

**CITY OF MANITOWOC
PARKS & RECREATION COMMITTEE MINUTES
Monday, May 7, 2013 at 5:30 pm
City Hall-East Hearing Room**

Members: Ald. Jason Sladky – Chair, Ald. Dave Soeldner – Vice Chair, Ald. Al Schema, Ald. Tyler Martell

Staff: Mayor Nickels, Greg Minikel, Kevin Glaeser, Jim Muenzenmeyer, Denise Larson

Guests: Leah – Hopeful Hearts Club; Representative from N.E.W. Royal Knights

The meeting was called to order at 5:30 pm by Chairman Sladky.

Ald. Soeldner made a motion to approve the minutes from the April 1, 2013 meeting as presented. The motion was seconded and approved unanimously.

Discussion & possible action on special event request from Hope House, requesting the use of the Manitowoc Family Aquatic Center and a waiver of fees

Leah from the Hopeful Hearts Club spoke regarding the Club's request to have a family fun day on Sunday, June 23rd at the MFAC for all the families at Hope House. The group will pay for the families' entrance fees and a pizza lunch from the concession stand. They are requesting a waiver of fees for a two hour shelter reservation. A motion was made by Ald. Soeldner to approve the request and waive the \$25 fee. The motion was seconded and approved unanimously.

Discussion & possible action regarding dogs in parks

K. Glaeser stated that this ties in with the issue regarding the parks rules signs. Ald. Sladky stated that he will contact Ald. Hennessey to see if she will have a solid plan soon regarding the issue of having dogs in the parks.

Update on HVAC replacement project at the Armory Building

J. Muenzenmeyer said that they are tweaking the type of equipment to be eligible for Focus on Energy credits, but it doesn't look very promising. Hopefully, it will be ready in a month.

Update on the bathroom remodeling at the Citizen Park Recreation Center

Today, a contractor signed with the Friends group for the update to ADA accessible bathrooms. It is a three week project that will begin in approximately two weeks.

Discussion & possible action on special event request (13-119) from the Kiwanis Club of Manitowoc, requesting the use of Washington Park for the Kiwanis Car Show, with setup on August 10th & the show on August 11, 2013, the use of the Metro Stage and various equipment, a waiver of rules prohibiting alcohol beverages to be consumed in the park for

the weekend, closing S 11th & S 12th Street for a portion of the weekend, and a waiver of fees, as detailed therein

K. Glaeser said the Committee asked the group to pay \$200 in 2012 (compared to \$100 in 2011). The request was changed back to \$100 on appeal. Ald. Soeldner made a motion to approve the request with a waiver of all but \$200 in fees. The motion was seconded and carried unanimously.

Discussion & possible action on special event request (13-129) from the Lincoln Park Zoological Society, requesting the use of Lincoln Park and cabin 2 from November 29th to December 28th, with setup on various dates in November, the use of cabin 1 on December 6th and various equipment, and a waiver of fees, as detailed therein

K. Glaeser stated that they still have not made contact with the person who has cabin 2 rented for November 29th.

Discussion & possible action on special event request from Tom Drill, requesting the use of the City Hall parking lot, for Showtime, on August 14th & 15th, 2013, the use of various equipment, and a waiver of fees, as detailed therein

Ald. Soeldner made a motion to approve the waiver of fees. The motion was seconded and carried unanimously.

Discussion & possible action on a request from the N.E.W. Royal Knights Drum & Bugle Corps regarding possible use of a Parks fieldhouse for musical & marching drill instruction camps

K. Glaeser stated that originally the group requested the free use of the fieldhouse similar to what the Marine Band does which is currently on a weeknight. The N.E.W. Royal Knights are now requesting a fieldhouse two or three times a month on a Saturday in June, July & August. K. Glaeser said that he cannot support that since those are the biggest revenue days and time periods of the year. He suggested a weekday, but the group would like to pursue the Saturday/Sunday request.

The representative stated that if they cannot use the fieldhouse, then they would like to use a field or other location free of charge, since they are just beginning. In case of rain, they would be looking for any facility with a roof due to the instruments. Ald. Soeldner suggested that the group could possibly adopt a park in exchange for the rental space on a non-premium night. D. Larson stated that the group was renting the Senior Center facilities for the next three weeks, and the Senior Center is only open to their members one Sunday per month. The school gyms are very expensive to rent. Ald. Soeldner made a motion to authorize the staff to work with the group to find a facility to meet their needs without incurring a loss of revenue for the City and to waive the facility rental fees for the N.E.W. Royal Knights in exchange for the adoption of a park. The motion was seconded and carried.

Discussion & possible action on a proposal from the Manitowoc Public School District for baseball and softball at Red Arrow Park, Citizen Park, and Municipal Field

K. Glaeser said that this is a renewal of last year's agreement. Ald. Soeldner suggested we do one more one-year agreement before making it a multi-year agreement. Ald. Sladky will take this item to the Common Council.

Discussion & possible action on special event request from Pete Honzik, Acoustic Fest Inc., requesting the use of Washington Park, for Acoustic Fest, on July 20, 2013, the use of various equipment, and a waiver of fees, as detailed therein

Ald. Soeldner made a motion to approve the request with the same fees to be paid as in 2012.

Ald. Schema seconded the motion. The motion carried unanimously.

Discussion & possible action on a waiver of fees request from the Manitowoc County Human Services Birth to Three Program for the use of the Henry Schuette Open Air Shelter and various equipment

Ald. Schema made a motion to approve the event with 100% of the fees to be paid by the group.

Ald. Soeldner seconded the motion. The motion carried unanimously.

Discussion & possible action on a special event request from the Mad Hatter, requesting the use of the Mariners Trail on May 11, 2013 for the Zombie Walk

Ald. Soeldner stated that the committee previously decided that they did not have any jurisdiction over events on the Mariners Trail. Event approved.

Discussion & possible action on a special event request from Prevent Suicide Wisconsin requesting the use of the Mariners Trail on September 8, 2013 for a walk/run

Event approved.

Discussion & possible action on a special event request from Fox's Piggly Wiggly for requesting the use of the Mariners Trail on September 14, 2013 for the Pig to Pig Walk

Event approved.

Discussion & possible action regarding the Manitowoc Family Aquatic Center's policies and operations for 2013, including the use of credit/debit cards and the purchasing options for passes

There was a discussion of having a minimum purchase when using a debit card and other payment options that may be available now or in the future and a discussion of the seasonal pass cards and where cards can be obtained. The MFAC will open for the season on June 8th. On Memorial Day, the Friends group is hosting a welcome to the facility event for \$2/person. This year, there will be teen nights, special needs day, and some new groups coming in.

Discussion & possible action concerning the filling of a potential vacant Parks employee position

G. Minikel said that one of the parks employees has officially accepted the Engineering Stormwater Tech position. K. Glaeser requested that the committee again pursue hiring a certified arborist/parks worker. Ald. Schema made a position to fill the Parks position with someone having an arborist background. Ald. Soeldner seconded the motion. The motion carried unanimously.

Discussion & possible action regarding signs in parks

Mayor Nickels stated that the City's marketing group wanted to put a free parking sign on S 8th & Quay Streets, but then there was a discussion of having a colored electronic sign to promote events. He provided the Committee with an estimated cost of approximately \$15,000 for multi-

color or \$8,500 for a single color. Initially, this would be paid for through the collection of room taxes. In the room tax fund, there is approximately \$30,000 with the 2% increase in the room tax and a \$100,000 fund balance that has built up. Mayor Nickels said that the marketing committee is also currently trying to eliminate one of the billboards that is being leased. One of the trees may need to be removed in order to accommodate the sign.

Mayor Nickels said that he had discussed with Jamie Zastrow the possibility of the downtown businesses paying for a green way-finding sign by the Carferry. This sign may cost around \$1,000, and businesses may be able to advertise on this sign.

K. Glaeser said that due to the new Parks exclusion ordinance, new signs will need to be posted. However, there are currently so many different signs in the parks. Therefore, he would like to review the ordinances for the parks and come up with some new standard signage. Ald. Sladky asked if there could be a symbol put on the signs where someone with a smart phone could walk up to the sign and instantly pull up all of the City's policies, park rules, etc.

Ald. Sladky said that there is an issue with someone requesting a sign for a dedicated pedway by River Heights Park. It is currently not designated by a sign, so people are trespassing on private property. Ald. Sladky suggested a small park boundary line sign in the City right-of-way stating that trespassing laws apply if you are outside of the boundary.

Camp Vits Off-Road Mountain Bike Trail

K. Glaeser stated that The New OM wants to create an off-road mountain bike trail through Camp Vits. There would be very little disruption to the park. The proposed trail is currently flagged. There is also some talk of developing the cross-country ski trail through Camp Vits again, which the group would also maintain. It would be a similar set-up as with the Disc Golf group where they provide most of the labor and materials. The access to the park, which is currently not marked, is off of Middle Road.

Adjournment

A motion to adjourn the meeting was made and seconded at 6:43 p.m. The motion carried.

GM/smsr