

**MINUTES
SPECIAL TOWN BOARD MEETING
AUGUST 26, 2016**

The meeting was called to order at 11:30 a.m.

Present: Supervisors: Kermes, Prudhon, Ruzek; Clerk: Short; Attorney: Lemmons; Public Works Director: Reed; Finance Officer: Kelly; Code Enforcement Officer: Johnson; Planner: Riedesel; Guest: Greg Johnson, Loucks Associates.

APPROVAL OF AGENDA (Additions/Deletions): Prudhon moved approval of the agenda with the following amendment: 5A) Polar Lakes Park – Fields #1 and #3 Infield Irrigation and Seeding; 5B) Polar Lakes Park – Field #4 Drain Tile, Irrigation and Seed. Ruzek seconded. Ayes all.

TOWN HALL IMPROVEMENTS: 1) SITE AND LANDSCAPING – A) RECEIVE AND APPROVE PLANS AND SPECIFICATIONS; B) ORDER ADVERTISEMENT FOR BIDS; BUILDING REPAIRS – REROOF, INCLUDING ROOF/EAVE, STRUCTURAL REPAIR, & STUCCO REPAIR: 1) RECEIVE BUILDING REPAIR CONSTRUCTION DETAIL; 2) ORDER ADVERTISEMENT FOR BIDS: **Site and Landscaping:** Greg Johnson, Loucks Associates presented a concept drawing of the site. He stated that most of the tipped retaining wall needs to be rebuilt. There is a 5% grade to access the site. The lower level will have two retaining walls over 30” in height. Stainless steel rails are proposed. Standard fencing could be used atop the walls and could be flexed to grade. Prudhon asked if there would be an issue if there were no guard rail atop the retaining wall. The Code Enforcement Officer stated it may be a liability issue and one to be referred to legal. It was proposed to have chain link fencing atop the retaining wall. The stair rail will have to be customized. A sidewalk along the north side of the parking lot is proposed. The Park Board will fund the sidewalk if it is built. Standard seeding is proposed with turf 50 feet around the building.

A preliminary cost opinion was reviewed. It was the consensus that the following adjustments be made: 1) metal railing changed to chain link; 2) Landscaping: remove overstory tree, coniferous tree, shrubs, perennials, and edging; 3) designate the east walk entrance (rough grading, fine grading, concrete surfacing, and turf seed as an alternate); 4) Park Fund to provide funding for flag pole area plantings (shrubs, perennials, hardwood mulch. It was noted that there is funding available to perform the work.

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Prudhon moved to receive and approve plans and specifications and cost estimates for site and landscaping with specific information regarding plant material as described above; identify the east walk as an alternate; and to order advertisement for bids with funding as identified by staff. Ruzek seconded. Ayes all.

Building Repairs – Reroof Including Roof/Eave, Structural Repair, & Stucco Repair: The Code Enforcement Officer reviewed a list of building repairs for the Town Hall. Major repairs include: 1) Remove and replace building overhangs and match to existing construction as close as possible. Use 2 x 4 Spruce-Pine-Fir; repurpose existing lookouts and reproduce identical lookouts as needed; use 1 x 8 Spruce-Pine-Fir matching the roof decking matching the existing as close as possible; reproduce the existing fascia detail using Spruce-Pine-Fir. 2) Remove all roofing material down to deck. Replace with Township approved asphalt roof covering using architectural shingles. Replace decking as needed. 3) Remove and replace gable end fascia and trim and match to existing design as close as possible; a) fascia soffit board & freeze board – use 1x Spruce-Pine-Fir; b) gable end trim – repurpose existing or replace as needed with a similar design. 4) Remove existing window shutters on west facing exterior wall; a) window opening – properly insulate fill in the opening with modern materials & install felt paper to maintain a weather resistant barrier. 5) Remove stucco wall patching on west facing exterior wall, repair deterioration with modern building materials and methods. Install felt paper on exterior wall surface to maintain a weather resistant barrier. 6) Remove steel door on south facing exterior wall. Properly insulate and fill in opening with modern materials and install felt paper to maintain a weather resistant barrier. 7) Replace exterior trim at $\frac{3}{4}$ wall height and match to existing profile as close as possible.

There was discussion regarding the stucco on the building. It was suggested that since so many areas of stucco need to be patched it may be better to re-stucco the entire outside of the building. Sara Hanson, WBLA Historical Society informed the Office of a crew that would remove the stucco at no charge. The Historical Society stated that they have the “recipe” for the ornamental plaster that was used on the exterior of the building and asked that a chunk of stucco be retained for preservation. It was noted that the band board, north and south, need to be removed. It was suggested that a separate contractor do the stucco work.

Prudhon moved to receive the building repair construction detail and to order advertisement for bids for Town Hall building repair as discussed. Ruzek seconded. Ayes all.

POLAR LAKES PARK – FIELDS #1 & #3 INFIELD IRRIGATION & SEEDING: The Public Works Director reported that in August of 2014 baseball fields #1 and #3 in Polar Lakes Park had drain tile installed to improve the outfield drainage. In August of 2015 the grass infield areas were drain tiled along with replacing the turf, rebuilding the pitcher’s mound, and regrading the ag lime infield area. Staff is recommending that the ag lime areas adjacent to first and third base lines be seeded in along with the area

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behind home plate. Prior to the seeding, irrigation would be expanded to cover the seeded areas. At the August 18, 2016 Park Board meeting the matter was reviewed and it was recommended to the Town Board that the irrigation and seeding of fields #1 and #3 be done. Staff consulted with three different ballfield renovation specialists, Magic Turf, Professional Turf and Renovation (PTR), and Schwaders Sports Turf. Magic Turf did not provide a proposal and Schwaders Sports Turf declined to provide a proposal for the seeding and irrigation. Each turf specialist has different approaches to field renovations. The proposal from PTR for irrigation and seeding of the ag lime areas adjacent to first and third base lines, along with the area behind home plate for fields #1 and #3 is \$16,000. Funding for the work would be provided by the Polar Lakes Park Fund. There is \$51,000 identified in the current CIP for improvements. After discussing field closures with Jon Anderson, WBL School District Recreation and Field Coordinator, who schedules the Township athletic fields for use, he stated that he could schedule the proposed games for the fall season at another field within the area allowing the irrigation and seeding work on the infields to be completed in September and turf establishment during the early fall.

Prudhon moved, based on Park Board and Staff review and recommendation to approve the proposal from Professional Turf and Renovation to irrigate and seed in the ag lime areas adjacent to first and third baselines along with the area behind home plate on fields #1 and #3 in the amount of \$16,000 with funding from the Polar Lakes Park Fund. Ruzek seconded. Ayes all.

POLAR LAKES PARK – FIELD #4 DRAIN TILE, IRRIGATION & SEED: Fields #2 and #4 have poor drainage which has deterred baseball associations from committing to playing on them on a regular schedule since the fields do not recover quickly from a moderate rainfall prior to a scheduled game. John Hopko, an athletic field renovation expert with Professional Turf and Restoration has been consulted with regarding options for those fields. One option would have ag lime between 1st, 2nd, and 3rd bases and around home plate. Another option would have ag lime surrounding home plate, 1st, 2nd, and 3rd bases with no ag lime in the base lines. The Park Board is recommending the first option for field #4 only, including drain tile for both the infield and outfield, irrigating and seeding. A pitching mound would then need to be constructed by a specialist at a cost estimated at \$5,000 for labor and materials. The Town received one proposal for drain tile installation from Morris Excavating for \$41,650.00 for field #4.

There are only two tiling contractors with athletic field tiling experience. One is Hartman Companies who use a smaller 2” tile application and Morris Excavating, who installed drain tile on fields #1 and #3 in 2014 and 2015, and uses a 4” tile. The cost of Hartman’s tiling system over Morris Excavating’s system was roughly 37% more in 2014. The system installed by Morris Excavating has performed well. Proposals for the irrigation and seeding field #4 were requested from Magic Turf, Professional Turf and Restoration, and Schwaders Sports Turf. Of the three, only PTR submitted a proposal. Magic Turf was unable to provide a proposal due to their workload and Schwaders declined to provide a proposal based on the scope of the work. PTR submitted a

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proposal for \$11,000.00 per field for irrigating and seeding the area behind home plate, the 1st and 3rd baselines, and seeding the warning track. PTR has performed ballfield renovation work previously on fields #1 and #3 and the Town has been satisfied with their work.

Ruzek moved, based on Park Board and Staff review and recommendation to approve the proposal from Morris Excavating to drain tile field #4 for \$41,650.00 with funding from the Polar Lakes Park Fund. Prudhon seconded. Ayes all.

Ruzek moved, based on Park Board and Staff review and recommendation to approve the proposal from Professional Turf and Restoration for irrigating and seeding the area behind home plate, the 1st, and 3rd baselines, and seeding the warning track (as depicted on page 9 of the meeting supplement) for \$11,000 for field #4 with funding from the Polar Lakes Park Fund. Prudhon seconded. Ayes all.

OPEN TIME: No one appeared for the open portion of the meeting.

RECEIPT OF AGENDA MATERIALS / SUPPLEMENTS: Prudhon moved to receive all of the agenda materials and supplements for today's meeting. Ruzek seconded. Ayes all.

The meeting adjourned at 1:00 p.m.

Respectfully Submitted,

William F. Short
Clerk-Treasurer

Approved as Official Meeting Minutes

Town Board Supervisor

Date