



CITY OF
MANITOWOC

Joseph S. McLafferty
Director, Parks, Recreation
and Senior Center

**MANITOWOC PARKS AND RECREATION COMMITTEE
CITY HALL-EAST HEARING ROOM
Monday, January 5, 2009, 5:00 pm**

Minutes

Members Present: Chairman Raymond Geigel, Chris Able; Co-Chairman, Justin Nickels; Dave Soeldner

Staff: Joe McLafferty; Randy Albright; Denise Larson and Jeremy Crees

Guests Present: Jim Muenzenmeyer, Paul Braun

1. The meeting was called to order by Chairman Ray Geigel at 5:00pm.
2. A motion was made by C. Able, seconded by J. Nickels to approve the December 1, 2008 meeting minutes. The motion carried 4-0 in favor.
3. Requests
 - a. Director J. McLafferty approved the PR2009-01 request from Richard Rosinsky to hold the Special Olympics tournament and practices as outlined on the request.
 - b. Request number PR2008-59 from Greg and Cindi Comstock to re-do their contract for the Rollaire Roller Rink was given to Director McLafferty. The initial lease between the City of Manitowoc and Greg and Cindi Comstock was signed June 1, 1991. The contract base rent is \$1,870.58 per month or \$16.40 per hour for a total of 114 hours per month lease. The Comstock's would like to reduce their monthly usage to 10 hours per week and 40 hours per month from September to May. This would be a reduction of 65%. They would also like to rent 3 hours per week for a total of 12 hours per month from June to August. This is reduction of 66%. The 2008 rent paid including extra bookings was \$18,329.51 and the new proposal for 2009 would be \$7,193.48. We would lose \$11,136.03 in revenue from last year to this year. Comstock's current contract states that either party may serve written notice upon the other that the Lease shall be terminated six months following the service of such notice. The lease term shall continue indefinitely unless either party serves such notice on the other party.



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C. Able suggested that our next discussion on the rent should be with Greg and Cindi Comstock. The rental fee that is suggested is lower than previously paid. We need to show what our fixed costs are for the building.

Option 1 – Entertain a new contract with Greg and Cindi

Comstock for the new proposed hours as stated in their letter.

Option 2 - Give the Comstock's notice of intent to continue on the same schedule as their current lease.

Option 3 – Cancel the lease with the Comstock's and do more programming during those hours of operation.

4. Old Business

- a. J. Muenzenmeyer gave a report to the Committee concerning the 95% Final Design concept with the new Aquatic Center, with 45 items to be changed. He told the Committee that the 100% mark is on January 19, 2009. The project goes out to bid on January 21, 2009 and bids to be accepted by March 2, 2009. The Board of Public Works will be kept up to date on all purchases.

5. New Business

- a. A letter from Mrs. James L. Griebing, correspondence PR2008-58 was given to the Committee. Mrs. Griebing wanted the Council to know that the aquatic center located in Humboldt, IA lost money this past swim season. The Committee is made aware that there are many circumstances that could contribute to revenue loss. This letter will be kept on file for reference.
- b. Amendment Number 1 to the Agreement for Parks Tree Inventory Project between the City of Manitowoc and StrataPoint, Inc., with additions of a Park Tree Management Plan and Street Tree GIS update was presented to the Committee. The amendment was forwarded to the Common Council.
- c. As a recommendation from the Manitowoc Planning Commission, Paul Braun explained to the Committee actions moving forward to acquire approximately 2.6 acres of property from Mr. Bejtula Ademi for access and potential parking improvements to the Camp Vits area. Option 2 would be to purchase a vacant parcel of 7.59 acres of land from Mr. Bejtula. This would be funded by the Trust Fund account for parkland dedication of which there is over \$200,000 available to do. The recommendation of the Committee was to accept the endorsement written by P. Braun. A motion was made by D. Soeldner, seconded by C. Able to acquire the land by using the current funds. The motion carried 4-0.

- d. Assistant Parks Director R. Albright explained the current snow removal policy and procedures for the Department. He explained the details of how decisions were made on snow days and who in the seniority rank get called to plow, sand, or shovel. Plowing, sanding, and shoveling are only done when needed.

- e. All necessary connections have been accomplished for the Old Park Shop and the concession stand at Lincoln Park. The asbestos has been removed and the Fire Deputy Chief has been working with our staff to set up a time for a control burn. At this point, it looks like it could be the later part of January for this to take place.

- f. A maintenance software package has been purchased so we can schedule facility maintenance. This would include work orders, job reports, equipment listings and work needed and the scheduling of tasks. We intend to have this program fully functional by April 1, 2009 so we can start tracking maintenance in all aspects of the parks.

- g. Silver Creek Outdoor Ice Rink. The background behind the ice rinks in Manitowoc. Years ago, there were 6-8 outdoor rinks throughout the Manitowoc Community. In 1990 the Manitowoc Ice Center was opened to the public by a group of concerned citizens. Currently, the indoor rink is operated by Manitowoc County with help from the Figure Skating Organization and the Manitowoc Hockey Association. The outdoor ice rink and sledding area have been established since the 1980s. Currently, we only flood one outdoor rink at Silver Creek Park. This becomes hard each year because it takes a long time to establish and the weather dictates on how long we are open for business. The staff and I are proposing that we concentrate our efforts in other areas of maintenance next year in 2010 instead of doing the outdoor rink. The Committee would like to see the direct cost of the outdoor rink and to see a survey of citizens about the location and operation. Also to suggest if a group would like to run a warming house.

- h. A discussion took place concerning the rentals of the Field houses, cabins, and concession stands between the Committee and staff. It was explained that currently we rent the Field houses for \$147 per day, Cabin 1 for \$83.75 with tax, Cabin 2 for \$104.75 with tax, and the Concession stand \$49.25 with tax for residents, non-residents are \$7 more for the same rentals. Currently, the Fieldhouse deposit is \$100 and Cabin deposit is \$50 which the renter gets back if the facilities are cleaned. There is also a \$5 key rental which they get back when they returned the key. The cost to have someone clean the facility on Saturdays at time and one half and on Sundays at double time can outweigh the amount that is charged for the facility for the day. The staff is seeking ways to offset these costs in a better fashion. We are suggesting that a higher deposit be taken to rent the facilities and that the renter would have more responsibility in cleaning the facilities or they would lose their deposit. The Committee will be looking for a proposal from the Park & Recreation department.
 - i. Director J. McLafferty invited all Committee members and their spouse/significant other to the All Boards Dinner on Wednesday, January 28, 2009, 5:00pm at Cabin #2.
- 6. Next regular meeting, February 2, 2009, at 5:00 pm at City Hall – East Hearing Room.
- 7. Adjournment
A motion was made by J. Nickels, seconded by C. Able to adjourn the meeting at 6:10pm. The motion carried 4-0.