

CITY OF OCONOMOWOC

PARKS AND RECREATION BOARD MEETING

Monday, January 13, 2020 – 6:30p.m.

Oconomowoc Community Center – 220 W. Wisconsin Avenue - Meeting Room

NOTICE: If a person with a disability requires that the meeting be accessible or that materials at the meeting be in an accessible format, call the Parks, Recreation and Forestry Department at least 48 hours prior to the meeting at 262-569-2199 to request adequate accommodations.

AGENDA

1. Call to order – Roll Call (Confirmation of appropriate meeting notice)
2. Comments from the Audience
3. Consider/act on Minutes from the December 2019 meeting
4. Presentation by Oconomowoc Softball Association regarding Champion Fields improvements
5. Consider/act on Roosevelt and Riverside Park rental fees
6. Consider/act on Community Center Friday rental rates
7. Consider/act on Financial Assistance Policy
8. Department Reports for December 2019
 - a. Director's Report
 - b. Parks and Forestry Superintendent Report – written reports included in material packet
 - c. Recreation Manager's Report – written reports included in material packet
 - d. Community Center Update Report – written reports included in material packet
9. Consider/act on December 2019 vouchers
10. Comments from Board Members
11. Any other business that may properly come before this body
12. Adjourn

Notice is hereby given that a majority of the Park and Recreation Board will be present at the above scheduled event to gather information about a subject over which they have decision making responsibility.

Members of other city governmental bodies (boards, commissions, committees, council, etc.) may attend the above noticed meeting of the Oconomowoc Parks & Recreation Board in order to gather information. The only action to be taken at the above noticed meeting will be action by the Oconomowoc Parks & Recreation Board.

**CITY OF OCONOMOWOC
PARKS, RECREATION AND FORESTRY BOARD
MEETING MINUTES – DECEMBER 09, 2019**

I. CALL TO ORDER – ROLL CALL

- A. The meeting was called to order by President, Joe Moroni at 6:30pm in the Community Center – Meeting Room. Confirmation of appropriate meeting notice was made by Staff.
- B. Members Present: Joe Moroni, Bruce White, Tom Strey, Jimi Hall, Denny Daggett and Kevin Ellis (6:45). Quorum present.
- C. Members Excused: Scott Antonneau and Lauren Wittnebel
- D. Staff Present: Craig Hoepfner – Director, Jennifer Clayton – Administrative Assistant, Jenny Froemming – Recreation Manager and Bryan Spencer – Parks and Forestry Superintendent
- E. Audience Attendees: Lou Kowieski – Alderman

II. COMMENTS FROM THE AUDIENCE

None

III. CONSIDER/ACT ON MINUTES FROM THE OCTOBER 2019 MEETING

D.Daggett moved to approve the minutes of the October 2019 meeting; second by B.White. No opposition. Motion carried.

IV. CONSIDER/ACT ON PERMANENT CLOSURE OF RIVERSIDE PARK RESTROOMS

C.Hoepfner gave a few reasons as to why the staff feels these restrooms should be demolished. He stated the restrooms are old, hard to maintain, not aesthetically pleasing and not accessible. We have had a lot of vandalism inside these restrooms. We normally do not have restrooms at neighborhood parks. Staff would do the demo internally. Oerding restrooms are close to Riverside Park. If Riverside is rented staff can allow them to check out a key for the Oerding Restrooms. D.Daggett moved to approve the permanent closure of Riverside Park Restrooms; second by B.White. No opposition. Motion carried.

V. CONSIDER/ACT ON DEMOLITION OF ROOSEVELT PARK SHELTER

C.Hoepfner stated, since four years ago when the shelter was last inspected it has severely deteriorated and is now not safe. The city inspector states it needs to be repaired or replaced as soon as possible. Staff has started to discuss cost of new shelter. All board members, are in agreement the shelter must be demolished as it is unsafe to be using as a shelter. More discussion to come on where the new shelter should be built in the park and what the existing cement pad will become. D.Daggett moved to approve the demolition of Roosevelt Park Shelter; second by B.White. No opposition. Motion carried.

VI. DISCUSS 2030 PARK & OPEN SPACE PLAN

C.Hoepfner stated the current Park & Open Space Plan was adopted in 2011. The DNR wants this to be updated every 5 years to be eligible for grants. We are in compliance as long as staff/board are working on the Plan. Board would like to meet outside of the Park & Rec Board Meeting times to discuss and work on the updated plan. C.Hoepfner is hopeful that we can get a majority of it done in the beginning of 2020. He will set up a date to get started on this after the first of the year.

VII. DEPARTMENT REPORTS FOR OCTOBER & NOVEMBER 2019

A. DIRECTOR'S REPORT – CRAIG HOEPFNER

Greener Oconomowoc – EAB treatments in Merchants Plat possibly saved 8 out of 22 trees

Village Green Committee is meeting tomorrow night
German Christmas Market – tent is coming down soon
Holiday Train – was great and a huge success
Holiday Tree Lighting and Parade – was great community event
Craig wished everyone a Merry Christmas and Happy New Year!

B. PARKS AND FORESTRY SUPERINTENDENT REPORT

Written reports included in packet.

C. RECREATION MANAGER'S REPORT

Written reports included in pack

VIII. CONSIDER/ACT ON OCTOBER & NOVEMBER 2019 VOUCHERS

J.Hall moved to approve vouchers from October 2019; second by T.Strey. No opposition. Motion carried.

J.Hall moved to approve vouchers from November 2019; second by K.Ellis. No opposition. Motion carried.

IX. COMMENTS FROM BOARD MEMBER

Merry Christmas and Happy New Year and thank you to board members and staff for the past year!

X. ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THIS BODY

None

XI. ADJOURNMENT

D.Daggett moved to adjourn; second by T.Strey. No opposition. Motion carried. The meeting ended at 7:42p.m.



MEMORANDUM

PARKS, RECREATION & FORESTRY

Parks, Recreation and Forestry staff updated our park rental policy and park rental application for 2020 to reflect the changes regarding the Roosevelt Park Shelter and Riverside Park shelter restrooms.

The changes include renaming the shelter to "Roosevelt Large Picnic Area" and the rental price was adjusted to \$50/day plus tax for a City of Oconomowoc resident. The traditional \$50 nonresident fee applies if you live outside the City.

Grassy picnic areas in the park, Area #1 and Area #2 remain, however we have removed Area #3. This area is adjacent to the restrooms and playground which is where future construction may occur.

Also changing in 2020 is the availability of a restroom in Riverside Park. Since that restroom facility is slated to be removed, those renting the Riverside Park shelter can check out a key for the restroom in adjacent Oerding Park. The Oerding Park restroom will now be locked unless opened by a Riverside Park shelter patron.

To check out a restroom key we will require completion of a form and a \$50 key deposit.



MEMORANDUM

PARKS, RECREATION & FORESTRY

Interest from couples for a Friday wedding if a lower rate existed continues to grow. Looking at our rental history, we book very few Friday rentals at the current rate which is the same rental rate as Saturdays. Saturdays continue to be the day in highest demand.

In an effort to book more weddings, we are proposing reducing the Friday rate to the same as the Sunday rental rate. This is between a 15-20% reduction in rental rate.

After researching other venues and online discussions among couples regarding the incentive of booking a Friday opposed to a Saturday for a cost savings we felt it was a worthy change and will hopefully generate more rentals increasing revenue.

Community Center Room Rental Rates

	Monday-Thursday	Friday-Saturday	Sunday	Holiday	Nonresident Fee
Assembly Room A	\$31.25/hour	\$300/four hours* \$60/per additional hour	\$240/four hours* \$60/per additional hour	\$490/four hours* \$60/per additional hour	\$75
Assembly Room C	\$35/hour	\$350/four hours* \$86.75/per additional hour	\$290/four hours* \$72.50/per additional hour	\$600/four hours* \$86.75/per additional hour	\$75
Assembly Rooms A & B with bar and kitchen	\$72.50/hour	\$730/four hours* \$150/per additional hour	\$660/four hours* \$110/per additional hour	\$980/four hours* \$150/per additional hour	\$125
Assembly Rooms B & C with bar and kitchen	\$76.25/hour	\$780/four hours* \$175/per additional hour	\$710/four hours* \$120/per additional hour	\$1030/four hours* \$175/per additional hour	\$125
Upper Hall with bar and kitchen	\$100/hour	\$1,060/four hours* \$200/per additional hour	\$860/four hours* \$155/per additional hour	\$1,310/four hours* \$200/per additional hour	\$200

*Weekend and holiday rentals require a four-hour minimum. Average wedding timeline is 12 hours. All rentals must include time for setup and cleanup.

Additional Rooms Available

Community Room	\$20/hour Monday - Thursday and *\$35/hour/Friday-Sunday *Rentals on weekends/holidays require a four-hour minimum * \$25 nonresident fee	The Community Room comes with a rack of 10 8 foot tables and 35 metal folding chairs. The Community Room is available to rent for a bridal room. Cost is \$100 plus tax for the duration of your rental time.
Meeting Room	\$16.25/hour Monday-Thursday \$36.25/Friday-Saturday - Four hour minimum rental time \$33.75/Sunday - Four hour minimum rental time *Four-hour minimum rental on holidays.	The Meeting Room is a small room on the Community Center's main floor. It has a large, conference-style table with 10 chairs. A 60-inch flat screen TV, dry erase board and wet bar are included. Wifi is available.

Additional Services - Flat Fee

Projector and Screen - Room C	\$50
Projection Screen - Room C	\$10
Wireless Mic & Sound System - Upper Hall	\$50
Conference Speaker Phone - Meeting Room	\$10
Podium	\$10

2019 Holiday Dates

January 1-2	November 28-30	2020 Holiday Dates	January 1	November 26-29
April 19-21	December 1	April 10-12	December 24-27	
May 24-27	December 24-25	May 23-25	December 31	
July 4-7	December 27-28	July 3-5		
Sept. 1-2	December 31	September 4-7		

Lawn Packages		
Wedding Ceremony on the Lawn	The Community Center lawn is available for a ceremony only with the upper hall as a bad weather backup. Ceremony only rentals are between 12 p.m. and 2 p.m. on weekends. This must include time for setup and cleanup. Event must be completely clear by 2 p.m. Please inquire for Friday or weekday availability. Cost is \$1,000 plus tax and a \$50 nonresident fee if you reside outside the City of Oconomowoc.	
the following packages are for a wedding ceremony or activities on the lawn followed by a reception upstairs. Cost is based on chair package		
Package A	Lawn and Restrooms	\$250
Package B	Lawn, Restrooms, 100 Chairs	\$450
Package C	Lawn, Restrooms, 160 Chairs	\$525
Package D	Lawn, Restrooms, 230 Chairs	\$600
A la carte items for lawn rentals		
Games: Bocce Ball (2) Bean Bag Toss (2)	\$50	
Tables (8 foot) - Rack of 10 tables	\$20/each or \$100 rack	
Metal Folding Chairs - Rack of 25	\$50	

***Payment is due upon reservation**

***Price includes use of lawn area for designated time. Staff will setup and cleanup all rented equipment.**

***Tax is not included.**

COMMUNITY CENTER LAWN RENTAL & USE POLICY

The Oconomowoc Community Center lawn is available to rent, but under the guidance of department staff. Careful consideration is taken regarding an event's impact on neighboring lake properties as well as the lawn area. Staff will review your application and consider the impact of your outdoor event before approving your application.

Eligibility

You must rent the Oconomowoc Community Center upper hall – either the entire upper hall or rooms A/B or B/C to be eligible to rent the lawn.

Public use

The Community Center lawn is within surrounding public access. Rental of the lawn area does not provide exclusive rights to the Community Center deck, adjacent beach, park area and lake. During the time of your rental, the public will not be restricted from using these areas. The rental only ensures exclusive use of the designated lawn area during the time of your rental.

Watercraft rentals

Watercraft rentals take place from the lawn area and adjacent storage area daily from 10 a.m. to 7 p.m. Memorial Day to Labor Day; weather permitting.

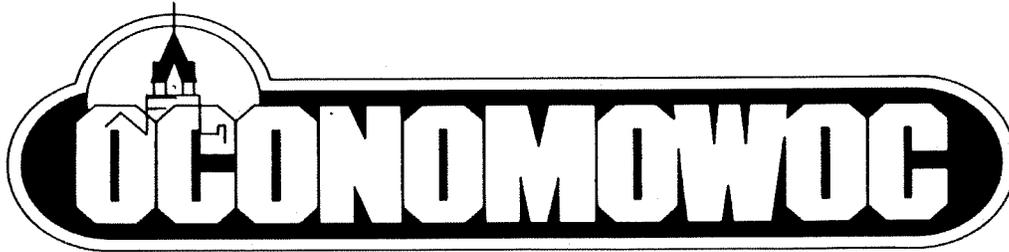
The launching area will be moved to another location during wedding ceremonies. However, rentals and transition of watercraft may occur during setup of the lawn area prior to your event. After wedding ceremonies, if lawn games or a cocktail hour are planned, waterfront staff may need to use the adjacent storage area, but will work to minimize the impact of this use during your event.

Hours

Lawn setup cannot begin before 1 p.m.

Wedding ceremonies cannot begin before 3 p.m.

Lawn use must be concluded by 8 p.m. or dusk; whichever is earlier.



**Parks, Recreation and Forestry Department
220 W. Wisconsin Avenue, Oconomowoc, WI 53066
(262) 569-2199**

Financial Assistance Policy

The City of Oconomowoc requires that program participants help defray the overall costs of activities through the assessment of fees and charges. However, the City does not wish to exclude Oconomowoc children who are unable to pay these fees due to unemployment of a parent, illness or other hardships that might occur. Parents who feel they are unable to afford the fees for a program should contact the Recreation Office prior to registering for the activity. Through generous contributions from service clubs in Oconomowoc, individuals are able to apply for financial assistance on an as-needed basis for the following youth classes:

Spring/Summer:

- Baton
- Gymnastics
- Indoor Soccer
- Log Rolling
- Pee Wee Dance
- Swim Lessons
- Snorkeling
- Tumbling
- Youth Baseball
- Youth Tennis Lessons
- Youth Volleyball

Fall/Winter:

- Baton
- Gymnastics
- Indoor Soccer
- Pee Wee Dance
- Tumbling
- Youth Basketball
- Youth Tennis Lessons

- When applying for financial assistance, an application will need to be completed. A copy of the current year's income tax return and/or current waiver of reduction by the School District for school lunches must accompany the application.
- Applications are good for one calendar year; January 1 to December 31.
- Financial assistance will only be provided to City residents.
- One program per youth under 18 years old is allowed per season (Spring/Summer and Fall/Winter).
- Applicants are required to pay \$10 per class.
- Some activities are exempted from the reduction in fees, i.e. trips and co-sponsored activities with other agencies and programs where direct cost is involved. Equipment is not eligible for scholarship, i.e. Ballet and Tae Kwon Do. Beach bands are exempt from financial assistance.
- Class sizes are limited and are on a first come basis. Space in classes will not be reserved.
- If a program is cancelled, you will be refunded only the portion of the fee paid.
- To be considered, the financial assistance application should be submitted no later than two weeks prior to the program deadline.

FINANCIAL ASSISTANCE APPLICATION

Please complete this confidential form in its entirety, attach the mandatory proof of income and return it to the Director of Parks, Recreation and Forestry.

Name: _____ Spouse: _____
Home Phone: _____ Business Phone: _____
Address: _____ City: _____ Zip: _____
Employment: _____
Spouse Employment: _____

Proof of Income (please attach, application will not be processed without proof of income)

_____ Last year's Federal Tax Form
_____ Pay Stub
_____ Other _____

Monthly Income

Wages, Salary, Tips: \$ _____ Child Support: \$ _____
Unemployment Comp: \$ _____ Food Stamps: \$ _____
401K/Retirement: \$ _____ Social Security: \$ _____
Other: \$ _____
Total Monthly Income: \$ _____

Dependents

Table with 3 columns: Name, Relationship, DOB. Includes multiple blank rows for data entry.

Are you a single parent household? YES NO

Have you applied for financial assistance with the Recreation Department before?

What was the assistance for? _____

Why are you applying for assistance now? _____

FINANCIAL ASSISTANCE APPLICATION
STAFF USE ONLY

Gross Income:		
Extenuating Circumstances: (ex. Child care, legal, medical, etc.)		\$
		\$
		\$
		\$
		\$
		\$
Adjusted Gross Income:		\$

Scholarship Award

Program Fee:

Total:

Households with an income at or below 150% of the federal poverty level may be eligible for assistance. This is based on the Eligibility for Energy Assistance through Waukesha County.

Family Size	Monthly Family Income
1	\$1,926
2	\$2,607
3	\$3,289
4	\$3,970
5	\$4,652
6	\$5,333
7	\$6,015
8	\$6,696

PARKS AND FORESTRY DIVISION REPORT
December 2019

UPDATES

- Parks and trash route are checked two times weekly from full-time staff
- Vandalism repairs in parks performed as needed
- Shop, parks storage and equipment cleaning and organization performed
- Picnic tables and benches are brought into shop for maintenance
- Flag and banner maintenance performed as needed
- Recreation Division support and work orders performed as needed
- Install donated Christmas tree to roundabout from Scott and Lori Wolf.
- Installed lights to Christmas tree
- Installed lights to Fire Station tree on Concord Rd
- Tree removals are performed in parks and streets as needed
- Tree pruning is performed to City street trees
- Tree City USA packet is completed and sent in
- Sidewalk snow and ice removal is performed as needed
- Sidewalks are checked as needed for slippery conditions and salted where needed
- Delivery and pick up supplies for the holiday train

MEETINGS/TRAINING

- Staff meeting at Community Center
- Plow safety meeting at the Municipal Services Building
- Holiday train meeting at the Community Center
- Meeting with Beilfuss Inc. on Roosevelt Field outfield renovations
- Park and Rec Board meeting
- Village Green pavilion meeting at Community Center

RECREATION MANAGERS REPORT
December 2019

UPDATES

- Fall classes wrapped up:
 - Barre – 1 class per week
 - Baton – 2 classes per week
 - Cardio Pump – 2 classes per week
 - Cardio TRX – 2 classes per week
 - Pound Fitness – 1 class
 - Line Dance – 2 classes per week
 - Pee Wee Dance – 1 class per week
 - Preschool – 4 classes per week
 - Strength Training – 1 class per week
 - Tae Kwon Do – 6 classes per week
 - To the Pointe Dance – 5 classes per week
 - Zumba – 3 classes per week
 - Zumba Toning – 1 class per week
 - Work-It-Out – 3 classes per week

- The following classes were held at the Oconomowoc School District:
 - Adult Volleyball – 3 leagues per week
 - Men's Basketball – 1 league per week
 - Gymnastics – 3 classes per week
 - Tennis – 2 classes per week

- Instructor Nicole Kerr took over the Preschool program at the Community Center. We have a Monday/Wednesday and a Tuesday/Thursday class. Classes are full, with a total of 16 children participating. The transition to the new instructor went very smooth.

- I met with Holly Glaynik from Waukesha County Parks regarding the summer Fit in the Parks CHIPP program for 2020. Last summer we worked with the YMCA but they have not been responsive this fall so we are considering other options for 2020.

- I worked with Renee Vanslow from Greenfield Parks and Recreation Department and Holly Glaynik from Waukesha County Parks to coordinate lifeguard and water safety instructor training options to prepare for summer waterfront staffing. These efforts will continue in the spring as we are all anticipating staffing challenges with lifeguard shortages. Recruitment efforts are underway.

COMMUNITY CENTER REPORT

December 2019

December was an interesting mixed bag of building rentals to cap off the year but we welcome any and all rentals because they – bring people in our building, show off our building, generate more rentals!

DECEMBER RENTALS:

- To start the month, we had open interviews conducted by new business, Burger King. It was nice to meet one of the team leads and he was able to hire many through interviews held here to help staff this new restaurant.
- Speaking of big corporations, we also had the loss prevention experts from Walmart in this region host a meeting/training in our Community Room.
- We had two holiday parties here:
 - The Muscular Dystrophy Association hosted a holiday party for their clients and families. This was a daytime event that featured crafts, music and some light food. They said it was a hit.
It's nice to have a building that is exceptional when it comes to accessibility needs. We have received compliments from this group as well as the Parkinson's Association, which has held meetings here on our accessibility.
 - D&H Industries held their annual Christmas luncheon here. They have been a repeat customer for several years and we always enjoy having them here. They host a nice luncheon and some sweet gifts for their employees. Check out a short video of it on our Facebook page. *In fact, like our Facebook page. I share tidbits when I can and photos photographers tag us in from weddings.
 - Prader Willi Homes also hosted a fun end-of-year holiday meeting. They used a small space during the day and had a blast with lunch, games and gifts. They said they were looking for a different space to host this annual event and were very happy with our upper hall.
- Other rentals included a health screening rental we see about quarterly from LifeLine Screenings. We also had a visit from our friends at Thirst Church who had an event for their women's ministry which doubled in interest. Good thing we have space to expand!

NOVEMBER BUILDING USE:

- The Oconomowoc Rotary continued its weekly lunch meetings Mondays at noon. The Oconomowoc Rotary Club meets upstairs the first three Mondays of the month.
- Oconomowoc Police with neighboring departments hosted their annual Shop with Cops event. This is such a heartwarming event that connects children in need with officers for a day of shopping for their family and breakfast with Santa! Hats off to all who supported this event!
- The Police Department in partnership with the Community Center hosted a community blood drive with Versiti better known as the Blood Center of Wisconsin. They were very grateful for the opportunity and said it was a successful drive in a time of year when the need is especially high.



City of Oconomowoc, WI

Expense Approval Report

By (None)

Post Dates bolm - eolm

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEAVES INSPIRED TREE NURSERY	406	12/04/2019	SKYCOLE HONEYLOCUST B&B T...	100-507-7610-410	620.00
LEAVES INSPIRED TREE NURSERY	406	12/04/2019	STREETKEEPER HONEYLOCUST ...	100-507-7610-410	2,025.00
LEAVES INSPIRED TREE NURSERY	406	12/04/2019	IVORY SILK JAPANESE TREE LILA...	100-507-7610-410	2,420.00
LEAVES INSPIRED TREE NURSERY	406	12/04/2019	AUTUMN GOLD GINKGO CONTA...	100-507-7610-410	2,820.00
LEAVES INSPIRED TREE NURSERY	406	12/04/2019	SIENNA GLEN FREEMAN MAPLE...	100-507-7610-410	3,697.00
HECKEL DANCE LLC	0049	12/11/2019	SERVICES 0049	100-507-7240-210	1,868.00
LORLEBERGS	113019 PARKS	12/11/2019	ACCT 18154 NOVEMBER PURC...	100-507-7410-400	17.43
ACE HARDWARE OF OCONOM...	113019 PARKS	12/11/2019	ACCT 3240 NOVEMBER PURCH...	100-507-7410-400	5.74
ACE HARDWARE OF OCONOM...	113019 PARKS-1	12/11/2019	RE-ISSUE ACCT 3240 NOVEMBE...	100-507-7410-400	5.74
ACE HARDWARE OF OCONOM...	113019 PARKS-R	12/11/2019	ACCT 3240 NOVEMBER PURCH...	100-507-7410-400	-5.74
JANNA BARRIE	120919	12/18/2019	SUPPLIES FOR CREATIVE ART	100-507-7240-340	99.02
D.F. TOMASINI INC.	3 PO 12020	12/18/2019	2019 STREETS PROJECTS - NE R...	223-507-7410-820	38,700.00
GRABER MANUFACTURING INC	78507	12/18/2019	LANGDON SWING BENCH	100-507-7410-340	829.00
UNITED STATES POSTAL SERVICE	120619	12/26/2019	REFILL METER # 21059696	100-507-7100-311	34.50
RUEKERT/MIELKE P.E. INC	127554	12/26/2019	PROF SVC 2/25-4/12/19 ROSEN...	223-507-7410-210	4,869.00
RUEKERT/MIELKE P.E. INC	129482	12/26/2019	PROF SVC 8/31-9/27/19 ROSEN...	223-507-7410-210	4,503.90
PROHEALTH CARE MEDICAL AS...	301793	12/26/2019	BREATH ALCOHOL TESTING & ...	100-507-7410-210	86.00
KLEANLINE LLC	44479	12/26/2019	6 CS 800FT NON-PERFORATED	100-507-7210-343	204.00
GRABER MANUFACTURING INC	78219	12/26/2019	LANGDON 6' SWING & PLAQUE ...	100-507-7410-340	2,594.79
WE ENERGIES	121819 PARKS SHOP	12/31/2019	ACCT 5062-865-486 11/17-12/1...	100-507-7410-224	854.85
Grand Total:					66,248.23