



A G E N D A
**CITY OF WAUPUN BOARD OF PARK AND
RECREATION COMMISSION**
Waupun City Hall – 201 E. Main Street, Waupun WI
Tuesday, April 23, 2024 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)*

CONSENT AGENDA

1. Approve March 25, 2024 Meeting Minutes

DISCUSSION ITEMS

2. Discussion of Community Center Tour
3. Review Second Round Guidelines for Youth Sports & Recreation Grant
4. Review Community Center Policies
 - Priority Users
 - Participant Liability Waiver
 - Participant Code of Conduct
 - Photo Release
 - Alcohol
 - Review and Amendment of Procedures
5. Canoe/Kayak Launch Update

FUTURE MEETINGS

1. Monday, May 20, 2024 at 5:30pm at City Hall

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.



Minutes - City of Waupun
Board of Parks and Recreation Commission

Monday, March 25, 2024 – City Council Chambers

CALL TO ORDER

Commission President Disch called the meeting to order at 5:32pm

ROLL CALL:

Citizens: Doug Disch, Megan Williams, Wanda Nick, & Bridget Winterhack

Alderman: Kambria Ledesma

Ex-officio: Recreations Director, Rachel Kaminski, and City Administrator, Kathy Schlieve

Approved absences: Lexi Zarn and Mary Kay Gorst

CONSENT AGENDA

1. Approve Minutes of February 26, 2024 Meeting – Motion by Williams, seconded by Ledesma, motion carried.

PERSONS WISHING TO ADDRESS THE RECREATION BOARD:

Wanda Nick explained that some new residents are confused by the title of the Community Center. (The sign in front of the Ice Arena says Community Center).

DISCUSSION ITEMS

2. Open Meetings Overview – Schlieve presents the meaning of an open meetings. Wisconsin State Law mandates how this board operates and distributes information. The doings of this board to subject to open records requests. Debates and decision making are to be done with a quorum in a public forum.

3. Waupun Sculpture Tour Overview- Schlieve presents. The city has signed an agreement with the city of Eau Claire for the sculpture to bolster tourism and community engagement. In June/July of 2024, there will be 5 sculptures brought to public parks and spaces. Ordinances are in the works with the city council regarding appropriateness of subject matter and location.

4. 2024 Waupun Recreation Summer Activities Packet Overview – Kaminski presents on materials that have been sent out to local schools. The goal is to drum up participation in our Aquatic Center, Parks program, and potentially the summer camp program. The kickoff party will feature inflatables, kid friendly activities and games. Kickoff party is Thursday, May 30th. The packet also includes information regarding the new Community Center.

5. Community Center Draft Policy List & Policy Statement – Schlieve presents by showcasing the blueprints for the new Community Center. Lots of people are excited to

get started and are hoping to engage with the space as soon as possible. This demonstrates a need to create and establish policies, procedures, and guidelines.

Disch offered that we should add a disclaimer that due to the nature of a new and evolving facility, all policies are subject to amendments. He said the school systems only rent spaces if they have a custodian available to staff the event. Williams offered the suggestion of taking deposits. Disch states that having levels of priority to figure out who gets the space and when under certain circumstances. Kaminski explained the software MySeniorCenter that handles calendars and scheduling for public spaces. This software gives us the ability to track meaningful data and take payments.

6. Review Youth Recreation & Sports Grant Applications – Schlieve presents the findings of the ad hoc committee for the grant funding. Williams, Winterhack, and Ledesma all contributed their commentary regarding how they made decisions. Gymnastics was an easy decision to fund. Wrestling could benefit from extending the funds a little further than a traditional award based on a matching grant. Winterhack brought up that the Booster Club’s application demonstrates a need for a better road map to ensure the success of future programs. Recommendation to fund half of the request for the Booster Club. REACH Waupun is requesting new equipment, though it would seem the estimates for this equipment is exaggerated. The recommendation is for half of the requested amount. Full amount awarded to Football. Union Youth to be award 50% of the requested amount.

CONSIDERATION – ACTION

7. Approve and Recommend Youth Recreation & Sports Grant Applications – Ledesma made the motion to approve the grant awards as presented. Winterhack seconded. Motion carries unanimously.

FUTURE MEETING OF BOARD OF PARK AND RECREATION COMMISSION

8. Monday, April 22, 2024 at 5:30pm

ADJOURNMENT

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kambria Ledesma". The signature is fluid and cursive, with a long horizontal stroke at the end.

Kambria Ledesma, Secretary
City of Waupun

CITY OF WAUPUN
YOUTH RECREATION AND SPORTS GRANT PROGRAM

The City of Waupun invests heavily in youth sports and recreation assets to foster a strong quality of life for residents. The City partners with nonprofit youth sports organizations to provide recreation programming for area youth by providing access to facilities, and permits ongoing fundraising activities with profits directly benefiting these groups. The various nonprofit athletic groups have identified capital and equipment improvements at facilities needed to maintain and to expand programming. It is the City's desire to continue to invest in and support the needs of these groups to strengthen quality of life for resident. As such, the City is allocating \$37,500 to create a Youth Sports Grant Program in each of the next two years (2024-2025). This is a reimbursement-based grant with a maximum award of \$5,000. Dependent on the number and quality of applications, the council may elect to reduce the total grant award to support more community organizations. A minimum of a 50% fund match must be demonstrated by the requesting organization. The City of Waupun will utilize the Common Council Committee of the Whole (COW) to review and award grants within this program. Organizations receiving funds will be required to sign award agreements and verify use of funds prior to receiving payment. Preference will be given to organizations who demonstrate financial need and to organizations that have not received support in the form of other city grant awards between January 1 and December 31, 2023. Projects outlined in approved grants must be complete by December 31, 2026, with all invoices and reporting data submitted no later than March 31, 2027.

PURPOSE:

The purpose of the Youth Recreation and Sports Grant Program is to work collaboratively with youth recreation and sports nonprofit organizations to support capital improvement and equipment needs used to operate programs within the City of Waupun.

ELIGIBLE ORGANIZATIONS:

Organizations must be a non-profit organizations operating as a 501c3 within the City of Waupun that provides access to youth sports and recreation programming for all area youth, regardless of skill or ability. Funds will not be allocated to groups that restrict access to programming (i.e., competitive / travel teams where youth must try out for a select number of positions based on skill or ability.)

ELIGIBLE EXPENDITURES:

Funds must be used for capital and equipment purchases that support program delivery. Funded organization must demonstrate ability to finance the balance of the proposed project not funded through a grant award. Financial, performance and compliance reporting will be required.

APPLICATION NARRATIVE:

1. Name and address of your organization and contact information (name, phone and email) for two representatives authorized to submit application for the youth recreation and sports grant.
2. Describe the proposed capital improvement project or equipment purchase that you are seeking to complete if your request is funded.

3. Describe the need for your project. Explain what will happen if your request is not funded.
4. Describe measurable impacts your program has achieved to date, including information relative to whom your program serves, including total number of youth served, of that group number of youth served who live within the City of Waupun, demographics of families served, economic impact to the City, etc.
5. Provide information on the project budget, including funds already collected or committed to the proposed project and plans to address any gaps in financing through fundraising or other methods.
6. What are the expected long-term costs to maintain your proposed project? Describe your plan to support long-term maintenance of proposed improvements. If you are relying on city funding to support this need, be specific in terms of your request for support beyond a possible grant award.
7. Describe the timeline for your proposed project, including projected start dates, construction timelines, and completion deadlines.
8. If your grant request is not fully funded, describe adjustments you are prepared to make to the proposed project to address the need. What implications will those adjustments have to your program?

SUPPORTING DOCUMENTATION:

Attach the following as documentation in support of your application:

- Completed application including budget documents signed by an authorized member of your nonprofit.
- A copy of your organization's income statement for period ending December 31, 2023.
- Budget and cost estimates for your proposed project.
- Evidence of ability to fund the non-grant funded portion of the proposed project and/or a plan to finance the portion of your project requiring private funding.

SUBMISSION INSTRUCTIONS:

Submit completed applications via email to angie@cityofwaupun.org or by hand delivery to the attention of the Clerk at City Hall, 201 E Main St, Waupun, WI 53963.

DEADLINE:

First round of applications are due by 11 a.m. on February 16, 2024. First round of review of applications will occur by February 29, 2024. Applications accepted on a rolling basis thereafter until all annual program funds are awarded by the Waupun Common Council Committee of the Whole.

Waupun Community Center
 DRAFT - Priority Reservation Guidelines

PRIORITY ACCESS TO THE FACILITY COMMON AREAS WILL BE GIVEN AS FOLLOWS:

1. Emergency Management/Disaster Relief
2. Elections
3. Recreation Department Use (Senior Center and Other Programming)
4. City Department Reserved Use
5. Building Tenant Reserved Use
6. Public/Private Reserved Use

BUILDING RESERVATIONS:

All users will be required to use the provided scheduling system to schedule rooms. Building Tenant Users and Public/Private Users may not reserve more than 90 days in advance. Building tenants have access to all times and areas of the facility scheduled for open community recreation programming. In addition, they may schedule rooms as follows:

ROOM ACCESS GUIDELINES:

Gymnasium:	<ul style="list-style-type: none"> • Open community gym time may be accessed whenever available and as scheduled on the community calendar. • Exclusive use - scheduled events for large groups (20 or more people) is reserved via community calendar up to 90 days in advance if space is available.
Kitchen / Dining Multi-Purpose Room: Conference Room	<ul style="list-style-type: none"> • Open community time may be accessed by tenants whenever available and whenever scheduled on the community calendar. • Exclusive use - reserved via community calendar up to 90 days in advance. • If space is available (not reserved) can be utilized same day as needed, but must be reserved via electronic scheduling system.
Sitting Room:	<ul style="list-style-type: none"> • If space is available (not reserved) can be utilized same day as needed, but must be reserved via electronic scheduling system.
Billiards Room:	<ul style="list-style-type: none"> • Not available for reservations
Fitness Center	<ul style="list-style-type: none"> • Membership only; Not available for reservations
Laundry Area:	<ul style="list-style-type: none"> • Tenants have access as needed