



AGENDA
City of Milton
Parks & Recreation Commission
Monday, April 21, 2014
6:00 p.m.
SHAW MUNICIPAL CENTER
430 E. High Street
Suite 2, Second Floor

1. Call to Order
2. Approve Agenda
3. Approve Minutes – March 31, 2014
4. Discussion and possible action on the Milton Area Veterans Memorial
5. Discussion and possible action on the Crossridge Park Playground
 - a) Fundraising event
 - b) Marketing options
 - c) 4th of July parade float
 - d) 4th of July booth
6. Reports and Updates (These reports will not have any action taken):
 - a) Goodrich Square Splash Park
 - b) Tails 'n Trails Dog Park
 - c) YMCA
 - d) Milton School Recreation Programs
7. General Items
8. Set Next Meeting Date – May 19, 2014
9. 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, 430 E. High Street, Milton, WI 53563.

Notice is hereby given that a majority of the City Council is expected to be present at this meeting scheduled for the above date and time indicated 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.2d408 (1993), and must be noticed as such, although the Council will not take any formal action at this meeting.

Posted by: Michelle Ebbert
04/17/14

Parks & Recreation Commission
March 31, 2014

Call to Order

Chairperson Ryan Peterson called the March 31, 2014 Parks & Recreation Commission meeting to order at 6:02 p.m.

Present: James Bostwick, Lynda Clark, Jen Cramer, Chairperson Ryan Peterson, and Ald. Don Vruwink.

Also Present: Jarrett Goodman, Erich Pechmann from Pechmann Memorials, Richard Fry, Director of Public Works Howard Robinson, and Assistant to the City Administrator Inga Cushman.

Excused Absence: Jason Rickman.

Approve Agenda

Comm. Bostwick motioned to approve the agenda. Ald. Vruwink seconded, and the motion carried.

Approve Minutes – March 17, 2014

Comm. Clark motioned to approve the minutes. Comm. Bostwick seconded, and the motion carried.

Discussion and possible action on the Milton Area Veterans Memorial

R. Fry discussed the changes that were made to the design to allow for additional space to maneuver around the memorial. DPW Robinson stated that the red brick that will be removed around the eagle will be utilized as a platform for benches by the playground.

Comm. Clark motioned to approve the design as amended and presented in the packet. Comm. Cramer seconded, and the motion carried.

R. Fry stated that three 16x16 bricks are included in the budget to recognize those that were involved in each phase of the memorial. The commission discussed the wording on the bricks. Comm. Cramer motioned to approve the three bricks as presented. Comm. Clark seconded, and the motion carried.

Comm. Bostwick also developed a brick that specifically thanked the commission and additional volunteers that helped make the memorial possible. The cost of this brick would be covered by the donations. Comm. Clark motioned to approve the additional brick as presented. Comm. Bostwick seconded, and the motion carried.

Assistant Cushman presented the draft program for the dedication ceremony on July 5, 2014 to the commission. Discussion followed about the list of speakers selected. Comm. Cramer motioned to approve the program as presented. Comm. Bostwick seconded, and the motion carried.

The commission reviewed the layout of the memorial stones as presented in the packet. E. Pechmann stated that there is room for 8 additional names. Comm. Bostwick motioned to approve the format on the memorials as presented and asked that staff review the spelling of the names. Comm. Cramer seconded, and the motion carried.

R. Fry discussed the tent prices as presented in the packet. He also asked about the possibility of a stage for the event. DPW Robinson suggested borrowing the stage The Gathering Place uses at North

Goodrich Park for their Concerts in the Park. Comm. Cramer motioned to approve the rental of the 30x60 tent. Comm. Clark seconded, and the motion carried.

Comm. Clark motioned to use money from the park fund if there is not enough money in the project budget to cover the cost of the tent. Ald. Vruwink seconded, and the motion carried.

The commission discussed the possibility of 200 additional 8x8 bricks for Civil War Veterans that the Milton Historical Society has researched.

Discussion and possible action regarding the use of Urban Forestry Grant funds for the Milton Area Veterans Memorial

DPW Robinson explained that the City received the Urban Forestry Grant for dollars that were previously spent, and some of the funds were put into the park fund. Ald. Vruwink motioned to use up to \$5,000 from the grant funds to pay for additional costs that the donations for the Milton Area Veterans Memorial do not cover. Comm. Bostwick seconded, and the motion carried.

Discussion and possible action on a Veteran Park Playground bench donation

Assistant Cushman stated that she received a call from a community member about potentially donating a bench to Veterans Park by the playground. Assistant Cushman asked for input from the commission. The commission directed Assistant Cushman to contact the resident to work on selecting a bench, preferably in red, white, or blue, and then bring it back to the commission for approval.

Discussion and possible action on the Crossridge Park Playground donation form

Comm. Clark motioned to approve the Crossridge Park Playground donation form as presented. Comm. Cramer seconded, and the motion carried.

General Items

Comm. Clark asked if there was a flyer for the scrap metal drive. DPW Robinson said that one has been created. Assistant Cushman will work on uploading it to the website.

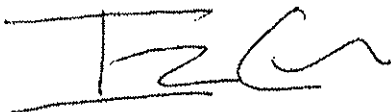
Set Next Meeting Date – April 21, 2014

The next meeting of the Parks & Recreation Commission will take place on April 21, 2014 at 6 p.m.

Motion to Adjourn

Comm. Bostwick motioned to adjourn the Parks & Recreation Commission meeting at 6:45 p.m. Comm. Clark seconded, and the motion carried.

Respectfully Submitted,



Inga Cushman
Assistant to the City Administrator

BUCKY'S RENTALS

OREGON/MADISON

Bucky's Rentals, Inc.
 2182 Cty Highway MM, Suite A
 Oregon, WI 53575
 Ph: (608) 291.2500 ~ Fax: (608) 291-2501
 sales@buckysrentals.com ~ www.buckysrentals.com

QUOTE#:

3018-2

Pg: 1 of 1

DELIVERY: SAT 07/05/2014 8:00AMPICKUP: SAT 07/05/2014 5:00PM

EVENT DATE/DAY: 07/05/2014 SATURDAY

EVENT TIME:

EVENT DESC:

SALES PERSON: M PO#:

ORDER DATE: 04/15/2014 TERMS:

S DICK FRY	S DICK	(608) 751-1855
O CITY HALL	H 440 HILLTOP DRIVE	
L 430 EAST HIGH STREET	I	
D	P MILTON	WI 53563
MILTON WI 53563	T	
T TEL: (608) 751-1855 FAX:	O	
O OTHER: (608) 868-4204		

Quantity	Description	Unit Price	Total Price
1	30 X 60 POLE TENT STRIPED/GRASS	496.00	496.00
5	7FT X 20FT NO CHARGE WHITE SIDEWALL	0.00	0.00
1	AFTER HOUR TAKE DOWN CHARGE	125.00	125.00
1	DELIVERY AND PICK UP	80.00	80.00

Special Instructions:	THIS IS A QUOTE ONLY	Sub Total	701.00
DICK/INGA, PLEASE REVIEW YOUR QUOTE- IF YOU WOULD LIKE TO RESERVE YOUR ORDER, PLEASE SIGN AND RETURN BOTH COPIES OF THE CONTRACT ALONG WITH YOUR 50% DEPOSIT TO SECURE YOUR ORDER. THANK YOU, MADALYN		Damage Waiver:	0.00
		Sales Tax:	38.56
		Total:	739.56
		Minimum Deposit Required:	369.78

Please sign this form & Rental Agreement and return one copy with Deposit Payment

BALANCE DUE 10 DAYS BEFORE EVENT DATE

DELIVERIES/SETUPS WILL BE WEDNESDAY-FRIDAY FOR WEEKEND EVENTS
 PICKUPS WILL BE SUNDAY-WEDNESDAY FOR WEEKEND EVENTS

Signature: X _____

I have read this contract and am in full agreement with its terms and conditions.

A SERVICE CHARGE OF 1 1/2% PER MONTH (18% PER YEAR) WILL BE ADDED TO ALL PAST DUE ACCOUNTS OVER 30 DAYS OLD.

BUCKY'S RENTALS, INC. RENTAL AGREEMENT**PLEASE NOTE CAREFULLY
RENTAL TERMS AND CONDITIONS**

1. This is an agreement between BUCKY'S RENTALS, INC., hereafter referred to as the Lessor and the person or persons whose signatures are affixed to this document, hereafter referred to as the Lessee(s).
2. Title to the described property is and at all times shall remain with the lessor. Only lessee and such other persons whose names are endorsed herein are authorized to use said property, and lessee shall not permit said property to be used by any other persons or at any address other than the place designated herein without the express consent of lessor.
3. Failure to return a tent or equipment on the due date shall result in additional rental charges in accordance with the indicated rate at the time of rental. Lessee agrees to pay any and all legal and miscellaneous expenses incurred by lessor resulting from lessee's violation of any of the terms and provisions of this agreement.
4. Lessee agrees to pay for any tents or equipment stolen, lost, destroyed or for any other reason not returned to lessor.
5. Lessee agrees not to sublet the tent or equipment without the lessor's written consent.
6. **Lessee must notify lessor of cancellation at least 30 days in advance of scheduled rental or lessee will forfeit this 50% reservation fee.**
7. Lessor shall not be responsible for damage to underground installations. Unless specifically marked by lessee or Diggers Hotline.
8. Lessee is responsible for surveillance of leased tent or equipment.
9. Lessor shall not be required to install tents or equipment at any time when rains, winds, etc. make work unsafe for lessor's employees and/or the leased property, nor shall lessor be required to install tents in an area they regard as too muddy, dirty, unsafe or unsuited for installation, and lessor shall be the sole judge thereof.
10. All tents are subject to stretching and retraction up to 5% of listed sizes, and though all tents are treated for waterproofing, no tents are guaranteed to be absolutely waterproof.
11. To procure necessary clearance during high wind, lessee shall not (a) place anything within two feet of the top of the tent or within one foot of the sides; (b) attach fences, wires, boards, etc. to side poles of the tent that would interfere with adjusting and tightening the tents; (c) attach any electrical wires, except to center and/or quarter poles of tents, and there only with tape, wire, or cord, and without using nails, screws or bolts.
12. From the time lessor completes an installation until it returns for removal of its property, Lessee agrees to maintain the rented property in good condition, keeping all ropes tied and tight, all poles in place and the sidewalls snapped onto the tent.
Sidewalls may be folded up or folded back, but not laying on the ground.
13. Tents must be completely emptied by 10 A.M. on the morning of the last day of the lease. If it is necessary for BUCKY'S RENTALS, INC. crew to empty tents there will be an additional charge in accordance with the time required.
14. Lessee agrees that lessor is not the manufacturer of said property nor the agent of the manufacturer and that no warranty against patent or latent defects in materials, workmanship or capacity is given.
15. Lessor shall not be liable in any event for any loss, delay or any damage of any kind or character resulting from defects in or inefficiency of the leased property or accidental breakage thereof.
16. Lessee agrees to indemnify and save harmless the lessor against all loss, damage, expense and penalty arising from any action on account of any injury to person or property of any character occasioned by the operation, handling or transportation of leased property during the rental period or while the property is in the possession or control of lessee.
17. This rental agreement constitutes the entire understanding between lessee and lessor. No verbal statements, assumptions or understandings will change or amend this agreement.
18. Lessee agrees that in the event any of the equipment becomes unsafe or in a state of disrepair, lessee will immediately discontinue the use thereof and promptly return it to lessor, or contact the lessor. Upon receiving such property, if its condition is not the fault of the lessee, lessor agrees to replace such property with property of like and in good working condition, within a radius of (10) miles of this store.
19. Lessor, at lessor's sole discretion, may report property stolen if held after due in date. Lessor's sole discretion may revert all charges to the daily rate if any monthly statement of invoice is not promptly paid. Lessor will not refund on any item out over (30) minutes.
20. Upon termination of this agreement, lessee will promptly return the rented property and all attachments and parts belonging thereto, to the lessor at lessor's place of business, in the same condition in which such property was received, ordinary wear and tear excepted, and agrees to pay for any damages or other losses to the property while in the possession or control of lessee.
21. **Loss or Damage Waiver.** Customers are responsible for checking the count and condition of all items rented before leaving the warehouse or upon arrival at point of delivery. Responsibility for equipment remains with lessee from delivery to time of return. Please be sure equipment is secured when not in use and protected from the weather. We do charge for missing or broken items. A 6% charge of the total rental is added to all rentals. Damage Waiver is NOT insurance. Damage Waiver does cover ACCIDENTAL breakage due to normal use. Pieces must be returned to Bucky's Rental, Inc. as Damage Waiver does not cover loss. The 6% covers only 75% of the damaged item(s).
22. **CONTRACT: Rental is secured when 50% deposit is received.**
23. **Lessor reserves the right to cancel this order at any time for any reason by full refund.**

I have read and understand the Rental Terms and Conditions of this agreement. Please sign one copy of this agreement and return it to BUCKY'S RENTALS, INC. with your 50% deposit.

Lessee's Signature _____ Date _____

Please have underground wires located 3 business days in advance of your event

Diggers Hotline 1-800-242-8511

Bucky's Rentals, Inc.
2182 Hwy MM * Suite A
Oregon, WI 53575
(608) 291-2500

Web Site: buckysrentals.com

E-mail: sales@buckysrentals.com

DIGGERS HOTLINE SIGN-OFF

I was advised to contact Digger Hotline and have them mark my tent area for any underground utilities of any kind. I believe that I know where any existing underground interference exists and I am authorizing the crew to set up my tent without Diggers markings.

I am aware that in doing so I am accepting responsibility for any damages — either physical or monetary that could result in the event that the tent crew hits or punctures something underground.

Customer's Signature

Date

Phone

Address

Inga Cushman

From: Dean Werner <dean@rocksignco.com>
Sent: Thursday, April 17, 2014 1:21 PM
To: Inga Cushman
Subject: Banners for Park

Inga,

One 13 oz, single-sided white banner, size 48" x 72", printed full color: \$110.00
One 13 oz, single-sided white banner, size 48" x 96", printed full color: \$120.00

One 18 oz, single-sided white banner, size 48" x 72", printed full color: \$130.00
One 18 oz, single-sided white banner, size 48" x 96", printed full color: \$150.00

One 18 oz, double-sided white banner, size 48" x 72", printed full color: \$166.00
One 18 oz, double-sided white banner, size 48" x 96", printed full color: \$200.00

13 oz banners are "standard" for mounting on solid surfaces or fences or in somewhat sheltered locations. They are durable, but very windy locations and long periods of time (particularly in winter) are not kind to 13 oz weight banners over time.

18 oz banners are heavy-duty and, especially with wind pockets, will stand up to a weather beating. I have made 18 oz banners for various area events that are promoted on the cables over Hwy 26 (or what used to be Hwy 26) in Milton year after year and still look great.

If you wanted a 2-sided banner perpendicular to the road for viewing from both directions, you will need the 18 oz to avoid bleed thru.

Unless you have a very vertical photo / graphic and a lot of words, you could go with a 3 ft. height banner (most common) and save some money.

All banners have sewn edges and grommets all around, and I will deliver them.

Hope this anticipates all your options.

Thank you, Inga.

Dean Werner
Rock Graphics & Signs, Inc.

Inga Cushman

From: Christy Kapellen <christy@4printmax.com>
Sent: Thursday, April 17, 2014 10:57 AM
To: Inga Cushman
Subject: BANNER ESTIMATE

Inga

Please see your estimate below. Let me know if you have any questions.

Thanks!

Crossridge Park Banner
13 oz banner vinyl
Weld, grommet, windslits
96x48 - \$198.13
72x48 - \$168.69

Christy Kapellen
Senior Designer



Phone: 608.868.5302 ext.107 | Fax: 608.868.5308
222 Sunnyside Dr. Milton 53563 | P.O. Box 326 Milton, WI 53563

(This email and any attached files are confidential and intended solely for the intended recipient(s). If you are not the named recipient you should not read, distribute, copy or alter this email. Any views or opinions expressed in this email are those of the author and do not represent those of the Cutting Edge Signage, Inc. dba Printmax company. Warning: Although precautions have been taken to make sure no viruses are present in this email, the company cannot accept responsibility for any loss or damage that arises from the use of this email or attachments.)