

**VILLAGE OF PLEASANT PRAIRIE
PARK COMMISSION
Village Hall Auditorium
9915 39th Avenue
Pleasant Prairie, Wisconsin 53158
August 6, 2013
6:00 p.m.**

A regular meeting of the Pleasant Prairie Park Commission was held on Tuesday, August 6, 2013, 6:00 p.m. Present were Michealene Day, Rita Christiansen, Glenn Christiansen, Clyde Allen, Cindy Schwab (Alternate #1) and Jim Bandura. Troy Holm, Steve Kundert and William Mills 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 OF MEETINGS**

Michealene Day:

In your packet earlier you were given the minutes of the previous meeting. If I don't hear any corrections or additions can I have a motion to accept the previous minutes?

Glenn Christiansen moved to approve the Park Commission Meeting minutes of the May 7, 2013 meeting presented in their written form: Seconded by Jim Bandura. Motion carried 6-0.

- 4. CITIZEN COMMENTS**
- 5. DIRECTOR OF PUBLIC WORKS REPORT**

John Steinbrink, Jr.:

I have nothing to report at this time, Madam Chair.

- 6. NEW BUSINESS**
 - a) Receive Friends of the Park Presentation**

John Steinbrink, Jr.:

Madam Chair and members of the Park Commission, Kate Fields was going to do a presentation about starting up a friends of the park presentation, and at the last meeting she had a conflict and contacted me yesterday evening. So she asked if we could postpone this until our next meeting if that would be acceptable.

Michealene Day:

We will place that on the agenda for the next meeting.

b) Review and Approve Program for Dog Park Opening

John Steinbrink, Jr.:

Madam Chair and members of the Commission, the Park Commission has worked really hard over the last year to put together the Park and Open Space Plan which was previously adopted. Part of that plan was the incorporation and development of Ingram Park, and it's really taken some shape over the last year. As you know we have the fishing pond is dug. We were able to take that material and build a sledding hill. It was very popular last winter. We were able to find some funds in our budget to pave the parking lot and the entrance way and put some curbing around the island. Our goal is to landscape that front island that we have, do a little bit more of topsoil work around the perimeter of the parking lot and possibly a little bit more landscaping.

And also with the 2013 CIP for parks was putting up the fence for the dog park which is really the last step to having the first dog park. And I know that this has been a plan of the Commission for at least the last five, six, seven, eight years. And so I'm very excited to make this come to a reality in the near future. We're looking at probably starting the fence work sometime in the next couple weeks. And then in a couple weeks have it completed. It will be a four foot fence. It will be buried one foot in the ground. It's going to have the gates for the big dogs, small dogs, everything. Kevin Myers, our park foreman, spent a lot of time visiting some of the County parks and talking with some of the staff people at the County to kind of learn from their experiences. So I think we're really going to have it nailed the first time is our goal as a plan.

We have a pond in there that's kind of shaped like a milk bone and that filled up. That should be nice. We're looking to put a little bit of sand in there. We're working with We Energies to make sure that we're good on our easement areas. We also had an idea to bury a couple of hydrants, non-operational hydrants, but just something for the dogs to enjoy I guess. And we really want to make this a special park.

Yesterday evening at the Village Board meeting the Village Board adopted the fees for the park, and we kind of piggybacked along with what the County is charging. But these

are going to be separate fees and a separate permit from the Kenosha County dog parks. So if you want to bring your dog to Ingram Park you have to get the Village of Pleasant Prairie dog park annual license fee. We're looking at I believe it's \$20 for a resident and a \$25 for a non-resident, \$2 for a day pass for resident, \$5 for a non-resident day pass. We've been working with our Police Chief, Chief Smetana, he's going to have the parking enforcement officer go there on a regular basis once it's open and just make sure everyone has the dog license, for one, and then the dog park license also. And so that should kind of hopefully work some of that out.

So on the agenda tonight we'd like to talk about doing potentially a grand opening on Saturday, October 5th at 10 a.m. That should give us enough time to get the fencing up, to get our little doggie poop station installed, the fees, the signs, everything else that we want to do and get any input that the Park Commission may have on what else that they'd like to see. So this is just kind of a starting point per se. We're looking at having some opening remarks and a ribbon cutting by the Commission and the Village President.

We would like to do a dog park naming contest per se. And I'm not really sure how we would go about doing that, whether advertise in the Village newsletter. I believe that for Prairie Springs Park we did something like that, and it was very successful. I was going back through some of the old newsletters, and it kind of showed all the different names. And someone picked here's the name, it's Prairie Springs Park. So that's kind of exciting if you'd like to do that. We talked to the police chief about having a police dog there doing a demonstration. And Dogs of Endearment have offered to do dog etiquette and safety at the park.

I'll be honest, talking with other people in the community that run dog parks there really is a lot to it that I never thought about. We're trying to incorporate a lot of the rules that we had talked about in some of the previous meetings to incorporate them. And just make sure that it's a safe and enjoyable experience for everyone. So I guess at this time I can answer any questions or open it up to whatever the Board would like to talk about for the dog park opening potentially on Saturday, October 5th at 10 a.m.

Rita Christiansen:

John, can you tell me for the opening ceremony on October 5th will everybody that comes that day and that day only be allowed in free with their dog and then after that have to pay?

John Steinbrink, Jr.:

I'm not sure if that's something we can allow or if we want to take that opportunity to encourage licensing.

Mike Pollocoff:

I think at least the way the ordinance is set up everybody is going to have to pay to use it, we could sell ahead of time or be able to take money and get people signed up at that time. It's not a revenue source for us, but on the other hand we've got to help cover our costs on it.

Rita Christiansen:

I agree, Mike. I think that you should charge. I don't have a problem with that. I just think we need to be clear when we advertise and then have somebody there perhaps for people that may miss the notice that they can collect.

Jim Bandura:

And then maybe do a registration station out there or something like that.

Mike Pollocoff:

Sure.

John Steinbrink, Jr.:

One of the things that we had talked about doing is since it's so late in the year offering that 2013 will also be good for 2014. So our first 250 tags which is the number that we chose based on what we're predicting to have. So the first year will be good for 2013 and 2014. But then beginning January 1 of 2015 it will become an annual pass. We really didn't feel it was fair to charge someone \$20 if it's already October 5th. There's only a couple months left. So we'd like to offer that at least as a benefit to the residents that would like to use the park the first couple months.

Rita Christiansen:

Question on when someone renews their dog license would they by chance be asked them about the dog park? We have a dog park, are you interested also in addition at this time to purchase a pass to the dog park? So we can keep the interest going. Some people may be new to the community and may not know. That might be an ideal time to ask the question.

John Steinbrink, Jr.:

Yes, we definitely plan on publishing in in our newsletter and any other media source that we have. We'll probably put something together on channel 25 ahead of time that talks about the dog etiquette, rules of the park. You'll start seeing that on a more regular basis. And so we do plan on we're going to have some signage out there that clearly states like

when you go to any boat launch or state park here are the fees, here are the rules.

Michealene Day:

I think Rita was talking about could there be like on the dog license form when they fill out the form could there be a checkmark or little box that says do you want to subscribe to the dog park, yes, that's \$20.

Mike Pollocoff:

We can sell it at the same time we take the dog license.

Rita Christiansen:

I'm sorry I wasn't clear. That's what I was trying to say.

Michealene Day:

So then that way when people move in or they get a new dog when they fill out the form for the licensing instead of doing here's one form, here's another form, just a little bit yes for --

John Steinbrink, Jr.:

Oh, change our form for the dog licensing to include an option for the dog park.

Michealene Day:

Yes, a new form.

Rita Christiansen:

Consolidate, right.

John Steinbrink, Jr.:

I think that's a great idea, and I can work with our finance department on that.

Michealene Day:

And not redo all the forms, I don't know how many you have, but as they are doing it just as you're getting new forms a little checkmark.

Mike Pollocoff:

That's a State form that we use that they give to the County so everybody uses the same license. But we can still have another -- we can ask them at the time this is a good opportunity to get our dog licenses to go in the park. One of the things we hope the dog park does it to help us get a better handle on how many dogs don't have licenses because most people don't license their dog. And then when something happens everybody is scrambling. So to be in the dog park the dog has to have a license with the Village to begin with and have that. So that's one of the things that the enforcement officer is going to be looking for is to tell people you've got to get in and get your dog licenses so you can bring him into the dog park.

Michealene Day:

Okay, any other questions? Clyde?

Clyde Allen:

Thank you. I should know better than to ask, you always think of everything, John, but refreshments does that include dog treats and stuff like that for the dogs?

John Steinbrink, Jr.:

Ruth has been working very hard to try to solicit some local businesses to get some sort of a goodie bag for the first 50 of everyone there. I know she's been pounding the pavement to try to get some dog snacks, a treat, a bone, something that will be worthwhile. But I would really like to get something for everyone that shows up that day. I'm not sure what it is yet, but we have until October 4th to get it and put it together. And it's really based on the generosity of the community and what they can do. I guess I would welcome anyone on the Park Commission that has any contacts or even just wants to donate a little bag or box of dog snacks we would definitely welcome that.

Clyde Allen:

Thank you.

Jim Bandura:

John, just a quick question. You mentioned We Energies. Do we have any lighting, special neon focused on the monument out there?

John Steinbrink, Jr.:

There is lighting for the monument. We did run power to the back. So just to the north

side of the parking lot we have a 400 amp service out there. In future plans for having a little bands shell or pavilion there we have all the conduit run and the light pole bases up. So we're looking at having three lights on the parking lot, one that shines on the dog park and two lights up on the sledding hill. And so we have the conduit run, we have the light poles set. We actually have the light poles and the LED lights in house. We're just waiting for a little bit of free time to have them installed. But all the lighting will be installed before the grand opening.

Jim Bandura:

Good.

Michealene Day:

Any other questions? Terrific, thanks John. It's a lot of work.

Rita Christiansen:

Very exciting, very exciting.

Michealene Day:

Thank you.

7. PARK COMMISSION COMMENTS

Michealene Day:

I'd like to make a comment. We have in our hands tonight the hard copy of our Park and Open Space Plan. This has been a lot of work for staff, more than what you had I think originally planned. And I think it's spectacular. And I just want to thank all of you because you've put a lot of time and effort into it. And I think it's a document that we all can be very proud of. Thank you very much.

John Steinbrink, Jr.:

Thank you.

Michealene Day:

And I'd also like to take the opportunity to officially welcome Clyde here into our band of misfits. That's all I have to say. Anybody else?

Clyde Allen:

I'll make a comment. I was going to say thank you for welcoming me. I look forward to this. It's going to be a real adventure. Misfits is hardly the word to say when I see all that has transpired, all that you do and the work you have accomplished. It's going to be great to be with you. Thank you.

Michealene Day:

Thanks. Any other comments?

8. ADJOURNMENT

Jim Bandura moved to adjourn the meeting: Seconded by Rita Christiansen. Motion carried 6-0.