



# Agenda

## Regular Parks and Recreation Board

**DATE: THURSDAY DECEMBER 1, 2022**  
**TIME: 5:15 P.M. – COUNCIL CHAMBER**

**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 MINUTES FROM NOVEMBER 3<sup>RD</sup>, 2022
- D. PARKS AND RECREATION DIRECTOR REPORT
- E. APPROVAL OF MONTHLY REPORTS
  - REVENUE AND EXPENDITURE REPORTS
- F. RECREATION PROGRAM UPDATE – LESLIE BEYERSDORF
- G. SWAN PARK RENTAL ADJUSTMENT MEMO
- H. DISCUSSION ON SOUTH PARK BEACH CONCESSIONS

### ***Adjournment***

Laura Colbert  
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.**

**CITY OF WAUPACA  
PARKS AND RECREATION BOARD**

**REGULAR MEETING  
COUNCIL CHAMBERS, CITY HALL**

**THURSDAY, NOVEMBER 3, 2022  
5:15 PM**

**A. ROLL CALL**

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**Present:** John Miller, Town of Dayton, Ald. Eric Olson, Ald. Dave Peterson, Loren Fritz, Phil Durrant, Town of Farmington, Dana Gustke, Pat Phair, Mary Trice, Town of Waupaca, Alyssa Durrant, Alternate Youth Representative and Meaghan Waller

**Absent:** Logan Janssen, Youth Representative and Henry Fries, Youth Representative

**Also Present:** Laura Colbert, Parks and Recreation Director, Leslie Beyersdorf, Recreation Programmer and Jennifer Shanak

**B. APPROVAL OF AGENDA**

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**MOVED** by Ald. Olson, **SECONDED** by Mr. Phair to **APPROVE** the Agenda. 10 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

**C. APPROVAL OF MINUTES FROM SEPTEMBER 1, 2022**

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**MOVED** by Ms. Trice, **SECONDED** by Mr. Gustke to **APPROVE** the Minutes from the September 1, 2022 meeting. 10 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

**D. PARKS AND RECREATION DIRECTOR REPORT**

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Laura Colbert, Parks and Recreation Director spoke about the \$5,000 Sparks Grant that Jennifer Shanak applied for and received that will provide an inclusive recreational program for children (up to age 18) with physical and/or developmental disabilities that reside in the Waupaca area and surrounding communities. Ms. Colbert said the Parks and Recreation program will be called the Waupaca Area All Stars and described the unique opportunities that children with disabilities can participate. Ms. Shanak provided details of the various pieces of equipment that the Grant funding would provide.

Ms. Colbert updated the board on the Swan Park Splash Pad construction adding that the Contractors are doing an incredible job.

**MOVED** by Ald. Peterson, **SECONDED** by Mr. Gustke to **APPROVE** the Parks and Recreation Director's Report as presented. 10 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

**E. APPROVAL OF MONTHLY REPORTS**

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**MOVED** by Ald. Olson **SECONDED** by Ald. Peterson to **APPROVE** the Monthly Reports as presented. 10 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

**F. APPROVAL OF REVENUE AND EXPENDITURE REPORT**

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**MOVED** by Mr. Gustke, **SECONDED** by Mr. Phair to **APPROVE** the Revenue and Expenditure Report. 10 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

**G. RECREATION PROGRAM UPDATE – LESLIE BEYERSDORF**

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Ms. Beyersdorf described the successful 2<sup>nd</sup> Annual Halloween on Main Event and provided the current numbers for youth and adult programs.

**H. LATE FEE INCREASE CONSISTANCY – LAURA COLBERT**

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Ms. Colbert said that to create consistency and common expectations, the Parks and Recreation Department would like to add a \$5.00 late fee to all of our programs. We would also like to increase the late fee for teams of five or more to \$25.00 to create more equity across our program offerings.

**MOVED** by Mr. Phair **SECONDED** by Ald. Olson to **APPROVE** the Late Fee Increase as presented. 10 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

**I. SENIOR CENTER FEE INCREASE – LAURA COLBERT**

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Ms. Colbert said that she is looking to increase the non-city residence fee to \$50.00/year. We will do this in a three-year increment by increasing \$10.00 per year for the next 3 years. The City Resident fee will increase to \$25 and will have a \$5 increase for the next two years.

**MOVED** by Ald. Peterson **SECONDED** by Mr. Gustke to **APPROVE** the Senior Center Incremental Fee Increase as presented. 10 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

**J. ADJOURNMENT**

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**MOVED** by Ald. Peterson, **SECONDED** by Ms. Trice to **ADJOURN** the November 3, 2022 Regular Parks and Recreation Board Meeting. 10 ayes, 0 nays, 1 absent. **MOTION CARRIED ON A VOICE VOTE.**

The meeting adjourned at 6:01 P.M.

Laura Colbert  
Parks and Recreation Director

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## Parks and Recreation Director – November Report

### Administrative:

- The **Lakemen Field** renovation and **Waupaca Area All-Stars** scholarship donation button is live on the [Friends of Waupaca Parks website](#).
- **Lakemen Field:** The stakeholders have another meeting on December 7<sup>th</sup>. We hope to have the Rettler Corporation's master plan, our brochure, and our donor request letter done shortly thereafter. Our intent is to use both 2022 and 2023 as donation years.
- **Waupaca Area All-Stars:** There are many exciting things happening and we haven't even had our first meeting yet. We have two adaptive sleds at Swan Park, WAYHA has contacted us to collaborate on a hockey program, and the Arts Hub wants to provide art classes in the future. Our first [meeting](#) for interested parties is November 30<sup>th</sup>. I will have more information to share at the board meeting after the November 30<sup>th</sup> meeting.

### Parks:

- We are partnering with the High School Tech Ed classes to work on the Swan Park boardwalk. I would like to thank Aaron Strebe and Mike Werbowski for their willingness to collaborate with Parks and Rec and make this a community effort.
- Josh and Casey are putting out a Free Little Sled Library at Swan Park. We are looking for sled donations.
- I met with the Middle School about the possibility of getting pickleball lines painted on two of their four courts. I'm waiting to hear back regarding the possibility of this coming to fruition.

### Community Events:

- Yuletide Trail – **Saturday, December 3<sup>rd</sup>** | 10-4pm
- Winter Rec Fest – **Saturday, February 11<sup>th</sup>** | 3-7pm – Yes, it's back! More information to come.

Happy Holidays,

Laura Colbert  
Parks and Recreation Director

## October Report

Below are the current numbers for Youth and Adult Programs

<b>Final Numbers</b>	<b>2021</b>	<b>2022</b>
Beginner Basketball	48	48
Intermediate Basketball	49	47
Adult Men's Basketball	6	7

### **Youth Programs**

We are in the middle of Beginner and Intermediate Basketball. We continue to have practice one day during the week and on Saturday mornings. Volunteers and I run the practices during the week and on Saturday mornings Jim Komp & Matt Resch have been leading with members of the HS boys basketball. During the weekdays, we focus on skills and fundamentals. On Saturdays, the focus is more on team play and drills – they've even had an opportunity to play 5 on 5.

### **Adult Programs**

All fall adult leagues will be going into tournament play soon. The winners of these tournaments will receive half off the registration price for next season. The Men's basketball league will begin on Wednesday December 7<sup>th</sup>. All spring adult league registrations will be open December 5<sup>th</sup> thru mid-February.

### Upcoming programs:

#### Youth:

Beginner basketball: November 3 thru December 10  
Intermediate Basketball: November 1 thru December 10  
Beginner Soccer: February 16 thru March 23  
Intermediate Soccer: February 14 thru March 21

#### Adult:

Men's Basketball: December 1-March 16  
Women's Volleyball League: February 14 thru May 4  
Coed Volleyball League: February 15 thru May 3  
Pickleball League: February 13 thru May 1  
Adult Chess: Ongoing



# WAUPACA SENIOR CENTER

Monthly Report: NOVEMBER 2022

Andrea Wanty, Senior Center Supervisor

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## MEMBERSHIP

**WE CURRENTLY HAVE 622 MEMBERS FOR 2022 (THROUGH NOVEMBER 21<sup>st</sup>) WITH 198 UNIQUE USERS. THERE WERE 11 NEW MEMBERS IN NOVEMBER.**

### ADVISORY BOARD

Next meeting scheduled for January 24<sup>th</sup> at 8AM at the Senior Center.

## PROGRAM UPDATES

### MEMBERSHIP FEES

To insure the continuation of current programming and future programming we have started the raise of the Annual Senior Center Membership Fees. The fee increase is set on a 3 year increment for non-city members and a 2 year increase increment for city members. The increase has been communicated to the members and is in effect for 2023 memberships.

### YOGA

We have added YOGA to our Thursday morning schedule. Instructing the class is long time YOGA instructor and Wellness Programmer from ThedaCare- Gerry Hamm. Session 2 will be starting on December 2<sup>nd</sup>. Class is well attended and going well.

### TAEKWONDO

We are excited to offer a 4 week session "A taste of Taekwondo for seniors". This class will be a sample to the art with intention to run more sessions based on interest. The instructor is Thomas Aldworth, a retired American Baptist pastor and college instructor. He is also a certified third-degree black belt in Taekwondo. This martial art teaches balance, strength, focus and personal empowerment.

## COMPUTER CLASSES

We continue with Joan Holman offering Tech/Computer classes in the computer lab. The schedule has been full each day. Classes are held two days a week from 9AM-11AM. The designated time allows members to bring in their own devices with questions and/or utilize our computer lab and work with the instructor on specific requests. Depending on wants and needs, the class can be flexible. We are working on creating a few specific topic classes.

## ROCK STEADY BOXING

We have made changes to the class scheduling and fees. Starting January 2023 we will be offering the class in 6 week sessions continuous through the year, we previously had a week or two off between sessions. This change was made after a round of assessments and surveys showed that members didn't like the week break and feel they would benefit from no break. We will also increase the fee to the sessions from \$10 for 6 weeks to \$12. Note that each member also has to obtain a Senior Center membership. We will be holding a formal 3 hour training to our volunteers and care partner's in November to help educate on the program. Andrea Wanty is now certified in Rock Steady Boxing which allows the Senior Center to continue to be an Affiliate to the program.

## TOENAIL CLINIC

We have added new days to the schedule due to increased demand for services. The clinic will now be held every Wednesday and Thursday, and closed the last week of every month. This starts the first week of October and allows more openings and flexibility.

## ELDER BENEFITS SPECIALIST

Iris Duran from the Waupaca County Department of Health and Human Services was here on November 17<sup>th</sup> 9AM-3PM for assistance with open enrollment for Medicare.

## WAUPACA AREA WOODCARVERS 2022 ARTISTRY IN WOOD SHOW

Was held November 6<sup>th</sup> 9AM-4PM at the Parks and Rec/Senior Center. There were demonstrations throughout the day, silent raffle, competition and sale as well as a local carver featured- Kay Durrant.

## FRIENDSGIVING

November 16<sup>th</sup>- Staff from the Senior Center prepared and served a tradition Thanksgiving meal to members of the Senior Center who have volunteered or donated to the center during the year. This was our way to show our appreciation and thanks to them. We also played BINGO during dessert and socialized. About 80 members attended the event.

## UPCOMING PROGRAMS AND EVENTS

### DAY TRIP

December 10<sup>th</sup> Holiday Trip is planned to the Meer Theatre in Green Bay as well as a luncheon before. Sign up will begin October 3<sup>rd</sup>- November 4<sup>th</sup>. We currently have 26 members signed up to go.

### WATERCOLOR CLASS

Wednesdays from 1PM-3PM there will be an open watercolor class where members can join together and paint. The class will not be instructor led, however there will be 2 local artists present in the class for some guidance.

### ROTARY

Cardio Drumming will be performing on January 11<sup>th</sup> for the Waupaca Rotary Club.

### YULETIDE TRAIL

Cardio Drumming will perform Christmas songs in their "ugly sweaters" for the Yuletide Trail event on Dec. 3<sup>rd</sup> in front of the Library.

### HOLIDAY PARTY

We will be hosting a Holiday Party on December 9<sup>th</sup> for all Senior Center members. The party will be a soup luncheon with a gift game/exchange for those who wish to be involved.

### BLUE PEARL SOUND MASSAGE

Margaret Hunt-Wilson will be hosting an educational session on Sound Massage December 6<sup>th</sup> @11AM. No registration or fee required.

### MINDFULNESS MEDITATION

Barb Helser will be hosting an 8 week session on Mindfulness Meditation on Wednesdays 10AM-11AM. There is no cost to the members to attend, sign up is required.

### HEALTHY WEIGHT LOSS

Class will resume and continue every Thursday @ 9AM. Class is free to members and no sign up is required. The class is led by a Senior Member. Healthy weight loss class is designed to provide a support group and education on healthy eating and weight loss for members with the same goals.



Deposit Date	(All)
Money Type	(All)

Year to date summary	YTD-Sum of Amount	Sum of Amount
		0.00%
Concessions Swan Park	\$ 1,091.25	0.67%
Park Shelter Houses	\$ 60.00	0.04%
0 Gazebo / Public Square	\$ (0.88)	0.00%
501 Youth Programs	\$ 67,723.23	41.36%
502 Swimming	\$ 8,966.48	5.48%
504 Youth Center Fees	\$ 1,670.71	1.02%
507 Concessions Rec Center	\$ 5,258.29	3.21%
508 Rent Rec Center	\$ 15,249.08	9.31%
510 Concessions Swan Park	\$ 25,369.14	15.49%
511 Park Shelter Houses	\$ 12,893.80	7.88%
513 Beer Permits	\$ 950.78	0.58%
514 Shelter Deposit	\$ (5,228.54)	-3.19%
521 Adult Baseball	\$ 5,461.56	3.34%
522 Adult Basketball	\$ 323.37	0.20%
523 Adult Volleyball	\$ 10,913.23	6.67%
524 Adult Kickball/Tennis	\$ (58.16)	-0.04%
530 Donations-P&R Events (R )	\$ 3,099.60	1.89%
530 Donations-Parks	\$ 6,215.00	3.80%
530 Donations-Swan Park	\$ 1,000.00	0.61%
701 Senior Travel	\$ 234.42	0.14%
702 Senior Programs	\$ 60.60	0.04%
703 Senior Membership	\$ 2,476.00	1.51%
(blank)		0.00%
<b>Grand Total</b>	<b>\$ 163,728.96</b>	<b>100.00%</b>

Today()

Month to date summary	Sum of Amount
501 Youth Programs	\$1,471.79
504 Youth Center Fees	\$103.55
507 Concessions Rec Center	\$427.79
508 Rent Rec Center	\$252.23
514 Shelter Deposit	-\$240.30
702 Senior Programs	-\$4.50
703 Senior Membership	\$13.20
701 Senior Travel	\$58.07
522 Adult Basketball	\$323.37
510 Concessions Swan Park	\$17.29
<b>Grand Total</b>	<b>\$2,422.49</b>



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To: City of Waupaca Parks and Recreation Board  
From: Laura Colbert, Parks and Recreation Director  
Date: 11/28/22  
Re: Proposed Change to Swan Park Ball Field Rental Fees

**Background:**

Currently, an out-of-town group can rent our Swan Park ballpark facilities for \$250 for a weekend tournament. This includes all four ball diamonds, the fields' lights, concessions, and bathrooms. To prep for a tournament, our staff needs to conduct ball field maintenance at least one time and they may need to move all items out of the concession stand. It costs more for our city staff to prep the Swan Park Facilities than the current fee we charge the renting agency. There are many other additional costs associated with usage such as line paint, Quick Dry, if needed, and additional field prep, if requested.

**Summary:**

After researching a number of similar facilities in central Wisconsin, the Parks and Recreation staff came up with the following rental plan:

The renting agency must pay at the time of reservation or at least a week ahead of the event. If we do not receive the money within a week of the event, we reserve the right to cancel the reservation. If there is a chance of inclement weather and the renting agency cancels within the week of the event and at least 24 hours before their event, we will refund 50% of the rental fees. The reason for this is that we have most likely already done some prep work to get the facilities ready for the rental. If they cancel more than a week before the event, they will receive a full refund. All field maintenance will be conducted by city staff only.

The rental costs are as follows for a la carte:

- Concessions: \$100.00/event
- Lights: \$25/field per game
- Fields: \$50.00/field per day, \$50.00/field for any additional prep
  - Scoreboards are included in the price

Renting the entire ballpark facility for a weekend tournament: \$500.00

- Includes concession, scoreboards, and four fields prepped once a day
- Lights are separate (if lights are used more than the original contract, a subsequent bill will be sent)
- \$50.00/field for any additional prep/maintenance

- If it rains and field maintenance is required, the renting agency will be subject to additional costs depending on level of maintenance and the amount of Quick Dry.
  - Each bag of Quick Dry (roughly \$15.00/bag)

**Recommendation:** Adjust the rental fees for Swan Park to offset the costs of the preparation for events.

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To: Waupaca Parks and Recreation Board  
From: Laura Colbert, Parks and Recreation Director  
Date: 9/12/22  
Re: Proposal to sell concessions at South Park Beach

**Background:**

For 20+ years, the beach has sold small Freezie pops for \$.25 each. Typically, they sell around \$2,000 and make about \$400. Additionally, the beach has two vending machines. One sells beverages and the other sells food items. Both machines have become unreliable and are often “out of order” as the beach crew waits for the companies to send someone out to fix the issue at hand. Many patrons ask if the beach sells concessions beyond the vending machines and we have not been able to accommodate such requests.

**Summary:** Based on the prior information, the City of Waupaca Parks and Rec Department would like to sell concessions at South Park Beach starting in the summer of 2023. We will remove the current metal structure the lifeguards use to hang their whistles and hats and put in a counter and shelf storage. The lifeguards can use their lockers to store their personal items. The head lifeguard (Bruce Sternweis) and the recreation supervisor (Leslie Beyersdorf) will work collaboratively to purchase concession items and train the Beach Staff on how to use the concession computer and cash drawer. Bruce will dedicate a handful of his lifeguards to help with concessions during their break time.

**The upfront costs would be:**

Counters	\$250
Shelf	\$200
<a href="#">Fridge</a>	\$281
<a href="#">Freezer</a>	\$250
<a href="#">Nacho Cheese warmer</a>	\$234 or <a href="#">this one</a> \$295
<a href="#">Cash Register drawer</a>	\$54
<a href="#">Small safe</a>	\$60

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Total: \$1,345

**Recommendation:** To authorize the selling of concessions at South Park Beach while the lifeguards are on duty.

**Attachments:**

- Photos of the future concessions area and lockers to show that we have plenty of space in which to store their personal items.

