

Agenda posted Friday, September 15th, 2023 at 2:30PM

A meeting of the Parks and Recreation Committee will be held on, **September 18th 2023 @ 4:00 pm in City of Marinette Common Council Chambers, 1905 Hall Ave. Marinette, WI**

**Parks and Recreation Committee Meeting Agenda
Monday, September 18th, 2023**

1. Call the meeting to order.
2. Roll call.
3. Approve minutes of August 21st, 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 and possible action regarding Division St. Park.
9. Discussion and possible action regarding Duer Gym plans.
10. Discussion and possible action regarding Board of Public Works Policy No. **BPW 1.001: Park Facility Reservation/Rentals.** (see attached).
11. Consideration and possible action items for the October 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 08/21/2023

1. Committee Chairperson 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, Karban & Klegin.
ABSENT: Alderperson Polzin & Wolfe
OTHERS PRESENT: Mayor Steve Genisot, Executive Recreation Director Scray, Alderperson Oitzinger, Keller & Mikutowski, Melissa Ebsch, Public Works Superintendent Carlson, Recreation Superintendent Lacy, Dan Kitkowski and Chief LaCombe.
3. **Minutes of Parks and Recreation Committee.**
Alderperson Klegin moved/Karban seconded and all concurred to approve the meeting minutes from July 17, 2023.
4. **Executive Director of Recreation & Events report.**
Executive Recreation Director Gavin Scray provided his monthly report for July.
5. **Recreation Superintendent report.**
Recreation Superintendent Adrienne Lacy provided her monthly report for July.
6. **Public Work's Superintendent Report**
Public Work's Superintendent Pat Carlson provided his monthly report for July. Superintendent Carlson updated the committee on some recent vandalism at Red Arrow Park.
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. **River Cities update.**
Alderperson Kowalski updated the committee stating a group met with River Cities members and are waiting to see what role the city may be able to have at the River Cities facility. No action was taken.
9. **Update regarding Division St. Park.**
The city has received notice that the Insurance Company will not be able to add the equipment to the cities liability policy per the equipment not being manufactured or installed by a professional. The committee discussed other options for the park. The committee did discuss the group could possible fundraise to purchase city approved equipment. Executive Recreation Director Gavin Scray will notify the group and let them know the equipment needs to be removed with a timeline.
10. **Outdoor Recreation Plan update.**
Bay lakes Regional planning will be working on writing a grant for the bike/walking trails and rewriting the Outdoor Recreation Plan, Mayor Genisot stated if successful the plan will require input.
11. **Discussion and possible action regarding pavilion rentals.**
The committee discussed the reservation process and the request for standing letters to hold a date on a yearly basis, with the option of on-line reservations now at the REC facility and to be fair to everyone standing letters will not work. In the past a standing letter was accepted by a previous clerk when the reservations were taken only at the clerk's office as a courtesy. The policies for renting the pavilion do not include the acceptance of standing letters, so no action is needed to be taken. The policy does have the guideline of being able to rent a pavilion one year in advance.
12. **Discussion and possible action regarding Duer Gym proposals.**
Included in the packet is a proposal for the Duer Gym, the group has stated they are no longer interested. Executive Recreation Director Gavin Scray added he did give tours to 3 other organizations but they did not seem interested and stated it would require a lot of work. Included in the packet is a letter inquiring about the

Duer Gym but did not include a proposal, Alderperson Klegin will reach out to the individual and ask if they are still interested in submitting a proposal.

13. Items for September agenda

Discussion regarding pavilion rentals/polices.

Discussion and possible action regarding Duer Gym proposals.

14. Adjourn. Alderpersons Klegin moved/Karban seconded and all concurred to adjourn at 4:28 PM.

Lana Bero, City Clerk

*(Next regular Parks and Recreation Committee meeting is **Monday 09/18/23 @ 4:00** in the Common Council Chambers).*

Update – September 2023

EVENTS

- PAST August 1: National Night Out
- PAST August 7-11: Elite Performance Hockey Camp
- PAST August 19: Marinette Marine Family Fund Day
- 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
- December 2: Christmas in Marinette
- December 15: For Kids From 1-92 Music Extravaganza TBD
- December 15-17: Mite Hockey Tournament

PROGRAMS

- See Adrienne's report

STAFFING

- Hiring Zamboni Drivers
- Hiring Maintenance Technician

REC CENTER

- Repainting meeting/birthday party rooms
- American flag to be put up in activity hall
- Uninterruptible Power Supply (UPS) Installation

CIVIC CENTER

- Master Plan improvements
 - o Walking Path
 - o Pavilion
- Tennis Court/Pickleball court resurfacing
- Tunnel and air handling units disconnected from electrical

WELCOME CENTER

- Fully staffed

CAMPGROUNDS/PAVILLIONS

- Renting Campsites
- Renting Pavilions

SENIOR CENTER

- Available for rent

DUER GYM

- Showings



Recreation Department

Adrienne Lacy – Recreation Superintendent

Recreation Superintendent Report – September 2023

2023 Programs:

- Arising Martial Arts is ongoing.
- Day off Day Camp September 29th.
- Babysitting Course September 29th.
- Toddler Time, Sporties for Shorties, and Bend and Stretch started in September.
- Flag Football games start September 30th. There is an increase in players this year.
- SOfit, a program partnership with Special Olympics, starts October 3rd. The unified class is meant for every body.

Updates:

- We are getting ready for fall programming – flag football, Special Olympics, Tiny Tot Halloween, Day off Day Camps, and more!
- Pokemon Drop In Club started September 6th and had a full room.

Respectfully Submitted,

Adrienne Lacy, CPRE
Recreation Superintendent

1905 Hall Avenue
Marinette, WI 54143
715.732.5175
715.923.0465 Cell
715.735.9149 Fax



City of Marinette Public Works

Patrick Carlson
Superintendent

MONTHLY PARKS REPORT- AUGUST 2023

- A new captain's wheel was installed at the Red Arrow park monument.
- Red Arrow park had vandalism in the women's bathroom. All the stall doors were ripped off the hinges and the soap dispenser was destroyed. Installed a new dispenser and repaired the stall doors.

Thank you,

A handwritten signature in black ink, appearing to read "Pat Carlson", is written over a light gray background.

Pat Carlson
Superintendent of Public Works

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

Report for September - 2023

Events

1. Gamblers 9/15/23
2. USS Marinette Commissioning 9/16/23
3. Fall Festival 9/22/23
4. Senior Health Fair
 - a. Bellin
 - b. Unity
 - c. DFCC
 - d. Marinette Senior Center
5. Fall Craft Show 10/7/23
6. Blues-Brews-BBQ's 11/4/23
7. Boxing 11/11/23
8. Old World Christmas 11/17/23 – 11/18/23
9. Christmas in Marinette 12/2/23
10. For Kids From 1 to 92 12/15/23 (Tentative)

New Possible Events

1. Craft Beer Fest
2. Country Concert / Radio Station
3. Food Truck Wars
4. Cooking Classes
5. Beach Party
6. Big Toys for Big Boys and Girls
7. Home and Garden Show

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. Local Job Fairs
 - b. Off-Site Meetings
- 4. Third-party events
 - a. Chuck Collins is adding a show in 2024
 - i. Added Home and Garden Show
 - ii. 4/11 to 4/14
 - b. Bay Cities Radio
 - i. Waiting on Date for Country Show
 - ii. Wants to do a spring/summer show
- 5. Tourism
 - a. TIC Grant Approved
 - b. Website
 - i. Added request form for Marinette Information
 - ii. Working on creating interactive tour itineraries
 - c. Digital Marketing
 - i. The response has to be awesome
 - d. New Employee
 - i. Carla Gill
 - ii. Melinda Knutson
 - e. Historic Society
 - i. Compass
 - f. Marinette was featured in "Chicago Parent" Magazine *See attachment*
 - g. Working on New City Brochures
 - i. Hiking/Walking Paths
 - ii. Kayaking/Canoeing

Respectfully Submitted,

Shawn Katzbeck
Director of Marketing and Tourism
City of Marinette

Marinette, Wisconsin

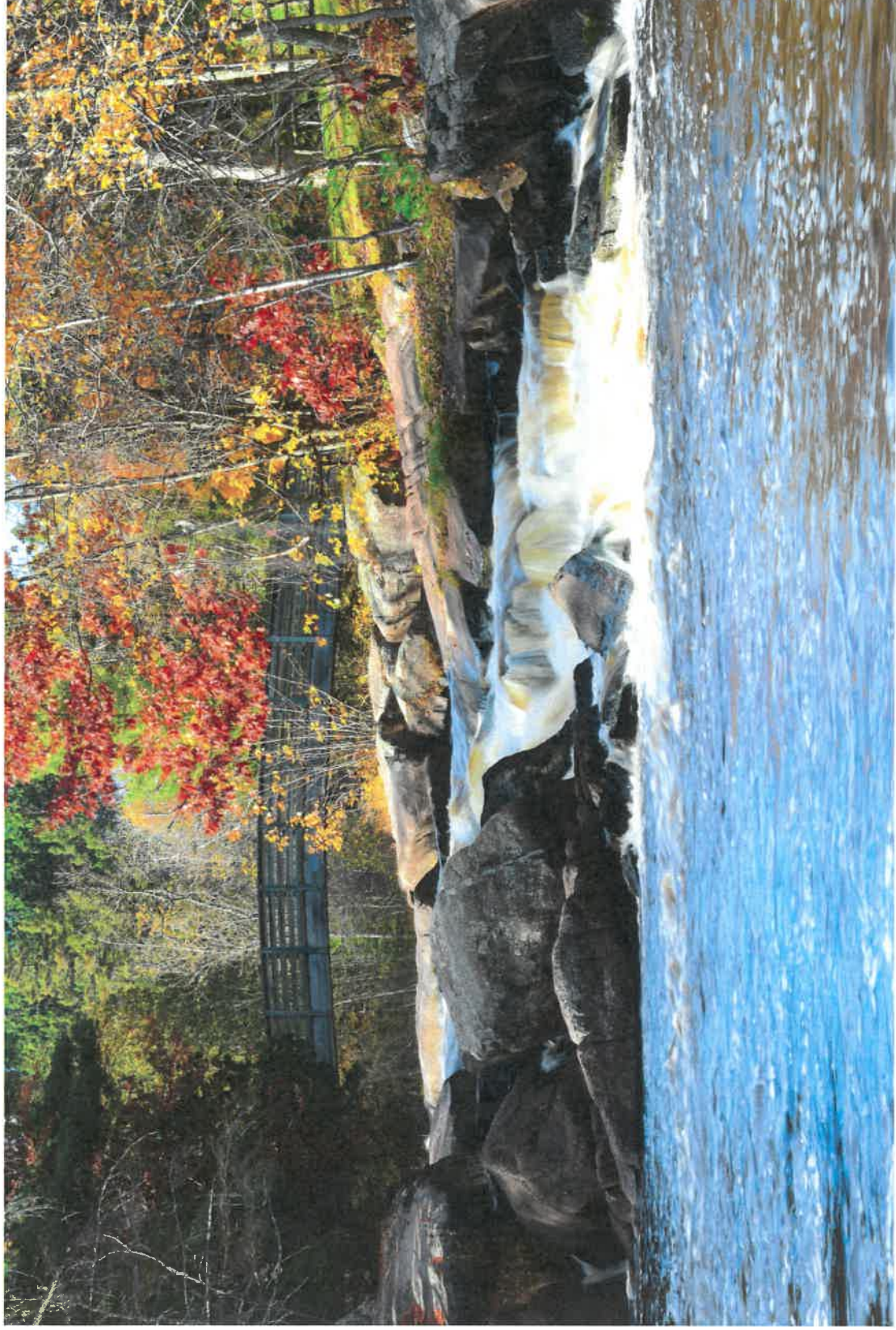


Photo credit: Travel Wisconsin

Families will love the beautiful scenery on back country roads or in the parks of Wisconsin. Take a look at its [interactive guide](#) to see the fall colors in Marinette. Make sure to take a drive to Marinette County's [Waterfall Tour](#) and see 15 falls and cascades.

Take a boat ride on Menominee River to [Stephenson Island](#). Here, you can enjoy seeing monuments, like The Soldier Memorial, going fishing, having a picnic or playing at the playgrounds.

Since Wisconsin is known for its cheese, you have to stop at [Seguin's House of Cheese](#) before you head home. You can shop for fresh cut cheese, curds, strings, spreads, smoked meats, mustard, jams, sweets, moccasins and more.

PAVILION RESERVATION

Reservations are made at the Community REC Center (715)732-2006. Payment of pavilion rental must be received at time of reservation. Otherwise rentals are offered on a first come first serve basis.

Parks & Facilities

Facilities are available to rent at the following Parks:

- City Park
- Fred Carney Park
- Menekaunee Harbor
- Red Arrow Park
- Stephenson Island



Red Arrow Playground

CITY OF MARINETTE PAVILIONS

CITY PARK

- 2301 Carney Ave.
- indoor pavilion with detached restrooms



FRED CARNEY PARK

- 300 Ogden St.
- indoor pavilion with attached restrooms



MENEAUNEEN HARBOR

- Ogden St.
- outdoor pavilion with picnic tables and detached bathrooms



RED ARROW PARK

- 318 E Bay Shore St.
- indoor & outdoor pavilions with detached restrooms



STEPHENSON ISLAND

- 1600 Bridge St.
- outdoor pavilion & gazebo with detached restrooms



Red Arrow Park

TO RENT

Rentals can be made:

- in person at the Community REC Center, 2501 Pierce Ave., Marinette,
- online at marinette.recdesk.com
- over the phone by calling 715.732.2006

LOCATIONS



CITY OF MARINETTE PAVILIONS



PAVILION RENTALS

Indoor:

- City of Marinette Residents: \$125
- Non-Residents: \$150

Outdoor:

- City of Marinette Residents: \$30
- Non-Residents: \$60

Gazebo:

- City of Marinette Residents: \$100
- Non-Residents: \$150

*Security Deposits apply to all rentals.



FAQS:

What time are the pavilions available?

- The pavilion will be opened by City staff on the day of the rental by 9 am and renters must be out by 10 pm.

Will I be able to access the pavilion before or after my rental?

- No, unless you pay for additional days.

FEATURES

City Park:

- Indoor Pavilion
 - long serving counter
 - refrigerator (2)
 - freezer
 - sink
 - cook stove (2)
 - electricity

Fred Carney Park:

- Indoor Pavilion
 - refrigerator
 - cook stove
 - electricity

Menekaunee Harbor

- Outdoor pavilion
 - picnic tables
 - electricity

Red Arrow Park

- Indoor pavilion
 - long serving counter
 - refrigerator
 - freezer
 - sink
 - cooking range
 - electricity
- Outdoor Pavilion
 - picnic tables
 - electricity

Stephenson Island

- Outdoor pavilion
 - picnic tables
 - electricity
- Gazebo
 - stage
 - electricity



PAYMENTS & SECURITY DEPOSITS

The rental payment must be paid at the time of reservation to secure the pavilion and date.

A security deposit will be charged: \$100 for indoor pavilions and \$30 for outdoor pavilions.

The security deposit is due seven (7) days before the rental. If not paid, the rental will be cancelled and rental fee forfeited.

The security deposit will be returned to the address of the renter of record via check within two weeks of successful completion of the rental.

Examples of reasons the security deposit would not be returned include, but are not limited to: leaving the pavilion dirty, not following closing instructions, and not having outside equipment picked up (ie tents, port-a-johns, etc.)



City of Marinette, Wisconsin
Board of Public Works
Policy No. **BPW 1.0001**

Subject: City of Marinette Park facility reservation/rental policy
Adopted: March 12, 2007
Revised:

Signature: _____
Tim Langer, Board President

Attest: _____
James M. Anderson, City Clerk

WHEREAS, the City of Marinette Board of Public Works maintains four (4) parks offering the following facilities available for rent to individuals (adults age 18 or older) or groups: City Park, 2301 Carney Ave., (enclosed pavilion); Red Arrow Park, 600 Bird St., (enclosed pavilion & an open shelter); Stephenson Island, 1630 Bridge St., (performance stage/gazebo & open shelter) and Fred Carney Park, 230 Ogden St., (enclosed pavilion). Accordingly, prepaid facility rental reservations from May 1st through September 30th shall be accepted on a first come, first served basis no more than 12 months prior to reservation date with exception of City sponsored, open-to-the-public events.

WHEREAS, City of Marinette park pavilions and open shelters provide handicapped accessible public facilities designed to accommodate large events such as graduation & birthday parties, weddings, family reunions, private company, religious and non-profit organization picnics for a fee. Accordingly, pavilion and open shelter rentals include the following basic amenities: picnic tables, restroom facilities, electrical outlets, outdoor grills, lights & water and they are in close proximity to playgrounds, athletic areas, beaches and boat launches;

WHEREAS, City of Marinette parks belong to everyone and all are welcome to enjoy them, thus, anyone reserving a park pavilion or open shelter purchase exclusive utilization rights for that pavilion or shelter, but not the park;

WHEREAS, the City of Marinette reserves the right to reject or accept all facility rental agreements submitted by applicants without applying any preference, limitation or discrimination based upon race, color, religion, sex, handicap, familial status or national origin;

NOW, THEREFORE, the City of Marinette Board of Public Works adopts the following policy:

- 1. Park facility rental policy – It is the policy of the City of Marinette Board of Public Works that all initial requests for park facility reservations shall be made in person or by calling the City Clerk’s Office, 1905 Hall Ave., Marinette WI (1-715-732-5140) Monday through Friday between the hours of 7:30 AM to 4:00 PM. The following provisions shall apply:**
 - a. Individuals, companies or organizations seeking to rent park facilities must complete & sign a park facility rental agreement form and remit form with complete rental fee payment to City Clerk’s office no later than 7 days from the initial reservation request contact date.
 - b. A portion of the reservation fee may be waived for public events such as concerts, 4th of

July festivities, etc. whenever the City is a co-sponsor of the event. All bona fide charitable organizations or government entities seeking reduced rental fees must fill out a park facility rental agreement form and submit a letter that describes their planned event and clarifies why they feel their organization and event should be granted a reduced rate and remit them to the City Clerk's office at least 60 days prior to the event date. Requests seeking reduced facility rental fees shall be considered on a case-by-case basis by the Board of Public Works utilizing the following review criteria:

- Is the requestor a governmental entity or bona fide charitable organization that has been in existence for at least 12 months prior to the date of the fee waiver request?
- Is the requesting entity headquarters within the City of Marinette?
- Is the proposed event open to the general public with no admission fee or suggested donation?
- Will alcoholic beverages be served?
- Is the event scheduled during low demand (Monday through Thursday) rental periods?
- Is the organization willing to name the City of Marinette as an additional insured entity on their general liability insurance policy and submit to the City a copy of that certificate?
- If yes, are the maximum liability coverage limits on their liability insurance policy acceptable?
- Will the event itself provide a cultural or educational benefit to local taxpayers and appeal to a broad segment of local community?

A reduced fee of $\frac{1}{2}$ the regular charged rental rate shall be paid by organizations approved by the Board of Public Works.

- c. **CANCELLATIONS, REFUNDS OR TRANSFERS:** Requests to cancel and/or transfer reservations shall be considered on a case-by-case basis. Requests must be submitted in writing attached to the original reservation agreement form. Requests for rental fee refunds must be reviewed and approved by the Board of Public Works. All refund requests **postmarked at least 30 days prior to the reservation date, and** if conditionally approved, shall be paid only if the City is able to rent the **facility** to another individual **prior** to the cancelled reservation date. If the facility is re-rented, a \$25.00 cancellation fee will be assessed and deducted from refund payment. Reservations may be changed or transferred with a **minimum of two weeks written notice and the return of the current reservation agreement form**. Date changes/transfers are subject to a \$25.00 service charge fee.
- d. All City park facility reservation hours are from 9 AM to 10 PM (Enclosed pavilions are not unlocked prior to 9 AM). Renters utilizing enclosed pavilions for a shorter duration should lock and secure the building prior to departure. All activities (including clean up) must cease at each park facility prior to 10 PM.
- e. All rented park facilities and adjacent park areas used by a group must **be restored as it was found originally** upon arrival. Rental agreement **tasks-to-be-completed-prior-to – departure-checklist** shall apply while some tasks may not be applicable to all facilities:
- All trash/refuse must be deposited in existing refuse collection containers.
 - All tables and counters in enclosed & open pavilions must be wiped down.
 - In both open & enclosed pavilions tables, chairs or benches must be returned to their original location.
 - Floors must be swept and mopped (if needed) prior to departure.
 - In enclosed pavilions all folding chairs & tables inside are to be **kept inside at all times**.

- In enclosed pavilions remove all items from refrigerators & freezers prior to departure.
- In enclosed pavilions sink and stove must be cleaned.
- Lock all doors and windows prior to departure.
- Turn off all lights, stove, ceiling fans, water prior to departure.

- f. The City of Marinette is not liable for personal items left by individuals in park facilities.
- g. Activities that may incur damage to surrounding park landscape, wildlife, facilities or infrastructure are prohibited and all other planned activities must be in compliance with Marinette Municipal Code §'s 12-1-1 through 12-1-10.
- h. All pets except leader dogs are prohibited within enclosed pavilions.
- i. The group renting the facility is responsible for any equipment, fixtures, or wall/ceiling/floor surfaces broken or damaged. Replacement or repair costs will be billed to the individual or organization renting the facility. Staples, nails or tacks that puncture holes into ceiling, walls or floors are prohibited use only pre-existing hooks for hanging items such as banners.
- j. Permission to place & erect rented/owned party tents, portable toilets, concession stands, or other recreational structures or to obstruct the utilization of Park roadways or parking areas must be approved and coordinated with the City's Public Works Department by calling 732-5134 at least a week prior to your event. Specific site instructions for placement of the tent to avoid problems with ground stakes encountering underground wiring will be issued.
- k. Individuals will be charged an additional refuse/dumpster fee if their group generates excess garbage that exceeds the capacity of existing refuse containers at each facility site. A separate dumpster rental agreement and payment that coordinates the scheduling and placement of a larger capacity refuse container shall be required for groups anticipating excess garbage accumulation.
- l. Motorized vehicles shall be restricted to designated park roadways and parking areas and parking on park grassy areas is prohibited.
- m. Report vandalism, damage or any other problems immediately to the Police Department at 732 -5200.
- n. Any violations of existing policy, Federal, State or City of Marinette ordinances will necessitate the cancellation of all future reservations by the group and individual recorded on the rental agreement.

2. Definitions. For the purpose of this policy, an "enclosed pavilion" is an enclosed wood frame structure containing screened windows and entranceways and enclosed pavilions may provide the following additional amenities: picnic tables, folding tables, folding chairs, refrigerator, range/oven, restroom facilities, electrical outlets, outdoor grills, lights & water. "Open shelters" are open wood frame structures (roof only) and they may provide the following additional amenities: picnic tables, restroom facilities, electrical outlets, outdoor grills, lights & water. "Performance Stage/Gazebo" includes the following amenities: staging area for wedding services, restroom facilities, electrical outlets, lights & water.