



Village of Weston, Wisconsin
PARK AND RECREATION COMMITTEE MEETING

Regular meeting of the Village of Weston Park and Recreation Committee, composed of five (5) members, will convene at the Weston Municipal Center, Board Room, 5500 Schofield Ave., Weston on **Monday, May 23, 2016, at 5:15 p.m.**, to consider the following matters:

- A.** Opening of Session.
 - 1. Park and Recreation Committee called to order by Park Chair Ostrowski
 - 2. Roll call (if a quorum is not present the meeting shall thereupon adjourn, which may be to a specified date).
 - 3. Request for silencing of cellphones and other electronic devices.
 - 4. Comments from the public on matters pertaining to committee business.
- B.** Presentations.
 - 5. Don Mezei – Information about the pond on the Mashuda property.
 - 6. Pack 435 – Gaga Ball Pit Request
- C.** Consent Items.
 - 7. Approval of previous meeting minutes from: April 25, 2016.
- D.** Business Items for consideration, discussion, and action.
 - 8. Discussion and Recommendation to Board of Trustees on Gaga Ball Pit request.
 - 9. Discussion and Recommendation to Board of Trustees on RC Track Proposal.
 - 10. Discussion and Recommendation to Board of Trustees on Kennedy Park Bench request.
- E.** Reports.
 - 11. Aquatic Center Manager – Brad Mroczenski
 - 12. Parks Director – Shawn Osterbrink
- F.** Report from Administrator on matters related to Parks and Recreation.
- G.** Remarks from Committee; discuss items to be included for the next Park Committee agenda.
- H.** Set next meeting date for **Monday, June 27, 2016.**
- I.** Announcements.
- J.** Adjourn.

This notice was posted at the Municipal Center, and on the Village's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 5/20/2016 @ 3:15 p.m. A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above noticed meeting in order to gather information. Should a quorum be other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting. Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, requiring that meeting or material to be in an accessible location or format, must contact the Weston Municipal Center at 715-359-6114 so any necessary arrangements can be made to accommodate each request.

**Village of Weston, Wisconsin
PARK & RECREATION COMMITTEE MEETING**

May 23, 2016

**APPROVAL OF PREVIOUS MEETING MINUTES FROM
APRIL 25, 2016
AGENDA ITEM – C.7.**



Village of Weston, Wisconsin
MEETING MINUTES OF THE PARK & RECREATION COMMITTEE MEETING
Monday, April 25, 2016, at 5:15 p.m.

A. Opening of Session.

1. Meeting called to order by Trustee Ostrowski at 5:15 p.m.
2. Recording Secretary Meliska took attendance and roll call.
Roll call indicated 3 Park & Recreation members present.

| Trustee | Present |
|----------------------|---------|
| Ostrowski, Kevin | YES |
| Clark, Katrina | YES |
| Esker, Rodger | YES |
| Kollmansberger, Tina | NO |
| Schuster, Fred | YES |

Village Staff in attendance: Osterbrink and Trustee White, along with 3 members in the audience.

3. **Request for silencing of cellphones and other electronic devices.**
Ostrowski requested the silencing of cellphones.

B. Correspondence and comments from the public.

4. **Comments from the public on issues, or matters which the Board of Trustees has oversight over.**

C. Presentations

D. Consent Business Items

5. **Approval of previous meeting minutes from: January, 25 2016 and February 22, 2016.**
Motion by Esker, second by Schuster.

E. Business Items for consideration, discussion, and action.

6. **Discussion and Recommendation to Board of Trustees on Chapter 74 Subdivision Ordinance.**

We would like to get this ordinance approved as soon as we can. This will also be going to the Property and Infrastructure Committee. We would like to have everyone working off the same ordinance. Osterbrink asked the committee to review the Parkland Dedication section.

Motion by Schuster, second by Esker to recommend approval.

7. **Discussion and Recommendation to Board of Trustees on Aquatic center EAP**

Osterbrink discussed the new Emergency Action Plan. The old plan was not as specific so they decided to draft a new plan – with different scenarios that could happen at the Aquatic Center. Aquatic Center Manage Mroczenski worked with the EMPD and SAFER regarding their procedures in certain situations.

Motion by Esker, second by Clark to recommend approval.

8. **Discussion and Recommendation to Board of Trustees on RC Track Proposal.**

At the January meeting Osterbink mentioned there was an individual that approached the Village about having a RC Track. Tom Boman – 503 S. Grand Avenue, Rothschild came to present the idea. Boman

described what the RC track would consist of. Schuster was concerned about the size, noise, liability, will it bother residents, etc.

9. Discussion and Recommendation to Board of Trustees on Ross Avenue Access Monument Sign.

Osterbrink talked about the design/layout for the sign – the layout, the colors, etc. It has been revised by the staff and Administrator. Osterbrink asked if the committee feels anything should be changed to let him know.

F. Reports

10. Aquatic Center Manager – Brad Mroczenski

Still looking for Lifeguards for the Aquatic Center. Have 3 head lifeguards - 2 new and one returning. There are some people interested in taking a Lifeguard course – we are working with them to get them hired after they take/pass the class.

11. Parks Director – Shawn Osterbrink

Discussed details about the main circulation motor that needs to be replaced. The previous motor was 17 years old. Still working on options for the Warming House. There is a request to place 2 benches at Kennedy Park.

G. Report from Administrator on matters related to Parks & Recreation.

H. Remarks from Committee; discuss items to be included for the next Park Committee agenda.

I. Set next meeting date for Monday, May 23, 2016

J. Announcements

K. Adjourn.

Meeting was adjourned 5:54 p.m.

Heather Meliska, Recording Secretary

**Village of
Weston, Wisconsin
PARK & RECREATION COMMITTEE MEETING**

May 23, 2016

**GAGA BALL PIT
AGENDA ITEM – D.8.**



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **SHAWN OSTERBRINK, DIRECTOR OF PARKS, RECREATION & FORESTRY**

ITEM DESCRIPTION: **GAGA BALL PIT REQUEST FROM PACK 435**

DATE/MTG: **PARK AND RECREATION COMMITTEE; MONDAY, MAY 23, 2016**

POLICY QUESTION: **Should the Park and Recreation Committee recommend the installation of a gaga ball pit in a Village Park?**

RECOMMENDATION TO: **I make a motion to recommend to the Board of Trustees that the village install a gaga ball pit.**

LEGISLATIVE ACTION:

- | | | |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input checked="" type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: _____
- Budget Line Item: _____
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-

PRIOR REVIEW: **No prior review.**

BACKGROUND:

At the meeting tonight a group of scouts from pack 435 plan on presenting some information regarding the possible installation of a gaga ball pit at one of the village parks. I have provided some attachments that include information about the game along with the costs for materials to construct a pit. The cost estimate does not include any labor for installation or site prep. Approximate cost is \$762.88 + shipping. Plan to budget \$1,000.00 total if this is something the village would like to pursue in 2017.

- Supplemental Briefer for Agenda Items under Consideration?
- Attachments: Information about Gaga Ball and the cost to construct a pit.
-

OCTAGON 30H

| | Octagon 30H | | Octagon 24H | |
|--|---------------------------------------|-------------------------------|---------------------------------------|-------------------------------|
| Wood Length | 8ft | 10ft | 8ft | 10ft |
| Boards* for Outdoor, Semi-portable & Permanent Use | Qty = 24 (2"x10"x8') | Qty = 24 (2"x10"x10') | Qty = 16 (2"x12"x8') | Qty = 16 (2"x12"x10') |
| Boards* for Indoor, Semi-portable & Portable Use | Qty = 24 (1"x10"x8') or Plywood | Qty = 24 (1"x10"x10') | Qty = 16 (1"x12"x8') or Plywood | Qty = 16 (1"x12"x10') |
| Diameter Wall-to-wall | 20' | 25' | 20' | 25' |
| Cut-out Template | Included | Included | Upon Request | Upon Request |
| Bracket System Price | \$520 (Complete Hardware Kit) | \$520 (Complete Hardware Kit) | \$440 (Complete Hardware Kit) | \$440 (Complete Hardware Kit) |

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- **Project Center**

- **Search All**

- **Cart (24)**

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|---------------------------------|
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| Price |
| Qty. |
| Total |



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Shipping:

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Pretax Subtotal:

\$242.88

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Total - \$762.88 + Shipping

Would budget for \$1,000.00

What is Gaga?

You know that everyone's going gaga over gaga. But what is it? Here's the 101 on how to play gaga ball:

Gaga is a fast paced, high energy sport played in an octagonal pit. The more players the better! Dubbed a kinder gentler version of dodge ball, the game is played with a soft foam ball, and combines the skills of dodging, striking, running, and jumping, while trying to hit opponents with a ball below the knees. Players need to keep moving to avoid getting hit by the ball. Fun and easy, everyone gets a serious workout.

Easily addictive, people can't wait to get back in the pit. The games move quickly...after a few short minutes, the action heats up with a second ball, sure to get even the best players out within minutes. Once the game ends, everyone is back in for the next round.

What we know for sure is that the excitement surrounding gaga is exploding!

Rules of Gaga Ball

It's super simple. Basically, we throw a bunch of players and a ball in a pit. Turn up the music, everyone for him/herself; if the ball touches you below the knee, you're out. The last one in the pit wins. Then, everyone hops back in for the next round. Games last no more than five minutes. It's fast, it's sweaty and it's really addictive. As soon as you get out, you can't wait to hop back in. That's why they're all talking about it!

The official game rules of The Gaga Center:

- All players start with one hand touching a wall of the pit.
- The game begins with a referee throwing the ball into the center of the pit.
- When the ball enters the pit, the players scream 'GA' for the first two bounces, and 'GO' on the third bounce, after which the ball is in action.
- Once the ball is in play, any player can hit the ball with an open or closed hand.
- If a ball touches a player below the knee (even if the player hits himself or herself) he or she is out and leaves the pit. If a player is hit above the knees, the play continues.
- If a ball is caught on a fly, the player who hit the ball is out.

- Using the walls of the octagon to aid in jumping is legal as long as the player does not permanently sit on the ledge of the octagon.
- Players cannot hold the ball.
- If needed, a second ball can be thrown in the pit to expedite the end of the game. The last player standing is the winner of that round.

Village of Weston, Wisconsin
PARK & RECREATION COMMITTEE MEETING

May 23, 2016

RC TRACK PROPOSAL
AGENDA ITEM – D.9



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **SHAWN OSTERBRINK, DIRECTOR OF PARKS**

ITEM DESCRIPTION: **RC TRACK PROPOSAL**

DATE/MTG: **PARK AND RECREATION COMMITTEE, MAY 23, 2016**

POLICY QUESTION: **Should the Park and Recreation Committee recommend approval of providing a piece of property for an RC Track and what is the village's liability with this track?**

RECOMMENDATION TO:

LEGISLATIVE ACTION:

- | | | |
|--|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: _____
- Budget Line Item: _____
- Budgeted Expenditure: _____
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-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-
-

PRIOR REVIEW: No prior review.

BACKGROUND:

Before proceeding with future discussion on this proposal the village needs to determine if there is a suitable location for this type of activity. After review of the current availability of sites staff feels that the most feasible location for this type of activity would be at the new Prohaska Family Park. Staff feels that the noise would be too much at Machmueller and that there is not an available location at Yellowbanks Park that would not interfere with the current activities at this park. As far as the suggestion to limit the times for the louder nitro cars who would monitor this? Staff would not be available to monitor therefore this is not a feasible option. As far as maintenance of the facility the village would have to consider this as a new facility. The individuals proposing this facility state that they will maintain it but we have no way to enforce so we would have to consider it as another facility that staff and the village would have to maintain. The proposal for this site included snow fence. After our discussion at the previous meeting it was decided that chain link fencing would have to be provided. Cost to install 700 feet of 4 foot high chain link fence could exceed \$8,000.00 to enclose the entire site. The final item that was discussed was the liability of this site. The State's current recreational immunity would cover the village at this site as long as we don't start holding events and charging spectators to watch.

**Village of
Weston, Wisconsin
PARK & RECREATION COMMITTEE MEETING**

May 23, 2016

**KENNEDY PARK BENCH REQUEST
AGENDA ITEM – D.10.**



**Village of Weston, Wisconsin
AGENDA ITEM COVERSHEET
Requested for Official Consideration and Review**

REQUEST FROM: **SHAWN OSTERBRINK, DIRECTOR OF PARKS, RECREATION & FORESTRY**

ITEM DESCRIPTION: **BENCH REQUEST AT KENNEDY PARK**

DATE/MTG: **PARK AND RECREATION COMMITTEE; MONDAY, MAY 23, 2016**

POLICY QUESTION: Should the Park and Recreation Committee recommend installing two park benches at Kennedy Park?

RECOMMENDATION TO: I make a motion to recommend the installation of two permanent park benches at Kennedy Park.

LEGISLATIVE ACTION:

- | | | |
|---|------------------------------------|---------------------------------------|
| <input checked="" type="checkbox"/> Acknowledge/Approve | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Proclamation |
| <input type="checkbox"/> Administrative Order | <input type="checkbox"/> Policy | <input type="checkbox"/> Reports |
| <input type="checkbox"/> Expenditure | <input type="checkbox"/> Procedure | <input type="checkbox"/> Resolution |
-
-

FISCAL IMPACT ANALYSIS:

- Budget Line Item: _____
- Budget Line Item: _____
- Budgeted Expenditure: _____
- Budgeted Revenue: _____
-
-

STATUTORY / RULEMAKING / POLICY REFERENCES:

- WI Statue: _____
- WI Administrative Code: _____
- Case Law / Legal: _____
- Municipal Code: _____
- Municipal Rules: _____
-
-

PRIOR REVIEW: No prior review.

BACKGROUND:

The village has received a request to install two permanent benches at Kennedy Park. The individuals making the request would like to have a bench placed along the sidewalks on the north and south sides of the park facing the park. They feel it would be nice to have a place that individuals walking around the park could stop and rest and enjoy looking into the park. I have attached a cost estimate for wooden benches similar to the ones that have been used in the past at most of our parks. One of the individuals that submitted the request may also fund one of the bench sites and use it as a memorial bench for her husband Leo. Once it is determined if this is something that the village would like to proceed with I will contact June and let her know the costs and see if she would like to fund the installation of one of these bench sites. Cost for each bench frame is \$335.00 + \$130.00 shipping, wood, hardware and concrete \$200.00. The cost for each bench would be approximately \$665.00 x 2 = \$1,330.00.

- Supplemental Briefer for Agenda Items under Consideration?
- Attachments: Cost from one supplier of permanent wood benches.
-
-

Welded Leg Wood Bench

\$335.00

Model Number: 4046

-
-
-



Model View

Village of Weston, Wisconsin
PARK & RECREATION COMMITTEE MEETING

May 23, 2016

PARKS DIRECTOR REPORT
AGENDA ITEM – E.12



Village of Weston, Wisconsin
Report for the month of May 2016
MONTHLY DEPARTMENT REPORT FROM DIRECTOR OF PARKS, RECREATION & FORESTRY

Monthly Department Briefer #2016-05

Shawn Osterbrink, Director of Parks, Recreation & Forestry

Monday, June 6th, 2016

1. FOR YOUR IMMEDIATE ATTENTION - TRUSTEES.

2. STRATEGIC PLAN PROJECT STATUS.

- Project 1 – Prohaska Tree Farm Grant/Purchase – The Village closed on this property on Thursday, March 17th. Jenna Trittin from the Finance Department has submitted the reimbursement request to Marathon County for the Environmental Impact Funds that were approved by the County for this purchase. Transcanada Pipeline has requested the removal of some materials from the top of their pipeline easement. Tony and I met with them on April 14th to determine what needs to be completed. This project will be completed once the street department has time available. May be this fall. Tony and I also looked at what needs to be completed to make this facility available to the public. A ribbon cutting will be held on July 25th.
- Project 2 – Park Master Plans for Kellyland and Yellowbanks - Central Wisconsin Engineers has provided staff with drafts of the Master Plans for Yellowbanks and Kellyland Parks. Staff has reviewed the documents and met with CWE to share our comments. CWE revised the documents and returned them to the Village on Friday, November 6th. I forwarded the revised drawings to Daniel, Keith, Michael and Jennifer on November 9th for additional review. Staff met to discuss the master plans on Friday, December 18th. At this meeting it was determined that we may need to also work with a landscape designer to dress up the plans. Plans are currently on hold as we deal with other projects that have taken priority.

3. BUDGET AND FINANCIAL PLAN STATUS.

4. EMPLOYEE DEVELOPMENT & ENGAGEMENT.

- Attended all-staff meeting, c-team meetings, weekly 1 on 1 meetings, scheduling meetings, services division meetings and Lumin Training.
- Parks/Public Works position – New staff member David Phelps started on Monday, April 18th. He has completed his onboarding process. He has not completed the written portion of his CDL yet but once he does he can begin the on road portion of his training.
- Continue to work on improving work scheduling and staff utilization across all departments. Staff from Streets and Utilities has been assisting us with several projects to prepare for the summer.
- Seasonal staff will begin on Monday, May 23rd.
- Administrator Guild has instructed Department Directors on 5/17 to put together several pieces of information for the evaluation process. This includes updated job descriptions, resume, personal

worksheet, strengths name and claim sheets, Q12 sheets and complete a personnel file audit before evaluations will be performed. I have not had a chance to start on this project as of 5/20.

5. PERFORMANCE AND METRICS.

- Working within the Services Division to develop a competency matrix of the skills, equipment and procedures for the employees under my supervision. This project has been on hold since April due to other items taking priority.
- Services Division also discussed development of weekly work plans, a joint capital improvement plan and joint strategic plan. No progress as other projects are currently taking priority at this time.
- Service Division staff is working with Mark Roffers to include our Comprehensive Outdoor Recreation Plan and Lower Eau Claire River Water Trail Plan in the County CORP. Mark sent us some information on 3/18 which we have reviewed. We discussed at our 3/21 meeting and reviewed the documents. Jennifer Higgins will print and have Daniel sign these letters so they can be sent out with the necessary documents to the surrounding communities and county. This project is currently on hold and needs to be discussed with Administrator Guild.
- All tree planting projects for the spring have been completed as far as they can be at this time. The 19 trees on the east side of the Ross Avenue round-a-bout have been installed and a temporary watering system was installed and connected to Daniel's house to complete the watering. The installation of 13 trees in the Gilbreath property east of the privacy fence by the launch has been completed along with repairs to their yard and the installation of a temporary watering system has been connected to their house. The installation of just under half of the proposed trees on the Business Park berm has been completed. There are approximately 70 trees that were installed and a temporary watering system with timer like all of the above systems was installed to take care of watering these trees for the next couple of years. We received assistance from both the water and streets departments to complete these projects. We decided to not proceed with additional planting of these trees as the additional workload has already put us behind. We also planted one additional tree behind the sign at Machmueller Park.

6. COMMUNITY FEEDBACK

- Contacted by a resident concerned with the vandalism at Machmueller Park. Completed the majority of the vandalism clean up. We still need to paint the restroom doors and fix some signs. The United Way Emerging Leaders Group came in and touched up the areas on the Born Learning Trail that was damaged.
- There have been a few calls regarding the installation of the trees on the berm. All of these issues have been addressed.
- There have been several instances of vandalism at Kennedy Park and Machmueller over the past couple of weeks. Due to the vandalism there is currently no paper towel dispensers in the men's bathroom at Kennedy.
- Request to place benches on the north and south sides of Kennedy Park. Request has been drafted and will be going to the 5/23 Park and Recreation Committee meeting.

7. IDENTIFIED NEEDS.

8. NEW IDEAS & OPPORTUNITIES.

- Fletcher Property – Daniel and I met with Kris Gilmore and Casey Nye from the Everest School District to discuss the available property at the corner of Callon and Highway J. Prior to the house burning down the school district used this property for their conservation classes. They are interested in partnering to purchase and develop this property for their use and for Village use as another access to the river. This site was identified as a future potential access point in the Lower Eau Claire River Access Plan. The first step in the process is to request an appraisal for the property. I contacted Cherie at Scott Williams Appraisal on January 13th to request an appraisal for the property. She informed me that it will take 2 to 3 weeks to complete. The Village received the appraisal for this property on February 12th. Market value of the property according to the appraisal is \$16,300.00. On February 2nd I sent Casey Nye our previous grant applications that we submitted to the foundations, county and state so he had some idea of what the process entailed. This should allow him and his team to develop a plan and start putting some ideas and their story down in writing so it can be included in our grant applications. Administrator Guild has contacted the Fletchers and provided them with a copy of the appraisal. Daniel is currently negotiating with the Fletchers on this property. We believe they have unrealistic expectations on the value of this property. They currently plan on marketing this property at \$149,000.00.
- Working with Services Division and WDNR regarding the possibility of the conversion process on the Weston Warming House to another piece of property. The Weston Warming House has not been used the past three years. Due to federal funds being used to construct this facility the village is responsible to continue maintaining and utilizing this facility in perpetuity for recreation purposes. There are three options available to the village to relieve us of these responsibilities. We can change the use of the facility to something other than a warming house but still recreation based, give the facility to another entity such as the school district and they would take over the responsibilities to maintain and use in perpetuity or to complete the conversion process. Basically the value of the building would be moved to another piece of recreational property (building or land) and would be tied to that facility. Then the new facility would be restricted to the federal requirements. No progress as of 5/20.

9. MISCELLANEOUS COMMENTS / ISSUES.

- Pool filling begins on 5/23. The variable frequency drive installation is taking place on 5/19 and 5/20. They will also be on site for start-up of the motor on 5/23. Painting of the doors and door frames was completed on 5/18. Staff completed the painting, drywall repairs and other repairs to the concession stand area on 5/20.
- Work on the Ross Avenue Access is near complete. The drinking fountain needs to be connected, monument sign installed once it is completed, additional brushing down by the river, vandalism clean-up, irrigation installation, post installation on the path and installation of the directional signage which most of it is completed. A portable restroom has been ordered but has not arrived as of the writing of this report on 5/20. Still working with Dan from DRXNL Studios on the design of one sign and the production of this sign and three others will be completed by D & L Signs.