, 9, and Sophia, 6. Olivia deals with vision and medical issues, and Kathy Hellwig said many of the treatments they have sought for her fall outside of what is covered by insurance. Kathy said that changes are needed for Carter's room as he grows older, but the other medical costs have kept the family from being able to make them.

"It would be a big help to have this room changed sooner rather than later," Kathy Hellwig said. "If we had to do this, it could take five to seven years. The older Carter gets, the more equipment we need. And we need to have more storage because of the medical supplies he needs. He spends enough time in the hospital that his room shouldn't have to look like he's in the hospital, too."

The family compiled a list of changes and additions to the room to make it more accessible and functional for Carter, such as a more accessible bathroom, lighting that is easier on his eyes and a television screen that can be mounted and result in less strain when he's looking at it.

Further assistance needed

The money from Bloomin' Bands will provide the start for this work, and additional contributions — such as a television from Fec's Place and a ceiling bracket from Our Kenosha Tap — are coming in. Bursek said further assistance will be needed to accomplish all of the goals for the bedroom remodeling.

"This is all new to us," Bursek said. "We are very confident that we can get these things done, it just will likely take longer than we had hoped."

Anyone interested in donating time, effort or money to this cause can contact Bursek at 262-605-0805.



[Larger image](#)

KENOSHA NEWS PHOTO BY MATTHEW OLSON

Pleasant Prairie resident Kathy Hellwig talks to her son, Carter, about the planned renovations for his bedroom. The room is being redone by the Downtown Kiwanis Club of Kenosha and Crossroads of Kenosha in part with money raised by this year's Bloomin' Bands event.



Information #3

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November 21, 2012

To: Michael Orth, Chairman
Park Commission

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

Subject: **INFORMATIONAL ONLY – 2013 Parks Master Contract**

BACKGROUND INFORMATION

Staff will be working on putting together the contract for the 2013 Parks Master Contract. Staff believes that this contract worked very well for the projects designed in 2012 and would like to continue with this method.

RECOMMENDATION

Informational Only – No Action Required



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November 21, 2012

To: Michael Orth, Chairman
Park Commission

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

Cc: Steve Bostrom
District 12

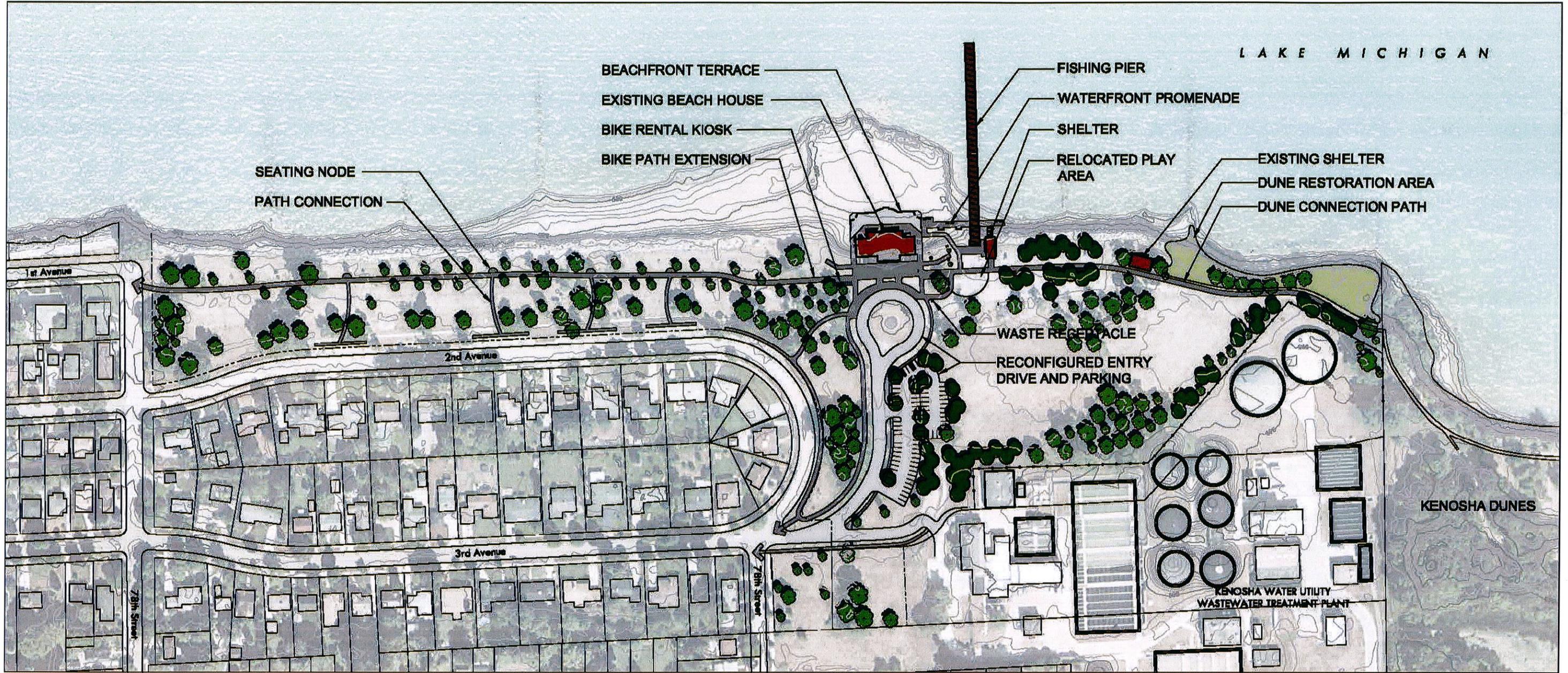
Subject: **INFORMATIONAL ONLY - Southport Park Master Plan Update**

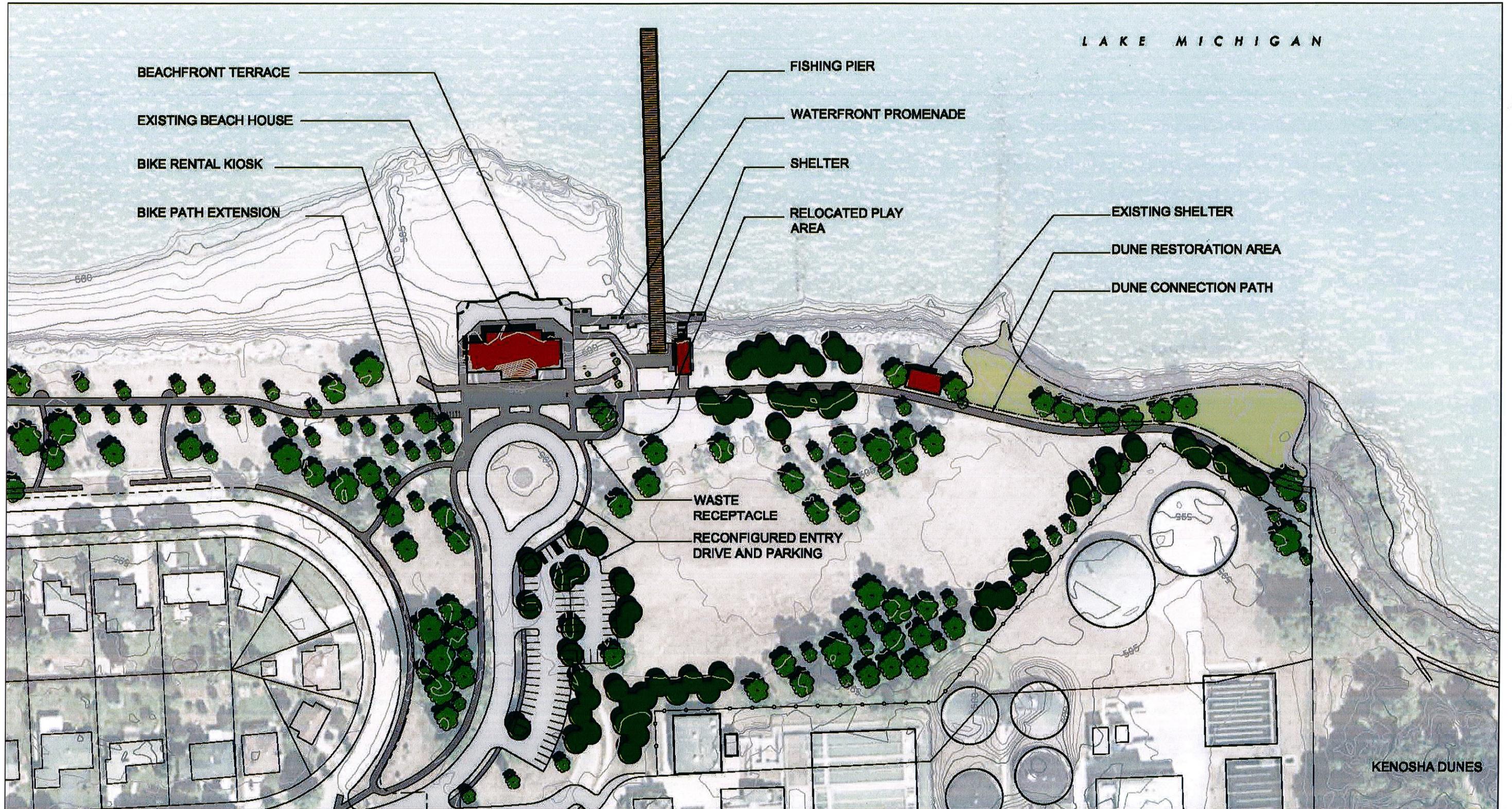
BACKGROUND INFORMATION

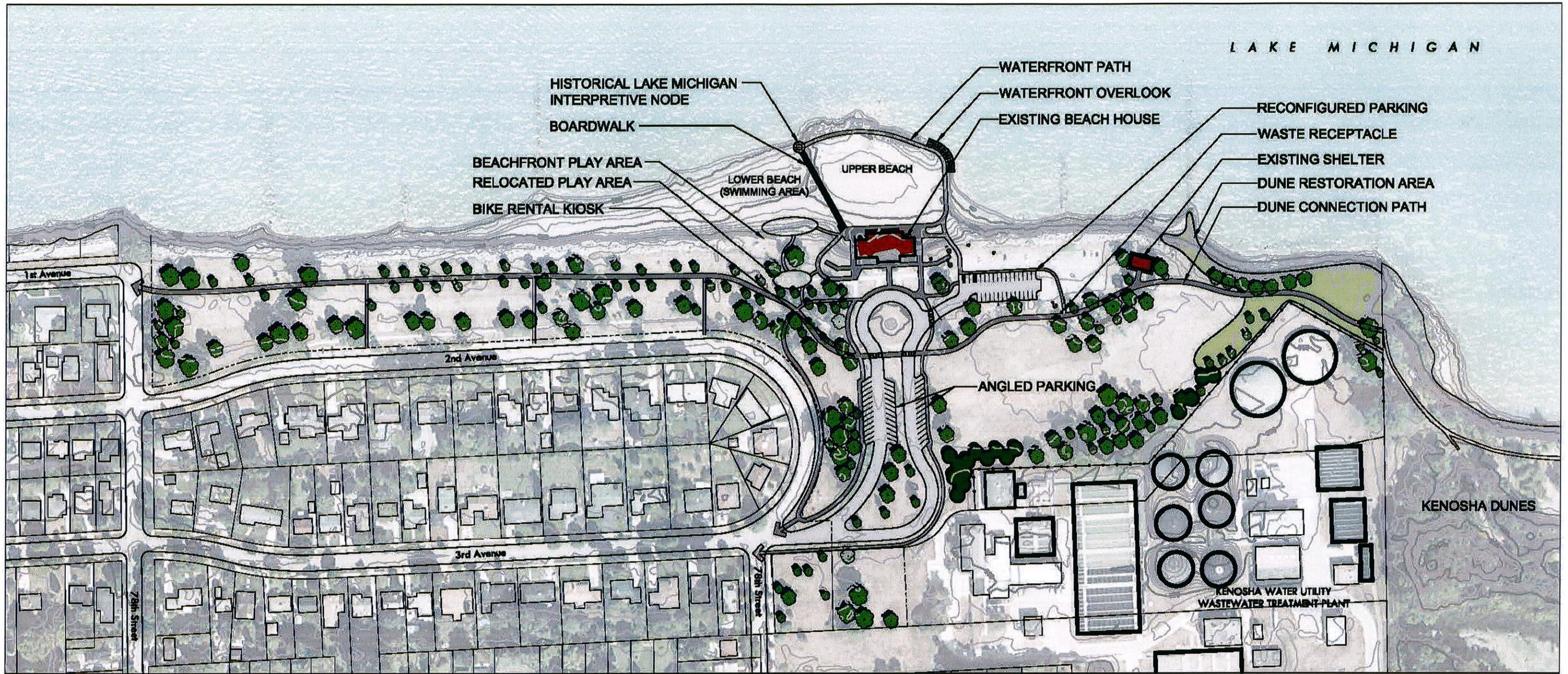
Staff has been working with SAA Design Group on the Master Plan for Southport Park. Staff has held two Public Information Meetings regarding the development of the Master Plan. SAA would like to present the findings and concept plans, to date, and is requesting any comments from the Park Commission. I have attached are the Concept Plans that the City has received comments on through Friday, November 16.

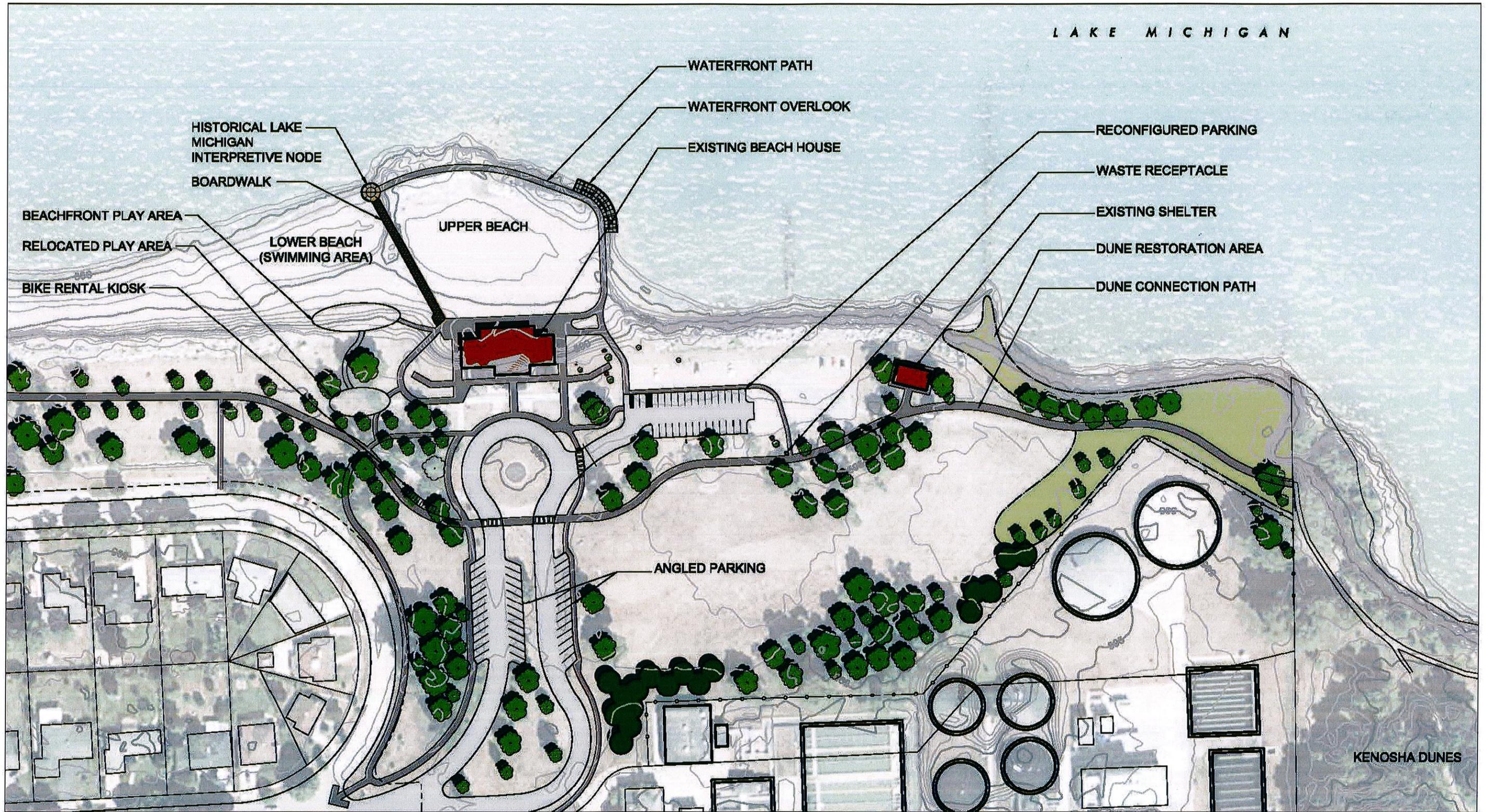
RECOMMENDATION

Informational Only – No Action Required







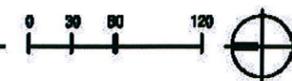


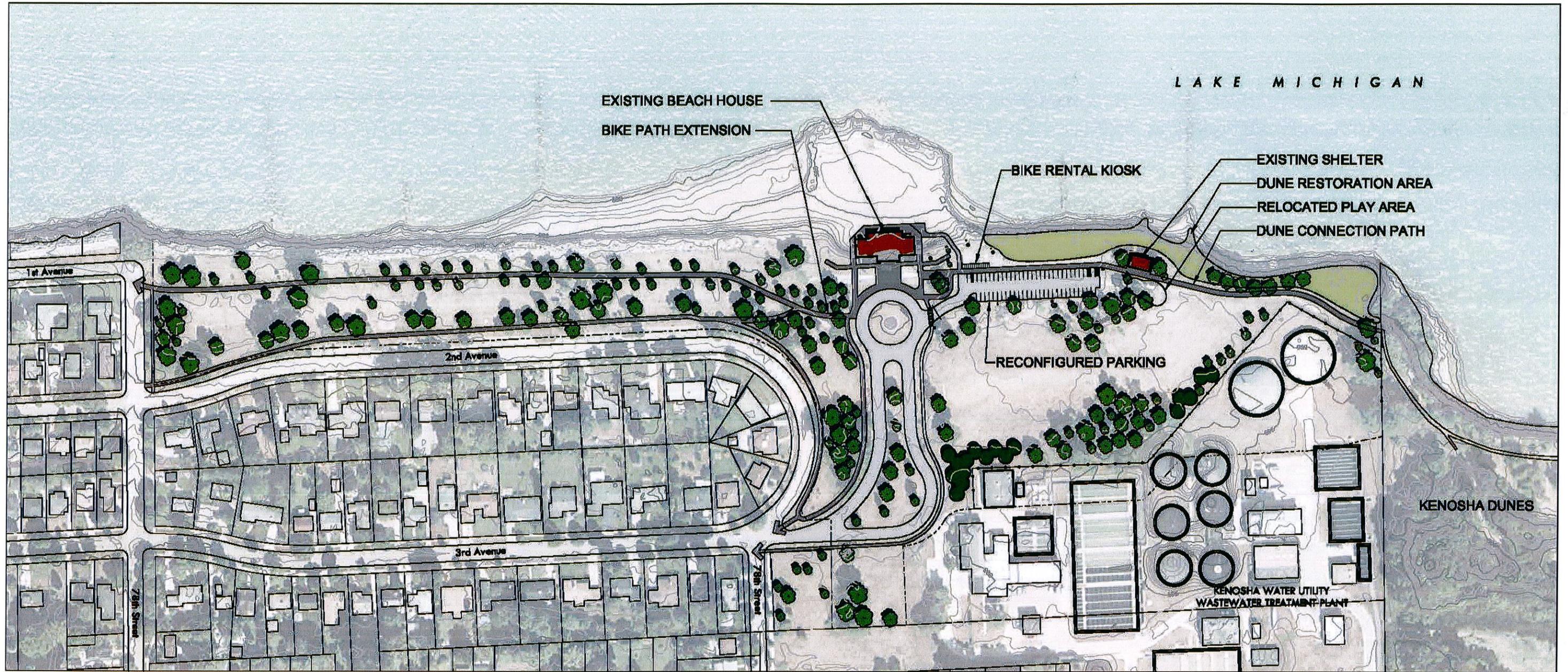
Southport Park Master Plan

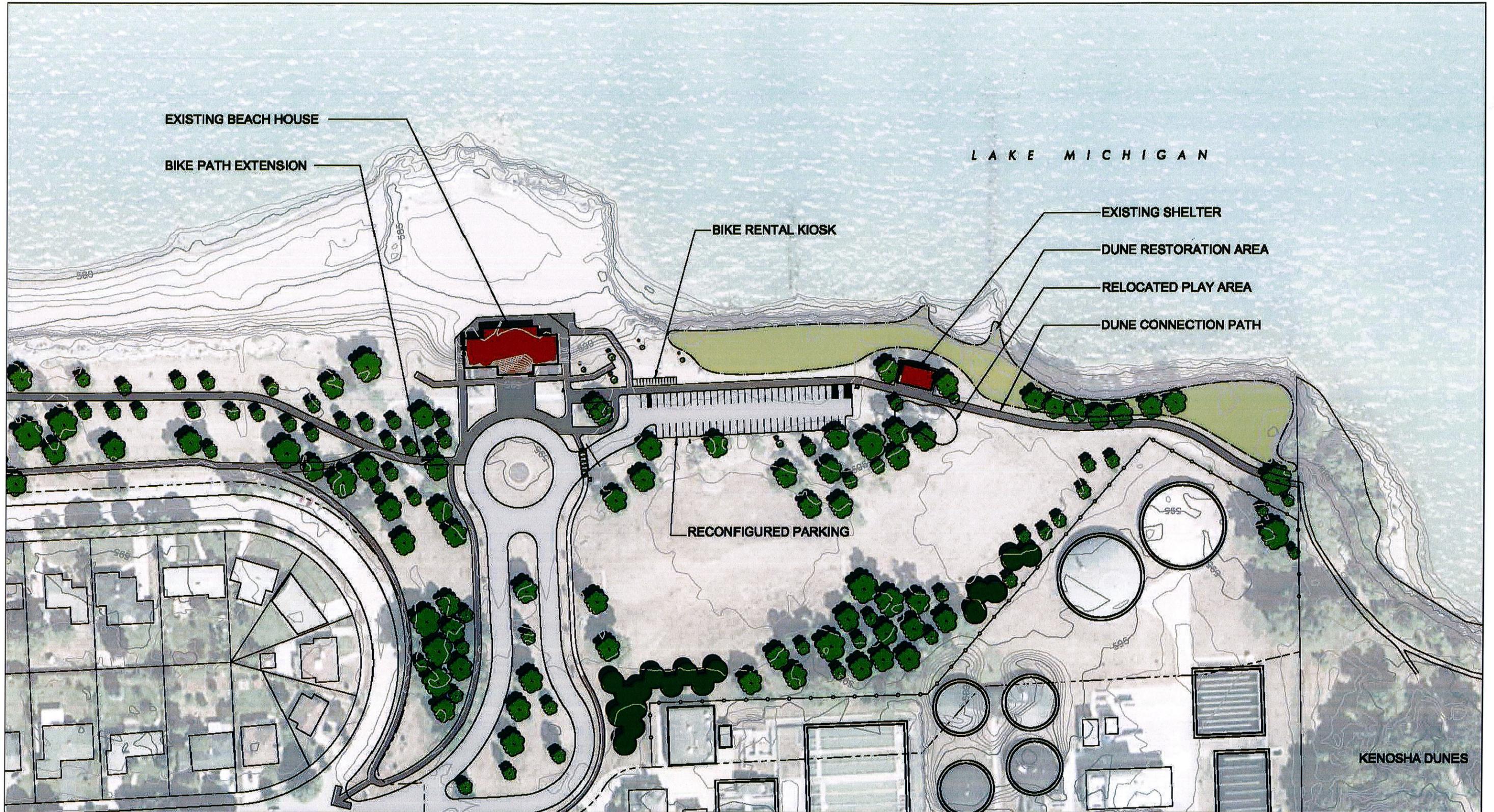
Concept B Enlargement

Kenosha, Wisconsin

ID | 2470.08







Southport Park Master Plan

Concept C Enlargement

Kenosha, Wisconsin

ID | 2470.08

