



**OFFICIAL MEETING PACKET OF THE
PARKS AND RECREATION COMMITTEE**

**CHAIRPERSON/TRUSTEE YEE LENG XIONG PRESIDING
DIRECTOR OF PARKS AND RECREATION SHAWN OSTERBRINK; STAFF
ADVISOR**

This regular monthly meeting of the Parks and Recreation Committee, composed of five (5) appointed members, will convene at ***Weston Municipal Center, which is located at 5500 Schofield Avenue, Weston,*** on **MONDAY, JANUARY 27, 2020, at 4:30 p.m.**



**Village of Weston, Wisconsin
ATTENTION – NOTICE OF PUBLIC MEETING**

Meeting: **PARK AND RECREATION COMMITTEE**

Members: **Arndt, Clark, Esker, Xiong (c), Ziegler (vc)**

Ex-Officio: **Sparks**

Staff: **Osterbrink, Falkowski, Mroczenski**

Date/Time: **Monday, January 27, 2020, at 4:30 p.m.**

Location: **Weston Municipal Center, Large Conference Room, 5500 Schofield Avenue, Weston, WI 54476**

Agenda: **The agenda packet will be sent out on Thursday, January 23rd or Friday, January 24th.**

Attendance: Parks and Recreation Committee Members please indicate if you will, or will not, be attending so we may determine in advance if there will be a quorum.

Questions: **Shawn Osterbrink** **Jessica Falkowski**
sosterbrink@westonwi.gov jfalkowski@westonwi.gov
(715) 359-9988 **(715) 359-9988**

PLEASE NOTE THE FOLLOWING INFORMATION:

This notice was posted at the Municipal Center, and on the Village's website at www.westonwi.gov, and was emailed to local media outlets (Print, TV, and Radio) on 1/21/2020 @ 2:00 p.m. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may attend the above-noticed meeting to gather information. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting.

Any person who has a qualifying disability, as defined by the Americans with Disabilities Act, requiring that meeting or material to be in an accessible location or format, must contact the Weston Municipal Center at 715-359-6114, so any necessary arrangements can be made to accommodate each request.



VILLAGE OF WESTON, WISCONSIN
OFFICIAL MEETING AGENDA OF THE PARKS AND RECREATION COMMITTEE

TO THE HONORABLE TRUSTEE YEE LENG XIONG AND FOUR (4) APPOINTED MEMBERS OF THE COMMITTEE: The following items were listed on the agenda in the Village Clerk's Office, in accordance with Chapter 2 of the Village's Municipal Code and will be ready for your consideration at the regular meeting of the Parks and Recreation Committee on **Monday, January 27, 2020 @ 4:30 p.m.**, in the Village Board Room at the Weston Municipal Center, 5500 Schofield Avenue, Weston, WI. 54476.

A quorum of members from other Village governmental bodies (boards, commissions, and committees) may/might attend the above-noticed meeting to gather information. Should a quorum of other government bodies be present, this would constitute a meeting pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis.2d 553,494 N.W.2d 408 (1993). No official actions other than those of the Parks and Recreation Committee shall take place. Wisconsin State Statutes require all agendas for Committee, Commission, or Board meetings be posted in final form, 24 hours prior to the meeting. Any posted agenda is subject to change up until 24 hours prior to the date and time of the meeting.

AGENDA ITEMS.

1. Meeting called to order by Chairman Xiong.
2. Roll Call by Recording Secretary: Jessica Falkowski
 - a. Arndt
 - b. Clark
 - c. Esker
 - d. Xiong (C)
 - e. Ziegler (VC) Absent and excused.
3. [Approval of minutes from previous meeting: December 16, 2019.](#)
4. Public Comments.

EDUCATIONAL PRESENTATIONS & REPORTS.

5. [Aquatic Center Manager Resignation & Recruitment Strategy.](#)

POLICY ISSUES – DISCUSSIONS/RECOMMENDATIONS.

6. [Discussion and possible action with R/S Aquatic Center Commission regarding aquatic center prices and other possible cooperative efforts.](#)
7. [Discussion and possible action Memorial Requests Document.](#)

FUTURE ITEMS

8. Next meeting date: **4:30 p.m.**
 - a. **February 24th, 2020**
9. Topics for future meetings:
 - a. **Weston Warming House Conversion**
 - b. **Cooperative Efforts with surrounding communities**
10. Remarks from Staff.
11. Remarks from Committee Members.
12. Announcements.
13. Adjourn.

Village of Weston, Wisconsin
MEETING MINUTES OF THE PARK & RECREATION COMMITTEE MEETING
Monday, December 16, 2019, 4:30 p.m.

AGENDA ITEMS

1. Meeting called to order by Chairman Xiong @ 4:30 P.M.
2. Roll Call by Recording Secretary: Jessica Falkowski

<u>Member</u>	<u>Present</u>
Xiong, Yee Leng (C)	YES
Arndt, Jay	YES
Clark, Katrina	YES
Esker, Roger	YES
Ziegler, Jon (VC)	YES

Village Staff in attendance: Osterbrink, Falkowski (Clerk), and Wodalski.

3. Approval of minutes from previous meeting: November 25, 2019.

***M/S/P Esker/Ziegler: to approve the November 25, 2019 minutes.**

Yes Vote: 5 No Vote: 0 Abstain: 0 Not Voting: 0 Result: PASS

<u>Member</u>	<u>Vote</u>
Xiong, Yee Leng	YES
Arndt, Jay	YES
Clark, Katrina	YES
Esker, Roger	YES
Ziegler, Jon	YES

4. Public Comments.

None

EDUCATIONAL PRESENTATIONS & REPORTS

None

POLICY ISSUES – DISCUSSIONS/RECOMMENDATIONS

5. Discussion and possible action ranking of proposed Park and Aquatic Center Capital Improvement Plan.

Osterbrink provided handouts to the committee listing the 29 proposed CIP projects for the next 5 years. A discussion was held between staff and committee members for each project. Committee members stated their scores, which staff will review and an average number will be used for the final ranking of each project.

No action taken.

FUTURE ITEMS

6. Meeting date(s) for 2020: All at 4:30 p.m.

- a. **January 27, 2020**
- b. **February 24, 2020**
- c. **March 23, 2020**

7. Topics for future meetings.

- a. **Weston Warming House Conversion**
- b. **Meet with R/S Aquatic Center Pool Commission - Prices**
- c. **Cooperative Efforts with surrounding communities**

8. Remarks from Staff

Osterbrink asked the committee if they would like him to set up a meeting between them and R/S Aquatic Center Pool Commission to go over 2020 prices. The Committee agreed.

Osterbrink also stated that the ice rink should be open by the end of the week.

9. Remarks from Committee Members.

Ziegler stated he will not be present for the January 27, 2020 meeting.

10. Announcements.

11. Adjournment.

***M/S/P Esker/Clark: motion to adjourn the meeting at 5:59 p.m.**

Yes Vote: 5

No Vote: 0

Abstain: 0

Not Voting: 0

Result: PASS

Member	Vote
Xiong, Yee Leng	YES
Arndt, Jay	YES
Clark, Katrina	YES
Esker, Roger	YES
Ziegler, Jon	YES

Jessica Falkowski, Recording Secretary

December 19, 2019

Shawn Osterbrink
Director of Parks, Recreation and Forestry
5500 Schofield Avenue
Weston, WI 54403

Director Shawn Osterbrink,

Please accept this letter as formal notification of my resignation as the Aquatic Center Manager/Park Maintainer for the Village of Weston. I have enjoyed my sixteen plus years with the Village but have been offered an Operations Manager position with the City of Wausau/Marathon County Parks, Recreation and Forestry Department. While this decision did not come easily, I believe I am ready to further my professional growth and development.

I would like to thank you for all that you have done for me over the past 16 years. I began this job directly out of college with little experience and have transformed into someone with confidence to tackle challenges on many levels. The skill set that you've helped me develop is the reason I'm able to continue my growth. I want to be sure you understand my gratitude for all you have done.

While I know there are many challenges on the horizon moving forward, I want you to know that I will do whatever I can to help ease the transition. If you have questions moving forward, please don't hesitate to ask! Thank you again for all you've done and I wish you and the Village nothing but the best moving forward.

Sincerely,



Bradley Mroczenski
Aquatic Center Manager
Village of Weston

CC: Keith Donner, Village Administrator
Sherry Weinkauff, HR/Village Clerk
Employee File

Scope of Services for Weston Aquatic Center

Below is a general description of the services to be provided. This outline is not meant to be all-inclusive. Any and all tasks and services required to operate the facility successfully day to day need to be completed.

1. Preseason:

- a. Recruitment and Hiring
 - i. NeoGov program accepting applications. (Completed-Village)
 - ii. Respond to applicants as applications are submitted. (Village)
 - iii. Announcement on social media outlets/advertising available positions. (Completed-Village)
 - iv. Recruitment flyers to schools. (Village)
 - v. Contact LGI Instructors in the area and provide them with information for their students to apply for available positions. (Village)
 - vi. Share applicant information with County (Village)
 - vii. Contact and Interview applicants (County)
 - viii. Hiring (County)
 - ix. Assist Weston with onboarding of staff/required documents (W-4, WT-4, I-9, Direct Deposit) filled out and collecting copies of lifeguard/first aid/cpr/aed cards and forms of identification for I-9 (Village-County)
- b. Re-certification and training of staff (County)
- c. Outfitting staff with uniforms/suits (County communicates with staff, Village order)
- d. Work with staff on payroll/time keeping Mi Pay (Village, County)
- e. Scheduling of staff (County)
- f. Preseason In-services
 - i. Plan and prepare
 1. Coordinate joint training with local EMS and police (County)
 - ii. Meet with Head Guard staff (County)
 - iii. Bloodborne pathogen training (County)
 - iv. Hold preseason in-service/training (County)
 - v. Properly staff preseason rentals (rentals before school's release) (County)
 - vi. Train desk staff/slide attendants on Point of Sale, Pass System (Book King), Credit Cards, Rules and Regulations, Closing of Tills, Billing Groups and Deposits (Village-County)
- g. Prepare documentation necessary for Health Department Inspection (Lifeguard Staffing Plan, Virginia Graeme Baker documentation, SDS, etc.) (Village-County)

2. In-season:

- a. Day to day operations and staff management (County)
 - i. Coverage for all open hours of facility (11:00 a.m. to 8:00 p.m. Monday through Saturday and 1:00 p.m. to 8:00 p.m. on Sundays), pre-season rentals, special events, private rentals and training between May 30th and August 23rd, 2020.
 - ii. Comply with all ATCP 76 requirements for documentation including (maintaining daily logbook, fecal accident reports, monthly report on swimming pool operation, death, injury, illness reports, etc.).

- iii. Opening/Closing (Includes weather related, fecal accidents, minimum patron counts, etc. closings)
 - iv. Rule/Policy Enforcement
 - v. Water testing 2 times daily. Problems and treatment issues relayed to village.
 - b. Daily cash handling, credit cards, pass sales, deposits (County-Village)
 - i. Daily maintenance completed by guard staff (County - Items beyond regular maintenance to be completed by Village)
 - ii. Work with Rothschild/Schofield Aquatic Center regarding joint pass issues (County-Village)
 - iii. Monthly report for village committee's and board (County – Village).
 - c. Help staff with tech programs (Village-County)
 - i. Book King
 - ii. NeoGov
 - iii. Digital Advertising
 - iv. Building Alarm and Camera System
 - d. Swim Lessons (County)
 - i. Manage enrollment and rosters
 - ii. Manage swim instructors
 - iii. Scheduling of swim instructors and guard staff
 - e. Properly staff special events (County)
 - i. Water Safety Day
 - ii. Teen Night
 - iii. Private rentals
 - iv. Scheduling
 - f. Work with groups (County)
 - i. Pepsi Live Remote
 - ii. Various user groups
 - iii. Birthday parties
 - iv. Private rentals
 - v. Concession operators for rentals, birthday parties, etc.
 - g. In-season training of staff (County) Currently hold weekly in-service training for lifeguard staff.
 - h. Purchasing of necessary supplies for daily operation (Village) Assistance from (County) on current inventory Village will order and purchase. Exceptions of cleaning supplies, paper products and chemical orders. Village will take care of these items exclusively.
- 3. Post season:
 - a. Season end report for Park Committee and Village Board (County-Village)
 - b. Inventory of needed equipment and supplies to purchase for following season (County-Village)

SWIM LESSONS

Sign up for swim lessons this summer! Registration starts on April 15 for Weston residents and April 29 for non-residents. Preregistration is required for classes. Visit www.westonwi.gov/PoolPass to register.

SESSIONS

Levels 1 - 5 offered at each session
(*child must be at least 5 years of age*)

- **Session 1**.....June 17 - June 28
- **Session 2**.....July 8 - July 19
- **Session 3**.....July 29 - August 9

Monday - Friday 10:00 - 10:45 a.m.
(*3rd week available for make-up lessons*)

SESSION PRICING

Residents: \$25 | Non-residents: \$30

TEEN SWIM & DANCE NIGHT

Teen swim and dance night is scheduled for July 19. There will be music, special offers and prize give aways. Follow us on Facebook for updates.

We are looking for sponsors. If you are interested in offering services, merchandise or monetary donations, please contact us at 715-359-9988.

TRY SOMETHING DIFFERENT!

Have a splashing good time at a pool party! Plan your *birthday party* or *group event* during regular public pool hours. Packages include a special menu for a price of just \$7.00 per person.

The Aquatic Center is also available before and after regular operating hours for your private group, corporate or family activities.

DAILY RATES

Youth (17 and under)	\$4.00
Adult	\$4.00
Seniors (62 and over)	\$2.00
After 6:00 p.m. (all ages)	\$2.00

SEASON PASSES

RESIDENT

Season Pass Individual	\$59.00
Season Pass Family*	\$120.00
Season Pass Senior (62 and over)	\$25.00
* If purchased before May 24, 2019: \$100.00	
Includes up to 5 people: additional people \$10.00 each	

NON-RESIDENT

Season Pass Individual	\$79.00
Season Pass Family*	\$140.00
Season Pass Senior (62 and over)	\$50.00
* If purchased before May 24, 2019: \$120.00	
Includes up to 5 people: additional people \$10.00 each	

JOINT SEASON PASSES

The joint season pass gives you the opportunity to enjoy the Rothschild/Schofield Aquatic Center and the Weston Aquatic Center during the 2019 season!

RESIDENT

(Rothschild/Schofield & Weston)

Season Pass Individual	\$79.00
Season Pass Family*	\$160.00
* If purchased before May 24, 2019: \$140.00	
Includes up to 5 people: additional people \$10.00 each	

NON-RESIDENT

Season Pass Individual	\$99.00
Season Pass Family*	\$180.00
* If purchased before May 24, 2019: \$160.00	
Includes up to 5 people: additional people \$10.00 each	

MID-SEASON PASS

Resident and Non-Resident Passes purchased after July 16, 2019.

Weston Aquatic Center	\$65.00
Joint Pass	\$85.00

POOL RENTALS WITH SLIDE

1 - 50 People	\$125.00
51-75 People	\$150.00
76-100 People	\$175.00
* Fees are per hour, before or after regular operating hours	

Pool/additional people over 100 = \$1.00 x (1-2 hours) \$ _____

Call the Parks Department at 359-9988 for more information

GROUP RATES

Purchase 50 or more Daily Swim Passes \$2.00 each



PASS AVAILABILITY

Passes may be purchased online anytime at www.westonwi.gov/PoolPass.

CREDIT & DEBIT CARDS

The Weston Aquatic Center is now accepting credit and debit cards. If utilizing either of these forms of payment a convenience fee will be added to the prices listed in this brochure.

REQUEST FOR CONSIDERATION

Public Mtg/Date:	Park & Recreation Committee – 1/27/2020
Description:	Discussion and possible action Memorial Requests Document
From:	Shawn Osterbrink, Director of Parks, Recreation & Forestry
Question:	Should the Park and Recreation Committee recommend approval of the Memorial Requests Document that would provide a list of how memorial requests are submitted to the village?

Background

The village has previously received and worked with various groups and individuals on the placement of memorial items (tables, benches, planters, trees, etc.). Previous requests were taken to the Park and Recreation Committee and Board on a case by case basis for consideration. In spring of 2018 previous administration requested that staff draft an official policy regarding the placement of memorials. Staff submitted a draft policy in May of 2018, but no action was taken by the committee. Staff also discussed the drafting of this document with the Village Board and they stated that it was no longer necessary to continue working on this policy and that they would continue to review these requests on a case by case basis. In September of 2019 Trustee Xiong requested that this item be placed on the next Park and Recreation Committee agenda for reconsideration and discussion. The draft memorial policy was reviewed again at the November 2019 meeting of the Park and Recreation Committee. During the discussion it was determined that a policy was not necessary but asked that staff draft a document that laid out the specific procedures for donors to follow for submitting their requests. Attached is a draft document that lists the specific procedure for submitting a request.

Attached Docs:	Draft Memorial Requests Document
Committee Action:	No previous review of this document. Memorial Policy Document was previously reviewed in March and May of 2018 and November of 2019. No action was taken on this item. Memorial Policy was reviewed again in November in 2019 but the Park and Recreation thought that a specific policy was not necessary but asked that staff draft a document that laid out the specific procedures for donors to follow for submitting their requests.
Fiscal Impact:	N/A

REQUEST FOR CONSIDERATION

Recommendation:

Recommended Language for Official Action

I move to Recommend to the Board of Trustees to approve the Memorial Requests Document.

I move to Recommend to the Board of Trustees to not approve the Memorial Requests Document.

Or, something else.

Additional action:

Memorial Requests

This document was drafted to provide individuals and groups the process on how memorial requests are received and handled by the village.

Requests for placement of Memorials in Parks

1. Submit request information to village the Wednesday prior to the regular Park and Recreation Committee meeting, which is held the fourth Monday of each month. Information will be placed in meeting packet. Attend 4:30 p.m. meeting at Weston Municipal Center, 5500 Schofield Avenue to present request to Park and Recreation Committee. Request should include items being donated, requested placement location, history of person(s), group, etc. who the memorial is in honor of and why placement in a park is requested. Park and Recreation Committee will make a recommendation to either approve or deny the request.
2. Request will then be sent to the Village Plan Commission as they are ultimately responsible for the placement of memorials per the Village Code of Ordinances. Information will be submitted to Planning and Development Department by the Wednesday prior to the regular Plan Commission meeting, which is held the second Monday of each month. Information will be placed in meeting packet. Attend 6:00 p.m. meeting at Weston Municipal Center, 5500 Schofield Avenue to present request to Plan Commission. Plan Commission will either approve or deny the request.
3. Request will then proceed to an upcoming Village Board Meeting for final approval. The Village Board meets on the first and third Mondays of the month at 6:00 p.m. If approved, you will work with the Director of Parks and Recreation on the purchase and installation of the memorial.

Requests for placement of Memorials on Village Property but not in a park.

1. All requests for placement of Memorials on village property that are not in a park will follow the same procedure as above but exclude item #1.

If the item is accepted, the item becomes the property of the village and any decision on maintenance or upkeep of said item are made at the discretion of the village. Perpetual care of said item is not guaranteed. A maintenance agreement and/or additional monetary donation may be required to be completed depending on the donated item.

**END OF
PACKET**