

**Village of Holmen
Park, Recreation, and Library Committee
Meeting Minutes - Wednesday, January 8, 2014**

Committee Chairman Forde called the Holmen Park, Recreation, and Library Committee meeting to order at 5:30 p.m. on January 8, 2014 at the Holmen Village Hall.

Present: Neal Forde, Dawn Kulcinski, Ryan Olson, Scott Heinig, Mike Brogan, Chris Geary, Deen Layland
Absent: None **Guests:** None

Motion by Kulcinski, seconded by Forde to approve the minutes of the December 4th, 2013 meeting. Carried unanimously.

Public Comment: None.

Library Director's monthly report: Layland provided the committee with the December 2013 library usage report. Total library circulation usage was up by 1.6 % from December 2012, but the door count was up 2.8 %. Layland stated that internet uses were down 2.6 % from December 2012. Layland stated that year-end numbers would be provided for the February meeting.

Park and Recreation Director's monthly report:

Recreation: Brogan stated that the Holiday Lights Contest was recently completed. Brogan stated that programs in progress include PiYo, Insanity, Zumba, Adult Volleyball League, Indoor Soccer, Youth Basketball, and cheerleading. Brogan stated spring soccer sign up has begun and has a February 1st deadline. Brogan stated that the Spring and Summer program brochure is being prepared for distribution in late February. Brogan stated that Madeline Wells will start as a spring intern in the department on January 20 and will be here until early May.

Parks: Brogan stated that park shelter and band shell reservations began on January 2nd for 2014 and there have already been several bookings.

Pool: Brogan stated that 2014 staff inquiries will be sent out soon with proposed 2014 wages.

The committee reviewed a proposal for the purchase of a replacement utility vehicle. Brogan stated that this will replace the John Deere gator that is currently used by the park staff and they will receive a \$5,000.00 trade in for the current John Deere gator. Motion by Olson, second by Kulcinski to recommend to the Board approval of purchase for a replacement utility vehicle from Bobcat of the Coulee Region in the amount of \$4,621.00 to be paid from 2014 capital outlay. Carried unanimously.

The committee reviewed a proposal for the purchase of a new park truck. Brogan stated that this was a state bid from Ewald Automotive in Oconomowoc, Wisconsin. Brogan stated that this will replace a truck in the fleet and will be used year round. Motion by Olson, second by Kulcinski to recommend to the Board approval of purchase of a 2014 Ford F250 truck from Ewald Automotive out of Oconomowoc, Wisconsin in the amount of \$23,288.00 to be paid from 2014 capital outlay. Carried unanimously.

The committee reviewed a proposal for the purchase of a snow plow for a park truck. Brogan stated that this plow would be attached to the new truck and help with plowing in the winter. Motion by Olson, second by Kulcinski to recommend to the Board approval of the purchase of a Hiniker 8 ½ foot plow from Universal Truck Equipment, Inc. in the amount of \$6,575.00 to be paid from 2014 capital outlay. Carried unanimously.

The committee reviewed a proposal for the purchase of park benches for Deer Wood Park. Brogan stated that the benches would be placed in Deer Wood Park near the new playground equipment and would each have an option for a sponsorship plate. Motion by Olson, second by Kulcinski to recommend to the Board approval of the purchase of 5 Prestige 6' benches at \$519.00 each for a total of \$2,713.00 from Lee Recreation LLC to be paid from park development fund. Carried unanimously.

The committee reviewed a proposal for the remodeling of Deer Wood Park restroom plumbing. Brogan stated that they would be removing existing sinks, toilets and countertop and replacing them. Brogan stated that they would also add another urinal to the men's restroom. Motion by Kulcinski, second by Olson to recommend to the Board approval of the proposal from Every Plumbing & Heating to remodel the Deer Wood Park restrooms at a cost of \$5,675.00 from park development fund. Carried unanimously.

The committee reviewed a proposal for the purchase, removal and installation of park trees from Imprellis damages. Brogan stated that it would cost \$350 per tree and they would be replacing 16 trees. Motion by Kulcinski, second by Olson to recommend to the Board approval of the purchase, removal and installation of 16 trees from Standish Instant Shade at a cost of \$350 per tree for a total not to exceed \$6000.00 from the Imprellis fund. Carried Unanimously.

The committee reviewed a proposal for the purchase and installation of window blinds for the Halfway Creek West Shelter. Brogan stated that this was already approved by the Finance & Personnel Committee and the blinds were installed. Motion by Kulcinski, second by Olson to recommend to the Board approval of the purchase and installation of window blinds in the Halfway Creek Park West Shelter by Blinds By Design at a cost of \$3,109.00 from Halfway Creek Park improvement fund. Carried unanimously.

The committee reviewed a proposal for the purchase of acoustic panels for Halfway Creek Park West Shelter. Brogan stated they have already been approved by Finance & Personnel Committee and have yet to be installed. Brogan stated that the tiles would be placed on the ceiling and would help cut down on noise in the shelter. Motion by Olson, second by Kulcinski to recommend to the Board approval of the purchase of acoustic tiles for Halfway Creek Park West Shelter from AV Systems at a cost of \$3,576.88 from Halfway Creek Park improvement fund. Carried unanimously.

The committee reviewed a proposal for the purchase of a replacement pool heater for the Holmen Aquatic Center. Brogan stated that the bottom basin in the current heater is wearing thin from the chlorinated water and needs to be replaced. Motion by Olson, second by Kulcinski to recommend to the Board approval of the purchase of a replacement pool heater for the Holmen Aquatic Center from Advanced Comfort Specialists, LLC at a cost of \$20,888.69 from 2014 pool capital outlay. Carried unanimously.

The committee reviewed a proposal for the purchase of replacement signs for the Holmen Aquatic Center. Brogan stated that the current signs are faded and cracking and that the new signs would better fit the style that is in the parks in Holmen. Motion by Olson, second by Kulcinski to recommend to the Board approval of the purchase of replacement signs for the Holmen Aquatic Center from Max-R at a cost of \$3,624.00 from 2014 pool capital outlay. Carried unanimously.

Motion by Kulcinski, second by Olson to adjourn at 6:31 p.m. Motion carried.

Chris Geary
Assistant Park & Recreation Director