

**VILLAGE OF PLEASANT PRAIRIE
PARK COMMISSION
Village Hall Auditorium
9915 39th Avenue
Pleasant Prairie, Wisconsin 53158
April 8, 2010
6:00 p.m.**

A regular meeting of the Pleasant Prairie Parks Commission was held on Thursday, April 8, 2010, 6:00 p.m. Present were Michealene Day, Rita Christiansen, Glenn Christiansen, Monica Yuhas, William Mills and Jim Bandura (Alternate #2, voting member). Troy Holm was excused. Also present were John Steinbrink, Jr., Director of Public Works; Tom Shircel, Assistant to the Village Administrator; and Ruth Mack, Executive Secretary.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSIDER AND APPROVE THE FEBRUARY 3 AND MARCH 4, 2010 PARK COMMISSION MEETING MINUTES.**

Michealene Day:

We have two months of Park Commission meetings to approve. The first one is the February 3, 2010 Parks Commission meeting. If there are no additions or corrections can I have a motion to accept?

Jim Bandura moved to approve the Park Commission Meeting minutes of the February 3, 2010 meeting presented in their written form: Seconded by Rita Christiansen. Motion carried 6-0.

Michealene Day:

Thank you. March 4, 2010. Again, the same, any additions or corrections? If not, a motion to accept those minutes?

Monica Yuhas moved to approve the Park Commission Meeting minutes of the March 4, 2010 meeting presented in their written form: Seconded by Jim Bandura. Motion carried 6-0.

4. CITIZEN COMMENTS

5. NEW BUSINESS:

a. Discuss and Approve Board Shop Wakeboard Competition Date Change

John Steinbrink, Jr.:

Madam Chair and Parks Commission, we did have to make one change to our summer events that we have at Lake Andrea. With the change of not having Prairie Family Days on July 31st and August 1st of the wakeboard competition, which is not the national wakeboard which you've had in the past but just that small local one that the Board Shop does in Lake Geneva, probably about 30 participants and one boat, it's like a four hour event, it's pretty small and they just take up a small component of the lake, they had asked if it's possible to be moved to the May 23rd date which is much more favorable because now the beach isn't open and there are many less conflicts. So I would recommend if the Board approves to change the date of the wakeboard competition for the Lake Geneva shop from July 31st and August 1st just to a one day small event on May 23rd. And I can entertain any questions or comments you may have.

Michealene Day:

Any questions or comments? Can I have a motion to accept that change?

Rita Christiansen moved to approve the Board Shop Wakeboard Competition Date Change from July 31st/August 1st to May 23rd: Seconded by William Mills. Motion carried 6-0.

b. Discuss and Approve Village Green Center Park and Open Space Proposal

Tom Shircel:

Thank you, Madam Chair and Commissioners. Before you tonight is a consideration of a contract for a Village Green Center park and open space design. As some background, the Village for the past 15 years or so has been considering developing the land immediately west of the Village Hall here on the west side of 39th Avenue near the post office and in that general area, as you can see on the slide, with a Village Green Center, a downtown area per se with some higher density housing around it.

As you can see on the slide, and I'll try to use the laser here, tonight before you is the consideration—there's been some general planning as you can see that has been done the last couple years since Land and Lakes is the developer who owns the property and is

willing to work with the Village and develop this downtown center. So Land and Lakes owns the majority of the property in this area right here. Here's the post office and here's the Village Hall just for your reference.

Tonight before you we've got some general park layouts already done in the past, this being what they're calling now the Village Commons and this area here the Village Square. And tonight before you we're looking for a recommendation of the Commission to award or recommend a contract approval to JJR Consultant to refine these two park areas and show less conceptual form and a more firm form where such amenities would go as plaza, boardwalks, sidewalks, landscaping, storm water retention basin and so on and so forth.

So what you see on the slide right now is that the Village Square park, and this park would potentially be a highly used park, it would hold such activities as farmers' markets per se, book fairs, festivals and so on and so forth. So we interviewed a couple of consultants back in March, one being Crispell-Snyder and one being JJR. And before you tonight, like I said, is the proposal for this contract to refine these two parks. And that contract I believe is about \$75,000. We're looking for the Commission to recommend approval to the Village Board of that contract for these Village Green Center parks and open space design. If the Commission has any questions I'll be more than happy to answer them.

Jim Bandura:

I have a few questions and concerns. I was looking over the contract, and on Exhibit A, Item C, extra services, they mentioned hourly rates noted. There wasn't anything really shown for the hourly rates that they're proposing to charge us. It's not really marked. I think it's the first page of Exhibit A, contract for professional services. Normally when you see a proposal they have an hourly rate for your principal and administrative.

Tom Shircel:

Sure, we can certainly discuss that with the consultant and get that in concrete.

Jim Bandura:

I'd like to see that. And also along with the reimbursement fees schedule. Normally they tack on five or ten percent for reimbursables for printing services or travel, mileage. One other issue I have is when they start billing us do they submit backup documentation of their reimbursables and their hourly work?

Tom Shircel:

We can certainly have them do that, yes.

Jim Bandura:

I would recommend that.

Michealene Day:

. . . they tell you what they do but . . . that's extra, you don't really have a complete scope of what they're giving you and what they're not giving you.

Jim Bandura:

Right, and just to have an hourly rate when and if that does come around at least we know we're going to pay them \$100 or \$150 an hour.

Tom Shircel:

That's a good point.

Jim Bandura:

I noticed that one of the—we've got a couple different layouts here, so this one isn't set in stone?

Tom Shircel:

Neither of those plans you see in front of you are set in stone. They're both very conceptual in nature at this point. So the one you see that shows basically the entire Village Green Center, the one that's on the overhead slide right now, that is more conceptual than what they're showing on this Village Square plan. But if you look through the contract they're going to provide a couple different concepts of each of the Village Square park and the Village Commons park as well. They'll go through the whole process of some public participation and whittle it down and get comments on those two layouts and then come up with a final conceptual plan.

Jim Bandura:

I notice they have quite a few deliverables and I think that's going to be a real trick policing them. I've got one other question. Explain to me concept level opinion of probably construction costs.

Tom Shircel:

What page did you see that on?

Jim Bandura:

It's the third page of the contract. That's another thing, you may want to have them number the pages.

Tom Shircel:

The third page?

Jim Bandura:

Third page, task 2, concept refinement. There's a paragraph following the meeting, and in the paragraph it says opinion of probable construction costs. I'm guessing it's a guestimate.

Tom Shircel:

That would be my guess as well that it's a guestimate.

Michealene Day:

So this is not as complete of a contract or what we've seen in the past, John, with our other proposals with engineers or architects that they've given us. This is pretty much boilerplate. They're not saying what they're giving us. They say they're going to have an optional public listening session. They're going to have a kickoff and then they're going to come back for a meeting summary memorandum with a list of preliminaries. But how many times are they going to meet with us before they decide to charge us more money? They don't really tell us like the earlier stated what their fees and rates are, what they're actually giving us. I don't know that it does a very good job delivering the scope of what they're actually giving us for \$75,000. We've had more of a defined and not a guestimate when we've had them actually come up with costs. They at least give us more than I think maybe it could cost somewhere around this amount.

Tom Shircel:

I think in this situation, Madam Chair, there are so many balls up in the air with this project. The Village Board a few weeks ago awarded a contract to Crispell-Snyder to do some preliminary engineering services for us to look into geothermal energy for this development to be used to heat the streets and the sidewalks. This is sort of an ongoing process. JJR is already under contract with the property owner as their consultant. So I think the Village and the property owner were juggling so many balls at this time and we don't know where they're going to land. So I think we're just trying to get our ducks in a row here and try to get some preliminary engineering work done and some preliminary

park work done so when finally the economy turns around that we have the framework on the ground and we're ready to go and start putting up some building.

Michealene Day:

Any idea how many hours they're guestimating the \$75,000 is?

Tom Shircel:

I don't think we know at this point, no. But if we hold them to that \$75,000, if that's the contract they sign—

Michealene Day:

But we don't know what they're giving us. Nothing in here are they saying how many hours, how many meetings. In the past we'll meet with the public three times or we'll meet with the Parks Commission several times. This is pretty much we're going to do it for \$75,000 but we don't really know what's extra and we don't know what they're charging for extra.

Tom Shircel:

Each of these task sections that you see in this proposed contract does have a heading of deliverables. They do list meetings with the staff, meetings with the Commissions, stakeholder meetings and so on and so forth, so they do have those things listed in here. They've got many bullet points as far as deliverables are concerned.

Rita Christiansen:

I notice that a lot of the files they're giving you are .pdf files, so once the files become yours if you want to modify something you wouldn't be able to do so.

Tom Shircel:

Right, we'd have to go back to them to have them modify them, right.

Rita Christiansen:

That's right.

Jim Bandura:

Is there any reason that we won't get them in .dwg form?

Tom Shircel:

We can certainly make that request. They've been a pretty good consultant to work with in the past, so I think they would be open to that concept, yes.

Jim Bandura:

I would want to see that. Doesn't the fire department when they get drawings from developers and builders don't they get them in that format?

Tom Shircel:

In a .pdf or a workable?

Jim Bandura:

Workable.

Tom Shircel:

I believe you're right, yes.

Monica Yuhas:

Tom, my question is what is the time line on this from task 1 through the completion of task 6?

Tom Shircel:

Well, again, there's so many fingers in the soup here that I'm not sure if we know. We've got that EDA grant out there that we're waiting on for the incubator building, and I think that's really the catalyst. We're supposed to hear sometime this month last I hear about whether the Village is going to get that grant or not for this incubator building. We have not heard at this point. Our chances are pretty good last I heard but we have not heard. So I think that incubator building is the catalyst for this whole Village Green Center. If we get that grant I think that's going to really get things going. Because the incubator building has to be built within a year. So if we get that grant sometime later on this spring we've got to get going in putting the utilities in, the roads in to access that site, and in conjunction with that these parks will start to get developed as well. So we're looking at probably a year or year and a half to get that incubator built and get these parks started. Does that answer your question?

William Mills:

On page 6 with your question I think it says JJR proposes a four month schedule to take from task 1 to task 6, that was your question, right?

Monica Yuhas:

But it looks like there's an awful lot of things that need to be done within that four month process. And with the concerns that have been brought up tonight I really don't feel comfortable approving this. There's a lot out there that needs to be answered. Mr. Bandura brought up a lot of good questions as did other Commission members. Maybe next time it would be beneficial to have a representative from JJR here to answer the questions.

Tom Shircel:

Sure.

Jim Bandura:

And you mentioned geothermal. Are they aware of the requirements that we're going to need?

Tom Shircel:

I think that's going to be on this contract. This contract is for the parks and the open space.

Michealene Day:

But I thought Crispell-Snyder was doing that, was coming up with that and JJR is coming up with this. If they're not working together how are they going to even-

Tom Shircel:

Oh, they'll have to work together, but as far as this contract is concerned that's not concerning the geothermal development at this point in this contract. But they will have to work together as Madam Chair said.

Jim Bandura:

I would have to think that there's certain calculations, certain sizes and everything for geothermal in order to power what we want to power.

Tom Shircel:

Are you speaking of the pond?

Jim Bandura:

Yes.

Tom Shircel:

See, that hasn't been nailed down either. Is the geothermal going to come from the storm water detention ponds? Is it going to come from vertical bores? We don't know that yet. is it going to be a combination? We simply don't know. They did do a test bore a few weeks ago just east of the post office and we're waiting for the results of that test to see if the earth down there is good for geothermal conductivity.

Michealene Day:

Can you explain briefly what Crispell-Snyder is providing? Are they going to come up with what they're doing—

Tom Shircel:

They're providing some engineering services for sustainable green activities within this Village Green Center and also some road design. So they're looking at geothermal, they're looking at the road design, primarily the first roads that might go in. Here's where the proposed incubator building is right at the corner of Main Street here and the relocated Springbrook Road. So they're looking at designing this segment of Springbrook Road and what you'd call maybe 101st Street that might come in here off of 39th Avenue to access this incubator building. They did a vertical bore somewhere in here to test for geothermal heat sources. So their scope is looking at some engineering for the streets, for geothermal and so on and so forth.

Michealene Day:

The reason why I ask that is on page 4, task 4, design development, preliminary mass grading plan, well that kind of seems in conflict, preliminary pavement layout, preliminary landscape treatment, all of that seems to be something that is working with Crispell-Snyder with. So if Crispell-Snyder is saying that based on geothermal they should be at 674.4 and they come up with some other kind of elevation or mass grading plan they're not going to match. And then for them to get some kind of quote, both of them seem to be doing something—

Tom Shircel:

Well, they will need to work together obviously. But the geothermal that's 300 feet down.

Michealene Day:

I know, but there is more than just seeing what's down there. They are doing some engineering for that . . . road planning, PowerPoint number two is preliminary pavement layout for all services under task 4.

Tom Shircel:

So you can see that meshing of services, right.

Michealene Day:

Yeah, but it doesn't say anywhere that they're going to be working with the engineer for somebody else. Maybe it's in here.

Tom Shircel:

If you look on page 1, the very first page the bottom paragraph, the phase 1 open space improvements for Village Square would be coordinated with the concurrent sustainable infrastructure project being led by the Crispell-Snyder team but would be prepared and issued as a separate bid project. So you can see that paragraph there.

Michealene Day:

As long as it's not going end up being . . . that's not part of my bid.

Tom Shircel:

Understood.

Michealene Day:

That's not part of my bid. I was not going to spend five hours or eight hours working with Crispell-Snyder deciding . . . I work in construction, and when you have two architects and two engineers it's very . . . nobody takes blame. They take credit but never take any blame, and if they don't match it's the contractor that has to make it match. When there's so many questions on this already I'm not comfortable approving this either without some answers at least to what they are going to give us and the cost . . .

Rita Christiansen:

So are you asking for a motion to put this off until we get additional information?

Michealene Day:

If anybody wants to make a motion to say that they're not comfortable with this contract and we need more information at least with some of our questions to be answered—

Tom Shircel:

And understand this is a recommendation to the Village Board. You understand that, right?

Michealene Day:

Yes.

Tom Shircel:

You're welcome to make whatever recommendation you wish.

Michealene Day:

When is this going before the Village Board because it sounds like you guys are going to assign this so it has to be put on the agenda. If you're thinking they are going to approve it we would like to at least stand up and tell them we don't approve it.

Tom Shircel:

Sure. I think we're looking to get this at their next meeting on the 19th of April.

John Steinbrink, Jr.:

Or is there the possibility that the Village staff can take all the comments that the Parks Commission has submitted to us after their review and make sure those are included in the proposal that goes into the Board. I think you guys have been very thorough with what you guys have been asking as far as an hourly rate and some other things. We can include all of your comments into this and still move forward with the process versus waiting another month with this.

Michealene Day:

It hasn't in my opinion included in the contract.

Jim Bandura:

I think it has to be rewritten and be a part of this.

Monica Yuhas:

Is there any urgency to get this done before our next meeting?

Tom Shircel:

I spoke with Mr. Pollocoff before he went on vacation and it sounds like he wanted to get this on your Commission's agenda tonight. So I would sense a little bit of urgency.

Jim Bandura:

I know there's the deal going down to getting some funding for this incubator. So I know he did say that everything was kind of on the hot seat.

Tom Shircel:

Right. We don't know when we'll get that grant. When we get the grant that's when things are going to really start to move.

Jim Bandura:

I understand that. However, I personally wouldn't want to enter into a contract unless I had more answers on this. I wouldn't want the Village to fall into that trap.

Tom Shircel:

Your points are well taken.

Jim Bandura:

I'd like to know what they're going to charge us above and beyond reimbursable rates. Normally they tack on anywhere from 5, 10, 15 percent for administrative fees. I don't know that. I've had consultants that have charged as high as 25 and 30 percent, and that I wouldn't want to see the Village pay. If we have to make a recommendation tonight I'd really want the verbiage to be real tight when you take it back to JJR and the Village Board.

Rita Christiansen:

I'm not comfortable making any recommendation to take it back. I would like to see this come back to us in much more detail. Because in my opinion I'm representing everybody that's outside of these walls, too. I wouldn't want anybody outside of these walls to accept this contract. In all fairness I can't do that.

Jim Bandura:

I agree.

Monica Yuhas:

So can we make a motion to table?

Jim Bandura:

Table and resubmit.

Rita Christiansen:

We can make any kind of motion we want.

Tom Shircel:

You guys and make any motion you want. What we have done in the past with some of the other contracts and it's worked out very well is we do take the Commission's comments and then we bring them back to JJR, make them rewrite whatever has to be rewritten, and then that version of it goes before the Village Board. So your approval is contingent upon whatever comments that you made this evening. So as long as they get changed as you request it would move forward at the Village Board level.

Jim Bandura:

I'm not comfortable setting—I can tell you, you tell JJR that we're not going to pay for any reimbursables and that's not going to make this agreement fly. So I don't think as a Board we can tell them what to charge us. We can say something reasonable, but without them telling us we're going to charge you this and us seeing it and get a feeling for whatever fees are reasonable, I just really wouldn't want to take that responsibility.

Rita Christiansen:

I would think when this proposal is submitted for professional services that there's obviously some kind of a format that you require and details that you expect is

around those, that you have those included in the proposal. I think that's what you submitted to everybody to put a bid into and you did not get that back.

Tom Shircel:

Like John said, you can make any kind of recommendation you'd like or make any kind of motion you'd like. Obviously, Ms. Yuhas is on the Village Board so if this does go to the Board on the April 19th obviously the Parks Commission does have a voice.

William Mills:

Was JJR the low cost bidder?

Tom Shircel:

We didn't receive a bid from Crispell to my knowledge. JJR was the better of the two as far as the park consultants were concerned with the Village staff.

Michealene Day:

How many requests for bid did you put out?

Tom Shircel:

We didn't put it out for bid at all. We picked two firms to interview and that's what we did.

Jim Bandura:

I can understand. You mentioned that they're working with the developer here which would be fine, but I don't want the Village to be held hostage for unforeseen large fees. I can't really sign off on this.

Tom Shircel:

I think the Commission has some good points.

Rita Christiansen:

So, Bill, do you want to make a motion?

Michealene Day:

Discuss and approve the Village Green Center park and open space proposal. So we've

discussed it. I guess we're saying we don't approve.

Rita Christiansen:

We have to take a vote on that.

Michealene Day:

That's what I'm asking. Would anyone want to make a motion concerning this proposal?

Jim Bandura:

I'd make a motion that we table it until we see something more solid as far as our concerns.

Michealene Day:

We have a motion to table this until we see something more solid. Do we have a second?

Monica Yuhas:

I'll second.

Michealene Day:

Any more discussion on this proposal or the motion and seconded on as it's standing right now?

William Mills:

One more question. This is a little unusual, and maybe it's not an issue because Monica being on the Board, but do we need to vote on something here to send a message to the Village Board as to how we feel about this? I'm a little concerned, and maybe again because Monica is on the Board maybe it's not an appropriate concern, but our vote is a message that we're sending to the Village Board is the motion, the way I understood the motion, I'm not sure it gets that message across.

Rita Christiansen:

I think we need to vote on what happened here first and then go to that next step. So we had a motion and we had a second. Now we take a vote.

William Mills:

Okay, I'm sorry.

Michealene Day:

So all in favor of the motion to table this proposal until more information is provided.
All in favor?

Motion to table the Village Green Center Park and Open Space Proposal carried 6-0.

Jim Bandura:

After the vote I'm not opposed to having another meeting and having them revise this and us taking a look at it again for an interim meeting between now and the Village Board. I know the urgency of this and I really want to see this happen out here. I wouldn't be opposed to reviewing this again in the next couple weeks. I don't know what the legalities for notification to the public is, but I would think we could or I'm willing to do it.

Michealene Day:

That's a week.

Tom Shircel:

I think it just needs to be posted not even a week before. Do you know? Twenty four hours before the meeting, correct.

Jim Bandura:

It could be twenty four hours before the meeting?

Tom Shircel:

Sure. And it just needs to be posted in the public places, the RecPlex, Village Hall, Fire Station 2.

Michealene Day:

To be fair to ask JJR to give them all our concerns and ask them to redefine or rewrite their proposal we'd have to give them a little bit of time to do that. No? I'm talking

more than a Monday or Tuesday meeting.

Monica Yuhas:

John, how long do you think it would take if you contact JJR tomorrow and you tell them our concerns? How long do you think it would take them to draft a new proposal?

John Steinbrink, Jr.:

I'm sure they could move on it very quickly because there is such urgency with this. It would have to be in a final form to have it on the agenda April 19th by probably Wednesday the 14th and possibly even the 15th at the absolute latest. Otherwise it would have to go before the Village Board on May 3rd. I guess, Tom, I'm not sure what your thoughts are on moving the agenda accordingly with that. If that's what we have to do that's obviously the direction we'd have to go.

Tom Shircel:

John is correct. I think the consultant could make those changes to the contract pretty quickly.

Jim Bandura:

I'm sure they could have a draft of it by Monday.

John Steinbrink, Jr.:

Would the Commission be willing to contact JJR first thing in the morning and give them the opportunity via e-mail maybe even as early as Friday afternoon and have a deadline for when we're going to meet again. If we can meet again sometime early next week potentially with any revisions and then either review or deny if it's not approved by the Parks Commission at that time.

Michealene Day:

Does anybody have a bad night?

Monica Yuhas:

April 15th.

Michealene Day:

So Thursday the 15th is out.

Rita Christiansen:

And Tuesday I have an appointment. So the 14th is not looking too good is it.

Monica Yuhas:

I will make arrangements for the 14th but I cannot do the 15th.

John Steinbrink, Jr.:

So the 14th potentially we're looking at if everything goes as scheduled which is Wednesday evening.

Monica Yuhas:

I can adjust for the 15th. We can do it at 6 because it's hard for other people to get here at 6 with work. We can keep it at 6.

John Steinbrink, Jr.:

So tentatively scheduled for Wednesday evening at 6 p.m. I'll make sure we notify the Commission via e-mail probably as early as Friday or Monday morning at the absolute latest.

Monica Yuhas:

Okay, can we just quickly review what our concerns were, what you have down just to make sure we're not missing anything?

Tom Shircel:

Sure, I think that would be a great idea.

Michealene Day:

We can quickly go through it page by page. We can just number this so anybody can follow through.

Tom Shircel:

I do have page numbers on mine at the very top of the document. I do have page numbers on the documents.

Rita Christiansen:

I think basically we want a breakdown of the costs, correct?

Tom Shircel:

That was a part of the addendum, correct? As part of addendum A you wanted the costs broken down?

Jim Bandura:

Yes, addendum A we need to have a schedule of rates and fees, hourly rates. We need to know the additional cost for reimbursables if they're going to be cost plus, whatever they're looking at.

Rita Christiansen:

You want to make sure the format of the disk or whatever they're going to give in more than just a .pdf file.

Jim Bandura:

We need to make sure they have backup documentation for their expenses.

Rita Christiansen:

Detailed billing to make sure you're not getting charged for toothbrushes.

Michealene Day:

I notice that they say six trips, but what is the amount of time that they will meet with us before charging us more for their time.

Tom Shircel:

What page number are you on?

Michealene Day:

Page 6, deliverables. It says pre-bid conference, trip number six. So I see that there's a six but what happens if there's seven or ten? What is the fee to have them come in if we need to talk to them more.

Jim Bandura:

Another good point is there a set hourly time limit on the trips they're going to come out here for? Are they going to drive two hours and then spend an hour for a meeting and then two hours back? We need that.

John Steinbrink, Jr:

Sure, for anything additional. Having it as a lump sum I'm sure it really doesn't matter, as many hours as it takes to have it done as long as they meet their deliverables, but anything in addition to the six trip what exactly will the cost be.

Michealene Day:

And I know it sounds kind of nitpicky, but only one full-size hard copy and one half-size hard copy and one digital .pdf, are we all going to hang over each other's shoulders?

John Steinbrink, Jr:

Which page number are you on again?

Michealene Day:

On pretty much all of them, all the deliverables. They're giving you one full-size hard copy, one half-size hard copy and one digital .pdf on all of their tasks.

John Steinbrink, Jr:

How many copies would you like? Would you like enough for the Parks Commission and the Board probably and the staff?

Michealene Day:

Yes. I mean if we are going to review them to have one copy. It really doesn't cost them very much.

Rita Christiansen:

And it also says on page 5 right at the top, John, JJR will submit the 35 percent plans to the Plan for review then meet to discuss and comment and the transition to full construction documents. So it's not even half way done. They're going to have a conversation? I think they should have another conversation when it's 75 percent because what happens at this point if you did a 35 percent, they continue on to 100 percent and it's like, no, it's not what we talked about. So there should be more than one

check point in there.

John Steinbrink, Jr:

It looks like we're having 35 percent just to make sure that they're on the right page then we also have a 95 percent where it's just about done. Then based on the comments of the 95 then we would have the final documents after that. If I can just get back to Madam Chair then how many copies would you recommend? Maybe like 15 copies?

Michealene Day:

I think staff can figure that out, but I think more than one.

John Steinbrink, Jr:

Okay, enough for the Commission and staff. That's an excellent point.

Michealene Day:

I'm not confident enough to say how many that would mean.

John Steinbrink, Jr:

We'll make sure we have enough for Commission and staff. What happens then is the Village has to reproduce based off that .pdf. So we can definitely have them bind. I think that's a great idea. We'll make that note also.

Jim Bandura:

It depends on how much they're going to charge us for them, though.

John Steinbrink, Jr:

That's right. It's a double edged sword, correct.

Michealene Day:

That can be part of it.

John Steinbrink, Jr:

That can be part of that lump sum.

John Steinbrink, Jr:

We can definitely ask them if they can include making copies in that same unit price, and then if it's more it's something we can review the next time we meet and see if it's acceptable. Without a doubt it's a great point.

Jim Bandura:

This is probably just a question for my knowledge. Do we send out for reproducibles or for drawings to be copies?

Tom Shircel:

Only if it's a large quantity or else we just reproduce them in house.

Jim Bandura:

I don't know if you can answer this, but you wouldn't happen to know the square footage cost for reproducing them would you?

Tom Shircel:

I'm sorry I do not.

Jim Bandura:

A sheet price by chance, 24 by 36, a buck or something like that?

John Steinbrink, Jr.:

I think we do it pretty reasonable. We do own the machines and then we get the price of paper. So once we have a .pdf it's just a matter of clerical staff standing there pressing eight copies and putting a staple in it. And most of the machines even staple it automatically now, too. I'm sure it's much cheaper than contracting out, and that's why we do most of our in house.

Jim Bandura:

I'm no opposed to seeing what they're going to charge us but I think we're a little more—

John Steinbrink, Jr.:

And they might just say we'll toss in a dozen copies of 15 copies no problem. So I think it's a great point and we can definitely make sure it's something that we talk about at our potential next Wednesday meeting if everything goes as planned.

Michealene Day:

. . . different format than .pdf.

John Steinbrink, Jr.:

Definitely, then the Village can have any sort of editing capabilities which is also a great point brought up.

Rita Christiansen:

And then moving forward lessons learned from this, and maybe you did this and I don't know, Tom, so I apologize, is that in the future making sure that when this is requested that whatever project plan you use with the details in it that that's used by them, too. Maybe send them a file and have them fill it out.

Tom Shircel:

Sort of a template you're saying, sure.

Rita Christiansen:

Have all those details in there for all those bullet points and then we can go ahead and pass things more quickly.

Tom Shircel:

Yes, a good idea.

Rita Christiansen:

I commend this Board for being so due diligent with those dollars. So, good job.

John Steinbrink, Jr.:

Are there any other comments or any other additions that we need to bring back to JJR?

Michealene Day:

The only question I have, and maybe it's not a conflict, but they are . . . four month schedule to get this complete, and at one point we had talked about this being 18 months from start to finish for this whole great big My question is I guess if it takes, I mean, if-

Rita Christiansen:

If it's four months and a day?

Michealene Day:

I'm just wondering if our schedule actually is probably not going to be in four months . . . ready for them to be completely finished are they going to be asking for more money if it takes them more time?

Tom Shircel:

I guess they always have that right to make that request.

Michealene Day:

But are they reasonable in requiring . . . four months so if we're saying, no, I think we're not going to be able to get this done for six months and make sure you have enough time in there.

Tom Shircel:

We can talk to them about that as well.

Michealene Day:

You know what I mean?

Tom Shircel:

Sure, yes.

Michealene Day:

If they rush this through and get this done and hand it to us in four months and we're not near ready with our end, we're going to go back to them and say, okay, now we need some adjustments and they'll say that's another—

Jim Bandura:

That could also be governed by the time line for the incubator build out. If we're not ready in four months what happens to this contract?

Tom Shircel:

I think we'd get an extension to the contract and work out that negotiation.

Jim Bandura:

They could, but some of the verbiage in here means they have the right to cancel and maybe even up it or whatever. I don't want to lock us in there. Again, like I said, I'd like to see this thing—the time line any way you look at it is going to have to be coordinated with what's going to happen out there and with these guys. They do mention working with Crispell-Snyder and the other entity is our funding for the incubator building and going from there. So the time line I guess can be up in the air. What they're saying is regardless of what's going to really happen they're going to have it done in four months. My only thing is if it does pop can they do it sooner? But then you're going to have an up charge on additional time for overtime and everything.

Michealene Day:

Their last sentence . . . project delays outside the control of JJR occur the schedule may need to be adjusted, but it doesn't say . . . but they could be more . . .if it has to be adjusted what are the additional fees.

John Steinbrink, Jr.:

Staff has gone through and made all those comments. We'll make sure that we contact JJR first thing in the morning. We definitely do appreciate the diligence and the work that was put into this and the thought. I'm sure that the Board is going to appreciate it also just knowing that they have a better document coming to them. So I definitely do appreciate it. At least you took the time and found everything that you did with this document.

Tom Shircel:

My sentiment exactly. You put a lot of thought into this and we appreciate that. That's what you're here for.

6. PARKS COMMISSION COMMENTS

Michealene Day:

Any other Parks Commission comments.

7. ADJOURNMENT

Monica Yugas moved to adjourn the meeting. Seconded by Jim Bandura. Motion carried 6-0.

Meeting adjourned 6:50 p.m.