



Meeting: Park & Recreation Committee
Place: Town Hall
 1293 Washington Avenue
Date/Time: July 26, 2017 - 5:00 PM
Web Page: www.town.cedarburg.wi.us
Posted: July 21, 2017

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| Chairperson | Thomas Esser | Town Administrator | Tim Rhode |
| Committee Member | Carol Boettcher | Town Attorney | Brad Hoeft |
| Committee Member | Matt Geszvain | Director of Public Works | Adam Monticelli |
| Committee Member | John Bishop | Asst. Administrator/Clerk | Eric Ryer |
| Committee Member | Keith Martin | Town Treasurer | Charles Pretty |
| | | Deputy Town Clerk | Bonnie Erickson |
| | | Recreation Coordinator | Paul Jungbauer |

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. MINUTES OF PREVIOUS MEETINGS

- a. Approval of June 28, 2017 Special Park & Recreation Committee Minutes

3. OLD BUSINESS

- a. Update & discussion on Town recreation programs & Town parks
- b. Discussion and possible recommendation on a concept plan for the Cedarburg Sports Complex
- c. Discussion on a potential Eagle Scout mountain bike trail signage project for Pleasant Valley Park and Trails

4. NEW BUSINESS

- a. Discussion on future meetings

5. ADJOURNMENT

Notes:

A quorum of Town Plan Commission and Town Board of Supervisors may be present at this meeting for the purpose of gathering information and possible discussion on items listed on this agenda. However, unless otherwise noted in this agenda, no official action by the Plan Commission or Town Board will be taken at this meeting.

**TOWN OF CEDARBURG
PARK & RECREATION COMMITTEE MINUTES
Cedarburg Town Hall
June 28, 2017**

Present: Chairman Tom Esser, Matt Geszvain, John Bishop, Keith Martin, Carol Boettcher
Also Present: Town Administrator, Tim Rhode
Assistant Administrator/Town Clerk, Eric Ryer
Recreation Coordinator, Paul Jungbauer

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE:

Chairman Esser called the special meeting to order at 5:00p.m. The meeting began with the Pledge of Allegiance.

2. MINUTES OF PREVIOUS MEETINGS:

a. Approving May 31, 2017 Park & Recreation Committee Minutes

Matt Geszvain moved to approve the minutes from the May 31, 2017 Park & Recreation Committee meeting. The motion was seconded by Keith Martin. The motion was passed unanimously.

3. OLD BUSINESS

a. Update and discussion on Town recreation programs & Town parks

Paul Jungbauer presented the update and discussion on Town recreation programs & Town parks memo. The update included a recap of Little League Opening Day, 4th of July Parade updates, Flag Football registration updates and Youth Soccer registration updates. The report also gave an update on fundraising for 2017, which currently stands at \$29,338 pledged and \$26,338 collected.

4. NEW BUSINESS

a. Discussion and possible recommendation on a concept plan for the Cedarburg Sports Complex

Staff members from R.A. Smith were in attendance and walked the Committee through three different concept plans. The Committee began a discussion on the plans. Matt Geszvain mentioned that the concept plans seem to be more of a baseball park than a sports complex. Town Administrator Tim Rhode assured the Committee that the grass outfield areas of the baseball fields would be used for multiple activities including soccer and flag football.

The consensus of the Committee was to not make a recommendation until they have had time to fully review the concepts and needs of the community. Each Committee member would share their thoughts on the concepts with staff prior to the next meeting.

b. Discussion on a potential Eagle Scout mountain bike trail signage project for Pleasant Valley Park & Trails

Eagle Scout, Tommy Spangenberg, presented the Committee with the idea of replacing signs at the park that are currently laminated pieces of paper with metal signs on a 4x4 post or stickers on

a carbonite post. Tommy would cover the cost of the signs and gather a group of volunteers to install the signs. The Committee asked Tommy to come up with a proposal of the cost of each and to submit the proposal to staff to be included in a future Park & Recreation Committee meeting. Staff also asked Tommy if he and his Eagle Scout group would be interested and able to install new fence posts around the parking lot at Pleasant Valley Park & Trails.

c. Discussion on future meetings

The Committee would next meet on July 26th at 5p.m. at Town Hall.

5. ADJOURNMENT

Carol Boettcher moved to adjourn and was seconded by Matt Geszvain. The meeting adjourned at 6:07pm.

Respectfully submitted,

Paul Jungbauer, Recreation Coordinator



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| Meeting Date 7/26/17 Agenda Item: # 3a |
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SPECIAL PARK & RECREATION COMMITTEE MEMORANDUM

TO: Tom Esser, Chairman
Park & Recreation Committee, Town Board

FROM: Paul Jungbauer, Recreation Coordinator

MEMO WRITTEN: July 21, 2017

REVIEWED BY: Eric Ryer, Assistant Administrator/Clerk

SUBJECT: Agenda Item # 3a: Update & discussion on Town recreation programs & Town parks

Cedarburg Little League / Fields

We hosted our end of season t-ball finale at Kapco Field on July 15th. Teams played their final game and were invited to stay for pizza after which was delivered by Domino's in Mequon. The end-of-season softball event was hosted at Circle B Recreation on July 12th. Players were allowed to bowl for free and the Town provided party subs from Walmart in Saukville, chips and water. We had approximately 60 people in attendance. The Machine pitch end-of-season party is scheduled for July 29th at Kapco Field and the Player Pitch/Intermediate end-of-season party is scheduled for August 2nd at Circle B. The rough drafts of our end-of-season surveys have been completed. Participants will receive the surveys via email at the end of July and have until Mid-August to complete.

Fall Ball registration has closed. We finished with 57 participants. Rosters and schedules will be emailed out by July 26th with the season beginning August 9th.

Newman Chevrolet hosted us for our 2nd Annual Cedarburg Little League Brat Fry/Car Wash. This year we increased our sales by 32% taking home \$489.

Cedarburg Flag Football League

Flag football registration has closed breaking the participation record set last year increasing from 189 participants to 207. Staff has reached out to the school district to inquire about more green space as we have outgrown the current fields we use. We are in need to add two more fields. Equipment has been ordered. The season is set to begin on August 22nd. Dick's Sporting Goods has donated 18 footballs, 18 whistles and lanyards, 9 equipment bags and 108 cones valued at \$837.

Track & Field

Nothing new to report.

Soccer

We finished with 36 registrations in our first year. Our breakeven was 34 registrations. Uniforms were ordered through Burghardt's. Dick's Sporting Goods has donated 4 6' pop up goals, 4 soccer balls, 12 whistles and lanyards, 24 practice pinnies and 2 equipment bags valued at \$458. Rosters and schedules are to be emailed out by July 24th. The program is set to begin on August 7th.

Fundraising

2017 Sponsorship is currently at \$31,122 pledged and \$29,122 collected with our budgeted goal being \$29,000.

A break-out is provided below:

- New Backstop Sponsor (\$2,000): \$4,030
- Platinum level sponsors (\$1,500): \$4,500
- Gold level sponsors (\$1,000): \$12,280
- Silver level sponsors (\$500): \$4,000
- Bronze level sponsors (\$250): \$1,088
- One-time donations (0):
- Miscellaneous fundraising: Brat Fry \$489



Meeting Date: 7/26/17
Agenda Item: # 3b

SPECIAL PARK & RECREATION COMMITTEE MEMORANDUM

TO: Tom Esser, Chairman
Park & Recreation Committee, Town Board

FROM: Eric Ryer, Asst. Administrator/Clerk

MEMO WRITTEN: July 21, 2017

SUBJECT: Agenda Item # 3b: Discussion and possible recommendation on a concept plan for the Cedarburg Sports Complex*

BACKGROUND

At their May 12th special meeting, the Town Board approved an offer to purchase 33.715 acres of property known as lot #4 of the Certified Survey Map that divided the parent parcel located at 8611 STH 60 for \$300,000, to spend up to an additional \$180,000 on property site improvements to be held in escrow, and to continue to negotiate for repayment of site improvements upon sale of lot #3. This project is known as the Cedarburg Sports Complex.

Following that action, Town staff reached out to three architecture/engineering firms to gauge their interest in submitting proposals/qualifications to assist with initial concept planning for the Cedarburg Sports Complex. The three firms were RA Smith National, Groth Design Group, and Mayer-Helminiak. Staff met with individuals from each firm to discuss expectations for services and deliverables. The firms then composed and submitted their proposals to the Town.

When preparing the quote for the Cedarburg Sports Complex project, the quotes were to include:

1. concept design and marketing materials of the site plan (posters and images)
2. four town meetings (2 with staff and two with town committees)
3. stormwater layout to be included
4. costs to improve site/shape land and install stormwater
5. a la carte menu for cost of improvements (lights, dugouts, fences etc.)

The Park and Recreation Committee considered the three proposals at their May meeting, recommending the Town Board approve RA Smith National for the work. The Town Board agreed with this recommendation and selected RA Smith at their meeting on June 7th. Staff then held its initial brainstorming meeting with RA Smith and provided them with details on the facilities to include in the concept plans. RA Smith gathered site data, the wetland delineation, and draft stormwater plan for the entire 62+ acre parent parcel to be mindful when placing the Sports Complex facilities.

RA SMITH CONCEPT PLANS

The Parks Committee first considered three concept plans at their June 28th meeting. RA Smith staff presented Alternates A-C, which are each introduced by a brief descriptive paragraph on page two of this memo. The Committee also took questions and comment from the public present at the meeting. The Committee then directed staff to collect comment from the public over the next several weeks. The primary takeaway from the meeting and public comment was that although the complex was designed with the intent of being a multi-use facility, the drawings showed primarily baseball diamonds. Staff has passed this comment along to RA Smith, who will be updating the plans to reflect the multi-use nature of the facility. Staff has also received a fourth option, Alternate D, for the Committee to consider.

ALTERNATE A

Alternate A consists of a primary quad-plex of youth baseball/softball fields with 200' fence distance including a primary concession stand/restroom building located in the middle to service all four fields. The tri-plex on the southwest portion of the property would have its own concession/bathroom building and feature one more 200' youth field, and two expanded fields capable of 300' fence distances for older age groups and adult games; basepaths on these larger fields would be convertible down to the youth field size making them multi-use. Bullpens are shown in between the fields, and dugouts and bleachers would be located on all fields (lights could be added as well). Hitting tunnels will be located in between the two groups of fields, with the maintenance building located at the west end of the property out of the way of visitors. A playground is shown south of the primary parking lot; overflow parking will spill to the two smaller lots on the south end of the parcel. Roads and lots would be gravel initially. Although Alternate A does not show a driveway looping on the north side of the quad-plex, this could be added to help traffic flow. Two stormwater ponds are shown; the north pond will drain north to the retail lot and eventually under STH 60 to the wetlands on the north side of STH 60. The south pond would drain southeast. The northwest corner of the property shows an area for future recreational facilities yet to be decided, and could be used as multi-use space for soccer or flag football.

ALTERNATE B

Alternate B is quite similar to Alternate A. The main difference is this Alternate consists of two quad-plexes of youth baseball softball fields with 200' fence distance, and does not provide any of the larger 300' size fields (offering 8 fields instead of 7 shown in Alternate A). Each quad-plex would have its own dedicated concessions stand/restroom building located in the middle to service all four fields. Many of the features (bullpens, dugouts, bleachers, and lighting would be the same as Alternate A). Basepaths would be convertible for ages 4-13 boys and girls baseball and softball. Alternate B does include the addition of the entrance/exit road along the north property line making traffic circulation smoother.

ALTERNATE C

Alternate C takes a different approach, spreading out 6 of the 200' youth fields, and 2 of the larger 300' fields throughout the property. While it provides nearly the same facilities as Alternates A & B, this Alternate would create possible obstacles with parking, not take advantage of efficiencies of scale that occur with clustered fields, and would not be as pedestrian friendly as Alternate A & B. It does not provide the same amount of contiguous multi-use recreational space, limiting options and usability. It also shows a larger stormwater pond using up valuable space in the middle of the parcel.

NEW: ALTERNATE D

Alternate D is a revised version of A/B that moves the recreational facility area to the northeast corner and splits the quad-plex of smaller fields into two sections, while keeping the tri-plex in the southwest corner of the property that provides for two of the larger 300' fields. This option results in a reduction in parking, showing a total of 299 parking spaces on this plan, however, it incorporates a driveway south of the recreational facility area for circulation (the drive could possibly have parallel parking on it). This option also removes the "primary" concessions stand and makes the "secondary" concessions stand the main concessions / restroom building. Lastly, Alternate D adds a small parking area down in the southeast corner.

NEXT STEPS

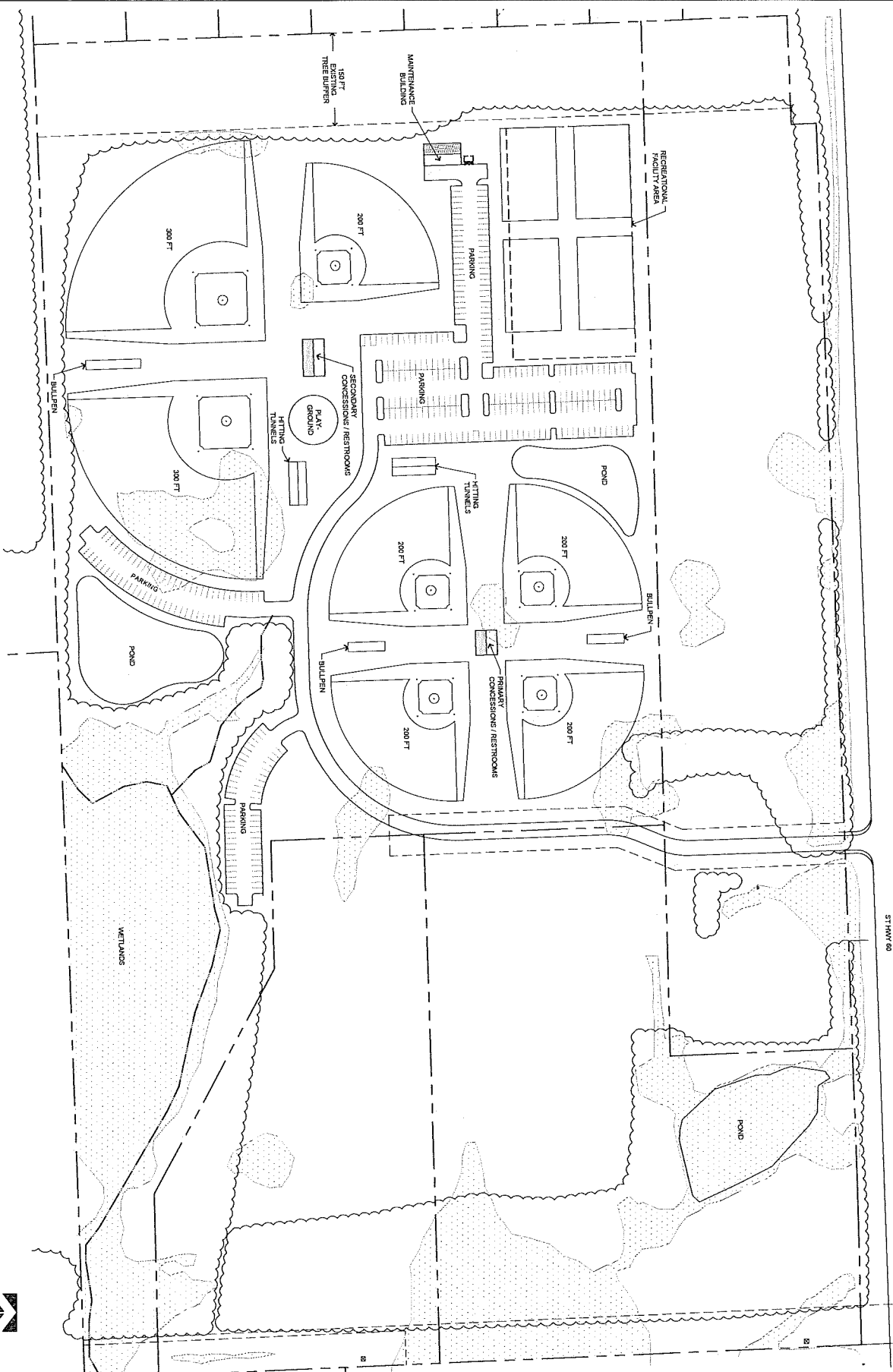
1. Park and Recreation Committee considers these concept plans at the current meeting.
2. If the Committee feels confident about a preferred option and has only minor revisions, they could make a recommendation to the Town Board for them to consider at their August 2nd meeting. Staff would coordinate with RA Smith to ensure the final revisions meet the intent of the Park and Recreation Committee.
3. If the Committee feels they would like to see a revised draft, staff can coordinate with RA Smith to have revisions made and present the refined concept plan before the Park and Recreation Committee at their August meeting for their final consideration and recommendation to the Board.
4. The Board will consider the plans for approval and deliverables for promotion and fundraising.

ACTION REQUESTED

Staff requests the Committee discuss the attached Cedarburg Sports Complex site plans and direct staff as they see fit.

ATTACHMENTS

- I. Alternates A, B, C & D



ST HWY 69

ALTERNATE - A



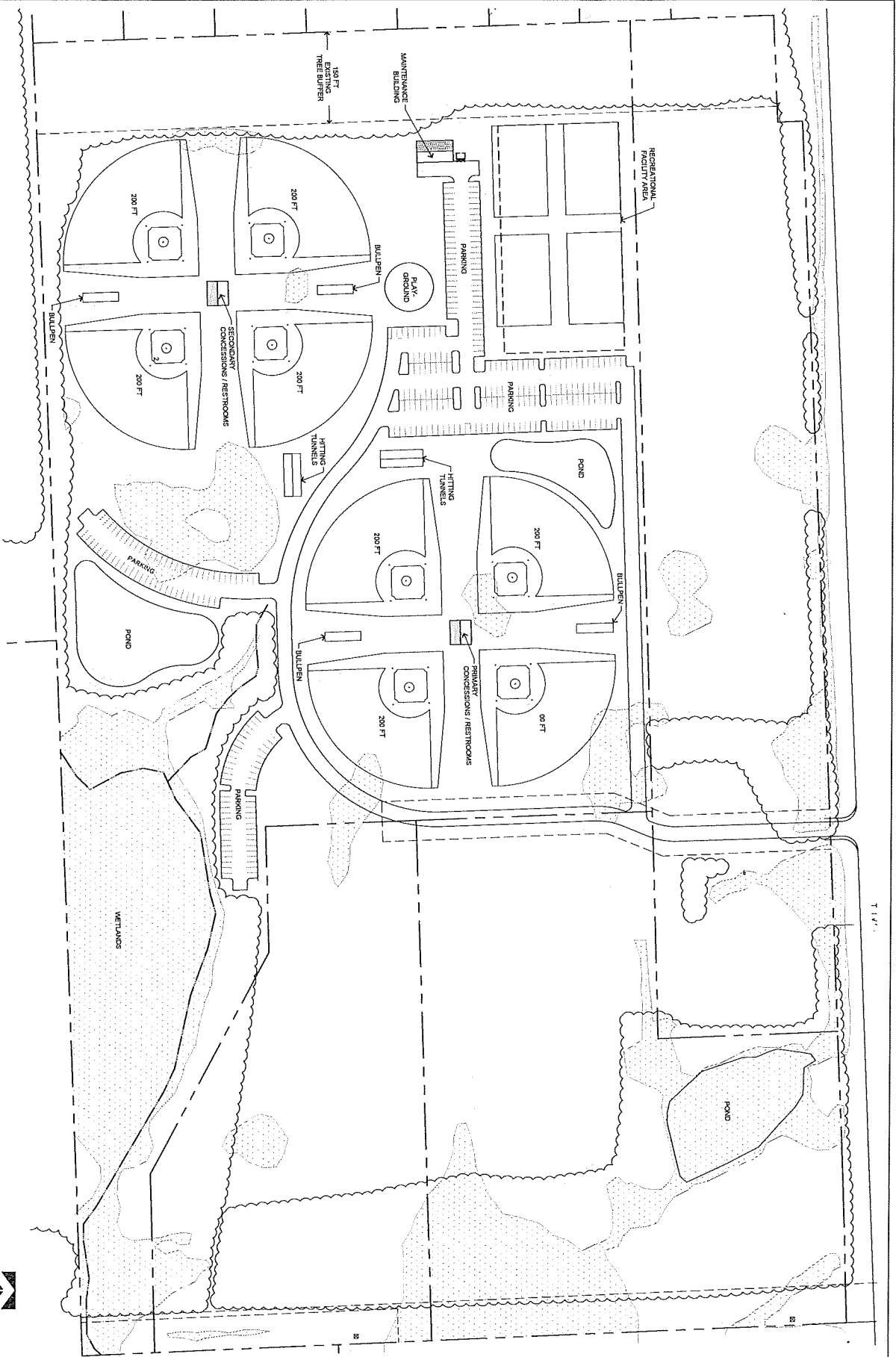
TOWN OF CEDARBURG - SPORTS COMPLEX
OZAUKEE COUNTY, WI

CONCEPTUAL SITE PLAN

R.A. Smith National
*Beyond Surveying
and Engineering*
www.rasmithnational.com

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DATE: 06/22/2017
SCALE: 1" = 60'
JOB NO: 172658
PROJECT MANAGER:
TROY MARTIN, P.E.
DESIGNER: BT/VM
SHEET NUMBER



ALTERNATE - B

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GRAPHIC SCALE



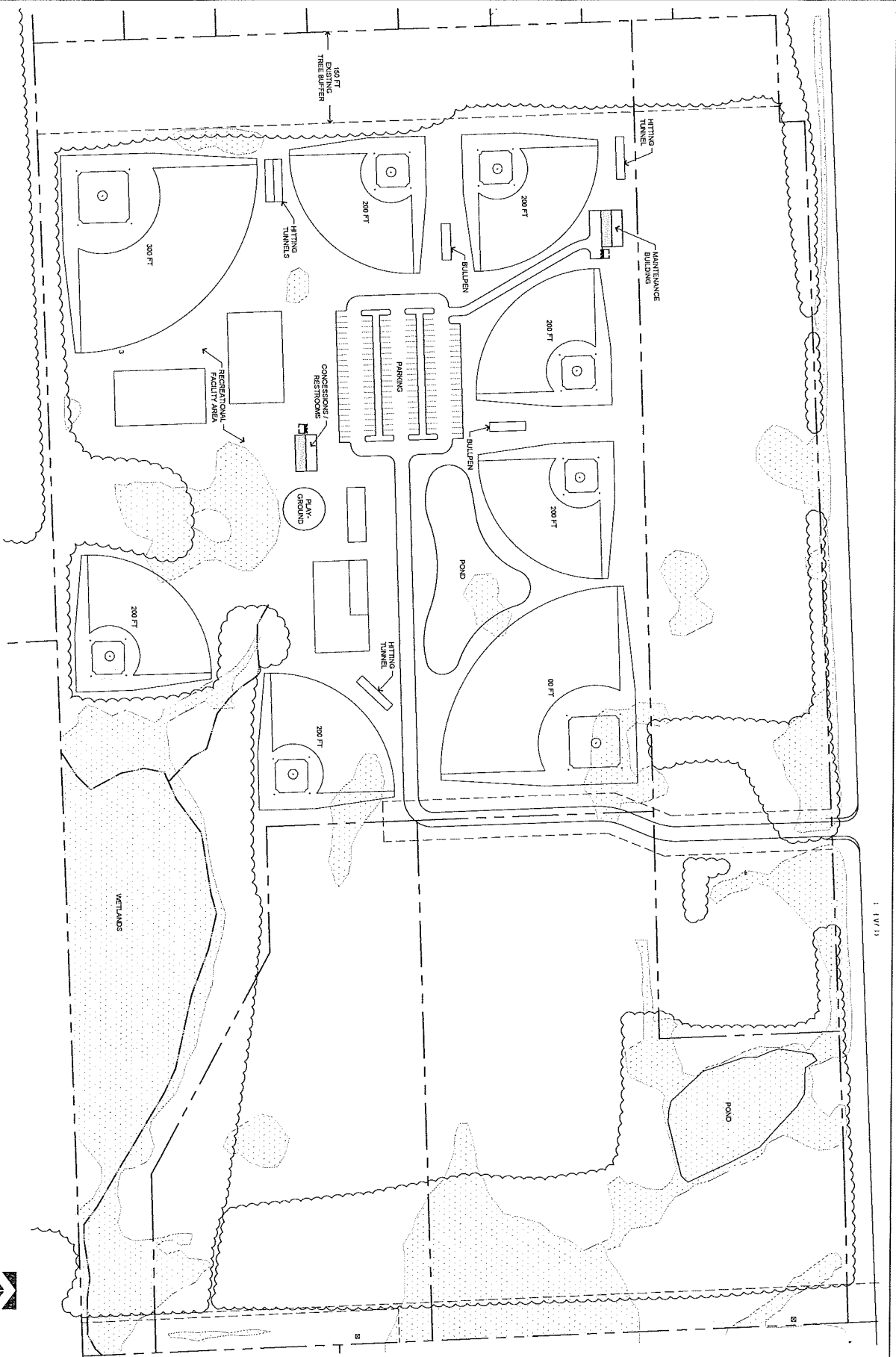
TOWN OF CEDARBURG - SPORTS COMPLEX
OZAUKEE COUNTY, WI

CONCEPTUAL SITE PLAN

R.A. Smith National
Beyond Surveying
and Engineering
www.rasmithnational.com

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JOB NO. 170258
PROJECT MANAGER:
TROY HANVELS, P.E.
DESIGNED BY: JAV
SHEET NUMBER



1:1/11

ALTERNATE - C



TOWN OF CEDARBURG - SPORTS COMPLEX
 OZAUKEE COUNTY, WI
 CONCEPTUAL SITE PLAN

R.A. Smith National
*Beyond Surveying
 and Engineering*
 www.ra-smithnational.com

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 TROY HARTZ, P.E.
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