



MINUTES OF A SCHEDULED SPECIAL MEETING OF THE
**PARKS & RECREATION COMMISSION HELD ON MONDAY
FEBRUARY 13, 2019 AT 5:00 P.M. IN THE SENIOR
COMMUNITY CENTER, MEETING ROOM, 2000 NORTH
CALHOUN ROAD, BROOKFIELD, WISCONSIN**

MEMBERS PRESENT: Alan Nosbusch, Ald. Jerry Mellone, Michael Davis, Liza LeClaire

MEMBERS EXCUSED/NOT PRESENT: Donald Kurth, Mark Tushaus

OTHERS PRESENT: Bill Kolstad, Director, Gary Majeskie, Parks and Forestry Superintendent, Diana Smeltzer, Recording Secretary

1. Chairman Nosbusch noted a quorum present and called the Parks & Recreation Commission to order at 5:00 p.m.
2. Minutes
 - a. February 4, 2019 minutes

Motion by Mr. Davis, second by Ms. LeClaire, to approve the minutes of the February 4, 2019, Parks and Recreation Commission meeting. Motion carried 4-0.

3. Unfinished Business - None
4. New Business
 - a. *Consideration of low bid and recommendation for award of contract for the Hidden Lake Trail Construction Project #PR-01-19

Mr. Kolstad referred to action taken at the December 3, 2018 meeting at which time the Commission approved the final plans for the trail project and authorized proceeding with the preparation of construction documents and advertising for bids. He indicated the project was advertised on January 23 and 30 with six bids received and opened on February 12, 2019 and stated that the lowest responsible bidder has been determined by staff to be Blaze Landscape Contracting, Inc. He stated that the low bid contractor has been the primary contractor for several City projects and that the staff has been satisfied with their performance.

He proceeded to review the summary of bids* and the unit bid prices which indicated that the primary variance in bidding between contractors was in the area of grading which was anticipated. He stated that, as general contractor, Blaze would be utilizing other reputable subcontractors for various components of the project that have familiarity with the City as well. Mr. Kolstad briefly reviewed the project budget including available funding and actual and projected expenses and stated that Greenway Corridor Trail funds have been allocated in the 2018/2019 Capital Improvement budget to adequately fund the project and that approximately 25% of the total estimated project costs will be reimbursed through a State of Wisconsin Department of Natural Resources Stewardship grant.

The Commission briefly discussed the Summary of Bids and Ald. Mellone moved, seconded by Mr. Davis, approval of the resolution recommending Common Council award of the low bid for the Hidden Lake Trail Construction Project #PR-01-19 to Blaze Landscape Contracting, Inc. Motion carried 4-0.

5. Announcements/Reports

- a. The next regularly scheduled meeting is March 4, 2019
- b. Staff Reports and Correspondence

Office:

Ms. Smeltzer reported on the following items:

- Adult Softball Registration began February 4 with a deadline of Friday, February 15.
- Youth Baseball/Softball registration began on February 11 and currently has 260 enrollees.

Motion by Ms. LeClaire seconded by Mr. Davis to adjourn the Parks and Recreation Commission meeting. Motion carried 4-0. Meeting adjourned at 5:15 p.m.

*Documents are on file at the Department Office for public review.