

**MEETING MINUTES
BOARD OF PARK COMMISSIONERS
WEDNESDAY, APRIL 1, 2015**

- 1. Roll Call**
- 2. Approval of the February 4, 2015 Minutes**
- 3. Update from Restroom sub-committee**
- 4. Review of 2014 Park Usage report**
- 5. Director's report**
- 6. Adjournment**

Roll Call

Present: Bahling, Freckmann, Glodosky, Hall, McDonald, Okonek, Ald. O'Meara, Sorenson, Ald. Wiza, Ald. Slowinski

Excused: West

Also Present: Director Tom Schrader, Ald. Phillips, Chris Wiza

2. Approval of the February 4, 2015 Minutes

Motion by O'Meara, seconded by Sorenson, to approve the February 4, 2015 minutes and place them on file.

Ayes all; Nays none; Motion carried.

3. Update from Restroom sub-committee

Schrader stated that the committee had met earlier tonight and decided to go with the shelter from RCP Shelters. We had received three proposals, ranging from \$58,000 to \$108,000. All proposals met the specs we were looking for, however the \$58,000 shelter was about half the size of the other two. Tonight's approval by the Commission of committee's recommendation is the first step in starting the project forward.

Bahling stated that committee also is looking at adding stone about half way up all the columns and an about a third up the exterior restroom's structure, if funds are available. The committee felt this would help break up the look of the building and make it more appealing.

McDonald asked what type of roof we were looking at. Schrader stated metal.

Slowinski asked how the building would be orientated. Bahling stated that it would most likely be orientated parallel to the river. That would allow users to see the river and also give the police a clear view of the inside of the shelter.

Sorensen asked what the timeline would be. Schrader said around 4 to 5 weeks.

Motion by O'Meara, seconded by Glodosky, to accept the RCP Shelter proposal and direct staff to proceed with the letting of the construction project.

Ayes all; Nays none; Motion carried.

4. Review of 2014 Park Usage report

Schrader presented the Commission with the 2014 summer/fall usage report and highlighted parts of the report.

- There were 249 lodge rentals averaging approx. 50 people/rental, total usage of 12,500
- Community TV saw 540 episodes aired, 130 new events advertised on the TV calendar, 450 agendas/minutes added to the website, 500 plus calendar events published, 575 new documents or changes to website, Face book saw a 20% increase with over 1,250 Face book posts and Twitter Tweets. The radio station should be up and running by this fall.

- Forestry department received \$55,000 in grants, 33rd Tree City USA Award/13th Tree City USA Growth Award, 290 trees planted on public property, 27 flower beds/10 downtown pots planted and maintained, 330 locations/addresses inspected, 1400 trees pruned, 1,000 trees mulched, all 26 playground equipment sets were inspected monthly, hosted a chainsaw training session for all Parks/Streets/Water departments.
- Pool had a good summer and the staff did a great job, 5 near drowning saves, secured 20 Free Swims funded by local businesses, completed some needed repairs
- Willett Arena had some major repairs again this past summer and that will probably continue. Because of the age of the refrigeration equipment we will be looking at replacing it all around 2018-2020, we had 4 new board advertisers this year bringing the income to over \$12,000. Replaced the sound system.
- Community Stadium had a total of 28 High School/UWSP/Jr. High football games, 16 USWP spring practices, 12 Youth football dates, 5 Semi Pro Football games, 2 High School Playoff games, 4 UWSP soccer games, 3 football camps, 9 track meets, WIAA Sectional finals, 12 public school summer school dates.
- Ball diamond usage was 262 tournament games, 805 league games(427 SPSA, 162 SPYBA, 204 Point Fast pitch, 12 Legion) 79 special events at Cub Mancheski Field

Motion by O'Meara, seconded by Slowinski, to accept the report and place it on file.

Ayes all; Nays none; Motion carried.

5. Director's report

Schrader reported:

- Memorial tree brochure was redone
- Tennis courts opened March 13th
- Community Stadium and track have been cleaned and are ready to go.
- All playgrounds were inspected in March.
- K.B. Willett Arena is now closed for the season
- Crews are currently working on getting the ball diamonds ready.
- Staff is in the process of interviewing and hiring summer seasonal staff.

6. Adjournment

Motion by Okonek, seconded by Hall, to adjourn the meeting.

Ayes all; Nays none; Motion carried. 6:55 p.m.

2014

General Park Usage/Events

(249) lodge rentals

(33) Meeting Room rentals

(110) Gym rentals

(3) fishing tournaments out of Bukolt Park and Tri-atholon

Over \$7,000 in tickets sold

Downtown: Crazy Days, Corn on the Curb

Pfiffner Pioneer Park Bandshell

Riverfront Rendezvous, (7) City Band concerts, 3 Movies in the Park, Reading First Event, Walk for Dabetes, SPASH/PJ Concert, KKOAA Car Show, Walk Wisconsin, Ciclovía, Memorial Day Ceremony, Taste of the Town, Justice Works Run, Jazz Fest, Art in the Park, (3) Private rentals,

Community Media

Recorded, Edited, Cablecast (TV), and Webcast approximately:

100 meetings (approximately - usually 7-8 per month)

14 episodes of "Portage County Matters" (1 per month)

4 episodes of "Community Focus" (started at the end of December, 2014)

Videotaped, edited, cablecast (TV), and uploaded to YouTube & Social Media:

Fourth of July Parade, Riverfront Rendezvous Fireworks, Christmas Parade, Wastewater Report, Candidates Forums, Governor Walker Visit, other special events.

TV Programs Produced/Submitted by the Public:

540 episodes (not including re-runs in this time period) of regularly-scheduled Public Access programs.

335 of those were completely new in this time period. Most were new weekly, some monthly.

8 new special (non-series) Public Access TV programs.

130 new events advertised on the TV Community Calendar.

Made several thousand changes to the Website, including:

700+ Changes made to Pages

450 Agendas & Minutes Added

500+ Calendar Events Published (375 Meetings, Pool Events, 130 Public Events, Concerts, etc.)

575 New Documents and changes made to Documents (Ordinances, Applications, Forms, etc.)

30 Job Postings Made

728 News Flashes Published

Note – 58 News Flashes were in the "City Employees" category. I think we're doing an outstanding job communicating with employees and their families via the website, social media, emails, etc.

Starting posting short, topical video segments of each Community Focus show for Facebook, Twitter, etc. They are very popular. They are typically 2-4 times more popular than a normal post. Planning to do the same with Patty Dreier's "Portage County Matters" show.

Started experimenting with “boosted” posts on Facebook. Spending as little as \$5 - \$20 makes certain posts receive far more views than normal, and also results in many additional Facebook Page likes and Twitter Followers. Job Postings are very popular.

Example - job announcement for Parks Maintenance reached 8,300 people because we boosted it for \$20. Building Inspector announcement, not boosted, only reached 117 people before boosting.

Facebook Page Likes have increased 20% since January, 2014. (They increased 10% in the last 3 months since we started posting segments of Community Focus.) **Twitter Followers** increased 37%.

Made over 1,250 Facebook posts and Twitter Tweets (one is created automatically for every news story, calendar event, and job posting on the website – and some are made manually). That’s about 4 posts (News Items and Calendar Events) every weekday!

Started LinkedIn page that mirrors Facebook, Twitter, and Google+ feeds.

LPFM Radio

Received Construction Permit after working with FCC and FAA
Applied for and received call letters WSNP-LP (after several attempts to get others)
Got quotes for Equipment (Transmitter, Emergency Alert System, Antenna, etc.)
Began working with contractors to get transmitter site hooked to city’s computer network.
Hope to be on the air late Spring or early Summer.

Forestry Department

Grants and Awards

Applied for and received \$2,000 from Wisconsin Public Service for tree planting.
Applied for and received \$2,000 from American Transmission Company for tree planting.
Applied for and received \$25,000 from Canadian National Railroad for tree planting and landscaping.
Applied for and received \$26,000 WI DNR Urban Forestry Grant for training, education and public relations. (This was a \$13,000 match grant)
Applied for and received Stevens Point’s 33rd Tree City USA Award and 13th Tree City USA Growth Award.

Tree, shrub, flower Planting

290 trees planted on public property. Tree planting occurs in spring and fall. 227 trees planted along streets, 25 trees planted in Forest Cemetery, 13 trees in parks, and 25 trees planted in Parking Lot 16.
27 annual flower beds and 10 downtown flower pots planted and maintained by staff.

Annual tree survey:

Issues addressed are things such as Dutch elm disease, oak wilt (public/private), blocked street signage, high risk street trees, etc. Performed after July 4th weekend.
330 locations/ addresses inspected due to survey in 2014.
69 Dutch elm disease notices sent in 2014.
59 public nuisance notices sent in 2014, included oak wilt notices.
11 public/private schools targeted for tree obstruction issues in two block radius.

Tree Pruning, Removal and Stump Removal:

Stump removals – Contractor removed 103 stumps along streets and 50 more in parks.
Tree removal – Tree removal done by contractor and /or forestry staff. In 2014 153 trees removed.
Contractor aiding in tree pruning of larger trees. Contractor pruned about 100 street trees. Forestry staff pruned about 1400 trees.
10 elm trees will be injected to prevent Dutch elm disease.

Watering & Mulching Street Trees/Flower Beds/Downtown Square:

6 perennial beds maintained by Master Gardeners.
2 Downtown parking lots bark was removed and re-mulched.
11 Downtown parking lots mulched.
About 1000 young or median trees mulched annually.
Manicure Pfiffner Park grounds for Riverfront Rendezvous.
Contract maintenance of Shopko, Parking Lot 16 and Square parking lots.

Public Relations

Six press releases to be submitted.
Three different Emerald ash borer door-hangers and a brochure produced through WI DNR Grant.
Tree watering Tree-Gator flier produced through WI DNR Grant.
Bus signage utilized.
Updated Forestry webpage updated with help of CA-3.

Construction

Bukolt Avenue construction monitored.
Sidewalk replacement throughout city coordinated with forestry/public works/street departments. In 2013 18% of sidewalk sections replaced may have been due to street tree roots. We provided root pruning and guidance on tree preservation.

Emerald Ash Borer

Small ash trees, ash trees under utility lines, and fair condition ash trees were removed. Trees will be replaced where space allows.
Six EAB detection traps installed and taken down. EAB not yet found in Stevens Point.
As of December 31st, 2014 there were 930 ash trees along city streets, which comprise 12.61% of city street trees.

Turf Maintenance/Herbicide Applications

Goerke synthetic turf broomed once a week, deep raked once, swept once, roller magneted three times.
13 different athletic/turf areas managed (fertilizer, aerating herbicide application, seeding, topdressing, thatch)
All trees in Bukolt, Pfiffner, Mead and Iverson sprayed around with roundup to avoid mower/weedwhip damage.
This is done twice a year.
A total of 29 herbicide applications made.

Playground Inspection and repair :

26 play sets/swing sets are inspected monthly
In 2014 3 slides replaced, 1 tube tunnel slide replaced, 1 clatter bridge replaced.
Wood chipped low areas in all sets.
Texas Park all chips replaced.
Playground set at Veterans Park replaced with donations.
Swing sets repainted.

Track and Field/Tennis

Forestry Dept is responsible for preparing and maintaining facilities at Goerke Park for Tennis and Track and Field competitions. Public and private schools use the facilities for meets.
There were nine track meets held in 2014.
There were fourteen tennis matches in 2014.

General

July, August, and part of September have been dry and plants require much additional watering. All means are used to water plants.
The forestry dept. continues to look for groups to partner with to aid in accomplishing goals. Volunteers from Master Gardeners, Wisconsin Public Service, Audubon, UWSP, MSTC, and Lions Club help. A number of community service workers are utilized.

Much of our work is accomplished with 2 full-time employees, and 5 full-time seasonal staff. Staff from parks and streets departments aid in tree planting and removals when available. Sidewalk and parking lot snow removal responsibilities upheld.

Projects

- Chainsaw training for all 60 Forestry, Parks, Streets, & Water Dept. employees
- Street planting along Ellis St. (48 trees) - contractor
- Landscape new downtown lot (28 trees, 21 shrubs, 31 grasses) - contractor
- Spring street tree planting (125 trees) – Staff
- Fall street tree planting (65 trees) - Staff
- Mid-State Technical Forestry students Planting – Amber Avenue (30 trees)
- Bukolt Ave. reconstruction tree preservation
- International Society of Arboriculture Tour de Trees stop in Stevens Point
- Emerald ash borer literature distribution

Equipment Replacement

- Replace GA-60 Aerator

Pool

5 Injuries treated

5 Near Drowning Saves

0 Disciplinary Removals

5 Private Pool rentals held.

Completed and Passed annual Swimming Facility Inspection by the Portage County Health Dept.

Completed and Passed annual Fire Dept. Inspection

Completed and Passed 5yr. State of Wis. Waterslide Inspection

Pruned pool trees, removed trees and mulched

Numerous Irrigation repairs

Repaired pool tiles and depth markers

Repainted pool gutter

Held Blood Borne Pathogen Training and first aid training for 20 Seasonal Employees

20 Secured Free Swims funded by local businesses (\$425.00)each

Hosted numerous City and County Field Trips

Replaced 20 plus year old Pool Vacuum with new one

Replaced 56 Pool Filter Grids in the City Pool's Filtration System

Replaced/Repaired 6" PVC water feed line for Mushroom Water Feature

Willett Arena/Community Stadium

Major Floor Repairs/Leaks to Ice Arena Floor were corrected (That we know of) Tied us up most of the summer

Replaced bad ceiling tiles in building

Repaired emergency lighting system fixtures

Serviced all roof top units of facility

Changed out 30 plus air filters

Serviced and Passed Inspection of the building's Dry Fire Suppression system

Redesigned and built the storage areas for the concession stand products

Replaced rubber floor areas and step threads in building that were worn out

Replaced numerous bad light fixture ballasts in buildings lighting system

4 New board advertisers plus renewals totaling over \$12,000.00

Replaced hockey board plastics around the entire ice arena where needed

Back filled washed out/erosion areas around entire building
 Had entire exterior of building ground level, re-caulked for water leaks
 Held (1) Blood Borne Pathogen Training for City Ice Arena Employees
 Held (2) Evening Training for the Seasonal Employees. (30)
 Replaced 4 Broken Sheets of Ice Arena Tempered Glass
 Repainted the 4 original hockey locker rooms
 Replaced Ice Arenas Sound System
 Replaced 20yrs.plus old Rubber flooring in West Restrooms and Skate Rental Area
 Re Plumbing of the Zamboni Room water dispensing area
 Completed and Passed annual Concessions Food Safety Inspection by Portage County Health Dept
 Completed and Passed annual Wheel Chair lift Inspection by the State of Wis.
 Completed and Passed annual Building Fire Inspection by the City
 28 Junior High School, High School and College Football Games at Goerke
 16 UWSP Spring Football Practices
 7 YMCA Flag Football Saturdays
 12 Youth Tackle Football Dates
 5 Semi Pro Men's Games
 2 High School Football Playoff Games Not Local
 4 Soccer Games UWSP
 3 Football Camps
 9 Track Meets- Spash, PJ's and 1 Pacelli. 1 WIAA Sectional Final
 12 Public Schools Summer School Dates -Panther Fitness Class Grades 7-12

Parks Department

Ball diamonds

Tournament summary:

132 games SPYBA
 25 games Legion/Jr. Sixers
 105 games Point Fashpitch

Total 262 tournament games

League play summary:

427 games SPSA
 162 games SPYBA
 204 games Point Fastpitch
 12 games Legion/Jr. Legion

Total 805 league games

Total games played 1067

79 events this year to date at Bukolt Park Cub Mancheski Field (High school games, league games, tournaments and special events)

Maintenance / repairs

20 plumbing repairs
 12 electrical repairs
 29 irrigation repairs
 4 landscaping/road maintenance projects
 10 graffiti clean-ups
 10 Special Events locates
 21 General building repairs