

Proposed positions additional information/justification

Parks Planner

- Based on grant success rates for Manitowoc and Calumet Counties where a position such as this has been present, we could expect this position to acquire over 1 million in grant funds over the next 5-10 years
 - There are over 1 million dollars in grants that are available annually that we are currently not applying for. The City of Ashland which is a population of 8,000 recently acquired a \$700,000.00+ trail grant.
 - CMAQ and TAP grants alone have 20 to 25 million available each 5 year cycle.
 - See attached grant resource information
- All work outlined and required in 2017 updated Parks Plan to move this plan forward
 - Countless hours were spent with consultants, stakeholder groups, citizens, city staff and elected to help form this plan and vision for the city parks system.
- Detailed work related to capital projects outlined in the parks plan
 - Specs/bidding
 - Contractor management/office and site meetings and supervision
 - Punch list follow-up
 - New maintenance requirements and standard word for labor staff
- Building a better working relationship with local non-profits, special interest and friends groups, surrounding cities, and all outside agencies directly related to parks. Allowing a position to spend this “added” time compared to the current structure would increase active community presence for our parks system and city as a whole.
 - West Foundation
 - North East Wisconsin Great Lakes Sport Fisherman
 - Manitowoc County Fish and Game
 - 200 + parks volunteers
 - 6+ active parks friends groups
- Daily communication between the Parks Team Leader and DPI Manager/Director would be improved and expected
- This position may be responsible for attending and holding weekly meetings related to parks maintenance and operations such as restroom cleaning, grass cutting, special events, garbage collection, and parks maintenance in general.
- Aiding in parks seasonal oversight along with labor staff (30 seasonal employees)
- Updating parks staff and operations policy
- Possible additional work currently done by Operations Division Manager

- Responsible for playground equipment inspection program. Including repairs or replacements
- Must understand and apply ADA guidelines when needed
- Assists in preparation of and oversees any Park's contracts as assigned
- Oversees the inspection of the city parks, playgrounds, and other facilities and equipment regularly and develops a report and maintenance schedule for the necessary repairs, replacements, and damages
- Coordinates and works closely with the Zoo/Recreation Division Manager in assuring maximum use of recreation facilities
- Plans, coordinates and supervises the operation and maintenance of parks, cemetery, forestry, boulevards and special facilities such as athletic fields and playgrounds
- Responsible for on-call/after-hours duty, 24/7, for the Department of Public Infrastructure as scheduled/required
- Determines work schedules, sets standards, rules, regulations and policies for this division
- Assists the Director and recommends 5-year plan capital improvement needs for the listed divisions

Chad Scheinoha

From: Chad Scheinoha
Sent: Thursday, November 08, 2018 10:39 AM
To: Dan Koski
Subject: Parks Planner info

Dan,

I got a chance to talk with Adam Backus today. He is the Parks Director in Calumet County and I look at him as a pretty progressive/aggressive director related parks planning. I also have some personal ties since we were distant friends in high school. He said that during his time at Manitowoc County he acquired about 3 million in grant money for parks projects. This would have been about a 10 year time frame.

His first comments were that the position must be capable of creating a personal network with grant providers. He said that he has found that relationships are one of the most important things in being successful at getting grants. I would agree and have found the same in the grants that we have received. We started working closer with ATC and Tracy at the WDNR about a year or 2 prior to us getting the grants that we got. He told me that he attended many night meetings and that they are extremely important in getting grants. He mentioned that he attended Manitowoc Fish and Game meetings, local lake club meetings, fishing club meetings, west foundation meetings, as well as state and federal conferences and meetings. He said he planned for 50k in his budget every year from the west foundation and he built such a good relationship that they are still sending the money annually to Calumet county now since he is there.

With that said, if we want this position geared towards grants and projects then this person needs to be exempt or they will generate a pile of OT. There's nothing saying that they couldn't still plow for the average 6 general plows that we do annually, and if they didn't plow it really wouldn't hurt us. Some of this also makes me wonder if this position shouldn't be more of a standalone manager? If you would require their staff to work between subdivisions there's no reason that it couldn't work under the same "shared labor" model, it just might not be as smooth as having me oversee all operations labor. Or they could still fall under me or next to me in the org chart and I still maintain the labor staff?

I asked him what he thought that we could expect in grant return from this person if they are skilled in this area? He said it really depends on the projects. Ken from M & E also said the same. He said being on lake Michigan opens up much more opportunity than being in Calumet counter where he is. Trails and buildings along the lake give away large amounts of funding and a large part of our plan calls for trails and couple buildings. Based on the 11 million planned for us he didn't think 1-2 million in grants over 5-10 years would be out of the question. He also thought that over the next few years more funding may start to become available with the governor change.

Chad J. Scheinoha

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