



**VILLAGE OF WAUSAUKEE
BUILDINGS, PARKS AND GROUNDS
COMMITTEE MEETING**

*(Committee members: *Mack McKim, Ray Gordon, and Pat Tracy)*

**MONDAY, DECEMBER 3, 2018
WAUSAUKEE VILLAGE HALL
428 HARRISON AVENUE**

1:00 PM

MINUTES

1. Call to Order – Chair Mack McKim called the meeting to order at 1:02 pm. Committee members in attendance were Ray Gordon and Pat Tracy. Also present were President Hilbert Radtke, Clerk/Treasurer Sara Pullen, Public Works Supervisor Dennis Whitton, Jr., and Trista Hobbs with U.P. Engineers.
2. Pledge of Allegiance
3. Approval of Agenda – Gordon made a motion seconded by Tracy to approve the agenda as printed. Motion carried.
4. Discussion – Evergreen Park Improvement project scope and schedule. – Hobbs explained that there are a few items needed to finalize the grant agreement with the WI DNR. She stated that a memorandum of understanding between the Village and the County will need to be agreed upon for use of the County land for the proposed walking trail. She suggested including the Village’s intent to maintain the trail at their expense for a period of twenty (20) years. Hobbs continued that the final design of the warming shelter will need to be agreed upon by the Committee and submitted to the DNR for approval. After review, the decision was made to add several separate electric circuits and an industrial sink in the kitchen area, and roll up windows, a separate service door, and three large garage doors to the half wall section of the pavilion. Hobbs stated that the Committee might want to consider going with a prefabricated bathroom/shower facility as masonry costs have skyrocketed recently. She provided different layouts for them to review. The Committee decided to go with a prefab layout which includes four showers (one ADA compliant stall), three toilets in the women’s room, and two toilets and a urinal in the men’s room. The Committee stated that they would like to get cost estimates to insulate and heat the building to capitalize on spring and fall campers. They would also like to make sure that there is space to mount wi-fi enabled security cameras in the future. All were in agreement to make the showers coin operated with visible timers. They would like to see a change machine mounted to the side of the building. Hobbs informed the Board that the wi-fi and security cameras were not approved in the grant, thus reducing the grant award by \$5,000. These features can be added during the project, but at the Village’s expense. The Committee discussed the timing of the project; essentially, whether to shut the campground down until the project is complete or keep the campground open and complete the work in phases. Hobbs stated that the campground could remain open, but a section of the lower campground would have to be shut down to allow the contractors

enough space to work. Pullen explained that shutting the campground down completely would mean that the 2019 budget would need to be amended as the budget is finalized with expected income from the campground to be \$11,800. Pullen asked Hobbs if she could reasonably determine how much of the campground would be shut down during construction stating that if the Village lost over half the sites, it would be better to just shut down. Hobbs stated she would visit the site and report back to the Committee.

5. Adjourn – Gordon made a motion seconded by Tracy to adjourn at 2:58 pm. Motion carried.

Submitted by SP