

Tuesday, June 13, 2023  
5:00 p.m.

Tomahawk City Hall  
23 N 2<sup>nd</sup> Street

### COMMITTEE MEMBERS

**JEFF KAHLE**  
CHAIRPERSON  
TERM EXP 2025

**MICKEY LOKA**  
TERM EXP 2026

**STEVE BARTZ**  
TERM EXP 2024

**VACANT**  
TERM EXP 2025

**DAN SCHULLER**  
TERM EXP 2025

**VACANT**  
TERM EXP 2026

**SUE THOMPSON**  
TERM EXP 2024

The Committee meeting will be held both in person and virtually. If you are attending remotely, you can do so by:

**US Toll Free:**  
1-888-475-4499

**Access Code:**  
903 385 0484

**Passcode:** 54487  
-OR-

Via a smart device or computer:  
[www.zoom.com](http://www.zoom.com)

## AGENDA

- A. **CALL TO ORDER**
- B. **PUBLIC COMMENTS** (During this item on the agenda the Committee listens to oral comments from members of the public on non-agenda items. When speaking please state your name and limit your time to five minutes.)
- C. **MINUTES**
  - 1. May 9, 2023 (pg. 2)
- CI. **OTHER BUSINESS**
  - 1. Park Rental Online Reservation System Analysis
  - 2. Washington Square Park Improvements
    - i. Agreement Between the City of Tomahawk and MSA Professional Services – Washington Square Park Design – Amendment 01 (pg. 5)
  - 3. Oakland Av – Right-of-Way/River Access (pg. 10)
- CII. **PARKS LEADSPERSON REPORTS**
- CIII. **NEXT MEETING**
  - 1. July \_\_\_\_, 2023 (Council meeting scheduled for the second Tuesday in July due to the 4<sup>th</sup> of July holiday.)
- CIV. **ADJOURN**

Any additions to this agenda will be added to the original posted at City Hall. Any person who has a qualifying disability as defined by the Americans with Disabilities Act, that requires the meeting or materials at the meeting to be in an accessible location or format must contact the Clerk-Treasurer at City Hall, 453-4040, at least three days prior to the meeting so any necessary arrangements can be made to accommodate each request.

1 **Park and Recreations Committee**  
2 **City of Tomahawk, City Council Chambers**  
3 **23 N 2<sup>nd</sup> St, Tomahawk, WI 54487**  
4 **May 9, 2023, at 5:00 p.m.**  
5

6 **Call to Order:** Jeff Kahle called the Park and Recreations Committee to order at 5:00 p.m.  
7

8 **Roll Call:** Committee members present were Sue Thompson, Jeffrey Kahle, Dan Schuller, Steve Bartz,  
9 and Mikey Loka. Absent was Tim Albert and Chad Gauerke.

10  
11 Staff members present were Deputy Clerk/Treasurer Miranda Freeman and Park Leadsperson Steve  
12 Borem.  
13

14 **Public comments:** There were no public comments.  
15

16 **Other Business**

17 1. Proposed Memorial Bench Honoring Brian "Boog" Morren

18 MICKEY LOKA stated that the City does not have funding for the bench, if the family no longer funds  
19 the repairs, maintenance, or replacement of the bench there will no longer be a bench.  
20

21 SCHULLER asked how heavy the bench was. Steve Borem stated that the bench is made from  
22 concrete and the pedestal 200 pounds and the bench itself is another couple hundred pounds.  
23 SCHULLER stated that if the bench is not heavy enough or can be moved by two people they tend to  
24 end up in the water.  
25

26 BARTZ asked if it was possible to anchor the bench so that the pedestal and bench are one piece.  
27 He stated that it is planned to be in a good spot and a great memorial to Brian, he would hate to see  
28 it vandalized.  
29

30 MICKEY LOKA MOVED to approve the bench and BARTZ seconded. The VOTE was unanimous.  
31

32 BOREM will follow up with the family on the placement and status.  
33

34 2. Washington Square Park Improvements – Luke Geiger, MSA Professional Services, stated that he  
35 wanted to make sure we are on the same page as the design is wrapping up. He stated that the soil  
36 boring contract needs to be completed (email sent to Clerk Bartz) to move forward. He stated that  
37 we can then move into the construction and bidding.  
38

39 Kay Kissinger-Wolf updated the Committee on funding and the status of grants applied for.  
40

41 SCHULLER stated that we are still waiting, and we cannot purchase or sign any construction  
42 contracts until after we receive the award letter from the National Park Service. Geiger stated that  
43 the Department of Natural Resources sent an email about the Stewardship Grant (State) award,  
44 Geiger stated he will follow up with the Clerk on these items and will go forward with  
45 design/construction documents.  
46

1 The Committee reviewed the plan for the park.

2  
3 Kissing-Wolf stated that the sidewalk on the south end of the block and the sidewalk by the  
4 Tomahawk Boats display should be removed. She stated that they are in bad shape and suggested  
5 removing them and replacing them with grass. Geiger stated that it would be easy to remove the  
6 sidewalk. KAHLE stated that it was something that the city would take care of the sidewalk removal.

7  
8 Geiger stated that it may make sense to have Ruekert & Mielke to do the storm water work at 5<sup>th</sup> St  
9 and Lincoln Ave as part of their project this summer. Geiger stated that he has reached out to  
10 Ruekert & Mielke but has not seen the plans yet. He stated that some of the park work may impact  
11 what is being done with that project.

12  
13 BARTZ MOVED to accept the design and MICKEY LOKA seconded. The VOTE was unanimous.

14  
15 Geiger stated that he will set up a meeting with City staff, Raine Gardner, Ruekert & Mielke to  
16 discuss the “whole plan” and impacts on both projects.

17  
18 Geiger asked if the funding received was for the estimated \$2.1 million, Kissing-Wolf confirmed and  
19 stated that there is additional funding and donations they are still working on.

20  
21 Geiger asked about expansion of parking on the northeast corner of the park, SCHULLER stated that  
22 it was brought up but there was no action. He stated that we should leave as much green space as  
23 possible, it can be changed later if it is needed.

24  
25 Discussion continued design and the splash pad elements, fencing, etc.

26  
27 3. Bradley Park – Follow Up on Storm Damages and Park Restoration

28  
29 SCHULLER stated that he frequently walks in Bradley Park, and he noticed that after cutting the  
30 trees, there is what appears to be Black Lotus growing close to the road. He stated that to get rid of  
31 it you will need to use an herbicide. He stated that is also by the boat landing.

32  
33 SCHULLER also asked if we could pull down the hanging limbs along the trails. He stated that he has  
34 also seen poison ivy in the park.

35  
36 SCHULLER stated that the kayak rack is placed where people used to park. He suggested placing the  
37 picnic table past the rack so there is more parking.

38  
39 BOREM stated that he could clean out the brush and move the table to open the area up. SCHULLER  
40 stated that he has marked some hazardous trees that need to be taken down. He stated that from  
41 an aesthetic standpoint it would make it appealing. He stated that Jane and himself walk every day  
42 and it is amazing how heavily used the park is.

43  
44 4. Tree Committee – Emerald Ash Borer –

45  
46 BOREM stated that ROSENMEIER was going to work with Foley’s on marking the Ash Trees. He  
47 stated that most of them are street trees.

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**Leadsperson Report** – BOREM reported that SARA Park Campground is open, and the runway is cleaned of snow and debris and that all the park bathrooms are open. He stated that the park staff are working seven days a week now.

BOREM asked if the two drinking fountains should be turned back on. MICKEY LOKA stated that people can determine for themselves if they want to use them or not, he stated that if we leave them off, we should just remove them.

BOREM stated that the Bradley Park Boat Landing project is getting started. He stated that the parking and landing approach will be paved, and solar street lighting will be added.

Discussion regarding the boat landing slab at Bradley Park. BOREM stated that the launch pad is one huge piece of concrete, and they are butted up to each other. He stated that he will add some pea gravel to fill in where the approach meets the slab.

BOREM reported that on May 24<sup>th</sup>, the High School is doing their workday. He stated that there will be 20 high schoolers working in Bradley Park to fill in divots and holes and to plant 12 additional trees.

**Next meeting:** The next regular meeting of the park and Recreations Committee is scheduled for June 13, 2023, at City Hall, Council Chambers at 5:00 p.m.

**Adjourn:** BARTZ MOVED to adjourn the meeting of Park and Recreations Committee and MICKEY LOKA seconded. The VOTE was unanimous. The meeting was adjourned at 5:54 p.m.

Approved: \_\_\_\_\_

\_\_\_\_\_  
Clerk/Treasurer Amanda L. Bartz, CMC WCMC



**Amendment  
No. 01**

**To: City of Tomahawk  
Amanda Bartz  
PO Box 469  
Tomahawk, WI 54487**

**Date of Issuance: June 9, 2023**

**MSA Project No.: 00046076**

This is an amendment to the Agreement dated September 19, 2022 and does acknowledge that MSA Professional Services, Inc. (MSA) is authorized to begin work on the following project amendment:

**Project Name:** City of Tomahawk – Washington Park Schematic Design

**The project scope has changed due to:** Additional Services to include Design Development, Construction Documents, Bidding, and Construction Administration.

**The scope of the work authorized is:** See Exhibit A.

**The schedule to perform the work is:** Approximate Start: June 14, 2023  
Approximate Completion: January 31, 2024

**The lump sum fee for the work is:** \$103,700 plus reimbursables\*  
*\*Reimbursables are estimated at \$2,000.00*


Authorization for the work described above shall amend the Agreement between MSA and OWNER. Any attachments or exhibits referenced in this Amendment are made part of the Agreement. Payment for these services will be on a lump sum basis.

**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 Amendment. A copy of this Amendment signed by the authorized representatives shall be returned for our files. If a signed copy of this Authorization is not received by MSA within seven days from the date of issuance, MSA may stop work on the project.


**CITY OF TOMAHAWK**

**MSA PROFESSIONAL SERVICES, INC.**

\_\_\_\_\_  
Steven Taskay  
Mayor  
Date: \_\_\_\_\_

  
\_\_\_\_\_  
Raine Gardner, PE  
Team Leader  
Date: June 9, 2023

\_\_\_\_\_  
Amanda Bartz  
Clerk-Treasurer  
Date: \_\_\_\_\_

  
\_\_\_\_\_  
John Langhans, PE  
Service Line Leader  
Date: June 9, 2023

PO Box 469  
Tomahawk, WI 54487  
Phone: (715) 453-4040

1230 South Boulevard  
Baraboo, WI 53913  
Phone: (608) 355-8913

## EXHIBIT A – Amendment to the Scope of Services

### 1. Project Description:

1. The City of Tomahawk is looking to take the next steps in the design process on Washington Park to move the park design into design development and finalize construction documents.

The project is to include:

- a. New playground area with approved vendor, Lee Recreation
  - b. New splashpad area with approved vendor, Commercial Recreation Services
  - c. New nature play area
  - d. Connecting sidewalks and picnic plaza area
  - e. Dedicated area for Donor Paver Sidewalk area
  - f. Associated site utility work
  - g. Site Lighting and electrical work.
  - h. Parking lot striping and new island improvements, basketball court restriping
  - i. 5<sup>th</sup> Street transitioning to one-way travel, with angled parking and intersection island bump outs.
  - j. Ex. Gazebo railing modifications
  - k. Expansion of the Ex. Restrooms to include 2 changing rooms with center sanitary sewer drain.
  - l. Additional site fencing
  - m. Pre-fabricated shade structures around the splashpad
  - n. Park and Site Amenities
  - o. Associated Site Landscaping
2. The project will build off the final schematic design approved by the Tomahawk Parks and Recreation Committee on May 9, 2023.
  3. The project is assumed to be starting construction in 2024, with bidding in late 2023 if approved by the City and required funding is obtained. The project anticipates the purchasing of playground equipment by the City in 2023.
  4. The project global budget is set at \$2,300,000.

### 5. Approximate Project Schedule:

- |   |                            |
|---|----------------------------|
| a. Design Development                         | <b>2023</b><br>June-August |
| b. Construction Documents                     | August-Nov                 |
| c. Playground and splashpad materials ordered | September/October          |
| d. Bidding                                    | December                   |

- |                  |                               |
|------------------|-------------------------------|
| e. Project Award | <b>2024</b><br>January        |
| f. Construction  | April – September (tentative) |

### 2. Scope of Services to be provided by MSA:

- Site/Civil Engineering
- Landscape Architecture
- Stormwater Engineering
- Architectural Design and Documentation
- Structural Engineering
- Site Furnishings Design
- Site Electrical Design
- Site Lighting Design

### Phase 2 - Design Development

*General Summary: Following the close of the schematic design phase, design development for the improvements will begin. They will consider the engineering impacts of the proposed design including the following:*

1. Build upon the schematic drawings and prepare design development drawings for illustrating the proposed size of playgrounds, connectivity/coordination with other park components, landscaping, utilities, etc.
  - Title Sheet
  - Site Removals Plan
  - Erosion Control Plan
  - Site Plan
  - Grading Plan
  - Utility Plan
  - Park Amenities
  - Pavement Marking Plan
  - Building Plans – changing rooms and shade structures
  - Landscaping Plan
2. Collect and review product data and initial material samples. Prepare outline specifications, including the products, materials and finishes of each component or system.
3. Update the construction cost estimate based on material take-offs and current design.
4. Meet with the City (in-person) to review the design development progress/plans and receive input, decisions, and guidance. **Meeting #1**
5. Revise, update and complete design development documents.
6. Provide project management and QA/QC throughout the project phase.

**DELIVERABLES:**

- Design Development Drawings
- Construction Cost Estimate
- Meeting Minutes

**Phase 3 - Construction Documents**

*General Summary: Provide final design, coordination and engineering necessary for construction document preparation to complete the construction drawings and specifications as suitable to secure competitive construction bids.*

1. Finalize and submit the Construction Drawings and Project Specifications that will be used to bid and construct the improvements. The construction drawings will include:
  - Title Sheet
  - Site Erosion Control Plan and Details
  - Site/Grading Plan and Details
  - Utility Plans and Details
  - Electrical Plan and Details
  - Site Removals Plan and Details
  - Landscaping Plan, Schedules and Details
  - Site Amenity Plans and Details
2. Refine the detailed construction cost estimate per the updated plans.
3. Provide an internal QA/QC review of all documentation throughout the project.
4. Provide project management throughout the project phase.
5. Meet with the City (in-person) to review design and documentation progress and receive input, decisions, and guidance at 80% completion. **Meeting #2**
6. Refine construction documents and perform quality assurance/quality control (QA/QC) review.

7. Revise and resubmit the Construction Drawings and Project Specifications, as may be required, to facilitate City departmental approvals.
8. Make minor revisions as necessary and complete the bidding documents.
9. Meet with the City (in-person) for final approval of the plans for consideration of funding pursuits and/or bidding. **Meeting #3**
10. Upon receipt of Owner approval of construction documented and cost opinion, consultant shall proceed with bidding for Construction.

**DELIVERABLES:**

- Construction documents: Drawings and Project Manual/Specifications
- Updated Construction Cost Estimates
- Meeting Minutes

**Phase 4 - Bidding Phase**

General Summary: Assist the City of Tomahawk with the obtaining bids and selection of a qualified contractors to construct the improvements. Prepare and release bid documents.

1. Assist the City of Tomahawk with the advertisement of projects and coordinate the bid letting.
2. Answer bidder questions.
3. Issue written Bid Addenda, when appropriate, to all bidders regarding changes to or clarifications of the Construction Documents.
4. MSA will utilize Quest online to solicit bids for the project.
5. Hold a virtual public bid opening through Quest. **Meeting #4**
6. Review the bids, tabulate the results, and issue an Award Recommendation Memo to the City regarding the contract award.
7. Prepare Notice of Award and Notice to Proceed.
8. Prepare Owner/Contractor agreement.

**DELIVERABLES:**

- Award Recommendation Letter
- Notice of Award
- Owner/Contractor Agreement
- Notice to Proceed
- Addendums, as needed



3. **Compensation:** MSA shall perform the above stated services for fee as follows:

**Proposed Fee:**

Phase 2 - Design Development	\$40,100 (LS)
Phase 3 - Construction Documents	\$58,600 (LS)
Phase 4 - Bidding	\$ 5,000 (LS)
<b>Total=</b>	<b>\$103,700*</b>

**\*Reimbursables are separate and are estimated at \$2,000.**

**Services not included, but can be negotiated as additional services:**

- Construction Site Staking (by Contractor)
- Construction Administration/Observation
- Full Grant Administration
- Public Engagement (beyond what is indicated in the scope above)

**Items Completed by the City:**

- Pay for all permit and/or state review fees.
- Pay for plan reproduction costs (final CDs); will be relatively limited since the project will be electronically bid.
- Pay for the legal notice publication of the Advertisement for Bids.
- Pay for travel reimbursables, mileage, etc.



Lincoln County, WI

Author: Public

Date Printed: 6/9/2023



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