

**VILLAGE OF PLEASANT PRAIRIE
PARK COMMISSION
Village Hall Auditorium
9915 39th Avenue
Pleasant Prairie, Wisconsin 53158
May 3, 2016
6:00 p.m.**

A regular meeting of the Pleasant Prairie Park Commission was held on Tuesday, May 3, 2016, 6:00 p.m. Present were Michealene Day, Cindy Schwab, Brock Williamson, Jim Bandura (Alternate #1) and Dan Klemack. Kris Keckler, William Mills and Dave Klimisch (Alternate #2) were excused. Also present were Tom Shircel, Assistant Village Administrator; John Steinbrink, Jr., Public Works Director; and Ruth Mack-Stoner, Executive Secretary. No citizens were present.

1. CALL TO ORDER

2. ROLL CALL

Michealene Day:

I'm going to add a 2A if I could before we do the minutes of meetings. I'd like to welcome our new Board member here, Dan Klemack. This is your very first meeting. And I'd like to say welcome.

Dan Klemack:

Thank you.

Michealene Day:

And you want like a minute and a half and give us a little brief history.

Dan Klemack:

I could spend 30 minutes.

Michealene Day:

No, we only have a minute and a half.

Dan Klemack:

So Dan Klemack. I moved to the Village about eight years ago. I have a wife and three children, a 13 year old boy, a 7 year old boy and a 4 1/2 year old girl. And I love the community. So I'm very happy to play a role.

Michealene Day:

Great, thank you, thank you. Boy, that was like 43 seconds. Thanks, Dan.

3. MINUTES OF MEETINGS

Michealene Day:

If everyone has read their minutes may I have a motion to accept?

Jim Bandura moved to approve the Park Commission Meeting minutes of the April 6, 2016 meeting presented in their written form: Seconded by Brock Williamson. Motion carried 5-0.

4. CITIZEN COMMENTS

5. DIRECTOR OF PUBLIC WORKS REPORT

John Steinbrink, Jr.:

Madam Chair and members of the Commission, this weekend Prairie Springs Park was a host to Loyalty Day. It's a parade that celebrates Americanization. And it's hosted by the VFW Post 7508 in Pleasant Prairie. A very active post within the State. There were 40 entries on the parade. The participation of spectators was dampened a little bit by the rain that we had, but it was still a really nice turnout, and we were very honored to have the opportunity to host it. There is only one Loyalty Day parade per state, and so we were chosen as the host for this year. So not sure when it will come back around to Pleasant Prairie, but hopefully in the near future we do get to host it again.

And also staff is in the process of setting up a dedication for the Don Hackbarth Trail which is a new trail that was just built and named for Don Hackbarth, a very active member in the community. He was the Fire Department Chaplain and on the Plan Commission and many other commissions and boards over his years. And he is running into some bad health. So we're hoping to schedule it within the next couple weeks, and we'll make sure that we get you guys an email to invite you guys out. That's all I have this evening.

Michealene Day:

Terrific, thanks, John.

6. NEW BUSINESS:

- a) Receive and approve design and timetable for Village Green Center Parks to develop a request for proposal.**

John Steinbrink, Jr.:

Madam Chair and members of the Commission, as you can see on the screen ahead of you the staff is looking to solicit proposals for development and phasing of two new parks within the Village Green Center. The Village itself is broken up into 13 neighborhoods. One of those neighborhoods is Village Green. And so the Village Green kind of encompasses Devonshire, Village Green, Meadowdale. It's kind of a large geographical area. And so there's two parks that are proposed as part of the master plan. Right now those parks are just identified as just kind of very preliminary. We really don't have too much detail on them.

And so one of the things that the Village has been working on is development of the Village Green Center. As you may see when you drove in this evening 39th Avenue was recently reconstructed with the newer profile with the sidewalks and the streetlights. We're going to have banners and planters and flags going on this summer. So it really is going to be a nice look. The intention in that Village Green Center is to really do some more highly populated density, and then bring some restaurants and kind of a downtown area. So we really are in a unique situation in Pleasant Prairie where a lot of communities are just redoing their downtown. We're actually doing it for the first time so it's a very exciting time here.

We do have a couple of certified survey maps and zoning amendments that kind of show the legal description of where they're posted at. This is kind of a master conceptual plan that shows the general location of them. You can kind of see where Springbrook Road, I'm not sure if you can see my mouse on the screen, I'm guessing not, Springbrook Road you can see the two roundabouts on 165 to the bottom of your screen or the south. The main north and south of Springbrook Road, how it kind of curves around and ties onto 39th Avenue. And then the one road that's due north and south is 39th Avenue. And so you can see where the Village Square location is a little bit more to the east, and then the Neighborhood Commons a little bit more just to the west of Springbrook Road. Those are not the official names, but just something for the planning stages that identify the locations of them.

This one is the Neighborhood Commons and, like I say, very, very conceptual. One of the thoughts when we did the concepts probably back well over ten years ago was having some sort of a terrace amphitheater, some metal, some ponds, plazas, some paths and open spaces for the public to enjoy. And then the other one is the Village Square having a small gateway, open lawn, paths, terraced areas. And then you can kind of see a little bit of where the Main Street will tie in through the Village Green neighborhood onto Springbrook Road, and some of the potential restaurants, some community halls or open air pavilions. Keep in mind this is very, very at its infancy. There's really a lot of work that has to be done.

And so staff is asking the Commission to go ahead and put together an RFP for some design and then a phasing program. And this will come with neighborhood meetings and design meetings, stuff like that, very similar to the first time that we went through the Park and Open Space Plan. We really feel that this is important timing right now as now with 39th Avenue and the development starting to turn around we do feel it's going to go very

quickly. This whole process could take probably about a year before we get a plan identified, someone on board to take care of all the details.

And then when it does get developed it gives whoever chooses to develop this kind of a concrete foundation of this is how the Village wants the parks to look like. And so once the Park Commission goes through the process with whoever is the lowest successful bidder, they'll go to Plan Commission, go to Board, and then it will be adopted in part of the Park and Open Space Plan. I guess I can answer any questions you may have at this time.

Michealene Day:

We did, as a comment, because we have some members of the Board here that were not here when we did the initial plan, the initial park plan, so this has always been -- and if you look at the original one this has been a concept that was designed, or not actually designed, but the idea was there in the very beginning. We had a lot of meetings that were attended by a lot of the Village people. And they were very happy with this. So I think this is a good time to move forward.

John Steinbrink, Jr.:

And this would be the same process that we've gone through for Ingram Park, Village Green Park, Creekside Park, Brookside Gardens. I mean it's really nice when you can have a developer that comes on board and then they really understand the amount of space that has to be dedicated. And then any capital improvements, grading work, infrastructure that has to be done as a part of this, to take this and accept it as a part of the development versus using tax dollars to try to create it. So we've been very successful doing this in the past. And I'm sure with the Commission working hard on it this will be very successful moving forward also.

Michealene Day:

Does anyone have at this time any questions for John?

Brock Williamson:

I guess my only one. Is this all owned by one developer now?

John Steinbrink, Jr.:

Yes, there's one property owner at this time. But that doesn't mean that it may not split up or go to different owners. You know development is however it goes at the end of the day. But currently it is under one ownership.

Michealene Day:

Any other questions?

Dan Klemack:

How does the parking look? And what's the capacity of this looking like?

John Steinbrink, Jr.:

One of the things that this would probably incorporate would be the densities of all the residential or multifamily around there. And then just incorporate whatever uses that there are. There are books and guidelines based on whatever uses and parking requirements that we'll make sure that we incorporate as a part of this. Excellent question, though.

Jim Bandura:

John, just a quick question. This is very preliminary, right?

John Steinbrink, Jr.:

Correct, sir.

Jim Bandura:

Because I kind of remember that at one time we were thinking about ice skating.

John Steinbrink, Jr.:

There were all sorts of ideas thrown around at one point. And keep in mind this is really just an open slate. And I probably won't even start with this with whoever is successful. I think the biggest thing that we want to do is just identify where the parcels are, get the public involved, and just see what the public really wants to have and then kind of go from there. And so we just wanted to show these slides because it kind of gives a nice representation of geographically where it is and just some of the concept. But it's probably important to start off with this just as kind of a blank slate and just kind of see where it goes and take it from there.

Brock Williamson:

Do you think a lot of it will go in at the same time, or think these will be kind of the groundbreaking of the whole thing to get people interested?

John Steinbrink, Jr.:

It's really hard to tell. Any time that you get into a commercial, multifamily development it's really just driven by someone that wants to go ahead and make the improvement. But whenever the timing is right for this to happen at least we've gone through this year or 18 month process and we're kind of ahead of the game. Because a developer most of them are going to be caring about one thing, it's how much money can I make off of this. But if

they go into it right out of the shoot knowing, all right, I've got ten acres that has to be dedicated for park space and that's off limits because it's part of the plan, it's the only way that they'll develop. And then they know, well, we have the total land mass minus ten acres, that's when we can go ahead and develop that. And all that happens with Jean Werbie and her staff as far as densities.

Tom Shircel:

I think part of the thinking here, too, was we just did the improvements last year to 39th Avenue like John said with the roundabout, the widening of 39th and putting in the boulevards and so on and so forth. And with getting these parks in and gradually getting those in hopefully that will be the impetus to get some interest there whether it be for residential or the commercial component to come sooner than later.

Michealene Day:

And it's nice to at least have a plan. We work in excavation and site utility work, my company does. And a lot of times with a developer it actually saves some money if they have an idea where the park is going to go or what they're going to do because there is either extra dirt or spoils or they need dirt. So if we know, for instance, we're going to be digging a pond but they need dirt, if you have some kind of an idea of where it's going it's a win-win for both the developer and the municipality or the owner of the park because they can kind of work together, and it costs everybody a little less money. So it would be great to have an idea or at least a conceptual plan going in so when the developer decides to develop he know what we're expecting out of him, too.

John Steinbrink, Jr.:

And so the goal of this is not much even having a conceptual plan --

Michealene Day:

Right.

John Steinbrink, Jr.:

-- but actually have a whole plan in profile or something that makes it almost shovel ready at the end of the day. And then a phasing plan saying this is the first step, this is the second step, this is the third step so everything happens in a continuous order.

Dan Klemack:

The park space is owned by the City, right? And then --

John Steinbrink, Jr.:

The park space is owned by the development right now. And so right now it's privately

owned. But once it's improved and then it will become under ownership of Pleasant Prairie and then we will maintain it. And so all the infrastructure, the sewer, the water, storm, streets, parks, everything is improved by the development, then once it meets all of our specifications and it's been inspected and approved then the Village takes ownership of it and maintains it thereon after.

Dan Klemack:

Have you already estimated costs to maintain the park?

John Steinbrink, Jr.:

No. We really don't even know what is going to be in there yet so it's kind of hard to have an estimate on that. And so a budget, a cost estimate, a maintenance estimate will all be a part of this project also.

Jim Bandura:

So, John, you're thinking of getting a consultant on board soon to maybe have some kind of idea?

Michealene Day:

That's what they're asking us to approve.

John Steinbrink, Jr.:

Yes, it will probably take a couple months. By the time the staff goes and we draft an RFP, we post it, we solicit bids, it goes to the Board for adoption of the contract, and then they execute contracts we're probably two and half, three months out from them actually starting. And then we'll schedule a couple of workshops maybe over the course of the late fall, winter. Then we'll do some planning, some input. And hopefully by late summer next year we can have something concrete and complete.

Michealene Day:

Any other questions? Can we have a motion then to John to request an RFI go out so we can get this started?

Jim Bandura moved to approve design and timetable for Village Green Center Parks to develop a request for proposal: Seconded by Cindy Schwab. Motion carried 5-0.

b) Elect Park Commission Vice Chairperson.

Michealene Day:

On your agenda you will see that we need to elect a new Park Commission Vice Chairperson. I don't know if any of you know, but Troy Holm had to resign from the Commission. He got a new wonderful job, but unfortunately he had to move out of the community. So because he's no longer here, he resigned, so we can either this evening if anyone of you are interested in becoming a Vice Chairperson let us know. Or we could table it so you all can think about it and we can do it next month when we meet next month. For those of you that are new or don't know, what you would do is really your Vice Chair is like if I can't be here it becomes your responsibility to run the meeting. Do they sign anything or just me and the --

John Steinbrink, Jr.:

They would sign something in your absence.

Michealene Day:

Yeah, they would sign in my absence. But basically the Vice Chair would take over if I was unable to be here. So I guess I'll leave it up to the four of you of what you would like to do. Cindy already is our secretary, so Cindy would not be available unless she wants to vacate that post. But I think that's good that, Cindy, you're the secretary. I can't tell you what to do, sorry. So is anybody else interested in the post, or should we wait until we get more people here?

Brock Williamson:

[Inaudible]

Jim Bandura:

Madam Chair, I'd recommend us to when we get a full house here to table it and give --

Michealene Day:

Everybody a chance to think about it. That's what I would prefer but I didn't want to -- how does everybody else feel about that?

[Inaudible]

Michealene Day:

Three actually, right? So if we could table that and then put it on next month's agenda for the next meeting? Great, thank you. Do I need a motion for that, or are we okay just to

table it?

[Inaudible]

Michealene Day:

That's what I thought. Okay, great.

7. PARK COMMISSION COMMENTS

Michealene Day:

Does anyone have any comments?

8. ADJOURNMENT

Jim Bandura moved to adjourn the meeting: Seconded by Brock Williamson. Motion carried 5-0.