

**VILLAGE OF PLEASANT PRAIRIE
PARK COMMISSION
Village Hall Auditorium
9915 39th Avenue
Pleasant Prairie, Wisconsin 53158
June 6, 2011
6:00 p.m.**

A regular meeting of the Pleasant Prairie Park Commission was held on Monday, June 6, 2011, 5:15 p.m. Present were Michealene Day, Glenn Christiansen, Monica Yuhas, Troy Holm, William Mills, Steve Kundert and Jim Bandura (Alternate #2). Rita Christiansen and Cindy Schwab (Alternate #1) were excused. Also present were Michael Pollocoff, Village Administrator; John Steinbrink, Jr., Director of Public Works; and Ruth Mack-Stoner, Executive Secretary. No citizens were present.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. MINUTES - MAY 3, 2011**

Michealene Day:

Earlier you received in your packet minutes dated May 3, 2011. If there are no additions or corrections can I have a motion to accept?

Monica Yuhas:

Motion to approve.

Troy Holm:

Second.

Michealene Day:

All in favor?

Monica Yuhas moved to approve the Park Commission Meeting minutes of the May 3, 2011 meeting presented in their written form: Seconded by Troy Holm. Motion carried 7-0.

- 4. CITIZEN COMMENTS**

5. NEW BUSINESS

- a) **Consider and approve recommendation to Village Board for award of contract for Master Park Plan update.**

John Steinbrink, Jr.:

Madam Chair and the rest of the Park Commission, in your packet actually just received a little bit ago was the final Master Park Plan proposal from Public Research Group. As we talked about at our last Park Commission meeting, they had come down and Public Research Group was awarded the Recreation Plan for the Lakeview RecPlex. And so they came down and we had negotiated and they revised their bid, because there is a lot of work that will be done that's very similar in hand, so they were able to submit a proposal not to exceed \$11,500 to upgrade the Master Park Plan which would include development of the north side of Prairie Springs Park, Sewer D open space land near Prairie Farms Trail, and also the Lake Michigan Park Plan.

The budget for this in our 2011 general fund budget was \$20,000, so we are excited that it did come in at almost half of what our proposed budget is. We did hold a special meeting this evening because we would like to move this forward as the recreation survey is going out soon, and we would like to take advantage of including the Park and Open Space Plan survey components along with the Rec. Plan components. Then the initial project would probably be going through and evaluating at the next month's meeting the results of that survey that we can actually start moving forward and developing the updates for the Master Park and Open Space Plan. I can answer any questions that you may have at this time.

Michealene Day:

I'm going to assume that staff reviewed all of the proposals and that Public Research has hit all the targets that we wanted and all the buttons?

John Steinbrink, Jr.:

Yes, they have. They actually have submitted a very complete proposal.

Michealene Day:

Terrific. Does anyone else have any questions?

Steven Kundert:

You had said that they're already working with the RecPlex?

John Steinbrink, Jr.:

That is correct.

Steven Kundert:

Is that an existing relationship or is that a new bid for work over there? I'm just curious if their actual work has been referenced checked

Mike Pollocoff:

They probably about four years ago did a really brief management analysis for us and took a look at our financials. We have particular knowledge of Dave Emanuelson. He's a professor of recreation at Aurora University out in Lake Geneva. So we've seen a number of interns that he's sent to RecPlex that have worked for us. And actually RecPlex is one of their study items that graduate students come out and look at for a week or two. But prior to pushing for the bids for the RecPlex and this we had no contact with them immediately.

Steven Kundert:

And were any of the references they provided called to say, how'd they do?

Mike Pollocoff:

We talked with his other references on the recreation side.

Steven Kundert:

Okay, and that's all satisfactory?

Mike Pollocoff:

Yes.

Michealene Day:

Any other questions? Can we entertain then a motion to accept Public Research Group's proposal not to exceed \$11,500?

Monica Yuhas:

So moved.

Steven Kundert:

Second.

Michealene Day:

All in favor?

Monica Yuhas moved to approve recommendation to Village Board for award of contract for Master Park Plan to Public Research Group: Seconded by Jim Bandura. Motion carried 7-0.

6. ADJOURNMENT

Glenn Christiansen moved to adjourn the meeting. Seconded by Steven Kundert. Motion carried 7-0.

Meeting adjourned 6:15pm.