

## November 13, 2018 Park Commission Minutes

Present: Scott Warner (President), Ed Willing (Vice-President), Kathy Burton (Secretary), Jay Benkowski (Trustee Liaison), Earl Bednar (Commissioner), Patrick Flynn (Commissioner)

Also present: Randall Solberg (Supervisor), Tom Lazcano (Caledonia Public Works Director), Jeremy Hinds (Key Engineering Group), and Fran Martin (Trustee)

1) Call to Order- The meeting was called to order at 7:02 P.M..

2) Public Comments- none

3) Approval of Minutes- \*\*Vice President Willing made a motion to accept the September 2018 Minutes as presented. Seconded by Commissioner Bednar. Motion carried unanimously.

\*\*Trustee Benkowski made a motion to go out of order on the agenda. Seconded by Commissioner Bednar. Motion carried unanimously.

6) Crawford Park RFP- Tom Lazcano sent out RFPs to ten firms. He received only two back (Ayres and Associates and Key Engineering Group) and reviewed the references for both. Both RFPs came back higher than what we budgeted for and he asked for guidance from the Commission. There was discussion among the Commission and with Jeremy Hinds (Key Engineering Group) regarding pricing and what constitutes a “phase”. Supervisor Solberg wondered if some of the items could be taken in house to save money? Yet President Warner desired to see a design of the entire campus to prevent a hodgepodge park. Both firms presented their information in their RFPs differently. Trustee Benkowski expressed the need for a Master Concept/Plan and stressed that implementation of the plan can be chosen as we go along. The Commission agreed. Tom Lazcano felt that since we made clear our vision and allowed Key Engineering to change their numbers that it was only fair to contact Ayres and Associates to afford them the same opportunity. \*\*Vice-President Willing made a motion to have Tom Lazcano go back to both firms and request revisions to their proposals to be received no later than noon on Friday, November 16<sup>th</sup>, 2018. Seconded by Commissioner Flynn. Motion carried unanimously. It was understood that the Commission would make a final decision on Friday evening so that the Village Board can vote on it at their next meeting scheduled Monday, November 19<sup>th</sup>, 2018.

4) President’s Report- President Warner referred to Supervisor Solberg’s Report (Budget Report).

5) Trustee Liaison Update- none

7) Winter Meeting Schedule- The Commission agreed to meet monthly until April or May due to the planning work that needs to be done before the spring.

8) Concession Stand Agreement- There was discussion regarding the current agreement. The Commission will review a revised agreement presented by Supervisor Solberg and will decide on how to move forward.

9) Supervisor Maintenance Update

a) Supervisor’s Report- n/a

b) Maintenance Update- n/a

c) Bowling Fundraiser- n/a

10) Budget Report- Supervisor Solberg informed the Commission that he had talked to Larry Borchert (Village Accountant) about how the money for the Parks is budgeted. There was discussion regarding how the funds are allocated. Trustee Benkowski suggested that the Commission request Larry Borchert to come to a meeting and explain the accounting/budgeting practices of the Village. The Commission agreed.

11) Communications and Announcements- In preparation for Friday's meeting, Vice-President Willing asked that the Commissioners be provided a current state of accounts and a year to date accounting of the 2018 impact fees.

12) Adjournment- \*\*Vice-President Willing made a motion to adjourn. Seconded by Trustee Benkowski. Motion carried unanimously. The meeting adjourned at 8:38 P.M..

Respectfully Submitted By: Kathy Burton