



PARKS, FORESTRY & RECREATION COMMITTEE

Monday, January 17, 2022 7:00 PM

Meeting will be held in person.

Council Chambers, City Hall
75 N Bonson Street, Platteville, WI

- I. Call Meeting to Order
- II. Citizen Comments
- III. Approval of Minutes: December 20, 2021
- IV. Staff Update
 - a. Broske Center
 - b. Recreation Programs
 - c. City of Platteville Park, Forestry, and Recreation Fund Accounts
- V. Old Business
 - a. Recreation Department Transition
- VI. New Business
 - a. Platteville Inclusive Playground
 - i. Update from Platteville Inclusive Playground Committee
 - ii. Request for recommendation of financial support
- VII. February 21, 2022, meeting date
- VIII. Adjournment

****Masks are required in Municipal Building****

If attendance requires special accommodation, please contact (608) 348-9741, ext. 2238

POSTED: 1/11/22

PARKS, FORESTRY, & RECREATION COMMITTEE

Monday, December 20, 2021 Minutes

The regular meeting of the Platteville Parks, Forestry, and Recreation Committee of the City of Platteville was called to order by Jason Artz at 7:00 p.m. in the North Conference Room.

ROLL CALL

Present: Jason Artz, Don Francis, Victoria Hundhausen, Erin Ihm, Suraya Strobl (7:04), Cindy Tang (Zoom), Brian Whisenant

Others in Attendance: Adam Ruechel and Howard Crofoot

CITIZEN COMMENTS

APPROVAL OF MINUTES: A motion was made by Cindy Tang to approve the minutes from November 15, 2021, seconded by Brian Whisenant. Motion carried.

STAFF UPDATE:

- a. **Broske Center Fees** – Howard Crofoot said that the recommended 2022 Broske Center fees were passed by the Common Council on December 14, 2021. There was a concern about alcohol fees. Howard Crofoot stated that the current fees include a regular damage deposit of \$200 and an alcohol damage deposit of \$50 for a total of \$250. He explained that the \$50 deposit is the same as other shelter rentals with alcohol. The Committee explained that they were asking about a separate fee. Adam Ruechel said that staff was investigating the legality of charging fees above the current damage deposit.

One Hall

Current Charge - \$100, plus \$50 for the kitchen

0-50 people - \$150

51-100 people - \$200

101-150 people - \$250

Both Halls

Current Charge - \$100, plus \$50 for the kitchen

0-100 people - \$300

101-200 people - \$400

201-300 people - \$500

- b. **Recreation Programs** – Adam Ruechel noted that programs are continuing as normal, including basketball, volleyball and pickleball. He said that the Introduction to Parks class was maxed out at 45 participants.
- c. **Inclusive Playground** – Howard Crofoot explained that there were some documents that required a Public Hearing prior to submitting the grant request. The Common Council held those Public Hearings on December 14 and all passed. Staff is asking if draft Minutes are acceptable or if approved Minutes are required. If the latter, then the grant submission will be in mid-January. Staff explained the status of the roughly \$2.2 million submission that includes the playground, replacing water and sewer lines to the Stone Shelter, installing sidewalk connections across Smith Park from Fifth Ave to Sylvia St, and creating handicapped parking stalls along Fifth Avenue. Additional items include a sidewalk/trail connection along Second St and additional parking on the west side of the Broske Center. If some of these additional items cannot be funded by the grant, they can be withdrawn and separately funded. One item the grant will not fund is upgrading the Stone Shelter restrooms to be handicap accessible. This will need to have other funds provided.
- d. **Pickleball Courts** - Staff spoke about the meetings with City, Delta 3, the contractor and subcontractors for paving and sealing. The paving subcontractor acknowledges some responsibility and will pay a fair share towards the corrective action. Work will take place in spring and if corrections to fencing or other items are also needed, this will be included. The City paid over \$92,000 being held on this contract with \$35,000 still held to ensure completion of the work in spring. Staff is confident that this is fair but is more than the amount needed to correct the problem.

NEW BUSINESS

- e. **Recreation Department Transition** – Adam Ruechel talked about the resignation of Luke Peters and Debi Sigwarth. He spoke about the transition period, the actions by the Common Council to fund the Director position and a Recreation Coordinator position to handle programs and the Broske Center. The Common Council is adding a position of Office Assistant to handle the front desk and other tasks for multiple departments. Temporarily, Cindy Martens will be assisting until new employees are hired. Any questions can initially go to her and she will pass to other staff as needed.

NEXT MEETING – Monday, January 17, 2022 at 7:00 p.m. in the Council Chambers at City Hall. Victoria Hundhausen said that she had a conflict and could not attend.

Motion to adjourn by Brian Whisenant, seconded by Erin Ihm. Motion carried. Meeting was adjourned at 7:32 p.m.

Minutes by Howard Crofoot

DRAFT

**THE CITY OF PLATTEVILLE, WISCONSIN
PFR SUMMARY SHEET**

**PFR SECTION:
ITEM NUMBER: IV-
VII**

**TITLE: Staff Notes for Parks, Forestry, and Recreation
Committee Meeting**

**DATE
January 17, 2022
VOTE REQUIRED:
Majority**

PREPARED BY: Adam Ruechel, City Manager

Staff Update

A. Broske Center financial update as of December 31, 2021.

RETURN TO AGENDA

**CITY OF PLATTEVILLE
BALANCE SHEET
DECEMBER 31, 2021**

FUND 140 - BROSKE CENTER

	BEGINNING BALANCE	CURRENT ACTIVITY	YTD ACTIVITY	ENDING BALANCE
<u>ASSETS</u>				
140-10001-000-000	4,291.01	(2,150.37)	(949.57)	3,341.44
140-13911-000-000	3,000.00	.00	.00	3,000.00
TOTAL ASSETS	7,291.01	(2,150.37)	(949.57)	6,341.44
<u>LIABILITIES AND EQUITY</u>				
<u>LIABILITIES</u>				
140-21211-000-000	(629.42)	.00	629.42	.00
140-23356-000-000	(3,150.00)	.00	2,917.20	(232.80)
140-23388-000-000	(5,090.00)	(500.00)	3,900.00	(1,190.00)
140-27192-000-000	(1,000.00)	.00	(350.00)	(1,350.00)
TOTAL LIABILITIES	(9,869.42)	(500.00)	7,096.62	(2,772.80)
<u>FUND EQUITY</u>				
140-30000-000-000	.00	.00	.00	.00
140-31000-000-000	2,578.41	.00	.00	2,578.41
140-34110-000-000	.00	.00	.00	.00
NET INCOME/LOSS	.00	2,650.37	(6,147.05)	(6,147.05)
TOTAL FUND EQUITY	2,578.41	2,650.37	(6,147.05)	(3,568.64)
TOTAL LIABILITIES AND EQUITY	(7,291.01)	2,150.37	949.57	(6,341.44)

FUND 140 - BROSKE CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	ENC BALANCE	UNENC BALANCE	
<u>SOURCE 46</u>								
140-46740-670-000	BROSKE CENTER: RENTAL	.00	3,025.00	.00	3,025.00	.00	3,025.00	
140-46740-671-000	BROSKE CENTER: RENTAL TAXAB	355.71	19,144.79	12,500.00	6,644.79	153.16	.00	6,644.79
TOTAL SOURCE 46		355.71	22,169.79	12,500.00	9,669.79	177.36	.00	9,669.79
TOTAL FUND REVENUE		355.71	22,169.79	12,500.00	9,669.79	177.36	.00	9,669.79

FUND 140 - BROSKE CENTER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET	ENC BALANCE	UNENC BALANCE	
<u>BROSKE CENTER</u>								
140-55130-314-000	BROSKE CENTER: UTILITY/REFU	546.37	5,328.88	7,500.00	2,171.12	71.05	.00	2,171.12
140-55130-340-000	BROSKE CENTER: OPER SUPPLIE	2,459.71	7,093.86	2,000.00	(5,093.86)	354.69	.00	(5,093.86)
140-55130-500-000	BROSKE CENTER: OUTLAY	.00	3,600.00	3,000.00	(600.00)	120.00	.00	(600.00)
TOTAL BROSKE CENTER		3,006.08	16,022.74	12,500.00	(3,522.74)	128.18	.00	(3,522.74)
TOTAL FUND EXPENDITURES		3,006.08	16,022.74	12,500.00	(3,522.74)	128.18	.00	(3,522.74)
NET REV OVER EXP		(2,650.37)	6,147.05	.00	6,147.05	.00	.00	6,147.05

B. Recreation Programs

a. Adult Programming

- i. Adult Pickleball- Sun 4-6pm, Tue 8:30-10:30am, Thurs 8:30-10:30am, Location-Armory
- ii. Basketball Open Gym-Wednesday 7-9pm
- iii. Volleyball Open Gym-Wednesday 7-9pm

b. Youth Programming

- i. Indoor Park- Saturdays- Westview Gym

C. City of Platteville Park, Forestry, and Recreation Fund Accounts

In conversations with PFRC member Cindy Tang it was discussed it would be a good idea to update the committee on the various fund accounts the City of Platteville has in relations towards Parks, Recreation and Forestry.

The recreation department currently manages several trust funds and endowment funds. These funds and accounts are not funded by taxpayers and carry over from year-to-year. This is often money collected for a specific purpose via either a grant or donation so there are restrictions on how this money can be spent.

TRUST FUNDS AS OF 12/31/2021		
Account Number	Description	Balance
100-23345-000-000	Park Camping Trust-Homeless	\$ 300.00
100-23347-000-000	M Harrison Memorial Trust	\$ 1,602.06
100-23348-000-000	Parks Beining Trust	\$ 21,488.94
100-23351-000-000	Soccer Donations	\$ 8,917.61
100-23352-000-000	Swim Team Donation Trust	\$ 20,061.52
100-23354-000-000	Forestry Donation	\$ 2,452.00
100-23355-000-000	Legion Park Adv Trust	\$ 51,463.95
100-23385-000-000	Fireworks Fund	\$ 320.71
100-23386-000-000	Pool Donations	\$ 2,480.00
100-23388-000-000	Legion Park Event Center	\$ 8,950.00
100-23391-000-000	Every Child Plays Scholarship	\$ 12,936.57
100-23395-000-000	Park Impact Fees	\$ 71,764.19
100-23404-000-000	Cyril Clayton Trust	\$ 35,417.50

BUDGETED REVENUES AS OF 12/31/2021		
Account Number	Description	Balance
100-46750-685-000	Recreation Donations	\$ 5,250.00

ENDOWMENT FUNDS AS OF 11/30/2021		
Description	Total	Spendable
Parks Endowment Fund	\$ 73,537.40	\$ 8,734.59
Legion Park Endowment Fund	\$ 23,197.60	\$ 2,893.64
Orlo Clayton Smith Park & Legion Field Endowment Fund	\$ 396,978.73	\$ 149,601.62

Notes: \$25,000 is expected to be utilized in Park Impact Fees for the 2021 Pickleball Project, \$25,000 is expected to be utilized from the Orlo Clayton Smith Park and Legion Field Endowment Fund for 2021 Pickleball Project. \$54,500 was budgeted to be utilized between the Clayton Trusts for Legion Park Parking Lot.

Old Business

- A. Recreation Department Transition
 - a. The City of Platteville received a total of 14 applications for the open Parks and Recreation Director position. After reviewing education, related experience and preferred certifications first round interviews are tentatively scheduled to occur on Wednesday, January 13th and Thursday, January 14th. Second round interviews are tentatively scheduled to occur either on Friday, January 14th or during the early part of the week of January 17th-21st.
 - b. City Staff are currently reviewing the application submissions for the open Recreation & Community Events Coordinator position. Our intention is to have the new Parks and Recreation Director be a part of the hiring process.

New Business

- A. Platteville Inclusive Playground
 - a. Members from the Platteville Inclusive Playground Committee will be in attendance to provide the PFRC members with an update on their efforts.
 - b. Discussion will be had during the meeting about an update on the status of the CDBG-CV Application for Inclusive Playground and Trail Extension. Discussion will also be had about the process and plan in the event the City of Platteville would not be awarded the grant and what funding options could be recommended to the common council.

Next Meeting Date

Establish if quorum can be achieved for next meeting Monday, February 21, 2021 at 7pm in the Council Chambers.