



**Minutes - City of Waupun**  
Board of Parks and Recreation Commission

Tuesday, April 23, 2024 – City Council Chambers

CALL TO ORDER

Commission Vice President Williams called the meeting to order at 6:01pm

ROLL CALL:

Citizens: Megan Williams, Wanda Nick, Lexi Zarn, Mary Kay Gorst & Bridget Winterhack  
Ex-officio: Recreations Director, Rachel Kaminski, and City Administrator, Kathy Schlieve

Approved absences: Doug Disch and Kambria Ledesma

CONSENT AGENDA

1. Approve Minutes of March 25, 2024 Meeting – Motion by Winterhack, seconded by Gorst, motion carried.

PERSONS WISHING TO ADDRESS THE RECREATION BOARD:

None

DISCUSSION ITEMS

2. Discussion of Community Center Tour – Board to the Community Center prior to the meeting. The tour went well. Board members present were impressed with the facility and the vast possibilities it has to serve the community. Zarn commented on building entrance signs. Schlieve talked about inside and outside directional signage of the building and will continue to update the board on signage.

3. Review Second Round Guidelines for Youth Sports & Recreation Grant – After the first round of applications, a second round and review process is needed. Board members discussed the first round guidelines and added further and clearer guidelines for the second round. Recommended revisions include: preference to those who have not applied in round one, award and reimbursement of applicant one year from awarded date with three draws of reimbursement maximum.

4. Review Community Center Policies – Schlieve presented on priority users of the building. Priority users in order: 1. Emergency Management/Disaster Relief, 2. Elections, 3. Recreation Department Use, 4. City Departments Reserved Use, 5. Building Tenant Reserved Use, 6. Public/Private Reserved Use. All users will be required to use the provided scheduling systems to schedule rentable rooms with approval. Reserved users may not reserve more than 90 days in advance. Kaminski shared the participant liability waiver from the City of Waupun insurance company. Kaminski presented on a photo release policy for promotional purposes. Kaminski presented on participant code of conduct. This code of conduct was created from past

Waupun Senior Center practices with research and resources from other similar facilities. The board discussed an alcohol policy specifically to public/private rentals. This conversation led to discussion of more policies needed for these types of rentals. In regards to alcohol, beer and wine permitted with approval. Williams stated that 9:00pm should be the end time for public/private rentals. Kaminski will create more rental policies on various topics. After discussion, it was clear that some kind of building attendant is needed for public/private rentals. As a recommendation from Disch, a policy was written and presented by Kaminski about review and amendment of procedures. More policies will be presented in May and discussed.

5. Canoe/Kayak Launch Update – Schlieve updated the board on the newly installed canoe/kayak launch on Gateway Drive. This is the second launch of this kind within the City of Waupun. The other launch is located on Mill Pond across from Harris Mill Park. Schlieve discussed the possibility of a canoe/kayak rental machine and community support of this type of service. More information to come on this outdoor recreation activity.

#### FUTURE MEETING OF BOARD OF PARK AND RECREATION COMMISSION

8. Change of date due to Memorial Day. Next meeting is Monday, May 20, 2024 at 5:30pm

#### ADJOURNMENT

Williams made a motion to adjourn, seconded by Nick, motion carries.

Respectfully submitted,

Rachel Kaminski, Recreation Program Director  
City of Waupun