



**AGENDA**  
City of Milton  
Parks & Recreation Commission  
*Story Gardens Subcommittee*  
Virtual Meeting  
Monday, May 18, 2020  
5:15 p.m.

**PLEASE NOTE:** In-person attendance by members of the public will be prohibited due to COVID-19 social distancing protocols pursuant to the Rock County Health Department Emergency Order dated May 13, 2020, restricting public gatherings. Members of the public may monitor this meeting at <https://us02web.zoom.us/j/81408858703>.

Any person who is unable to access the meeting via the internet link may call 1 (312) 626-6799 and enter Meeting ID: 814 0885 8703 to monitor the meeting via telephone.

1. Call To Order
2. Approve Agenda
3. Approval Of Minutes - May 4, 2020

Documents:

[STORY GARDENS SUBCOMMITTEE MINUTES 05-04-2020.PDF](#)

4. Discussion And Possible Action On Purchase Of Art Piece From Local Artist Heather Hansen

Documents:

[HEATHER HANSEN CONTRACT.PDF](#)

5. Discussion And Possible Action On Raised Garden Beds And Pollinator Garden
6. General Items
7. Set Next Meeting Date
8. 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: Leanne Schroeder, May 15, 2020

**City of Milton**  
**Parks & Recreation Commission**  
***Story Gardens Subcommittee***  
**May 4, 2020**

**Call To Order**

Chairperson Inga Cushman called the May 4, 2020 meeting of the Story Gardens Subcommittee to order at 5:18 p.m.

Present: Chairperson Inga Cushman; Library Director Ashlee Kunkel; Assistant Library Director Jayme Anderson; Parks & Recreation Commissioners Karen Reed, Lee Ann Hare, and Andrea Christianson; Parks & Recreation Commissioner and Library Board President Annette Smith; Barb Braun; Barbara Bendlin; and Leah Kinmonth.

Also Present: Ald. Larry Laehn and City Engineer Mark Langer.

**Approve Agenda**

B. Bendlin motioned to approve the agenda. Comm. Smith seconded, and the motion carried.

**Approval Of Minutes - April 20, 2020**

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

**Discussion And Possible Action On Raised Garden Beds**

B. Bendlin stated her family will donate the perennials and annuals for the two raised garden beds in 2020. She also discussed the preferred soil mix, and the cost will likely be about \$150 for the two garden beds. B. Bendlin and Chairperson Cushman will coordinate purchase of the soil.

The subcommittee discussed planting between May 21 – 26. Chairperson Cushman will send out an email to determine a date that will work best for those who want to assist while following physical distancing guidelines.

**Discussion And Possible Action On Receipt Of GROWMARK Grant For Pollinator Garden**

Assistant Director Anderson provided an update on this grant. The subcommittee decided to plant the seeds in the area near the windows to the lower level of the library building. Director Kunkel and Chairperson Cushman will discuss preparing the site with Public Works Director Howard Robinson.

Ald. Laehn stated he will donate the plant markers to be used in the raised garden beds and pollinator area. Chairperson Cushman and Director Kunkel will work on a sign designating the pollinator garden as such with a list of the plants.

**Discussion And Possible Action On Outdoor Programming Space**

Chairperson Cushman has no new updates. She is currently working with Menards to make modifications to the plans.

**Discussion And Possible Action On Fundraising And Recognition Of Donors**

Chairperson Cushman presented a fundraising guide to the subcommittee to review. It outlines sponsorship levels for the project and the vision for the space.

B. Bendlin motioned to approve the fundraising guide as presented. B. Braun seconded, and the motion carried.

**General Items**

Chairperson Cushman stated staff is working with the Rock County Chapter of the Ice Age Trail Alliance on a possible minor reroute to allow the trail to go through Story Gardens. The chapter mentioned having some type of piece in Story Gardens for education about the Ice Age Trail.

B. Bendlin discussed an idea for the seating area for the performance space to resemble a castle since a stone wall is already there.

Chairperson Cushman stated the Public Works Department started removing some of the stone retaining wall to accommodate the ramp on the north side of the site.

**Set Next Meeting Date**

The next meeting of the Story Gardens Subcommittee will take place on May 18, 2020 at 5:15 p.m.

**Motion To Adjourn**

Comm. Hare motioned to adjourn the May 4, 2020 meeting of the Story Gardens Subcommittee at 5:59 p.m. Comm. Christianson 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  
Administrative Services Director

May 11<sup>th</sup>, 2020

# PROJECT AGREEMENT

## 1. GENERAL

### A. Scope

- i. This is for a 4ft Monarch Butterfly Mosaic. The mosaic will consist of a plywood sheet cut to the shape of a butterfly, handmade ceramic tile on one side, and spray painted on the other with hardware for placing in the garden.
- ii. All ceramic tiles are handmade by the artist.
- iii. The mosaic will be treated for outdoor use with water resistant grout, construction adhesive, treated wood, outdoor primer and several coats of Rustoleum.

### B. Parties

- i. Heather Hansen with Pottery By Five and Ashlee Kunkel with Milton Public Library are collectively collaborating on project agreement.

### C. Timeline (Due August)

- i. First, purchasing and ordering all supplies needed. Due to Covid-19 shipping for non-essential items are taking longer. I will allow an extra week for shipping purposes. (2-3 weeks)
- ii. Second, planning and making all the tiles, firing, and glazing. (6-8 weeks).
- iii. Lastly, laying out tiles, gluing, grouting, polishing, and adding mounting hardware. (1-2 weeks)
- iv. Timelines are flexible but will be completed in a timely manner.

### D. Costs (Due upon startup)

- i. Raw materials/kiln usage **\$250**
- ii. Artist time 40-60 hours (\$15 per hour DONATED)

## 2. MANAGEMENT

- i. Artist will manage the project and have full creative control.

 Recoverable Signature

X

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Ashlee Kunkel - Milton Public Library  
Library Director - Customer

X Heather Hansen

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Heather Hansen - Pottery By Five  
Artist

Signed by: 1e82b07a-cff6-4895-8682-7a1ee2955864