

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

A regular meeting of the Pleasant Prairie Park Commission was held on Wednesday, July 6, 2011, 6:00 p.m. Present were Michealene Day, Monica Yuhas, Steve Kundert and Jim Bandura (Alternate #2). William Mills and Cindy Schwab (Alternate #1) were excused. Rita Christiansen, Glenn Christiansen and Troy Holm were absent. Also present were 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 - JUNE 6, 2011**

Michealene Day:

Earlier you received your minutes of June 6, 2011. If there are no additions or corrections can I have a motion to accept?

Steven Kundert:

Motion to accept.

Jim Bandura:

Second.

Michealene Day:

All in favor?

**Steven Kundert moved to approve the Park Commission Meeting minutes of the June 6, 2011 meeting presented in their written form: Seconded by Jim Bandura. Motion carried 4-0.**

- 4. CITIZEN COMMENTS**

## 5. NEW BUSINESS

- a) **Receive Master Park & Open Space Plan presentation from Public Research Group and consider date for future Park Commission Visioning Meeting.**

John Steinbrink, Jr.:

Madam Chair and the rest of the Commission, we have Tod with us today from Design Perspectives, and he's working in conjunction with David Emanuelson to complete the updated Park and Open Space Plan. He will be doing a brief presentation tonight going over the introduction, project schedule, survey review and future Park Commission visioning meeting date. And I'll turn the microphone over to Tod at this time.

Tod Stanton:

Thank you, John. We're happy to be here. I just have a few agenda items. We really just wanted to come and introduce ourselves. We're excited to work with the Park Commission. There's two companies, one Public Research Group which is holding actually the contract. I have a separate company, Design Perspectives, which is a landscape/architecture/park planning firm based in Chicagoland, and we're just ready to open an office up in Mauston, Wisconsin which is over by the Dells. So we are actively seeking work in Wisconsin. I'm licensed to practice in Wisconsin and enjoy being up here, and we're happy to work with you on this particular component.

I think one of the exciting things that will happen is the recreation side and the park side will really probably have a better vision with the same company preparing two separate but still plans that need to come together to recognize common goals and objectives. I think when we have our visioning session which hopefully will be next week, Dave my partner and myself will be here to facilitate that meeting. And I think that will be really useful because we already had that meeting with the Rec Commission so we have some insight into what they're thinking as far as future goals and visions of their Commission, and we'd like to know what's on your mind in terms of the next five to six years in terms of parks within the Village of Pleasant Prairie.

So that's a little bit about myself. Undergrad degree in landscape architecture from the University of Georgia. Went back to George Williams College and received a master's degree in park and rec administration. Both Dave and I have experience actually working in the field for clients. We've worked for park districts and park and rec departments, so we're very familiar with recreation. We've done many parks including several here in Wisconsin, so we have a nice blend of actual experience, recreation background, planning, design and we know how to implement these plans. So I think we'll do very well and we're excited to work with you on that.

The next thing I'd like to talk about is the schedule. I don't know if everyone has a copy. I did bring copies, and I just want to run through this real quick. This will give you an insight into what our contract actually is with the Village in terms of the Parks Master Plan. We had our first kickoff meeting last Friday with John. It was very productive for about an hour. We went through several things and we're very happy that that meeting went very, very well. Next week we'll be up here, my staff and I. We'll be working to visit the parks and open spaces within the Village, photograph them, document them, note conditions, very similar to what was done before.

But we're also going to look at some of the landscape ecological assessments. A lot of clients are interested in open space and wetlands and how to create habitats for the environment. A lot of kids are interested in that as well. So we'll look at that as well. Basically it's a nice rectangle that's 30 acres, open and some hills and some things. We'll actually take a look at some of the plant and wildlife that might be found on these properties and do some mapping with GIS. So I think that will be very interesting to have that component in the plan.

We'll have a Park staff visioning session with John and his foreman hopefully next week, and that will give some insight from staff's perspective. We'll also have two visioning meetings with you, but the first one hopefully will be next Wednesday if that works for the Commission to see what's on your mind in terms of the big goals and objectives of the plan. Then we also have our first public meeting scheduled for two weeks from today. That will be kind of a joint public meeting between the recreation side and the park side. Since we are doing some of the same meetings it's more efficient to do them together. So that will just be an open meeting for any Village resident to come and just talk about parks and recreation within the Village. We'll facilitate that. It's a very nice meeting. It's almost like a town hall meeting, very easy to do. Usually pretty insightful if we do have residents that come. Usually we have 15 to 20 residents which is a nice turnout, so that will be more of an open book for them to come in and just talk about what's on their mind.

After that we'll be developing a framework plan which is the big ideas from the park development standpoint, and we'll have a meeting with John on that hopefully on the same day, on the 20<sup>th</sup>. Then we'll move into another visioning meeting, probably presentation with the Commission at your regular meeting which is the first week in August. Then we'll probably have another staff visioning meeting just to kind of follow up on things that we heard during our upcoming meeting next week. Then we'll be coming and doing a presentation to the staff on the park concept plans which are more defined ideas as far as what the park spaces should look like. And I think there's at least three we're going to do as far as the detailed concept plan. Then we'll have a public meeting to present these concepts. We like to get some feedback from the Village residents.

Then we'll develop the capital improvement plan. We'll look at a master plan and

phasing strategy. We know that there's not an endless supply of money so we'll have to define what's really important in terms of that. The survey, which we'll talk about in a minute, will be very insightful in terms of what folks like to see in some of the park spaces to be developed. And we do use that pretty religiously to help us define our program for the different park spaces. Then we'll have another public meeting to present these ideas and see what's on the mind of the community.

Then it's sort of a wrap up. We'll prepare the analysis of the findings, generate plan recommendations, prepare the final plan, hopefully deliver that in early October. And then it kind of goes into the political realm of going to I think the Plan Commission possibly and then definitely to the Village Board, and we hope to have that completed by the 17<sup>th</sup> of October. So the schedule may seem rather quick, but there's at least a few times we'll come before you and meet and talk so you're fully aware of what's happening behind the scenes when I'm working with John and his staff as far as developing these ideas.

Dave and I never like to work in a vacuum and then come before appointed boards or elected officials and say, oh, here's your plan, because they kind of like to be brought along. And if there's some insight that you'd like to give us we'd like to hear that early on so we're not sort of rewriting things at the end. So it will be a very engaging process, and we hope to come at least once or twice during regular business and give you ideas and updates on where we are. So we're really not shy in terms of getting feedback from you. We typically work that way, and we find it to be very successful to gather your ideas through different processes instead of just sort of giving you the end plan and then saying hope you enjoy it which we find not to be too successful.

So the schedule, like I said, there's something to be worked on almost every two weeks. There's a meeting or there's something that needs to be delivered back to the Village, so there will be a lot of checks and balances with the schedule. Any questions? I think the critical data is next Wednesday if that's good for the Commission, because we'd like to have as many Commission members as possible to participate. So hopefully we'll have everyone here next Wednesday. If that doesn't work then we can definitely reschedule that meeting if we need to. But I think that was good for a lot of us in terms of getting that early on in the process. I think that's the only thing I'll need confirmation from John if that's going to work for the entire Commission next week. And I'll go through the survey here.

John Steinbrink, Jr.:

And we're just throwing out dates. If the Commission would rather have it on a different day obviously whatever works best for the Commission is the direction that we'll go. It's just a starting point for conversation.

Michealene Day:

John, we meet on Tuesdays and the schedule has us meeting on Wednesdays.

Michealene Day:

When I saw the Wednesdays I'm thinking I'm confused.

John Steinbrink, Jr.:

We tried to make the meetings on the most normal days that we would have meetings. That's probably good that we address this now. So the first one that's we're looking at is on what day and I'll verify the date.

Michealene Day:

8/2 is a Tuesday.

Monica Yuhas:

Then also the same thing with Plan and Board. Those are actually on Mondays.

Tod Stanton:

I think the dates are all correct, but the day of the week might be off.

John Steinbrink, Jr.:

We have been going through and editing this, so I believe we have the date correct but the day of the week is incorrect. So we're going to use the date as the controlling time for this. Then we'll make an update and we'll send it back out to the Commission.

Tod Stanton:

Yes, that's very easy to do.

Michealene Day:

Does anyone have a problem making next Tuesday's meeting?

Steven Kundert:

I'll be out of town.

Tod Stanton:

If you just want to get with John. Like I said, it's pretty flexible. It's just the last week of July we have—

John Steinbrink, Jr.:

What we can do is we can have everybody respond back with Ruth Mack and then we can coordinate with her. Because we do have quite a few of the Commission members absent this evening, and we can make sure it's a date that works good for everyone.

Monica Yuhas:

How long are you anticipating that meeting to last?

Tod Stanton:

That's a great question. I would say an hour, 45 minutes to an hour.

Monica Yuhas:

Okay, so from 6 to 7?

Tod Stanton:

Yeah, I would say a good hour is what we typically budget. We're pretty consistent on getting it done in an hour. There's a series of exercises we want you to do. There's some questions. So it's a pretty engaging process that you do need to participate pretty actively in. So an hour is what we typically budget. So if you want to let me know. That's the one critical date. The next one is going to be at your regular Commission meeting so that won't need a special date.

Michealene Day:

Are you okay on Tuesday?

Jim Bandura:

Yeah, I'm fine.

Monica Yuhas:

I'm fine.

Michealene Day:

And Monica said she could make it.

John Steinbrink, Jr.:

So tentatively we will leave it for the date that's on the schedule. I will have Ruth go through and send out to the four Commissioners not here just to verify that we can have a good crowd. But it looks like we should have enough to have a very successful meeting.

Tod Stanton:

And, Steve, if you can't make it I can send you some information that you can get back to us which is probably the most critical thing we want to do is a questionnaire.

Steven Kundert:

Perfect.

Tod Stanton:

So you can fill it out and get it back to us even if you can't be here. Then you can certainly give us your thoughts on the vision and goals on what parks should be in terms of the Village. So even if you're not here we'll still get you involved.

Steven Kundert:

Thank you.

Jim Bandura:

Just a quick question. Ruth, when you send it out can you attach a little map of all of the parks?

John Steinbrink, Jr.:

We can definitely do that. It's Map 4 in the Park and Open Space Plan, but I'll make sure that we attach that just for your easy reference.

Jim Bandura:

I'd appreciate it, thank you.

John Steinbrink, Jr.:

Sure, that's a great comment, thank you.

Tod Stanton:

And I'll check these days of the week again one more time and then I can send it back out to you tomorrow.

John Steinbrink, Jr.:

Thank you.

Tod Stanton:

Then we covered four which is the visioning date. We do want to go over the survey. We've held back on this particular task item because we just haven't had a chance to come before you. The Rec Commission has already reviewed this, and we actually have to different surveys. One is a membership survey for the RecPlex which is underway. We have over 400 email responses which is wonderful. This is a general parks and recreation survey that will go out to a random sample within the Village of Pleasant Prairie. So it has combined questions on recreation as well as parks, and that was one of the items that we put in our proposal which I thought made it pretty attractive was we could do a survey and ask questions about recreation but also about parks in terms of the open space within the Village.

What I can do is walk you through these questions, and then maybe if you have any initial feedback you can let me know, because we have been holding this back for a little while, and we do want to get it out just because it does take about six weeks by the time we mail it out and start getting the results and we can give some preliminary information back.

Michealene Day:

I kind of skimmed through it a little bit. Other than a few questions it's mainly the Park and Recreation Commission and especially like the very last question, 24, what would you like to share with the parks and recreation departments. There's nothing in here about the Park Commission at all. So this is really more geared toward the Rec Commission. I mean you do have a couple of questions on here, but—

Tod Stanton:

My partner actually generated this, but I can walk you through it real quick. Like I said, we're not going to send this out until you're pleased with it because we don't want to

miss the opportunity to have whatever you really feel you want addressed in a community-wide survey, addressed and added questions. This is a great opportunity to get feedback that I don't think you've had a chance for quite a while.

Jim Bandura:

It's mainly going to be—it should be directed to our Village people.

Tod Stanton:

We will do a random sample. We're doing a telephone, mail and email sample.

Jim Bandura:

Oh, don't telephone.

Tod Stanton:

We do that for several reasons. I think we have 100 telephone and we're trying to get at least 300 mail and then we're hoping to get 50 email. We do all three because there's biases with each delivery. The folks that usually send the mail back are a little more senior. Usually they are a little more negative because they have something they really want to tell you. Sometimes that's good and bad. But telephone is usually a little more positive. That we can control who we really want to talk to. Typically, don't take offense, women answer the phone, and they actually are the ones that participate in the survey. But we do ask to speak to someone over 18 that's a male. That really helps kind of shift some of the responses in terms of getting a male's opinion on parks and recreation within our client base.

The email is great because it's really more for younger families that don't have time to come to meetings or fill out a survey. If you're like me I have three young kids and we're running around all the time with t-ball and everything else. We just don't have time to answer even 20 questions on the phone or fill this out. So the email is great because it's 24/7, and we usually get a nice response under 45 years of age and mostly families which is pretty much what folks really want to know in terms of use of parks and recreation programs.

Michealene Day:

I'm slightly over 40 and I would definitely rather have an email than someone call me after all day of work and then answer phone calls. I think to include more than 50 emails is a far better idea. And I think that even people that are using the website for Pleasant Prairie I think the use of the emails far more I would like to see—I would like to see less phone calls. Well, you do it all the time so maybe I'm wrong.

Tod Stanton:

Just a little bit of background we only try to get 50 email responses. We'll send it out to many more people than that, but typically we get around two to three percent response rate. So if we email 5,000 two percent is less than 100 or right around 100. That's kind of hard to control. The telephone we can definitely hit our marks. We do all this in house, so we have at least one excellent female telephone interviewer. She's 60 years old. We don't outsource through a college. They're not kids trying to rush you through. It's been a very pleasant for our clients.

Actually you might get calls back to the Village saying the person we spoke to took their time, answered our questions, was very personable. It's actually very good PR because you're actually talking to another person. And we've had more positives than negatives come back to our client. So we do that because we try to round out our sample. There's things with each survey delivery item that can skew the results. So by doing it as far as three random samples, you can blend all this together and come back with strong information for you and also the Village Board. We hope to have more email responses, but we just want to make sure we're realistic in our expectations what we deliver back.

Steven Kundert:

So those numbers you provided those are targeted response numbers?

Tod Stanton:

That is correct. I think we're talking at least 500 responses off this survey within the Village, and if we have more we'll process more. We've had as many as 2,500 come back from a smaller sample. We get them out, we send out follow mailings. We really try to make sure we get a large amount of participation from our sample.

Steven Kundert:

What you just said about the variance in demographics based on the method of response, why do you have different target amounts for email versus mail versus telephone? Aren't you skewing the results by demographic?

Tod Stanton:

No, we pretty much know what a standard response rate will be. Our mail survey is around 25 percent. The telephone we'll get our mark. If we say we're going for 200 we'll get 200. The email we've been averaging around two or three percent response. So because we've been doing this for about five years we can kind of predict based on our experience in different parts of the region of the United States how many we'll probably

anticipate getting back. We like to set our goals realistic. We're not going to tell you we're going to get 50 percent response rate on mail survey. That's totally unrealistic; 20 to 25 percent is considered excellent in social science research. If we get 25 which is usually our target number, then we feel like we've got a good sample and we can validate the results of the survey. And by using the different means, we can probably get well over 500 responses.

And we'll show all this to you as far as the results. And then we can actually break it down by survey type, by demographics. We can actually do a lot with the information by the different types of deliveries. But one thing that we were lacking and why we went to more of an email technology base but not disregarding traditional methods is we realized and our clients realized for many years that one of the largest segments of the population which is young growing families, people under 50, really were never showing up on our surveys. It was usually a little older survey respondents and that maybe didn't reflect each Village's particular demographic. So the email and then the online as well, which will be a non-random sample, allows much greater participation and we actually get some interesting demographics back on particularly targeted populations which is usually folks that really use recreation and park spaces which are mostly younger people or people that enjoy being outside, walking.

You mentioned you were doing a trail. I wouldn't be surprised when we do your survey that walking and jogging will be one of the top three rated activities. It's pretty consistent everywhere we go. But biking and outdoor playgrounds and splash pads or aquatics or other things those things kind of vary from community to community. So we'll be interested to see what we get back in terms of the top five or six in activities that your residents actually use for recreation and also for parks. So I think this survey is kind of a blended questions about recreation and also about parks and open space.

So I can run through real quick. I won't read every column because obviously everyone can follow along. The first question is we always ask are you familiar with the Village, yes, no, I don't know. That's kind of a softball question. We throw a couple easy ones out so people get warmed up. Two is how do you and others in the household hear about park and recreation services? If there's other ones that we missed—these are pretty common in terms of the types of delivery methods whether it's newspaper articles, emails, program brochures, websites, word of mouth or other.

The next batch of questions really go back into recreation about the RecPlex. So, are you a member, how do you register for programs, it talks about the fitness center. Your basic questions pretty much start around question 11 which talks about what different facilities and parks do you use in the last 12 months. I think we've listed most of the major ones. I know that Dave, my partner, has worked with Mike to go through these questions as well. So I think most folks are pretty satisfied. But, like I say, we haven't had a chance to come and run this by you, so we want to make sure that these questions are things that you would like to know.

Question 12 talks about different specific types so it's bike paths, running paths, playgrounds, fitness shelters, beaches, marina, ball diamonds and an archery range. I didn't write these questions so please bear with me. That must have been something very specific that someone wanted to know about in terms of the archery range. So how many times have you used these different activities within the past 12 months, one to four times, five or more or never.

Question 13 talks about the condition and maintenance of the parks and facilities within the Village, very satisfied, somewhat, somewhat dissatisfied or very dissatisfied. Fourteen talks about the amenities at the beach. I won't read them through because a lot of them are very specific in terms of that facility.

Fifteen talks about the Lake Michigan beaches, restrooms (inaudible) sailboard launch, other things. Question 16 is one that I will probably particularly pay a lot of attention to in terms of your park and rec master plans. These are all the different types of things that a lot of our clients ask for, so bike paths, lighted walking paths, fitness station, soccer fields with natural turf, softball fields with artificial turf, frisbee, golf, playground equipment splash pads, picnic shelters. It kind of goes through the whole list of everything that we typically find. Woodland restoration, more flower beds, dog parks, tennis courts, it just kind of runs the whole gamut of different types of amenities you can place within a park and open space setting.

Question 17 talks activities you'd like to see in the parks, festivals, theaters in the park, music in the park, craft festivals or nothing, that's fine. You'll probably find that you'll get a lot of people that think everything is pretty good just from a quick glance of your community.

Then we get into some demographics, how long you've lived in the community, how long it takes you to commute from home to work. That must have been something specific that someone wanted to know. It talks about any unpleasant experiences, what amenities you'd like to see at the RecPlex, basically your gender. This is how we ask our age questions. It's basically telling us how old the different numbers of your household are. And then, like I said, 24 is an open ended question which we typically get quite a bit in terms of the open ended responses. Usually we have at least 10 to 12 pages of people writing in all kinds of a variety of things. And we look for themes within those open ended questions.

Michealene Day:

I think that this survey is very good as far as it goes. But as we're doing the five year plan some of the things are future parks and community parks, whether it be a new community park or a neighborhood park and what would you like to see in the neighborhood park, passive or active neighborhood parks. This deals with the existing

parks, but as we are going into future growth and where are we going to go from there? What would they like to see besides this I think was something that we need to expand on.

Tod Stanton:

Okay. So we have our meeting next week. What we could do is you guys can take this and mark it up and generate a few more questions. Then we can talk about them next week and kind of finalize this. I didn't expect you guys to say this is great and let's just go to press since you haven't really seen this before. But we do want to make sure we do get this out hopefully in the next two or three weeks. I think that's realistic in terms of getting additional questions. So you'd like to see more questions about future growth, passive or active spaces.

There's nothing in here really—a lot of our surveys talk about priorities. There's really nothing in here about do we purchase more open space, do we develop more open space? That's usually something that's pretty standard that tells us whether limited money should be going to buy more open space beyond what you get from—you obviously have a land cash ordinance or some type of vehicle where developers give you land when they deliver properties. Sometimes it's hard to get another 50 acres so you have to actually go out and buy some vacant farmland. Is that a priority? Or, is it developing park spaces? I don't see that in here.

Michealene Day:

Yes, that was my next one. We had quite a conversation last time we did this at Carol Beach whether they had a community park or didn't have a community park.

John Steinbrink, Jr.:

Tod, I believe that currently we're like at 25 to 30 percent open space, so we do have a large amount of open space right now for a municipality our size.

Michealene Day:

Did anyone else have any suggestions or comments?

Monica Yuhas:

Under Item 17 I'd like to see farmer's market.

Michealene Day:

Good idea.

Tod Stanton:

Sixteen that's a pretty exhaustive list. I really don't know if I could think of much more in terms of adding it in there, but there might be something that your residents use quite often that maybe we didn't know about because we haven't really gotten up to speed within your community. We will very shortly, but right now I'm still learning about the Village. We have bike paths, we have outdoor fitness stations which are very popular. We have different types of athletic fields from softball, baseball, soccer, football. And then we go into artificial turf. We have athletic field lighting, we have frisbee golf, we have playground equipment, splash pads which are just water playgrounds, picnic shelters, decorative gazebos which is very similar to a fitness shelter, a dog park, garden plots, just generally more landscaping and flowers within the parks, woodland restoration, tennis courts. I don't see basketball courts in here. Is that something you'd like to have? I don't see that in there.

Steven Kundert:

Ice skating.

Tod Stanton:

That's a good one.

Michealene Day:

I suppose they're thinking they've got the ice rink.

Monica Yuhas:

What about skateboarding?

Tod Stanton:

That's a good one. So we have basketball courts, skateboarding, ice skating. I don't know if there's much else.

Michealene Day:

More questions of Tod?

Steven Kundert:

No, nothing specific other than a couple times you referenced that you didn't write this

survey. Is this an existing survey that you somewhat modified for the Village, or were you given specific questions to put in here? What is the basis for these questions?

Tod Stanton:

That's a good question. We usually start with some basic questions, usually five or six basic questions we'd like to know, pretty common wherever we go. And then the rest of them are usually negotiated with either Commissions or usually senior officials within the Village such as Mike and John and other folks. I know that Dave actually generates this survey. That's more of his expertise because he has a Ph.D. in political science so he does a lot of the analysis. I'm actually the one that does the implementation of the survey, so I'm very familiar with the means and methods of how we deliver what we do, but he actually generates these questions. Unfortunately he couldn't be here tonight but he will be here next week. So, like I said, if we want to sort of table it or you can bring more questions or ideas to the table next week then he'll be here and we can go through this again to sort of finalize the survey, and we can schedule time to actually get it out and into the Village in the next couple of weeks.

But I think the thing is we're trying to accommodate the parks and also the recreation. We only typically do about 25 questions because after that our numbers do start to plummet off. There's only so much time people want to read and then also on the phone. So we try to keep it to about 15 to 17 core questions, and then we actually have five or six demographic questions and just a few that are pretty easy to answer. We usually have about 15 to 17 questions that actually are the meat of the matter in terms of asking specific questions on what folks really would like to know. But I think we need to make sure we get the questions that you want answered. This is a great opportunity to do that.

Michealene Day:

Well, especially since we're going to be starting into our own five year Master Park Plan, we need to ask specific questions that our residents want about our parks and future parks besides some of these questions. Did you have anything you wanted to add?

Tod Stanton:

That's something I want to know as I develop your plan on this side of the table, where does your development need to go? Are there specific parks that we want to single out that we should ask questions about? Priorities, future growth, I think those are all questions. The amenity list of what people really want to see within park spaces that's good information for me to know when I sit down and start drawing up some ideas. And then we show a couple different concepts with some variations of these ideas. Then people can really hone in on do we want a skate park at this one park or do we want it more natural or passive? Those are all questions that as a designer that I'm going to be generating some of your master plans to put inside your Parks Master Plan.

I'm going to use this survey pretty extensively to help me guide some of my initial design ideas. Like I said, this is a chance for everyone within the Village to be selected. And the folks we get back I hope that they answer honestly because that will help me when I sit down and start with different ideas on the different amenities. Because we can't put everything inside each park, but we can look at how we place different elements. I think that's kind of your big question is where do we place things and where should we go from a parks and open space development side?

Jim Bandura:

That's kind of the reason why I asked if John could send us a map of the parks so we kind of get an idea of, okay, this is residential and maybe we can do a skate park there or something like that.

Michealene Day:

Because a lot of these questions are geared at the RecPlex which is our major park really, but they're programs. They have a program and it pays for itself by the program, and if there's a need then they cost develop and they have a program. But if somebody says that they want a basketball court someplace where we don't have it, that is something that the Park Commission is going to have to try to find funds for if it's not going to be at the RecPlex where there's already one existing. So our focus is a little different than actually figuring out what programs you want to have or what they want to have because we have to look at more in the future of where we're going to house these things that the people want.

Jim Bandura:

I agree with you. We're geared towards open air functions of the park.

Michealene Day:

And where we're going to put them in the future and what we're going to do. We need to make sure that there's enough questions because they could say, yeah, we want it but we never planned for an active park, let's just say, in ABC neighborhood.

Tod Stanton:

Sure, sure. The survey will give us insight into what people think. Now, it's up to the Commission and also the elected officials and senior staff to figure out how we pay for those. So we don't want to be misleading in terms of saying—what we want to do is ask first what people want, and then we figure out how we can do that, if it's even feasible to put it in that park, we can afford to do that. That's the next step. So we want to be pretty

open minded in the survey, and then we kind of figure out what makes sense as far as implementing all the different ideas from the staff, from you as the Commission, from the survey, from the Village Hall meeting we're going to have soon. We gather all that information and we start to define priorities, and we have a system to do that which will help define.

Because everywhere we go you may have \$2 million for example and we've got \$16 million of improvements that everyone would like to see. Well, how do we start realistically managing expectations and how do we decide what project goes first? We have a method to do that that is easy to understand, then it puts a little bit of definition into maybe the first five projects. Then among that it really gets to what you want to do. So we have a way to kind of define some of that when we get down to writing the plan in September and October, so that's a little bit down the road. Those are all really good questions.

Steven Kundert:

Do you ever put financial questions in the questionnaire such as a special assessment and that sort of thing?

Tod Stanton:

Yes, we do. Yes, we've asked people, asked residents—most every survey we do we ask money questions because that tells us how serious people are about making improvements. We'll ask would you support a tax increase to build a new community park on the northwest side of town, yes, no? We'll ask would you support a tax increase to build something like a RecPlex, for example, if a community doesn't have it? Would you support an outdoor swimming pool with another tax increase? \$1 to \$5, \$5 to \$10, over \$20? That tells us really what people value in terms of their dollar which is usually what they vote with versus just their opinion.

So we've asked those questions many times. I can go back and ask Dave kind of why that wasn't in here. But, yes, you could ask those questions. Would you support a sales tax increase to build a new festival grounds to house all kinds of different activities? That's not beyond a reasonable question.

Michealene Day:

I think that would be a good one to put in there, too.

Tod Stanton:

Because usually when you have special facilities, particularly if it's something that people can value across the entire spectrum such as some type of event space, you might

be surprised. We just did a cultural arts study in Geneva, and people were willing to donate some money to actually build that facility. Now, could you build the facility that the city envisioned? No, but it will tell you that you'll get some people that support it. You'll have a lot of people that will say I don't know because they don't have information to make that decision.

But you have people that value everything, and you have people that vote no just because it's a tax increase or whatever assessment. And then there are people that say I don't have enough information, and you haven't shown me what you really want to do. But that will give you a good initial gut check on is it even worth pursuing. So if it's 60/40 yes/no then that's a good indication that it probably will be successful. If it's 50/50, you're going to have to do your homework to try to convince people. But usually it's about a third, a third and a third. So the trick is to get the few people that say they don't know to go to the yes's versus the no's if you're going to do something like that. But those are all really good question because if you're looking to do something of significance that cost multi million dollars and that's not in your budget then a lot of times you have to go back out and ask people would you support this through some type of funding mechanism beyond just the regular property tax.

Monica Yuhas:

John, where are we with respect to Ingram Park? Because we had many meetings on Ingram Park, we had our community gathering where residents gave input. We went through maps. We went through what citizens wanted and there was a lot of work done on that.

Michealene Day:

And that's not on the survey.

John Steinbrink, Jr.:

Where we're at with Ingram Park right now, Ms. Yuhas, the land was donated to us and we do have the roadways that were installed. We were able to use millings from one of our paving programs to use the base for the roadways. We have the parking lot for the gazebo on the parking lot for the dog park, the base millings down there. And the general layout of the pond has been staked on site. We're really kind of on hold for funding reasons right now. So we have a plan and because of the plan we were able to get the roadway in there, the parking lots in there and granular material on site to make the trails. We're really just waiting to get some funding available for the dog park will be the next project that will probably go and then the pond.

Monica Yuhas:

Okay, do you think then Ingram Park should maybe be added to this as where do residents want to see these improvements take place? Or, is it the Village's stance that we're going to put our focus on Ingram Park because we have a plan, we have a layout, we know what the residents have said that they wanted. We have something that's complete, we just need funding to finish it.

John Steinbrink, Jr.:

That's an excellent question. I believe on Item H1 on your schedule is capital improvement plan development. And maybe at that time, like Tod was saying, once we go through and identify all of our wants that we have, we can identify how much money that we need to spend, whether it's in Ingram Park, whether it's an outdoor park, whether it's going through and developing some more of the other nonactive activities, then we can go through and priorities really where do we want to see that in the schedule and how do we fund it, how do we apply for grants and different things like that. So I think it's an excellent question. I would think that once we identify all of the parks and how we want to go or what amenities we want to see in each park, then we can go through and identify a priority and put that in our five year CIP for the parks department.

Jim Bandura:

You mean like single out a park once we identify where they're going, single it out for the particular functions of that park? Is that what you're looking for?

John Steinbrink, Jr.:

Right. Like for example in our Village Green neighborhood park that we have we need to install a playground. A playground is going to cost \$30,000. Creekside Park needs a playground. We need to do a gazebo at Ingram Park. So right there we have a good \$100,000 of project or capital. So at our capital improvement plan development how do we prioritize which one of those projects are important? I believe Ms. Yuhas this is the direction you were asking.

Monica Yuhas:

Yes. I just look at all the funding that was spent on the development of Ingram Park and the sessions that we had, and the residents taking the time to come in and using those stickers and saying what they wanted and what they didn't. When it was all completed we had a very good vision as to how Ingram Park was going to be developed. So my question was are we maybe not focusing not so much on Ingram Park anymore? I guess we have to wait until we see what the responses are on the surveys and where the residents want to see the improvements. So Ingram Park may not be a priority, that could change?

John Steinbrink, Jr.:

That's correct. And really until we get the results of the survey back and we have some of these meetings, we'll see how many people want to see improvements like what would happen at Ingram Park. We'll see which ones want to do other ones and then just take that information accordingly. Tod does have a lot of experience doing these surveys with Dave Emanuelson putting these programs together. So I think it's an excellent question. That's really the overall goal of what we're hoping to achieve with the Park and Open Space Master Plan updated, what do we need to see from a park and from a recreation standpoint? How much is it going to cost and what kind of a schedule can we have for these and how do we acquire the fund?

That's one of the things we talked about at our first meeting. Do we have a certain amount of projects that Eagle Scouts will work on, a certain amount of projects that we can do from community service? Maybe a gazebo or shelter can be built by the construction club at a local high school, for example. As long as these projects are identified within the plan, then we can start picking away at how do we start completing them at the minimum cost.

Michealene Day:

I don't think that this survey asks those questions. When I was involved in the first five year plan we had people from the community, from the whole community, and we found out that the people at Carol Beach only wanted a passive park. They didn't want playgrounds, they didn't want anything. This survey does not geographically do anything like that at all. We don't know out of all of the—we're not asking any of our residents do they want another park someplace? The areas that they have parks is it sufficient, do they like what's there at their individual parks? Is it passive and they'd like to see a playground there? So this survey does not address any of the residences in areas of what would they like to see in their area or not see in their area. This is basically what programs do you like or don't like? This does not really address anything about future parks or existing parks, what they like or don't like in their area park.

John Steinbrink, Jr.:

I would think, Madam Chair, that really the only question that does address that is number 15, and it talks about which amenities would you like to see added or renovated in the parks in the next five years. But you'd really like to take that to the next level and say which amenities would you like to have at these specific parks if I'm understanding your question?

Michealene Day:

I guess, because let's just say at Lake Andrea, yeah, it would be really nice to have a

walking path because a lot of people will go walking before work or after work. However, Carol Beach's paths you put a lit walking path in there and they're going to skin us alive. So I would say, yeah, a walking path at Lake Andrea would be wonderful, but at Pleasant Park not so much or Carol Beach. So, I guess, yeah, I don't think that it really—I guess that's what I'm saying is that I don't think it goes far enough into our plans for the next five years, where we want to concentrate our growth. Like Monica had said we did do a lot of time and effort in Ingram Park, but maybe the majority of the residents would rather have the playground versus the gazebo, so we don't know that by this survey.

John Steinbrink, Jr.:

Tod, how would you address something like that? You have much more expertise in surveys than I do.

Tod Stanton:

Let me (inaudible) because those are all very good questions. What we're trying to do, and maybe we have to go back to a different idea and separate parks and recreation, and that way we can write a very specific survey about parks and open space in the Village, keep it to 15 questions, and we'll just split up the duties and have them focus more on the recreation. We won't double tap the respondents, so if someone got a more recreation-based survey they wouldn't get the park survey and vice versa.

What I'm hearing is that this probably isn't what you envisioned or maybe what you're comfortable with so I think we're going to have to go back to the drawing board. We're not going to try to push this out or force you to make decisions if you don't feel comfortable. That's not what a good consultant will do. Dave and I are pretty flexible. We can actually write specific questions specifically about parks and open space and what people would like to see in different developments.

The question will be if you want to get into very singular geographic areas of the Village we can do this. We can use GIS to actually code areas and say if you want to talk, for example—and I don't know your town, I will know after next week after I spend two days here much more, but let's say if you're really worried about five or six different parks throughout the Village, what we can do is let's say we're going to do 1,000 mailings out to the Village residents, we can actually subdivide and still make it a random sample within targeted quadrants within the Village and break it down where 250 would go to this, 250 would go to that, and then we might get 50 or 60 responses back with each sub quadrant.

And then we'd have some common questions that everyone would answer that we could actually extrapolate to the general population which is always what a survey wants to do. You always want to ask general questions to say, okay, even though only three homes on

your street got the survey, the survey would be reflective of everyone within that street. That's really the goal of why we do this. It's not realistic to mail out to every Village resident. It's just prohibitive as far as mailing and costs and all that good stuff. But what we want to do is make sure that the questions can be generalizable so when we say that people believe that they want an outdoor swimming pool you can believe that that number is pretty reliable.

But the thing would be is if we would want to break it down by specific sections with specific questions about each neighborhood or each park space or how we want to define that. So that would take a little more effort. It's not impossible. We use GIS to code our surveys so we can do that pretty easily. It's just a matter of what you want to know as a Commission. We can do it, it's just we want to make sure we do it right the first time and not come back and say I wish we would have asked this question or I wish we would have done it this way. We have all the time in the world to do this. I have a schedule but the schedule can move around and that's fine.

We want you to be very happy with the survey because a lot of particular park master plans do not have a survey component. It's public meetings that usually have a good amount of residents, but the survey is really, really good from a generalizable standpoint to make sure that you understand that folks don't want a playground, they want more walking paths within the community. Well, more of the park design should be reflective of more passive activities in walking paths for example, versus just saying, well, we think we had 12 people come to a meeting about Andrea Beach for example, and they all wanted a splash pad. Well, 12 people is that really a good sample to make a \$250,000 decision on? Probably not. I'd probably rather have 50 or 60 or 700 surveys saying, yes, we want a splash pad at Lake Andrea Beach. Then I could really believe that's a little more realistic.

John Steinbrink, Jr.:

And, Tod, if I can just jump in and just kind of back up a little bit more. When we went through and we wrote the specification for the Park and Master Plan update we did not include a survey as a component of that. This was really something that was brought on as a bonus because Public Research Group was awarded the contract for the Recreation Master Plan. And this is the first time that the Village has had a Recreation Plan, that's why they went out and had a survey. When we went through and did our first Park and Open Space Plan five years ago we went down and we did the survey, the whole nine yards like that, and we were really under the intention of we weren't going to do a survey because we just had one from five years ago. But since Public Research Group is sending out one for the Rec Commission, let's go ahead and just piggyback on that and not really do our own.

So I think we really got a lot of what we asked for an actually even a little bit more, because we really didn't ask for a survey as a part of this update, but we are getting one

as a part of piggybacking on with the recreation survey. So I think it's great to go through and have the discussions of going through and answering a few questions, but I'm really not sure if we want to go through the whole effort to have a complete new survey because it really wasn't what we proposed Public Research Group to complete for us. I guess I'll just kind of throw that out there.

Michealene Day:

So when we are going to update it are we having then, I guess in my mind then, are we going to go back to having the open meeting so the residents come instead for the parks?

Steven Kundert:

For a specific park.

John Steinbrink, Jr.:

When we went out for our RFP we talked about updating three plans, and that was for the Carol Beach Lake Michigan Park, it was for the Prairie Springs Park on the north are, and it was the Sewer D open space where the Prairie Farms Trail connects to it, and then also going through and just updating the general information that we have in our plan. What other projects can we take on? Where can we do some Eagle Scout projects, different things like that. So the survey is just something that we have the luxury of having out there at really no cost to us because it was already included in the Recreation Plan. So that's the main reason why they're holding up on that is so we could have a couple questions in there, but we really didn't ask for a complete parks survey. If that's something we want to do that's fine, but I'm just trying to keep in the direction of what we had put out in our plan.

Jim Bandura:

I understand that, but one of the things is couldn't we just, like Mickey was saying, just the geographic—it could be the same, it could be this survey, yet when you get the responses back base it on like maybe the quadrants that you were talking about. Wouldn't that be more accurate when you start developing that particular park in that quadrant?

Tod Stanton:

Yes, we want equal representation throughout the Village. And what we'll do is usually break it down by political wards or precincts. Some precincts have more people than others, so what we'll do is we'll do a percentage to make sure we have a good equal sample across the Village so the west side is not over represented from the east side or there's a downtown area that maybe didn't have as much response rate. So we will target

a very equal representation throughout the Village. And we do that by understanding how many homes are usually within a political subdivision such as a ward or a precinct. We have that information and it's very easy to get off of GIS.

So we might have more sample come from the northwest side of town because it's got smaller population, and the southeast might have more homes that's going to be a little smaller sample in terms of the percentage of response. When we merge them all together everyone around has a very nice spread as far as the survey results. So that's easy to do breaking it down by targeted geographic area. We do that pretty much standard now so that's not really the issue. I think the question is, as John said, what do you want the survey to look like. We're pretty flexible in terms of that.

Jim Bandura:

The questions for each, for instance, quadrant is going to be the same.'

Tod Stanton:

We like it to be the same, correct.

Jim Bandura:

And it's just your responses from that quadrant may be different from the northeast quadrant.

Tod Stanton:

We're doing a very similar—we just did a survey four months ago in the City of Beloit and we broke it down by political precinct so we had a very nice spread from email, telephone and mail survey across the entire city boundaries. We'd like to do the same process here so we can make sure we have comfortable findings throughout the Village. So what I guess I would probably prefer to do is just kind of table the survey and then maybe you think of questions you want to have answered. Maybe John you could send us the old survey and we can take a look at what questions are asked from the previous survey.

Just so you know five years is pretty long in terms of survey results. I mean we don't even guarantee results after 18 months now because things change so rapidly. In three or four months the economy could take another nosedive and peoples' responses on money questions, for example, are pretty much null and void. So we don't like to rely on information past two years because it gets pretty dicey after that. So it's good you're doing this. It was one of our ideas to sort of blend the two surveys together, but if that's really not realistic then we can split them apart and then target different areas.

Jim Bandura:

That's kind of what I believe Monica was getting at. In my opinion I think that that park has been established in the community for what they want to see, and do we really need to worry about that?

Tod Stanton:

I'd ask a specific questions, Monica. Is Ingram Park still a major priority within the Village of Pleasant Prairie, yes, no, I don't know. I mean just ask the question and then you'll know. If 80 percent check no and they'd rather you invest your money someplace else then you'd know don't put CIP money into that park because it's not a priority anymore. People change their mind. Maybe another facility would take precedent, and then that would help us when we develop the CIP plan.

So if there's specific action items that you want to know ask the question. People have said, well, I don't really know about our pool. Our pool is 35 years old, should we keep it or not? Ask the question, do you want to keep the pool open, yes, no, I don't know. And that will tell you what people really have on their mind. So if you ask specific questions on specific park spaces and facilities then we should ask those questions directly like that so there won't be any miscommunication of, well, I didn't understand the question. It's pretty specific and then you'll have your knowledge on that.

John Steinbrink, Jr.:

And, Tod, along that same line we went through five years ago and we put together a plan for Momper's Woods which has a historical significance, a wooded area, it's very beautiful but really nothing has been done with that. I mean it's in our five year capital plan and every year it gets bumped back a little bit because of funding, but it would be nice, like Ms. Yuhas said, do we spend the money on Momper's Woods, do we spent it on Ingram Park? Where would you like to see it? I think that's a great point.

Tod Stanton:

I fully believe that to be the better way to go to ask very specific questions in terms of park and open space within the Village. And if it needs to be two separate surveys kind of sent out we can do that.

Michealene Day:

Because we probably would come up with six or seven other questions. But I guess what I'm worried about is you're saying that that would put us up to more like 30 questions and you say you don't like to ask more than 24 questions.

Tod Stanton:

What I would probably, and we can talk about this next week hopefully, my opinion would be, and probably Dave would agree with me, that we would probably draft two separate surveys. Because keep in mind the RecPlex has a membership survey that's out right now and that's an electronic survey. It's only going to members. This will go to any resident that may or may not be members within the RecPlex. So that was the reason why we wanted to ask recreation questions because it's not a given that every Village resident is a member of the RecPlex. They have some issues over there they're trying to address. So they're interested in knowing what's on the resident's mind from that side, how can they get more membership base? So that's why some of these questions are written that way.

Your agenda is much different. So maybe they don't need to be mixed together. But what we could do is write 12 questions for them, 15 questions for you, and general. We just have to make sure that our sample size is roughly the same because there's postage costs and other things unless you want to do two large samples with two different surveys. We'd have to probably talk about like some postage because it does cost money to run it through. But if we keep the same core, let's say we're going to mail out 2,000, we decide we're going to send 1,000 out for rec and 1,000 for parks knowing that we're going to get 200 or 250. Then we have our telephone, maybe we split them into 75 and 75 and then we roll out the email. We're going to get pretty much the same responses but then we can blend them together, and that is the easy part after the fact, the analysis of putting the two sort of surveys together. Or, we just write a very long survey which I probably wouldn't want to do.

So I think that if 20 questions is not going to be enough between the two Commissions then we probably need to think about splitting them apart and just handling it that way. And I'd have to probably talk to some folks about that, but that would be my first inclination is separate the sample and then have two separate documents going out into the community and seeing what we get back.

Monica Yuhas:

John, would you be able to get an answer on that by next Tuesday as to if we can do two surveys?

John Steinbrink, Jr.:

Yes, I'll talk to Dave Emanuelson who we have the contract with and see. I think Tod brought up some ideas. Instead of sending out 2,000 out of one survey we'll send 1,000 park and 1,000 rec. You're getting a smaller sample, but then you're still getting your questions specifically asked. If that's the direction everybody wants to go and Public Research Group and Tod is willing to do it then that would be great. I just brought that

up because it did kind of vary from our contract then is the reason I addressed that.

Tod Stanton:

The fact of the matter is 2,000 is 2,000. The phone calls are pretty much the same. I do this because that's what I do, I actually implement the surveys. It doesn't really matter to me whether my surveyor is doing 15 questions on recreation or 15 questions on parks. It's just 15 questions. If I'm printing out four pages, it doesn't matter whether it's four pages all about parks or four pages about recreation. We have plenty of addresses in our database so that's not a question of getting a good sample in terms of the geographic areas. What I can probably do is come back next week and actually show you where the surveys would come from on a map showing you our targeted areas. Then you can kind of say, oh, this looks good or we should move this around. That's the next step actually. We have this sample sort of drawn and to actually put it on our GIS and then show you where every little blip is coming from, whether it's an email, telephone or mail sample. So you'll see the coverage within the Village.

John Steinbrink, Jr.:

But to answer your questions, Monica, yes I will get back to you with a final answer early next week.

Monica Yuhas:

Then will the 15 to 17 questions be developed at that time, or are we going to develop those questions on Tuesday of next week?

John Steinbrink, Jr.:

I believe that we have a good base here, and I will go back with Tod and we will take all the information that we've taken. I believe we probably have a good almost dozen or 15 questions already based on what we have already from numbers 11 or 15 on through the end, plus the conversations that we've had about the specific parks. Put that together as a draft, and then when we meet next time just go through and finalize it at that time.

Michealene Day:

I do think Steve's with the added cost.

John Steinbrink, Jr.:

Right and Steve's also. We'll go through and read the minutes and make sure that we don't miss any and we'll put together a new survey as long as Tod along with Dave are willing to do it.'

Monica Yuhas:

I do think as a Park Commission we owe that to the residents to make sure when that survey goes out and it has parks on there it is focusing on parks so we can come back and work on that five year plan.

Michealene Day:

I agree.

John Steinbrink, Jr.:

And I think he does a great job of answering where should we be spending our money on park development, in Momper's, in Village Green and Ingram Park? Who knows? We'll see where it goes.

Monica Yuhas:

And can we add that question that Tod asked about residents willing to see their tax dollars—

John Steinbrink, Jr.:

It will be a referendum question.

Monica Yuhas:

Absolutely, but wouldn't it be interesting as a Commission to see if residents would like to pay for these.

Michealene Day:

And I like the dollar amount, too.

Tod Stanton:

We make it pretty reasonable.

Monica Yuhas:

Just to get a feel.

John Steinbrink, Jr.:

There's definitely value in quality of life, and that's one of the things that we do have in Pleasant Prairie is a really good quality of life. That is an interesting question of how much are people willing to spend to get a better quality of life.

Monica Yuhas:

Because I know at the last referendum how it went and that was for life saving equipment. Now we're going five or six years later I would be curious to see the mind set.

John Steinbrink, Jr.:

And under a different economic climate than we had five years ago.

Monica Yuhas:

I have a good idea as to what the response is going to be, but it would be interesting to see that feedback.

Tod Stanton:

Dave and I like to ask those questions, at least one or two about money because it does sort of ground the survey into more reasonable approaches and sort of let's people, really it sinks in, and then we can ask some collaborative questions of are they really telling the truth. When they use these different facilities and they say they use them but they're not willing to pay, maybe some of those questions really don't hold the weight that we had hoped for. But we look for collaborative information so we can cross-reference different questions and correlate responses and weight them to say there's a strong correlation between this question and this question so you can really believe the information.

What we want to do is base decision on the survey more than anything else because it is a good measurement of what's on the Village residents' minds. It will be our best response in terms of getting information back from the residents in terms of the survey. So, like I said, it's not something we want to rush into. So if we're not ready to do this just quite yet we need to take the time to get it right. If you haven't done this in five years, then priorities need to change, the economy definitely has changed, peoples' attitudes on things have change. So it's important to ask the questions that you want to know and be very direct and get their information back. That's what I would recommend.

John Steinbrink, Jr.:

And one of the main goals of our meeting this evening was to go through the survey and review it to make sure it meets exactly what the Commission is looking for. I think the

Commission did a great job this evening bringing out financial questions and planning questions and stuff like that or just things that I didn't think about or Tod did not. So we'll go back and take this information, redraft it, and then we'll bring it back to the Commission at our next meeting.

Monica Yuhas:

Which will still be on Tuesday?

John Steinbrink, Jr.:

Correct, of next week.

Michealene Day:

I think that this was a very good starting point. I didn't mean to be badmouthing it or saying it was not worthy. I think it's a good starting. I guess I just wanted to say I'd like to see some additions to it, that was all. And I think your idea of maybe two separate and doing it in the quadrants are a better idea. It really expanded it some. But I think there was a lot of work and thought already given into this. It was just, as Monica said, on the park side we need just a little more information.

Tod Stanton:

I have pretty thick skin so you won't offend me. We work for you. There was some work put into this but I think it was really--this is the first time you've really seen this, so we've got to make sure we get your side of the equation correct. I'm not offended. I appreciate the feedback. It's how we do better, and we'll come back with some different ideas. It won't take long, and we'll see if we can do a little bit different approach on the survey and get the information that you want. That's the most critical thing. If we have to write four more drafts of this it's not a big deal.

We just got to make sure we get the right amount of questions, the right flow, how they're phrased and get the information that you want. Because what you don't want to do is six months down the road say I wish we would have asked this or that. Be very honest and direct now and it will save us a lot of questions later down the road. I'd rather go through this now than four months from now. So I appreciate all the feedback. But I get a sense we have some more work to do which is not a problem. That's wonderful. We'll come back very shortly and have some additional questions. If you have additional ideas you can send them probably to John or Ruth.

John Steinbrink, Jr.:

That is correct. Send them to Ruth and it will be more organized that way.

Tod Stanton:

But we want to get this right. I can't stress that enough is that we want to make sure we get the right questions and get the answers that you want to know. So many times some of our clients just feel like they don't want to ask that question and then they really feel they should have and it's too late. Once they go out we can't change the questions. We're very flexible.

Monica Yuhas:

Thank you.

Tod Stanton:

But I will come next time and I'll show you a map of where all the surveys are going to come from and then we can really hone in. I'll have a better idea once I spend some time in the next week. I'll spend two days within the Village and really get a sense of the direction and where everything is. I usually do that that early in the process. We have just started so we have a long road to go. But I appreciate your time and consideration this evening. So it's next Tuesday that we're going to meet or Wednesday?

Michealene Day:

Tuesday.

Tod Stanton:

Next Tuesday.

John Steinbrink, Jr.:

We are meeting on the 12<sup>th</sup>, correct, at 9 a.m. together.

Tod Stanton:

Okay, so we'll come prepared to talk about the survey. That will be one of our agenda items. Then the rest will be more goal objectives and visions for the five years. So be prepared to think about the big picture within the Village in terms of parks and open space in the Village. But we have exercises to help you do that. But kind of think about that maybe in the next couple of days.

Michealene Day:

Is the 12<sup>th</sup> a Tuesday or Wednesday?

Tod Stanton:

It's a Tuesday.

John Steinbrink, Jr.:

So the park staff that would be myself the visioning meeting is on the 12<sup>th</sup> on a Tuesday, and then we're showing the Park Commission visioning meeting on the 13<sup>th</sup> which is Wednesday unless that's something that we need to change dates on.

Monica Yuhas:

Are we meeting on Wednesday the 13<sup>th</sup> or are we meeting on Tuesday the 12<sup>th</sup>?

John Steinbrink, Jr.:

It would be Wednesday the 13<sup>th</sup>.

Tod Stanton:

A week from tonight.

John Steinbrink, Jr.:

Unless that date does not work then we can change it.

Tod Stanton:

And Steve cannot make it but we'll get your information.

Michealene Day:

But then the rest of them are going to be on our regular Tuesday meetings?

John Steinbrink, Jr.:

That's correct. We'll make sure to send out a revised schedule that doesn't have those errors.

Tod Stanton:

I can send you an agenda tomorrow as well what the meeting will be like. It will be three

or four items. There's a questionnaire and some facilitation things I like to do in terms of working with the group. It will be pretty interesting. I think you'll enjoy it. It's not just a long drawn out process. I try to make it fun and interesting.

John Steinbrink, Jr.:

And then, Tod, the Park Commission visioning meeting is just with the Park Commission and not with staff, is that correct?

Tod Stanton:

That is correct. If you want to be in attendance you're welcome, but typically it's just the Commission and then Dave and I as far as the facilitators. Staff does not need to be present at that meeting. But I get a sense that you don't hold back your opinions, so that's one reason we . . . because we really want to get to the information. But I get a sense that everyone gets along pretty well. If you want to be here it's up to you, but typically it's not an open meeting format just to make sure information gets—so no one gets offended with comments or concerns.

John Steinbrink, Jr.:

I don't want to be offended so maybe I'll just take a pass on that one.

Michealene Day:

So, Ruth, are you going to be here to open the door?

Ruth Mack-Stoner:

Yes.

Tod Stanton:

You could give me a key to the Village Hall. People have done that before.

Steven Kundert:

Are these meetings subject to open record.

Tod Stanton:

I guess if you have a quorum. It's Wisconsin Statutes, is it an open meeting that—I mean it's open to anybody that wants to come.

John Steinbrink, Jr.:

We would need to post an agenda and everything else like you normally would.

Michealene Day:

Good question. So Ruth would have to be here to take minutes.

John Steinbrink, Jr.:

Monica, is that something if we have all four—

Monica Yuhas:

Yes, it would be like a budget meeting and it would be a working session.

John Steinbrink, Jr.:

So is that open to the public?

Monica Yuhas:

Yes.

John Steinbrink, Jr.:

Alright, so we'll just post it and we'll see how many people rush in.

Monica Yuhas:

Unless you choose to do executive session.

John Steinbrink, Jr.:

So we'll probably just keep it at a regular meeting.

Tod Stanton:

There's probably nothing that's going to be ultra sensitive. I wouldn't think anything usually comes out of those meetings that's too sensitive for the public information. That's all I had. So we'll meet a week from tonight, and I'll get you an agenda, John, and an updated schedule.

John Steinbrink, Jr.:

Okay, thank you, then I'll pass that onto the Commission.

Tod Stanton:

It will be a very brief agenda. I would budget an hour, that's probably realistic. We might need more than that because if we talk about the survey that might go on a little bit, maybe an hour and a half.

Monica Yuhas:

At the most?

Tod Stanton:

At the most, because I have to drive back to Chicago.

John Steinbrink, Jr.:

It's really all up to the Park Commission, correct, as to how long the meeting lasts?

Tod Stanton:

Absolutely. Typically the visioning is about 45 minutes, but the survey I would probably say half an hour discussion on the survey to iron out the questions. We'll have another probably working draft to you before the meeting.

Michealene Day:

And at six o'clock also?

John Steinbrink, Jr.:

Yes.

Tod Stanton:

Yes. Those will be the two agenda items, the visioning session and the survey draft.

Michealene Day:

Okay, thank you very much, Tod.

Tod Stanton:

We look forward to working with you. Thank you very much.

## **6. PARK COMMISSION COMMENTS**

Michealene Day:

The only comment I have is John and staff you guys did a great job in getting this together and trying to group and save costs with the rec and park doing it together. So thank you very much for your time and effort.

John Steinbrink, Jr.:

Thank you very much.

Monica Yuhas:

John, one other quick question. With the wind storm that we had last Thursday, were many of our parks affected by that windstorm, branches, trees falling?

John Steinbrink, Jr.:

We were very fortunate that the Carol Beach Park was not—or the Lake Michigan Park I should say was not affected adversely by many of the trees falling. Really our larger park, Prairie Springs Park, was more wet so it really wasn't affected either. It seems like the wind damage was primarily east of 22<sup>nd</sup> Avenue. So we were very fortunate, but there were a lot of residents that did suffer a lot of damage to property and landscape.

Monica Yuhas:

Thank you.

Michealene Day:

Any other comments?

## **7. ADJOURNMENT**

**Monica Yuhas moved to adjourn the meeting. Seconded by Steven Kundert. Motion carried 4-0.**

Meeting adjourned 7:30pm.