

**Village of Holmen
Park, Recreation, and Library Committee
Meeting Minutes - Wednesday, April 6, 2016**

Committee Chair Olson called the Holmen Park, Recreation, and Library Committee meeting to order at 5:30 p.m. on April 6, 2016 at the Holmen Village Hall.

Present: Chuck Olson, Steve Johnston, Dawn Kulcinski, Scott Heinig, Mike Brogan, Chris Geary

Excused: Chris McArdle-Rojo

Guests: Bryan Helgeson, Larry Bodin, Jeremiah Boardman, Diane Gault

Motion by Johnston, seconded by Kulcinski to approve the minutes of the March 2, 2016 meeting. Carried unanimously.

Public Comment: Diane Gault from Per-Mar stated that she was concerned about the security at the pool and presented the department with a proposal to look over with improvements that could make the area around the pool safer.

Library Director's monthly report: Johnston stated that McArdle-Rojo was at a conference and there is no report for the meeting.

The committee reviewed a proposal to build benches on the Holland Bluff Trail. Jeremiah Boardman introduced himself to the committee and stated that he is hoping to install benches along the Holland Bluff Trail as part of his Eagle Scout project. Boardman stated that he would like to install four benches along the trail starting just north of Festival Foods up to Drugan's. Boardman stated that the benches would cost around \$258.00 each and are made of plastic. Kulcinski asked how the benches look compared to other benches that we have in our parks. Brogan stated that they would look different. Chairman Olson stated that they may look different, but the design would be better suited for a bike trail. Boardman stated that he would do the installation and that the benches would be cemented into the ground. Administrator Heinig stated that the design is appropriate, but there may be an issue with the placement of the benches. Boardman stated that he spoke with the DOT and that the proposed areas have been approved. Heinig stated that approval will be needed from the Village Board and the Town of Holland before installation. **Motion by Johnston, second by Kulcinski to recommend to the Board approval of the proposal to build four benches on the Holland Bluffs Trail contingent upon DOT acceptance. Carried Unanimously.**

The committee reviewed a proposal from the Holmen Rotary to build and donate a shelter at Deer Wood Park between fields A and B. Larry Bodin and Bryan Helgeson introduced themselves and distributed a project plan to the committee. Bodin stated that the Rotary would like to give back to the community and do something that will support family and business outings in the park. Bodin stated that they would like to build the shelter between fields A and B at Deer Wood Park. Johnston stated that a shelter like this will be an improvement and make the park more attractive for future events. Bodin stated that a majority of the project would be funded by the Rotary through various fundraisers and they would like the Village of Holmen to contribute \$8,000.00. Chairman Olson asked if there is money in the budget for a project like this. Administrator Heinig stated that money could be used from park reserve funds. Bodin stated that if approved, they would begin to get designs for the shelter. Brogan inquired about the timeline for installation of the shelter. Bodin stated that it would be about a three week project and could get started as soon as May or June for installation. Olson stated that it would be better to hold off until the fall when there is less going on in the park. **Motion by Johnston, second by Kulcinski to recommend to the Board approval of the proposal for the Rotary to build a shelter at Deer Wood Park between fields A and B with an \$8,000.00 contribution coming from Holmen Park & Recreation to be used from park reserve funds. Carried Unanimously.**

Park and Recreation Director's monthly report:

Recreation: Brogan informed the committee of the programs that are currently in progress: soccer, adult fitness classes, and youth track. Brogan informed the committee of the programs that will be starting soon: adult sand volleyball leagues, Viking Youth Soccer Academy, Brewer bus trip, girls softball registration deadline, middle school tennis, ballroom dancing, HS volleyball league registration, adult softball league, paintball outing, Touch A Truck, and WPRA tickets go on sale. Brogan provided the committee with a financial statistic report for the month and year to date.

Parks: Brogan informed the committee that the part-time seasonal staff is all hired. Brogan stated that the park staff is busy with the daily prep of all of the baseball/softball fields, soccer fields, and trail repairs. Brogan informed the committee that concrete additions to Halfway Creek East and West shelters may start on April 11th. Brogan stated that the sand bag wall on the bike trail is deteriorating and that Strupp Excavation has been asked to evaluate repairs. Brogan stated that the erosion in the Halfway Creek Park West Shelter parking lot has gotten worse and should be repaired soon. Chairman Olson stated that it is a Village issue and needs to be addressed immediately. Administrator Heinig stated that the erosion has progressively gotten worse and storm water funds could be used to fix it this year.

Pool: Brogan informed the committee that Hailey Imhoff is finalized with the hiring of the pool staff and that staff orientation is May 14/15. Brogan stated that a lifeguard re-certification class is May 31st and the full lifeguard training class is June 1, 2 & 4. Brogan stated that the park staff has prepared the old sand play-area site for the new play equipment installation. Brogan informed the committee that Johnson Operations has pruned the pool trees.

Village Hall: Brogan informed the committee that the fire alarm control panel was replaced by Ban-Koe and an additional phone line has been installed for the alarm system by CenturyLink. Brogan stated that repairs to the boiler were made in the old police side of the building and the HVAC contract expires on April 30th. Chairman Olson stated that the trees near the back parking lot at Village Hall should be taken down. Brogan stated that park staff will be able to take the trees down.

Other Business:

Johnston asked if there is any way we can improve the look of the slides at the pool. Brogan stated that there is a company that renews waterslides and he will look into it.

Chairman Olson stated that the window and the glass door on the side of the Village Hall look bad and should be cleaned. Brogan stated that one of the park staff will clean it.

Motion by Johnston, second by Kulcinski to adjourn at 6:25 p.m. Motion carried.

Chris Geary
Asst. Park & Recreation Director