

MINUTES – HULL PARK COMMISSION
Wednesday, April 7, 2010 at 7:00 p.m.
TOWN OF HULL MUNICIPAL BUILDING
4550 WOJCIK MEMORIAL DRIVE, STEVENS POINT, WI 54482

1) **Call to order:** The meeting of the Hull Parks Commission was called to order on Wednesday, April 7, 2010 at 7:05 p.m. by Parks Chairperson Dave Wilz at the Hull Municipal Building, 4550 Wojcik Memorial Drive, Stevens Point, WI 54482.

Present: Chair: Dave Wilz, Marcia Locher, Brian Hicks, Jim Mendyke, Parks Secretary: Patty Amman.

Others Present: Pete Kaminski, Hull Road Foreman

Absent: Maurice Stoltz, Carrie Butt, Roland Schroeder,

2) **Citizens wishing to address the commission on non-agenda items. Agenda items are for discussion and possible action:** NONE.

3) **Announcements:**

Wilz: For those of you who do not know, Bob Brilowski, who is a supervisor here for the Town of Hull had surgery about two weeks ago. He's in his 80's and had to have open heart surgery. Things went okay but with complications. I think today was the first day that he stood up. It's been a difficult struggle. I just mention that so please keep Bob and his family in your prayers. Web page: the Town of Hull is working on a Web Page that Jim Kruziki, our new Town Treasurer, is working with an intern at the University and he's already put together a lot of work. He spoke to me on Monday about getting a Parks blurb in there and getting some pictures and I said yes, we'd be happy to do that. So the Town of Hull is going on the Internet finally and that will be nice. Other than with this recent election, John told me that Hull got out and voted at 52% of the voters which is phenomenal for a spring election.

4) **Approval of minutes from September 30, 2009 Parks meeting.**

Motion made by Jim Mendyke to approve the minutes with the two changes noted by Pete Kaminski: change on page 2 near the bottom from "50 feet straight up" to "15 feet straight up" and a spelling correction on page 16 under item #9, "Trader Park" should be "Treder Park". Seconded by Brian Hicks. Motion passed.

5) **Discuss Annual Planner**

Wilz I put this in there because our annual planner really drives the agenda but it's a good document of the sorts of things that need to happen. Jim, where are your concerns on the follow up?

Mendyke On page 5 under #5, review of YTD budget, it talks about where Pete had requested a weed whacker, leaf blower and hedger, I was wondering if you acquired those items?

Kaminski We did acquire those items.

Mendyke I think at that point we had \$1,119 to spend.

Wilz And we got it in 2009. Just under the wire.

Mendyke Terrific.

Wilz So we used it all, nothing against this year.

Mendyke Then on the next page 6, down under landscaping there's \$2,251 left. I think we had talked about the fact that it was so dry, we were looking at trees, but we were trying to carry that over. Were we able to do that?

Wilz No. But it didn't affect our 2010 budget. We did not carry that over. There's not a carryover unless it's earmarked for equipment. So it was a budgeted item that was not used. But we did increase this year's budget over last year. I didn't carry it over, but I did re-budget it. So to answer your question, we didn't lose it.

Mendyke Back to that equipment and maintenance that we had talked about, the mower, setting some money aside for that, were we able to get that?

Wilz Yes, we put that into our 2010 equipment budget. We put in a total of about \$11,500 or \$12,000 or we did the net including the trade in. We do have that piece of machinery in the budget and along with that, we have a prototype sitting out back that got delivered today, a demo for Pete to look at. It is our intention to replace our mower and purchase either this one or a new one. From the Township standpoint, we're putting together an audit, we're having a professional audit done, the books and balances. It will be done around the middle of June I'm guessing.

Mendyke I know we had some money left over from the playground equipment and we were looking at sandboxes.

Kaminski I used up all that money. I spend \$3,276. I got 64 four foot plastic beams for the sandboxes. I have a sample here to look at. I got 10 or 15 swing seats and chain, all the stuff that I need.

Mendyke That's great.

Wilz We came in about \$123 under budget for the year.

Mendyke Good deal.

Pete Kaminski showed the Commission members the plastic beam sections for the playground boxes, they have a 15 year guarantee, from Burke. Everyone was impressed.

Wilz The whole budgeting process for the Township went well and we were pleased that we had a balance left from the year. I can't tell you what it is because it hasn't been audited yet. We were able to keep your Township taxes 1% lower than they were the year before, although your tax bill overall did not reflect that.

6) Park Inspections

Wilz In looking at what we did last year, we ordered the park inspections to be done between now and the next meeting.

Mendyke We talked about a template. Something to standardize it.

Wilz Let me ask you this, how critical is it to get inspections done now? Maybe we could get together a template and follow up with an e-mail.

Mendyke It wouldn't be a bad idea to go out to see if there are any safety hazards at any of them and I think we could buy some time and do our full report. Or for one more year, we could just use our own forms.

Locher I was thinking about doing that but the problem was that every park is so different and I was trying to figure out how to standardize it. But I guess we have swings and merry-go-rounds.

Wilz Let's go out and try to make an effort. Let's assign some parks here.

Here is what was assigned, divided up, for the different park inspections this spring:

- Jim Mendyke - Meadow Manor Park*
- Brian Hicks - Jordan Acres Park*
- Dave Wilz - Pleasant View Park (Kirschling West), Eastwood Park*
- Carrie Butt - Plover Heights Park*
- Roland Schroeder - Pleasant View East Park, Conifer Park*
- Maurice Stoltz - Sorenson Park*
- Marcia Locher - Somerset Park*
- Pete Kaminski - Treder Park*

7) Review equipment needs / purchases and locations (i.e. lawnmower replacement, playground equipment needs, etc.)

Wilz If you all recall at the last meeting, we gave Brian Hicks authority to move on things when prices were right, when catalogs got out and he did a terrific job.

Hicks *(He passed around a handout showing what equipment was bought..)* It's the bottom one. The color scheme is identical to what's across the highway. Here's a smaller picture in the colors it's going to be coming in. I went with the same company again because we have a good comfort level with them and we know them and know their installation process.

Kaminski What are the installation charges?

Hicks \$750. Total cost with freight, etc. is \$16,149 including supervised installation. We saved almost \$8,000 by getting on it early this year. I waited until the last possible day to place the order. That left us with plenty and that was one of the things we had requested for other things we may need.

Wilz Right. I gave you the \$20,000 budgeted amount and asked you to back off a little bit because I didn't know if they included the installation. There are other expenses that have to go into miscellaneous like the cement work, wood chips.

Mendyke It looks pretty decent size and fits into whatever our children's age categories are.

Hicks It's a really big piece and when I saw the price I thought okay, that park has a lot of room. We'll figure out where we're going to put it.

Wilz Pete, you keep that copy and work with Barb on that to set up delivery and payment and whatever you need to do.

Hicks I think that will be impressive when it's in. It's not identical to what's across the highway but it's the same company so it's the same look.

Kaminski Did you get any free pieces?

Hicks No freebies this time. I don't know if they just do that in the fall or what.

Wilz I tell you what though, I know you didn't get any freebies but it still sounds good compared to last year. You saved over \$3,000 to \$4,000 on what we spent last year. I think you did great. Does anyone have a suggestion as to a location in the park for this piece?

Kaminski We don't want to mess up our ball diamond.

General discussion on the best placement for the new equipment into this park, Dave Wilz did a little diagram and a placement was suggested so as to not interfere with the ball diamond.

Wilz When we ordered this in the past, how long it takes for it to come in?

Kaminski That doesn't take long, maybe two weeks.

Hicks I wouldn't be surprised if it was here soon.

Wilz It was ordered on the 19th or 20th of March so it's been two weeks. Installation is time consuming, so it'll go in after brush pickup.

Kaminski With brush pickup, I probably won't have time until May 10th, I'm guessing.

Mendyke We knew that. We did it now (*the ordering*) because of the savings, it's cheaper.

Wilz Yes, good job. Pete, why don't we talk about the lawnmower replacement and what you've got for the group to consider.

Kaminski I've got an X-Mark lawnmower back there as a demo, 60 inch with zero turn radius. This is a 2009 demo with 82 hours on it for \$10,500. I can get a brand new one for \$11,500. This is a gas lawnmower, our old one was a diesel. This one is 29 HP and the old one was 25 HP. This particular brand has the best warrantee on it, a 3 year warrantee versus a Toro which has a 2 year warrantee. The steel is better. It's a thicker gauge steel, 10 gauge versus Toro which has 7 gauge. I have not used it myself yet, but he tells me this X-Mark is supposed to be the leading brand right now.

Wilz It can be serviced locally?

Kaminski If we need parts, he told me it takes one day. If I have a problem, he'll bring me a demo on loan for no cost.

Mendyke With that turning radius, that can lessen the amount of labor.

Kaminski We're going to lessen the amount of cutting time a lot.

Wilz We made a preliminary decision during budget time and it got finalized by the end of January about adding on a full time road crew position for the Town of Hull. We had always hired someone to take the 4th plow out and also we would bring that same person in to do roads in the summer with the road projects, brush pickup and had been doing that for several years. In addition to that, we had other hourly employees that were on a very temporary basis. We looked at that and said, with all these pieces, is there enough work to create another full-time position with benefits? Pete did some work on it and we reviewed it and it appeared that it would be a good idea. We got through it about the end of January. One of the reasons we bought the lawn mower was because Pete felt that would cut a lot of time off from the cutting process. We have to because we're going to replace two part-time parks people with a 4th guy with help from Pete and the existing crew. So we have to have labor saving equipment. We're testing this theory. We can't go way over, because we made a commitment that way.

Kaminski Years ago when I first started here, I did not do the parks, but I was told by the other guys that all the work could be done in 3 days. But in the last 6-7 years, that's been a 5 day project (*with more parks added on*). I don't see why we can't go back to 3 days with the better equipment.

Wilz That was the strategy for buying the lawn mower. We're bringing all this labor into one person and spreading it out to the 4 road crew instead of the 6 or 7 and we made a commitment to that. We've got to get through a season and see how it works. I've told Pete that our parks have been maintained extremely well by our park employees, but that was all they had to do. But you guys are going to get hit with road projects and when trees get blown down, you don't cut parks, you clear the roads. We want to maintain our parks so that they look good and need to move towards doing the cutting as it needs to be done instead of doing it on a

schedule whether it needs it or not. So I think that will be the protocol that we're moving forward to. To reduce cost.

Kaminski Maybe you would want to consider setting some sort of ordinance for the height of the lawn before it gets cut. So that if people inquire why something isn't cut yet, we could reference our policy of what height the grass needs to be before we cut it. You would set a policy and we would just follow it.

Locher That's wouldn't be a bad idea. Portage County and the City probably have some sort of standard that they use. I think that should be an agenda item we should include next time.

Mendyke We could even set it a little higher than whatever is standard and then use your discretion. But that way we would have a response that we're following a protocol.

Wilz Why don't we go ahead and do that. You start the process of cutting it that way using common sense and cut as needed. I'll talk to John and I'll talk to Portage County to see if they have a standard that they try to follow. I know Plover does because they're cutting way back on their services to save money. You read about it in the paper last year.

Locher Just made sure that in Plover Heights they don't mow within 4 feet of the bank.

Kaminski And you just want one width of mowing for the walkway in and out.

Wilz I spoke with Jerry and he asked if we could narrow this and I thought it was and we had resolved that issue and it was a good 5, 6 or 7 feet. One swath in and out, just raise it up on the way out. Let's let it grow in. Any other playground needs?

Mendyke Does that complete all the parks?

Locker No, Jordan Acres would be next. Then we'd have to re-evaluate what we want to do. Our original plan was to just start all over and see if we needed to pull things out. Much of the equipment is in very good shape. What brings you out of compliance is what they call the "fall line". If you pull out an old swing set and put in a new one, you may be out of compliance because you need to adjust to the new standards for the fall line, so many feet down and out with the wood chips. When the marketing people come around and say your park equipment is obsolete and you ask what part is obsolete, they admit that it's the fall line. So we'll have to make a decision on if we want to change gradually to adjust that as we put in new equipment. Our original plan was to go through a review of the equipment which is 30 years old in some cases or 40 years and if we get rid of things or put in new, we adjust the fall line. I think the merry-go-rounds have been extremely well maintained and well loved. I would like to see those maintained. The swing sets are still functional but don't meet the new fall-line requirements.

Wilz So we either bring them up to code or eliminate or something.

Kaminski We started painting last fall and got some pieces done but we ran out of time

Locker I think that looks really nice.

Kaminski If we get everything painted up and put new fall zones around them, we'd save money. That's the way to go I think. Steel versus plastic is better. The new stuff looks nice but I want to look at how it looks 10 years from now versus the old galvanized stuff.

Wilz What Brian is buying right now isn't going to look good in 10 years. The sun's just going to rip it apart I would think.

Locker That's what I noticed in Sorenson, it really looked nice. So I think just painting that equipment and adjusting the fall zone.

Kaminski Did any of you want to go look at the mower back there?

Locher made a motion to approve Brian Hicks purchase of playground equipment and Pete Kaminski's recommendations on purchase of the new lawnmower. Seconded by Jim Mendyke. Motion passed with voice vote.

8) Discuss Stevens Point Youth Baseball requests for park use.

Wilz I got a call from Beth Molski. She would like to use Kirschling West again for T ball. In addition, she asked if there was another park she might be able to consider using. Their baseball is growing by leaps and bounds and they are running out of places to play. She asked about another park for use and which parks had diamonds in them. Pete and I talked and we gave her the information on which parks have diamonds and I suggested to her to go around and find the one she would like to use, but to keep in mind the parking area. She went around and decided on requesting the use of Sorenson Park. They've got growing pains and she said she'd really like to use Sorenson, and I'm glad she choose it too because it's got the most exposed area for parking. That is our biggest concern as these are residential parks. There was never an issue last year over at Kirschling West because it has that real large cul-de-sac by Spectra. It worked great. What I saw at that baseball usage was upwards of 30 to 40 cars with the two teams and family members. I told her that I would ask this commission tonight to hopefully get some approval. At that point, I would draft a letter and we would send the letter to all the people that live within 500 or 600 feet of the park explaining why this is a good thing, to support Stevens Point Baseball. She said that 39% of all kids that participate in this are from the Town of Hull. They use a total of 11 or 12 parks and only one so far was a Hull park. So I said I would recommend that to this board. I told her that when I go over there and look at it more closely, I may want signs put up on game days prohibiting parking along neighborhood yards, or park here on the park side. That's my biggest concern. You've got to be respectful to the neighbors. They are going to start practice next week on the 12th and they practice a couple times a week. The season kicks off somewhere in the first part of May and goes for 4 to 6 weeks.

Mendyke The only way I would oppose it is if the neighbors didn't want it.

Wilz I checked with John on this and asked him legally, where can we draw the line on this and he said parks are like roads and they belong to everybody.

Mendyke I don't expect an issue, but if the response from the neighbors was overwhelmingly in favor of not doing it, then I'd not want it.

Locker In the letter let them know that it's 4-6 weeks. I don't think it will be an issue.

Wilz I asked Beth to give me a schedule so that people know what to expect. I asked her on who they call when there are issues because it's not going to be me. Because if they call me, then we're not going to do it anymore. Be good neighbors and regulate your group.

Mendyke Leave it in better shape than when you got there.

Wilz She said she understood and really appreciated it. She understands the issues with neighborhood parks. So we'll get a letter out and say we support kids activities and this is what you can expect from them and here is who you call if you have questions. I'd like to do it.

Mendyke Is it too late to put anything in the newsletter about that?

Wilz I think so, and there's hardly any room in the newsletter. I didn't want to use up the whole newsletter for 15 letters that I'm going to send out. I might even take them over there and knock on doors and introduce myself. So are we okay with approving the use of two fields for use this year?

A motion was made by Jim Mendyke to approve Stevens Point Youth Baseball to use Kirschling West Park and Sorenson Parks, seconded by Brian Hicks. Motion passed.

9) **Discuss tree grant and select locations of plantings.**

Wilz We've got trees, a tree grant, right Pete?

Kaminski Yes.

Wilz What Pete would like to do, after he explains the process we went through, where we ended up and what we've got available. Pete's hope is when he gives you the list and shows you some pictures that you will select what trees go in what parks. He would like your input if you are willing to do that.

Kaminski We got a 50/50 matching grant. The Town of Hull will get \$2,500 from the DNR and the Town has to match it. We got a total of 58 trees that we got through a bid process.

Wilz We worked with the DNR to pick out trees that work well for our area and soil. Maurice Stoltz helped us with this too. We put it out to bid and got the prices back. We wanted 76 but only had money for about 58 when the prices came back.

Kaminski We got back bids from 3 nurseries plus a landscaper. Eagle Landscaping, Northwood's, Schulfer and McKay. McKay was the best with a cost of \$4,100 for 58 trees. So we have 58 trees coming. When I put out my bid, I said I wanted them here between April 1 and April 15th. He thought he could get them to me next week but he called me and asked me if he

could deliver them on April 20th. I said I would ask the Commission. I don't see a problem with it although I start brush pickup on April 26th and I want to get the trees in the ground before I start brush pickup. If he brings them here on the 20th which is a Tuesday, between Wednesday, Thursday and Friday I should be able to plant them all. We'll have to water them right away and I'll have to buy some stakes to tie them down.

Wilz We talked about the fact that there would be about \$500 worth of other stuff.

Kaminski I'll have to call up Don Kissinger when I have a date set so he can observe the planting to make sure it's all correct. You are welcome to help us if you can on those days.

Wilz We've got 58 trees, how many varieties make up that 58?

Kaminski All of them will be 1 ¼ inch bare root except for 12.

Wilz That's the perfect size they say for planting per the DNR.

Kaminski On average, they'll be 10' to 15' high (*the large ones*), 1 ¼" at the root stock.

Wilz We have 8 different types.

Kaminski We have 6 Prairie Fire Crab, 8 Hackberry, 8 Ironwood, 6 Autumn Blaze Maple, 6 Maple Sienna Glenn, 6 Autumn Brilliance Maple, 6 Japanese Lilac, 12 Black Hills Spruce for a total of 58 trees. The total due is \$4,100 and we got a \$5,000 matching grant.

Wilz A lot of places with a 50/50 grant, if you can demonstrate to the DNR, when you fill out your grant, after you put the trees in, how many hours it took. Even if Jim and I volunteered our time we could get credited for so many hours and that goes against the grant. Pete and I talked about it and said we need to use as much of this \$5,000 for trees as we can. We got up to \$4,100 and then we know we'll have to be buying wood chips and stakes and we'll get a couple of hundred bucks in-kind for labor. So we're turning 85% of this money into living things.

Kaminski We could put about 7 in each park and put a few in at the Municipal Building to replace those I just cut down in front. I don't know if that pertains here, but I have those stumps left out there. Would that be the Parks Commission or Building Committee. There are 7 or 8 old stumps out there to be cleared and I'd like to get a quote on getting them ground up. Where would the money for that be in the budget? Would that be Town of Hull building maintenance?

Wilz I would think so.

Kaminski So we should bring it up at our next Building Committee meeting.

Wilz Just get an estimate on it for now.

A lengthy discussion ensued as to which trees and how many of them should be planted into which parks. It was also suggested by Pete Kaminski that Commission members could help out by marking the ground in the parks as to where they think the trees should be located. Below is the breakdown that was decided upon by the Park Commission members:

Park Name	Tree Type	Quantity
Jordan Acres	Hackberry	2
	Prairie Fire Crab	2
Somerset	Ironwood	2
	Autumn Blaze Maple	2
Meadow Manor	Ironwood	2
	Japanese Lilac (along road line)	3
Eastwood	Prairie Fire Crab	2
	Hackberry	2
	Maple	1
Treder	Black Hills Balsam Spruce	12
	Ironwood	4
	Hackberry	2
Pleasant View (Kirsh. E.) East	Maple	1
	Prairie Fire Crab (near front)	2
	Japanese Lilac	2
Sorenson	Serviceberry (Autumn Brilliance Maple)	3
	Hackberry	2
Pleasant View (Kirsh. W.)	Sienna Glenn Maple	2
	Autumn Blaze Maple	2
Municipal Town Building	Japanese Lilac	1
	Autumn Blaze Maple	1
	Sienna Glenn Maple	1
Plover Heights	whatever trees remain left (1 crab, 1 lilac, 3 Serviceberry & 2 Sienna Glenn Maple)	

Wilz Thanks for your input on that.

Mendyke It was awesome to get a grant like that.

Wilz Pete, I asked how many of these grants we could get, and I think this is our last one.

Kaminski I thought he told us one more time we could get one.

Wilz This is a start up grant and you can only use that so many times and you have to make a commitment and get on a regular tree program then there is a minimum of \$10,000 a year that we have to spend on our end. I don't know that we could get \$10,000 in this tight budget.

Kaminski Realistically, we don't have enough room, unless everything starts to die.

Wilz This gentleman from the DNR was great and he told Pete the protocol for after they are planted that they have to be watered all the time for a couple of months. So we'll be watering them all summer, we want them to grow.

Kaminski They are guaranteed for one year but we have to take care of them.

10) Work schedule and Hull Park's staff for 2010.

Wilz Pete, do you want to add anything to what we said before about this?

Kaminski When should we start doing the parks, mowing? We did empty out the garbage cans today to get a jump on it. Before, it seemed like the last week in April we started mowing. As I get time, I'll go unlock the picnic tables. Nothing needs mowing yet. When I feel it's right to start, then I will, after the brush pickup.

Wilz Get it all set and then mow whenever it needs it.

Locker What was the plan for continuing to paint the equipment in the parks?

Kaminski As we get time, we will continue to keeping painting equipment. I got the list from last year including the swing seats. I'll start replacing them, I've got 10. Some of the chains will be replaced with new.

Wilz There were some other scheduled things that you were going to try to get done which you did get some of done.

Kaminski They did get some benches done last year at the end of the year. They started painting the old equipment and got some of it done but not completely yet. It will be as the guys get time.

Locker I like that you picked paints that compliment the new equipment. It makes a big difference.

Kaminski I got yellow and red paint and said paint one piece yellow and the next one red so that they interact.

11) **Set next meeting date.**

Kaminski We should talk about our new equipment after it goes in when we have our next meeting in May. We should set a date for installation. I need to talk to them about how big of a place we have to dig out, a fall zone, etc.

Hicks You have to work with them to see when they can come.

Kaminski Maybe Maurice and Rollie could help with this.

Wilz Pete, when you get close to the tree planting, just let me know and I'll coordinate with Barb and we'll e-mail everybody and those that can help, will do so. I know you can't get them all done in one day.

Kaminski No, we have to do it right, get chips for all of them and water them.

Wilz We generally meet every 6 weeks and 6 weeks from today would be May 19th.

Kaminski I would like to see it upped a week because of brush pickup being done by then.

Wilz Okay, that would be May 12th so **the next meeting** will be **May 12th**, because we'll have to make decisions on those other items.

Locker Do you want to contact the people that are responsible for the parks when you are ready to put in the trees so we can come and help decide where to locate the trees?

Kaminski Even if they would take a can of spray paint and mark the ground where you want them planted.

Wilz For the lawnmower in our budget, \$8,000 net is what we put in our budget.

Mendyke Were we able to get anything for our old mower?

Kaminski With your permission, I could have our old one sold through the dealer that we get the new one through, they would post it on-line and I told him we'd like to get at least \$5,000 for the old one. I will give him the okay to put that on-line and start the process.

Wilz Report Monday night to the Town Board Meeting on that.

Kaminski I called Toro but the guy did not call me back yet. Did we want to put that out on bids? I won't buy anything over \$5,000 so maybe I need to put together lawn mower specs and put it out to bid to 3 or 4 vendors and take the lowest bidder. I like this new style more, it's got a better warrantee versus Toro.

Wilz Why don't you mention it to John tomorrow. He's going to want you to bid it out even if the one back there is the best one, he'll still want the other bids. I think we are allowed to specify the equipment we want, but we have to get bids for the lowest price.

Mendyke It would have the zero turning radius?

Kaminski Yes, it would have that.

12) **Adjournment.**

Meeting adjourned at 9:00 p.m. with a motion made by Hicks and seconded by Locker. Motion passed.

Respectfully submitted,

Patty Amman
Parks Commission Secretary
Town of Hull, Portage County