PLEASE NOTE: This meeting will be held in person and online. The public can come in person or watch/listen to this meeting online in one of 3 ways:
1) Go to the city's You Tube channel, "https://www.youtube.com/NewLondonAccess" and click on the "live" feed video link to watch the meeting. **-OR-**
2) You can watch the meeting via the zoom app. Go to the following link to download and watch via the zoom app: https://us02web.zoom.us/j/86510673091?pwd=YWlkam1qeDB1L1MxbWtJNmFTbzFWdz09 You will be asked to download and install the zoom app on your computer or phone and provide your name and email address. **-OR-**
3) You can listen to the meeting over the phone by calling one of the following numbers: +1 312 626 6799 or +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 444 9171 or +1 669 900 6833 or +1 253 215 8782
You will be asked to enter in a meeting ID of: 865 1067 3091, then push #
You may be asked for a participate ID, do not put in a number, just hit #
You will be asked to enter in a password of 272701, then #

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

Meeting Documents

PARKS & RECREATION COMMITTEE

Tuesday, September 6 - 5:45 PM
Or immediately following the Board of Public Works meeting
Council Chambers, New London Municipal Building

1. Call meeting to order
2. Pledge of Allegiance
3. Adopt Agenda
4. Public Input
5. 2023 Budget Proposal
6. 2023 Fee Policy Proposal
7. Director's Report
8. Chairman's Report
9. Committee Member's Report
10. Future 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 Coordinators Chad Hoerth by telephone through: (Relay Wisconsin) – or 920/982-8500 and in person/letter at 215 N. Shawano Street, New London, WI 54961.

DEPARTMENT
OF
PARKS & RECREATION

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

Municipal Garage
915 W. Wolf River Ave
New London, WI 54961
920.982.8510

Memo

To: New London Parks & Recreation Committee
From: Ginger Sowle, Director
Date: August 31, 2022
Subject: September 6, 2022 Committee Meeting Notes

2023 Budget Proposal

We are over our busiest time of year for seasonal staff, and are at the 66% of year and our 2022 numbers are looking pretty good overall. Our Heating budget is over in all divisions, but I do commend staff for keeping an eye on the over all bottom line and keeping their division budgets at 48-60% expended over all as of July 31. With that being said, we are going to be seeing a lot of new staff from Aquatics and the Parks staff so there will be a decrease in wages in those two departments. We also only have 2 Full Time staff in the Department that are able to teach certified American Red Cross Water Safety Instructor Course. That certification gives seasonal staff an increase in wages that we will not see in this budget year. Small changes like that are the only ones we are currently seeing. With new staff in almost all divisions that is evening out the increase in wages for the returning and veteran staff members. The Washington Center Gym is programmed or rented by the school district and the public almost all day long 6 days a week, which is leaving us very little space to continue the services that we were able to provide while we were renting the Ignite Building. We have not had any opportunities to rent space like that, that we need to fill with programming and do not foresee any options in 2023. That does take a large portion of operating cost out of the Recreation Division budget, but also takes a large cut out of the services we are able to provide and revenue we are able to take in.

2023 Fee Policy Proposal

As we discussed during the Athletic Facilities Use discussion, the services we provide are costing us more upfront with materials, utilities and we are needing to be more competitive for staffing with shortages, most certainly seen at the Parks and Aquatic and Fitness Center.

With that being said, in order to incur appropriate revenue sources in the divisions needed I am proposing a 10% increase on most programming fees. The fees are typically raised as needed individually based off of supply costs and an increase in the operational budget, but I think we all understand and the community understands we are in unprecedented times.

Other notable changes include added Non-Resident Fees for Shelter and Facility Rentals, fees that have not seen an increase since implementation; including the Non-Resident Discount and the Personal Training Fees, both of which still give the citizen user exceptional discounts and rates based off of competing businesses and rates that I have researched.

One fee that is not updated in this policy that I will be discussing in the future with the Club is the North East Aquatics Team rental of the Aquatic and Fitness Center. While researching our fees, the overall cost of running the facility vs. the revenue we could be taking in supersedes what we are receiving in rent from them. I plan on meeting with the group in September and hope to have an agreement in place by the next meeting.

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Department Usage & Financial Statistics
Reports will be emailed before the meeting.

Director's Report
Service Anniversaries
Morgan Gorges, Recreation Supervisor- 4 years September 4
Mike Fredin, Senior Transit Driver-13 years September 21
Patrick Guyette, Parks Caretaker-8 years September 22

Special Events Permits and Upcoming Events:
Approved:
Fall Fest & Wheels on Water St., September 9 & 10, New London Area Chamber of Commerce, N. Water St.
Shine Bright for Cancer Color Splash Run, September 11, Longevity Nutrition, Hatten Park

Updates on Projects/Notable Information:

- Since our last meeting staff and I have been consumed by budget, wage studies and our Winter/Spring Guide. The Summer has wrapped up and everyone is now working to find off season staff and plan for their Fall programs and Special Events.

- I have received a preliminary drawing for the ADA accessibility for the playgrounds at Hatten Park and will be meeting with McMahon again soon to look at the bathroom updates.

- I am working with Mike Fredrick and the Hatten Stadium Foundation on the updates on work being done on the Stadium. The work will hopefully coincide with the wall project next spring if all goes well.

- I have finished the Full Time Staffs Employee Performance Reviews and took time to work on goals for 2023. With a lot of the staff finishing up after a rebuilding year, it is important to sit down with them and have the conversation about how everything in their division is going and what they want to see in their areas.

- Last but not least, I am reluctant to provide you all with the news that Jayne Murphy has accepted her dream job with the School District of New London. She will be leaving us on September 9. Please take time to thank her for her hard work and dedication to the City of New London. She truly put her heart and soul into her job here with us! It will be great to see her doing what she loves, working with the children of our community!

- With that being said, we have 3 very important positions open with the Parks and Recreation Department. We are still looking for 1 Full Time Parks Caretaker, 1 Full Time Administrative Assistant and 1 Part Time Administrative Assistant.

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DEPARTMENT OF PARKS & RECREATION
CITY OF NEW LONDON

2023~~2~~ Fee Policy & Schedule

Parks & Recreation Committee Approval Date: ~~9/7/21~~9/6/22
City Council Approval Date: ~~9/14/21~~9-20-22
Effective Date: ~~1/2/22~~1/3/23

I. PURPOSE OF POLICY
   a. To establish guidelines in proposing, approving and administering fees for the Parks & Recreation Department.
   b. To provide safe, educational, and affordable year-round services for the entire community and charge fees to participants for meeting cost recovery goals.

II. DEFINITIONS
   a. Youth: Ages 17 & Under
   b. Adult: Ages 18 – 59
   c. Senior: Ages 60 and Older
   d. Family: All persons currently residing at the same address, who are directly related or are foster children, are considered a family for fee purposes.
   e. Resident: Any person who lives within the corporate city limits of New London. Persons, who own property in New London, but live outside the corporate city limits of New London are considered non-resident.
   f. Non-Resident: Any person who lives outside the corporate city limits of New London.

III. COST RECOVERY
   a. Youth instructional, sports programs & bus trips, as a whole within three (3) years from the start of that program, shall recover at least 50% of the direct operating costs of those programs.
   b. Adult instructional and sports programs, as a whole within three (3) years from the start of that program, will recover at least 100% of the direct operating costs of those programs.
   c. Senior programs, as a whole within three (3) years from the start of that program, will recover at least 50% of the direct operating costs of those programs.
   d. Special needs programs, as a whole within three (3) years from the start of that program, will recover at least 50% of the direct operating costs of those programs.
   e. Adult Fitness Sessions
      i. Session will need to have 8 persons registered to run session
      ii. Old Land Exercise (10x punch passes) passes will have a 1 years expiration date, the Director can extend this expiration date on a case by case basis.

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iii. Session fees are based on a 7-week session with 7 hours of class time (1 hour per week). Sessions that meet twice a week will double the rate, sessions that meet for only ½ hour a week will cut the rate in half.

IV. FEES

a. All multi-day youth/adult programs will factor an additional $15.00 for non-resident costs.
b. Single-day programs which have an advance registration (i.e. bus trips) will factor an additional $5.00 for non-resident costs.
c. Single-day events which have a registration the day of the event will not have a non-resident cost (i.e. Family Fun Run).
d. Adult sport programs will have an additional $5.00 fee for non-residents (for each non-resident player) and the fees shall cover 100% of the direct operating cost of the program.
e. Any registrations for recreational programs accepted after the advertised registration deadline for that program will incur a $5.00 late processing fee per program, late registrations after the deadline for swimming lessons will incur a $10.00 late processing fee.
~~e.~~f. Camp Hatten registration taken after the Wednesday of the week before will incur a $10.00 late processing fee.
~~f.~~ Non-Resident Aquatics & Fitness Center membership fees will have an approximate 40-50% increase over the Resident Fee.
g. Non-Resident exercise class fees will have an approximate 40-50% increase over the resident fee.
h. New program/services can begin at any time of the year; when this occurs the Park and Recreation Director will create fees based on the anticipated costs to get the program/service started. The Park and Rec Committee will review the new program at the next budget cycle and adjust the fees as necessary.
i. Non-Resident Discount – Non-resident households as defined above are eligible for the same resident rate in that calendar year if the non-resident household pays an annual fee of $100.00 ~~90.00~~.
j. Recreation Program Fees- See Schedule A
k. Aquatic Program Fees- See Schedule B
l. Aquatic & Fitness Facility Fees- See Schedule C
m. Senior Program Fees- See Schedule D
n. Senior Transit Fees- See Schedule E
o. Washington Center Fees- See Schedule F
p. Park Facility & Equipment Fees- See Schedule G

V. REFUNDS

a. A full refund will be credited/issued to the participant for any program cancelled by the Parks & Recreation Department.
b. A full refund will be credited/issued to the participant for any program that has a time, date or location change by the Parks & Recreation Department and the participant is unable to attend because of the change.

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c. A full refund will be credited/issued to the participant for any multi-day program if the participant cancels before the class begins. A $5.00 charge will be given for refunds if the participant cancels after the first day of class. No refunds will be credited/issued for a multi-day program after the second class begins.
d. A full refund will be issued for adult team leagues if the team cancels out of the league before the league begins or within one week from the first game of play. No refunds will be issued after one week from the first game of play.
e. A full refund will be credited/issued to the participant for any one-day program if the participant cancels up to the day before the event. Refunds will generally not be issued the day of the event or after the event has passed.
f. Refunds will generally not be issued for Parks or the Washington Center after the first of the year for a rental scheduled in that calendar year.
g. Refunds will generally not be issued for Aquatic or Fitness facility/membership fees.
h. In extraordinary circumstances, the Director of Parks & Recreation can approve full or partial refunds for any fees charged by the department.

Schedule A- Recreation Program Fees

Youth Programs	Resident Fee	Non-Resident Fee
ARC Babysitter's Course	$50.00~~$ 45.00~~	$65.00 $~~50.00~~
Youth Fishing Day	~~$~~ $ 13.25 ~~12.00~~	$ 18.75 ~~17.00~~
	Day of Registration $20.00	$25.00
Contracted Program (owner set's rate)	25% per participant	25% per participant + $15.00 per participant
General Youth Program (Hr Rate)	$3.00~~$2.75~~ per hour	$5.00~~$4.50~~ per hour
Children's Garden	$28.50~~$ 26.00~~	$45.00~~$ 41.00~~

Private Sport Lessons	Resident Fee	Non-Resident Fee
Per Hour Fee	$ 35.00	$ 50.00

Adult Sport Programs	Team Fee	Non-Resident Per Player Fee
~~Softball~~	~~$ 320.00~~	~~$ 5.00~~
Officiated League	$295.00	$5.00
Un-Officiated League	$100.00	$5.00
~~Volleyball~~	~~$ 110.00~~	~~$ 5.00~~
~~Basketball- Officiated~~	~~$ 295.00~~	~~$ 5.00~~
~~Basketball- Un-officiated~~	~~$ 110.00~~	~~$ 5.00~~
~~Fall Soccer~~	~~$ 310.00~~	~~$ 5.00~~

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Adult Programs	Resident Fee	Non-Resident Fee	Senior Discount
Personal Training (1-9 sessions)	$29.75/hour ~~$27.00/hour~~	$35.25/hour ~~$32.00/hour~~	50% discount rounded up to nearest quarter
Personal Training (10+ sessions)	$24.25/hour ~~$22.00/hour~~	$29.75/hour ~~$27.00/hour~~	
Buddy Training (1-9 sessions)	$17.50/hour/person ~~$16.00/hour/person~~	$20.25/hour/person ~~$18.50/hour/person~~	
Buddy Training (10+ sessions)	$14.75/hour/person ~~$13.50/hour/person~~	$17.50/hour/person ~~$16.00/hour/person~~	
Adult Fitness Sessions (7-week class)	24.50	$ 36.50	
Adult Fitness Drop In Fee	$ 4.50	$ 5.75	

**All exercise passes have a 1 year expiration date*

Camp Hatten-	Resident	Non-Resident
Full Week	$145/wk	$165/wk
Full Week Additional Sibling	$125/wk	$145/wk
Daily Fee (1-4 days)	$33/day	$37/day
½ Day AM (1-5 days)	$18.50/day	$20.50/day
½ Day PM (1-5 days)	$18.50/day	$20.50/day

(Fee is set by Daily fee, ½ day rate is half of the daily fee + $2.00. Full week fee is daily fee X 5 subtract $20.00. Full week Additional Sibling has $20.00 discount over full week fee.)

Bus Trip Fees- Due to the uncertainty of the ticket cost and bus charges the department will create the fees based on the recovery rate percentages and fee charges referenced in this document.

Schedule B- Aquatic Program Fees

Program	Resident Fee	Non-Resident Fee
General Swimming Lessons (Child & Adult)	$33.00 ~~$30.00~~	$49.50 ~~$45.00~~
Aquacise Classes (per class)	$4.50 ~~$3.50~~	$5.75 ~~$4.75~~
Aquacise Classes (per class) Senior Rate	$3.00	$4.25
Aquacise Classes (10 pack)	$35.00 ~~$31.50~~	$47.00 ~~$42.75~~
Aquacise Classes (10 pack) Senior Rate	$27.50	$38.75

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Lifeguarding (Regular)/W.S.I.*	$165.00 ~~$150.00~~	$181.50 ~~$165.00~~
Lifeguarding (Blended Learning)/W.S.I.*	$126.00 ~~$115.00~~	$143.00 ~~$130.00~~
Junior Lifeguarding*	$44.00 ~~$40.00~~	$66.00 ~~$60.00~~

**All exercise passes have a 1 year expiration date*

** Prospective pool employees willing to sign an agreeement to work 200 hours in their first year will have their lifeguarding or WSI fees waived.*

PRIVATE LESSONS	Resident Fee	Non-Resident Fee
Child 1 will be charged	$59.50 ~~$54.00~~	$76.00 ~~$69.00~~
Child 2 will be charged	$48.50 ~~$44.00~~	$65.00 ~~$59.00~~
Child 3 will be charged	$37.50 ~~$34.00~~	$54.00 ~~$49.00~~

** NOTE: Discounted rates for private lessons are ONLY given when 1-3 children are taught by the same teacher at the same time.*

Schedule C- Aquatic & Fitness Facility Fees

General Facility Fee *Includes Pool, Splash Pad, Fitness Room & Sauna*		
Resident	**Daily**	**Monthly**
Youth (age 4-17)	$3.25 ~~$ 3.00~~	$26.50 ~~$24.00~~
Adult (age 18-59	$3.75 ~~$ 3.50~~	$30.75 ~~$28.00~~
Senior (age 60+)	$3.25 ~~$ 3.00~~	$26.50 ~~$24.00~~
Family	~~N/A~~	$46.25 ~~$42.00~~
Non-Resident Fee	**Daily**	**Monthly**
Youth (age 4-17)	$4.50 ~~$ 4.00~~	$35.25 ~~$32.00~~
Adult (age 18-59)	$5.00 ~~$ 4.50~~	$39.50 ~~$36.00~~
Senior (age 60+)	$4.50 ~~$ 4.00~~	$35.25 ~~$32.00~~
Family	~~N/A~~	$59.50 ~~$54.00~~

Note: Monthly rates are 8.0 X daily rate, family monthly rate is 1.5x adult monthly rate
Children under the age of 4 will be not be charged admission

Fitness Room Only *Includes Fitness Room & Sauna*		
Resident Fee	**Daily**	**Monthly**
~~Youth (age 16&17 only)~~High School Student	$2.50 ~~$ 2.25~~	$19.75 ~~$18.00~~
Adult (age 18-59)	$3.00 ~~$ 2.75~~	$24.25 ~~$22.00~~
Senior (age 60+)	$2.50 ~~$ 2.25~~	$19.75 ~~$18.00~~
Family	~~N/A~~	$36.25 ~~$33.00~~
Non-Resident Fee	**Daily**	**Monthly**
~~Youth (age 16&17 only)~~High School Student	$3.50 ~~$ 3.25~~	$28.50 ~~$26.00~~
Adult (age 18-59)	$ 4.25 ~~$ 3.75~~	$33.00 ~~$30.00~~
Senior (age 60+)	$3.50 ~~$ 3.25~~	$28.50 ~~$26.00~~

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Family	~~N/A~~$49.50 ~~$45.00~~

Note: Monthly rates are 8.0 X daily rate, family monthly rate is 1.5x adult monthly rate

Pool Rental *Hourly Rate*			
Number of People	**Resident**	**Non-Resident**	**Non-Profit**
1-50	$46.00 ~~$ 42.00~~	$63.00 ~~$ 57.00~~	$32.00 ~~$29.00~~
51-100	$57.00 ~~$ 52.00~~	$74.00 ~~$ 67.00~~	$43.00 ~~$39.00~~
101-150	$68.00 ~~$ 62.00~~	$85.00 ~~$ 77.00~~	$54.00 ~~$49.00~~
151-200	$79.00 ~~$ 72.00~~	$96.00 ~~$ 87.00~~	$65.00~~$59.00~~
201-250	$90.00 ~~$ 82.00~~	$107.00 ~~$ 97.00~~	$76.00~~$69.00~~

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AQUATIC SPECIALS

$2.00 Entry for special swim events (Beach Party, Water Carnival, Early Releases, Easter Egg Hunt, Haunted Swim, etc.)

Private Bulk Group User Fees Option for Open Swim- for groups of 10 indiviudals or more (ie. a birthday party group) each individual will be charged $2.00 per person.

Not for Profit Group Rates (during public or adult swims only)-
Resident Not-for-Profit Group= $32.00 Annual Fee, then $1.00 per participant per entry
Non-Resident Not-for-Profit Group = $47.00 Annual Fee, then $1.00 per participant per entry

Corporate Discounts – Corporation Set-up Fee=$100.00 Annual Fee, each participant then gets $5.00 off their individual or family membership.

Summer Membership Deal (Memorial Day – Labor Day: *20% discount over regular monthly rates*)
Youth Pass = Resident $58.00/ Non-Resident $77.00
Family Pass = Resident ~~$100.00~~ $110.00 / Non-Resident $140.00 ~~$130.00~~

NEAT SWIM CLUB - $10.00 per hour Up for discussion with Club Board

Caregivers – Caregivers who strictly enter the facility to assist someone with a disability will not be charged an entrance fee.

Schedule D- Senior Program Fees

Transitioned into established adult fitness rates

Schedule E- Senior Transit Fees

As of this time the Senior Transit Bus runs on a donation basis only.

Schedule F- Washington Center Fees

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Private Groups

Room	Resident Rate	Non-Resident
Gymnasium	$30.00 ~~$27.00/hour~~	$35.00
Community Center	$19.00 ~~$17.00/hour~~	$24.00
Activity Room	$13.00 ~~$12.00/hour~~	$19.00

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Non-Profit Groups

Room	Rate
Gymnasium	$13.00 ~~$12.00/hour~~
Community Center	$13.00 ~~$12.00/hour~~
Activity Room	$13.00 ~~$12.00/hour~~

Schedule G- Park Facility & Equipment Fees

Park Shelters/Areas Rented Per Day

Facility	Resident Rate	Non-Resident Rate
Hatten #2	$80.00 ~~$73.00/day~~	$85.00
Hatten #3	$80.00 ~~$73.00/day~~	$85.00
Pfeifer	$64.00 ~~$58.00/day~~	$69.00
Riverside	$64.00 ~~$58.00/day~~	$69.00
Kunkel	$64.00 ~~$58.00/day~~	$69.00
~~Racetrack Field or other open space~~ Open Field Space	$87.00 ~~$79.00/day~~	$93.00
Hatten Stadium (private events)	$115.00/day ~~$104.00/day~~	$120.00/day
Non-Profit Group Shelter Rental- Weekday	$33.00/day ~~$30.00/day~~	$38.00/day
Non-Profit Group Shelter Rental- Weekend	50% of regular rate	

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Park Shelters can be booked 1 year in advance and are generally open from May 15th through October 1st.

Community Garden Fee

Plots	Resident	Non-Resident
1st Plot	$15.00	$20.00
Each additional plot	$5.00 each	$5.00 each

Boat Launch

Daily Pass: $5.00

Annual Pass:

Number of Vehicles	Resident	Non-Resident
1	$20.00	$30.00
2	$30.00	$40.00

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3	$40.00	$50.00

*** will need to be updated in Ordinance 9.162**

River Raft Permit

Annual Rate: $10.00 Per Raft

**If changed, River Raft Fees will need to be updated in Ordiance 9.16*

Equipment Rentals

Equipment	Resident	Non-Resident
Picnic Tables (Daily Rate)	$10.00	$15.00

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