

# Agenda

## Regular Parks and Recreation Board

**DATE: THURSDAY NOVEMBER 4, 2021**  
**TIME: 5:15 P.M. – COUNCIL CHAMBERS, CITY HALL**  
**(with the option to attend virtually via video / teleconferencing)**

***CITY OF WAUPACA MISSION STATEMENT:** “The city of Waupaca’s mission is to provide services that ensure a safe, vibrant and connected community.”*

### **General Business:**

- A. Roll Call
- B. Approval of Agenda
- C. Approval of Monthly Reports
  - Revenue and Expenditure Reports
- D. Recreation Program Update – Kassandra Humke
- E. Swan Park Project Update
- F. Senior Center Membership Fee – Action Item
- G. Park Shelter Condition of Facility Usage Change – Action Item

### ***Any other Business***

### ***Adjournment***

Andrew Whitman  
Parks and Recreation Director

**PLEASE NOTIFY THE CLERK’S OFFICE IF YOU ARE UNABLE TO ATTEND.**

PLEASE ADVISE THE CITY CLERK’S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

**This meeting will be held in the Council Chambers, City Hall with the option to attend virtually via video / teleconferencing.**

## Parks and Recreation Director – October Report

### Administrative:

- Things continue to progress for the Swan Park playground and splash pad project. We received another \$50,000 and \$25,000 donation in the past few weeks. With all of our donations, grants and city monies we are under \$100,000 left to meeting our goal of \$1.4 million dollars needed for the project. Because we are so close I am working on putting together a Request for Proposal (RFP) for the design and engineering phase of the project. I am looking to get the RFP out in November and will be bringing a recommendation to Park Board for a company at the January meeting. I am still hopeful that we can stay within our timeline of getting this project completed in 2022.
- Staff has been considering a raise in the Senior Center Membership fee over the past few months. The Waupaca Senior Center has slowly become one of the best senior centers in the state in my opinion. Over 25 programs have been added in the past few years. With more programs comes some cost increases. In the attached memo you can see that after our internal discussion and a good discussion at the Senior Center Advisory Board meeting with have come up with two options as a way to increase these membership fees. I will be looking for a recommendation from Park Board on which option to take to Common Council for approval.
- Over the past few years we have had multiple groups ask about setting up events on our fields at either Swan Park or Lakemen Field. Staff has always had reservations about having things set up on the fields because of the high use of these areas. There are also concerns about the irrigation, drainage and dirt areas on the fields as well. With no exact way of deciding who or what could be on the field it would be staff's recommendations to not allow anything to be set up on the game/field areas. Staff feels that there is plenty of available green space at Swan Park to be able to set up anything needed for the larger events. Attached is a short memo asking for a recommendation to change our Park Shelter Facility Usage form to add that ***NOTHING (Tents, vehicles, bounce houses, etc) shall be set up or placed on game areas or baseball fields at Swan Park and Lakemen Field.***

### Community Events:

- **Celebration on Main** – Friday, October 29<sup>th</sup> (4:00pm-6:00pm)

### Parks:

- Staff and I are meeting with DNR representatives this week to look over Riverside Park and the proposed embankment work. Unfortunately this project has been delayed a few times and we are hopeful to get some work done this November still. I will update on this project once we have a better idea of what will be done.
  - Staff continues to work daily on picking up leaves in all of our parks. We are thankful for the help of the Street Department who comes around and picks up the piles for us. With over 250 acres of parks this is no small task to keep up with.
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- We will be looking to get some fall/winter projects going once the leaves have all dropped. Some projects we will look at completing still this year will be:
  - Fixing some RRT bridges
  - Taking down the pine trees at the proposed playground/splash pad site
  - Replacing the lower south park shelter roof

*Andrew Whitman*

Andrew Whitman, CPRP  
Parks and Recreation Director

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# WAUPACA SENIOR CENTER

Monthly Report: October 2021

Sara Reybrock, Senior Center Coordinator

## MEMBERSHIP

**WE CURRENTLY HAVE 505 MEMBERS SIGNED UP FOR 2021. USAGE: WE HAD 959 CHECK-INS THIS MONTH WITH 173 UNIQUE USERS**

### ADVISORY BOARD HELD IN OCTOBER

The Advisory Board welcomed Charlotte Murray to the board. We also reviewed our long term goals, discussed membership fees, took suggestions for our annual survey, and talked about an upcoming fundraiser for the center.

## SENIOR CENTER UPDATES

### WINE TASTING AT THE CENTER

WSC will be hosting a wine tasting event with PRP Wines at the recreation center on Friday, November 12<sup>th</sup> at 5:30 pm. Anyone in the community 21 years and older is welcome to attend the event. Along with the wine tasting will be live entertainment from Del Weed, a silent auction, and hors d'ourves. This is a major fundraiser for us so please attend or help spread the word.

### COMMUNITY CONNECTION

WSC has been working with the ADRC to help assist seniors with open enrollment for Medicare. The next scheduled date for Iris Duran, Elder Benefit Specialist to be here is Wednesday, November 17<sup>th</sup> from 9:00 am – 3:00 pm. Anyone who wishes to meet with her should call in advance at 715-258-6341.

### ROCK STEADY BOXING

We've just completed our 4<sup>th</sup> session of RSB. Our final session for the year will begin on Tuesday, November 9<sup>th</sup>. The team sent out 25 new information packets and completed several assessments already. As a reminder, RSB is a non-contact boxing program for individuals with Parkinson's Disease. This month we certified two new coaches who will offer individual sessions and classes for individuals with decreased balance and ability.

Deposit Date	(All)
Money Type	(All)

Year to date summary	YTD-Sum of Amount	Sum of Amount
		0.00%
501 Youth Programs	\$ 46,322.84	39.72%
502 Swimming	\$ 5,142.38	4.41%
504 Youth Center Fees	\$ 1,394.59	1.20%
507 Concessions Rec Center	\$ 1,470.44	1.26%
508 Rent Rec Center	\$ 8,497.59	7.29%
510 Concessions Swan Park	\$ 25,450.10	21.82%
511 Park Shelter Houses	\$ 11,416.95	9.79%
513 Beer Permits	\$ 802.64	0.69%
514 Shelter Deposit	\$ 284.00	0.24%
521 Adult Baseball	\$ 6,149.09	5.27%
522 Adult Basketball	\$ (7.10)	-0.01%
523 Adult Volleyball	\$ 2,056.00	1.76%
524 Adult Kickball/Tennis	\$ 63.40	0.05%
530 Donations-P&R Events (R )	\$ 2,250.00	1.93%
530 Donations-Parks	\$ 2,100.00	1.80%
530 Donations-Rec Center	\$ 310.00	0.27%
530 Donations-Senior	\$ 135.00	0.12%
530 Donations-Youth Programs	\$ 2,000.00	1.71%
701 Senior Travel	\$ (220.00)	-0.19%
702 Senior Programs	\$ 12.97	0.01%
703 Senior Membership	\$ 991.89	0.85%
(blank)		0.00%
<b>Grand Total</b>	<b>\$ 116,622.78</b>	<b>100.00%</b>

10/27/2021

Month to date summary	Sum of Amount
501 Youth Programs	-\$8.00
504 Youth Center Fees	\$127.00
507 Concessions Rec Center	\$155.10
508 Rent Rec Center	\$1,345.00
523 Adult Volleyball	\$100.00
701 Senior Travel	-\$220.00
<b>Grand Total</b>	<b>\$1,499.10</b>

Below are the current numbers for Youth and Adult programs with recent registration dates:

<b>Final Numbers</b>	<b>2021</b>
Beginner Basketball	47
Intermediate Basketball	43
<b>In Progress</b>	
Kids Chess Club	12
Adult Men's Basketball	0

\*Although all of the Fall/Winter Programs registration is currently open, I plan to report on the programs that are the closest to the registration ending.

### **Youth Programs**

Flag football has wrapped up for the season and everything ran smoothly! Flag football ended with the Annual Swan Bowl on Sunday, October 24<sup>th</sup> on Comet Field at the High School. This was very exciting for the kids and parents and everyone seemed to have a great time! Youth volleyball has a few more weeks left and then that program will be wrapping up as well. Beginner and intermediate basketball registration closed on October 22<sup>nd</sup> and will begin on November 2<sup>nd</sup> at the Learning Center. Registration for chess will be closing on October 29<sup>th</sup> and will begin November 2<sup>nd</sup>. We will be bringing that program back to the Rec Center after school on Tuesdays from November 2-30.

### **Adult Programs**

Everything continues to run smoothly for women's volleyball, coed volleyball, and coed pickleball. We are halfway through all of the programs and have not had any major issues. Men's basketball registration is open and will begin on Wednesday, December 1<sup>st</sup>. As of right now there are no teams signed up, but I have had many conversations with different captains from previous years excited about coming back this season!

### **Community Events**

The Halloween Party will take place on Friday, October 29<sup>th</sup> on Main Street from 4-6pm to celebrate the finished Main Street project. We will be having all of the same activities as we typically do, just in a different location. This year we are collaborating with Waupaca, King & In-between to offer Trick or Treating at local businesses right on Main Street. We will also be offering the apple-tasting booth where participants get to try apples and then take a bag home of their favorite kind. In order to provide this, we received a small grant from the Thedacare Community Foundation. Our entertainment this year will be a group of professional fire artists called Fox Valley Fire Arts. They joined our party back in 2019, and I am happy to be bringing them back to the community for another show! We look forward to making this a fun and memorable event again.

Kassandra Humke, Recreation Program Supervisor

## Memo

**To:** Parks and Recreation Board

**From:** Andrew Whitman – Parks and Recreation Director

**Date:** Tuesday, October 26<sup>th</sup>, 2021

**Subject:** Senior Center Membership Fees

Staff has discussed the possibility of raising the Senior Center Membership fees over the past few months. In my mind the Waupaca Senior Center is one of, if not, the best senior center in the state. In the past few years over 25 programs have been added to the senior center with no added cost to participate in these programs. The value of having a senior center membership has continued to rise with all of the great things happening here.

The current rates of \$15 for residents and \$20 for non-residents was set in 2015-16. When looking at other senior centers around the area, many have charges per activity that equate to much more than our current membership prices. As an example, a center may offer a free membership but charge a \$40 fee for each 6 week session of Jamba. As our current offerings rise, so do our expenses and I believe the value of the membership warrants an increase in the membership fee at this time.

Through staff and Senior Center Advisory board discussions, two options were formulated as a way to increase membership fees.

1. Raising yearly membership fees in one step, starting May 1<sup>st</sup>, 2022, to \$40 for residents and \$50 for non-residents (Would allow time for members to sign up for their 2022 membership under current price structure)
2. A slower membership step up with fees increasing to \$25 for residents and \$35 for non-residents on May 1<sup>st</sup>, 2022 and then to the full increase of \$40 and \$50 respectfully on January 1<sup>st</sup> 2023.

### Recommendations:

Staff is looking for a recommendation on the options presented for Senior Membership increase to take to Common Council.

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## **Memo**

**To:** Parks and Recreation Board

**From:** Andrew Whitman – Parks and Recreation Director

**Date:** Tuesday, October 26<sup>th</sup>, 2021

**Subject:** Park Shelter Condition of Facility Usage

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Over the past few years staff has had multiple groups ask about setting up events on our fields at either Swan Park or Lakemen Field. Staff has always had reservations about allowing things to be set up on our fields due to the possibility of damaging facilities. Each of these locations have multiple irrigation lines, drainage tiles and dirt infields that can easily be damaged. There has also been cause for concern for large vehicles or machinery on the fields as well. Over the summer these fields host hundreds of games each, with multiple levels and leagues participating. This past summer we had an incident where we had to move/postpone some of these games due to damage on the field. We think it is important to make a change to keep our facilities looking and working great for years to come.

Currently staff doesn't have a clear cut way of deciding what or who can be on the fields. To protect these spaces we would like to recommend that we don't allow anything to be set up or driven onto the field. Staff feels there is plenty of other green space at Swan Park that can be used for things that need to be set up, or are heavier and may cause damage.

Staff would like to add the line below to the current Park Shelter Condition of Facility Usage:

**NOTHING (Tents, vehicles, bounce houses, etc) shall be set up or placed on game areas or baseball fields at Swan Park or Lakemen Field.**

### **Recommendations:**

Staff is looking for support and approval of adding the above line to our current Park Shelter Condition of Facility Usage form.

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# Parks Shelters



## General Information

1. Parks shelters are available for rent from May 1 through September 30 of the current calendar year.
2. Reservations begin on the first business day of January and in person each year. Online reservations will be available after five business days.
3. An Active Net account is required for all facility reservations. [www.waupacaactive.net](http://www.waupacaactive.net)
4. All fees and deposits are required to reserve a facility and the responsibility of the renter.
  - a. **\$60 - City Resident Fee** applies only to residents who live WITHIN the city limits of Waupaca.
    - i. This fee does not apply to addresses that start with any letter in front of the number, e.g., "E" or an "N" and have a 54981 zip code.
  - b. **\$80 - Non-City Resident Fee** applies to anyone living OUTSIDE the city limits of Waupaca, i.e., residents of any Waupaca townships or other towns, cities or villages.
  - c. **\$80 - Deposit Fee** is required at the time of reservation. This fee is refundable after the event.
  - d. **\$10 - Optional fee** - Required for the consumption of beer and fermented malt beverages during the period of the shelter rental.
  - e. **\$20 - Optional fee** - Required for use of the kitchen area at South Park upper shelter.
  - f. **Checks are payable to:** City Of Waupaca
5. The method of payment determines how refunds are processed.
6. Please allow 5-7 business days for credit card refunds. Please allow additional time for all other shelter deposit refund processing by check. The City Council meets monthly on the first and third Tuesday.
7. Some park shelters are set aside for community events and are not available.
8. The number of tables at each shelter determines the capacity per shelter. (Each table holds approximately eight people.)
9. Parks are open from 7:00 am-10:00 pm and restrooms remain open to the public during your shelter rental.
10. The park shelter restrooms are open to the public and are unlocked daily

# Parks Shelters



## Facility Use Policy

1. **City ordinance prohibits smoking and vaping in all City of Waupaca Parks.** In addition, smoking includes the inhalation from, or use of an electronic smoking device. Along with all City parks, the ban also includes the River Ridge trail system, Recreation Center property and the area around City Hall known as city square. The ordinance prohibits smoking and vaping on all inside and outside property listed above including vehicles parked in the parking lots. **For more information, see city ordinance 10-19 section 9.231.**
2. **NO GLASS BOTTLES**, hard alcohol or wine allowed.
3. **NO EARLY SETUP.** All park shelter rentals are limited to the day of the reservation and only during the open park hours of 7:00 am to 10:00 pm. Please make sure you take all decorations and belongings with you. There are usually reservations for the next day.
  - a. **WEDDINGS/RECEPTIONS:** Removal of all decorations, tents, belongings, rented chairs, etc. by the end of the day of the reservation. If that is not possible, you will need to rent the shelter for the next day.
4. **NO NAILS OR STAPLES.** Use tape for securing decorations and remove all decorations and other items you brought in.
5. **NO TENTS WITH STAKES** allowed unless approved by the Parks and Recreation Director or Parks Supervisor regarding the size and location of the tent. Tents used without prior approval from the director or supervisor, the renter is responsible for any damages to the park or parks facilities.
6. **NOTHING** (Tents, vehicles, bounce houses, etc) shall be set up or placed on game areas or baseball fields at Swan Park and Lakemen Field.
7. Damage and/or destruction of the parks shelter will result in the loss of your deposit and may result in replacement costs. You are responsible for your group and/or parties actions and conduct during your reservation.
8. If there is a problem with the shelter, you may contact the weekend Parks Dept. cell phone 715-412-1302 or 715-572-4919. For other issues not related to the shelter, please call the **non-emergency number, 715-258-4466 to contact the Waupaca County Sheriff.**
9. If garbage receptacles are full, please bag your garbage and put them next to the receptacles.

Waupaca Sheriff Non-Emergency please call: (715) 258-4466

**FOR EMERGENCY DIAL 911**

## Refund/Cancellation Policy

1. Renters have the option to choose an alternate available date for a park shelter rental within the current calendar year, (May-September).
2. Refunds allowed no later than one month prior to the rental date for a park shelter rental.
3. There are no refunds for inclement weather.
4. For refunds requested after the guidelines listed above, refunds will be decided on a case-by-case basis.
5. Please call our office with all refund requests at (715) 258-4435.
  - a. The method of payment determines how refunds are processed.