



CITY OF **M**ILTON
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AGENDA
City of Milton
Parks & Recreation Commission
Monday, February 20, 2017
6:00 p.m.
DEPARTMENT OF PUBLIC WORKS
Conference Room
150 Northside Drive

1. Call to order
2. Approve Agenda
3. Approve Minutes – January 16, 2017
4. Discussion and possible action on bike track
5. Discussion and possible action on Girl Scout Troop #3434 potential projects
 - a. Bench at Crossridge Park
 - b. Gaga Ball Pit
6. Discussion and possible action on Arbor Day Proclamation
7. Discussion and possible action on Make a Difference Day – April 29, 2017
8. Discussion and possible action on construction of a pergola at Crossridge Park
9. Discussion and possible action on Story Gardens
 - a. Application for Milton Fund
 - b. Use of Park Fund for Story Gardens
10. Discussion and possible action on hours for Air Products Ice Rink warming house
11. Discussion and possible action on 2017 Parks & Recreation Commission Work Plan and Mission Statement
12. General Items
13. Next Meeting Date – March 20, 2017 at Milton Public Library
14. Motion to Adjourn

**Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900, 710 S. Janesville Street, Milton, WI 53563.

Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted by: Elena Hilby
02/17/17

**City of Milton
Parks & Recreation Commission
January 16, 2017**

Call to order

Chairperson Ryan Peterson called the January 16, 2017 meeting of the Parks & Recreation Commission to order at 6:00 p.m.

Present: Chairperson Ryan Peterson, Karen Reed, Ald. Jeremy Zajac, Andrea Christianson, and Larry Laehn.

Also Present: Ald. Lynda Clark, Erich Pechmann, Dick Fry, Jarrett Goodman, Adam Hebb, Adam Hebb, Jr., Library Director Lisa Brooks, Director of Public Works Howard Robinson, and Assistant to the City Administrator Inga Cushman.

Excused Absence: James Bostwick.

Approve Agenda

Comm. Ald. Zajac motioned to approve the agenda. Comm. Reed seconded, and the motion carried.

Approve Minutes – November 21, 2016

Comm. Reed motioned to approve the minutes. Comm. Ald. Zajac seconded, and the motion carried.

Discussion and possible action on the Milton Area Veterans Memorial

a. Design for final two wings of the memorial

Comm. Reed motioned to approve the design for the final two wings of the Milton Area Veterans Memorial as presented. Comm. Laehn seconded, and the motion carried.

The memorials will be less than what was fundraised, and the commission discussed adding an additional bench to the north of the memorial that will mirror the bench off of the sidewalk on Hilltop Drive to the south of the memorial.

Comm. Reed motioned to allocate the remaining funds designated for the additional memorials to a new bench at the Milton Area Veterans Memorial. Comm. Laehn seconded, and the motion carried.

Discussion and possible action on bike track

The commission discussed the idea and location with A. Hebb and A. Hebb, Jr. A. Hebb and A. Hebb, Jr. will review the Municipal Drive location and Water Tower Park location. They will come back to the next meeting with a preferred location and an idea of what the track will look like and options for a Rules Sign for the bike track.

Discussion and possible action on the Batterman Grant for Milton Public Library outdoor space

Comm. Ald. Zajac motioned to submit an application for the Batterman Family Foundation grant for \$10,000 for the outdoor space at the Milton Public Library. Comm. Christianson seconded, and the motion carried.

Discussion and possible action on the Air Products Ice Rink

a. Accept donation of a liner for the ice rink

Comm. Christianson motioned to accept a liner for the Air Products Ice Rink from Rock Prairie Dairy. Comm. Reed seconded, and the motion carried.

b. Warming house hours

The commission will look for volunteers that are interested in staffing the warming house Thursday – Friday. This may be a school or community group that will manage the warming house for a small fee or others that may need or want volunteer hours.

Discussion and possible action on shade options and addition of a bench at Crossridge Park

The commission decided they would like to pursue the construction of a pergola at Crossridge Park for shade. DPW Robinson will check on pricing for construction, and Comm. Christianson will check to see if any classes at Milton High School are interested in taking on this project.

Discussion and possible action on 2017 Parks & Recreation Commission Work Plan and Mission Statement

The commission reviewed the work plan as presented, and requested some changes be made. Comm. Laehn will work on developing a mission statement for the commission. The commission will review the work plan again at the February meeting.

Review of the 2016 Crossridge Park Annual Prairie Seed Collection

The commission reviewed the 2016 Crossridge Park Annual Prairie Seed Collection. There was discussion about working with the library on the event to try to attract more families.

General Items

Ald. Clark asked the commission to let her know if they had any suggestions for improvement for the Merry Milton event.

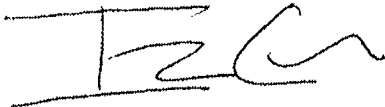
Set Next Meeting Date

The next meeting of the Parks & Recreation Commission will take place on February 20, 2017 at 6:00 p.m. at the Public Works Facility, 150 Northside Drive. The March 20, 2017 meeting will be held at the Milton Public Library.

Motion to Adjourn

Comm. Reed motioned to adjourn the January 16, 2017 meeting of the Parks & Recreation Commission at approximately 7:44 p.m. Comm. Laehn seconded, and the motion carried.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'I. Cushman', written over a horizontal line.

Inga Cushman
Assistant to the City Administrator

Office of the City Administrator

To: Parks & Recreation Commission
From: Inga Cushman, Assistant to the City Administrator
Date: February 20, 2017
Subject: Information on Agenda Items for the February 20, 2017 Parks & Recreation Commission Meeting

Discussion and possible action on bike track

Summary: At the previous Parks & Recreation Commission meeting, the members discussed potential locations for a dirt bike track. Adam Hebb and Adam Hebb, Jr. were going to review the potential sites.

Recommendation: No recommendation.

Attachments: None.

Discussion and possible action on Girl Scout Troop #3434 potential projects – Bench at Crossridge Park, Gaga Ball Pit

Summary: Girl Scout Troop #3434 contacted staff regarding two potential projects – a bench at Crossridge Park and installing a Gaga Ball pit at a park in the City of Milton. Representatives from the troop will be at the meeting to present their ideas to the commission.

Recommendation: No recommendation.

Attachments: None.

Discussion and possible action on Arbor Day Proclamation

Summary: The Parks & Recreation Commission plans to submit an application for Tree City USA in 2017. A requirement of the application is to have an Arbor Day Proclamation.

Recommendation: To recommend approval to the Common Council of the Arbor Day Proclamation.

Attachments:

- Arbor Day Proclamation



Discussion and possible action on Make a Difference Day – April 29, 2017

Summary: City staff is preparing for another Make a Difference Day scheduled for April 29, 2017. Most of the projects volunteers choose to complete are parks related. Staff is seeking input on possible projects volunteers could complete on or around Make a Difference Day. This will also be the annual Tails n Trails Dog Park Clean Up.

Recommendation: No recommendation.

Attachments: None.

Discussion and possible action on construction of a pergola at Crossridge Park

Summary: The Parks & Recreation Commission discussed the addition of a pergola at Crossridge Park near the south parking lot and the playground at the previous meeting. Commissioners were going to reach out to potential groups that may want to partner on building the structure.

Assistant Cushman met with the Milton Lions Club and pitched the idea to them. They are interested in completing the project and contributing materials and labor. They requested additional information from the commission on expectations for the pergola (size, roof type, etc.). The club anticipates this project could be completed in one day and would like to do it on Make a Difference Day on April 29, 2017.

Recommendation: No recommendation.

Attachments: None.

Discussion and possible action on Story Gardens - Application for Milton Fund, Use of Park Fund for Story Gardens

Summary: The commission discussed the development of Story Gardens in the outdoor space at the Milton Public Library. A \$10,000 grant was submitted, and staff is waiting to hear back on the status of the grant. Staff is requesting approval from the commission to submit a grant for \$5,000 to the Milton Fund.

Staff would like the commission to consider providing a matching grant of \$2,500 for the Story Gardens project from the Park Fund.

Recommendation:

- To authorize staff to submit a grant application for Story Gardens to the Milton Fund for \$5,000.



- To recommend to Common Council to provide a matching grant for the Story Gardens project of \$2,500 from the Park Fund.

Attachments: None

Discussion and possible action on hours for Air Products Ice Rink warming house

Summary: The Parks & Recreation Commission discussed alternate staffing options at their previous meeting. Commissioners were going to reach out to potential volunteers or clubs that may be interested in staffing the warming house for a fee paid by the City.

Recommendation: No recommendation.

Attachments: None

Discussion and possible action on 2017 Parks & Recreation Commission Work Plan and Mission Statement

Summary: The commission discussed the 2017 Parks & Recreation Commission Work Plan at the previous meeting. Commissioner Laehn wrote the mission statement as shown in the attached draft work plan.

Recommendation: To approve the 2017 Parks & Recreation Commission Work Plan as presented.

Attachments:

- 2017 Parks & Recreation Commission Work Plan


CITY OF **MM** MILTON
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OFFICE OF THE MAYOR

PROCLAMATION

Arbor Day

Whereas, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Anissa Welch, Mayor of the City of Milton, do hereby proclaim April 29, 2017, as Arbor Day in the City of Milton, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Signed this ____ day of _____, 2017

Mayor Anissa M. Welch

Attest:

Elena Hilby, City Clerk / Deputy Treasurer



City of Milton

Parks & Recreation Commission

2017 Work Plan

MISSION

The Parks and Recreation Commission oversees development of new, and maintenance of existing, indoor and outdoor recreational facilities owned by the City of Milton. The commission strives to provide quality recreation opportunities at city parks and facilities that serve people of all ages and abilities.

2016 PROJECT REVIEW

- Tower Hill Park Improvements
 - Replaced sand surfacing with Engineered Wood Fiber
 - Added a slide structure and swings with Engineered Wood Fiber for safety surfacing.
- South Goodrich Park Improvement
 - Completed the new concession stand
- Milton Area Veterans Memorial
 - Hosted a Memorial Day event at the memorial
 - Completed POW / MIA and Cost of Freedom Expansions and held a Dedication Ceremony
 - Accepted donation for two additional memorials
 - Accepted donation for flag poles for VFW and American Legion flags
 - Accepted donation for security system
- Tails n Trails Dog Park
 - Hosted Annual Clean Up on April 23, 2016
 - Planted four trees in the large dog area on April 23, 2016
- Crossridge Park
 - Hosted the Annual Prairie Seed Collection on October 15, 2016
- Playground Equipment (General)
 - Purchased infant swings for all parks that could accommodate the addition
- Tree Board
 - Recommended approval of the Arbor Day proclamation to the Common Council
 - Planted four trees in observance of Arbor Day on April 23, 2016 in the Tails n Trails Dog Park
 - Completed application for Tree City USA Designation
 - Recommended approval to the Common Council of Resolution 2016-31 Authorizing the Submittal of a 2017 Urban Forestry Grant from the Wisconsin Department of Natural Resources
- Playful City USA
 - Successfully completed the application to be a 2016 Playful City.

2017 PARKS & RECREATION COMMISSION PLANNED PROJECTS AND ACTIVITIES

- Establish a dirt bike track
- Complete Comprehensive Outdoor Recreation Plan
- Crossridge Park
 - Host the Annual Prairie Seed Collection – October 21, 2017
 - Build pergola for shade near the south parking lot and playground structure.
- King Park
 - Add 2 baskets to the disc golf course in the newly acquired 3 acre wooded area.
- Milton Public Library Outdoor Space
 - Develop Story Gardens with grant funding and additional in-kind donations and volunteers.
- South Goodrich Park Improvements
 - Modify restrooms to make them accessible
- Tails n Trails Dog Park
 - Host Annual Clean Up – April 29, 2017
- Tower Hill Park Improvements
 - Add a path to the playground equipment from the sidewalk for accessibility.
- Tree City USA Designation
 - Recommend approval of the Arbor Day Proclamation to the Common Council – February 20, 2017
 - Host an Arbor Day Observance event – April 29, 2017
 - Complete application for Tree City USA Designation
 - Recommend approval to the Common Council of a resolution authorizing the submittal of a 2018 Urban Forestry Grant from the Wisconsin Department of Natural Resources.
 - Continue current tree replacement program in parks.

MILTON PARKS & RECREATION COMMISSION MEMBERS

Ryan Peterson, Chairperson	Ald. Jeremy Zajac
James Bostwick	Andrea Christianson
Jen Cramer	Larry Laehn
Karen Reed	Don Vruwink

Howard Robinson, Director of Public Works (Ex-Officio)