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AGENDA

City of Milton

Parks & Recreation Commission

Monday, September 19, 2016

6:00 p.m.

VETERANS PARK

440 Hilltop Drive

In case of inclement weather, the meeting will be held at: **City Hall
Conference Room
710 S. Janesville Street**

1. Call to order
2. Approve Agenda
3. Approve Minutes – August 15, 2016
4. Introduction of new Parks & Recreation Commissioner – Larry Laehn
5. Discussion and possible action on bike track
6. Discussion and possible action on the Milton Area Veterans Memorial
 - a) Addition of a Sculpture by John Dorn
 - b) Accept a donation from American Legion for two monuments
 - c) Addition of two flag poles for VFW and American Legion post flags
7. Discussion and Possible Action on Resolution 2016-31 Authorizing the Submittal of a 2017 Urban Forestry Grant from the Wisconsin Department of Natural Resources.
8. Discussion and possible action on the proposed 2017 CVMIC Grant for 50% matching up to \$5,000 to ADA accessibility improvements at Tower Hill Park and South Goodrich Park and approve the use of up to \$5,000 of the Park Improvement Fund
9. Discussion and possible action on Milton Lions Club sign at intersection of Janesville Street and High Street
10. Discussion and possible action on Tower Hill Park improvements
11. Discussion and possible action on the Crossridge Park Annual Prairie Seed Collection
12. General Items
13. Next Meeting Date – October 17, 2016

14. Motion to Adjourn

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted by: Elena Hilby
09/16/16

**City of Milton
Parks & Recreation Commission
August 15, 2016**

Call to order

Assistant to the City Administrator Inga Cushman called the August 15, 2016 meeting of the Parks & Recreation Commission to order at 6:02 p.m.

Present: Karen Reed, Ald. Jeremy Zajac, Jen Cramer, Andrea Christianson, and James Bostwick.

Also Present: John Dorn, Director of Public Works Howard Robinson, and Assistant to the City Administrator Inga Cushman.

Excused: Ryan Peterson

Approve Agenda

Comm. Christianson motioned to approve the agenda. Comm. Reed seconded, and the motion carried.

Approve Minutes – July 18, 2016

Comm. Reed motioned to approve the minutes. Comm. Cramer seconded, and the motion carried.

Discussion and possible action on Tower Hill Park improvements

Assistant Cushman presented quotes to the commission to review from Commercial Recreation Specialists, Miller & Associates, and Lee Recreation.

Comm. Reed motioned to recommend to Common Council to use the Park Fund to purchase the Triplex structure in the red/gray color scheme, swings with red poles to match the Triplex structure, and engineered wood fiber from Lee Recreation. Comm. Christianson seconded, and the motion carried.

The commission discussed other modifications to the park that will be needed to make it ADA compliant. DPW Robinson stated this will cost approximately \$6,500.

Comm. Bostwick motioned to recommend to Common Council to use the Park Fund to develop a handicap accessible parking stall, create a path from the sidewalk to the play equipment, and replace the current safety surfacing for the existing equipment with engineered wood fiber. Comm. Cramer seconded, and the motion carried.

Discussion and possible action on the Crossridge Park Annual Prairie Seed Collection

The commission was reminded that this event will take place the third Saturday of October.

General Items

DPW Robinson stated the City purchased the wooded area by the King Park sledding hill through the foreclosure process.

J. Dorn stated he is interested in creating a sculpture for Veterans Park. This item will be on the next agenda for discussion.

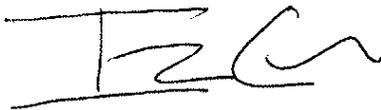
Next Meeting Date – September 19, 2016

The next meeting of the Parks & Recreation Commission will take place on September 19, 2016 at 6:00 p.m. at Veterans Park.

Motion to Adjourn

Comm. Christianson motioned to adjourn the August 15, 2016 meeting of the Parks & Recreation Commission at approximately 6:38 p.m. Comm. Reed seconded, and the motion carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Inga Cushman', written over a horizontal line.

Inga Cushman
Assistant to the City Administrator

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Double harness allows for two flags. Polycarbonate collars with stainless steel clips rotate 360 degrees to help prevent flags from tangling — so flags fly freely.

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★ Sections slide inside one another with a smooth, patented "no twist" system, "clicking" into place, locking and releasing at the touch of a button.

★ Locking ground sleeve makes installation easy, yet still allows portability. Locking collar helps deter theft.



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Ideal for homes or businesses.



5-Year Ltd. Warranty!

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★ Simple to install. Just secure the 20" ground sleeve with cement, level, and cover with grass, gravel, or bark. The pole slips easily into the sleeve.

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Office of the City Administrator

To: Parks and Recreation Commission, Mayor Welch, Common Council Members
From: Al Hulick, City Administrator and Howard Robinson, Director Public Works
Date: September 20, 2016
Subject: Discussion and Possible Action on Resolution 2016-31 Authorizing the Submittal of a 2017 Urban Forestry Grant from the Wisconsin Department of Natural Resources

Summary

The City Administration is requesting approval of Resolution 2015-31 authorizing the application for a 2017 Urban Forestry Grant from the Wisconsin Department of Natural Resources. This grant is a 50% reimbursable grant with the City's share to be paid for through the existing Public Works Budget and possible use of funds from the Parks Improvement Fund.. In the past, this grant has been able to break even with no additional costs to the City outside of the existing labor and equipment costs.

Discussion

This grant is provided by the Wisconsin Department of Natural Resources. The grant activities will include safety training for chainsaw use, tree management training, a mailing to residents about the emerald ash borer, tree removal and replacement costs for hazardous or deceased trees on publicly owned land, ordinance updates, training of employees to become Certified Arborists, and application work to become a Tree City USA member.. These items and associated work are planned to be completed in 2017.

The grant request will be for \$25,000 with the city's share being \$12500. The city's share will be contributed through existing labor and equipment costs. This grant will also allow the City to hire outside vendors to conduct tree removal of some trees in hazardous locations.

Recommendation

Recommend the City Council approve Resolution 2016-31 authorizing the application for the 2017 Urban Forestry Grant with the Wisconsin Department of Natural Resources.

RESOLUTION #2016-31
AUTHORIZING RESOLUTION FOR URBAN FORESTRY GRANT AND URBAN
FORESTRY CATASTROPHIC STORM GRANT PROGRAMS

WHEREAS, the applicant, City of Milton, Department of Public Works, is interested in obtaining a cost-share grant from Wisconsin Department of Natural Resources for the purpose of funding urban and community forestry projects or urban forestry catastrophic storm projects specified in s. 23.097(1g) and (1r), Wis. Stats.;

WHEREAS, the applicant attests to the validity and veracity of the statements and representations contained in the grant application; and

WHEREAS, the applicant requests a grant agreement to carry out the project;

NOW, THEREFORE, BE IT RESOLVED, the applicant, City of Milton, Department of Public Works, will comply with all local, state, and federal rules, regulations and ordinances relating to this project and the cost-share agreement;

BE IT FURTHER RESOLVED, the applicant will budget a sum sufficient to fully and satisfactorily complete the project and hereby authorizes and empowers Director of Public Works, City of Milton, its official or employee, to act on its behalf to:

1. Sign and submit the grant application
2. Sign a grant agreement between applicant and the DNR
3. Submit interim and/or final reports to the DNR to satisfy the grant agreement
4. Submit grant reimbursement requests to the DNR
5. Sign and submit other required documentation

Adopted this 20th day of September, 2016.

I hereby certify that the foregoing resolution was duly adopted by City of Milton Common Council meeting on the 20th day of September, 2016.

CITY OF MILTON

Anissa Welch, Mayor

Attest:

Elena Hilby, Clerk/Deputy Treasurer



Office of the City Administrator

To: Parks and Recreation Commission, Mayor Welch, Common Council Members
From: Howard Robinson, Director Public Works
Date: September 19, 2016
Subject: Discussion and possible action on the proposed 2017 CVMIC Grant for 50% matching up to \$5,000 to ADA accessibility improvements at Tower Hill Park and South Goodrich Park and approve the use of up to \$5,000 of the Park Improvement Fund

Summary: The city has been approved for a safety grant from our insurance company, CVMIC. This is a matching grant of up to \$5,000.

Background: We have been approved for Title II ADA (accessibility) upgrades to Tower Hill Park and S. Goodrich Park. The grant will pay for a part of the engineered wood chips for the playground at Tower Hill Park and also would allow us to make improvements to the two bathrooms at S. Goodrich Park. We are planning on resurfacing the bathroom and kitchen floors at S. Goodrich Park and, if possible, making them into family restrooms. We will do this if we have enough required toilet fixtures for the park after the remodel. The State of Wisconsin Building Division is researching an answer for us concerning how many toilet facilities we are required to have for this facility.

We are requesting to use funds from the Park Improvement Fund to pay for our portion of the grant. The cost would not exceed \$5,000 from the fund.

Recommendation: The City Administration recommends the Parks & Recreation Commission and City Council approve the proposed 2017 CVMIC Grant for 50% matching up to \$5,000 to ADA accessibility improvements at Tower Hill Park and South Goodrich Park and approve the use of up to \$5,000 of the Park Improvement Fund.

