

**PUBLIC MEETING**

**PARKS, RECREATION, AND CONSERVATION ADVISORY COMMISSION**

**REGULAR MEETING**

**WEDNESDAY, NOVEMBER 9, 2016**

**6:30PM**

**DPW OPERATIONS CENTER**

**2351 SPRINGBROOK COURT, BELOIT, WI**

**AGENDA**

- 1.) Call to Order
- 2.) Review Minutes of:           October 12, 2016
- 3.) Citizens Participation
- 4.) Old Business – None
  
- 5.) New Business
  - a.) Review and consideration of allowing placement of Little Free Library's to be installed and located in designated park sites.
  - b.) Review and consideration of accepting a donation for either a park bench or drinking fountain as presented by Mary Porter as a memorial to her husband Daryl Porter.
  
- 6.) Director's Report
- 7.) Committee Members Comments
- 8.) Adjournment

**SPECIAL CONSIDERATIONS:**

\*           *Commissioners unable to attend are encouraged to contact Brian Ramsey @ 608/364-2919 or the Parks Administrative Secretary @ 608/364- 2929 prior to the meeting.*

\*\*          *Please note that, upon reasonable notice, at least 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services.*

\*\*\*        *For additional information or to request this service, please contact the Parks & Leisure Services Division located at 2351 Springbrook Court, Beloit, WI 53511 or by calling 608/364-2929.*

**PARKS, RECREATION, AND CONSERVATION ADVISORY  
COMMISSION  
MEETING MINUTES FOR  
WEDNESDAY, OCTOBER 12<sup>TH</sup>, 2016  
DPW OPERATIONS CENTER  
2351 SPRINGBROOK COURT, BELOIT, WI 53511**

**MEMBERS PRESENT:** Isaac Deforest-Davis, Jeff Johnson, Carl Lange, Kristin Loehr,  
Carol Mankiewicz, Anthony Stewart

**MEMBERS ABSENT:** Shelly Cronin Chad Larson, Therese Oldenburg Marilyn Sloniker

**EX OFFICIO MEMBERS:** Brian Ramsey, Director of Parks & Leisure Services  
Greg Boysen, Public Works Director

**GUESTS:**

**CALL TO ORDER**

The meeting was called to order by Jeff Johnson at 6:30 p.m.

**REVIEW OF MINUTES FROM THE AUGUST 10<sup>TH</sup> MEETING**

A correction was made to change "Piece Trail" to Peace Trail on page 3 of previous minutes. Carl Lange made a motion to approve the minutes seconded by Carol Mankiewicz. Motion passed unanimously.

**CITIZEN PARTICIPATION** – Sheila DeForest made a comment about the Hendricks statue and wondered if it had been pulled from the agenda; which it had. She encouraged the Commission to still consider it and vote on it since it was originally on the agenda. This came up about 5 or 6 years ago and it's come to surface again. She suggested having a discussion and voting to put it to rest.

Mark Preuschl stated that the Gazebo is well used and he received contacts from citizens saying that they don't want the Gazebo being moved for a statue or in favor of anything.

Jeff Johnson suggested that the Commission not discuss the Statue as it is no longer on the agenda. However, if Commissioners would like to make any comments, they can do so under the Committee members comment section of the meeting.

Brian informed the Commission that Brad Austin withdrew the request so there isn't a need for review.

OLD BUSINESS- None

NEW BUSINESS – ACTION REPORT ITEM

- A. Review and consideration of Park Land Dedication requirements as related to the expansion and development of the Preliminary Plat of Eagles Ridge Plat #2 as required by New Leaf Homes, LLC.** The developers are required to provide dedicated parkland or monies in Lieu of land dedication as outlined in the City Municipal Ordinance, 12.11 Parks and Open Spaces. The Commission had two options related to the developer requirements with the staff recommendation that the Parks & Recreation Commission accept monies in Lieu of parkland @ \$141/unit x 6 units =\$846.00. These fees would go into a separate Park Capital Improvement Fund, and can further be utilized to fund improvements to Eagles Ridge Park which is already located in the subdivision. Jeff Johnson made the motion to accept the monies in Lieu of parkland seconded by Isaac Deforest-Davis. Motion passed unanimously.
- B. Consideration and appointment of a new Chairperson for the Parks & Recreation Commission.** Carl Lange made the motion to re-appoint Jeff Johnson for Chair seconded by Kristen Loehr. Motion passed unanimously.

DIRECTOR'S REPORT

Attached for Committee Review.

*Appointment Review Committee*

Jeff Johnson was reappointed to the Parks, Recreation, & Conservation Commission with a term ending, September 2018

Recreation Report

Distributed at meeting for Committee Review.

Kristen inquired about the expenses for the Pool and if those numbers were in yet. Brian stated that once they are in at the end of the year he would be able to provide that information.

Special Projects

Revisions are being made to the Cemetery Mowing and Maintenance RFP in preparing to advertise for a New Contractor in 2017; the Golf Cart RFP will be advertised soon as well as the Golf Concession RFP for the season beginning 2017. Leeson Park's new playground installation will occur October 24-28, 2016.



One of our message boards in Big Hills Park was burned to the ground and Portland Avenue Bridge was tagged with graffiti. Brian passed photos around to show the Commission. The graffiti will be cleaned by Water Dragon.

In the next month or so, Beloit Library will be working with Family Services to create more small libraries throughout town and would like to include some of our Park sites. This information will be presented at next month's meeting.

(Kristen's Question about RFP??)

### **COMMITTEE MEMBERS COMMENTS**

- Jeff Johnson- Leeson's Park is very busy and it's a great park in Beloit. He asked the guests if they knew how many parks there are in Beloit.
- Carl Lange- Spoke about the Sectional Meet this year in Leeson's Park and made a comment about the Hendricks Statue. He may not still be living in Beloit if it wasn't for Ken and Diane.
- Isaac DeForest-Davis- Did the Trooper start his project yet for Boy Scout? Is he close to his goal yet? Brian responded no, he hasn't heard from the Scout since he attended our meeting.
- Carol Mankiewicz- Emailed Brian Ramsey and Jeff Johnson about the statue. Didn't like where it would be placed but doesn't mind if it were to go in the park. There are other beautiful spots where it could go if it were to be placed in the park.
- Anthony Stewart- The perception of Ken may be different for some citizens of Beloit than it is for others so everyone may not agree on the statue if it were to be placed in the Park.

### **ADJOURNMENT**

Carl Lange made a motion for adjournment; seconded by Kristen Loehr. Motion passed unanimously. The meeting was adjourned at 7:10 p.m.

Minutes prepared by Travia Foy.

**PARKS & RECREATION COMMISSION  
NEW BUSINESS ACTION REPORT – ITEM A**

**MEETING DATE**            November 9, 2016

**TITLE**                      Review and consideration of allowing placement of Little Free Library's to be installed and located in designated park sites.

**BACKGROUND**

The "Little" Little Free Library Initiative is a collaborative project lead by Family Services of Southern Wisconsin and Northern Illinois, Inc., a family-focused social service agency with its main office located here in Beloit. Partners in this program include the City of Beloit, the Beloit Public Library, and the School District of Beloit, with their main goal to increase the availability of appropriate books for children in every neighborhood of the community in order to instill early childhood literacy and help create a positive bond between parents and children.

Therefore, they plan on building and installing 25 "Little" Little Free Libraries throughout the Beloit community, and have designated specific park sites where they would like to locate some of these Libraries for access by neighborhood children and families. These Libraries will be cared for and maintained by sponsors, hosts, and/or stewards with the specific task of monitoring them for maintenance and keeping appropriate material available in these Libraries.

Please see the attached map which highlights and indicates which park sites they are interested in locating one of these Libraries. The nine (9) park sites under considerations are; Telfer Park, Roosevelt Park; Strong Park; Brown Hatchett Park; Krueger Park; Field Park; Vernon Park; Pride Park; and the Big Hill Center in Big Hill Park.

**BUDGET & FINANCIAL IMPACT**            NA

**OPTIONS**

- 1.)     Accept the request as presented.
- 2.)     Present other suggestions as deemed warranted in the best interest of our City Parks and/or this program.

**PROJECT TIMELINE**                            TBD

**STAFF RECOMMENDATION**

With the exception of Roosevelt Park, accept the proposal as presented based upon condition that Family Services works with the Park staff to determine the best and final location within each park site.

Additionally, it is recommended that as an alternative site selection other than Roosevelt Park, to consider either Partridge Park and/or the Kolak Center (SDB), and furthermore, allow the park staff to recommend and/or consider any alternative locations which may be requested in the future.



# **“Little” Little Free Library Initiative**

## **Building a Brighter Beloit Through Literacy**

### *A Family Services Collaborative Community Project*

The Beloit “Little” Little Free Library initiative is a collaborative project led by Family Services of Southern Wisconsin and Northern Illinois, Inc., a multi-program, family-focused social service agency. The goal is to increase the availability of appropriate books for children in every neighborhood of the community in order to instill early childhood literacy and help create a positive bond between parents and children.

With a goal of bringing the entire community together, our partners include the **City of Beloit, the Beloit Public Library and the School District of Beloit.** With enthusiastic support from these partners we are also reaching out to the local faith community and service organizations.

The current project builds off the efforts by local citizens Marty Densch and Jane Fossum who sponsored and helped finance several Little Free Libraries to honor Marty’s late wife. The concept of the Little Free Library originated with Beloit College alum, Rick Brooks, who along with co-founder Todd Bol, built the first library in 2009. The City of Beloit is home to several Little Free Libraries, including one on the sidewalk in front of Family Services.

While many of the city’s Little Free Libraries are downtown, Family Services would like to see *at least an additional 25 libraries* placed throughout the community, with the focus on neighborhoods that may not have access to free books and in locations where children are present, such as the Boys & Girls Club, YMCA, schools and parks. *We would also like to designate these new libraries as “Little” Little Free Libraries to ensure they contain children’s books and are easily accessible to kids.*

The City’s demographics show that several neighborhoods continue to struggle with slow economic recovery and concerns of multi-generational poverty. Our initial efforts will be to locate the first ten to twelve “Little” Little Free Libraries in these targeted neighborhoods.

In order to maximize our efforts and distribute at least 25 libraries, we will need the involvement of many hosts or stewards such as churches, community centers and community service groups committed to adopting or creating a library and installing it in one of the strategic locations. Hosts or stewards are expected to complete the library, either through construction or decoration, and



maintain the structure over time, as well as monitor the materials for appropriateness and quantity.

Family Services is acting as the catalyst and manager of the initial phase: determining locations, reaching out to potential hosts, and promotion of the project. The School District of Beloit and student groups will help with the production of libraries and kits and work with a local contractor who will provide materials and support in building kits and finished standard design libraries. The Beloit Public Library will bring guidance in book selection, ongoing oversight and supply of reading materials. They will also provide expertise and knowledge to ensure appropriate content and location of libraries including ensuring the project serves the multi-lingual needs of neighborhoods. An important element of the "Little" Little Free Library is to encourage citizens to seek out materials and programming provided by the main library.

The public launch of this project will be announced at Family Services' Annual Luncheon on September 27, 2016. Preceding the lunch and during the initial phase from September 27 to the end of November, 2016 it is our intention to recruit ten to fifteen hosts/stewards from the community and to have a like number of Little Free Libraries installed in strategic locations. The reason for this concentrated effort is to maximize the visibility within the community and with that increase support for the initiative.

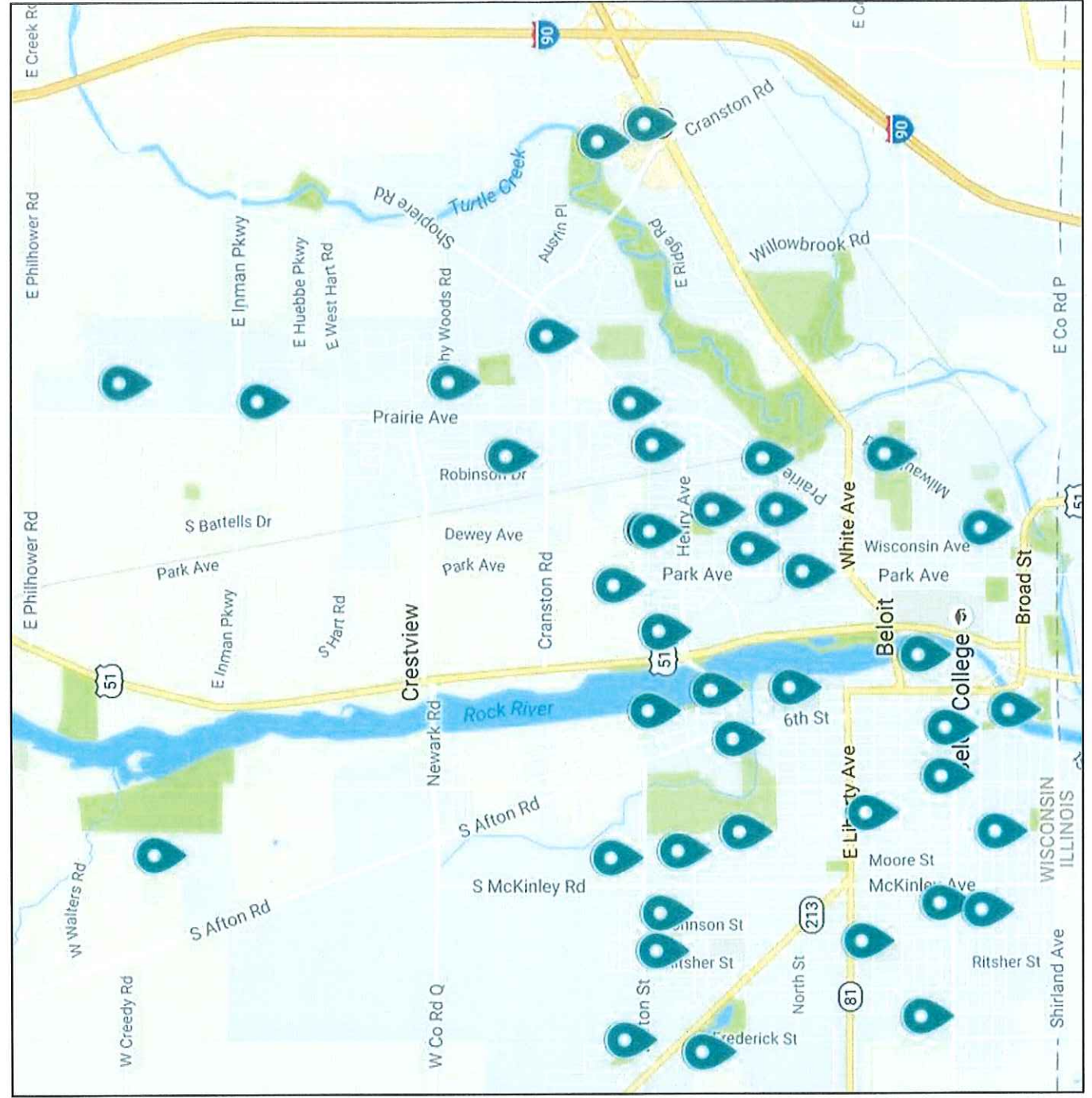
The construction/installation phase of the project will continue through 2017 with an opportunity to participate in a creative contest to be held in the spring of 2017 to further encourage the installation of additional libraries and to inform and remind users of their availability. The contest is intended to pit creative members of the community to build and install creative Little Free Libraries. A viewing will occur in a local gathering spot and citizens will be able to vote on their favorite.

An underlying theme is to not only encourage and facilitate early literacy but to bring the entire community together generating communication and understanding among disparate groups and pride in the community. It is important to note that this entire project is intended to be at no cost other than the time and effort of the volunteers. Construction materials need only be donated "scrap lumber."

The initial partners of Family Services, the Beloit Public Library and the School District of Beloit will continue to help supply reading materials, offer support and provide oversight on an on-going basis. It is our intention to continue as long as the need is present.



## "Little" Little Free Library Initiative Potential Locations



Location:	Where:
Community Action	East side
Emanuel Baptist Church	East side
Beloit Head Start	East side
Merrill Community Center	East side
YMCA	East side (for now)
Youth Sports Complex	East/North
Beloit Health System	East/North
Transit Center	Downtown
Save-A-Lot Grocery	East
Piggly Wiggly	East
Telfer Park	East
Church & Bayliss	East
Bus Stop by Merrill Elementary	East
Roosevelt Park	East
Strong Park	East
Brown Hatchett Park	East
Boys & Girls Club	West
Krueger Pool	West
Field Park	West
Hackett Elementary	West
Vernon Park	West
Sun Valley Church	West
Rev. US Pride Park	West
Big Hill Park/Welby Center	West
Little Turtles Day Care	East
Kiddie Ranch Day Care	West
Maple Creek Apts.	East
Todd Elementary	East

Highlighted = Parks

**PARKS & RECREATION COMMISSION  
NEW BUSINESS ACTION REPORT – ITEM B**

**MEETING DATE**            November 9, 2016

**TITLE**                      Review and consideration of accepting a donation for either a park bench or drinking fountain as presented by Mary Porter as a memorial to her husband Daryl Porter.

**BACKGROUND**

As recently as of last Monday, October 31, 2016, I met with Mary Porter and a small contingent of Lion's Club members who are interested in donating either a park bench or a drinking fountain as a memorial to one of their long and outstanding members who passed away in 2015, Daryl Porter.

In our initial phone conversation, Mrs. Porter was originally interested in donating another Lion Drinking Fountain similar to the one that currently exists in Riverside Park. However, Mrs. Porter and her group of Lion's member have also expressed interest in donating a Lion-style park bench in Riverside Park as well and placing it within close proximity of the existing Drinking Fountain.

During our meeting on October 31<sup>st</sup>, I made Mrs. Porter aware the following points that we consider in accepting any kind of donation for our City Parks:

- Currently, the City has established a park design of only allowing and installing the green Classic Series park bench as manufactured by Victor Stanley Inc. in Riverside Park.
- Turtle Island has a designated theme surrounding the image of Roy Chapman Andrews and the Lion would not be consistent with this theme.
- There is an existing need for park benches and/or drinking fountain in other park sites which should be considered and recommended.
- Character-style amenities of this type are generally best represented in parks with children themes and/or facilities highly used by children (i.e. Pools, Zoos, special themed playgrounds, etc.).

Therefore, collectively, we developed a short list of potential parks sites for consideration by the PARC in order to honor former Lion's member, Daryl Porter, with the installation of a Park Bench or a Drinking Fountain based upon the need within the park.

**Park Selections/Preference:**

- 1.) Riverside Park – consideration of a Lion-style Park Bench within close proximity of the Lion Drinking Fountain.
- 2.) Telfer Park – consideration of a Lion-style Drinking Fountain within close proximity of the Skate Park.
- 3.) Leeson Park – consideration of a Park Bench within close proximity of the new playground.
- 4.) Tremont Park – consideration of either a Drinking Fountain or a Park Bench to enhance this small park with the only playground designed for children ages 6 and under.

**BUDGET & FINANCIAL IMPACT**      TBD as related to installation of a Drinking Fountain and the infrastructure to accommodate this donation.

**OPTIONS**      TBD

There are basic two (2) Options for the PARC to consider:

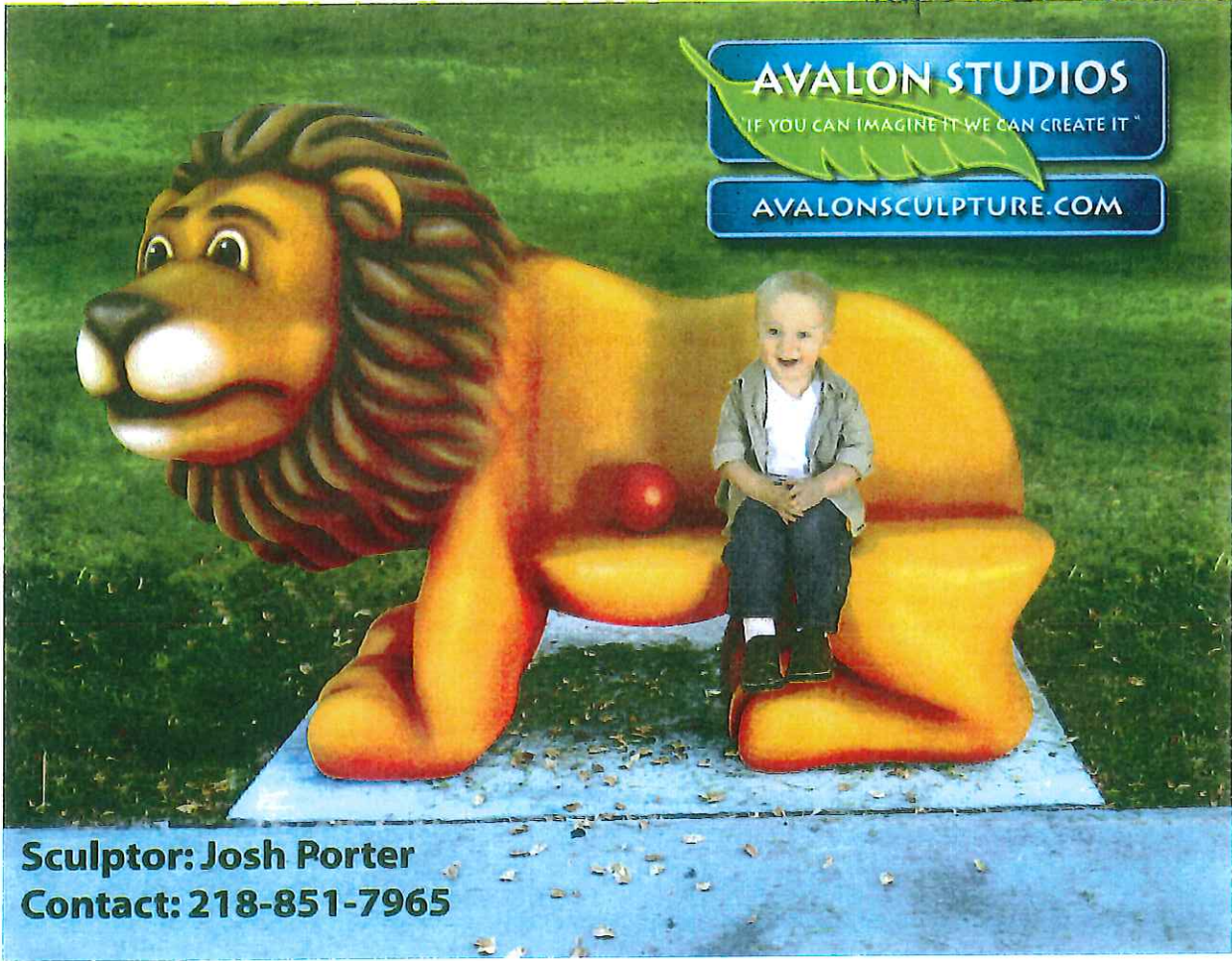
- 1.) To determine if the installation of a Lion-style character amenity is appropriate to locate in one of our City Parks.
- 2.) To select which park site would be the preference of the PARC for this amenity, and which amenity to accept.

**PROJECT TIMELINE**      TBD

**STAFF RECOMMENDATION**

Staff is recommending accepting the generous donation as offered by Mrs. Porter and accepting any of the park sites as indicated above with the exception of Riverside Park. Furthermore, allowing staff to determine the details as related to the designated site and installation with Mrs. Porter based upon the site and amenity as agreed upon by the PARC and Mrs. Porter.





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**Sculptor: Josh Porter**  
**Contact: 218-851-7965**





## **DIRECTOR'S REPORT**

*Submitted by: Brian Ramsey, Director of Parks & Leisure Services  
Parks & Recreation Commission Meeting – November 9, 2016 @ 6:30pm*

**A.) Correspondence            No Report**

**B.) Parks Report - Routine park maintenance:**

- 1) Picking up litter and debris in all parks & along the business corridor of Milwaukee Road.
- 2) Empty trash barrels in all parks weekly.
- 3) Mowing routes in parks and other designated areas.
- 4) Prepped ball fields in Krueger Park, Telfer Park, & Leeson Park.
- 5) Cleaning public rest rooms & prepping for park shelter rentals.
- 6) Tree trimming in parks, cemeteries & along trails
- 7) Providing special assistance for the following activities and/or special community events:
  - October 14-15    BMHS Theatre Dept.'s Haunted Hayride in Leeson Park
  - October 22        BMHS Sectional X-Country Meet in Leeson Park
- 8) Special Park Maintenance Projects:
  - Set-up & Ice preparations for the Edwards Ice Arena
  - Complete various repairs in rest rooms at various park sites.
  - Installed new hand dryers in rest rooms @ Jones Pavilion in Riverside Park.
  - Pulled paddle boats from Lagoon, cleaned, and placed in winter storage.
  - Started winterizing irrigation lines and rest rooms in various park sites.
  - Hired a contractor to paint fence at the 3<sup>rd</sup> Street Parking Lot.
  - Contractor completed the installation of the barrier gates to the Bike Trail at the lower level of Big Hill Park.
  - Completed bi-annual Cemetery clean-up and removed all decorations
  - Coordinated maintenance of rooftop heating units at Edwards Ice Arena.

**C.) Horticulture Report**

- 1) Spraying weed control in designated park sites.
- 2) Weeded designated landscaping beds in park sites & downtown parking lots
- 3) Watering landscape areas in designated park sites & parking lots
- 4) Special Projects:
  - a) Removed log-jam of Goose Creek by the Trail Bridge in the LL of Big Hill Park
  - b) Installing new Dumpster Enclosure at Big Hill Center



- c) Repair Turf Damage in Leeson Park
- d) Clean-up landscaping beds @ The Landing
- e) Trimming shrubs around downtown parking lots.
- f) Remove the old playground in Leeson Park & excavate the location for installation of the new playground.
- g) Aerify & overseed turf area at Vernon Park.
- h) Renovated landscape beds at Zonta Park & Broad Street city entrance sign.
- i) Landscape around the Crematorium in Eastlawn Cemetery
- j) Schedule repairs to the retaining wall @ Cranston & Milwaukee Road

**D.) Recreation Report:**

***September Program Report*** – as submitted by Spencer Waite, Recreation Supervisor will be available and distributed at the PARC Meeting.

**E.) Special Projects/Miscellaneous:**

- 1.) Revised the Cemetery Mowing & Maintenance RFP in order to advertise for new mowing contractor in 2017; proposal due on November 11, 2016.
- 2.) Revised Golf Concession RFP in order to announce and advertise for the need to hire a new Concession Service for the Golf Course Clubhouse for the 2017 season; proposals due on December 9, 2016.
- 3.) New playground installation was completed October 27-31, 2016.
- 4.) The following staff attended the annual Wisconsin Parks & Recreation Association's State Conference at Chula Vista Resorts in Wisconsin Dells from November 1-4, 2016.
  - Brian Ramsey, Director of Parks & Leisure Services
  - Mark Edwards, Parks & Cemetery Supervisor
  - Spencer Waite, Recreation Supervisor
  - Sonya Baden, Recreation Coordinator
  - Paula Schutt, Senior Center Coordinator
  - Jamie Stanek, Parks Maintenance Specialist

