

AGENDA

Unless specifically noticed otherwise, this meeting and all other meetings of this body are open to the public. Proper notice has been posted and given to the media in accordance with Wisconsin Statutes so that citizens may be aware of the time, place and purpose of the meeting.

MEETING NOTICE

PARKS & RECREATION COMMITTEE

Tuesday, March 3rd, 2020

4:45 p.m.

Council Chamber, New London Municipal Building

Meeting Documents

1. Call meeting to order, Adopt Agenda
2. Review proposal by NLYB to construct and donate a new park shelter at Pfeifer Park
3. Consider granting the Director of Public Services authorization to approve change orders for the Police Department HVAC upgrade project
4. Update on research regarding Electronic Pay stations for the Riverside Boat Launch
5. Consider for approval an agreement with Waupaca county for use of the Senior Center for the county nutrition program
6. Discussion regarding televising city committee meetings
7. Director's Report
8. Chairman's Report
9. Committee Member's Report
10. Next Month Agenda Items
11. Adjournment

**Robert Besaw, Chairman
New London Parks & Recreation Committee**

Agenda items are listed so as to accurately describe the actions or issue being considered instead of simply the document listing title or the parties to a contract. This is done as such titles or a list of parties to a contract conveys insufficient information to the public on whether a topic or project they are interested in is being considered. It is the policy of the City of New London to comply in good faith with all applicable regulations, guidelines, etc. put forth in the American with Disabilities Act (ADA). To that end, it is the City's intent to provide equal opportunity for everyone to participate in all programs and/or services offered, to attend every public meeting scheduled, and to utilize all public facilities available. Any person(s) in need of an alternative format (i.e. larger print, audio tapes, Braille, readers, interpreters, amplifiers, transcript) regarding information disseminated by the City of New London should notify the City 48 hours prior to a meeting, etc., or allow 48 hours after a request for a copy of brochures, notices, etc. for delivery of that alternative format. Contact ADA Co-Coordinators Paul Hanlon or Chad Hoerth by telephone through: (Relay Wisconsin) – or 920/982-8500 and in person/letter at 215 N. Shawano Street, New London, WI 54961.



Parks & Recreation Office
215 N. Shawano Street
New London, WI 54961
920.982.8521
Fax: 920.982.8665

Aquatic & Fitness Center
815 W. Washington Street
New London, WI 54961
920.9828524

Senior Center & Transit
600 W. Washington Street
New London, WI 54961
Center: 920.982.8522
Transit: 920.982.8523

New London Access
215 N. Shawano Street
New London, WI 54961
920.982.8537

Building & Grounds/
Park Shop
915 W. Wolf River Ave
New London, WI 54961
920.982.8510

DEPARTMENT OF PARKS & RECREATION CITY OF NEW LONDON

Memorandum

TO: New London Park & Recreation Committee
FROM: Chad Hoerth, Director of Public Services
RE: March 3rd Park and Rec Committee Meeting
DATE: February 28th, 2020

REMINDER: THE COMMITTEE MEETING WILL BEGIN AT 4:45PM

Review proposal by NLYB to construct and donate a new park shelter at Pfeifer Park- I've received a proposal from NL Youth Baseball to construct a new shelter at Pfeifer Park. The new shelter would be located just south of the Middle Diamond where the existing basketball court is (yellow box below). I'll bring a picture of the proposed layout to the committee meeting.



Possible/recommended motion: "I make a motion that Council considers acceptance of the proposed donation of a new park shelter at Pfeifer Park."



Consider granting the Director of Public Services authorization to approve change orders for the Police Department HVAC upgrade project- In the next few weeks the PD HVAC project will begin. In the project budget, I've included a contingency budget of \$17,100 (10% of the project cost). It has been a benefit to be able to approve necessary change orders for projects in a timely manner to keep the contractors going. I'm requesting authorization to approve change orders for this project not to exceed an overall collective amount of \$17,100.

Possible/recommended motion: "I make a motion that Council authorizes the Director of Public Services to approve change orders for the Police Department HVAC upgrade projects not to exceed an overall collective amount of \$17,100."

Update on research regarding Electronic Pay stations for the Riverside Boat Launch- Like I referenced at our last meeting the City of Oshkosh advertised and accepted bids for new pay stations like the ones we're looking at purchasing. At this time the Oshkosh Parks Director and I are playing phone tag so I can find out the results from their bid process. I'll hopefully be able to touch base with him before the committee meeting to provide you a verbal report.

Consider for approval an agreement with Waupaca county for use of the Senior Center for the county nutrition program- The Waupaca County Department of Health and Human services rents the Senior Center from the city for their Nutrition program. In your packet is a copy of the agreement. The county pays the city \$219.00 per month for the rental charge, this has been the same amount since 2014.

Possible/recommended motion: "I make a motion that Council considers approving the proposed agreement with Waupaca County for rental of the Senior Center for the County Nutrition Program."

Discussion regarding televising city committee meetings- this was a topic request from last month's committee meeting. Discussion of this item should also include consideration of potential technology upgrades necessary to broadcast committee meetings efficiently (as we don't want to have 2-3 people working at each committee meeting to record the meetings like we do at council meetings). Like I stated at the last meeting, I do have plans on working with Richard's replacement on a technology upgrade plan for video broadcasting, if the committee/council decides to broadcast committee meetings, we would factor that aspect in our technology upgrade plan.

Director's Report

1. Years of Service Report:
 - No service anniversaries to report on in the last month
2. Department Usage & Financial Statistics –Reports will be emailed before the meeting.
3. Upcoming/Past Events –
 - On February 28th, staff will be hosting our annual Daddy Daughter Dance at the Washington Center gym.
4. Updates on Projects/Notable Information:
 - As I reported in my Board of Public Works memo, You probably noticed in an email, that I once again want to information the Commission and Congratulate Luke Hammons as accepting our Street & Park Superintendent position.
 - Staff continue to work on creating the 2020 Summer program guide and contacting seasonal staff to see who's returning this summer.
 - On February 26th, Ginger and I met with Missy Porath's HS marketing students to talk about our Title VI policy and how they could assist. The class will help us in reaching out to LEP (Limited English Proficient) individuals, specifically those who speak Spanish by creating marketing information in Spanish about our service and determining the locations where this outreach would be most successful. It's a good project as it's a "real world" situation for the students to learn from.
 - Ted and I had a conference call with our CMMS contractor regarding our facility assessment. It was very interesting to see the data they collected and how we are looking at using that data. We requested some changes to the preliminary report and once that is finalized I'll probably bring that up at a future Committee meeting.
 - Contracts have been signed for the PD HVAC upgrade project and work can proceed as of March 2nd (however the exact start date has not be determined yet).

#2020-0388
2020 AGREEMENT
between
WAUPACA COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES
and
CITY OF NEW LONDON - SENIOR CENTER

This agreement is entered into between the Waupaca County Department of Health and Human Services, whose address is 811 Harding Street, Waupaca, Wisconsin, 54981, and City of New London, whose address is 215 North Shawano Street, New London, Wisconsin, 54961, for use of the building located Community Center, 600 West Washington Street, New London , Wisconsin.

Waupaca County DHHS agrees to pay City of New London the sum of \$219.00 per month for use of the building on Monday through Friday of each week from 9:00 a.m. to 1:00 p.m., and any other mutually agreeable hours, for the purpose of providing services to the elderly in the area. Total payments for 2020 will be \$2,628.00.

City of New London will agree to assume all responsibility for payment of all utilities, including heat, upkeep and repairs, yard care, snow removal, and garbage removal. Premise liability insurance shall be the responsibility of City of New London.

Waupaca County DHHS will agree to provide all equipment and supplies necessary to carry out their programs. All equipment and supplies purchased by, and for use by, the Waupaca County Department of Health and Human Services shall remain the property of the County, and may be removed from premises at the discretion of the Manager of the Aging and Disability Resource Unit. Waupaca County DHHS agrees to keep the facility in a clean and orderly manner, with major cleaning and upkeep the responsibility of City of New London.

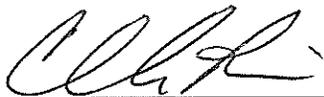
TERM: This Agreement shall be effective from January 1, 2020 through December 31, 2020.

MODIFICATION: Either party may seek to modify the Contract by the agreement of the other party. Any modification shall be in writing and will not be in effect until signed by both parties.

ENTIRETY OF CONTRACT: This document sets forth the complete Agreement of the parties.

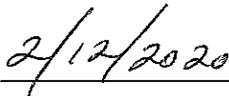
FOR
WAUPACA COUNTY DEPARTMENT
OF HEALTH AND HUMAN SERVICES

FOR
CITY OF NEW LONDON



Charles Price, Director

Signature



Date

Date

END OF DOCUMENT