

# **City of Wisconsin Dells Parks, Recreation, & Waterway Committee**

## **Meeting Agenda**

**Monday, July 27 2020 5:15 PM**

**Location: 300 La Crosse St Wisconsin Dells, WI 53965**

**Chairperson: Jesse DeFosse**

**Committee Members: Mike Warnke, Ted Theiler, Allie Schultz, Joey Van Dinter,  
Becky Gussel, Joe Eck,**

1. Call to order and note attendance.
2. Approval of the May 27, 2020 Meeting Minutes.
3. Discussion and Decision on fall recreation programs offerings and gala.
4. Discussion and decision on task order from MSA for Jenkins Park
5. Items for referral.
6. Adjournment

**Alderperson Jesse DeFosse, Chairperson  
Posted and Distributed – July 24, 2020**

**Open Meetings Notice: If this meeting is attended by one or more members of the Common Council who are not members of this committee, and their attendance creates a quorum of the Common Council, this meeting may technically be considered a meeting of the Common Council for the purposes of the Wisconsin Open Meetings Law. Please be advised that upon reasonable notice, the City of Wisconsin Dells will furnish appropriate auxiliary aids and services to afford individuals with disabilities an equal opportunity to participate in meeting activities.**

**PARKS, RECREATION & WATERWAYS COMMITTEE MEETING  
CITY OF WISCONSIN DELLS  
MAY 27, 2020**

1. Chairperson DeFosse called the meeting to order at 5:45 P.M. Notice of the meeting was provided to the Dells Events, WNNO Radio, and posted in accordance with State Statutes.

Present: Ald. Jesse DeFosse, Becky Gussel, Joey Van Dinter, Ted Theiler, Mike Warnke, and Allie Schultz

Excused: Joe Eck

Others: Parks Director Thad Meister, Parks & Rec Coordinator Abby Schultz, Mayor Ed Wojnicz, Ald. Brian Holzem, Ald. Dan Anchor, Ald. Terry Marshall, Ald. Ben Anderson, City Clerk Nancy Holzem, and City Treasurer Karen Terry

2. Motion by Theiler seconded by Van Dinter to approve the February 5, 2020 meeting minutes. Motion carried unanimously.
3. After discussion, committee members along with Mayor Wojnicz and Ald. Holzem, unanimously agreed to approve operating the following programs for the summer of 2020:
  - Baseball / Softball 7 years old and up
  - Summer Day Camp
  - Tennis
  - Youth Dance
  - Municipal Pool – Open June 27 and operate a 7-8 week season
  - Park restrooms will open June 1 - The department can modify hours as needed.The committee unanimously agreed to not operate the following this year:
  - T-ball
  - Senior Citizen Programs
4. Items for Referral: None at this time.
5. Motion by Theiler, seconded Warnke to adjourn. Motion carried unanimously and the meeting adjourned at 7:15 PM.

Thad Meister  
Parks, Recreation, & Waterway Director



## Task Order

**To: City of Wisconsin Dells  
Thad Meister  
919 Bowman Road  
PO BOX 655  
Wisconsin Dells, WI 53965**

**Date of Issuance: July 21, 2020**

**MSA Project No.: 00085107.0**

This task order will acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project:

**Project Name:** Jenkins Park – Sidewalk Grading Plans

**The scope of the work authorized is:** Develop a grading plan for a new 5-foot wide sidewalk to be installed through Jenkins Park from the recently installed sidewalk along River Road at the front of the park heading through the park towards the east to Oak Street and connect to the existing sidewalk on the east side of Oak Street. Grading plan sheets showing only plan view will be assembled with contours and spot grades that connect existing features as desired by the City within the park such as the stone shelter and added bench pads. The sidewalk is intended to be graded out to meet ADA requirements to maximum extent possible. Ramping and railing design is not included in this scope. MSA will review the site and pick up any additional features not previously collected due to park updates. MSA will meet with the City and donor to review the sidewalk layout and mark in the field the rough layout when we survey the remaining items. A grading plan and sidewalk details will be developed from site survey and onsite meeting. A construction cost estimate will be developed based on the final grading plans. It is anticipated the City will be perform some of the work and solicit proposals for the sidewalk concrete construction work. The final deliverable will be the grading plan sheets and associated cost estimate submitted to the City electronically.

**The schedule to perform the work is:** approximate start: August 19, 2020  
approximate completion: October 30, 2020

**The estimated fee for the work is:** \$5,000

This authorization for the work described above shall serve as the Agreement between MSA and OWNER. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Any attachments or exhibits referenced in this Agreement are made part of this Agreement. Payment for these services will be on a time and materials basis. A list of reimbursable expenses is included on the attached rate schedule.

**Approval:** MSA shall commence work on this project in accordance with your written authorization. This authorization is acknowledged by signature of the authorized representatives of the parties to this Agreement. A copy of this Agreement signed by the authorized representatives shall be returned for our files.

**CITY OF WISCONSIN DELLS**

**MSA PROFESSIONAL SERVICES, INC.**



\_\_\_\_\_  
Ed Wojnicz

Mayor

Date: \_\_\_\_\_

\_\_\_\_\_  
Raine Gardner, PE

Team Leader

Date: July 21, 2020

Attest: City Clerk/Administrative Coordinator

1230 South Boulevard

Baraboo, WI 53913

Phone: 608-355-8913

\_\_\_\_\_  
Nancy Holzem

Date: \_\_\_\_\_

300 La Crosse Street

Wisconsin Dells, WI 53965

Phone: 608-254-2012