

**VILLAGE OF PLEASANT PRAIRIE
PARK COMMISSION
Village Hall Auditorium
9915 39th Avenue
Pleasant Prairie, Wisconsin 53158
October 6, 2015
6:00 p.m.**

A regular meeting of the Pleasant Prairie Park Commission was held on Tuesday, October 6, 2015, 6:00 p.m. Present were Michealene Day, Brock Williamson, Dave Klimisch (Alternate #2), Jim Bandura (Alternate #1), Kris Keckler, Cindy Schwab and William Mills. Troy Holm and Steve Kundert were excused. Also present were Michael Pollocoff, Village Administrator; 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**
- 3. MINUTES OF MEETINGS**

Michealene Day:

In your packet you have minutes from January 6, 2015. It was a little bit ago. I don't know if anyone remembers that meeting. But, anyway, if you were there are there any additions or corrections to the minutes? Hearing none, can I have a motion to accept the minutes as presented?

Jim Bandura moved to approve the Park Commission Meeting minutes of the January 6, 2015 meeting presented in their written form: Seconded by Kris Keckler. Motion carried 7-0.

- 4. CITIZEN COMMENTS**

Michealene Day:

As we have no citizens in our audience today we'll move onto Item Number 5.

- 5. DIRECTOR OF PUBLIC WORKS REPORT**

John Steinbrink, Jr.:

Madam Chair and Park Commission, it's been a while since we had met, but we do have a couple things that are kind of brewing in the background, so we should be meeting on a little bit more regular basis. One of the things that will be coming to the forefront will be the Community Garden. Some of the members that have been here a couple years we started that a couple years ago. And it kind of started with the RecPlex, and it kind of fizzled out a little bit. And so we're looking to try to bring that back to life. So that will probably be one of the agenda we'll be working on over the course of the winter just to kind of give you a heads up.

Michealene Day:

Okay. Any other items for you?

John Steinbrink, Jr.:

No, that's all I have to report tonight.

6. NEW BUSINESS

a) Review improvements to neighborhood parks funded through 2016 Impact Fees.

John Steinbrink, Jr.:

When new construction is permitted in Pleasant Prairie an impact fee is paid for Park Improvements. An impact fee is collected for industrial, retail and commercial and residential development. Residential homes pay a flat fee, and commercial and industrial and retail pay upon the value of their improvement. The Village has been collecting impact fees since around 2006. Fees collected and kept in an account management by the finance department must be used within ten years of collection.

The Village has been divided into 13 park subdistricts as shown on the attached map. We have that up on the screen for your reference. Impact fee money ensures that development pays for improvements in the closest neighborhood park per the Master Park and Open Space Plan. And we also have a spreadsheet. And so if you look up on the screen behind you, you can see the 17 subdistricts that we have the parks kind of rolled into. We kind of try to get at least one major park, one neighborhood park or a community park, within each of the park districts. And then when development happens within that subarea the money collected for that goes into an account. The money that we have is detailed out in the spreadsheet that we have. This is the money that we've collected over the last ten years.

So we have the 13 districts, and I've put together the most common park name that we have. And so for Pleasant prairie Park there was a lot of development out there with the Prairie Ridge commercial and residential development. We have \$106,500 to spend which is about 36 percent of our allocation. We went through the Park and Open Space Plan that we updated originally in 2006 and updated again in 2011. And with that Park and Open Space Plan it showed as parks develop what amenities and a rough cost that we would have associated with those parks.

And so staff went through, and based on some of the more needs or requests that we've had from the residents, so we kind of put this together just as a starting point I guess or a starting conversation. The biggest request we really get is for tennis courts. I get that on a regular basis. Everyone asks if we have any tennis courts within the Village. Well, the only ones we do have are RecPlex, and you kind of have to rent them to use them. So the tennis courts we actually have in two different parks. One is Pleasant Prairie Park, the second one would be in Village Green Park.

We had a little bit of money in district 5, probably just enough to purchase a sign for a Woodlawn

Park and get some benches, \$6,000. In district 6 which is Creekside Brookside Gardens and Ingram Park we just put some playground equipment in the last couple years in Creekside. And we've been doing a lot of work at Ingram Park with the dog park. Brookside Gardens is our newest park where the Springbrook Innovation was around the 2600 block just a little bit to the north of Springbrook Road. And we have talked about or actually had proposed in the budget to put a playground in there. So around \$54,000 which is 18 percent of our allocation will get us a pretty nice playground out there and a couple benches.

Village Green Park has the second largest amount of money in district 7 at \$94,500. We looked at doing tennis courts and doing a parking lot. With the money that we have we'll probably just have enough money to do the parking lot gravel. But if we're able to move forward and get a little bit better price on the courts we may try to pave that parking lot also and try to get some lights out there also.

District 8 our major park out there is Sorensen Woods recently dedicated by the Sorensen family. The \$21,000 which is 7 percent of the allocation, 7 percent, we're looking at doing a woodland plan and beginning implementation out there to really take that oak woods and take away the invasive and really start really kind of bringing it back to more of an oak savannah how it was originally.

We have district 10, actually district 11 I'm seeing again Sorensen Woods here. I believe that that's a typo. I believe Sorensen is in district 8. And so Tobin Creek is the main one there. So we're actually looking at doing a sign and then the trail plan, some improvements with that.

Michealene Day:

That's Tobin you said, John?

John Steinbrink, Jr.:

Excuse me?

Michealene Day:

What would be 11?

John Steinbrink, Jr.:

Yes, it would be the Tobin Creek area. Also as part of the Master Park and Open Space Plan was the bike and pedestrian trail plan that we have. And so we'd be working on making some trail improvements with that area. District 12 is a Unit W parklands. If the Park Commission remembers about eight years ago we looked at putting an active park out there, and it really wasn't very popular with the residents in the eleventh hour. So we're looking at just doing a sign out there identifying it as parklands and putting some benches and kind of keeping it as a passive component.

And then the last one in district 13 would be Carol Beach Park and just doing a couple of benches out there. And that kind of sums up roughly to \$300,000. So these are just staff recommendations. And if the Park Commission or if anyone has any other ideas for any other amenities in either of the subdistricts we can definitely alter this or entertain the conversation, any comments you may have.

Michealene Day:

My one comment would be I love this very much, but we have several new members to this Commission. And I don't know what your schedule looks like, John, but it would be nice if we could do another field trip maybe before a meeting and show -- I mean the map is great and explaining this, but it would be really nice so that the new members might be able to relate a little better to the parks that we're discussing.

John Steinbrink, Jr.:

I think it's a great idea. I mean any time that the Commission is available I'm sure that we can get a van from the RecPlex in evening hours and kind of scoot around. I think the last time we did it it was really cold. And the way we're faring now it's probably going to be really cold again and dark, too, but we can definitely work it out.

Michealene Day:

At least it's better than mud.

John Steinbrink, Jr.:

Oh, absolutely. And if somebody wants to do it over a lunch hour or something like that or on a Saturday I can entertain something like that. Whatever kind of works good for the Commission.

Michealene Day:

I don't know what everybody else's schedules look like if it would be good to do before a meeting if we could meet at 5 or 4:30 or a Saturday, either one. I think that way then, because I've been on this Commission for a long time I understand where all of these were and we've been to the park. So I go, oh yeah, that's a great idea. But it would be nice for some of the new members to actually see what's already there in the parks.

John Steinbrink, Jr.:

And we can definitely at least key in on some of the ones where we're having the largest allocation of funds. It really is nice to go out and see what you're planning on doing. So I can have Ruth work with the Commission. We'll work via email. And then we'll come to a consensus. And if five o'clock before the next Park Commission meeting works for everyone that's great. In an hour I'm sure that we can see Pleasant Prairie Park --

Michealene Day:

There's like two or three of them that we really need to go to.

John Steinbrink, Jr.:

Brookside and maybe Village Green. Those three at least I think are the three newest parks.

William Mills:

My apologies for being late, but Sorensen Woods I think is one that I don't remember touring in the past. So I think that would be a good one to hit. And then another question. I've been there but I'm having a hard time remember, John. Brookside Gardens is that the park that's right next to the bike path?

John Steinbrink, Jr.:

It's not right next to the bike path. It's between 26th and 24th. It's where the Springbrook Innovation Center was.

Mike Pollocoff:

The old Manutronics.

John Steinbrink, Jr.:

Yes, the old Manutronics, the original Manutronics. Just a little bit to the north of Springbrook Road.

William Mills:

Okay, thank you.

Cindy Schwab:

When are you starting to implement these, some of these ideas?

John Steinbrink, Jr.:

Well, we can agree if the Commission can put together a recommendation and a motion for the Board we'll include this in our 2016 budget. And so then the funds will be able to be used in 2016. We'll start purchasing all the equipment in the winter months, and then spring and summer we'll go ahead and have them all installed.

Mike Pollocoff:

That being the case, what we're really trying to do is we need to spend this money in '16 or else we have to give it back. So this is I think a good staff recommendation or a point of departure. So if we allocate this into the budget and we decide instead of tennis courts we want to have a basketball court or something like that, the Commission has got latitude in between now and when we buy something to change what we've purchased. I mean the money is fixed and the districts are fixed. But if you think back to your Master Park Plan it's a pretty big shopping list of things that are out

there. We can move those. We'd like to probably get it wrapped up before the end of the year so, as John said, we can start buying at the beginning of next year.

Michealene Day:

I guess my intent was not to postpone voting on this. It was just to say I think these are great ideas, and I know it's a little flexible on what we buy, but that it would be nice that everyone just see the parks and go, oh yeah, we're putting a bench, we could put it right here. Yes, sir?

Kris Keckler:

I just have some questions most likely for clarification. So with a ten year life span our expectancy expiration date on this the full impact funds available are \$300,000, that's what's been built up over ten years?

John Steinbrink, Jr.:

Yeah, 100 percent of what we have right now. It's not just from the first year this is what it is. This is actually everything to date. So even any impact fee money collected a month ago would be allocated in this \$300,000.

Mike Pollocoff:

With that plus interest.

Kris Keckler:

What's the last like couple of years on average that we obtained from impact fees that go into this?

John Steinbrink, Jr.:

It's been really slow. I mean it's really based on development. A little bit of the industrial and retail has picked up. But really the lion's share was up in the front end of this.

Kris Keckler:

Okay, and I have no problem spending this all for the valid needs. You mentioned the tennis courts. The only current option is rental out at RecPlex?

John Steinbrink, Jr.:

I believe so. I don't believe the Village has any other tennis courts.

Mike Pollocoff:

In the field house. That's the rubber floored court.

John Steinbrink, Jr.:

Yes, inside the field house. They take one of the basketball courts and they put up a net. And I don't think it's been used very often either. So that's probably why it's in such a big demand.

Kris Keckler:

I don't recall seeing it being used out there either. I just didn't, one, didn't know if maybe there were some real early bird tennis players and that we're going to take a hit from the rental fees going down at RecPlex which I doubt we are. So in the assumption that we build two of these tennis courts is it just going to be available, open to the public, first come, first serve? There's not going to be any other --

John Steinbrink, Jr.:

Yeah, all of these improvements would be open to the public and maintained out of the general fund once they're constructed.

Kris Keckler:

Okay, and then the only last one the parks that have zero allocations was the dividing up of this based on both the recommendations and a priority list? Or is it the fact that like Prairie Farms and Prairie Springs have zero because there's just nothing really recommended at this time or they didn't have a high priority need?

John Steinbrink, Jr.:

There's just no development happening within that area. A lot of it is just farm fields.

Kris Keckler:

Alright. But nobody is going to say, hey, why didn't we at least put a sign there unless there is one. I haven't been to all of these, I've been to a couple.

John Steinbrink, Jr.:

I believe all the signs except for Woodlawn has a Village park sign out there.

Kris Keckler:

Alright, thank you.

Dave Klimisch:

And so we have any basketball courts in the Village?

John Steinbrink, Jr.:

We do have one at Carol Beach Park. I believe that the hoop is up. It's in disrepair. I mean it was kind of a combination tennis court/basketball court. That's on 111th and maybe 6th or 7th Avenue.

Dave Klimisch:

Would that repair come out of the general fund or part of this impact fee? In general when parks need repair that's general fund money?

Mike Pollocoff:

Yeah, the problem with the Carol Beach basketball court/tennis court it was never surfaced properly. And it doesn't drain well. Last time I looked I think the concrete is cracked.

John Steinbrink, Jr.:

Yeah, it would pretty much have to be pulled out and put a new one in. It's not one of the recommendations that we have. We just don't have enough money within that subdistrict to repair it at this time.

Mike Pollocoff:

That would have to be general fund.

John Steinbrink, Jr.:

Right, that would come out of the general fund.

Michealene Day:

I do have a question. District 4 there's no parks or in district 9. If like in district 4 that's over by the interstate, and I do see a lot of commercial places being built and very little residential so I can't ever see a park going in district 4. Would those impact fees be then put into other parks since there's not a park in district 4?

John Steinbrink, Jr.:

Well, the master park and open space plan does show --

Michealene Day:

I don't remember, I'm sorry.

John Steinbrink, Jr.:

Green Hills Farm Park. So when that does get developed it will have some space identified for a

park. When that happens is just based on development pressure and when someone decides that they want to sell the property and someone decides that they want to actually develop it.

Mike Pollocoff:

The legislature looks at these impact fees kind of off and on. And developers hate paying them so they always want to find ways -- they've curtailed them. We used to be able to collect a little bit more. And then they put in this last provision that says if you don't spend it you've got to give it back. So our ordinance -- to keep in compliance with the statutes now we had to identify these neighborhoods and make sure that when a developer pays money or an impact fee that it goes to that specific neighborhood. So there is a chance that if the neighbor doesn't develop or it's just very little development they would get that money back. We would spend that money. We would find a way to spend that money before it went back. Even if it was to plant a tree we could do that. But we don't want to be subject to an audit where it shows that --

Michealene Day:

So you collected it in district 4 and spent it in district 8?

Mike Pollocoff:

Right.

Michealene Day:

Okay, I wasn't sure if there wasn't a park if you could put it in another needed area.

Mike Pollocoff:

It used to be you could do that.

Michealene Day:

Yeah, that's what I thought. Not anymore.

Mike Pollocoff:

No, we can't make those decisions anymore.

Michealene Day:

Yes, sir?

Kris Keckler:

One of the last times we met we went over some of the recommended changes to the Pleasant Prairie Park and the cell tower that would also have the rental fee or usage fee going back directly into there. Has that been finalized, that fee amount? We have been collecting that? I mean it's been

months since we met or asked about it.

Tom Shircel:

No, we're still working on that lease agreement for that tower. So that would go before the Village Board, and also the site plans would go before the Plan Commission. So, no, that's still a work in progress.

Kris Keckler:

And that's where any funds from that go directly back to that park, alright.

Tom Shircel:

Could we discuss that?

Mike Pollocoff:

We looked at having whatever the monthly lease payments be used in that park to offset the loss of park space to the tower so that the park would be improved. A cell tower siting is a really slow process. I think I just got a notice the other day that they're doing their historical review to make sure the cell tower is not going to impact any historical sites.

Kris Keckler:

Would we be limited -- would it be just by our own limitations in the sense where these impact fees are isolated to these specific regions, that one we would have a little bit more latitude in the off chance that dumping in over \$100,000 to that park and then not really having the need so if there was an accumulation of \$15,000 we wouldn't be limited to just spending it there?

Mike Pollocoff:

That's money that goes right into the general fund so the Village Board could spend that money on whatever they want to spend it on.

Kris Keckler:

Okay, so even though that's the plan which I think is appropriate in the off chance it's needed elsewhere we could redirect it. Okay.

Michealene Day:

Any other questions?

Cindy Schwab:

Yeah, I have a question. So the money for this cannot be used on renovating something already at a park, is that what you're saying?

Mike Pollocoff:

Yes. The money has to be used -- the premise is that additional growth causes an impact on the community, and that had the development not occurred the existing facilities would be maintained and served by the Village through the general fund. So we can't use it to keep taxes down, we can't use it to fix something that the taxpayers should have paid for anyway. It can only be used for new things. So that's why we talked about the basketball/tennis court in Carol Beach theoretically we should be saying, okay, that thing needs to be done, we just need to budget money to go in and do that. But anything that is in addition to what we already have is really what we could spend this on. We can't spend it on --

Michealene Day:

Repair and maintenance.

Mike Pollocoff:

-- maintaining anything we already have.

Kris Keckler:

I have one more. For the tennis courts we're not projecting any dedicating lighting, just residual based from streetlights or nearby lights?

John Steinbrink, Jr.:

We actually are looking at having lights with the tennis courts.

Kris Keckler:

Okay, alright. And then would that go against the sunrise to sunset policy for some of the parks?

Mike Pollocoff:

We'd have to set hours for the courts. So the lights would be out -- if we set it at nine which is probably -- if you live near these courts you probably want it to be at eight, but nine o'clock would be late enough.

Michealene Day:

Any other questions?

Mike Pollocoff:

But the policy we'd have to get from you guys how late to keep those courts open.

Michealene Day:

Not hearing anymore questions I'd like to entertain a motion to accept the expenditures of the \$300,000 as suggested by the staff.

Kris Keckler moved to approve staff recommended improvements to neighborhood parks funded through 2016 Impact Fees: Seconded by William Mills. Motion carried 7-0.

7. PARK COMMISSION COMMENTS

8. ADJOURNMENT

Dave Klimisch moved to adjourn the meeting: Seconded by Kris Keckler. Motion carried 7-0.