

**CITY OF OCONOMOWOC**

**PARKS AND RECREATION BOARD MEETING**

***Monday, February 10, 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 January 2020 meeting
4. Consider/act on Moonlit Movies, LTD and Badgerland Ski Show dates at Fowler Park
5. Consider/act on revision to Recognition Signage Policy
6. Department Reports for January 2020
  - 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
7. Consider/act on January 2020 vouchers
8. Comments from Board Members
9. Any other business that may properly come before this body
10. 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 – JANUARY 13, 2020**

**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, Scott Antonneau, Lauren Wittnebel, Tom Strey (left at 7:15pm) and Kevin Ellis (left at 7:20pm). Quorum present.
- C. Members Excused: Jimi Hall and Denny Daggett
- D. Staff Present: Craig Hoepfner – Director and Jennifer Clayton – Administrative Assistant
- E. Audience Attendees: Andy Hackbarth, Gary Boley and Scott Kloss – Oconomowoc Softball Association

**II. COMMENTS FROM THE AUDIENCE**

None

**III. CONSIDER/ACT ON MINUTES FROM THE DECEMBER 2019 MEETING**

K.Ellis moved to approve the minutes of the December 2019 meeting; second by T.Strey. No opposition. Motion carried.

**IV. PRESENTATION BY OCONOMOWOC SOFTBALL ASSOCIATION REGARDING CHAMPION FIELDS IMPROVEMENTS**

C.Hoepfner introduced Andy Hackbarth, Scott Kloss and Gary Boley (Acting OSA President) who have all been playing at Champion Field since the '80s. They shared a list of wants/needs listed in order of priority for the players safety and patrons. Their list included new lighting that would improve player safety and use less energy, new concession/restroom/shelter as the current one is outdated and not in good shape, new asphalt around concession/shelter areas, scoreboards, playground equipment, more parking, and new fencing. The board asked a few questions and made a few suggestions. This was a presentation designed to get Champion Field on everyone's mind for future repairs.

**V. CONSIDER/ACT ON ROOSEVELT AND RIVERSIDE PARK RENTAL FEES**

C.Hoepfner stated staff would like to change the pricing on the Roosevelt Shelter due to the shelter being demolished making it a picnic area, not a shelter. Staff would like it to be called "Roosevelt Large Picnic Area" and the rental price will be \$50/day plus tax for a city resident. Also, changing is the restroom being demolished at Riverside Park. From now on if renters want to have access to a restroom, they would need to check out a key from the Park and Rec Office for the restroom at Oerding Park. That restroom remains locked unless a renter pays a \$50 deposit and fills out a form. No discussion. K.Ellis moved to approve Roosevelt and Riverside Park Rental Fees; second by L.Wittnebel. No opposition. Motion carried.

**VI. CONSIDER/ACT ON COMMUNITY CENTER FRIDAY RENTAL RATES**

C.Hoepfner stated staff would like to change the pricing for Friday night to match a Sunday rental. Staff feels this will produce more rentals on Friday evenings. K.Ellis moved to approve the Community Center Friday Rental Rates; second by B.White. No opposition. Motion carried.

**VII. CONSIDER/ACT ON FINANCIAL ASSISTANCE POLICY**

C.Hoepfner stated there has been some interest in financial assistance policy at the Park and Rec. Staff has talked with a couple groups about funding for it. Board questioned if people used it when

we had it in the past. K.Ellis moved to approve the Financial Assistance Policy; second by L.Wittnebel. No opposition. Motion carried.

**VIII. DEPARTMENT REPORTS FOR SEPTEMBER 2019**

**A. DIRECTOR'S REPORT – CRAIG HOEPPNER**

Monday, January 20<sup>th</sup> there will be a meeting to begin discussing the Park & Open Space Plan at 6:30pm at the Community Center Meeting Room.

There is a leadership group that has been formed for a proposed Skate Park.

Staff is hopeful that we will be able to build a new shelter at Roosevelt this year.

Park & Rec is working with the Police Department to get some cameras for the parks to stop the vandalism in the parks. The city is also implementing a substantial fine that will be lowered if the vandal stays out of the parks for a certain amount of time.

Utilities Department is updating the lighting in the city to LED's.

**B. PARKS AND FORESTRY SUPERINTENDENT REPORT**

Written report included in packet.

**C. RECREATION MANAGER'S REPORT**

Written report included in packet.

**D. COMMUNITY CENTER RENTAL REPORT**

Written report included in packet.

**IX. CONSIDER/ACT ON DECEMBER 2019 VOUCHERS**

K.Ellis moved to approve vouchers from December 2019; second by L.Wittnebel. No opposition. Motion carried.

**X. COMMENTS FROM BOARD MEMBER**

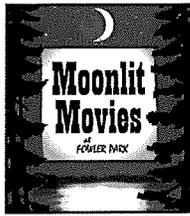
None

**XI. ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THIS BODY**

None

**XII. ADJOURNMENT**

B.White moved to adjourn; second by S.Antonneau. No opposition. Motion carried. The meeting ended at 7:35p.m.



PO Box 841 | Oconomowoc, WI 53066 | [www.moonlitmovies.org](http://www.moonlitmovies.org)

January 7, 2020

Moonlit Movies, LTD. is requesting to utilize Fowler Park to provide free family entertainment on three Thursday evenings in 2020 including June 11 and July 9 and August 13 in conjunction with the Badgerland Water-ski shows. Moonlit Movies has committed to three movies at Fowler Park, on the following dates:

Thursday, June 11 following the Badgerland Water-ski show at Fowler Park  
Thursday, July 9 following the Badgerland Water-ski show at Fowler Park  
Thursday, August 13, following the Badgerland Water-ski show at Fowler Park

Moonlit Movies is also requesting the City to provide six (8) extra trash barrels with trash bags and twelve (12) recycling bins with bags. All trash barrels at Fowler Park will be emptied as needed and at the end of the event by Moonlit Movie Staff. Extra toilet paper, paper towels and trash bags will be left in the Girl Scout House as in the past. The Moonlit Movies president will pick up keys from the Parks, Recreation and Forestry office the day of each event and will return them the next day following each event.

In addition, two dozen orange cones are needed for placing over wires and one dozen for the parking lot. Barricades are also requested to close of the entrance and exits of the park for safety. Permission is requested to spray the park for mosquitoes the week of each of the two movies as in the past. Applications will be applied by a certified pesticide applicator and will be paid for by Moonlit Movies, Ltd. Additional port-a-potties will be brought in for each date and will be removed the following day. Arrangements and payment will be handled by Moonlit Movies, Ltd.

The use of the power board will be needed to run the movie in the "bowl" as in the past. In the event of rain, the movie will be relocated to the area next to the tennis courts. The Moonlit Movies board president will contact the Parks, Recreation and Forestry Department right away in the morning if this is necessary. Arrangements will be made with the Utilities Department and Parks, Recreation and Forestry Department regarding electrical and lighting needs.

Sincerely,  
*Jalane Sauer*  
Jalane Sauer, President  
Moonlit Movies, LTD.

*Moonlit Movies LTD. is a non-profit corporation formed to work in cooperation with the local community in an effort to present free outdoor movies and help local organizations. For more information please visit the website [www.moonlitmovies.org](http://www.moonlitmovies.org).*



# MEMORANDUM

## PARKS, RECREATION & FORESTRY

Date: January 28, 2020

To: Parks & Recreation Board

Fr: Staff

Re: PRF Recognition Signage Policy revision memo

The Park & Recreation Board approved the current Recognition Signage Policy in May 2019. After further research into costs and discussion regarding practical implementation, staff is requesting a few minor changes to the policy. Please see proposed changes on the accompanying policy. Below are summaries of the changes:

**Park Benches:** As the donor's name or message will already be placed on a plaque on the bench, it would be duplication, costly and unnecessary to provide an additional donor plaque at the Community Center.

**Tree Donations:** Website recognition will be more visible and a better, more cost-effective way to thank prospective donors than a donation plaque at the Community Center.

City of Oconomowoc  
Department of Parks, Recreation & Forestry

**Guidelines for Recognition Signage on City Property**

**General:** The purpose of the policy is to establish standard procedures and guidelines for advertisement and recognition signage for sponsors/donors within the park system and on property owned and managed by the City of Oconomowoc.

**Authorization:** Recognition signage shall require approval by the Parks & Recreation Board and/or the Common Council.

- A. Requests for the recognition signage shall be submitted in writing to the Director of Parks, Recreation & Forestry. The Director will forward the requests to the Parks & Recreation Board and Common Council when appropriate.
- B. All requests are subject to the "Public Property Facility Naming" policy adopted by the Common Council if applicable.

**Install Cost, Repair or Replacement:**

- A. All costs associated with the installation of the recognition signage shall be paid for by the person or organization submitting the request. This cost may be absorbed by the City if authorized by the Common Council.
- B. Repair or replacement due to vandalism, theft, or other circumstances will be the responsibility of the person or organization who made the initial donation. Replacement cost may be absorbed by the City if authorized by the Common Council.
- C. If owner chooses not to repair or replace, the City reserves the right to remove the sign and not replace.

**Sunset Clause:**

- A. The City reserves the right to establish a sunset clause on all donations.
- B. The sunset clause will be based on the life expectancy of the donated item.
- C. When the donated item reaches the end of its life, the donor will no longer be recognized.

**Advertisement:**

- A. **Scoreboards** – Advertising recognition may be placed on the scoreboard of any outdoor athletic facility. The Director of Parks, Recreation and Forestry will determine the size of scoreboard, number of advertisers, and donation amount required to be recognized. All advertisements will be valid for maximum of 10 years. At the end of the 10 years, the sponsor can renew the advertisement. If they decline to renew, the City may solicit a new advertiser.
- B. **Reason for Removal** – The City reserves the right to remove any sponsor at any time for reasons such as: the company is no longer in business, if any inappropriate moral or ethical behavior has occurred by the organization.

## Donor Recognition:

- A. **Tree Donations** – If a tree or series of trees are donated to the City, the donor will receive a recognition certificate and map identifying the location of the trees donated. ~~The City will also host a tree donation plaque at the Oconomowoc Community Center that will identify the donors and park name. Example: John Doe, Roosevelt Park – 2018~~ Additionally, the donor will be listed on the Tree Donor page on the Department's website.
  
- B. **Park Benches** – If a bench is donated to the City, the donor will be recognized with a small plaque placed on the bench. ~~The City will also host a park bench donation plaque at the Oconomowoc Community Center that will identify the donors and park name. Example: John Doe, Roosevelt Park – 2018~~ Additionally, the donor will be listed on the Bench Donor page on the Department's website.
  
- C. **Shelters** – Donation levels for public shelters will be determined by the Director of Parks, Recreation & Forestry with confirmation of the Parks & Recreation Board. Donors will be recognized with a plaque placed at the facility.
  
- D. **Large Project Donors** – Donations, grants or pledges may be received for a large park system project. The Director of Parks, Recreation & Forestry will determine the levels and criteria of recognition with confirmation of the Parks & Recreation Board.

## Existing Donor Recognition:

The City reserves the right to remove existing signage if damage occurs. Signs may not be replaced. If existing signs are removed or stolen, the City will not replace.

## Agreement:

The City will draft an agreement for all advertisements or donations details prior to accepting donation or advertisement. The agreement will include but not limited to length of term, sunset clause, costs and replacement information, and description of the donation or advertisement. The City and donor/advertiser will sign a copy of the agreement.

**PARKS AND FORESTRY DIVISION REPORT**  
**January 2020**

**UPDATES**

- Parks and trash routes are checked two to three days a week by full-time staff
- Shop supply rooms, storage areas, parts rooms, equipment cleaning and organization is performed as needed
- Sidewalk snow removal and plowing streets and parking lots is performed as needed
- Snow removal equipment and attachments are gone through after every snow removal event
- Downtown snow hauling is performed as needed
- Flag and banner maintenance performed as needed
- Picnic table and bench maintenance is performed in the shop
- Recreation Division support and work orders performed as needed
- Community Center painting is performed
- Push mowers, string trimmers and blowers are gone through (gas emptied out, blades sharpened, filters checked, oil changed, string replaced, etc.)
- Street tree/park tree/green space tree removals are performed as needed
- Emerald ash borer infested trees are removed where needed
- Street tree pruning is performed as scheduled and weather dependent
- Downtown street tree lights are repaired as needed
- Delivery/pick up supplies to Village Green for Chili Fest
- Ice skating rink area on Fowler Lake is checked for ice thicknesses and conditions
- Ordering yearly supplies for Parks and Forestry and the Community Center

**MEETINGS/TRAINING**

- Digger's Hotline safety meeting at Country Springs Hotel for Parks and Forestry crew
- Safety training with Jeff H. at shop
- Staff meeting, holiday train recap meeting at Community Center
- Meeting with purchasing vendors
- Tim Butson attended iLandscape Conference in Schaumburg, Illinois Jan. 29<sup>th</sup> through January 31<sup>st</sup>
- Nathan Austin attended and passed the TCIA (Tree Care Industry Assn) Crew Leader training course
- Payroll/timekeeper tracking meeting at Community Center
- Meeting with Utilities on lighting in our parks and athletic fields at Utilities
- Street planning meeting at City Hall

**RECREATION MANAGERS REPORT**  
**January 2020**

**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
  - Line Dance – 2 classes per week
  - Pee Wee Dance – 1 class per week
  - Pound Fitness - 1 class per month
  - 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
  - Work-It-Out – 3 classes per week
  - Zumba – 3 classes per week
  - Zumba Toning – 1 class per week
  - Zumbini – 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
  - Youth Basketball – 3 classes per week
  
- We hosted the Wisconsin Parks and Recreation Association Region 4/SEPRC meeting. Paige Brunclik and Bob Duffy did a presentation on Special Events.
  
- I met with Holly Glaynik from Waukesha County Parks and Erin Hoey from the YMCA regarding the summer Fit in the Parks CHIPP program for 2020. We will be offering several free fitness opportunities in the parks throughout the summer as part of the Fit in the Parks initiative.
  
- Met with several instructors to finalize spring/summer programming. Our brochure goes to print in February.
  
- Met with Judy Verloff from the United States Tennis Association regarding summer Junior Team tennis. We offer 14U and 18U Junior Team Tennis leagues with Andy Badura.
  
- We had the hardwood floor refinished in the Dance Studio. This is the first time since we moved into the building seven years ago. It look great.
  
- I began the summer recruitment and hiring process for seasonal summer staff. As in the past few years, I anticipate the hiring of lifeguards will be challenging so we need to begin early.

## COMMUNITY CENTER REPORT

January 2020

Most would consider January one of the slower months of the year for business activity. Folks are recovering from the holidays and their budgets are also recovering. However, we were pleased to have plenty of activity at the Community Center this January including a wedding just three days into the New Year!

### JANUARY RENTALS:

- Nicole and John were married in a beautiful, intimate ceremony in our upper hall before a quaint reception at their home Friday, Jan 3. Nicole's brother was leaving the next day for service in Poland and then Syria so they wanted him to be part of their union before he left. We are happy that we can work with couples to meet their needs no matter how big or small for their special day. Check out their cool photos on our Facebook page.
- And we didn't stop New Year's marriages there. Ella and Kolby tied the knot and then celebrated their reception all here the very next day!
- Moving into the first month of the year, we had many local organizations and corporate groups using the building. It was fabulous. We love having our community and corporate groups here. We get to know them, offer great hospitality and I often see some come back to plan an event of their own. Here's who we hosted in January:
  - Thirst Church – Jan. 7
  - Downtown Oconomowoc Business Association – Jan. 13
  - Lake Area Free Clinic – Jan. 16
  - Tall Pines Conservancy – Jan. 16
  - Shorewest Realtors – Jan. 21, 23, 28, 30; Feb. 4 and 6
  - Futura Language Professionals – Jan. 27
  - ORBIS – Jan. 28-30 (they camped out in the Community Room all day for those three days. Thank goodness we have that awesome ceiling!)
  - Trek Bikes – Jan. 30
- Other activities included:
  - Baby shower Jan. 11
  - 70<sup>th</sup> birthday party Jan. 18
  - Melissa Winker had a campaign kickoff event Jan. 26

### JANUARY BUILDING USE:

- The Oconomowoc Rotary continued its weekly lunch meetings on Mondays at noon. The Oconomowoc Rotary Club meets upstairs the first three Mondays of the month.
- And we shouldn't forget we are the site for the Waukesha County Senior Meal program. Numbers have been growing in recent months of seniors who dine in and many meals on wheels are packed and delivered from here each day of the week.
- Speaking of seniors, did you know during the fall/winter months a group of seniors meet downstairs each Thursday to play Dart Ball?
- We provided space for a Waukesha County program called Baby Buddies that helps parents with nutrition and development for their babies.



City of Oconomowoc, WI

# Expense Approval Report

By (None)

Post Dates bolm - 01/31/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BEN FRANKLIN FAMILY CENTER	356968	01/15/2020	BELLS, POMS, MAG PARK & REC...	100-507-7240-340	1.42
US Bank - P-Card	P-card 10064 0120-013 JC	01/20/2020	Yearly Fee for Card Access/Cam...	100-507-7210-240	3,500.00
US Bank - P-Card	P-card 11083 0120-083 JC	01/20/2020	City Beach & Fowler Boardwalk ...	100-507-7340-530	345.00
US Bank - P-Card	P-card 11083 0120-084 JC	01/20/2020	Imagination Station Porto	100-507-7410-530	115.00
US Bank - P-Card	P-card 11578 0120-125 JC	01/20/2020	WPRA Membership	100-507-7100-320	775.00
US Bank - P-Card	P-card 11592 0120-128 JC	01/20/2020	Train&Travel - Spencer, Austin ...	100-507-7610-330	735.00
US Bank - P-Card	P-card 12068 0120-143 JC	01/20/2020	Basketballs	100-507-7245-340	95.68
US Bank - P-Card	P-card 12068 0120-148 JC	01/20/2020	Paper Towels for Comm Center	100-507-7210-343	29.55
US Bank - P-Card	P-card 12068 0120-149 JC	01/20/2020	Preschool Operating	100-507-7240-340	5.24
US Bank - P-Card	P-card 12068 0120-152 JC	01/20/2020	Liquid Hand Soap for Comm Ce...	100-507-7210-343	55.74
US Bank - P-Card	P-card 12081 0120-213 JC	01/20/2020	Oconomowoc Enterprise Subscr...	100-507-7410-322	65.00
US Bank - P-Card	P-card 12093 0120-222 JC	01/20/2020	Bolts for Picnic Table	100-507-7410-435	2.95
US Bank - P-Card	P-card 12149 0120-277 JF	01/20/2020	Vacuum Filters	100-507-7210-343	11.99
US Bank - P-Card	P-card 12151 0120-279 BS	01/20/2020	Janitorial & Safety Supplies	100-507-7410-341	586.67
US Bank - P-Card	P-card 12151 0120-280 BS	01/20/2020	Janitorial & Safety Supplies	100-507-7410-343	91.58
US Bank - P-Card	P-card 12151 0120-281 BS	01/20/2020	Janitorial & Safety Supplies	100-507-7410-343	72.44
US Bank - P-Card	P-card 12153 0120-282 BS	01/20/2020	Trash Bags	100-507-7410-343	1,369.19
US Bank - P-Card	P-card 12158 0120-299 BS	01/20/2020	Forestry Equipment	100-507-7610-340	1,191.64
US Bank - P-Card	P-card 12159 0120-309 BS	01/20/2020	Train&Travel - Austin	100-507-7610-330	469.99
US Bank - P-Card	P-card 12159 0120-311 JC	01/20/2020	Train&Travel - Butson iLandsca...	100-507-7410-330	149.00
US Bank - P-Card	P-card 12211 0120-318 JC	01/20/2020	OCC Public Wifi	100-507-7210-226	249.00
US Bank - P-Card	P-card 12543 0120-353 BS	01/20/2020	Membership	100-507-7610-320	275.00
US Bank - P-Card	P-card 12543 0120-354 JC	01/20/2020	NRPA Membership Dues	100-507-7100-320	450.00
US Bank - P-Card	P-card 12543 0120-356 BS	01/20/2020	Sports Turf Membership	100-507-7420-320	175.00
UNITED STATES POSTAL SERVICE	011620	01/22/2020	REFILL METER #21059696	100-507-7100-311	34.00
UNITED STATES POSTAL SERVICE	011620	01/22/2020	REFILL METER #21059696	100-507-7410-311	3.78
KLEANLINE LLC	44484	01/22/2020	JANITORIAL SERVICE JANUARY ...	100-507-7410-210	150.00
SCHINDLER ELEVATOR CORP	8105207823	01/22/2020	PREVENTIVE MAINTENANCE ON...	100-507-7210-210	1,091.94
MIDWEST SECURITY & FIRE INC	R63156	01/22/2020	FIRE SYSTEM MONITORING 1/1...	100-507-7210-210	380.00
LAKESIDE PLASTICS INC	T153997-IN	01/22/2020	25" TRIMLINE 5# TRAFFIC CONE...	100-507-7610-341	510.50
BRYAN SPENCER	010320	01/29/2020	2020 WORK BOOT REIMBURSE...	100-507-7410-346	110.25
SCHMIDT CUSTOM FLOORS INC	133200-A	01/29/2020	APPLY TWO COATS WATERBAS...	100-507-7210-210	1,685.00
LCFF LLC	1655	01/29/2020	2020-2021 PRESCHOOL GUIDE ...	100-507-7100-326	300.00
MYSTIC FIREWORKS INC	594	01/29/2020	Fireworks	100-507-7520-210	3,000.00
EGGERS IMPRINTS	87090	01/29/2020	BASKETBALL SHIRTS	100-507-7245-340	349.20
<b>Grand Total:</b>					<b>18,431.75</b>