



# City of Manitowoc

900 Quay Street  
Manitowoc, WI 54220  
www.manitowoc.org

## Meeting Minutes

### Parks & Recreation Committee

---

Tuesday, January 26, 2016

5:30 PM

Council Chambers

---

#### 1. Call to Order

#### 2. Roll Call

**Present:** 4 - Sladky, Schema, Howe and McMeans

**Staff:** 4 - Koski, Scheinoha, Dorow and Larson

Also present P. Braun, S. Ronski, B. Steinbecker, M. Dailey, J. Anderson, L. Kummer, B. Galbraith, R. Bowman, J. Kettler, J. Knickelbine.

#### 3. Approval of Minutes

[16-0046](#) Minutes from the December 22, 2015 Park & Recreation Committee meeting

**Attachments:** [16-0046 P&R minutes 12-22-15](#)

**Motion by Schema, seconded by McMeans that the minutes be approved. The motion carried by the following vote:**

**Aye:** 4 - Sladky, Schema, Howe and McMeans

#### 4. Presentations

[16-0076](#) Presentation by Betsy Galbraith, US Fish and Wildlife Service, Jim Knickelbine Woodland Dunes, Jim Kettler Lakeshore Natural Resource Partnership and Reena Bowman Fish and Wildlife Service regarding habitat enhancement plans for the Confined Disposal Facility.

**A presentation was given about the habitat enhancement plans for the Confined Disposal Facility. The committee liked the enhancement plans.**

#### Roll Call

**Alder Sitkiewitz arrived at 5:35 p.m.**

**Present:** 5 - Sladky, Schema, Howe, McMeans and Sitkiewitz

#### 5. Discussion and Action Items

[16-0061](#) Manitowoc Confined Disposal Facility (CDF) Enhancement Project headed up and funded by the U.S. Fish & Wildlife Service, whose purpose is to establish a habitat to encourage migrating birds and discourage gulls (located adjacent to the Manitowoc Marina in an area under the jurisdiction of the U.S. Army Corps of Engineers)

**Attachments:** [16-0061 Manitowoc CDF Enhancement Area](#)  
[16-0061 CDF Letter of Support 020316](#)

The committee liked the enhancement plans. The group is looking for a letter of support from the City to use as they look for funding for the project. The committee requested that P. Braun write a letter of City support for the project.

[16-0077](#) Release of \$50,000 of parkland dedication funds to the Manitowoc Area Youth Baseball Association for the baseball complex at Citizen Park

**Attachments:** [16-0077 Release of funds to MYBA](#)

B. Steinbecker thanked the group for the generous donation and requested release of the check in order to put things in motion for funds from other donors. Alder Sladky's concern was that there be a pull back mechanism for the funds if the project is delayed or not done. The Baseball for Tomorrow grant and the West grant have deadlines. The group plans to meet the deadlines this year or not at all. Moved by Sietkiewitz, seconded by Schema to release the funds to MYBA under agreement drafted by the City Attorney that the funds be returned to the City if the project does not start in 2016. The motion carried by the following vote:

**Aye:** 5 - Sladky, Schema, Howe, McMeans and Sitkiewitz

[16-0057](#) Request from James Kaufmann, Manitowoc Bandits, to reduce their fees to \$1,500.00 for the use of Municipal Field for the 2016 baseball season

**Attachments:** [16-0057 Bandits rent reduction](#)

D. Koski reported that the City Attorney will have the contract ready by the end of the month. Motion by Schema, seconded by McMeans to approve the request. The motion carried by the following vote:

**Aye:** 5 - Sladky, Schema, Howe, McMeans and Sitkiewitz

[16-0062](#) Special Events Request from Peggy Kadow, Sunrise Rotary, to hold a Mini-Golf Fundraiser at the Manitowoc Mini-Golf Course at Citizen Park on Thursday, May 19, 2016 including use of lighting, trash cans, and restrooms at the Manitowoc Family Aquatic Center, as well as waiver of fees request.

**Attachments:** [16-0062 Mini-Golf Fundraiser 05-19-16](#)

Discussion was held on the event. This went to the Special Events Committee and has been referred to the Park & Recreation Committee because the Aquatic Center/Mini Golf is self supporting and the Sunrise Rotary is requesting that all fees be waived. This is a fundraiser for them and they will be charging fees.

They have requested the use of the Aquatic Center restrooms so staff would need to be there to patrol the area so no one goes near the pool. Donations have been given to the community in past, but no project was listed for this fundraiser. Suggested \$100 fee for 3 hour period. Alder McMeans read a list of community donations given, not all are necessarily in Manitowoc. This is a family friendly event. Alder Howe suggested creating a fee for group rentals. Alder Sladky asked if the committee was okay with renting the Mini Golf facility. The Aquatic Center can be rented before and after open hours. Alder McMeans suggested a higher fee structure during busy times, and a higher fee to close the whole course. Staff should look at a rental fee structure and bring back for the next meeting.

[16-0058](#) Request from St. Mary/St. Michael School for a donation for their Winterfest auction or raffle to support the operation of their school.

**Attachments:** [16-0058 St Mary St Michael donation](#)

Last year they were given Buy One Get One free for the Aquatic Center/Mini Golf. None were redeemed. Motion by Sitkiewitz, seconded by Schema to place on file. Motion carried by the following vote:

**Aye:** 5 - Sladky, Schema, Howe, McMeans and Sitkiewitz

[16-0059](#) Request from Candice Giesen for a donation for the 32nd Annual Roncalli Pierside Auction on April 30th which provides funding for tuition assistance and general expenses of the school.

**Attachments:** [16-0059 Roncalli Auction](#)

For the next meeting, a policy should be created with guidelines on donation requests. It should include allowing the clerk to act on the request based on the parameters approved to provide timely feedback to requestors.

Moved by McMeans, seconded by Sitkiewitz to place on file. Motion carried by the following vote:

**Aye:** 5 - Sladky, Schema, Howe, McMeans and Sitkiewitz

[15-680](#) Operation, rules and policies for the Manitowoc Family Aquatic Center and the Manitowoc Mini-Golf Course

**Sponsors:** Sladky

**Attachments:** [15-680 Aquatic Temps 2015](#)  
[15-680 Aquatic Summary 2015](#)

**No discussion.**

[15-1296](#) Senior Center Guest Pass fees

**Attachments:** [15-1296 Senior Guest Pass Survey](#)

D. Larson gave an update on the survey. 149 e-mails went out, 62 came back so far. Paper copies were given to members without e-mail. Data will be accumulated through February and it will be brought to the March meeting.

[16-0047](#) 2016 Park & Recreation Committee meeting schedule

**Attachments:** [16-0047 P&R meeting schedule - 2016](#)

Committee was okay with the proposed meeting schedule.

[15-680](#) Operation, rules and policies for the Manitowoc Family Aquatic Center and the Manitowoc Mini-Golf Course

**Sponsors:** Sladky

**Attachments:** [15-680 Aquatic Temps 2015](#)  
[15-680 Aquatic Summary 2015](#)

D. Larson gave a brief summary of the programs for 2016. She needs approval on programs, fees and times to get the brochure completed. D. Koski updated the committee that the MPSD School Board has agreed to allow the summer brochures in the Friday packet. Funds were not put in the budget for the new programs, however, the additional revenues should cover them. Committee gave the approval to move forward.

## 6. Adjournment

Meeting was adjourned at 6:40 pm.