

CITY OF OCONOMOWOC

PARKS AND RECREATION BOARD MEETING

Monday, June 8, 2020 – 6:30p.m.

Oconomowoc Community Center – 220 W. Wisconsin Avenue - OCC Upper Hall

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 May 2020 meeting
4. Skate Park update and discussion
5. Department Reports for May 2020
 - a. Director's Report – Reopening update
 - 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
6. Consider/act on May 2020 vouchers
7. Recognition of Board Members
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 – MAY 18, 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 – Community Center Upper Hall. Confirmation of appropriate meeting notice was made by Staff.
- B. Members Present: Joe Moroni, Scott Antonneau, Jimi Hall, Matt Mulder and Charles Schellpeper. Quorum present.
- C. Members Excused: Bruce White, Denny Daggett and Lauren Wittnebel
- D. Staff Present: Craig Hoepfner – Director and Jennifer Clayton – Administrative Assistant
- E. Audience Attendees: none

II. COMMENTS FROM THE AUDIENCE

None

III. CONSIDER/ACT ON MINUTES FROM THE FEBRUARY 2020 MEETING

J.Hall moved to approve the minutes of the February 2020 meeting; second by S.Antonneau. No opposition. Motion carried.

IV. DISCUSS COVID-19 – PARKS, RECREATION PROGRAMS, COMMUNITY CENTER AND WATERFRONT

C.Hoepfner discussed with the board that the Community Center and our offices have been closed to the public since March 18th. We reopened to the public today, May 18th. Due to COVID-19 we had our Parks crew split, one week half the crew was working the next week the other half of the crew would work. This was done to limit exposure. Full staff was back on May 11, 2020. They did stagger their start, break, lunch times so they are not all in at the same time. Many Rec Programs were cancelled but we were able to do some online. All events in the Community Center were either cancelled or postponed to a later date that has availability. The Memorial Day Parade was cancelled too. Office staff has been working from home and rotating being in the office if needed. Information on COVID-19 changed often so we kept up on the info as it became available and adapted as good as we could. The city has been very supportive. Hopefully we can bring in seasonal parks staff soon. Moonlight movies is considering a drive in format at least for the June movie. Five O's Legion Baseball will not be starting until June with practices and 1st game is not until June 21st. We will not be staffing Bender Beach with Lifeguards this summer. We are adapting to the new normal with many safer practices to keep us and patrons safe.

V. DEPARTMENT REPORTS FOR FEBRUARY, MARCH AND APRIL 2020

A. DIRECTOR'S REPORT – CRAIG HOEPPNER

Blain Street Tennis Courts are scheduled to be resurfaced this summer.
We will be getting back to working on the Park and Open Space Plan soon.
Bike and Ped Plan coming soon as well.
Roosevelt Shelter – quotes are in.
Skate Park - Kevin Ellis and Craig have been meeting with students at OHS about skate park possibilities.

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.

VI. CONSIDER/ACT ON FEBRUARY, MARCH AND APRIL 2020 VOUCHERS

J.Hall moved to approve vouchers from January 2020; second by S.Antonneau. No opposition.
Motion carried.

VII. RECOGNITION OF BOARD MEMBERS

Thank you to Denny Daggett and Bruce White for your years of service to the board.

VIII. COMMENTS FROM BOARD MEMBER

Alderman Charles Schellpeper and Alderman Matthew Mulder have been appointed to the Park and Rec Board.

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

None

X. ADJOURNMENT

C.Schellpeper moved to adjourn; second by S.Antonneau. No opposition. Motion carried. The meeting ended at 7:50p.m.

PARKS AND FORESTRY DIVISION REPORT
May 2020

UPDATES

- New and returning seasonal employees start working
- Parks and athletic field restrooms and trash routes are checked seven days a week from full-time and seasonal staff
- Parks, trash and restroom cleaning is performed on weekends
- Restroom plumbing repairs as needed
- Vandalism repairs in parks and green spaces as needed
- Shop and equipment cleaning and organization as needed
- Flag and banner maintenance/replacements performed as needed
- Digger's Hotline locates performed as needed
- Recreation Division support and work orders performed as needed
- All athletic fields are rolled, dragged and prepared for use as needed
- All athletic fields are sprayed for weeds
- All volleyball nets are installed to Roosevelt Park
- Tennis court/basketball court/volleyball court maintenance and repairs as needed
- Athletic fields are mowed three times/week, parks and green spaces are mowed once weekly
- All athletic fields are fertilized
- All parks are mowed once weekly and trimming performed as time allows
- Branches and litter are picked up in the parks and green spaces as needed
- Annual flowers beds are prepared, and annual flowers are planted and watered
- All downtown flower boxes, planter beds and City bed by the bypass are planted/weeded/mulched/watered
- Decorative mulch is added to downtown high visibility areas and other areas
- Tree removals are performed as needed
- Stump removals and restoration performed in blocks of 30 as time allows
- Miscellaneous park tree planting
- Deliver mulch for Community Garden

MEETINGS/TRAINING

- Staff meetings at Community Center
- Meeting with homeowners on park issues, tree issues and needs
- Road construction meetings
- Roosevelt shelter meetings with Director
- Delafield skate park meeting

RECREATION MANAGERS REPORT
May 2020

UPDATES

- The Community Center reopened on May 26 and classes resumed May 30:
- The youth instruction soccer program began with added safety measures on May 30 at Champion Field. There is a total of 41 children stretched out into four classes for ages 3 through second grade. Everything went well.
- We dealt with COVID 19 additional programming cancellation and issues. Spring and summer program participation numbers continue to be low due to the COVID 19 pandemic.
- We continued to promote best practices for COVID 19 and reopening procedures to develop the best and safest plan for our staff and customers.
- I met with waterfront supervisors to plan for the opening of the beach and safety measures for staff.
- We held our waterfront staff orientation and preseason meeting and trainings. The beach will open with lifeguards on June 5. We have a team of 20 lifeguards this summer.
- I participated in a USTA returning to tennis guidelines webinar. Unfortunately, we will not be offering USTA Junior Team tennis this summer due to low enrollment contributed to concerns over COVID 19. We typically have around 40 players in the 18U league and 12-14 players in the 14U league.
- We continued planning for the summer season of programming including cancelling/combining and moving things around to make classes. Although participation numbers are extremely low, some of the programs that will run this first session of summer are about half of the tennis classes, most of the fitness classes, line dancing and competition baton.
- Adult Volleyball leagues began practicing on every other court at Roosevelt. Leagues will begin June 1.
- The youth tee ball program was postponed to July due to accessibility of the school facilities in addition to safety measures due to the number of participants/ages/family attendance associated with the program. Minors baseball will begin in June with 1 team. This too is down from previous years.
- We continued preparing for our 2021 budget including COVID 19 impact.
- We planned for upcoming rentals and resuming events at the Community Center. Extra sanitization will be done by the custodial staff and event supervisors. Rentals are currently all under 50 people.

COMMUNITY CENTER REPORT

May 2020

May at the Community Center is usually one of our busiest months. If you look at my calendar we had so much activity planned we actually ran out of space and could not accommodate more requests that came in. While this May ended up being a wash for not only the Community Center but everyone in general. However, the good news is many of our cancellations were pushed to other dates and they are partnerships we will continue to foster in the future.

MAY RENTALS:

- I do have a rental to report for May though! We were approached by Bridge Church. The church is without a home as it is a newly forming church branch in Oconomowoc and meets at Nature Hill Intermediate School. The school district has closed to all activities. We were delighted to be able to work with Bridge Church May 30-31 to offer space for small services and a place they can live stream their services as well.

They are very happy with the space and will continue to have Bridge Church meet here throughout June as well.

MAY BUILDING USE

- We did have the Waukesha County Senior Meal program continue to pack meals for delivery in May. That is the only outside building use we had.



City of Oconomowoc, WI

Expense Approval Report

By (None)

Post Dates 05/01/2020 - 05/31/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BRIGITTE SALVER	042120	05/06/2020	PARTIAL REFUND ZUMBA WINT...	100-406-6722-507	30.00
HOLLIE DOWNES	042120	05/06/2020	PARTIAL REFUND ZUMBA WINT...	100-406-6722-507	30.00
CAROL WEHRMAN	042120	05/06/2020	PARTIAL REFUND YOGA WINTER..	100-406-6722-507	54.00
HEIDI HALLETT	042120	05/06/2020	PARTIAL REFUND YOGA WINTER..	100-406-6722-507	54.00
KAREN KLEIN	042120	05/06/2020	PARTIAL REFUND YOGA WINTER..	100-406-6722-507	54.00
EILEEN BASTIN	042120	05/06/2020	REFUND YOGA WINTER & LINE ...	100-406-6722-507	54.00
EILEEN BASTIN	042120	05/06/2020	REFUND YOGA WINTER & LINE ...	100-406-6722-507	30.00
NANCY SMITH	042120	05/06/2020	PARTIAL REFUND BRIDGE WINT...	100-406-6722-507	10.00
MYCHELL HOWE	042120	05/06/2020	PARTIAL REFUND BRIDGE WINT...	100-406-6722-507	10.00
DEBORAH ENGEL	042120	05/06/2020	PARTIAL REFUND BRIDGE WINT...	100-406-6722-507	10.00
THERESE DORFMAN	042120	05/06/2020	PARTIAL REFUND BRIDGE WINT...	100-406-6722-507	10.00
SUZIE MEYER	042120	05/06/2020	REFUND YOGA WINTER II	100-406-6722-507	72.00
KELSEY PEARSON	042120	05/06/2020	PARTIAL REFUND PRESCHOOL-...	100-406-6724-507	324.00
MEG EICHSTADT	042120	05/06/2020	PARTIAL REFUND ZUMBINI WIN...	100-406-6724-507	65.00
FAITH HALASKA	042120	05/06/2020	PARTIAL REFUND PRESCHOOL-...	100-406-6724-507	324.00
ASHLEY ANICH	042120	05/06/2020	PARTIAL REFUND PRESCHOOL-...	100-406-6724-507	324.00
JES BEHLING	042120	05/06/2020	PARTIAL REFUND PRESCHOOL-...	100-406-6724-507	324.00
HEIDI RHODEE	042120	05/06/2020	PARTIAL REFUND PRESCHOOL-...	100-406-6724-507	324.00
KIMBERLY KUEHL ZOCH	042120	05/06/2020	PARTIAL REFUND PRESCHOOL-...	100-406-6724-507	324.00
MEGAN PULIZZANO	042120	05/06/2020	PARTIAL REFUND PRESCHOOL-...	100-406-6724-507	324.00
SUSAN NAKIGANE	042120	05/06/2020	PARTIAL REFUND PRESCHOOL-EARLY...	100-406-6724-507	648.00
KRISTEN LOPPNOW	042120	05/06/2020	PARTIAL REFUND PRESCHOOL-...	100-406-6724-507	93.00
MARGARET GLIDER	042120	05/06/2020	PARTIAL REFUND PRESCHOOL-...	100-406-6724-507	93.00
JULIE ROMINSKI	042120	05/06/2020	REFUND SPORTSTART KIDS SPO...	100-406-6725-507	72.00
JULIE HALBACH	042120	05/06/2020	PARTIAL REFUND TENNIS WINT...	100-406-6725-507	32.00
WE ENERGIES	042120 PARKS SHOP	05/06/2020	ACCT 5062-865-486 3/22-4/21/...	100-507-7410-224	466.26
WE ENERGIES	042220 CC	05/06/2020	ACCT 1413-507-384 3/23-4/22/...	100-507-7210-224	418.60
WILL UBERT	042320	05/06/2020	OCC RENTAL REFUND	100-406-6720-507	855.00
MARIT FAIVRE	042320	05/06/2020	PARTIAL REFUND YOGA WINTER..	100-406-6722-507	54.00
KATIE JONES	042820	05/06/2020	OCC RENTAL REFUND	100-406-6720-507	300.00
NATURE HILL INTERMEDIATE S...	043020	05/06/2020	OCC RENTAL REFUND	100-406-6720-507	260.00
RUEKERT/MIELKE P.E. INC	131587	05/06/2020	PROF SVC 9/17/19-3/13/2020 ...	408-507-7410-210	2,740.25
CLARK DIETZ	428064	05/06/2020	ROSENOW CREEK TRAIL 2/29-3...	223-507-7410-210	130.00
KLEANLINE LLC	44541	05/06/2020	Parks Cleaning 2020	100-507-7410-210	150.00
BILL'S POWER CENTER INC	585504	05/06/2020	Kubota Utility Vehicle	408-507-7410-811	24,955.69
EGGERS IMPRINTS	91068	05/06/2020	LEAGUE CHAMP JERSEYS	100-507-7235-340	358.00
US Bank - P-Card	P-card 10077 0520-008 JC	05/19/2020	Tree City USA	100-507-7610-320	15.00
US Bank - P-Card	P-card 10914 0520-059 BS	05/19/2020	Replacement panels for pier	100-507-7340-435	205.00
US Bank - P-Card	P-card 10914 0520-060 BS	05/19/2020	Pier posts	100-507-7340-435	425.00
US Bank - P-Card	P-card 11083 0520-072 JC	05/19/2020	Porto Fowler Boat Launch	100-507-7340-530	115.00
US Bank - P-Card	P-card 11344 0520-106 DM	05/19/2020	pest control	100-507-7210-210	238.00
US Bank - P-Card	P-card 11344 0520-107 DM	05/19/2020	pest control	100-507-7410-210	100.00
US Bank - P-Card	P-card 11344 0520-108 DM	05/19/2020	pest control 630 S WORTHINGT...	100-507-7410-210	95.00
US Bank - P-Card	P-card 12064 0520-141 JC	05/19/2020	Parks Thermometer	100-507-7410-340	100.00
US Bank - P-Card	P-card 12068 0520-142 BS	05/19/2020	String Trimmer Line	100-507-7410-435	43.44
US Bank - P-Card	P-card 12068 0520-143 BS	05/19/2020	Trimmer Line	100-507-7410-435	31.08
US Bank - P-Card	P-card 12068 0520-144 BS	05/19/2020	Bungee Cords	100-507-7410-340	21.30
US Bank - P-Card	P-card 12068 0520-145 BS	05/19/2020	Bungee Cords	100-507-7410-340	21.30
US Bank - P-Card	P-card 12068 0520-146 BS	05/19/2020	Bungee Cords	100-507-7410-340	26.92
US Bank - P-Card	P-card 12068 0520-152 JC	05/19/2020	Adult Programs Cleaning	100-507-7230-343	69.98
US Bank - P-Card	P-card 12068 0520-153 JF	05/19/2020	Lifejackets	100-507-7340-341	435.34
US Bank - P-Card	P-card 12068 0520-154 JF	05/19/2020	OCC Janitorial	100-507-7210-343	460.36
US Bank - P-Card	P-card 12068 0520-155 JF	05/19/2020	Waterfront Safety Lifejackets	100-507-7340-341	447.28
US Bank - P-Card	P-card 12093 0520-209 BS	05/19/2020	chain for lake buoys	100-507-7340-340	318.50

Expense Approval Report

Post Dates: 05/01/2020 - 05/31/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
US Bank - P-Card	P-card 12093 0520-211 JC	05/19/2020	COVID-19 Cable Ties for Playgr...	100-507-7410-340	57.50
US Bank - P-Card	P-card 12139 0520-254 HP	05/19/2020	OCC toilets	100-507-7210-400	26.83
US Bank - P-Card	P-card 12139 0520-255 HP	05/19/2020	OCC toilet flush valves	100-507-7210-400	55.84
US Bank - P-Card	P-card 12159 0520-272 JC	05/19/2020	Training & Travel Clayton Sales ...	100-507-7100-330	-1.75
US Bank - P-Card	P-card 12211 0520-275 JC	05/19/2020	Community Center WIFI	100-507-7210-226	249.00
US Bank - P-Card	P-card 12629 0520-294 DM	05/19/2020	check all heating and trouble in ...	100-507-7210-435	577.50
US Bank - P-Card	P-card 12723 0520-296 JF	05/19/2020	Youth Sports Safety	100-507-7245-341	177.00
US Bank - P-Card	P-card 12723 0520-297 JF	05/19/2020	Athletic Field Safety	100-507-7420-341	134.00
KARLEY KLEIMAN	051520	05/20/2020	OCC RENTAL REFUND LESS ADM..	100-406-6110-507	-50.00
KARLEY KLEIMAN	051520	05/20/2020	OCC RENTAL REFUND LESS ADM..	100-406-6720-507	1,260.00
ALL-WAYS CONTRACTORS INC	45104	05/20/2020	5/5 SCREENED DEL WORTHING...	100-507-7610-410	225.00
EGGERS IMPRINTS	91546	05/20/2020	PARKS SHIRTS/GUARD SHIRTS	100-507-7340-340	119.50
EGGERS IMPRINTS	91546	05/20/2020	PARKS SHIRTS/GUARD SHIRTS	100-507-7410-340	221.50
ACE HARDWARE OF OCONOM...	043020 PARKS	05/27/2020	ACCT 3240 APRIL PURCHASES	100-507-7410-340	47.95
JUDITH G JASON	51520 DPW/PARKS	05/27/2020	226431949 JUNE-AUGUST	100-507-7410-210	39.00
Grand Total:					40,684.17