

Agenda posted Thursday, July 13th, 2023 at 2:00PM

A meeting of the Parks and Recreation Committee will be held on, **July 17th 2023 @ 4:00 pm in City of Marinette Common Council Chambers, 1905 Hall Ave. Marinette, WI**

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**Parks and Recreation Committee Meeting Agenda  
Monday, July 17th, 2023**

1. Call the meeting to order.
2. Roll call.
3. Approve minutes of June 19th, 2023. (see attached).
4. Executive Director of Recreation & Events report. (see attached).
5. Recreation Superintendent report (see attached).
6. Public Work's Superintendent report (see attached).
7. Marketing & Tourism Director report (see attached).
8. Discussion/update regarding Duer Gym.
9. Discussion/update and possible action regarding outdoor pickleball courts at the Civic Center.
10. Discussion and possible action regarding Division St. Park.
11. Items for the August meeting.
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 06/19/2023

1. Alderperson Kowalski **called** the Parks and Recreation Committee regular meeting **to order** at 04:00 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, Karban, Wolfe & Klegin.  
**ABSENT:** None  
**OTHERS PRESENT:** Mayor Steve Genisot, Executive Recreation Director Scray, Alderperson Oitzinger, Alderperson Mikutowski, Melissa Ebsch, Public Works Superintendent Carlson, Marketing & Tourism Director Shawn Katzbeck, Recreation Superintendent Lacy, Dan Kitkowski, Kim Swenson, Brian Swenson, Rick Thill, Lieutenant Cate, and Chief LaCombe.
3. **Minutes of Parks and Recreation Committee.**  
Alderperson Klegin moved/Wolfe seconded and all concurred to approve the meeting minutes from May 15, 2023.
4. **Executive Director of Recreation & Events report.**  
Executive Recreation Director Gavin Scray provided his monthly report for May.
5. **Recreation Superintendent report.**  
Recreation Superintendent Adrienne Lacy provided her monthly report for May.
6. **Public Work's Superintendent Report**  
Public Work's Superintendent Pat Carlson provided his monthly report for May.
7. **Director of Tourism and Marketing report.**  
Director of Tourism and Marketing Shawn Katzbeck provided his report that included future events and marketing focus for 2023.
8. **Presentation regarding fundraising for pickleball/tennis courts.**  
Brian Swenson presented a proposal prepared for Marinette Menominee Area Pickleball Inc. for resurfacing two outdoor tennis courts at the Civic Center, converting them into four dedicated pickleball courts. The proposed cost for this project is \$65,000. The non-profit organization would like the City Council approval to move forward with this proposal and start fundraising within the community. The Marinette School District has concerns about losing tennis courts. A second option being proposed is to use temporary nets on these courts so they can be used for dual purposes. No action was taken on this agenda item. The Committee will continue to discuss and bring this item back to the July meeting.
9. **Security cameras at Pedersen Park.**  
In the past there have been several break-ins at the ballfield. The Police Department has surveillance equipment to use on a limited term basis, not permanently. No action was taken on this agenda item.
10. **Outdoor Recreation Plan – park priorities**  
This list was compiled in 2019 by a walk-through with a playground installer. Public Works Superintendent Carlson stated the list is 99% complete. Alderperson Karban recommended a portable restroom be placed at Fred Carney Park. Alderperson Polzin suggested funds be earmarked in capital outlay for the purpose of replacement of playground equipment. No action was taken on this agenda item.
11. **Items for July agenda**
  - Discussion regarding Duer Gym.
  - Discussion regarding potential outdoor pickleball courts.
12. **Adjourn.** Alderpersons Klegin moved/Polzin seconded and all concurred to adjourn at 4:57 PM.

Mindy Campbell, Deputy City Clerk

*(Next regular Parks and Recreation Committee meeting is **Monday 07/18/23 @ 4:00** in the Common Council Chambers).*

## Update – July 2023

### EVENTS

- PAST May 31-June 3: NTC Fishing Tournament
- PAST June 1: All American Circus
- July 22: Craft Show
- August 1: National Night Out
- August 7-11: Elite Performance Hockey Camp
- September 15: Green Bay Gamblers Exhibition Game
- September 20: City/County Staff Health Fair
- September 27: Senior Health Fair
- October 7: Fall Frenzy Craft Fair
- October 13-15: M&M Pickleball Tournament
- November 4: Blues, Brews, BBQ
- November 11: War in the Woods Boxing Event
- November 17-18: Old World Christmas

### PROGRAMS

- See Adrienne's report

### STAFFING

- Hiring Zamboni Drivers

### REC CENTER

- Summer Day Camp
- Activity Hall RTU compressor replaced
- Security Camera NVR replacement
- IT Closet Mini Split AC Unit Installation
- Uninterruptible Power Supply (UPS) Installation

### CIVIC CENTER

- Master Plan improvements
  - o Walking Path
  - o Pavilion
- Pool open
- Pre-teen Camp held at Civic Center
- Tennis Court restoration discussion

### WELCOME CENTER

- Fully staffed

### CAMPGROUNDS/PAVILLIONS

- Renting Campsites
- Renting Pavilions
- Campground Host

### SENIOR CENTER

- Available for rent



## **Recreation Department**

*Adrienne Lacy – Recreation Superintendent*

### Recreation Superintendent Report – July 2023

#### 2023 Programs:

- Regular programming is ongoing (Arising Martial Arts, Sporties for Shorties, etc.).
- Day Camp is still going strong with full rosters.
- The Brewers Bus Trip with Westlund Bus was rescheduled for August 9<sup>th</sup>. There are still tickets available.
- Swim lessons are ongoing.
- A one day Friction Fire Making class will be held on July 22<sup>nd</sup>.

#### Updates:

- We are getting ready for fall programming.

Respectfully Submitted,

Adrienne Lacy, CPRE  
Recreation Superintendent

## City of Marinette Public Works

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Patrick Carlson  
Superintendent

### MONTHLY PARKS REPORT- JUNE 2023

- DPW painted the exterior of the pavilion, camp shower/bathrooms and bathroom house, including the inside.
- Painted swings at City and Red Arrow parks.
- Painted the exterior of Fred Carney pavilion.
- City Park bathroom house vandalized by kicking in the doors.
- A new water bubbler was installed at Teachers Park.
- Replaced lift station pump for City Park bathrooms.
- Replaced broken toilet in women's bathroom at Menekaunee Harbor.
- Added a pet waste bag dispenser to Merchant Park.
- Rebuilt safe box for the irrigation system at Merchant Park.
- Installed new water pump for Heritage Park fountain and added rock to the center of the fountain instead of mulch.

Thank you,



Pat Carlson  
Superintendent of Public Works

Submitted By: Shawn Katzbeck  
Director of Marketing and Tourism  
City of Marinette

**Report for June - 2023**

### **Events**

1. Welcome Center Open House
  - a. Great Success
2. Farmers Market
  - a. Going Well
  - b. Starting to get fruits and vegetables
  - c. Harmony Arboretum is coming
3. Logging & Heritage
  - a. Great turnout
  - b. Received a call from Lauerma for Next Year's Date. People already booking
4. Summer Craft Show 7/22
  - a. Slow sign-Up
  - b. Food & Music
5. National Night Out 8.1.23 (REC Center)
6. Potential kayak/canoe /glow tour
7. Kids Day August
8. Senior Health Fair September 27<sup>th</sup>
9. Glam Band 9/22
10. Food Truck Wars??
11. Blues, Brews, & BBQ's 11/4

### **Marketing Focus 2023**

1. REC Center
  - a. Build Brand
  - b. Call to Action Events/Classes/Camps/Memberships
    - i. Grow
    - ii. Educate
  - c. Grow Memberships
2. Marketing/ REC Center
  - a. Mass Media (Radio)
  - b. Print (Eagle Herald/Peshtigo Times)
    - i. Welcome Insert
  - c. Social Media
  - d. City Marquee
  - e. Constant Contact
    - i. Monthly REC Newsletter
    - ii. Invitations to events
3. Increase Classroom usage
  - a. Ann Bartels



## Marketing and Tourism Report

- b. Local Job Fairs
  - c. Off-Site Meetings
- 4. Third-party events
  - a. Chuck Collins is adding a show in 2024
  - b. Bay Cities Radio
- 5. Create marketing pieces front desk
- 6. Utilize TV
- 7. Tourism
  - a. Website Data
  - b. Digital Marketing
    - i. The response has to be awesome
  - c. Seeing more kayakers on the river
  - d. Outside Print
    - i. Outdoor Wisconsin
  - e. Public Relations Campaigns
    - i. Engage writers to cover tourist opportunities
    - ii. Influencers
- 8. Working on New City Brochures
  - a. Hiking/Walking Paths
  - b. Kayaking/Canoeing
- 9. New Employees
  - a. Carla Gill
  - b. Melinda Knutson
- 10. Open 9 am – 4 pm

Respectfully Submitted,

Shawn Katzbeck  
Director of Marketing and Tourism  
City of Marinette