



CITY OF
MANITOWOC

Joseph S. McLafferty
Director, Parks, Recreation
and Senior Center

**MANITOWOC PARKS AND RECREATION COMMITTEE
CITY HALL-EAST HEARING ROOM
Monday, March 2, 2009, 5:00 pm**

Minutes

Members: Chairman Raymond Geigel, Chris Able; Co-Chairman
Present: Dean Graunke; Justin Nickels; Dave Soeldner

Staff: Joe McLafferty; Randy Albright; Denise Larson and Jeremy Crees

Guests: Jim Muenzenmeyer

1. The meeting was called to order by Chairman Ray Geigel at 5:00 pm.
2. A motion was made by C. Able, seconded by D. Graunke to approve the minutes of the February 2, 2009 Parks and Recreation Committee. The motion carried 5-0 in favor.
3. Requests
 - a. Request approved by Director: None
 - b. PR2009-05, Chris Tadych and Amanda Meissner are planning on having a wedding ceremony at the Beach Area of Red Arrow Park on Saturday, June 6, 2009. They are planning on setting up a carpet area for participants to walk on and chairs for the ceremony. Recommend approval of the event with placement of the ceremony to be agreed upon between the wedding party and staff members. The wedding party will be charged for the facility rental of the existing open air shelter. A motion was made by C. Able, seconded by D. Soeldner to allow the wedding ceremony to take place at Red Arrow Beach. The motion carried 5-0 in favor.
 - c. PR2009-06, Melanie Johnson would like to put on a dance for Girl Scout Troop 8099/8225 in the CP Gym on April 18, 2009. They are charging admission for the girls to get in the dance. The funds collected are going toward the troop's summer time activities such as summer camp, summer trips at various events for Girl Scouts throughout the state of Wisconsin. Steve Johnson who works for our department could be the attendant during that event to cut costs. Mrs. Johnson is asking for a reduced price for the gym rental from \$117.00 for the day or to contribute the entire amount. A motion was made by C. Able, seconded by D. Graunke to approve the rental and waive the fee or give the rental at a reduced cost of \$58.50. The motion carried 5-0 in favor.



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- d. PR2008-08, Request from UW-Manitowoc student group Phi Theta Kappa to hold a disc golf tournament at Silver Creek Park. A fundraiser for their honor society. They are charging \$2 per entry and \$5 for teams. They would like to sell drinks and snacks during the event. A motion was made by C. Able, seconded by D. Graunke to approve the facility rental. The cost will be \$16.75, half of the cost for the open air shelter facility rental for the day. The motion carried 5-0 in favor.

4. Old Business

- a. Jim Muenzenmeyer explained that the Manitowoc Aquatic Center bids were opened for the new facility on Wednesday, Feb 25, 2009. The low bidder did not have a pre-certified pool contractor. The Aquatic Center project will be re-bid March 25, 2009.
- b. R. Albright explained the fixed cost for the Citizen Park Gym for use by Greg and Cindy Comstock. Director J. McLafferty and Assistant Parks Director R. Albright will meet with City Attorney J. Ruenzel to negotiate a lease contract with the Comstock's.
- c. Assistant Parks Director R. Albright spoke concerning security deposit rates for future rentals of the field houses and cabins. He recommended the security deposit be raised to \$150 per rental to cover the cost of employees doing the cleaning of the facility. A motion was made by C. Able, seconded by J. Nickels to approve the new \$150 security deposit rental fee for the facilities on all new bookings after March 2, 2009. The motion carried 5-0 in favor.

5. New Business

- a. A meeting took place on Monday, March 2, 2009 with users of the Municipal Baseball Field. The first games scheduled on the field will take place April 7, 2009. The American Legion program will finish the brick work that was approved last fall. Lincoln High School will provide money to put on the yellow fence caps all around the facility. We will provide a truck load of ball diamond mix to fill holes in the infield. We discussed the Standard Operating Costs for all fields. During the meeting James Maurer discussed possible ideas for a temporary concession stand for the upcoming summer season. All agencies, the bandits, the school district, and the American Legion Program would like to discuss future bathrooms and a permanent concession stand for the facility in the future. Finally, we discussed the scheduling of games and practices for the field. The new player development area will help tremendously when it comes to taking pressure off the field.

- b. Several winter maintenance projects took place this winter for the parks staff. Renovations to both the restrooms at Silver Creek and Lincoln Field houses and Red Arrow Park took place. Both facilities were painted in the basement areas where people rent the facilities. Restroom work is being completed to the CP restrooms with new stalls in the men's bathroom and the flooring on both sides will be finished.

Several days were scheduled for tree removals and tree work during the winter. Work in the interior of the Educational Building upstairs complex was completed during this timeframe. The 400 picnic tables at the park shop were being sanded and stained for use during the summer months.

- c. Last fall the restrooms at Red Arrow Park were vandalized. Three students were caught by the Manitowoc Police Department. They will each pay 1/3 of the cost for the damage which amounted to \$1,800, plus they will receive community service hours. It is our intention to have them help with the restoration process of the Red Arrow Beach if the attorneys agree.
- d. The Parks and Recreation managerial staff will work the Kid's Expo at the County Ice Center on Saturday, April 18th from 10:00am to 3:00pm. This is good time to let families know what we have for programs during the summer months.
- e. A breakdown of recreation programs for children from infants to 14 year olds was passed out at the meeting. This shows the areas that we currently serve and where we need to improve.
- f. The majority of parks workers worked a 4 day -10 hour schedule over the past two summers. This year is the third year of the separate contract and we have made some adjustments to this years schedule to help meet our needs. Currently, we have five (5) employees that will work Mon-Thurs, 6:30 to 4:30pm schedule, Four (4) employees that work a Tues-Fri, 6:30 to 4:30pm schedule, and four (4) employees that continue to work a 7:00am to 3:00pm Mon-Fri schedule. The maintenance staff is offset by 10-13 seasonal employees that usually work various positions within the department.

- g. The new Ops Maintenance software schedule was implemented the first of the year. The system includes jobs that are assigned on a daily, weekly, and monthly basis. It produces work orders that can track all aspects of maintenance and allows employees the freedom to add to the schedule in case they find areas that need to be addressed. This software package allows us to track facility maintenance and improvements and documents what is being accomplished at all facilities.
- 6. Next regular meeting, April 6, 2009, at 5:00 pm at City Hall – East Hearing Room.
- 7. A motion was made by C. Able, seconded by J. Nickels to adjourn at 5:55pm. The motion carried 5-0 in favor.