

Agenda posted Thursday, March 17th, 2022 at 12:00PM

A meeting of the Parks and Recreation Committee will be held on, **March 21st 2022 @ 4:00 pm in City of Marinette Common Council Chambers**, 1905 Hall Ave. Marinette, WI

**Parks and Recreation Committee Meeting Agenda
Monday, March 21st, 2022**

1. Call the meeting to order.
2. Roll call.
3. Approve minutes of February 28th, 2022.
4. Executive Director of Recreation & Events report. (see attached)
5. Recreation Superintendent report (hand out at meeting).
6. Public Work's Superintendent report (see attached).
7. Marketing & Tourism Director report (see attached).
8. Discussion and possible action regarding an action plan for Higley Field.
9. Formal presentations from interested non-profit organizations for the Duer Gym.
10. Discussion and possible action regarding City Park campground.
11. Consideration and possible action items for the April agenda.
12. Adjourn.

Dorothy Kowalski, Parks and Recreation Committee Chairperson

Cc: Parks and Recreation Committee members (w/encl.); Mayor Steve Genisot (w/encl); City Clerk Lana Bero (w/encl); Executive Recreation Director Gavin Scray(w/encl.); Recreation Superintendent Adrienne Lacy (w/encl), Superintendent of Public Works Pat Carlson (w/encl.); Marketing and Tourism Director Shawn Katzbeck; City Council members, Eagle Herald (w/encl); Badger Communications (w/encl); Peshtigo Times (w/encl); City Hall Bulletin Board.

A possible quorum of Common Council members may be present at this meeting.

Requests from individuals with disabilities who need special accommodations to participate in this meeting should be made to the City Clerk's Office at 715-732-5140 with as much advance notice prior to the meeting as possible.

PARKS AND RECREATION COMMITTEE MEETING MINUTES FROM 2/28/2022

1. Alderperson Kowalski **called** the Parks and Recreation Committee regular meeting **to order** at 02:00 PM in the Marinette Council Chambers, 1905 Hall Ave, Marinette WI.
2. **Upon a call of the roll**, the following Committee member's attendance was recorded as follows:
MEMBERS PRESENT: Alderpersons Kowalski, Polzin, Wolfe & Klegin.
ABSENT: Alderperson Keller
OTHERS PRESENT: Mayor Genisot, Executive Recreation Director Gavin Scray, Recreation Superintendent Adrienne Lacy, Marketing Director Shawn Katzbeck, Thomas Karban, Alderperson Mikutowski & Oitzinger, Superintendent of Public Works Pat Carlson, Tom Bero, Ann Meyer, Daniel Schiller, Jennifer Schiller, Lynette Brosig & Melissa Ebsch.
3. **Approve minutes of January 17, 2022 meeting.**
Alderperson Polzin moved/Wolfe seconded and all concurred to approve as presented the meeting minutes from January 17th, 2022.
4. **Executive Director of Recreation & Events report.**
Executive Recreation Director Scray provided his monthly report for February for the Community REC Center. Scray added he attended a Recreation conference with Recreation Superintendent Lacy and they learned of hot topics that included Splash pads and Pickle Ball so they will have resources to share with the committee once these items come up.
5. **Recreation Superintendent report.**
Recreation Superintendent, Adrienne Lacy provided her monthly report for February. Lacy added that registration for Summer Day Camps starts on March 1st.
6. **Public Work's Superintendent Report**
Public Work's Superintendent, Pat Carlson provided his monthly report for February. Carlson updated the committee on the upgrades to the Bay Shore walking trail adding that the walking bridge has been completely redone and wood chips have been added to make the path more user friendly. Picnic Tables city wide with the exception of the Red Arrow tables which have already been maintained have all been redone that included new boards, removing graffiti.
7. **Director of Tourism and Marketing report.**
Director of Tourism and Marketing Shawn Katzbeck provided his report that included past and future events for the Community REC Center. Katzbeck reported the outdoor hunting/fishing expo held on February 25-27th was a success and added the turf area had many children's activities that included Archery, Fly fishing casting and pellet gun range that teaches safety in all areas. The committee would like an attendance report from the show.
8. **Discussion regarding Phase I for Higley Field.**
Executive Recreation Director Scray distributed the Master Plan that the consultants provided for the new playground equipment at Higley Field. The committee discussed next steps to start Phase I, which includes two components the playground and a walking trail and parking lot. Chairperson Kowalski stated there will be a change to the rubber matting, it will no longer be surrounding the playground, it will be wood chips due to lack of funding.
9. **Discussion and possible action regarding Duer Gym.**
Executive Recreation Director Scray stated letters were sent to local non-profit organizations and he received a fair amount of feedback, he also gave tours to about 6 organizations who were interested in the Duer Gym. Jennifer Schiller, representing a Place for Max was present to give a brief explanation of her non-profit organization stating the dream for the organization would be a recreational area for adults and teenagers with special needs. Schiller also stated having an actual

facility would open up the potential to apply for grants. The committee discussed having procedures and some criteria in place in order to be able to proceed with choosing an organization.

10. Discussion regarding City Park campground.

Executive Recreation Director Scray stated as far as administrative tasks at the REC facility they are limited as far as the operational issues. Superintendent of Public Works Pat Carlson stated the tent sites are an issue due to renters abusing the privileges with leaving garbage and having too many occupants on one site and people parking without making a reservation. Carlson stated the lack of workforce after the hours of 3PM and on weekends is a concern as about 95% of the problems come after hours. The committee discussed possibly having a campground manager/host to be able to watch the campground. The committee would like ideas brought back to the next Parks & Recreation committee meeting in April along with revenues/expenses for the campground.

11. Items for February agenda –

Discussion and possible action regarding an action plan for Higley Field.

Formal presentations from interested non-profit organizations for the Duer Gym.

Discussion and possible action regarding City Park Campground.

12. Adjourn. Alderpersons Wolfe moved/Klegin seconded and all concurred to adjourn at 2:41 PM.

Lana Bero, City Clerk

*(Next regular Parks and Recreation Committee meeting is **Monday 03/21/22 @ 4:00** in the Common Council Chambers).*

Update – March 2022

EVENTS

- PAST February 4-6: Pickle ball Tournament
- PAST February 11-13: Squirt Hockey Tournament
- PAST February 12: 20 Year Gun Club Gun Show
- PAST February 18-20: Fishing, Boating Outdoor Show
- PAST February 25-27: Mite Hockey Tournament
- PAST March 11-13: High School State Hockey Tournament
- PAST March 12: Spring Craft Show
- March 18-20: Chummy Hockey Tournament
- March 26: Home and Garden Show
- April 1-3: Danglefest Hockey Tournament
- April 9: Egg Roll
- April 9: War in the Woods Promotions, Inc. MMA Event
- April 22-24: Men's League Hockey Tournament
- April 30-May1: Spring Pickleball Tournament

PROGRAMS

- See Adrienne's report
- Spring/Summer offerings

STAFFING

- Advertising Recreation Program Coordinator Position
- Lifeguards needed
- Seasonal positions

REC CENTER

- Hockey Season coming to end
- Events
- Pickleball court I-beam padding sponsorships

CIVIC CENTER

- Outdoor ice rink closed for season
- Higley Park conceptual planning
- Playground equipment ordered
- Parking lot/walking path planning

WELCOME CENTER

- Seasonal Hours/staffing

DUER GYM

- Non-profits contacted
- List of interested parties
- Utilities disconnected

CAMPGROUNDS/PAVILLIONS

- Renting for 2022
- \$100 security deposits now implemented
- Tent site issues

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City of Marinette Public Works

Patrick Carlson
Superintendent

MONTHLY PARKS REPORT- FEBRUARY 2022

- Snow plowing parking lots and sidewalk maintenance in all the parks and boat landings.
- Replaced two ice eaters for the Menekaunee Harbor docks.
- DPW continues to sand and fix park picnic tables at the city garage.
- Wood chips for the Bay Shore walkway is complete, along with the newly constructed creek bridge.

Thank you,

A handwritten signature in black ink, appearing to read "Pat Carlson". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Pat Carlson
Superintendent of Public Works



City of Marinette

Shawn Katzbeck, Director of Marketing & Tourism

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Marketing Recap- March - 2022

I. Event Marketing

- a. Fishing, Boating, Outdoor Show
 - i. February 18, 19, 20
 - ii. Huge Turn-Out
 - iii. Positive feedback from BOTH Vendors and Event Marketing Team
- b. Spring Craft Show March 12th
 - i. 44-Vendors
 - ii. Gross Revenue: \$1,950.00
 - iii. Marketing
 1. Paper: \$108.00
 2. Radio: \$250.00
 3. Billboard: \$125.00
 4. Total Marketing: \$483.00
 - iv. Net Revenue: \$1,467.00
 - v. Many Vendors Sold-Out of Product – Great Turnout
- c. Home and Garden Show March 26th
 - i. 20 Vendors
 - ii. Vendor Turnout is slower than anticipated – Lack of inventory
- d. Project Easter Basket
 - i. Set-up by Judy Alwin in Welcome Center – She is helping in the coordination and execution of the event
 - ii. Easter Baskets are coming in
 - iii. Children Services – CASA – Homeless Shelter will be focus
- e. April 2nd Quilt Show Turf Room
- f. Children's Egg Roll April 9th
- g. April 9th MMA – Warrior Game 12
- h. April 29, 30, May 1st Pickleball Brawl At The REC



II. Upcoming Events

- a. Senior Prom - May
- b. Food Truck Friday - May
- c. MAY-Heim on Main - May
- d. Cabela's Master Walleye Circuit June 3-4
- e. Summer Craft Show June 11th
- f. Farmers Market June

Respectfully Submitted,

Shawn Katzbeck
Director of Marketing & Tourism
City of Marinette