

VILLAGE OF SHOREWOOD HILLS
DRAFT Recreation Committee Minutes
Monday, March 11, 2024, at 7:00 pm
Location: Virtual via Zoom

1. Administrative Procedures

- a. **Call to Order** – Chairperson Dietmar Bassuner called the meeting to order at 7:01 pm.
- b. **Roll Call** – Chair Dietmar Bassuner, Peter Wickman, Ty Cashen, Joel Fields, Andy Curtis and Kat Hurley were present. Santhia Brandt arrived at 7:04 pm. Also present were Village Administrator Sharon Eveland and Administrative Assistant Julie Wills.
- c. **Statement of Public Notice and note compliance with open meeting law** – Ms. Eveland confirmed that the meeting had been properly posted.
- d. **Approve February 12, 2024 meeting minutes** – Motion by Ms. Hurley, seconded by Mr. Wickland to approve the February 12, 2024 meeting minutes as presented. Motion carried on a 6-0 vote with 1 abstention (Andy Curtiss).
- e. **Public Comments.** No residents were on the Zoom call to provide comment.

2. Current State and Status Updates

a. **Heiden Haus Ice Rink → TC**

- 1) **Winter 2023 Summary and Lessons Learned**
- 2) **Winter 2024 Look Ahead**

Discussion occurred regarding the recent season. It was noted that although the season was short, it went well. A hockey liner was used for the rink and will likely do the same next year. May consider using a heavier and recyclable liner and possibly seeding the ground beneath before installing it to assist in grass regrowth. The effort to improve the rink was appreciated by the Committee.

b. **Heiden Haus Summer Events → DVRB, JF, TC, PW**

Dates: Thursday, June 6, 2024 (rain day Friday, June 7), Thursday, June 20, 2024 (rain day Friday June 21, Thursday, July 11, 2024 (rain day Friday, July 12) and Thursday, July 25, 2024 (rain day, Friday July 26). Mr. Bassuner stated that the dates listed on the agenda are the selected dates and rain dates for the summer events. It was noted that scheduling the rain day the following day works best for the musicians and vendors. If the rain date is also cancelled, the scheduled event will not be held.

Music - Status Update. Mr. Fields indicated that the music has been booked, two groups are returning from last year. They have also hired a magician for two of the dates. Mr. Cashen noted that they are planning to book local kids as opening acts and that it was well received last year.

Advertisement - Status Update. Mr. Wickman recapped plans to submit event information to David Sykes for the bulletin, provide to schools and PTOs. Signs and banners will be placed in the neighborhood. Discussed using the Nixle alert system as another option to get the word out about the event and any cancellations. Ms. Eveland noted that David Sykes is the primary contact for Nixle but that Lt. Weitzel or Julie Fitzgerald could also assist. It was suggested that a flyer be created and provided to the apartment management teams, etc. Mr. Cashen, Mr. Curtis and Ms. Brandt will collaborate on the flyer.

Food Trucks - Status Update, Permits and Licenses and Confirmed Vendors: Kona Ice, Jolly Frog, Jason's Jerk Tacos, SoHo Gourmet and Caracas

Arepas/Empanadas. Mr. Bassuner stated that all vendors listed on the agenda have been confirmed. These vendors have been well received and reliable in past years. He will be working with the Village to move the permits through the process. It was noted that staff is looking to update and streamline the permitting process and Mr. Fields indicated an interest in assisting with the updates.

- c. **McKenna Boathouse Master Plan → DVRB and SE.** Ms. Eveland provided information on the RFP and the process to move forward. The goal is to have the plan approved in time for the budget process, begin work in 2025 and finish in 2026. Grant funding would be sought for the project. After review by staff and the Chair, a special Recreation Committee meeting will be held on April 15 to review the responses and make a recommendation to the Board with the hopes that the contract can be awarded at the April Village Board meeting.
- d. **VOSH Summer Legacy Programs → DVRB, SB.** Ms. Brandt will provide an update at the next meeting. Discussion occurred regarding the staff timekeeping system and whether it can be automated. Ms. Eveland noted staff will look into it and report back.
- e. **VOSH Roller-Skating Party, Katy Gast → JF.** Mr. Fields indicated there was a request to hold a roller skating party for kids in the Village. Discussion occurred regarding whether it could safely be held in a park or street with a block party permit. Mr. Fields will report back to Ms. Gast on the Committee's discussion.

3. Housekeeping

- a. **Recreation committee members term limits → DVRB.** It was noted that Mr. Curtiss and Mr. Cashen's terms expire in April and they should notify Village President Imes if they want to continue on the Committee.

4. Future Meetings: Monday, May 13, 2024, at 7:00 pm (tentative, depends on election results)

Chair Bassuner noted that there would be a special meeting on April 15 at 7:00 pm to review the RFP responses and possibly forward a recommendation to the Village Board. The next regular meeting is scheduled for May 13, 2024, at 7:00 pm however, this may change based on the election results.

5. Future Agenda Items. Committee members were directed to send any future agenda items to the Chair by 9:00 am on the Thursday before the next meeting so they can be included in the agenda.

6. Adjourn. Motion by Mr. Cashen, seconded by Mr. Curtiss to adjourn the meeting. The Committee unanimously approved adjourning the meeting at 8:08 pm.

Respectfully Submitted,

Julie Wills
Administrative Assistant

Village of Shorewood Hills
Draft Recreation Committee Minutes
Monday, April 15, 2024

1) Administrative procedures

- a) **Call to Order** – Chairperson Dietmar Bassuner called the meeting to order at 7:02 pm.
- b) **Roll Call** – Mr. Bassuner, Santhia Brandt, Andy Curtiss, Peter Wickman, Joel Fields were present. Ty Cashen joined the meeting at 7:04 pm. Kat Hurley was excused. Also present was Administrator, Sharon Eveland, Administrative Services Coordinator David Sykes.
- c) **Statement of Public Notice and note compliance with open meeting law** – Ms. Eveland confirmed that the meeting had been properly posted.
- d) **Public Comment** – None.

2) Discussion/possible action regarding McKenna Park Proposals for Master Design Plan

The Village received 9 proposals to the RFP for a McKenna Park Master Design Plan. Mr. Bassuner and Ms. Eveland narrowed them down to two proposals (from Ayres and Damon Farber) for the Committee to review.

Mr. Bassuner indicated he was still considering how other committees might be involved in development of the Master Plan.

The Committee discussed the pros and cons of each proposal. Some of the key points included the following:

- Damon Farber utilizes KL Engineering, who has experience with the Village on the Lake Mendota Drive Bridge project.
- Ayres included the community meetings as part of the core proposal, while Damon Farber considered the community meetings as value added to the proposal.
- Ayres is a bigger company with all of their resources in-house.
- Ayres had about double the opportunities for public engagement in their proposal.

The Committee discussed the proposed costs and budget amount. Ayres proposal was about \$5K less than Damon Farber. Most Committee members felt the 3-D modeling was important for community engagement.

Ms. Brandt moved and Mr. Fields seconded a motion to recommend the Ayres proposal to the Board as presented, including the 3-D modeling at a cost not to exceed \$29K. The motion carried on a 5-1 vote (Mr. Cashen voting no, preferring the Damon Farber proposal but will defer to the Committee's decision).

3) Future Meetings

- a) Monday, May 13, 2024 at 7:00 pm – Regular Recreation Committee meeting.

4) Future Agenda Items – If Committee members have agenda items to discuss, please pass them on to Mr. Bassuner by 9:00 am on the Thursday before the next meeting, so they can be included on the agenda.

5) Adjourn – Mr. Wickman moved and Mr. Curtiss second a motion to adjourn the meeting. The Committee unanimously approved adjourning the meeting at 7:55 pm.

Respectfully submitted,

David Sykes
Administrative Services Coordinator