

Kent Park and Recreation
April 20, 2020 Meeting Minutes

Present: Blythe Everett, Lynn Harrington, Michael Perkins, Abigail Smith Hanby, director
Ferris.

Public and Invited Guests: Joyce Kearns, Jean Speck.

Chairman Lynn Harrington called the meeting to order via Zoom at 7:06 p.m.

Elevation of Alternates: No alternates were in attendance.

Acceptance of Agenda: Ms. Ferris asked to add items 8d. Director PTO and 8e. Huddle-Up CT proposal. Mrs. Everett made a motion to approve the agenda as amended. Mr. Perkins seconded the motion, and the motion was approved unanimously.

Acceptance of Minutes of February 24, 2020 monthly meeting: Mrs. Everett made a motion to approve the minutes of the February 24, 2020 meeting as presented. Ms. Smith Hanby seconded the motion, and the motion was approved unanimously.

Correspondence: There was no correspondence.

Director's Report: In addition to the written report submitted prior to the meeting (attached), Ms. Ferris reported commissioner John Grant is unable to attend tonight's meeting but emailed to voice his support for having the alternative of having a Zoom meeting during disasters. Ms. Ferris said she continues to look for ways to reach out to the community. She shared that this week she would be launching a Friday weekly Park and Recreation trivia game on YouTube.

Old Business: Parks: Ms. Ferris shared that commissioner John Grant notes there isn't any work going on presently in the parks. Ms. Ferris said Bill McCann would clean the interior of the swimming area at Emery Park for the same price as last year. This work is on hold until the status of summer programs is determined. Ms. Ferris today posted on Facebook pictures of the memory garden in bloom at Kent Common Park.

Parks' Master Plan: Ms. Ferris shared that the Parks' Master Plan RFP/Q went out to bid and, while several companies emailed inquiries about the status of the project, only two bids were received by the April 3 deadline (attached). Schmidt Design Group and Studio Park Ave. submitted proposals. Ms. Smith Hanby said she wouldn't consider the Schmidt Design Group's proposal because she does not feel it is complete and is twice the price of the other proposal. She recommended that if the commission were to continue to move forward with this project, it should consider the Studio Park Ave proposal. Mrs. Everett and Mr. Perkins said they agree. The commission consensus is to thank both companies for their proposal and not to consider the Schmidt proposal and to let Studio Park Ave know the commission intends to work with them if it moves forward with the project.

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BY

J. Bally
TOWN CLERK

Five-Year Capital Plan: Ms. Ferris reported the Board of Finance had asked the Board of Selectmen to reduce the capital plan for FY 20025 and that cuts were made to highway department projects and that there were no changes to Park and Recreation's request.

Sports Programs: Ms. Ferris noted spring programs are on hold and the status of summer baseball still is unknown.

Budget: Ms. Ferris said the After-School Program staff continue to be paid. She noted payroll currently is set up automatically and that she is tracking weekly the actual hours the staff would have worked. Ms. Ferris said she anticipates the staff would be paid through May.

Halloween Bash 2020: Mrs. Harrington said she has nothing new to report.

Playing Field Subcommittee: Ms. Ferris reported on the subcommittee's March meeting, noting the subcommittee feels the clay and conditioner application on the infields should be done this spring. Ms. Ferris said she has been in contact with Chris at Premier Turf and the spring work on the infields is on hold. The requested \$20,000 for the playing field work remains in the proposed 2020-21 budget.

New Business: Mission Statement: Ms. Ferris and Ms. Smith Hanby have been working on mission statements for parks and for recreation (attached). The commissioners shared thoughts and ideas on wording for the two statements. Ms. Ferris suggested emailing the commission the revised proposed language and revisiting these at the May meeting.

Summer Programming: Ms. Ferris said she has been in contact with the summer camp staff and still is planning for a summer program while recognizing that it may need to look different this year. The director said she has spoken with the Kent Community Fund member with whom she works regarding the potential for summer camp scholarship funds. Ms. Ferris said KCF has approved \$2,500 again this year and has agreed to reallocate the \$900 in scholarship remaining for this year's After-School Program, totaling \$3,400 for summer camp scholarships. The commission agreed to continue discussion of summer programming at the May meeting.

Ms. Ferris also shared that she has heard from head lifeguard Grace Herde that she will not be returning to work this summer. Ms. Ferris proposed offering lifeguard Tommy Soderstrom the head lifeguard position. Mrs. Everett made a motion to hire Tommy Soderstrom as Emery Park head lifeguard at a hourly rate of \$15, contingent upon opening of the swimming area. Ms. Smith Hanby seconded the motion, and the motion was approved unanimously. Ms. Ferris noted the Red Cross currently is not offering the lifeguard certification class and has extended the lifeguard certifications that were due to expire by 90 days. Ms. Ferris said one of the ASP counselors has expressed interest in lifeguarding but would need to be certified.

Email protocol: Ms. Ferris reminded commissioners that emails are sent for informational purposes, and commissioners should reply only to the director with questions or requests for more information. Content can be discussed only at commission meetings.

Director PTO: Ms. Ferris requested the approval of the use of 25 PTO days between January 6 and February 27, 2020. Ms. Smith Hanby made a motion to approve the director's request to use 25 PTO days between January 6 and February 27, 2020. Mrs. Everett seconded the motion, and the motion was approved unanimously.

Huddle-Up CT proposal: Ms. Ferris shared a proposal for a flag football program (attached) and recommended putting this on hold until such time as it could be offered. Commissioners expressed concern about having an outdoor program until 8 p.m. Ms. Ferris said she would contact Daipai Horace and revisit the hours of the program, noting it would need to be an outdoor program. Mrs. Everett said Marvelwood School might have a field available to house the program.

The next Park and Recreation Commission meeting is May 18, 2020. Mrs. Harrington made a motion to adjourn the meeting at 8:10 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
April 2020

From the March 2020 meeting:

- The meeting was not held due to COVID-19.

From the director:

After-School Program: The last program last met March 13. I worked with the program staff that day to ensure our closet space at Kent Center School was organized and that the snack supplies on hand that already were open were used up. I went to the program at the end of the day (5:30 p.m.) and took the staff time cards and the program notebook that contains the registrations and protocols, etc. and brought these to the office. I have maintained weekly contact with the program staff since the school shutdown and the staff is being paid weekly. I am tracking the days the staff would have worked to reconcile that with payroll. I have sent out invoices for March the week following the school closing and sent a second invoice last week. Families have the option to send payments via postal mail or leave an envelope in the plastic bin that is outside the Town Hall. As you may be aware, public schools in Connecticut currently are closed at least until May 20.

Budget/Five-Year Capital Plan: The Boards of Finance and Selectmen are meeting this week to consider the proposed budget plans for 2020-21. I would update the commission if there are any changes that would impact Park and Recreation.

Parks: I locked the tennis courts April 6 to help prevent potential spread of COVID-19. The deadline for submission of the Parks' Master Plan RFP/Q was April 3 and two submissions were submitted via email although we had received a couple of other inquiries via email. I will email you these two submissions and this is on the meeting agenda for discussion. The Memory Garden at Kent Common is starting to bloom. I emailed Bill McCann regarding the annual cleaning of the swimming area at Emery Park. He is willing to do the work at the same price as last year.

Playing Field Subcommittee: The subcommittee met March 10 and recommended to Park and Recreation that the conditioner and clay be applied to the ballfields' infields this spring, keeping in mind this expenditure is proposed in the 2020-21 budget. Following the shutdown of school and the delay of the start of spring baseball programs, I emailed Chris Dunn who would be doing the infield work to ask that he wait to do this work. He, in turn, was in the process of contacting Park and Recreation and said he understands the request. I recommend continuing to wait on this infield work until the status of spring/summer baseball is known.

Fee Programs: I have been in contact a few times with our two fee program instructors. The first was to inform them that the Community House was closed to the public and, therefore, the classes would have to be canceled. I later emailed them to ask if they had

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considered virtual classes for their students. Both the Tang Soo Do and the Tai Chi instructors indicated they are working on this option.

Regional Recreation Directors: We continue to email and talk each week to compare notes, updates and ideas.

Sports Programs: As I mentioned, spring baseball is on hold as recommended by Little League. I will continue to monitor this situation. You may be aware, the Kent Board of Education has opted to participate in the “non-resident” offerings for the regional Middle School Sports Programs (sports programs not offered at Kent Center School).

Park and Recreation has received a proposal for a Flag Football program (HuddleUp CT) from Daipai Horace. I met with Daipai March 9 to discuss the toddler basketball program and his interest in running a Flag Football program. I am attaching his proposal.

Senior Activities: The senior center is closed and bus trips on hold until further notice. We received notice from Goodspeed Opera House that it has canceled its first show of the season, and I have notified the Kent passengers on that trip.

Summer programs/employees: We received contracts from two of the summer camp staff and anticipate receiving the third as well as one lifeguard contract. We received an email from last year's head lifeguard who let us know she will not be accepting the employment offer. I have put this on the meeting agenda so we can have an initial discussion of summer. I also did email the summer concert series band just to touch base and let them know Park and Recreation would remain in contact.

I also have remained in phone and email contact with the summer camp staff and we had been working on field trips and themes. I understand Club Getaway will not be opening this summer so the three Monday field trips I had booked there would not be held. Also, I had attended a meeting of the regional summer camp directors to discuss and plan for regional field trips for our respective camp youngsters. We have booked seats for a July performance of Brigadoon at Sharon Playhouse and scheduled the Connecticut Science Center to come to the high school for a morning program. We are looking at two other possible field trips. Again, these plans are subject to change or adaptation, depending on how things move forward.

Work schedule: I have been working from home and going into the office once a week, which is now scheduled Thursday mornings. I have updated the phone office message to let the public know the Town Hall building is closed to the public and Park and Recreation can be reached via email or by calling my cell phone, both of which have been used. I read and answer emails throughout the day. I have updated the website and am using the website and Facebook Page to share information that Park and Recreation has received from Connecticut Recreation and Parks Association and other

Director's Report April 2020 **Page 3**

vendors or organizations, like the Maritime Aquarium, which has virtual programs available. I also shared information posted by the Town. Thank you again to Blythe and Zach at Marvelwood School for sharing “Athletics Bingo” which I posted. I also have listened to Board of Selectmen meetings and participated in the quarterly Safety Committee meeting.

Looking ahead ...

- Town Hall offices continue to be closed to the public.



Huddle-Up CT

Sport: Flag Football

Instructor/Coach: Daipai Horace (Coach D)

Phone: 803.565.1339

Email: huddleupct@gmail.com

Program Proposal #1: Saturday Night Football at Kent Parks & Recreation

- 15-minute Warm-up/ Ladder drills
- 20-30 Minutes Offensive fundamentals (Stances, receiver clock)
- 20-30 Minutes Defensive fundamentals (Stances, backpedals and 2V1 flag pulling)
- 20 Minutes Offense vs. Defense drills (High point catch, 1 on 1 flag pulling, WR vs. DB 1v1)
- 30-45 Min. Gametime - Flag Football game with incentives for fundamentals and sportsmanship.

Participants: Minimum #: 3

Maximum #: 11

Age: 6-13

Space: Gym or any indoor space with high ceilings.

Preferred Day: Saturday

Preferred Time: 6:15-8:15

Session Length: Bi-Weekly for 8 Weeks

Proposed Fee: \$15 per week, per child (discount of \$5 for any extra child)—no need to sign-up in advance.

Additional Information: This program can create a “win win” for everyone giving parents an opportunity for a date meanwhile kids learn Sportsmanship and Football fundamentals in less competitive environment. Our base price is \$30/hour per student, and we are offering \$15 for 2 hours to Kent Parks and Recreation to be in line with other

programs pricing. I am very hopeful to be able to create a partnership with Kent Parks and Recreation; please let me know your thoughts and if you have any questions.



Huddle-Up CT

Sport: Flag Football

Instructor/Coach: Daipai Horace (Coach D)

Phone: 803.565.1339

Email: huddleupct@gmail.com

Program Proposal #2: Huddle-Up Football and Sportsmanship at Kent Parks & Recreation

- 10-minute Warm-up/ Ladder drills
- 20-30 Minutes offensive/defensive fundamentals (Stances, receiver clock)
- 20-30 Minutes Gametime- Flag Football game with incentives for fundamentals and sportsmanship.

Participants: Minimum #: 5

Maximum #: 13

Age: 6-10

Space: Grassy Outdoor Space OR Gym/ any indoor space with high ceilings.

Preferred Days: Mondays or Wednesdays

Preferred Time: 4:30-5:30

Session Length: 8 Weeks

Proposed Fee: \$20 for duration of program + registration fees

Additional Information: Players learn sportsmanship and football fundamentals in a less competitive environment. Integrity, Humility, Respect and work ethic are the main themes of the class. Our base price is \$30/hour per student, and we are offering \$5/hour for 8 hours per a student to Kent Parks and Recreation to be in line with other programs pricing. I am very hopeful to be able to create a partnership with Kent Parks and Recreation; please let me know your thoughts and if you have any questions.

To Whom This May Concern:

It was great speaking with you Monday about adding Huddle Up CT as part of your program offerings. Below are some of the details we discussed as well as cost per participant.

Proposal for:

Kent Parks Master Plan

for the Town of Kent, Connecticut



Submitted by:



March 26, 2020



March 26, 2020

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

Re: Resubmission for Master Plan for Emery Park and Kent Commons Park

Dear Park and Recreation Commission,

Thank you for the opportunity to resubmit our proposal for the Master Plan for Emery and Kent Commons Park. Our proposal remains the same. However, in light of the new challenges that face public projects and planning we propose the use of technology and platforms that allow the gathering of public input without the physical gathering of people in meetings and workshops.

Studio Park Ave has worked with Mind Mixer an alternate web based public engagement tool. MindMixer has helped hundreds of municipalities develop connections that cross neighborhood lines, generate enthusiasm among more locals, and capture feedback that brings resident priorities into focus. We make it convenient. People make it powerful. If Studio Park Ave is awarded this project we can work with the Town to add MindMixer to the project.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Kutscheid", written in a cursive style.

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

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

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STUDIO PARK AVE

March 26, 2020

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.



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,

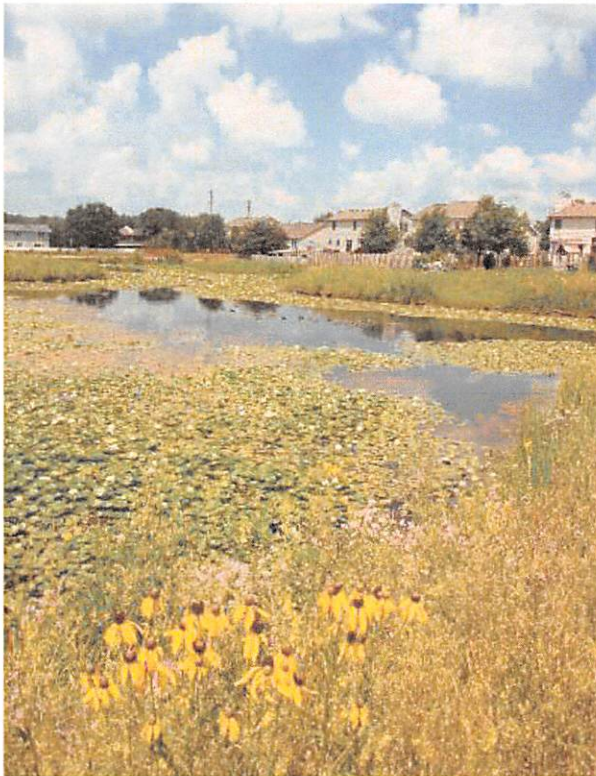
Ben Kutscheid, ASLA, PLA, CPSI
President/Landscape Architect

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



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.

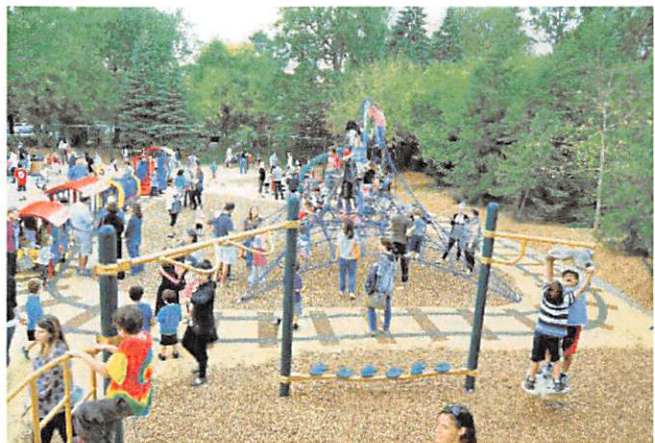


Our Services

- 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



STUDIO PARK AVE MAIN OFFICE: 685 PARK AVE WEST, HIGHLAND PARK, ILLINOIS 60035
STUDIO PARK AVE SATELLITE OFFICE: 1 MACEDONIA ROAD, KENT, CONNECTICUT 06757
WWW.STUDIOPARKAVE.COM • PHONE: 847.217.5076



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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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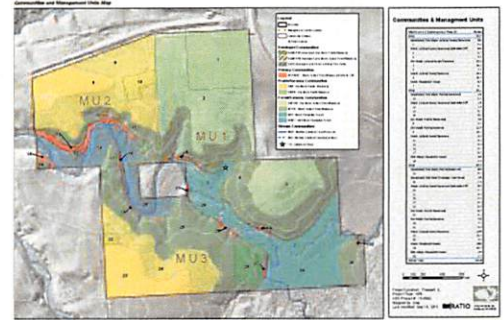
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Oakdale Nature Preserve Master Plan

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



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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)



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



STUDIO PARK AVE

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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 city 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.



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

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recommend that the public also have access to review the Draft Plan on the Park Department website. These 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

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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)



April 03, 2020

Kent Park and Recreation Commission
Attn: Master Plan
P.O. Box 678
Kent, CT 06757

RE: Request for Proposal Kent Parks Master Plan Study

Dear Ms. Ferris and Selection Committee,

Schmidt Design Group (SDG) is pleased to submit this proposal to the Town of Kent to provide professional services for the Parks Master Plan Study and new vision for Kent Common and Emery Park. The following is our proposed fee for the services listed in the request for proposal for Kent Commons and Emery Park projects.

We understand the Town has not set a budget for this project. A project like this, that requires several experts in multiple disciplines, one of our first task will be to sit down with the Town to fully vet the scope so our team will expend the proper amount of time for those tasks that are most important to the Town. We see this as a three-tier approach - Items that need to be fully vetted (most important to the Town), those items that are important (needs to be studied but to a lesser degree) and those items that would be nice to have (high-level analysis least amount of time studied). By breaking the project down this will set goals and expectations, at that time we SDG and the Town can determine if the budget meets the Town's needs. The following is our preliminary estimate of costs that we feel is needed to provide the Town with the proper amount of analysis and public engagement, for this project per phase based on our current knowledge of the scope in the request for proposal and our years of providing these types of services

TASKS	BUDGET	EXPESES
1. Kick-Off Meeting and Site Visits	\$7,500	\$700
2. Site Analysis	\$8,500	\$700
3. Programming/Community Workshop/Outreach	\$13,000	\$700
4. Preparation of Preliminary Conceptual Site Improvement Plans and Cost Estimates	\$18,000	\$700
5. Preparation of Final Master Plans/Cost Estimates/Phasing/Grants	\$12,000	\$700
TOTAL	\$67,500	\$3,500

Kent Park and Recreation

Proposed Parks' Mission statement:

Kent parks are places for residents and visitors to enjoy the flora, fauna and community of Kent through passive and active outdoor recreation.