

City of Wisconsin Dells Parks, Recreation, & Waterway Committee

Meeting Agenda

Monday Dec 14, 2015 5:30 PM

300 La Crosse St Wisconsin Dells, WI 53965

Chairperson: Jesse DeFosse

Committee Members: Mike Warnke, Tammy Mayer, Joey Van Dinter,
Becky Gussel, Lauren Witcha, Gordon Priegel

1. Call to order and note attendance
2. Approval of the October 5, 2015 Meeting Minutes
3. Discussion and Decision on Rec Center Lease Agreement with Dells Gymnastics (Carey Fuller).
4. Discussion and Decision on Park Shelter Rental Rules and Reservation Form.
5. Update on 2016 budget.
6. Items for Referral
7. Adjournment

Alderperson Jesse DeFosse, Chairperson
Posted and Distributed – Dec 11, 2015

Open Meetings Notice: If this meeting is attended by one or more members of the Common Council who are not members of this committee, and their attendance creates a quorum of the Common Council, this meeting may technically be considered a meeting of the Common Council for the purposes of the Wisconsin Open Meetings Law. Please be advised that upon reasonable notice, the City of Wisconsin Dells will furnish appropriate auxiliary aids and services to afford individuals with disabilities an equal opportunity to participate in meeting activities.

PARKS, RECREATION, AND WATERWAYS COMMITTEE

CITY OF WISCONSIN DELLS 300 La Crosse St

WISCONSIN DELLS, WI 53965

October 5, 2015

1. Appointed Chairperson DeFosse Witecha the meeting to order at 5:45 P.M. Notice of the meeting was provided to the Dells Events, WNNO Radio, and posted in accordance with State Statutes.

Present: Mike Warnke, Joey Van Dinter, Lauren Witecha, Gordon Priegel, Thad Meister, Tammy Mayer

Others: Andrew Bremer MSA, Ed Legge Dells Events

Excused: Chairperson DeFosse, Becky Gussel,

2. Motion by Priegel and seconded by Warnke to approve the September 8, 2015 meeting minutes. Motion carried unanimously.
3. Motion by Priegel and seconded by Warnke to approve and recommend to City Council the Comprehensive Outdoor Recreation Plan. Andrew Bremer from MSA reviewed the document with the committee. Andrew Bremmer MSA updated the committee on a few changes that were made from the last meeting. Motion carried unanimously.
4. Items for referral are building lease to Cary Fuller who operates the Dells Gymnastics program and possible budget updates.
5. Motion by Priegel and seconded by Mayer to adjourn at 6:15 PM. Motion carried unanimously.

Thad Meister

Parks, Recreation, & Waterway Director



**Wisconsin Dells/Lake Delton
Parks & Recreation Department**

300 La Crosse St • Wisconsin Dells, WI • Phone: (608) 254-7458 • Fax: (608) 254-7329
www.citywd.org

APPLICATION FOR USE OF PARKS & RECREATION FACILITIES

Reservations

Reservations are taken the first day the office is open after January 2nd for each calendar year. All fees are due at the time of reservation. Please call the Parks & Rec Department at (608) 254-7458 for shelter availability **before** sending in a rental application form and payment.

Fees

City/School District Resident Fee.....\$60.00
Non-Resident Fee.....\$250.00
If you are a School District coming to the area on a field trip and wish to use the park.....\$35.00

Refund/Cancellation Policy

If a shelter reservation is cancelled at least fourteen (14) business days in advance, customers may receive a 50% refund. No refund is given if a shelter reservation is cancelled with less than a 14 day notice. No refund for inclement weather.

Emergency Contact Information

If you experience issues on the day of your rental, please call the Wisconsin Dells Police at 253-1611 or Lake Delton Police at 254-2558. Please bring a copy of your confirmation email with you to the park to verify your reservation.

General Rules for Park & Shelter Use

- Park Hours: Sunrise to 10:00 pm daily
- All trash must be placed in trash receptacles provided at the shelter.
- If WD/LD P&R needs to repair or clean up after your event the responsible party will be billed for damages and/or labor.
- Be courteous of other park patrons.
- The basketball courts, tennis courts, ball field, playground, restrooms and general park amenities will remain open to the public at all times unless specific arrangements are made.
- Any use of charcoal must be extinguished before your party leaves the park for safety reasons.
- No small debris permitted (piñata, confetti, glitter, bird seed, etc)
- Decorations are allowed – use push pins to install and remove when done. No staples.
- No inflatables or temporary structures (including trailers, dunk tanks, tents, etc)
- No sales of any kind without proper permit.
- No vehicles are allowed on park property at any time. Loading & unloading of a vehicle must be done from the parking lot or street parking only.
- Number of people expected will be indicated on the reservation form.
- Glass containers are not allowed.
- NO alcohol in parks.
- Small radios are permitted. Amplified devices are not allowed.
- It is your responsibility to monitor weather to insure your own safety – our shelters are not intended to protect you from severe weather.
- Bring rental form and confirmation email with you for proof of reservation.
- Leave the park better than you found it!

Renter should keep this page for reference

APPLICATION FOR USE OF PARKS & RECREATION FACILITIES

Date Submitted: _____

Fee (Check One):

Date Requested: _____ Time _____ to _____

____ City/School District Resident - \$60.00

Facility Requested: _____

____ Non-Resident - \$250.00

Function Description: _____

____ Visiting School District - \$35.00

Number of People Anticipated: _____

Credit Card # _____ Exp. _____

Name of Applicant: _____

Address of Applicant: _____

Daytime Telephone Number: (____) _____ Cell phone: (____) _____

Email (Required): _____

STATEMENT OF UNDERSTANDING:

The applicant named above on this application will be responsible for the conduct of the special event, the condition of the facility, and will be responsible for any and all damage created by their event. The City of Wisconsin Dells will not deny anyone the use of these facilities based upon race, color, creed, national origin, handicap or religion. The applicant for her/himself and for other persons, organizations, firms and corporations, does hereby hold harmless the City of Wisconsin Dells and Village of Lake Delton, and each and every of its elected and appointed officials, employees, representatives, agents, heirs and assigns, jointly and severally from and against any and all claims, causes of action, actions, liabilities, demands, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorney's fees, which may, at any time, be incurred or sustained arising from, resulting from the event.

A representative of the group must be present at all times during the function and all members of party must adhere to the rules listed on the first page of this document.

Applicant/Responsible Party's Signature

Date

Please return this form with
payment to:

City of Wisconsin Dells
ATTN: Parks & Recreation
300 La Crosse St.
Wisconsin Dells, WI 53965

Office Use Only:

Date Approved: _____ By (staff initial): _____

Paid: _____ YES _____ NO

Check One: _____ Cash _____ Check #: _____

Date Denied: _____ By (staff initial): _____

Reason: _____

Park & Rec office keeps this page for records



**Wisconsin Dells/Lake Delton
 Parks & Recreation Department**
 300 La Crosse St • Wisconsin Dells, WI • Phone: (608) 254-7458 • Fax: (608) 254-7329
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Wisconsin Dells/Lake Delton Park Information

| | Bowman Park | Veteran's Park | Rotary Park | Jenkins Lookout Park | Captain Bob's (Lake Delton) | Ralph Hines Park (Lake Delton) |
|---------------------------------|--|---|---|---|---|--|
| Address/Location | 700 Broadway Wisconsin Dells, WI 53965 | 510 Veterans Dr Wisconsin Dells, WI 53965 | 905 Indiana Ave Wisconsin Dells, WI 53965 | East side of River Rd (1.5 blocks north of Broadway St) | On Miller Dr (next to Poppy Waterman Ice Arena) | 410 West Delavan St (next to Lake Delton Grade School) |
| Shelter | Yes | Yes | Yes | No | Yes | Yes |
| Parking | Street parking stalls | Minimal off-street near pool/shelter Large lot nearby | Minimal off-street | Minimal off-street | Off-Street & Street parking stalls | Street parking stalls |
| Restrooms | Yes | Yes | Yes | No | Yes | Yes |
| Picnic Tables | 12 | 10 | 5 | | 12 | 12 |
| Grills | Yes | Yes | No | No | Yes | Yes |
| Electrical Outlets | Yes | Yes | Yes | No | Yes | Yes |
| Drinking Fountains | Yes | Yes | No | No | Yes | Yes |
| Play Equipment | Yes | Yes | Yes | No | Yes | Yes |
| Basketball Courts | Yes | No | No | No | No | Yes (Lake Delton Grade School) |
| Tennis Courts | No | No | No | No | No | Yes |
| Baseball/Softball Fields | No | Yes | Yes | No | Yes | No |
| Public Pool | No | Yes (additional fee) | No | No | No | No |

The parks listed above are the parks that we allow reservations. The baseball fields at Rotary, Veterans, and Captain Bob's Park are not included as part of your reservation.

Renter should keep this page for reference



CITY OF WISCONSIN DELLS

PARKS AND RECREATION DEPT

Thad Meister

Parks, Recreation, & Waterway Director

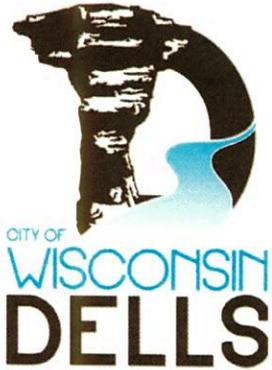
tmeister@dellsnet.com

300 La Crosse St. Wisconsin Dells, WI 53965

Phone: (608) 254-7458 FAX: (608) 254-7329

The City of Wisconsin Dells and the Dells Gymnastics Program (Carey Fuller) will enter the following agreement. The City of WD agrees to rent space at the Rec Center (722 Michigan Ave) to the Dells Gymnastics Program.

1. The rental rate will be based on 10% of the programs total income. This will translate into roughly \$15 per hour or \$4500 per year. These approximations are noted for both parties understanding and benefit. The 10% will be used to calculate fee.
2. The rental fee will be paid before the end of each 6 week program session. Included with payment would be a participation roster and financial breakdown.
3. Dells Gymnastics will attempt to have the 6 week sessions coincide with the time frame that other Park and Rec Programs are happening. Each session schedule will be submitted to Park and Rec two weeks prior to starting. A tentative yearly overview will be provided.
4. Dells Gymnastics will be responsible for providing and maintaining their own equipment. Other Park and Rec Program instructors will be instructed to keep everyone off of the Dells Gymnastics equipment. Dells Gymnastics will provide tarps and signs to cover equipment when not in use. Signs must be approved by Park and Rec. Park and Rec will be responsible for other program participants when programs or occurring in the Rec Center.
5. Park and Rec will maintain the restrooms and provide the snow removal outside the building. (Simply for notation purposes- At times the front parking lot becomes icy due to being on the north side of the building. We will plow, sweep, salt/sand to the best of our ability. If necessary we may block off a portion of the parking lot.)
6. Dells Gymnastics will check restrooms for garbage after each use and secure the building upon leaving.
7. Building improvements will be discussed and performed as budgets and resources will allow.
8. Insurance Requirements – It will be the responsibility of Dells Gymnastics to purchase liability (at least \$1,000,000 per occurrence / \$2,000,000 annual aggregate limits), property insurance and workers compensation insurance (statutory limits) to protect Dells Gymnastics, the City of Wisconsin Dells and the Parks and Recreation Department. Dells Gymnastics will provide a current Certificate of Insurance that names the City of Wisconsin Dells, its employees and elected officials as additional insureds. The Certificate of Insurance will provide the City of Wisconsin Dells with at least a 60 day notice of cancellation, nonrenewal or material change. Further the Certificate of Insurance will reference that coverage is provided for the Indemnification Clause that Dells Gymnastics agrees to. The intention of this coverage is to protect the Dells Gymnastics and the City of Wisconsin Dells for any loss to program equipment and injury to any participant of these programs.
9. Dells Gymnastics will make sure all parents/guardians have read and signed and turned in waiver form to be provided by Wisconsin Dells/Lake Delton Parks and Recreation before participating.
10. This agreement can be reviewed and adjusted by the City at any time.



CITY OF WISCONSIN DELLS

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tmeister@dellsnet.com

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Phone: (608) 254-7458 FAX: (608) 254-7329

Dells Gymnastics Representative

Parks & Recreation Director

Date _____

Date _____

INDEMNIFICATION

_____ hereby agrees to indemnify, defend and hold harmless the City of Wisconsin Dells, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, interest, attorneys' fees, costs, and expenses of whatsoever kind or nature in any manner directly or indirectly caused, occasioned, or contributed to in whole or in part or claimed to be caused, occasioned, or contributed to in whole or in part, by reason of any act, omission, fault, or negligence, whether active or passive, of _____ or of anyone acting under its direction or control or on its behalf, even if liability is also sought to be imposed on the City of Wisconsin Dells, its elected and appointed officials, officers, employees, agents, representatives and volunteers. The obligation to indemnify, defend and hold harmless the City of Wisconsin Dells, its elected and appointed officials, officers, employees, agents, representatives and volunteers, and each of them, shall be applicable unless liability results from the sole negligence of the City of Wisconsin Dells, its elected and appointed officials, officers, employees, agents, representatives and volunteers.

_____ shall reimburse the City of Wisconsin Dells, its elected and appointed officials, officers, employees, agent or authorized representatives or volunteers for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

In the event that _____ employs other persons, firms, corporations or entities (subcontractor) as part of the work covered by this Agreement, it shall be _____ responsibility to require and confirm that each subcontractor enters into an Indemnity Agreement in favor of the City of Wisconsin Dells, its elected and appointed officials, officers, employees, agents, representatives and volunteers, which is identical to this Indemnity Agreement.

This indemnity provision shall survive the termination or expiration of this Agreement.

Park & Recreation - 2016 PRT Budget

| Description | Total Available |
|--|-----------------|
| Parks - Aquatic Center/Rec Center (Carry over \$150,000 in 2015) | \$ 300,000.00 |
| Parks - 3/4 Ton Truck (Carry over \$18,000 in 2015) | \$ 30,000.00 |
| Parks - Rec Center & Offc Remodel | \$ 10,000.00 |
| Parks - Ball Field Re-Condition (2 Fields) - Continuous | \$ 11,000.00 |
| Parks - ADA Upgrades | \$ 10,000.00 |
| Parks - Scoreboards | \$ 10,000.00 |
| | \$ 371,000.00 |