



A G E N D A
CITY OF WAUPUN RECREATION BOARD MEETING
Waupun City Hall – 201 E. Main Street, Waupun WI
Monday, July 22, 2019 at 6:00 PM

CALL TO ORDER

ROLL CALL

PERSONS WISHING TO ADDRESS THE RECREATION BOARD--*State name, address, and subject of comments. (2 Minutes)*

1. Facility Usage Fees and City Contributions- Youth Leagues of Waupun

MINUTES FROM PRIOR MEETINGS (Recommendation to the Common Council to Approve)

- [2.](#) Recreation Board Minutes -June 24, 2019

FUTURE MEETINGS AND GATHERING INVOLVING THE RECREATION BOARD

- [3.](#) 2019 Tentative Future Meeting and Gatherings of the Waupun Board of Recreation

CONSIDERATION - ACTION (*Roll Call Vote*)

- [4.](#) Establish 2020 Recreation Board Budget Priorities
- [5.](#) Bean Bag Toss Equipment Rental Agreement and Fees
6. Consideration for a Recreation Sub-Committee for Development of a Facility Usage Policy

DEPARTMENTAL UPDATES (*No action to be taken*)

- [7.](#) Jacob Vandenberg, YMCA of Dodge County
- [8.](#) Rachel Kaminski, Recreation Director
9. Jeff Daane, Director of Public Works
- [10.](#) Kathy Schlieve, Administrator-Economic Development Director

ADJOURNMENT

Upon reasonable notice, efforts will be made to accommodate disabled individuals through appropriate aids and services. For additional information, contact the City Clerk at 920-324-7915.

Waupun Recreation Board
Minutes of Meeting
Monday, June 24, 2019

The Waupun Recreation Board met on Monday, June 24, 2019 at 6:00pm at the Waupun Senior Center, located at 301 E. Main Street, Waupun.

Call to Order

Roll Call

Members present: Beth Lienhard, Bobbie Vossekuil, Larry Sullivan, Amy Ewerdt, Randy Armga

Member Absent: Jan Harmsen was excused, Mike Matoushek

Others present: Jake Van Den Berg, Julie Nickel, Liz Patrykus, Jeff Daane, Kathy Schlieve, Rachel Kaminski

1. Persons Wishing to Address the Board - None
2. Approval of the Monday, May 20, 2019 Meeting Minutes- Motion by Vossekuil, second by Lienhard
3. Discussion Items

Recreation Facility Usage Policy and Fees

- a. Reviewed the cost and usage of recreation facilities. Currently there is no policy in place to refer to. Tax payers currently paying for the usage and repairs. Schlieve passed around policies from different cities that do have policies in use. Christian School will be using the ball diamonds for their teams starting in 2021, so we will need to take that in to consideration as well. The ball teams need to consider their part of the costs in maintaining fields. Diamonds are repaired or maintained under warranty but those are to an end. So now it's time to come up with a plan to replace those warranties with softball, baseball, Little League, etc. for all facilities. A contact person will be used to setup the schedule and keep who has access at what time for games. Could look at something similar to what the hockey association has in place with the city. Hockey association maintains their own equipment that does not come to the city. Hockey has usage time from September to April and staffing is on them along with cleaning. Schlieve is willing to do a first draft and present to the board so we can get some of idea of what we should be considering.

2020 Recreation Budget Priorities

- b. Proposed 2020 capital improvements of pool painting and park repairs. The wish list of what we want vs what needs to be done as a priority. There needs to be thought of pool painting vs plastering cost is significant but the years of wear is longer. Shaler Park needs entry to also accommodate wheelchairs, adding a swale to take care of run off and flooding on path were suggested by Daane. Refer to the 5 year park plans that Daane has come up with so we have some idea of what we need to list as priorities. Next meeting we need to come up with 3 top priorities from the comprehensive plan to execute and locate related grant funding.

Bean Bag Toss Board Rental Policy and Fees

- c. Lions club donated 20 sets. 40 boards total with 160 bean bags. Daane was approached about renting them out to public. Currently used by the Park Program and the rest stored at city garage. We need to setup a fee for rental for usage and or damage a check in and out list needs to be done. Kaminski will take care of check in and out. Kaminski will number the sets so we can track them. Security deposit and usage fee, when they are returned they will be checked in and deposit will be given back. Kaminski will come up with form/policy for next meeting to review.
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4. Updates

- a. Jacob Van Den Berg –YMCA of Dodge County, Pool Update-Wojahn family swim was best it has been with high attendance. June report shows that the count was down due to weather, but looking better for next week with the weather getting better. Senior discount was during the week for water aerobics and swim lessons. The weekend was not even thought about for senior discount since that usage was not high or those that had season passes. This will be looked at next year to continue the senior discount along with a military discount. Music has been playing but using a small speaker, however, not really requested to be played. Will look at maybe a different system for next year. The big speaker is designed for emergency paging purposes. Season pass sales are down due the June weather decline. Van Den berg looking to try a special to get those passes up starting in July. EX: Try selling season passes SPECIAL price starting after the 4th of July for a week. Start of July 8th thru the 13th \$75.00 for family, \$30.00. Kaminski will check with Schlieve to see if we can just go ahead with this or if we need to take some other action. If we are good to move forward Kaminski will contact Van Den Berg and he will promote.
- b. Rachel Kaminski – City of Waupun, Recreation Update- May Senior center attendance numbers would have been higher. Kaminski had to cancel two fitness classes due to scheduling conflicts. July newsletter will be here soon. July highlights at the Senior Center are Timber Rattler game and movie afternoon. Rachel will be slowing things down to prepare for her maternity leave. July newsletter will have a fifth fitness class survey in it to determine what type of class the seniors want. Kaminski will also be attending a training to learn more about a fifth fitness class. Park Program staffing is great they are doing very well, good communications with leaders and Rachel. Kid count 15/16 per day even in bad weather. Last Friday had bike rodeo 88 kids showed up biggest ever show up. Police had more donations than ever this year which went over well. Next year to build on that number. Big Event for Park Program this week is Marsh Haven Earth Camp. Park Program will be closed the week of the 4th of July. Pool concession stand will remain the same on food and prices increased a little to cover the cost has not been a complaint issue. A pizza oven was donated to the recreation department, so they will start to sell whole pizzas in the pool concession stand.

5. Future Meetings/Gatherings of the Waupun Recreation Board

- a. Monday, July 22, 2019 at 6:00pm at the Waupun Senior Center

6. Adjournment- Motion by Lienhard, second by Ewerdt

Submitted by Rachel Kaminski, Recreation Program Director



AGENDA SUMMARY SHEET

MEETING DATE:
July 22, 2019

TITLE:
2019 Tentative Future Meeting and Gatherings of the Waupun Board of Recreation

AGENDA SECTION:
FUTURE MEETINGS & GATHERINGS INVOLVING THE RECREATION BOARD

PRESENTER:
Rachel Kaminski, Recreation Director

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	

ISSUE SUMMARY:
 The future meetings and gatherings of the body of the Board of Recreation are provided for review and discussion. Dates, time of meeting, and location may be revised due to the request and approval of the Board.

Future Meetings and Gatherings of the Waupun Board of Recreation			
Date	Time	Location	Address
Monday, August 26, 2019	6:00pm	Waupun Senior Center and Recreation Department	301 E Main Street, Waupun
Monday, September 23, 2019	6:00pm	Waupun Senior Center and Recreation Department	301 E Main Street, Waupun
Monday, October 28, 2019	6:00pm	Waupun Senior Center and Recreation Department	301 E Main Street, Waupun
Monday, November 25, 2019	6:00pm	Waupun Senior Center and Recreation Department	301 E Main Street, Waupun
Monday, December 23, 2019	6:00pm	Waupun Senior Center and Recreation Department	301 E Main Street, Waupun

STAFF RECOMENDATION:
 Review the dates provided. Voice changes to the dates, time, or location of meeting in advance.

ATTACHMENTS:
 None

RECOMENDED MOTION:
 No motion – Discussion only.

City of Waupun 5 Year Park Facility Plan

Park Facilities	2017	2018	2019	2020	2021	2022
Heritage		Add Picnic Tables				
		Fix Water Fountain	Reduce Shelter Light Intensity			
Buwalda		Add Portable Restroom	Survey Neighborhood Residents for Park Improvements (Done)			
		Add Picnic Tables/Benches (Done)				
		Install Park Sign (Done)				
Pine Street		Install Park Sign (Done)	Move Shed Closer to Shelter	Address Erosion Control Around River		Add Permanent Restrooms
				Add Canoe Entry Point		
Tanner	Add Benches Along River (Done)	Add Benches By Play Equipment	Add Shade Trees	6		
		Add Pedestrian Crossing Pavement Crossings and Signage to Community Center				
Zoellner		Replace Missing Step on Playground (Done)	Survey Neighborhood Residents for Park Improvements (Done)		Add Flower Garden	Replace Playground Equipment
		Repaint Bathroom Door (Done)				
Dodge	Add Soccer Goals (Done)	Fix Sand Box (Done)	Install Basketball Court	Add Additional Playground Equipment		
		Add Flowers to Front Sign				
Harris Mill	Add Bark/Weed Barrier in Flower Beds (Done)		Add Benches to Sit and Fish	Add Canoe/Kayake Portage Around Dam		
			Add Fishing Pier on North Side of Mill Pond			
West End	paint Bathrooms(Done)			Remove Backstop and Fencing when becomes a Hazard		
Wilcox		Fix Planter Box	Update Shelter ADA (Done)	Add Larger Basketball Court	Improve or Remove Baseball Backstop	Add Angled Park Street Parking
		Add 2 Benches to Play Area	Repair Horseshoe Pits			
		Clean the Memorial Stone				
Medema			Parking Area on Rens Way	More Bleachers at Field #3	Add Lights to Diamond #3	Replace Concession Stand
Schlieve		Replace Matting in Batting Cage	Update Concessions per County Inspection			
C Field					Consider Removal of Diamond	Add Shade Trees
Waupun Baseball Complex		Add Recycle Bins (Done)	Add Shade Trees (Added a few)			
			Finish Drain Tile			
Mccune				Dream Park		
Meadowview		Install Park Sign (Done)			Add Canoe Entry Point	
		Improve Way Finding Signage off of Brandon Street			Expand Parking Lot	
		Add Portable Restroom				
Shaler			Install Fishing Pier			
			Add Canoe Entry Point			
Aquatic Center	Add More Shade (Done)	Add More Off Street Parking(Done)		Add Picnic Areas		
Oak Lane			Create a Master Plan			

Waupun Recreation Department

6 Bean Bag Toss Equipment Rental Agreement



1. All bean bag toss board and bean bag rentals must be made by calling Rachel Kaminski at the Waupun Senior Center/Recreation Department at (920) 324-7930. If no one answers, please leave a message.
2. The rental fee for one Bean Bag Toss Set (2 boards & 8 bean bags with bean bag carrying bag) is \$10/set. A separate \$50 security deposit is required. The minimum amount of a bean bag toss set rental is one full set. The maximum amount of a bean bag toss rental is ten full sets.
3. Cash or check accepted. Checks can be made to: City of Waupun
4. After payment and rental agreement have been approved and received at the Waupun Senior Center/Recreation Department located at 301 E. Main Street, a pick-up time and return time will be scheduled.
5. All bean bag toss boards and bean bag pick-ups and returns will take place at the Zoellner Park Shelter located at 910 Newton Avenue in Waupun.
6. All rented equipment must be returned: bean bag toss boards, bean bags and bean bag carrying bag(s).
7. All bean bag toss equipment rentals are nonrefundable.

Equipment Rented	Fee	Date Rented	Use Date	Pick Up	Return
Bean Bag Toss Set (2 boards & 8 bean bags in 1 bean bag carrying bag) X ____ =	\$10 X			Date:	Date:
____ Bean Bag Toss Boards + ____ Bean Bags in ____ Bean Bag Carrying Bags	____ Set(s) = \$ ____			Time:	Time:

I acknowledge receipt of above equipment owned by the City of Waupun Recreation Department. I will pick up said equipment at the established agreed upon time and date and return said equipment to the place of loan at the established agreed upon time and date. I agree that any item(s) not returned, or not returned in same condition as when loaned will be replaced by the Waupun Recreation Department at my expense.

Bean Bag Toss Renter Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Address: _____ Program Director: _____

WAUPUN FAMILY AQUATIC CENTER									
June 2019 report									
Date	Daily High	Total Attendance	Admission	Concessions	Season Pass	Time of Open	Time of Close	Special Events	Staff
8	79	343	\$965.00	\$452.45	none	1:00 PM	7:30 PM	closed early due to low attendance	Guards: 8 AB: 3 Concessions:2 Sent home early:
9	72	34	\$55.00	\$67.30	none	1:00	8:00		Guards: 8 AB: 3 Concessions: 2 Sent home early:
10	72	126	\$239.00		\$4,530.00	1:00	8:00		Guards:8 AB:3 Concessions:1 Sent home early:
11	78	127	\$367.00	\$162.86	\$1,600.00	1:00	7:00 PM	closed early due to low attendance	Guards:8 AB: 3Concessions:2 Sent home early:Guard @ 4 guard @ 6:30 2 con @ 4:30 AB @ 6:15
12	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Did not open due to below 65	Guards: AB: Concessions: Sent home early:
13	67	42	\$38.00	\$21.75	\$135.00	1:00	6:00		Guards: 8 AB: 3 Concessions:2 Sent home early:2 Ab @1:15
14	76	22	\$45.00	\$21.75	\$135.00	1:00	6:00		Guards: 8 AB: 3 Concessions:2 Sent home early:2 AB @ open 1 con @ 4:00 1AB @5 1 guard @3
15	66	29	\$115.00	\$24.25	\$175.00	1:00	4:30		Guards: AB: Concessions: Sent home early:
16	Closed	Closed	Closed	Closed	Closed	Closed	Closed	Closed due to low temps	Guards: AB: Concessions: Sent home early:
17	73	107	\$316.00	\$104.50	\$935.00	1:00	6:00	Night swim lessons	Guards: AB: Concessions: Sent home early:
18	75	105	\$105.00	\$92.00	\$185.00	1:00	6:00	Night swim lessons	Guards: AB: Concessions: Sent home early:
19	68	118	\$409.00	\$97.35	\$135.00	1:00	6:00	Night swim lessons Group of 60 from 1-3	Guards: AB: Concessions: Sent home early:
20	73	171	\$409.00	\$111.75	\$670.00	1:00	6:00	Night swim lessons	Guards: AB: Concessions: Sent home early:
21	74	222	\$451.00	\$180.25	\$300.00	1:00	8:00	none	Guards:8 AB: 3 Concessions: 1 Sent home early: 1 guard and 1 Ab@ 5
22	76	264	\$544.00	\$195.78	\$790.00	1:00	8:00	None	Guards: 8 AB: 3 Concessions:1 Sent home early: 1 guard at 4:30
23	76	79	\$100.00	\$64.00	none	1:00	7:00	closed due to low attendance	Guards:8 AB:3 Concessions:1 Sent home early: guard at 2, 2:15, 6, 2 @ 6:45 2 Ab at 6:15
24	73	29	\$10.00	\$0.00	\$125.00	1:00	3:45 PM	closed due to weather	Guards: 4 AB: 1 Concessions: 1 Sent home early:
25									Guards: AB: Concessions: Sent home early:
26									Guards: AB: Concessions: Sent home early:
27	87	424	\$2,521.00	\$398.00		1:00	5:00	closed due to weather	Guards: AB: Concessions: Sent home early:
28	80	168	\$267.00	\$257.75	\$225.00	1:00	6:00	swim lessons & brownsville group	Guards: AB: Concessions: Sent home early:
29	89	562	\$1,382.00	\$456.00		1:00	8:00		Guards: AB: Concessions: Sent home early:
30	73	21	\$40.00	\$37.00	none	1:00	3:00		Guards: AB: Concessions: Sent home early: 3

Totals	75.1	2993	\$8,378.00	\$2,744.74	\$2,744.74				
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July 22, 2019 Recreation Report

Senior Center *Individual Count Duplicate Count	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	June Notes
Monthly Attendance	1,110	873	1,155	1,239	1,243	1,043	Open 21 days
Average Daily Attendance	58	52	53	54	52	50	
*Rentals	-	2	-	3	3	2	
Mobile Meals	192	217	250	260	342	322	
Table Meals	198	143	171	212	193	215	
Transportation Rides	30	29	38	31	41	34	6 individuals this month
Open Pool	96	85	91	36	24	18	
Euchre	63	74	87	114	66	85	Mondays
Pool League	64	64	64	-	-	-	Will start again in November
Sheepshead	211	168	213	233	309	211	Wednesdays and Thursdays
Wednesday Workout	62	54	66	72	77	34	Did not meet 6/26
Friday Fitness	44	48	62	69	81	59	Did not meet 6/7
Yoga Stretch	324	318	381	362	341	321	Mondays and Thursdays
*Book Club	13	8	15	16	16	14	Last Friday of the month
Bingo	136	59	152	137	141	108	3 times this month
Sevens Cards	19	16	30	42	34	24	Fridays
Hand & Foot Cards	32	23	36	72	66	72	Tuesdays
*Jam Session/Party	52	22	49	73	-	43	Picnic in the Park
Board Games/Marbles	17	10	14	13	17	12	Thursdays
Bank or Bust Dice	24	21	31	38	52	40	Wednesdays
*Craft Club	12	6	-	12	12	19	1 Tuesday a month
*Paint Pals	6	6	10	-	22	7	1 Tuesday a month
*Local Presentations/Services	21	-	26	22	19	41	Preparing for Long-Term Care, Eyeglass Adjustments, Medicare 101, Dementia Friends, AARP Smart Driver
*Computer Classes	14	5	8	6	6	5	Individual meetings this month
*Movie Night	-	13	17	-	-	-	
Knit-Wits	24	15	28	18	24	18	Wednesdays, did not meet 6/19
*Euchre Tournament	41	-	32	41	32	26	1 st Saturday of the month
Pickleball	29	26	40	63	47	49	Tuesdays
Trips	-	-	15	-	54	-	



AGENDA SUMMARY SHEET

MEETING DATE: July 22, 2019

TITLE: Kathy Schlieve, Administrator-Economic Development Director

AGENDA SECTION: DEPARTMENTAL UPDATES

PRESENTER: Kathy Schlieve, Administrator

DEPARMTENT GOAL(S) SUPPORTED <i>(if applicable)</i>	FISCAL IMPACT	
Quality of Place	N/A	

Schlieve will provide an update and answer questions on the following items:

Facilities Advisory Committee Update:

The city has retained Cedar Corporation through an RFP process and we are working with a Council-appointed group and following a very specific public participation process to evaluate our needs and outline a project for public facilities that includes a new senior center. The consultant visited various public facilities, as well as City owned property, on June 14. Consultants did a deeper dive into each facility’s needs and garnered feedback from the user of those buildings as to current and future needs. Cedar Corporation will meet with the Facilities Advisory Committee on July 24 to provide their findings. The morning of July 24, Cedar Corporation will be touring other facilities within the community that could provide possible redevelopment opportunities for the Committees consideration.

Staffing:

The Council has approved the hiring of a limited-term, part-time recreation program leader to provide some limited administrative support and lead the current exercise classes at the Senior Center while the current director is on FMLA leave. I will provide an update on our status for hiring/onboarding this position, as well as discuss coverage during the director’s absence.

Policy Development Process:

The facility usage policy that we discussed in June will move through our standard process for policy development that includes user/public inputs, benchmarking and analysis. For reference, we do meet with representatives from various organizations at differing times and have had preliminary conversations with all groups that could be affected by such a policy over the course of the last year. Additional information needs to be gathered through our process and I will overview that process so that you have a better feel for timing and involvement in policy development. Additionally, Amy Ewerdt requested a number of things of staff after the June meeting and we will discuss those things and provide a status update.

Grants:

We are continually looking/sourcing grants to accomplish our recreation plan goals. One such grant that we should consider is the DNR Stewardship Grant for the Recreation Trails Program (RTP). This is a federal program administered in all states. Municipal governments and incorporated organizations are eligible to receive reimbursement for development and maintenance of recreational trails and trail-related facilities for both motorized and non-motorized recreational trail uses and may be reimbursed for up to 50 percent of eligible project costs. Applications are typically

AGENDA ITEM:	#
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DATE:	[EnterDate]
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10 May 1. A secondary grant that we have applied for that we will want to consider when it next becomes available (I
e in 2022) is the WI DOT Transportation Alternatives Program (TAP) which has more generous funding. Our
application was rejected in 2018 but we know why and should be working to address those known issues to ready
ourselves for a future application. We will discuss the details of that application so that we can factor this into budget
priority discussions.

STAFF RECOMMENDATION:

Informational only

ATTACHMENTS:

None

RECOMMENDED MOTION:

N/A