Kent Park and Recreation
Minutes Jan. 27, 2020 Meeting

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KENT TOWN CLERK
2020 JAN 29 P 3: 12
BY TOWN CLERK

Present: Blythe Everett, John Grant, Lynn Harrington, Trisha McMahon, Michael Perkins, director Lesly Ferris (via phone).

Public & Invited Guests: Bruce Adams, Connie Manes, Miranda Lovato.

Chairman Lynn Harrington called the monthly meeting to order at 7:04 p.m.

Alternates: Mr. Grant made a motion to elevate alternate Trisha McMahon. Mrs. Everett seconded the motion, and the motion was approved unanimously.

Agenda: Mrs. Harrington asked to move Tree Work to item 9i. Ms. Ferris asked to add item 4b. election of commission chairman. Ms. McMahon made a motion to amend the agenda as requested. Mr. Perkins seconded the motion. Mr. Perkins made a motion to approve the agenda as amended. Mr. Grant seconded the motion, and the motion was approved unanimously.

Minutes: Mrs. Everett made a motion to approve the minutes of the Dec. 16, 2019 monthly meeting. Ms. McMahon seconded the motion, and the motion was approved unanimously.

Election of commission chairman: Mr. Grant made a motion to appoint Lynn Harrington as Park and Recreation Commission chairman until January 2021. Mrs. Everett seconded the motion, and the motion was approved unanimously.

Correspondence: There was no correspondence.

Public and Invited Guests: Miranda Lovato of Studio Park Ave presented a proposal for the Parks' Master Plan, based on the RFP and provided professional background on Studio Park Ave and herself (attached). She explained the idea of utilizing Kent Common for more public and active recreational activities while Emery Park would focus more on passive recreation and its natural surrounds. She outlined the proposed three phases of the project: inventory (analysis); engage and envision (taking concept plan to the community, get public input, revise plans, final review meeting to make final revisions to the plan); final presentation where everything would be put together and presented to the Parks' Master Plan Subcommittee and the commission. Ms. Lovato commented the subcommittee's RFP is very thorough. She said the planning stage would incorporate looking at possible partnerships within the community and talking with the different stakeholders. Ms. Manes suggested Ms. Lovato look at the Town's zoning regulations, saying there is a preference for low impact to the environment and sustainability. Ms. Manes also mentioned keeping senior citizens and young children in mind during the planning. Ms. Lovato then shared a fee proposal, which is outlined in three phases (attached). The commission thanked Ms. Lovato for her proposal and attendance at the meeting.

Director's Report: Ms. Ferris did not have anything to add to the director's report that was emailed to the commission prior to the meeting (attached).

Old Business: After-School Program: Ms. Ferris thanked the substitute directors who have been covering the program in her absence while the program director also is on leave from the program.

Parks: Emery Park projects: Mr. Grant reiterated the wood from the tree that was taken down has been removed from the park.

Kent Common Park: There was nothing new reported.

Parks' Master Plan Subcommittee: follow-up on plan, funding: Mrs. Harrington recommended the commission schedule a special meeting to review Studio Park Ave's proposal and to hear input from commission member Abigail Smith Hanby. The commission asked the director to send out an email to determine a special meeting date before February 14 when the director and commission chairman are scheduled to meet with the Board of Selectmen to review 2020-21 budget draft.

Five-Year Capital Plan: Ms. Ferris said the Boards of Selectmen and Finance have the capital plan, and there haven't been any changes yet to the proposals for the fifth year of the plan.

Sports Programs follow-up: basketball, baseball: Ms. Ferris reported basketball programs are meeting weekly. She thanked Marvelwood School for use of its gym for additional practice time for the NW Rec 5/6 boys' basketball team. The recreation directors finished work on a letter to go the parents regarding Little League and baseball programs for spring 2020.

2019-20 Budget: There was no report. Mrs. Harrington said it would be helpful to have a report before the special meeting. Mr. Grant requested funds to purchase a PA system.

Halloween Bash 2020: Mrs. Harrington noted the commission last month discussed creating a subcommittee to work on the Halloween Bash. Mr. Perkins made a motion that the Park and Recreation Commission create a Halloween Bash subcommittee and name Lynn Harrington, Michael Perkins and Maria Tiberii to the subcommittee. Ms. McMahon seconded the motion, and the motion was approved unanimously. The commission discussed contacting Wendi Love of Marvelwood School and the Kent Center School PTO for help with the event.

Playing Field subcommittee report: Playing Field Subcommittee member Bruce Adams reported on the subcommittee's meeting earlier today, noting the subcommittee received three proposals for the infield ballfield maintenance work from the RFP. He explained the work includes maintenance of the fields every other week and that the subcommittee recommends application of conditioner and clay. This application isn't needed every year, he added. Mr. Adams said the subcommittee recommends to the Park and Recreation Commission the proposal by Premier Turf for $15,840 and the proposal by New England Turf Management for a total request of $20,000 for the ballfields for FY2020-21. Mr. Grant made a motion to accept the Playing Field Subcommittee's recommendation to accept Premier Turf's bid of $15,840 for infield ballfield work. Ms. McMahon seconded the motion, and the motion was approved unanimously. Mr. Grant made a motion to request the ballfield budget line move into the Park and Recreation operating budget as a separate line with funding proposed at $20,000 for FY2020-21 that includes infield ballfield maintenance work and turf management plan. Mr. Perkins seconded the motion, and the motion was approved unanimously. Ms. Ferris noted commissioner Jennifer Calhoun said she no longer can serve on the playing field subcommittee. Mr. Grant volunteered to serve on the subcommittee. Mr. Perkins made a motion to appoint John Grant to Park and

Recreation's Playing Field Subcommittee. Ms. McMahon seconded the motion, and the motion was approved unanimously.

Rob Zombie Event proposal follow-up: There was no new discussion.

Parks' tree work RFP: The commission noted receipt of four proposals (Tree Monsters, Sawing High Climbers, Bartlett Tree Services, Save-a-Tree) and asked the director to prepare a spreadsheet of the proposed costs and to add this item to the special meeting agenda.

New Business: Summer Concert Series Date Proposals: Ms. Ferris provided the commission with proposed dates for the summer 2020 concert series (attached). Ms. McMahon suggested the commission think about a new location for the concerts, recommending the Welcome Center site. Ms. Ferris and Mrs. Harrington suggested the Town Hall is a good venue. Mrs. Harrington added hopefully this summer a concert would be held at Kent Commons (last year's was moved due to inclement weather). Mrs. Everett made a motion to hold summer concerts on July 2, July 9, July 16, July 23, July 30 and August 6. 2020. Mr. Perkins seconded the motion, and the motion was approved unanimously.

2020-21 Budget Proposal: Ms. Ferris provided the commission with a draft of the 2020-21 budget prior to the meeting, which includes update to the proposed hourly employee wages (attached). Mrs. Harrington recommended the commission include a proposed salary for the director's position, suggesting a 3% increase. Ms. McMahon made a motion to approve the proposed 2020-21 Park and Recreation budget, including a 3% increase for the Park and Recreation director. Mr. Perkins seconded the motion, and the motion was approved unanimously.

Summer Employee contracts: Ms. Ferris provided recommendations for 2020 summer program staff hirings (attached). Mr. Perkins made a motion to accept the recommendations for 2020 summer staff hirings as proposed. Mr. Grant seconded the motion, and the motion was approved unanimously.

The next Kent Park and Recreation Commission meeting is Feb. 24, 2020 at 7 p.m. Mr. Grant made a motion to adjourn the meeting at 8:40 p.m.

Lesly Ferris
Director

Minutes are not considered final until approved. Refer to the minutes from ensuing meeting for any changes and/or corrections.

Park and Recreation Director's Report
January 2020

From the December 2019 meeting:

- I sent the Parks' Master Plan subcommittee the proposed plan and warned a special joint meeting with the Park and Recreation Commission for January 27, 2020.
- I contacted the Learn-to-Skate program coaches to ask if they have any items on their wish list that would be helpful to have for next year's program. I will share items with the commission when I receive them.
- Reminder the commission discussed at its December meeting creating a Halloween Bash Subcommittee at the January meeting.
- I included wages for lifeguard/swim instructor in the proposed 2020-21 hourly employees budget.

From the director:

After-School Program: I have been scheduling substitute directors' and staying available by phone and text during my absence. I coordinated delivery of the time cards to Town Hall and the shopping for snack items. Many thanks to everyone for a collective effort to maintain this program.

Budget/Five-Year Capital Plan: The Board of Selectmen and Board of Finance have reviewed the Five-Year Capital Plan. Park and Recreation has been invited to attend a budget session with the selectmen; Lynn and I are scheduled to meet with the board February 14 at 10:30 a.m. to answer questions on Park and Recreation's budget proposal. I sent the commission the proposed 2020-21 budget. I feel the park maintenance line could remain flat; the fee program line should increase slightly (perhaps $1000) to cover the cost of the Learn-to-Skate program's ice time (this year it was $3,000+); this cost is off-set by revenue.

Parks: Bartlett Tree Service removed the one tree as contracted. Thank you, John, for arranging to have the wood removed from the park. I have spoken with a couple of the tree companies that are submitting proposals for the tree RFP and answered emails regarding the RFP and/or to acknowledge receipt of a proposal. I also spoke with the company that does the power washing and they will be power washing the playing grounds, pool slide and pavilion over the coming weeks.

Fee Programs: The second session of the new Easy Tai Chi class began January 7. I processed a deposit for over $3,000 that includes that session as well as the other Tai Chi class that Christopher Kiely runs. These programs continue to draw a great response. Chris has arranged to use space at St. Andrew's Parish House for a second weekly class for the Easy Tai Chi (the Community House space isn't available at the time he wants). A new session of Tang Soo Do begins January 27. I sent home through KCS a flyer announcing this new program and have posted in on the website. I have sent another email request to Kent School for dates/times for two hours to make-up for

ice time for Learn-to-Skate that the school canceled. The Learn-to-Skate program is having an equipment swap for the program participants. I will email commissioners the ice skating dates at South Kent School again because we will need someone to cover these dates. The school canceled

the January 26 ice skating time due to its staffing and the potential for weather. I have sent out notice of this cancellation and posted on the website.

Regional Recreation Directors: We are finalizing details of a letter which outlines the new regional Little League program that will be emailed to families. We also have booked dates and the bus for the three Goodspeed Opera House theater trips for 2020.

Sports Programs: The NW Rec 5/6 boys' basketball team has been practicing Thursday evenings in the Marvelwood School gym - many thanks to Marvelwood for allowing Park and Recreation to use its gym. The Town has provided Marvelwood an insurance certificate and the players' parents have filled out and signed use waivers. The instructional programs also are meeting weekly at Kent Center School. Again, thank you to the coaches for overseeing these programs in my absence.

Senior Activities: The next session of free arm chair massage has been moved to March.

Work Hours: I have been working from home during my recovery and have been into the office a couple of times to take care of the mail, deposit money and process bills. I am keeping a log of these work hours. I changed the message on the office answering machine to let callers know they could contact the director via cell phone or email.

Summer Concert Series: I have forwarded the commission a list of six proposed dates for 2020 concerts. The Kenn Morr band has contacted me earlier this month and continues to be very interested in playing at our concert series. The Regulators also have emailed to ask to be included again. I will bring the dates to the Board of Selectmen for its approval once the commission makes a decision on dates. We also then can look at sponsorships.

Parks' Master Plan Proposal: I have met with Miranda Lovato as well as Abigail Smith Hanby to review the proposal and Miranda will meet with the commission at the January meeting. I believe the proposal is comprehensive and its scope clearly defined. I agree Miranda would be a good fit for developing a master plan with the commission. Regarding the budget for this proposal, I believe it could be funded by a combination of financial resources: remaining money in the Ward Estate fund (nearly $10,000), money we estimate would be left in the current operating budget (reminder we did not use all the alloted fund for lifeguards in summer 2019) and I would propose asking for a one-time request as a separate line item in the 2020-21 budget. One thought would be to schedule a special meeting just to discuss the parks' master plan before February 14, especially given the number of items on the January meeting agenda.

Looking ahead ...

- The Park and Rec January meeting will take place in the conference room across from the office.
- I will update the commission on my status following a February 7 medical appointment.

Kent Park and Recreation- Playing Fields Subcommittee

RFP was sent out and 3 proposals were received. One was deemed to be incomplete, so 2 were discussed.

1. J&R Lawn Service- $21,500
2. Premier Turf- $15,840

Both submissions were complete and detailed. After a lengthy discussion, including consultation with Rick Osborne, the Sub Committee submits the following for your consideration.

We recommend:

- Premier Turf be hired for infield repair and bi-weekly maintenance of the 3 infields at Kent Center School at a total cost of $15,840 for 2020.
- We also recommend that an additional $4,000 be included in the FY 2020-21 budget to pay for turf management(all non infield ground).

We have a price of $3,850 from New England Turf Management for the above turf work ,but recommend asking Premier Turf if they are interested in taking this on as well.

Respectfully submitted by the Playing Fields Subcommitte
January 27, 2020

Kent Park and Recreation
2020-2021 Budget
Line #23102, Hourly Employees
PROPOSED

After-School Program

Director: $18/hr x2.75/hours/day x 160 days = $7,920 Counselors: $12.25/hr x 2.5/hrs/day x 1/day x 160 days = $4,900	$12,820

Camp Kent

Director: $16.50/hr x 40/hrs/week x 8 weeks = $5,280 Counselors: $12.75/hr x37.5/hrs/week x 8 weeks x 2 = $7,650	$12,930

Lifeguards

Head guard: $14.25/hr x40 hrs/week x 9 weeks = $5,130 Swim instructor: $13.5/hr x 36 hrs/week x 4 weeks = $1,944 Lifeguards: $13/hr x 3 guards x 36 hrs/week x 9 weeks = $12,636	$19,710

Ice Monitor	$ 600
Total proposed Line #23102	**$46,060**

Kent Park and Recreation

Lesly Ferris, Director
P.O. Box 678
41 Kent Green Boulevard
Kent, CT 06757-0678

Telephone 860-927-1003
Fax 860-927-1313
parkandrec@townofkentct.org
www.kentctparkandrecreation.com

To: Park and Recreation Commission

From: Lesly Ferris

Date: January 27, 2020

Re: Summer concert series dates

Following are potential dates for the summer concert series at Kent Town Hall:

- July 2
- July 9 (Kent Common Park)
- July 16
- July 23
- July 30
- August 6 (Kent Sidewalk Festival)

Thank you.

This institution is an equal opportunity provider and employer.

Kent Park and Recreation

Lesly Ferris, Director
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41 Kent Green Boulevard
Kent, CT 06757-0678

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To: Park and Recreation Commission

From: Lesly Ferris

Date: Dec. 27, 2019

Re: Summer employees

I propose the following hires for summer 2019 programs:

Kevin Kalach, Camp Kent Director, $16. 50/hour, subject to budget approval;
Megan Leach, Camp Kent counselor, $12.75/hour, subject to budget approval;
Justine Lago, Camp Kent counselor, $12.75/hour, subject to budget approval;
Grace Herde, Emery Park head lifeguard, $14.25/hour, subject to budget approval;
Tommy Soderstrom, Emery Park lifeguard, $13.00/hour, subject to budget approval.

Thank you for your consideration.

This institution is an equal opportunity provider and employer.

Proposed

Park and Recreation Budget Worksheet

	Actual Jul '17 - Jun 18	Budget	Actual Jul '18 - Jun 19	Budget	YTD Jul '19 - Jun 20	Budget	Proposed FY '21 Budget
132-800 · Park & Recreation	250.00	250.00	250.00	250.00	845.00	250.00	750.00
132-810 · Park & Rec Pass	3,470.00	3,500.00	2,690.00	3,000.00	850.00	3,000.00	3000.00
132-820 · Park & Rec Sports	1,798.00	4,000.00	2,005.00	3,500.00	2,865.00	3,500.00	3500.00
132-830 · Park & Rec Classes	1,238.10	500.00	1,317.20	500.00	784.30	500.00	750.00
132-840 · Park & Rec Enrichment	13,409.00	11,000.00	18,015.00	11,000.00	3,508.50	11,000.00	11,000.00
132-850 · Park & Rec Enrichment Camp	13,363.50	13,000.00	12,561.00	13,000.00	13,940.50	13,000.00	13,000.00
132-860 · Bus Trips & Programs	745.00	1,000.00	665.00	1,000.00	380.00	750.00	750.00
Expense							
023-101 · Salary Director	49,041.20	49,041.00	50,511.76	50,512.00	23,965.92	51,926.00	
023-102 · Hourly Employees	38,628.11	43,736.00	36,114.09	42,343.00	23,098.04	45,454.00	46,060.00
023-996 · Health	28,267.72	28,268.00	13,929.84	16,742.00	8,759.31	16,090.00	
023-997 · Pension	2,534.14	2,452.00	2,565.03	2,526.00	660.66	2,596.00	
023-998 · Social Security	6,487.41	7,098.00	6,502.04	7,218.00	3,375.96	7,450.00	
023-201 · Supplies	359.54	400.00	402.83	400.00	145.29	400.00	400.00
023-202 · Postage	294.00	343.00	300.00	343.00	6.30	385.00	385.00
023-204 · Mileage	596.36	700.00	1,046.22	700.00	269.12	700.00	700.00
023-419 · Park Maintenance	15,125.55	16,000.00	19,504.43	16,000.00	1,593.60	16,000.00	16,000.00
023-422 · Fee Programs	13,486.71	13,000.00	11,912.90	13,000.00	8,790.10	13,000.00	14,000.00
023-501 · Telephone	1,175.52	1,000.00	889.49	1,000.00	56.75		800.00
023-502 · Electric	1,215.50	800.00	1,251.75	900.00	613.22	900.00	900.00
023-504 · Water/Sewer	1,371.44	1,250.00	1,340.55	1,350.00	1,417.92	1,350.00	1500.00
023-450 · Dues	99.00	100.00	99.00	100.00	105.00	100.00	105.00
023-451 · Conferences	410.00	550.00	455.00	550.00	420.00	550.00	550.00
023-452 · Training	0.00	100.00	0.00	100.00	0.00	100.00	100.00

FY '20 Budgeted Amounts

After School Program		Director	$17.5 x 2.75hrs x 160 days	7,700
		Counselors	$11.25 x 2.5hrs x 160 days	4,500
Camp Kent		Director	$16 x 40 hrs x 8 weeks	5,120
	2	Counselors	$11.75 x 37.5 hrs x 8weeks x 2	7,050
Lifeguards		Head	$13.25 x 40 hrs x 9 weeks	4,770
		Swm Instruct	$12.5 x 36hrs x 9 weeks	4,050
		Retng Guards	$12 x 36 hrs week x 3 guards x 9 wks	11,664
		Life Guard	$11 x 1 x 36 hrs week x 9 wks	0
Skating		Ice Monitor		600

— See back side of sheet proposed 20-21 salaries

Proposal for:

Kent Parks Master Plan

for the Town of Kent, Connecticut

Submitted by:

STUDIO PARK AVE

December 6, 2019

STUDIO PARK AVE

December 6, 2019

Park and Recreation Commission
Kent Park and Recreation
P.O. Box 678
Kent, CT 06757

Re: Master Plan for Emery Park and Kent Commons Park

Dear Park and Recreation Commission,

Studio Park Ave is excited to submit a proposal for the Kent Master Plan Study: focusing on new uses and improvements for the two town Parks, Emery and Kent Commons Park. The Town of Kent is a unique and vibrant community, and the Master Plan must strive to preserve Kent's cultural and historical identity while providing new uses and updating existing amenities and infrastructure to meet the needs of an evolving community. We are honored to answer this call and believe we are the team to help realize your collective vision.

The following qualification package is intended to respond to the Request for Proposal assembled by the Master Plan Committee within the Park and Recreation Commission. The qualification package describes the background of our firm, project experience, project team, and project approach and draft schedule. We are excited to be considered for this important project.

DESIGN SERVICES

Studio Park Ave will provide design services consisting of Precedence and Research, Site Analysis, Master Planning Conceptual Design and associated professional services.

The design process utilized for our community and institutional projects is one that is collaborative and immersive. We typically ask our clients to participate with our design team throughout the entire length of the project via charrettes, workshops and meetings where we explore the design parameters and discover solutions that meet the client's goals and objectives.

The project will be divided into three phases: Analyze, Engage and Envision, and Final Presentation. These phases will be explored in more detail in the project approach section of this proposal.

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STUDIO PARK AVE

DESIGN TEAM

Studio Park Ave proposes the following design team for the Project:

Miranda Lovato	Project Manager/Project Contact
Ben Kutscheid	Principal-In-Charge
Jim Gamble	Project Adviser

Miranda will lead the project and attend and facilitate all meetings. Ben will attend the Site Inventory and Analysis meeting and the Brainstorming session and will be involved throughout the process. Jim will add input and assist in the development of the design.

QUALIFICATIONS

Studio Park Ave is a Landscape Architecture Land Planning firm with offices located in Highland Park, Illinois and Kent, Connecticut. With a focus on Park Development from Concept through construction, Studio Park Ave has several similar projects including Master Planning Projects for the Deerfield Park District, the Mount Prospect Park District, Village of Riverwoods and the Village of Schiller Park recently completed and on the boards. Though SPA has not completed any projects in the New England area, we believe having an office and our project manager (Miranda Lovato) located in Kent gives us a distinct advantage in project background, knowledge, communication and engagement with the project team.

The schedule for the project will be finalized as the project progresses, but a draft schedule is provided in the project approach section of this proposal. The Design Team is available to meet the schedule as required. Please review these qualifications and please let me know if you have any questions or we can provide more information.

Sincerely,

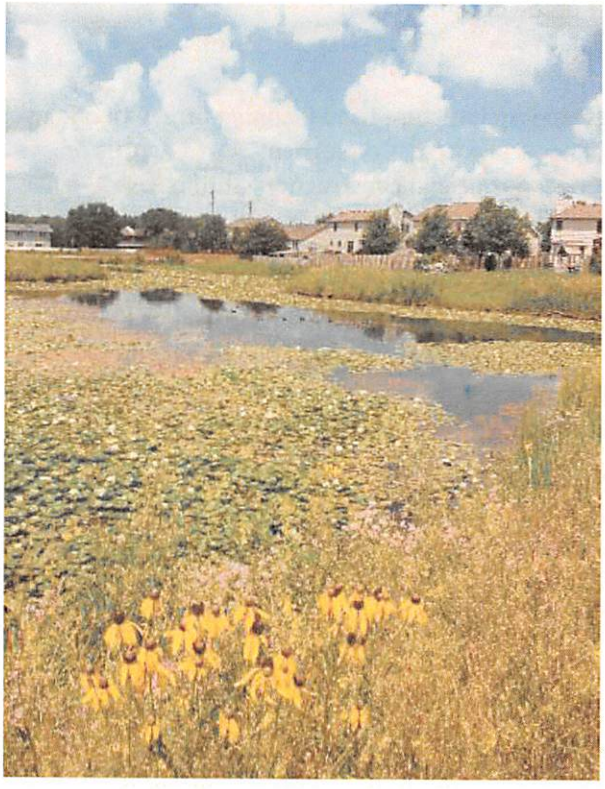
Ben Kutscheid, ASLA, PLA, CPSI
President/Landscape Architect

Studio Park Ave
Ben@studioparkave.com
685 Park Ave. West
Highland Park, Illinois 60035
847.217.5076

STUDIO PARK AVE

About Us

Studio Park Ave was founded in February of 2018 by Ben Kutscheid and provides landscape architecture consulting services to public and private clients in land planning, park and playground design, historic preservation, inclusive design, and strategic and master planning. The firm strongly believes in providing personal service and partnering with the client to bring their unique vision to life.



Our Process

Studio Park Ave applies the highest standards and expertise to each project. We create aesthetically pleasing, feasible and functional design, directed toward realizing concept to reality. Studio Park Ave emphasizes the team approach—working with the client, architect, engineer, and/or other professionals, other stake holders and users. Studio Park Ave brings your concept to reality.

Our Services

Landscape Architecture
Land Planning
Park Design/Park Planning
Playground Design
Site Design/Due Diligence
ADA Assessment and Accessible Improvements
Historic Site Planning and Design

Our Reach

Registered Landscape Architects in the following states:
Illinois, Indiana, Michigan, Ohio and Wisconsin
Pending: Connecticut

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Project Experience

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Tipton Park

for the City of Bloomington, Illinois

The City of Bloomington received a donation of 50 acres for park use, which was part of a 150 acre corn field. Part of the terms of the donation was that the City was required to work with the developer to use the park for flood control and active recreation. The space and the final layout was negotiated and the park took shape. The building lots were designed to maximize access to the park or natural areas.

Tipton Park includes a 12 acre active park (Soccer fields, baseball, splash pad, playground and parking), a 3 acre lake and a 12 acre lake with 15 acres of surrounding wetland and restored prairie. The remaining area is trails and native plant buffer. The development was pushed to create vegetative swales and to promote overland drainage where possible. Three biofiltration zones with meanders were created to cleanse the runoff. Parking areas were developed directing surface runoff to vegetated swales.

Ben Kutscheid's role as project manager for Thompson Dyke and Associates, with subconsultant work by Applied Ecological Services, was leader in negotiation between the developer and city, grant application (OSLAD development grants) permit coordination (dam permit, storm water permits and building permits) design and design coordination through construction drawings. Ben was responsible for managing the bid and construction process including bidder questions, issuing addenda and preparation of the bid recommendation. He was also responsible for assuring that construction was in general compliance with plans and specifications.

Ben presented at an IAPD session in January 2017 with Steve Apfelbaum, Tipton Park 15 years later. This presentation was a recap of Tipton Park 15 years after the park opened.

Project

- *Client: City of Bloomington, Illinois*
- *Tipton Park Phase I and II*
- *Completed: 2004*
- *Total Project Cost:*

  Phase I - $2.8 Million

  Phase II - $3.2 Million

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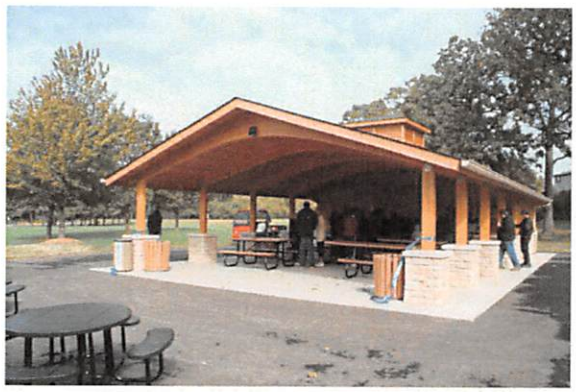
Woodland Park

for the Deerfield Park District

Woodland Park is an Elementary School site transformed into a 14 acre neighborhood park. This newly developed park includes sustainable elements such as a recycled products nature themed play area, rainwater system for toilets and watering, porous paver parking area, rain gardens, native plantings, LED lighting, recycle receptacles and the use of recycled products throughout. Ben Kutscheid, ASLA began working with the Deerfield Park District on this project in 2010 from design through grand opening.

The play area is at the center of the park, and the play equipment is made of recycled plastic and steel with accents of GRFC. The theme is a nature area with a tree house and reflects back to the Woodland Park theme. The play area offers opportunities for the three main types of play – physical through climbing, social play through talk tubes and other team play structures. Theatrical play is provided through the tree house themed play equipment and the mushroom shape climbers. This play area is fully accessible and meets and exceeds all requirements of the ADA and the CPSI.



The parking area drains to either porous paving or rain gardens. These areas accept all the drainage for the parking lot and hold it until it percolates into the ground or in extreme events drains into the stormwater system. The rain garden or parking lot islands have been planted with bald cypress trees and a swale planting mix specifically designed to cleanse stormwater.

The pavilion includes a picnic area for six full size picnic tables, restrooms and drinking fountain and LED lighting. The shelter includes a rainwater capture system including a 1500 gallon tank that uses rainwater to flush toilets and urinals.

Project

- *Client: Deerfield Park District, Deerfield Illinois*
- *Studio Park Ave: Landscape Architecture*
- *Total Project Cost: $1.8 Million*
- *Completed: June 2019*

Contact: Jay Zahn, Director of Park Services,
Jay@deerfieldparks.org
847.572.2670

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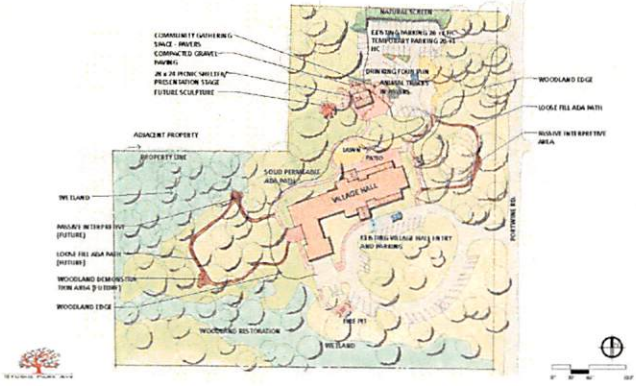
Flatwoods Heritage Center Master Plan

for the Village of Riverwoods, Illinois

The Village of Riverwoods engaged Studio Park Ave to develop a master plan for the Flatwoods Heritage Center which involves approximately 5.6 acres of the 7.0 acre Village Hall Property. Project objectives 1) Ecological Education 2) Creation of Community spaces in Woodland Setting 3) The restoration of the Woodland.

The proposed improvements include a woodland education area along a winding path through the woodland, interpretive signage and plant labels along a portion of the path. In addition, the design includes a nature themed playground, fire pit and clearing for gathering, a patio for community events and a large plaza near the proposed shelter. Site amenities are to include: drinking fountain, seating, bike racks, and waste receptacles. There are many project details that will make the site unique including animal tracks, nature themed seating and interpretive opportunities.



The Village of Riverwoods is working with the Lake County Forest Preserve District for the restoration of the woodlands. The restoration of this site will include the rare and endangered eco zone of "Flatwoods Woodland". Restoration will include the removal of invasive species and planting appropriate species. This project will strengthen relationships with LCFPD and provide exploration opportunities for the Special Recreation Association.

Studio Park Ave assisted the Village in submitting an OSLAD Development Grant. The plans are now into the Construction Drawing phase and anticipated bidding in February of 2020 for completion in Summer of 2020.

Project

- *Client: Village of Riverwoods*
- *Studio Park Ave: Landscape Architecture*
- *Total Project Cost: $650,000*
- *To be Completed: June 2020*

Contact: *John Norris, Mayor of Riverwoods, jnorris@villageofriverwoods.com 847.945.3990*

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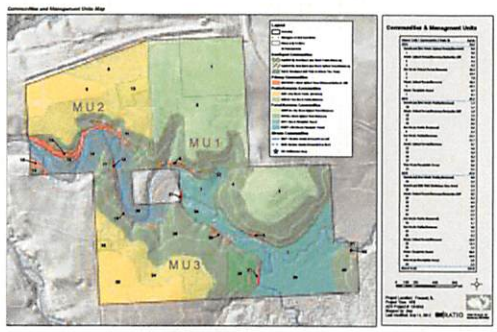
Oakdale Nature Preserve Master Plan

for the Freeport Park District

The Freeport Park District engaged Ratio Design along with Applied Ecological Services to develop a master plan for the Oakdale Nature Preserve. The Oakdale Nature Preserve consists of 133 acres of forests, streams and restored prairies. The team was led by Ben Kutscheid from the beginning phase of Inventory and Analysis through final design.

Ben led 4 focus group meetings with stake holders and interested parties where information was gathered about the natural site and the built elements and how the community uses the site currently.



Concept plans were created based on feedback received from these meetings, staff input, site reviews, and consultants experience. These concepts were then presented to the community and Park District Board. A final Master Plan was generated following the presentation of the concepts and the drafting of a draft Master Plan.

A major component of this project was the restoration and preservation of the natural areas found on site. Working with the community, staff and consultants objectives were developed for restoration to ensure that the ecological health of the site was preserved and maintained for the future.

Included in the master plan were implementation strategies, suggested phases for implementation and projected costs associated with each phase.

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Project Team

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Ben Kutscheid,

PLA, CPSI, ASLA

President,

Landscape Architect

Ben has over 25 years of experience in park, streetscape, and municipal design and planning throughout the region. Ben specializes in all facets of park system planning, design and construction and has managed and assisted with numerous park and open space plans, park developments and over 200 playground projects throughout the Midwest and beyond. Ben has focused on ADA requirements and Title II of the ADA code. Ben has completed park construction projects ranging from the historic restoration of Buckingham Fountain to the 10,000 sf neighborhood tot lot. Mr. Kutscheid is active with the Illinois Association of Park Districts and has spoken at national conferences on Park Design and ADA Transition Planning. He has served as a Commissioner for the Park District of Highland Park.

Education

- *Bachelor of Landscape Architecture, 1988, Michigan State University, East Lansing, Michigan*

Affiliations

- *Registered Landscape Architect in the State of Illinois, #157-000517*
- *Certified Playground Safety Inspector (CPSI) - Expires September 2022*
- *Member, American Society of Landscape Architect*

STUDIO PARK AVE

Project Experience

Flatwoods Heritage Center, Village of Riverwoods, Riverwoods, Illinois
Studio Park Ave worked with the Village of Riverwoods to develop a master plan for the development of the public property around the Village Hall into a Park. Flatwoods Heritage Center is a woodland setting with many large mature Oak trees and recently reestablished native landscape. Ben led a process for the development of the project that integrated many competing ideas on a challenging site. Studio Park Ave submitted and the Village of Riverwoods was awarded an OSLAD grant for the work.

Police Station Community Gardens, Village of Riverwoods, Riverwoods, Illinois
Ben assessed the accessibility of the gardens and developed a recommendations for the development of a inclusive accessible community garden.

Deerfield Park District, Deerfield, Illinois
Over the last 25 years Ben has completed successful and sustainable projects for the Deerfield Park District. This 25 year relationship includes a large variety of project types and scope. The projects include Sara Lee Property impact fee assessment, Jewett Park Skate Park, Maplewood Park Redevelopment, Jaycee Park Redevelopment , Woodland Park Redevelopment , Brickyards Park Basketball Court Overlay, Trail Tree Park Playground, Briarwood Park Playground, Briarwood Park Basketball and Tennis Court Overlay, Walden School East Playground Redevelopment, Walden School West Playground Redevelopment, Kipling School Redevelopment, Jewett Park House Demolition, Jaycee Park Redevelopment, Jaycee Park Dog Park, Sarah Channick Park Redevelopment, Briarwood Park Streambank Restoration, Briarwood Park Permeable Paver Parking Lot, Jewett Park Statue Placement, Sachs Center South Entry Playground Development, Deerfield Golf Club Enhancement, Deerfield Golf Club Driving Range installation, Deerspring Park Tennis Court Overlay, Mitchell Park Playground Redevelopment, Jaycee Park Playground and Dog Park Redevelopment, Pathway Accessibility Improvements and currently on the boards with Brickyards Park Kenny Rudin Memorial Playground Development and Deerspring Park Pickleball Courts.

*** Tipton Park,** City of Bloomington, Bloomington, Illinois
The City of Bloomington received a donation of 50 acres for park use. The Tipton Property was part of a 150 acre corn field. The City was required to work with the developer to use the park for flood control and active recreation. The final layout was negotiated and the Park took shape. The building lots were designed to maximize access to the park or natural areas and was developed as a unique stormwater system. Ben assisted the City of Bloomington in the submittal and administration of OSLAD Grants for this project.

Tipton Park includes a 12 acre active park (Soccer fields, baseball, splash pad, playground and parking) a 3 acre lake and a 12 acre lake with 15 acres of surrounding wetland and restored prairie. The remaining area is in trails and native buffer. The development was pushed to create vegetative swales and to promote overland drainage where possible. Three biofiltration zones with meanders were created to cleanse the runoff. Parking areas were developed with using surface runoff to vegetated swales.

** Represents project completed with previous consulting firms*

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Miranda Lovato,

PLA, ASLA

Senior Landscape Architect

Miranda has over 12 years experience in both the private and public sector in Landscape Design and served as the park planner and landscape architect for the Elmhurst Park District for nearly four years. Miranda's focus has been on Park and Municipal Design work. This includes Master Planning, Site conceptual planning, public presentation, historic site planning and design, construction documents and drawings, construction observation and project review. Projects she has worked on include Buckingham Fountain Restoration, Buffalo Grove Open Space Master Plan, Elmhurst PD Salt Creek Park Improvements, Butterfield Park Improvements and numerous playground projects.

Education

- *Bachelor of Landscape Architecture, 2007, Michigan State University, East Lansing, Michigan*

Affiliations

- *Registered Landscape Architect in the State of Illinois, #157-001349*
- *Member, American Society of Landscape Architects*

STUDIO PARK AVE

Project Experience

Flatwoods Heritage Center, Village of Riverwoods, Riverwoods, Illinois
Miranda is part of the Studio Park Ave team working on the project of Flatwoods Heritage Center. Working as the senior landscape architect, Miranda has worked from the beginning concept development phases of the project and is currently working on design development and construction documentation. Miranda has been instrumental in translating the communities vision for the plan into rendered graphics and construction documents implementing the vision to construction.

***Elmhurst Park District,** Elmhurst, Illinois
Over the nearly four years that Miranda worked for the Elmhurst Park District she led numerous park improvement projects and guided the capital planning efforts of the park division. She was the only landscape architect on staff and was responsible for overseeing the planning, design and implementation of park improvement projects taking place in the District's 28 parks and 18 playgrounds. In her time there, she worked on several tennis court resurfacing projects from design development through construction documentation and bidding. She also worked on several playground redevelopments, including concept development, public input processes, design development and construction implementation. As part of Miranda's role with the park district she had to be in constant contact and communication with numerous consultants, contractors, vendors, community members and other project personnel. One of Miranda's projects with the park district, Butterfield Park, with a budget of 1.8 million, included new pathways, an inclusive playground, ballfield, tennis court renovation and parking lot resurfacing. Miranda designed the playground and worked as a member of the design team to see this project through to completion.

Deerfield Park District, Deerfield, Illinois
Along with Studio Park Ave, Miranda has worked with the Deerfield Park District for several years. This relationship includes a large variety of project types and scope. The projects Trail Tree Park Playground, Briarwood Park Playground, Briarwood Park Basketball and Tennis Court Overlay, Walden School West Playground Redevelopment, Kipling School Redevelopment, Briarwood Park Streambank Restoration, Briarwood Park Permeable Paver Parking Lot, Sachs Center South Entry Playground Development, Deerspring Park Tennis Court Overlay, Jaycee Park Playground and Dog Park Redevelopment, Pathway Accessibility Improvements and currently on the boards with Brickyards Park Kenny Rudin Memorial Playground Development and Deerspring Park Pickleball Courts.

***Phillips Park Master Plan,** City of Aurora, Aurora, Illinois
As part of RGC Design, Miranda aided in the development of the Phillips Park Master Plan and construction documentation. Miranda was involved from the beginning phases of master planning to the eventual construction documentation. Miranda was responsible for the graphic development of the master plan and taking the communities vision and turning it into reality.

** Represents project completed with previous consulting firms*

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Jim Gamble,

PLA, ASLA, CLARB

Principal,

Landscape Architect

President of the firm Land Design Collaborative, Inc. (LDC) an award winning LA firm. Jim is a registered Landscape and given Illinois license #2 due to his involvement in passage of the licensure bill. Jim's professional experience has included projects throughout the country as prime consultant in collaborations with planners, architects, and engineers. His work includes urban design, transit facility design, parks and recreation, site development, and streetscape and corridor design. He has added his expertise to numerous revitalization projects in central business districts for Illinois communities including Evanston, Glencoe, Park Ridge, and Lake Bluff. He is committed to collaboration among landscape architects and other design professionals, particularly planners, architects, and engineers.

Education

- *Bachelor of Landscape Architecture, University of Michigan, Ann Arbor, Michigan*

Affiliations

- *Registered Landscape Architect in the State of Illinois, Indiana and Ohio*
- *CLARB Certified Landscape Architect*
- *Member, American Society of Landscape Architects (ASLA)*

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Project Experience

* Northcroft Park Master Plan and Construction Design; Lake Forest, IL
* Everett Park Master Plan; Lake Forest, IL
* Ravinia Station Park; Highland Park IL
* Wagner Farm Master Plan; Glenview, IL
* Centennial Park; Arlington Heights, IL
* Oldberg Park; Evanston, IL
* 12th Street Beach, Chicago, IL
* Standard Avenue Ped/Bikeway, Whiting, IN
* Jewett Park, Deerfield, IL
* Central Park, Dyer, IN
* Centennial Park, Lincolnwood, IL
* Below the Bluff Development; St. Joseph, MI
* Walden International Office Development; Schaumburg, IL
* Highland Pointe South Office Development; Downers Grove, IL
* Ravinia Business District Design Plan; Highland Park, IL
* School Street PUD; Libertyville, IL
* Lincoln & Ferris Avenue Streetscape and Bikeway Design, Morton Grove, IL
* Los Alamos Civic Center Design and Development Program; Los Alamos, NM
* Central Business District Design Plans; Mishawaka, IN
* State Street; St. Joseph, MI
* Evanston Downtown Streetscape; Evanston, IL
* Standard Avenue Bikeway & Landscape Design, Whiting, IN
* 119th Street Parking and Street Tree Study, Whiting, IN
* Broad Street Streetscape Furniture and Planting Design, Griffith, IN
* CN Railroad Right of Way Landscape Design, Griffith, IN
* Central Business District Parking Plan; St. Joseph, MI

** Represents project completed with previous consulting firms*

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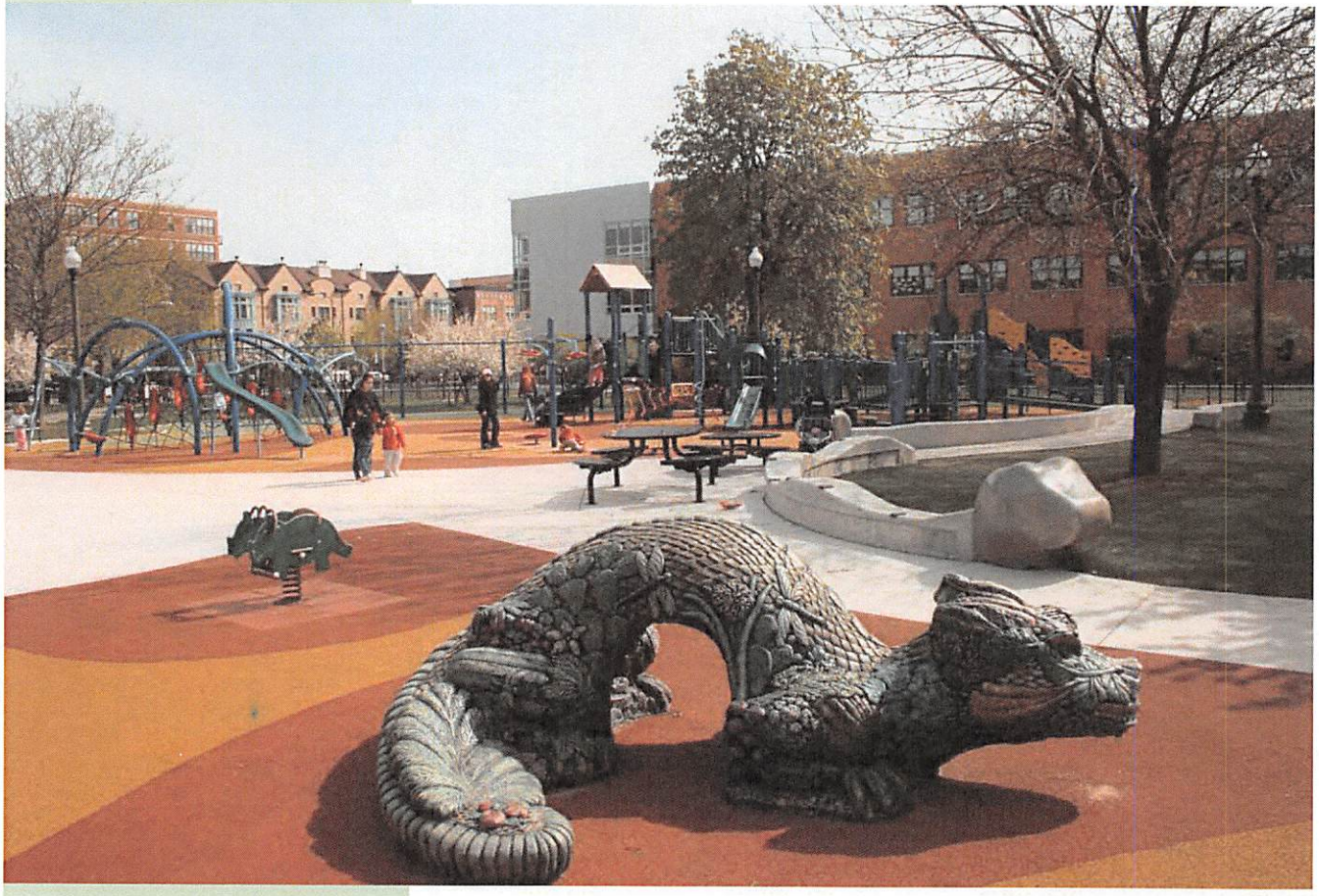
Project Approach



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IMPRESSIONS OF KENT

Kent, located in the northwest corner of Litchfield County, was founded in 1737 and was once a farming community and iron ore producer. Kent is now a rural community and consists of a number of small hamlets. Kent is home to three private boarding schools, a robust arts community, a bustling main street, and thousands of acres of open space, which brings in tourists throughout the year. Kent has done a remarkable job at preserving and protecting open space and vast natural resources, with over 30% of the land in Kent being permanently protected. Kent had a population of 2,979 as of the 2010 census, though this number does not include individuals living and working at one of the boarding schools. Kent has one of the lowest population densities in the state of Connecticut ranking 162 out of 169 towns. Though the population of Kent has continued to grow since the 1950's, the average annual growth rate has declined since the 1980's.

The town of Kent manages and maintains two parks, Emery Park and Kent Commons Park. Planning for these parks presents a unique challenge in that Kent is already so rich in open space. Kent Commons is within walking distance to downtown Kent and includes trails, a small playground for toddlers, tennis courts and a picnic shelter. Emery Park is over 100 acres, 1.5 miles from town and has trails, a spring fed swimming pool, playground and barn. The spring fed swimming pool is currently the only town owned water body for swimming. The pool is about sixty years old and has not been renovated in several years. Both parks seem to lack a connection with the town, figuratively and literally. Way-finding for both is minimal, and neither park is well defined in character, provided amenities, programming and events. In an age when people are moving to more urban communities, it could be economically beneficial for the Town of Kent to invest in amenities found in more urban settings. We want to design for the current residents of Kent, but we also want to think about how to stimulate healthy population growth over the coming years.

PROJECT SCOPE

The project involves the creation of a master plan for future use and improvements to Emery Park and Kent Commons. The improvements are intended to address upgrades to parking, trails, buildings, vehicular and pedestrian circulation, natural areas restoration, and other amenities. We are not aware of a budget for the improvements, but understand that a part of the project is developing an expectation of the probable construction costs. The schedule for implementation beyond the master planning process is not certain, but will be identified as part of the planning process. SPA will study how to improve access and awareness for both parks and provide recreational opportunities for all Kent user groups, and to contribute to the economic health of the town. The plan will create a framework for the planning, programming, and maintenance of Kent Commons and Emery Parks. The plans will begin to create a business case for making changes to Kent Commons and Emery Parks although no detailed financial analysis will be provided. A plan that accommodates year round programmatic opportunities will be developed. The plan will also look to create a unique identity for each park offering a clear choice in activities and recreation for residents and visitors.

STUDIO PARK AVE

DESIGN SERVICES

Studio Park Ave will conduct a master planning process intended to identify needs, probable costs and priority of implementation. The design process includes facilitation of public input. The scope of the project is limited to a master plan and does not include the preparation of construction documents and other deliverables associated with implementation of the master plan. Our proposal does not include detailed financial analysis or detailed ecological review or restoration plans, Studio Park Ave can add both of these services if desired. Our services include the following phases, tasks and deliverables:

PHASE 1: ANALYZE

Task 1.1: Conduct a full-day site visit to inventory at both Emery and Kent Commons Park. SPA shall review the trails, access, parking, buildings and cultural resources, general condition and potential uses. Regional access to transportation, connection to regional trails and potential users will be reviewed. Prior to the site visit, SPA will collect and review existing aerial photos, mapping and other documentation to confirm current uses, amenities and historic conditions. All of this information will help inform the future uses and improvements to the parks, and existing programs. An initial Client site orientation will be required and client participation throughout the day is encouraged.

Task 1.2: Prepare Site Inventory Plans and Conceptual Exhibits
SPA shall prepare a site inventory including the purpose of existing structures, trails, parking and roadways. These exhibits shall include documentation of existing trails, trail connections, roadways and other regional connections. The plans will include cultural resources and adjacent land uses and patterns. As part of this phase SPA will meet with the Master Plan Subcommittee to discuss the findings of the site inventory and analysis. SPA will lead discussions on potential improvements based on these findings and will facilitate brainstorming on a vision statement for the parks and strategic goals.

Task 1.3: Prepare and present schematic concept plans of parks
SPA will prepare two schematic concept plans of each park and present to the Master Plan Subcommittee. The plans will explore; Maximizing utilization of Kent Commons and making it a focus of social and community activities, Devoting Emery Park to nature/wildlife and creating spaces for recreation, Tying programming to things already happening in and around town, Improving access to water during summer months.

Phase 1 Deliverables: Inventory and Analysis Report and graphics, schematic concept plans for both parks (two each).

PHASE 2: ENGAGE AND ENVISION

Task 2.1: Presentation of Conceptual Plans
Studio Park Ave will present the conceptual plans in a public workshop of stakeholders and interested citizens. The public will be invited to ask questions and discuss concerns, issues, and opportunities related to public use and long-term maintenance of Emery Park and Kent Commons. We

recommend that the public also have access to review the Draft Plan on the Park Department website. This meeting will take place in a mutually agreed upon location, coordinated by the Master Plan Subcommittee and all on the same day.

Task 2.2: Plan Revisions
SPA will revise the Plans and incorporate input received at the public workshop. The Plans will be integrated into one cohesive document that can be used for fundraising, grants or presentation.

Task 2.3: Review Meeting and final revisions
SPA will attend and present at review meetings. These meetings will take place in a mutually agreed upon location, coordinated by the Master Plan Subcommittee and all on the same day. Final revisions will then be made prior to the final presentation. The Team will make a final set of revisions and submit the Final Plan to the Client.

Phase 2 Deliverables: Draft Plan, Meeting Minutes, and public participation supporting graphics and input documentation

PHASE 3: FINAL PRESENTATION
SPA shall present the final findings and Plan to the community and Master Plan Committee at a regular meeting of the Board.

Deliverables: Two hard copies of the Final Plan and a pdf version suitable for distribution.

SCHEDULE
The schedule for the project is to be completed within ten to twelve weeks of notice to proceed. The following schedule is an estimated timeline and a detailed schedule will be reviewed and coordinated between Kent and SPA.

-Notice to proceed
*Kick off meeting with the Master Plan Subcommittee (1-2 days)
    -Present detailed schedule and phase deliverables
    -Site Inventory and Analysis
-Phase 1 Analyze(3 weeks)
    -Task 1.1 (One week)
        -Data/Document collection
        -Data/Document analysis
    -Task 1.2 (2 weeks)
        -Generate Site Inventory and Analysis graphic and report
        *Meet with Master Plan Subcommittee to discuss findings
            -Discuss Vision/Narrative for Parks
            -Brainstorm strategic goals
    -Task 1.3 (2 weeks)
        *Present concept plans of parks to Master Plan Subcommittee

-Phase 2 Engage and Envision (5 weeks)

-Task 2.1 (2 weeks)

*Present concept plans to public and Master Plan Subcommittee

-Collect Input and feedback

-Task 2.2 (2 week)

-Plan Revisions based on public input

-Task 2.3 (1 week)

*Review Meeting and Final Revisions

-Phase 3 Final Presentation (3 weeks)

Subcommittee
-Collect Input and feedback
-Task 2.2 (2 week)
-Plan Revisions based on public input
-Task 2.3 (1 week)
*Review Meeting and Final Revisions

-Phase 3 Final Presentation (3 weeks)

COMPENSATION

In consideration of the Project Scope, Design Services, and Schedule, we propose to provide these services as a lump sum fee of Twenty-three Thousand Eight Hundred Dollars ($23,800), not including reimbursable expenses. The fee breaks down among the Phases as follows:

Phase 1 | Analyze - Site Inventory and Analysis	$ 9,400
Phase 2 | Engage and Envision- Concept Plans and Community Engagement	$11,700
Phase 3 | Final Presentation - Final Presentation	$2,700
Total: $23,800	

REIMBURSABLE EXPENSES

Expenses attributable to your project will be invoiced as a Reimbursable Expense may include:

A. Drawing Reproduction/Photographic Reproduction
B. Copying
C. Supplies
D. Mailing/Express Mail
E. Mileage/Lodging/Meals/Auto Rental/Travel per Diem
F. Renderings
G. Agency reviews and fees
H. Other, approved, miscellaneous expenses

Phase 1 | Analyze	$ 940.00
Phase 2 | Engage and Envision	$ 1,170.00
Phase 3 | Final Presentation	$270.00
Total: $2,380.00	

We estimate reimbursable expenses will not exceed Two Thousand Three Hundred Eighty Dollars ($2,380.00). We will only invoice for expenses incurred in the interest of the project and will provide back-up receipts with our invoicing as required. Any monies remaining within this estimate at the completion of the project will revert back to the client in full.

ADDITIONAL SERVICES

Any additional services beyond the identified Design Services, which you may request, will be invoiced at the hourly rate of the personnel assigned to the task.

Firm Titles
2019 Hourly Rates (Subject to annual adjustment)
1. Principal 1 $140.00
2. Project Manager $120.00

3. Project Adviser $120.00

If an additional service is requested, we will prepare a written proposal, identifying our services and compensation, for your review and approval prior to initiating the requested services.