Director's Report
April 2020

Whitewater Park

- Worked with Strand to complete the Municipal Flood Control grant. It was turned in on 3/16/2020
- The DNR wants a few additional items for the Municipal Dam Program Grant. REP is updating the drawings and will be providing a flood impact map that the DNR wants. They also requested an updated resolution with no fiscal impact. They state by having the fiscal impact statement in the original resolution that we have a not to exceed cost. They told me there were other communities who need to do the same thing. We have until the middle of May to turn in the updated documents.
- Worked with the Finance Director and DNR grants specialist to work out what the best way is to maximize our potential for grants.
- Started to put together a presentation for City Council on the overall budget for the project.

Miscellaneous

- Listened to conference calls from Dane County Emergency Management regarding the coronavirus on multiple dates.
- Closed down the Youth Center on 3/15 as schools were closed and the recommendation was for gatherings of less than 50 people.
- Postponed or cancelled recreation programs and events due to recommendations.
- Worked with staff to minimize their exposure. Tony is going to work mainly from home. Our parks and recreation management software is cloud based and can be accessed anywhere there is internet. Greg is going into the Youth Center. The doors are locked so there is minimal exposure from the public. His assistants are going to deep clean the facility.
- Had a conference call for the ADA Transition Plan kick-off meeting. We reviewed the CORP document and if there have been any changes along with the schedule of work. The first step is for them to go to the parks and audit them for deficiencies.
- Purchased gotomeeting.com software to have conference calls with staff and to have remote trainings.
- Completed the budget and personnel schedule forms for Dane County. This is required for their annual grant that they provide to the youth center.
- The executive order to stay at home closed down playgrounds. The public was notified through our email system, social media, and Pat Groom put up signs at the parks. The order also banned team sports at parks, but didn't close down the courts and fields.
- The hold harmless agreement for the athletic field policy was reviewed by the City Attorney. We have a conference call the week of April 6th to update the form's language.
- Communicated with Dane County Public Health about closing different park amenities due to COVID-19. Parks are open, but the sport courts, playgrounds, disc golf course, and skate park are closed.
- Researched greenways for the park design guidelines. This included reading the book Designing Greenways by Paul Cawood Hellmund and Daniel Comers Smith. I also searched online for design guidelines in use and found three different examples.

Mandt Park Master Plan

Recreation

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- Recreation programs that are ongoing have either been canceled or postponed. Customers are able to register for programs on a waitlist basis for priority registration. This will not charge them during the registration process. There is a transaction fee for registrations and refunds, so this is our best option fiscally.

Bjoin Park

- Researched park exercise equipment as it was expressed that trail exercise stations were a want.
- Setup a meeting with the solar light company to go to the park and look at options.
- Received an estimate on the cost to do the plantings. It is roughly $16,500 for the plantings and a two year grow-in maintenance program where ERC would get it established.
- I had a conference call with a solar lighting company. Each light is roughly $3,500-4,000. They communicated that the playground area was not a feasible location due to the tree canopy. This was a desired location by the neighbors. The playground may end up being moved due to some trees experiencing oak wilt.

Rotary Park Improvements

- Was scheduled to attend the Rotary Club meeting on March 18, but the meeting was canceled.
- The City Attorney reviewed Strand's contract. They requested a change in the contract and it was signed digitally. Strand is now working on the engineering and design work.
- I had MSA send me the CAD file for the survey which was then forwarded to Strand.